

PLANNING DIVISION STAFF REPORT

July 20, 2026

PREPARED FOR THE LANDMARKS COMMISSION



Project Name & Address: 16 N Carroll Street

Application Type(s): Advisory Recommendation for Development Adjacent to a Landmark Site

Legistar File ID # [93869](#)

Prepared By: Heather Bailey, Preservation Planner, Planning Division

Date Prepared: July 15, 2026

Summary

Project Applicant/Contact: Wade Vincent, Sign Art Studio

Requested Action: The Applicant is requesting that the Landmarks Commission provide an advisory recommendation for development adjacent to a landmark that will be reviewed by the Urban Design Commission.

Background Information

Parcel Location/Information: The subject property is located adjacent to the Grace Episcopal Church (6 N Carroll Street), a designated landmark

Relevant Ordinance Sections:

28.144 - DEVELOPMENT ADJACENT TO A LANDMARK OR LANDMARK SITE.

Any development on a zoning lot adjoining a landmark or landmark site for which Plan Commission or Urban Design Commission review is required shall be reviewed by the Landmark Commission to determine whether the proposed development is so large or visually intrusive as to adversely affect the historic character and integrity of the adjoining landmark or landmark site. Landmark Commission review shall be advisory to the Plan Commission and the Urban Design Commission.

Analysis and Conclusion

The proposed project is to install new signage for the remodeled historic Gay Building at 16 N Carroll St. The proposed above-canopy signage requires a Comprehensive Design Review approval from the Urban Design Commission. As this property is adjacent to a designated landmark, the Landmarks Commission must supply an advisory recommendation to the Urban Design Commission on if the proposed work will have an adverse effect on the adjacent landmark.

A discussion of relevant standards follows:

28.144 - DEVELOPMENT ADJACENT TO A LANDMARK OR LANDMARK SITE.

The proposed work will not have an adverse impact on the adjacent landmark. The proposed work will be a sign on the front of the property and it will be minimally visible from the designated landmark.

Recommendation

Staff recommends the Landmarks Commission advise the Urban Design Commission that the proposed work will not have adverse impacts on the adjacent landmark.