

**McAlester Board of Adjustment**  
**NOTICE OF MEETING**



**Special Meeting Agenda**  
**Monday, June 22, 2026 - 4:00 PM**  
**City Hall, Council Chambers**  
**28 E Washington**

**CALL TO ORDER AND ROLL CALL**

**CONSENT AGENDA**

1. Approval of the Minutes of the March 17, 2026 Special Meeting.

**SCHEDULED BUSINESS**

**Staff Report on each item of scheduled business shall be presented by staff prior to applicant's discussion with Planning Commission.**

1. Public Hearing: Discussion and action on BA #205, requesting a Variance for the following described location:  
LEGAL: Part of the North 391 feet of Lot 76, lying East of US Highway 69 and the North 391 feet of the South 670.40 feet of Lot 77, all in Townsite Addition No. 4, of Section 17, Township 5 North, Range 15 East of the Indian Base and Meridian, Pittsburg County, State of Oklahoma, being more particularly described as follows:  
Commencing at the Southeast Corner of Lot 86, Townsite Addition No.4; Thence N 01°02'50" W a distance of 1311.60 feet along the East Line of Lot 86 to the Southeast Corner of Lot 77, Townsite Addition #4; Thence N 01°02'50" W a distance of 279.40 feet along the East Line of Lot 77; Thence S 88°40'11" W a distance of 30.00 feet to the West Line of an Existing 30 foot road easement and the Point of Beginning; Thence S 88°40'11" W a distance of 478.31 feet; Thence N 01°22'32" W a distance of 150.30 feet; Thence N 18°37'10" E a distance of 55.98 feet; Thence N 01°22'32" W a distance of 188.08 feet; Thence N 88°40'11" E a distance of 461.41 feet Thence S 01°02'50" E a distance of 391.00 feet to the Point of Beginning.  
LOCATION: 830 S George Nigh Expy, McAlester, Oklahoma  
CURRENT ZONING: C-5 Highway Commercial & Commercial Recreation District  
PROPOSED VARIANCE: Section 62-761 Maximum Area. "No wall sign shall exceed an area of 500 square feet."
2. Staff Reports
3. Remarks & Inquiries by the Board

## **ADJOURNMENT**

**McAlester Board of Adjustment Minutes**  
Tuesday, March 17, 2026, Special Meeting  
City Council Chambers  
Immediately following Planning Commission Meeting

**Call to Order**

Chairman Emmons called the meeting to order at 6:54 p.m.

**Roll Call**

Patti Hobbs called the roll and a quorum was present.

**Board Members Present: 4**

Mark Emmons

Dewayne Hampton

Lyn Roberts

Chris Taylor

**Board Members Absent:**

**Recognition**

None

**Consent Agenda**

Approval of minutes for November 18, 2025, Special Meeting and approval of the reappointment of Dewayne Hampton.

A motion made by Taylor was seconded by Roberts to approve all items on the Consent Agenda.

The vote was: 4 – 0

AYE: Emmons, Hampton, Roberts, Taylor

NAY: None

The motion carried.

**SCHEDULED BUSINESS:**

**1. Public Hearing: Discussion and Action on BA #204, requesting Variances for the following described location:**

**LEGAL:** Lots One (1), Two (2), Seven (7), Eight (8), Nine (9), Ten (10), Block Three hundred ninety-two (392); And The Southerly 30 feet of Chickasaw Ave Lying adjacent to Lots One (1) and Two (2) in Block Three hundred ninety-two (392); And All of the 15 foot Alley Lying adjacent to Lots One (1), Eight (8), Nine (9), Ten (10), Two (2), Block Three hundred ninety-two (392); And All of Lot Three (3) and the Easterly 80 feet of Lot Four (4), in the Block Three hundred ninety-two (392); And Lot Two (2), Block Three hundred Eighty-one (381); And Then Northerly 30 feet of the approximate Easterly 220 feet of Chickasaw Ave Lying Adjacent to Lot Two (2), Block Three hundred Eighty-one (381) all in the City of McAlester, formerly known as South McAlester, Pittsburg County, State of Oklahoma.

**LOCATION:** 21 W Cherokee Ave, McAlester, Oklahoma

**CURRENT ZONING:** I-1 Light Industrial District & C-4 Restricted Commercial District

**PROPOSED VARIANCE:** Section 62-266(e) Area Regulations for (3) Maximum percentage of coverage where the “Main and accessory buildings shall not cover more than 60 percent of the lot area.” (5) Front yard setback where the “All buildings shall set back from all property lines no less than 35 feet.” (6) Side yard setback where the “a. When abutting another industrial district zoned lot, the side yard setback shall be no less than 25 feet. b. On a side of a lot adjoining a residential dwelling district, there shall be a side yard setback of no less than one foot per each foot of height.”

Community Development Director Jayme Clifton presented the staff report. She noted the notices were sent and published according to ordinance. Ms. Clifton described the circumstances and background that led to the application including the storm damage from May 2025. She explained that their contractor applied for a building permit and it was noticed in the permitting process the zoning discrepancies. Ms. Clifton also stated the zoning requirements and building permit documents; also noting the property and structures were assumed nonconforming due to the property nearly covered by buildings way before the storm. It was stated from the Staff report, the variances requested are “reasonable and consistent with the historical use of the property with the recommended condition: the reconstructed structure shall not exceed the 7,765 sf footprint as shown on the submitted survey and must maintain an open-shed design.” Therefore, staff recommends the variances to be approved by the Board of Adjustment.

Iva Due, representing the application, spoke on behalf of the application. Ms. Due stated the replacement building will be all metal for fire safety reasons and how the business was built in McAlester in 1901. She feels they can help the community by remaining in that location and allowed to rebuild. Council Member for Ward Three, Chris Stone, was in attendance to voice his support for applicant and for the use of the property as he feels it is appropriate for that area (train line abuts their property to the East).

Brief discussion amongst the Board members about the property itself and how the variances requested seemed reasonable. Ms. Clifton stated there would be a letter drafted about the Board of Adjustment’s decision so that they would not have to wait for the minutes to be signed which allows the building permit to move forward.

Public Hearing began at 6:55 p.m. and commenced at 7:01 p.m. The applicant’s representative, Iva Due and Third Ward Council, Chris Stone were the only speakers for the public Hearing; no other members of the public spoke.

Hampton made the motion to approve the variances as presented. The motion was seconded by Roberts. Roll was taken.

The vote was: 4 – 0

AYE: Emmons, Hampton, Roberts, Taylor

NAY: None

The motion carried.

**Staff Reports.**

Board of Appeals Ordinance Amendments from the Planning Commission meeting was briefly discussed. No action required.

**Remarks & Inquiries by the Board.**

Roberts commented and questioned the proposed BOA alternates discussed previously. Minimal discussion of Ordinance Amendments and the expertise recommendations, additionally. No action required.

**Adjournment**

Hampton made the motion to adjourn. The motion was seconded by Taylor. Meeting adjourned at 7:04 p.m. Roll was taken.

The vote was: 4 – 0

AYE: Emmons, Hampton, Roberts, Taylor

NAY: None

The motion carried.

Approved:

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Board of Adjustment Chairman Date



**BOARD of ADJUSTMENT  
STAFF REPORT  
June 22, 2026**

**TO:** Members of McAlester Board of Adjustment  
**FROM:** Jayme Clifton, Community Development Director  
Patti Hobbs, Planning Technician  
**DATE:** June 17, 2026  
**SUBJECT:** Request for Variance – BA 205

**1. APPLICATION SUMMARY**

**Applicant:** General Lighting & Sign Services, Inc. via Jace Larsen (agent); Williams Properties LLC/Wallace Properties via Curtis Woods for Academy Sports + Outdoors  
**Location:** 830 S George Nigh Expressway, McAlester, Oklahoma  
**Legal:** Part of the North 391 feet of Lot 76, lying East of U.S. Highway 69 and the North 391 feet of the South 670.40 feet of Lot 77, all in Townsite Addition No. 4, of Section 17, Township 5 North, Range 15 East of the Indian Base and Meridian, Pittsburg County, State of Oklahoma (Full legal description on file with application)  
**Current Zoning:** C-5 Highway Commercial and Commercial Recreation District

**General Description:** A variance is requested from Section 62-761 Maximum Area of the McAlester Code of Ordinances to allow a wall sign exceeding the maximum permitted area of 500 square feet. The proposed signage includes a wall sign of 636.44 square feet and six accompanying departmental wall signs ranging from 18.4 to 25.5 square feet each, totaling front wall signage package of 775.44 square feet.

**2. NOTIFICATIONS**

**General Notifications:**

Posting of Sign on Property June 5, 2026  
Publication in McAlester News Capital June 6, 2026

**Notification to Property Owners within 300 Feet:**

Mailed Certified Return Receipt June 3, 2026  
Property Owners within 300 feet 8  
Notification receipts received 6 as of 06/17/2026  
Notification Returned Unclaimed 0  
Notifications Still Out 2

**3. ATTACHMENTS**

Application with Project Narrative and Survey/Site Plan

Abstractors Ownership List Certificate  
Area of Request & Site Location Maps  
Notice to Surrounding Property Owners  
Firm Mailing Book for Accountable Mail  
Publication for Notice of Hearing  
Picture of Sign Posted on Property

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#### **4. BACKGROUND**

The subject property is a newly platted commercial tract situated within the C-5 Highway Commercial/Recreation District. The site is currently being developed for a new retail facility, Academy Sports + Outdoors, encompassing approximately 50,000 square feet of floor area. The surrounding corridor along the South George Nigh Expressway (US-69 Highway) is characterized by high-intensity commercial activities, regional retail operations, and highway-oriented dining establishments.

The applicant's facility features a front building facade measuring approximately 10,807 square feet. Because the master site design incorporates outparcels dedicated to future commercial developments right along the frontage road, the primary retail footprint sits exceptionally far back from the main driving lanes.

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#### **5. ANALYSIS**

The Board of Adjustment's authority to grant a variance is limited to specific situations. The following analysis is based on the legal criteria that must be met for a variance to be approved.

