



City of Broken Arrow

Request for Action

File #: 16-983, Version: 1

**Downtown Advisory Board
Meeting of: 09-13-2016**

To: Chairman and Board Members
From: City Manager's Office
Title: Consideration, discussion and possible approval of the design and installation of an LED illuminated sign for the Military History Center

Background:

The Military History Center seeks to have a respectful, engaging and patriotic presence in The Rose District. To add to the center's presence, the Military History Center is respectfully requesting to install an illuminated LED sign above the awning on the front of the museum building. This illuminated sign will provide a visual recognition of the Military History Center located at 112 North Main Street.

The Military History Center has obtained a permit from the City of Broken Arrow for the sign and the fee was waived since the building is City-owned. The Military History Center received a grant from the Broken Arrow Community Foundation for \$4,500.00 to cover the purchase cost of the sign. The Military History Center is accepting the responsibility for the cost of the illuminated sign and other related materials. The sign is 14" high, 168" wide and 7" deep.

During the renovations to the building, now occupied by the Military History Center, the City allotted \$1,600.00 for a sign. Due to an overrun of the construction budget, the building sign was deleted from the project to reduce costs. The original proposed sign was not lighted. Since the \$1,600.00 was not spent on a sign installation for the Military History Center, the City will provide \$1,600.00 from the City of Broken Arrow Parks and Recreation Department Fiscal Year 2017 Capital Budget to help with the electrical build out to illuminate the sign.

Staff recommends approval from the Downtown Advisory Board for the LED sign design and to approve the installation of the sign above the awning at the Military History Center.

Cost: Not to exceed \$1,600.00

Prepared By: Lori Hill, Tourism Director

**Reviewed By: Development Services Department
Legal Department**

**Approved By: Norman Stephens, Assistant to the City Manager / Economic
Development Coordinator**

Attachments: Military History Center Illuminated Signage Draft

Military History Center Permit Page 1

Military History Center Permit Page 2

Recommendation: Approve the illuminated LED signage design and installation for the Military History Center.