##### **A. Unnecessary Hardship**

- Finding: This standard requires the applicant to prove that, without the variance, they are deprived of any reasonable use of their land. It is not sufficient for the ordinance to simply make the desired use more expensive or inconvenient.
- Staff Analysis: Staff recognizes that the primary intent of sign regulations is to manage clutter and preserve community character. However, the strict application of the city's outdated, flat-cap 500-square-foot maximum wall sign area creates a unique hardship for large-scale big box developments. For a facility exceeding 50,000 square feet with a facade over 10,000 square feet, a standard 500-square-foot sign becomes disproportionate and unreadable given the considerable setback from the thoroughfare. Literal enforcement would limit basic commercial identification, effectively restricting the reasonable use and visibility of considerable commercial development in a designated highway commercial zone.

##### **B. Peculiar Conditions**

- Finding: The hardship must arise from a condition that is unique to the property itself and not generally shared by other properties in the area. This can include factors like lot size, shape, or topography.
- Staff Analysis: The physical layout of this development presents clear peculiar conditions. The main building front is setback from the George Nigh Expressway by approximately 650 feet, spanning a distance of over two football fields. This visibility challenge is combined by the layout of front outparcels that are positioned closer to the service road, which will host separate structures

that block direct site lines to the lower portions of the Academy front. These physical design restrictions and extreme building depth are distinct to this development block and are not generally shared by older standard retail frontages along the corridor.

**C. Public Health, Safety, and General Welfare**

- Finding: Per Sec 62-97 (c), the Board must determine the effect of the proposed change on public health, safety, comfort, morals, and general welfare of the people of the city. Granting the variance should not cause substantial detriment to the public good or impair the intent of the City's Comprehensive Plan.
- Staff Analysis: Under the criteria for public health, safety, and general welfare, the proposed signage meets all local and state requirements without causing detriment to the community. Because the letters of the sign are flush mounted directly to the vertical front wall, they will not obstruct the supply of light or air to adjacent properties. The variance modifies sign surface area only, meaning it has no bearing on structural parking configurations, traffic volume generation, or local street congestion. The sign package does not appear to present any hazards; it is engineered entirely from incombustible materials and uses low-voltage electrical components. Rather than creating a public risk, clearly visible and legible building identification from a 650-foot viewing distance may instead enhance traffic safety by allowing moving motorists on the high-speed corridor to recognize their destination well in advance, minimizing sudden braking and lane-weaving. Finally, because the architectural scale of the signs is more proportional to the very big 10,807-square-foot front facade, this installation may better support local property values and match the modern, regional commercial character that's established along the US-69 highway corridor.

**D. Minimum Necessary Variance**

- Finding: Any variance granted must be the minimum adjustment necessary to alleviate the proven hardship. The Board cannot grant more relief than is required to allow for the reasonable use of the property.
- Staff Analysis: The main identification sign exceeds the code limit by 136.64 square feet. Given a 650-foot viewing distance, standard legibility calculations require scaled typography to make the text readable to motorists moving at highway speeds. The six additional accessory signs are exceptionally small (averaging ~22 sq. ft.) and are intended solely to guide customers safely across the large parking lot to specific storefront sectors (Apparel, Hunting, Fishing, etc.). Therefore, the requested variance represents the complete scaling adjustment required to overcome the physical visibility limitations of the site layout.

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**6. STAFF RECOMMENDATION**

Based on the unique 650-foot setback from the US-69 Highway corridor, the likely visibility shielding caused by future commercial outparcel developments, and the architectural scale of the building, staff finds that the literal enforcement of the city's outdated sign regulations creates an unnecessary hardship that satisfies all requirements for a variance. Because the requested scaling is a direct geometric response to the

physical layout and depth of the site, staff recommends APPROVAL of the variance. This approval would grant a variance for the total wall signage area to allow an aggregate front facade package of 776 square feet, which accommodates both the primary 636.64-square-foot identification sign and the six accompanying directional department signs, providing the minimum necessary adjustment to ensure basic commercial legibility from the main highway thoroughfare.

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**7. REQUIRED FINDINGS OF FACT**

Per Sec 62-97 (c), every ruling made upon any appeal must be accompanied by a written finding of fact based upon the testimony received at the hearing. The ruling must specify the reason for granting or denying the appeal, variance, or exception. *[This section to be fulfilled by the Board of Adjustment. Staff will incorporate the statements into the meeting minutes.]*

A. Based on the testimony received, the Board of Adjustment finds that: *[Summarize the key facts and testimony presented that support the Board's decision.]*

B. Therefore, the reason for [granting/denying] this variance is: *[Clearly state the specific reasons for the decision, referencing the analysis criteria (hardship, peculiar conditions, public welfare, etc.).]*

**Record No: BA-205**

Variance/Exception  
Application

Status: Active

Submitted On: 5/20/2026

**Primary Location**

830 S George Nigh Expressway  
McAlester, OK 74501

**Owner**

WALLACE FAMILY PROPERTIES  
LLC 328 E CARL ALBERT PKWY  
E Carl Albert Pkwy 328  
MCALESTER, OK 74501-

**Applicant**

 Jace Larsen  
 405-235-3239  
 jace@generallighting.com  
 2701 NW 1st St.  
OKC, Oklahoma 73107

**PROPERTY INFORMATION :** Please complete this section for the subject property which you are requesting an exception/variance for. If the subject property involves separate parcels, please include a description from a survey or abstractors certificate for one legally described property.

**ADDRESS OR LOCATION OF PROPERTY ?**

830 S. George Nigh Expressway

**LEGAL DESCRIPTION:\* ?**

1512-00-000-076-0-076-02

**Attach extended legal description or survey (optional) ?**



No File Uploaded

**Note: An affidavit of ownership is required. If the applicant is not the owner of the subject property then separate documentation must be provided showing capacity to file the application and agree to conditions of approval.**

**OWNERSHIP, AS RECORDED ON THE DEED, IS IN THE NAME OF:\*** ?

WALLACE FAMILY PROPERTIES

**MAILING ADDRESS OF PROPERTY OWNER(S),** ?

328 E. Carl Albert Pkwy

**OWNERS E-MAIL** ?

treasury@wallacemgt.com

**OWNER'S CONTACT PHONE NUMBER** ?

918-558-6698

### GENERAL PROPERTY DATA

**CURRENT ZONING\*** ?

C-5 Highway Commercial & Commercial Recreation

**FRONTAGE IN FEET\*** ?

400

**DEPTH IN FEET**

800

**TOTAL SQUARE FEET FOR PARCEL\***

32000

### STATEMENT OF APPLICANT

I (we) further acknowledge that I (we) have read the information pertaining to Land Development, Planning, and Zoning Regulations, the specific Zoning Districts and District Regulations, official Future Land Use map and/or Comprehensive Plan and have had sufficient opportunity to inquire with regard to matters set forth therein and, accordingly, understand all applicable procedures and matters relating to this application.

I (we) further acknowledge that submission of this application initiates a process and does not imply approval by City of McAlester or any of its boards, commissions, or staff. That the City of McAlester may not defend challenge(s) to my proposed application and related development authorizations, and that it may be my sole obligation to defend any and all actions and approvals that may authorize the use or development of the subject property.

I (we) understand that this application, attachments, and fees become part of the official records of the City of McAlester and are subject to use in Open Meetings and will be available for Open Records requests.

I (we) hereby agree to allow the placement of a public notice sign (placard), if required, on the subject property at a location to be determined by City staff, and that such sign is the property of the City of McAlester and shall be returned at the conclusion of my (our) application.

I (we) dispose and say that all of the information provided in this application, including information contained in all submittals, attachments, and exhibits, transmitted herewith are true to the best of my (our) knowledge.

I (we) hereby represent that I (we) have the lawful right and authority to file this application.

**Digital Signature\***

✔ Jace Larsen  
May 18, 2026

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**Application Reviewed and Accepted (Internal Use)**

Has the Application been Reviewed and Accepted

Yes

Accepted By

Patti Hobbs

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**Publication Information**


Date Published in Newspaper


Publishing Fee


06/06/2026


80.96


### Attachments


- 


**3072610719 REPORT.pdf**  
 3072610719 REPORT.pdf  
 Uploaded by Patti Hobbs on Jun 2, 2026 at 3:09 PM
- 


**AD196282\_06.06.2026.pdf**  
 AD196282\_06.06.2026.pdf  
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**BA-205 Mailing Logs\_06.05.2026.pdf**  
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**BA-205 Notice to Property Owners\_packet.pdf**  
 BA-205 Notice to Property Owners\_packet.pdf  
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**BA-2025 Sign Photos\_06.05.2026.pdf**  
 BA-2025 Sign Photos\_06.05.2026.pdf  
 Uploaded by Patti Hobbs on Jun 18, 2026 at 9:51 AM
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**Abstractor's Plat & Report** REQUIRED  
 Academy MacAlester Plot Plan\_0001.pdf  
 Uploaded by Jace Larsen on May 20, 2026 at 5:37 AM
- 

**Site Plan, Plot Plan, or Survey.** REQUIRED  
 ASO-McAlester OK-Shop Drawings Variance R4.pdf  
 Uploaded by Jace Larsen on May 18, 2026 at 10:16 AM
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**Exception or Variance Narrative** REQUIRED  
 Variance Letter of Hardship - McAlester OK.pdf  
 Uploaded by Jace Larsen on May 20, 2026 at 5:38 AM
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**Affidavit of Property Ownership** REQUIRED  
 ID ASSOCIATES AUTHORIZATION.pdf  
 Uploaded by Jace Larsen on May 20, 2026 at 5:38 AM
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**Authorization if Applicant is not Property Owner**  
 ID ASSOCIATES AUTHORIZATION.pdf  
 Uploaded by Jace Larsen on May 20, 2026 at 5:37 AM



# Academy

## SPORTS+OUTDOORS

Wallace Shops  
Highway 69 South

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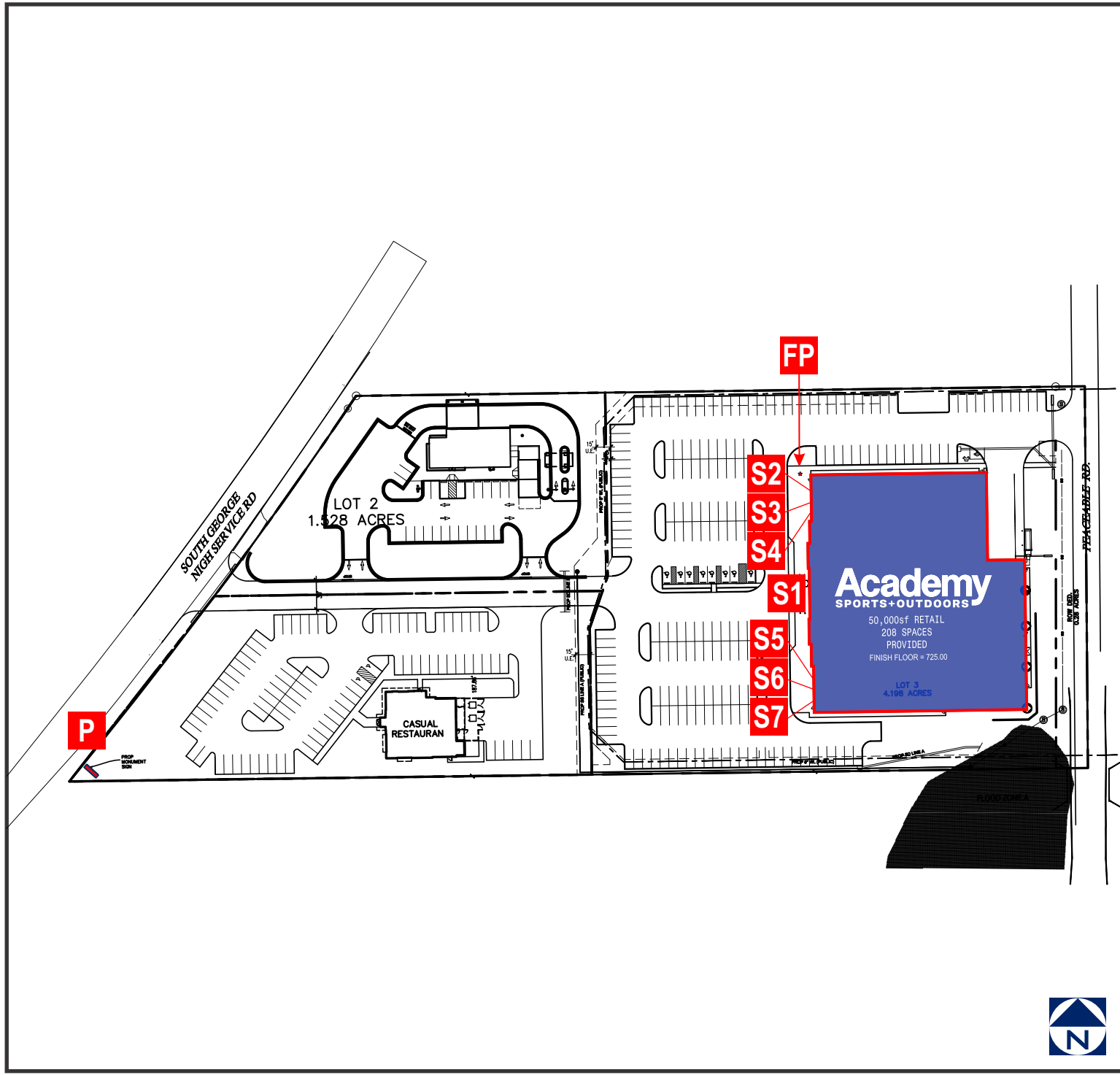
**McALESTER, OK**

**DESIGN PACKET VARIANCE**

SIGN LEGEND   SUMMARY   SQFT.				
SIGN #	SIGN TYPE	SIGN DESCRIPTION	PART #	SQ FOOTAGE
(S)IGN   (M)ONUMENT   (P)YLON   (TP) TENANT PANEL   (FP)LAG POLE				
<b>CHANNEL LETTER SET(S)</b>				
S1	A100-108	FLUSH MOUNT ILLUM. CHANNEL LETTER SET	ASO	636.64 SQFT
S2	A200-24	FLUSH MOUNT ILLUM. CHANNEL LETTER SET	APPAREL	25.4 SQFT
S3	A203-24	FLUSH MOUNT ILLUM. CHANNEL LETTER SET	FITNESS	22.2 SQFT
S4	A201-24	FLUSH MOUNT ILLUM. CHANNEL LETTER SET	SHOES	18.4 SQFT
S5	A204-24	FLUSH MOUNT ILLUM. CHANNEL LETTER SET	HUNTING	24 SQFT
S6	A202-24	FLUSH MOUNT ILLUM. CHANNEL LETTER SET	CAMPING	25.5 SQFT
S7	A205-24	FLUSH MOUNT ILLUM. CHANNEL LETTER SET	FISHING	22.7 SQFT
<b>MONUMENT   PYLON SIGN TENANT PANELS</b>				
P1	DOUBLE FACE PYLON	8' x 16' D/F CABINET @ 50' OAH		128 SQFT
<b>FLAG POLE   US FLAG - ACADEMY FLAG</b>				
FP	8 X 12 FLAG	UNITED STATES FLAG		96 SQFT
FP	8 X 12 FLAG	ACADEMY FLAG		96 SQFT
<b>CODE ALLOWED FRONT ELEVATION - SIGNAGE SQFT:</b>				
<b>FRONT ELEVATION - SIGNAGE SQFT:</b>				<b>1094.84 SQFT</b>

CODE SUMMARY:

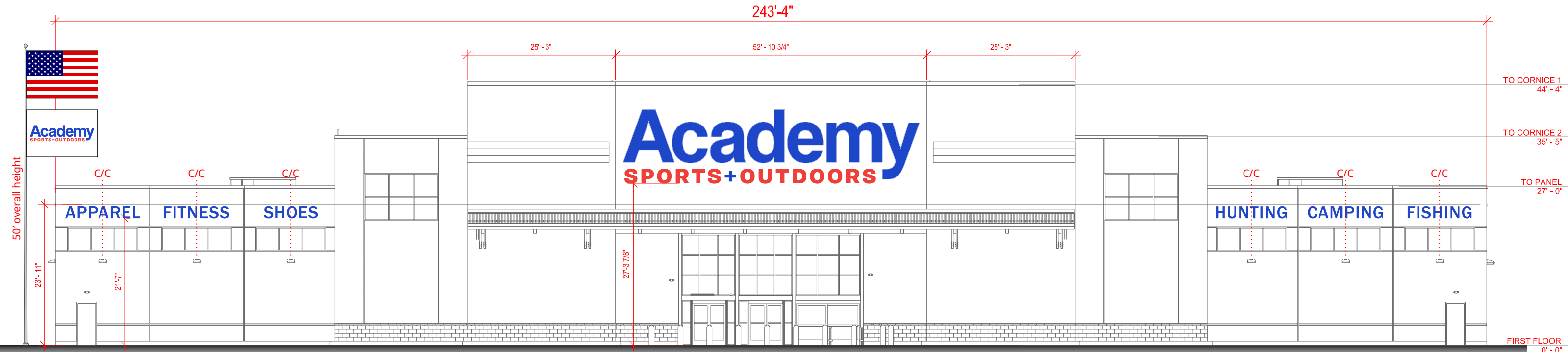
**SIGN LEGEND - SIGN TYPES AND LOCATIONS**



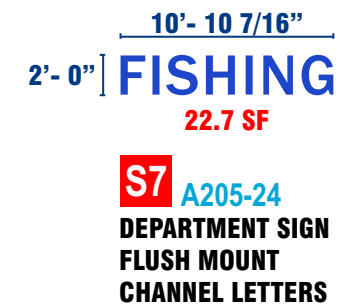
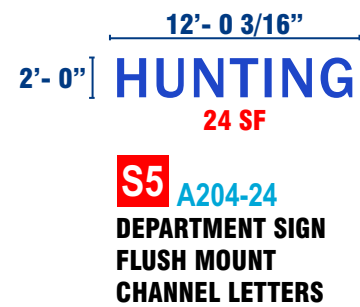
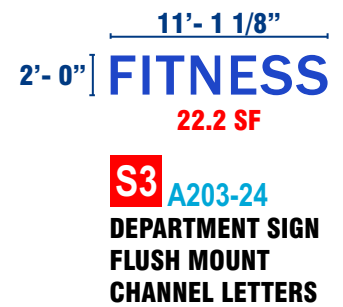
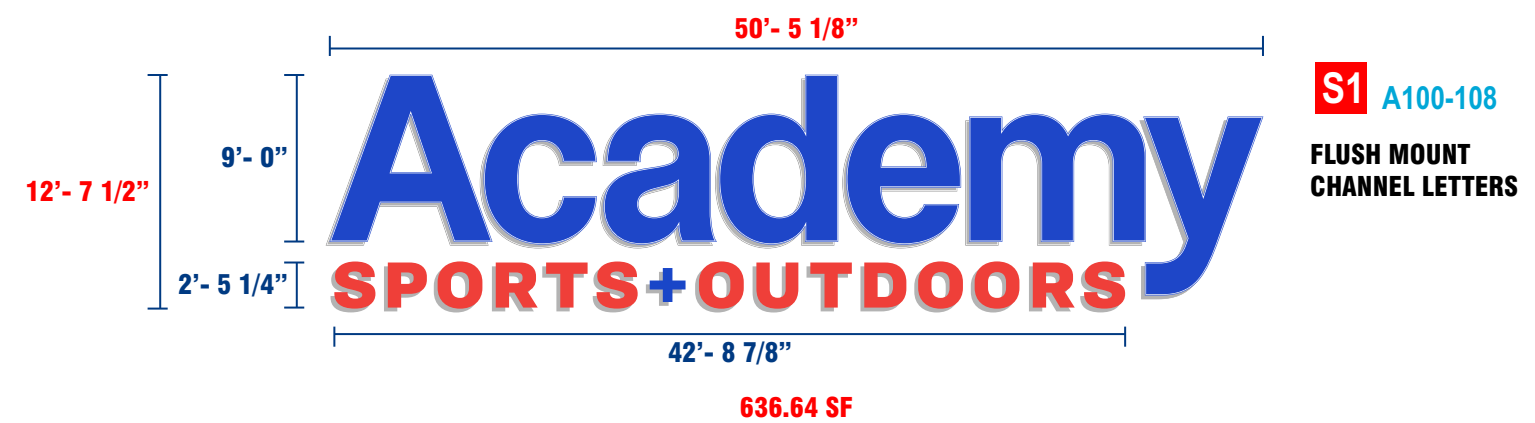
**TRUNCATED SITE PLAN SHOWING SIGN LOCATIONS**  
SCALE: SCALED TO FIT

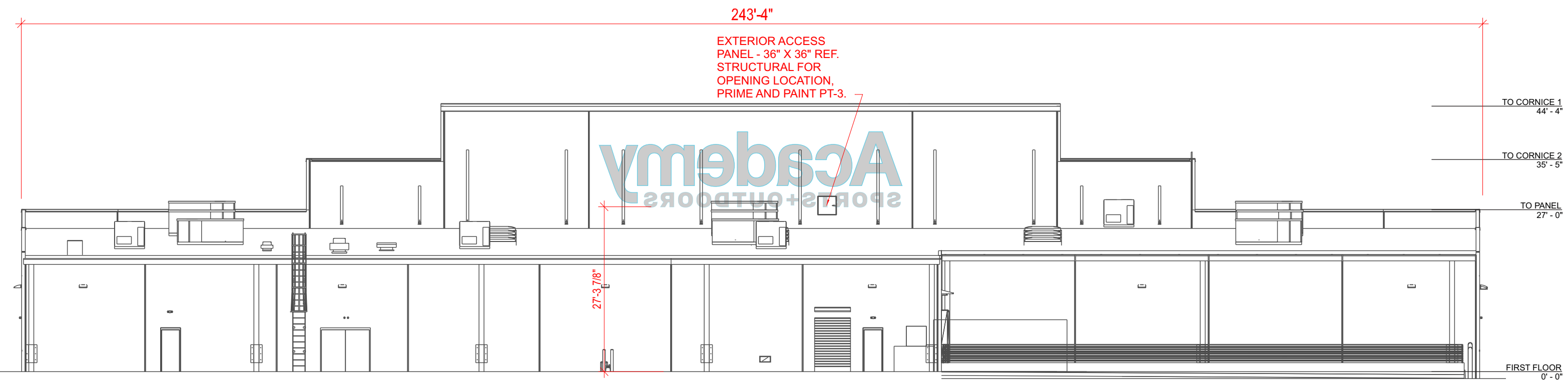


**AERIAL PHOTO | SIGN LOCATIONS**  
SCALE: SCALED TO FIT



**FRONT ELEVATION**  
SCALE: 1/16" = 1'





**REAR ELEVATION**  
**SCALE: 1/16" = 1'**

EXTERIOR ACCESS  
 PANEL - 36" X 36" REF.  
 STRUCTURAL FOR  
 OPENING LOCATION,  
 PRIME AND PAINT PT-3.

TO CORNICE 1  
 44' - 4"

TO CORNICE 2  
 35' - 5"

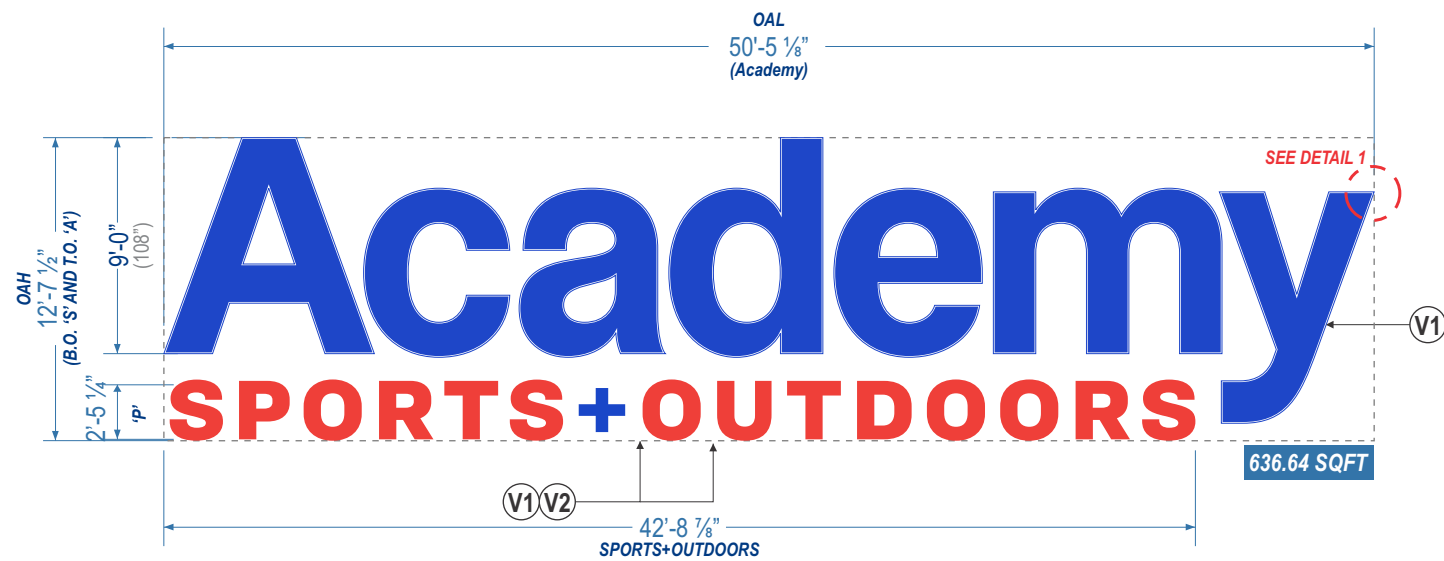
TO PANEL  
 27' - 0"

FIRST FLOOR  
 0' - 0"

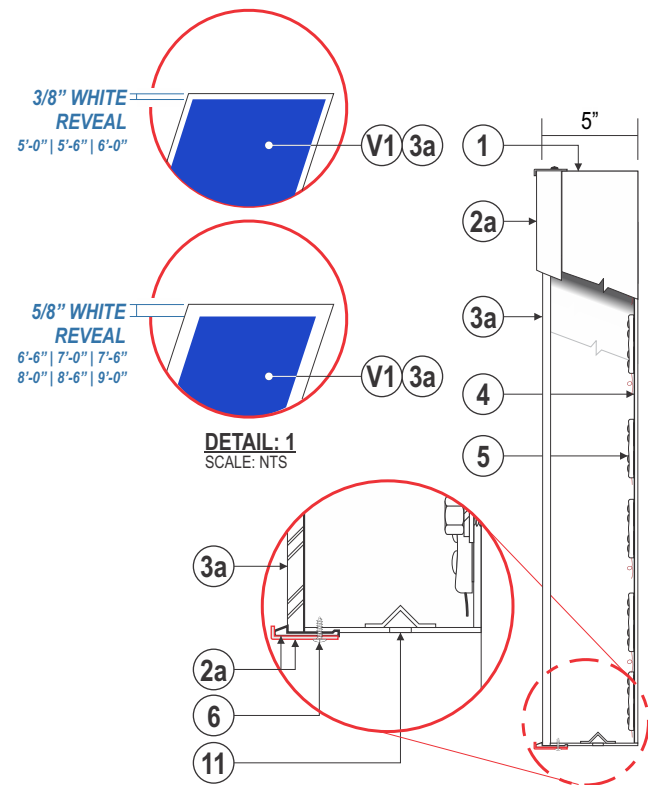
# S1 | A100-108 MAIN ID | FLUSH MOUNT | LED ILLUMINATED CHANNEL LETTERS

MANUFACTURE & INSTALL

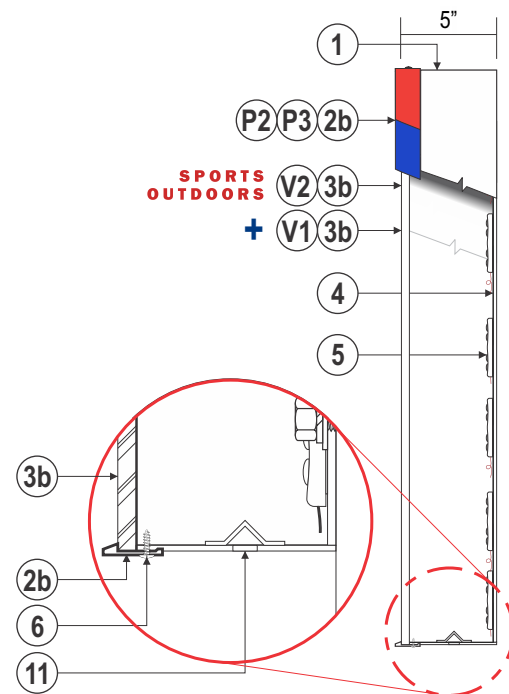
QUANTITY (1)



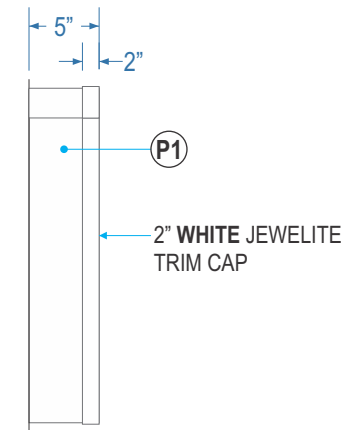
**FRONT VIEW**  
SCALE: 1/8"=1'



**TYP. CHANNEL LETTER SECTION - ACADEMY**  
SCALE: NTS

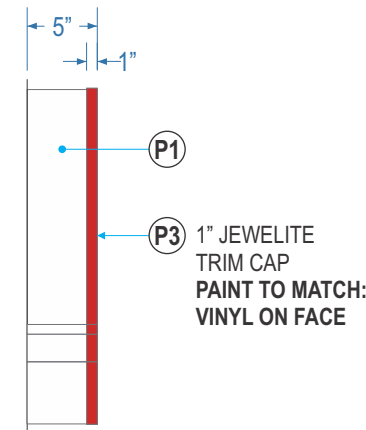


**TYP. CHANNEL LETTER SECTION - SPORTS + OUTDOORS**  
SCALE: NTS



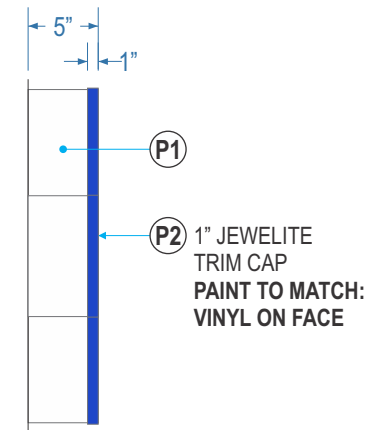
**SIDE VIEW**  
SCALE: NTS

**Academy**



**SIDE VIEW**  
SCALE: NTS

**SPORTS  
OUTDOORS**



**SIDE VIEW**  
SCALE: NTS

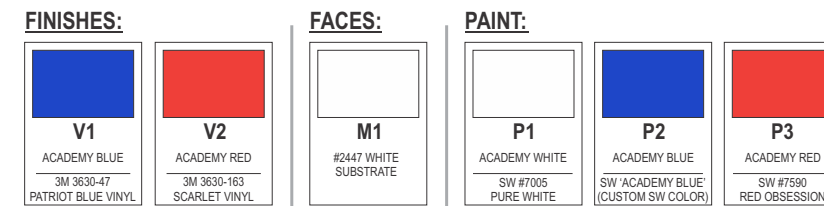
**+**

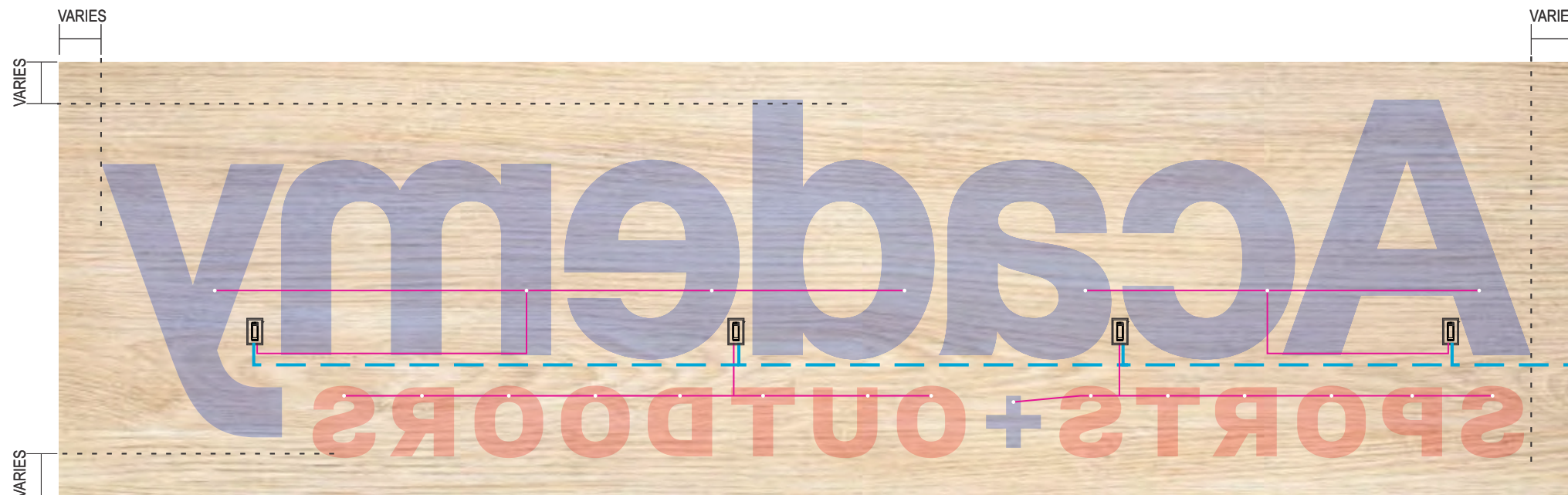
MATERIALS & SPECIFICATIONS	
#	DESCRIPTION
1	.050" X 5" DEEP PRE-FINISHED WHITE RETURNS
2a	2" TRIM CAP & HURRICANE CLIPS - 'ACADEMY'
2b	1" TRIM CAP 'SPORTS+OUTDOORS'
3a	#2447 WHITE .177" POLYCARBONATE/ VINYL APPLIED 1ST SURFACE
3b	#2447 WHITE .188" ACRYLIC / VINYL APPLIED 1ST SURFACE
4	3MM ACM BACKS
5	GOQ LED AMERICA BRIGHT WHITE 3 (10,000k) / 3WC072
6	PAN HEAD SCREWS THROUGH OUTER RETURN
7	FASTENERS / EXACT HARDWARE TBD PER SITE (SEE SCHEDULE)
8	REMOTE POWER SUPPLIES
9	(3"D x 7"W x 11 1/2"H) PAIGE POWER SUPPLY BOX (OR EQUIVALENT)
10	DISCONNECT SWITCH
11	(2) 5/16" TENTED WEEP HOLES PER LETTER

FASTENER SCHEDULE		
	3 1/2" SIMPSON STRONG-TIE STRUCTURAL WOOD SCREW	FOR USE WITH WOOD AND EIFS PLYWOOD BACKING
	1/4" SIMPSON STRONG-TIE TITEN HD SCREW ANCHOR	FOR USE WITH CONCRETE OR BLOCK
	1/4" DIA. THREADED ROD & BEARING PLATES	FOR USE WITH WOOD STUDS AND CONCRETE / BLOCK
	1/4" DIA. THREADED ROD W/ CONTINUOUS ANGLE BACKER	FOR USE WITH WOOD, CONCRETE BLOCK OR EIFS WALL SYSTEMS
	1/4" DIA. ZINC COATED STEEL TOGGLE BOLT ANCHOR	FOR USE WITH WOOD, CONCRETE BLOCK OR EIFS WALL SYSTEMS

**ALL PENETRATIONS TO BE ADEQUATELY SEALED AND WATERPROOFED**

- NOTES:**
- A. INSTALLED ABOVE ROOF LINE
  - B. SEAL PENETRATIONS WITH BASF-MASTER SEAL NP 150 (OR EQUIVALENT)
  - C. 4"x4" HANDY BOX BY OTHERS



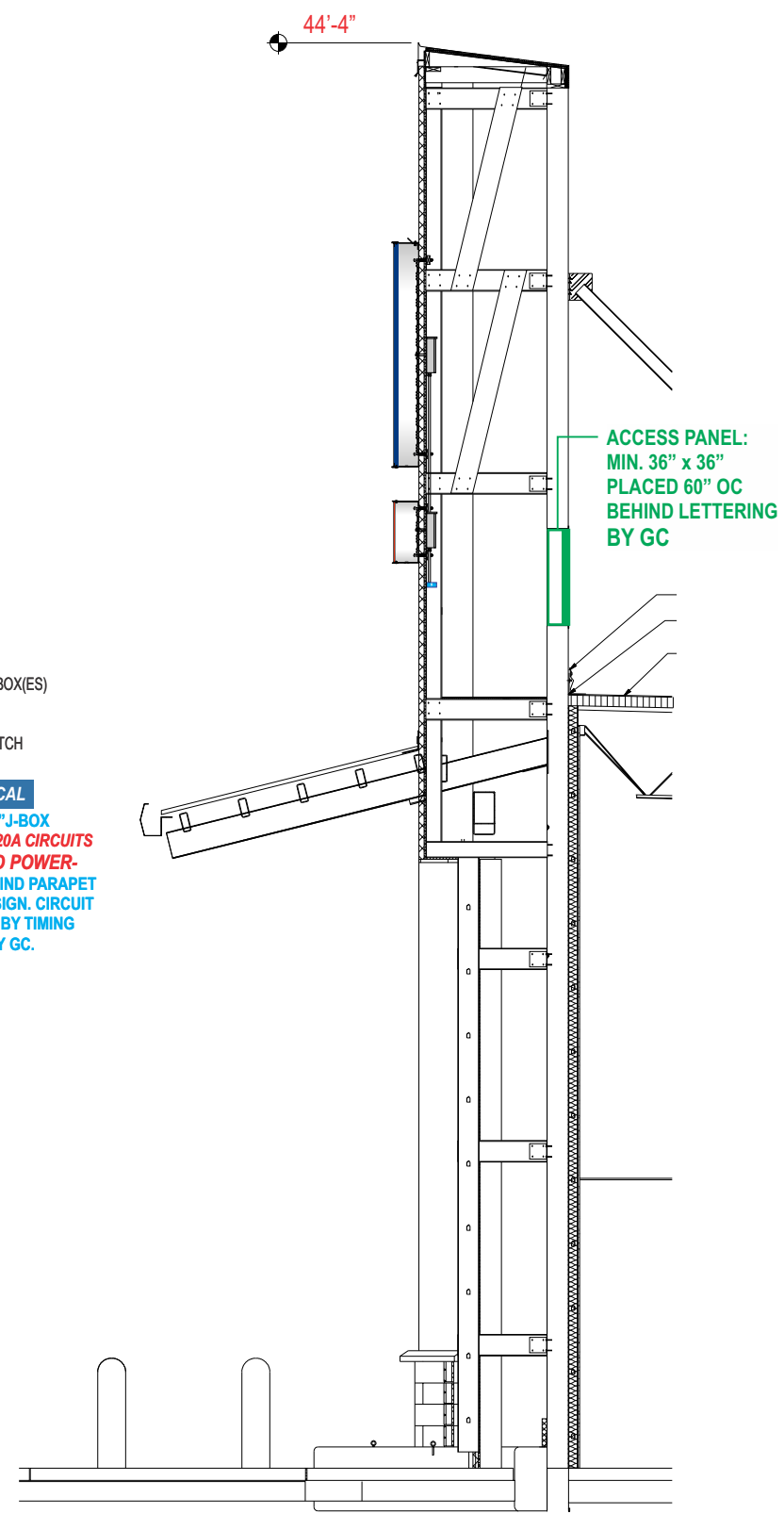


**TYPICAL ENTRY PARAPET CONDITION ON FRONT ELEVATION | VIEW FROM BACK OF PARAPET**  
 SPACING VARIES PER BUILDING SIGN AREA AND SIGN SIZE  
 GRAPHIC SHOWN AS ELECTRICAL EXAMPLE ONLY

— — PRIMARY  
 — — SECONDARY

ALL PENETRATIONS TO BE ADEQUATELY SEALED AND WATERPROOFED

- 5/8" MARINE GRADE PLYWOOD TO BE SUPPLIED & INSTALLED BY GC
- PAIGE POWER SUPPLY BOX(ES) (OR EQUIVALENT) (3"D x 7"W x 11 1/2"H) WITH DISCONNECT SWITCH
- PRIMARY ELECTRICAL**  
 GC TO PROVIDE 4"x4" J-BOX  
 (2) DEDICATED 120V 20A CIRCUITS  
 -VERIFY REQUIRED POWER-  
 J-BOX LOCATED BEHIND PARAPET WALL, WITHIN 6" OF SIGN. CIRCUIT TO BE CONTROLLED BY TIMING DEVICE PROVIDED BY GC.

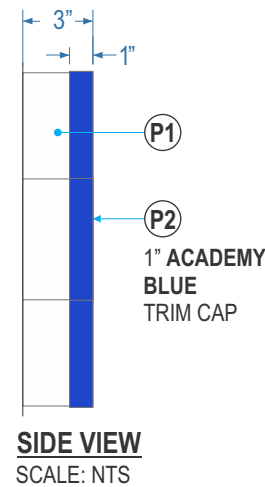
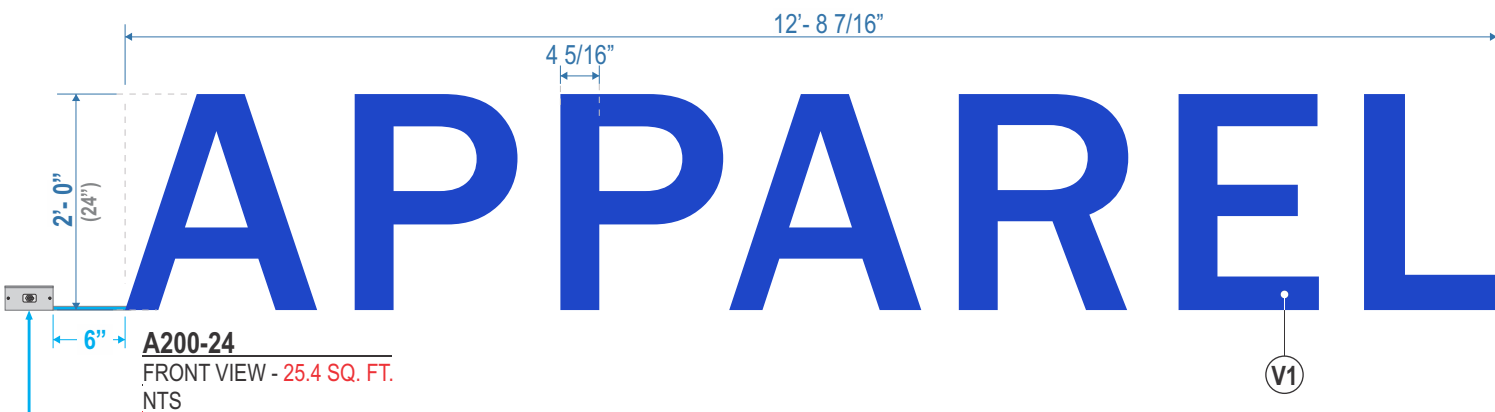
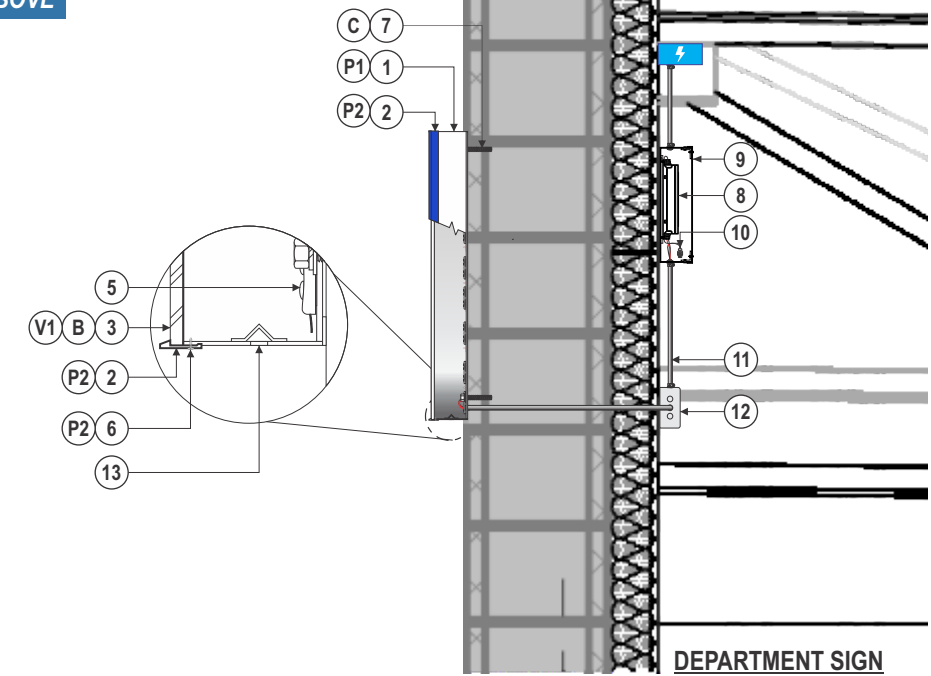
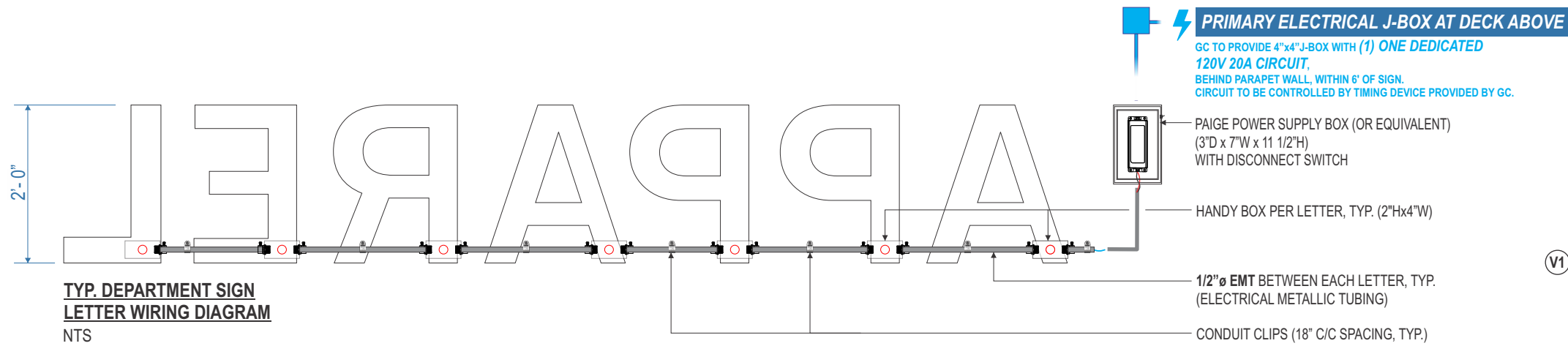


**SECTION @ FRONT ENTRY ELEVATION**  
 SCALED PROPORTIONATELY

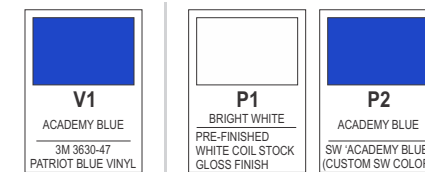
**S2 | A200-24 DEPARTMENT SIGN | CHANNEL LETTERS | FLUSH MOUNT APPAREL**

MANUFACTURE & INSTALL

QUANTITY (1)



**FINISHES:**



**NOTES:**

- A. INSTALLED ABOVE ROOF LINE
- B. SEAL PENETRATIONS WITH BASF-MASTER SEAL NP 150 (OR EQUIVALENT)

**PLEASE NOTE:**  
ALL ELECTRICAL PENETRATIONS MUST COME THROUGH THE WALL A MINIMUM OF 6" ABOVE THE BOTTOM OF THE INTERIOR LIGHT FIXTURES

**PLEASE NOTE:**  
SEAL PENETRATIONS WITH BASF-MASTER SEAL NP 150 (OR EQUIVALENT)

**PLACEMENT OF DISCONNECT SWITCH**  
W/ LOCK OUT PLATE WHEN CODE INSTRUCTS FOR EXTERNAL LOCATION  
BOTTOM JUSTIFIED AND 6" LEFT OF LETTERS

**PAINT TO MATCH WALL PAINT COLOR**



MATERIALS & SPECIFICATIONS	
#	DESCRIPTION
1	.040" X 3" DEEP PRE-FINISHED WHITE RETURNS
2	1" TRIMCAP
3	.188 2447 WHITE ACRYLIC / VINYL APPLIED 1ST SURFACE
4	3MM ACM STAPLED BACKS
5	GOQ LED AMERICA BRIGHT WHITE 3 (10,000k) / 3WC072
6	PAN HEAD SCREWS THROUGH OUTER RETURN
7	FASTENERS / EXACT HARDWARE TBD PER SITE
8	REMOTE POWER SUPPLIES
9	(3"D x 7"W x 11 1/2"H) PAIGE POWER SUPPLY BOX (OR EQUIVALENT)
10	DISCONNECT SWITCH
11	CARFLEX CONDUIT OR EQUIVALENT
12	2x 4 HANDY BOX
13	(2) 5/16" VENTED WEEP HOLES PER LETTER

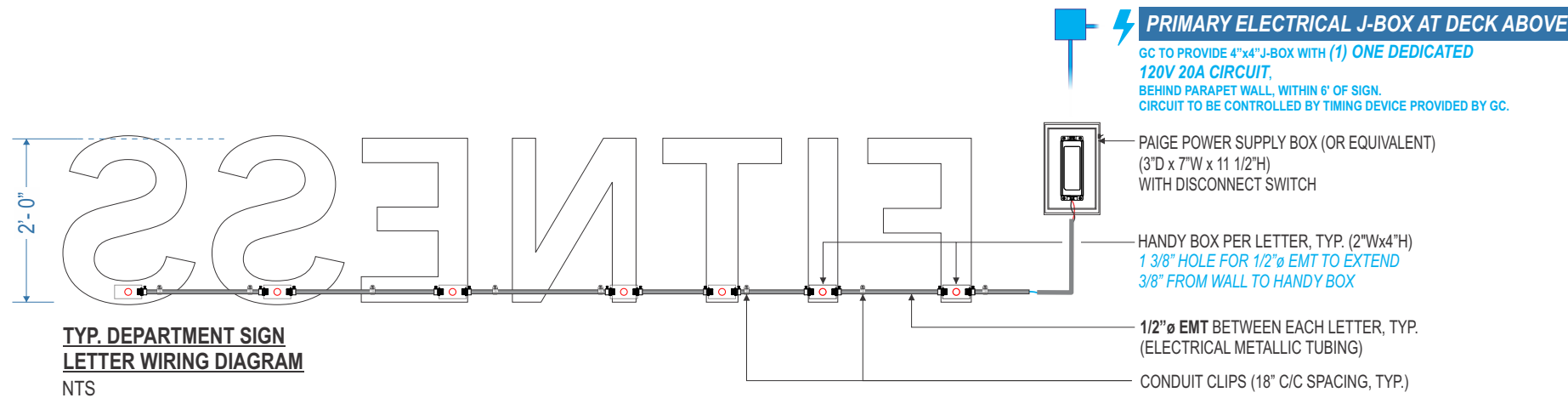
FASTENER SCHEDULE		
	3 1/2" SIMPSON STRONG-TIE STRUCTURAL WOOD SCREW	FOR USE WITH WOOD AND EIFS PLYWOOD BACKING
	1/4" SIMPSON STRONG-TIE TITAN HD SCREW ANCHOR	FOR USE WITH CONCRETE OR BLOCK
	1/4" DIA. THREADED ROD & BEARING PLATES	FOR USE WITH WOOD STUDS AND CONCRETE / BLOCK
	1/4" DIA. THREADED ROD W/ CONTINUOUS ANGLE BACKER	FOR USE WITH WOOD, CONCRETE BLOCK OR EIFS WALL SYSTEMS
	1/4" DIA. ZINC COATED STEEL TOGGLE BOLT ANCHOR	FOR USE WITH WOOD, CONCRETE BLOCK OR EIFS WALL SYSTEMS

**ALL PENETRATIONS TO BE ADEQUATELY SEALED AND WATERPROOFED**

**S3 | A203-24 DEPARTMENT SIGN | CHANNEL LETTERS | FLUSH MOUNT FITNESS**

MANUFACTURE & INSTALL

QUANTITY (1)

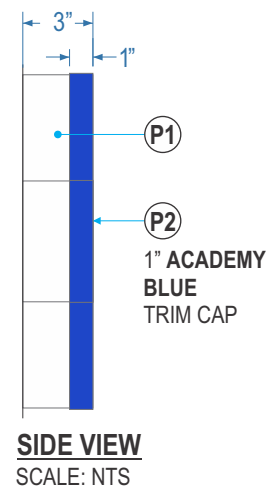


TYP. DEPARTMENT SIGN LETTER WIRING DIAGRAM NTS



PLACEMENT OF DISCONNECT SWITCH W/ LOCK OUT PLATE WHEN CODE INSTRUCTS FOR EXTERNAL LOCATION  
BOTTOM JUSTIFIED AND 6" LEFT OF LETTERS

PAINT TO MATCH WALL PAINT COLOR



**FINISHES:**

<b>V1</b> ACADEMY BLUE 3M 3630-47 PATRIOT BLUE VINYL	<b>P1</b> BRIGHT WHITE PRE-FINISHED WHITE COIL STOCK GLOSS FINISH	<b>P2</b> ACADEMY BLUE SW ACADEMY BLUE (CUSTOM SW COLOR)
---	---	---

**NOTES:**

- A. INSTALLED ABOVE ROOF LINE
- B. SEAL PENETRATIONS WITH BASF-MASTER SEAL NP 150 (OR EQUIVALENT)

**UL LABEL LOCATION**

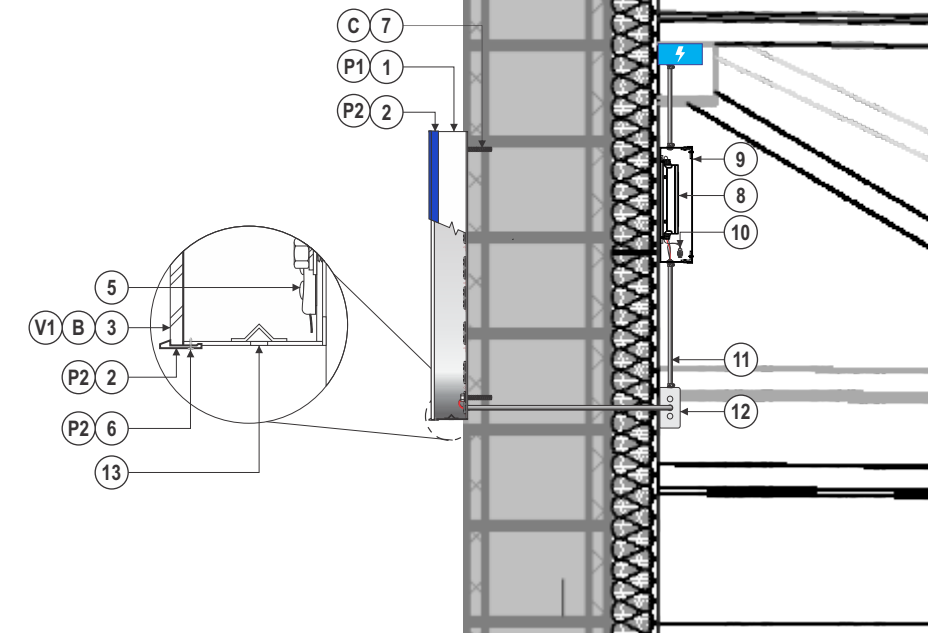
- STD. BOTTOM LEFT CORNER
- TOP OF LETTERS / NOT VISIBLE
- SEE NOTE



MATERIALS & SPECIFICATIONS	
#	DESCRIPTION
1	.040" X 3" DEEP PRE-FINISHED WHITE RETURNS
2	1" TRIMCAP
3	.188 2447 WHITE ACRYLIC / VINYL APPLIED 1ST SURFACE
4	3MM ACM STAPLED BACKS
5	GOQ LED AMERICA BRIGHT WHITE 3 (10,000k) / 3WC072
6	PAN HEAD SCREWS THROUGH OUTER RETURN
7	FASTENERS / EXACT HARDWARE TBD PER SITE
8	REMOTE POWER SUPPLIES
9	(3"D x 7"W x 11 1/2"H) PAIGE POWER SUPPLY BOX (OR EQUIVALENT)
10	DISCONNECT SWITCH
11	CARFLEX CONDUIT OR EQUIVALENT
12	2x 4 HANDY BOX
13	(2) 5/16" VENTED WEEP HOLES PER LETTER

FASTENER SCHEDULE		
	3 1/2" SIMPSON STRONG-TIE STRUCTURAL WOOD SCREW	FOR USE WITH WOOD AND EIFS PLYWOOD BACKING
	1/4" SIMPSON STRONG-TIE TITEN HD SCREW ANCHOR	FOR USE WITH CONCRETE OR BLOCK
	1/4" DIA. THREADED ROD & BEARING PLATES	FOR USE WITH WOOD STUDS AND CONCRETE / BLOCK
	1/4" DIA. THREADED ROD W/ CONTINUOUS ANGLE BACKER	FOR USE WITH WOOD, CONCRETE BLOCK OR EIFS WALL SYSTEMS
	1/4" DIA. ZINC COATED STEEL TOGGLE BOLT ANCHOR	FOR USE WITH WOOD, CONCRETE BLOCK OR EIFS WALL SYSTEMS

ALL PENETRATIONS TO BE ADEQUATELY SEALED AND WATERPROOFED



DEPARTMENT SIGN CHANNEL LETTER SECTION, TYP SCALE: 3/4" = 1'

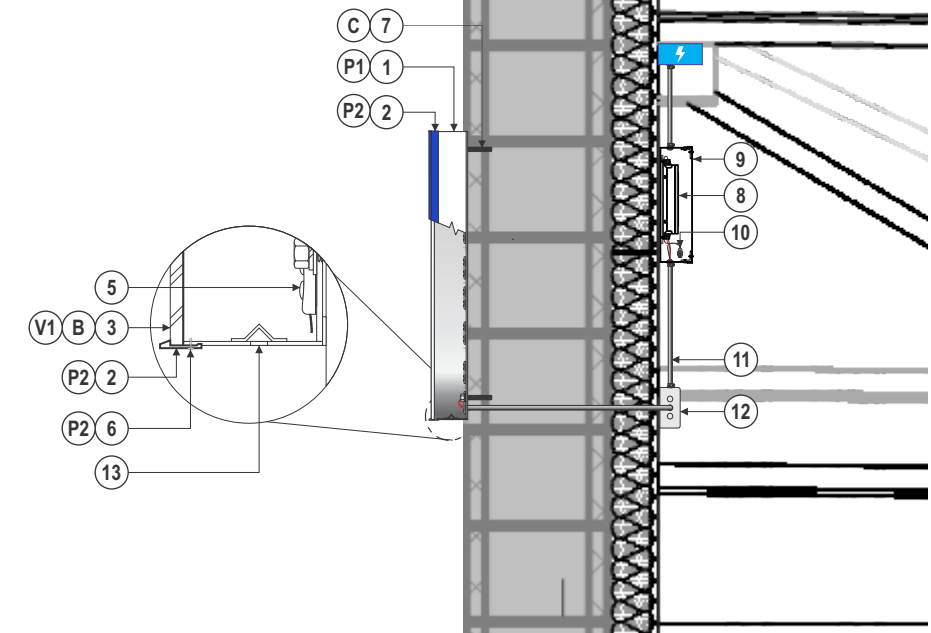
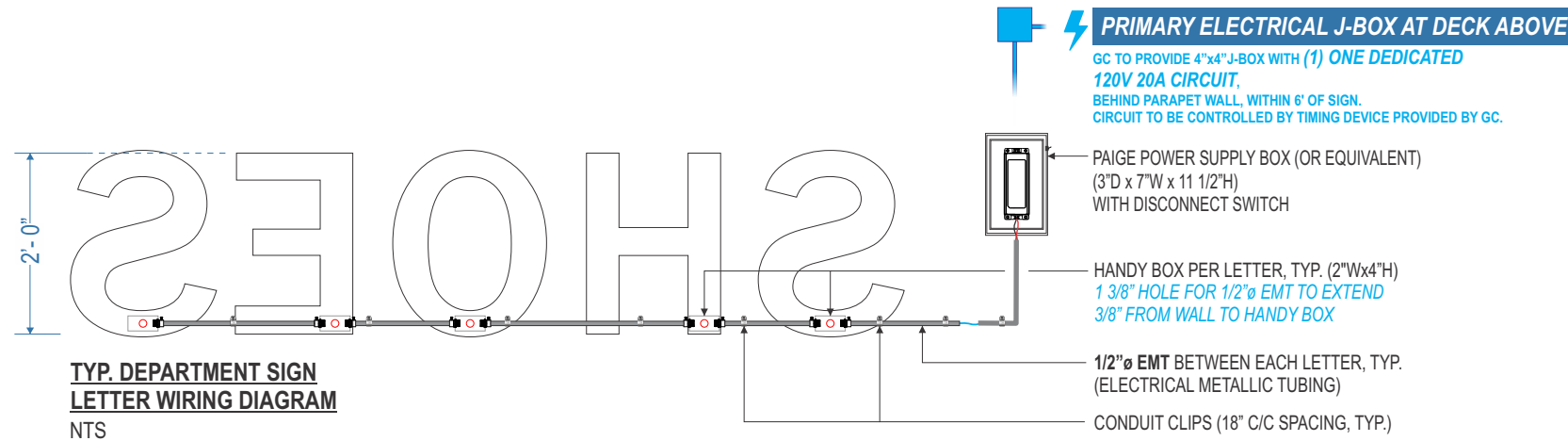
PLEASE NOTE: ALL ELECTRICAL PENETRATIONS MUST COME THROUGH THE WALL A MINIMUM OF 6" ABOVE THE BOTTOM OF THE INTERIOR LIGHT FIXTURES

PLEASE NOTE: SEAL PENETRATIONS WITH BASF-MASTER SEAL NP 150 (OR EQUIVALENT)

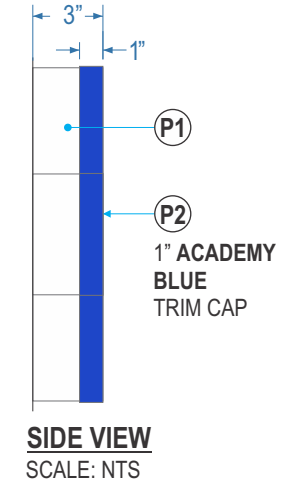
# S4 | A201-24 DEPARTMENT SIGN | CHANNEL LETTERS | FLUSH MOUNT SHOES

MANUFACTURE & INSTALL

QUANTITY (1)



DEPARTMENT SIGN CHANNEL LETTER SECTION, TYP SCALE: 3/4" = 1'



**FINISHES:**

<b>V1</b> ACADEMY BLUE 3M 3630-4T PATRIOT BLUE VINYL	<b>P1</b> BRIGHT WHITE PRE-FINISHED WHITE COIL STOCK GLOSS FINISH	<b>P2</b> ACADEMY BLUE SW ACADEMY BLUE (CUSTOM SW COLOR)
---	---	---

**NOTES:**  
 A. INSTALLED ABOVE ROOF LINE  
 B. SEAL PENETRATIONS WITH BASF-MASTER SEAL NP 150 (OR EQUIVALENT)

**PLEASE NOTE:**  
 ALL ELECTRICAL PENETRATIONS MUST COME THROUGH THE WALL A MINIMUM OF 6" ABOVE THE BOTTOM OF THE INTERIOR LIGHT FIXTURES

**PLEASE NOTE:**  
 SEAL PENETRATIONS WITH BASF-MASTER SEAL NP 150 (OR EQUIVALENT)

**PLACEMENT OF DISCONNECT SWITCH  
 W/ LOCK OUT PLATE WHEN CODE  
 INSTRUCTS FOR EXTERNAL LOCATION  
 BOTTOM JUSTIFIED AND 6" LEFT OF LETTERS**

**PAINT TO MATCH WALL PAINT COLOR**

**UL LABEL LOCATION**

- STD. BOTTOM LEFT CORNER
- TOP OF LETTERS/ NOT VISIBLE
- SEE NOTE



MATERIALS & SPECIFICATIONS	
#	DESCRIPTION
1	.040" X 3" DEEP PRE-FINISHED WHITE RETURNS
2	1" TRIMCAP
3	.188 2447 WHITE ACRYLIC / VINYL APPLIED 1ST SURFACE
4	3MM ACM STAPLED BACKS
5	GOQ LED AMERICA BRIGHT WHITE 3 (10,000k) / 3WC072
6	PAN HEAD SCREWS THROUGH OUTER RETURN
7	FASTENERS / EXACT HARDWARE TBD PER SITE
8	REMOTE POWER SUPPLIES
9	(3"D x 7"W x 11 1/2"H) PAIGE POWER SUPPLY BOX (OR EQUIVALENT)
10	DISCONNECT SWITCH
11	CARFLEX CONDUIT OR EQUIVALENT
12	2x 4 HANDY BOX
13	(2) 5/16" VENTED WEEP HOLES PER LETTER

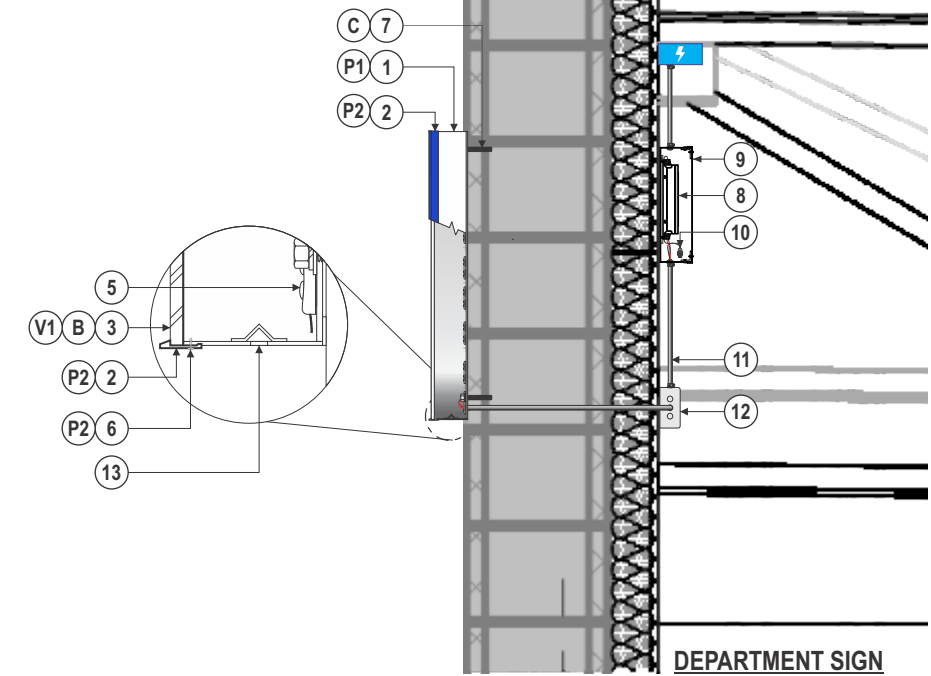
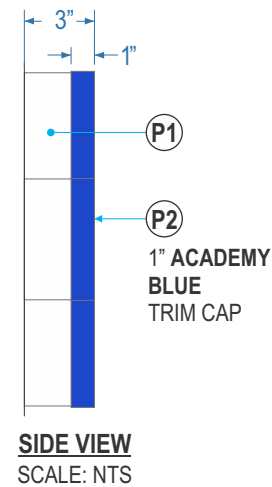
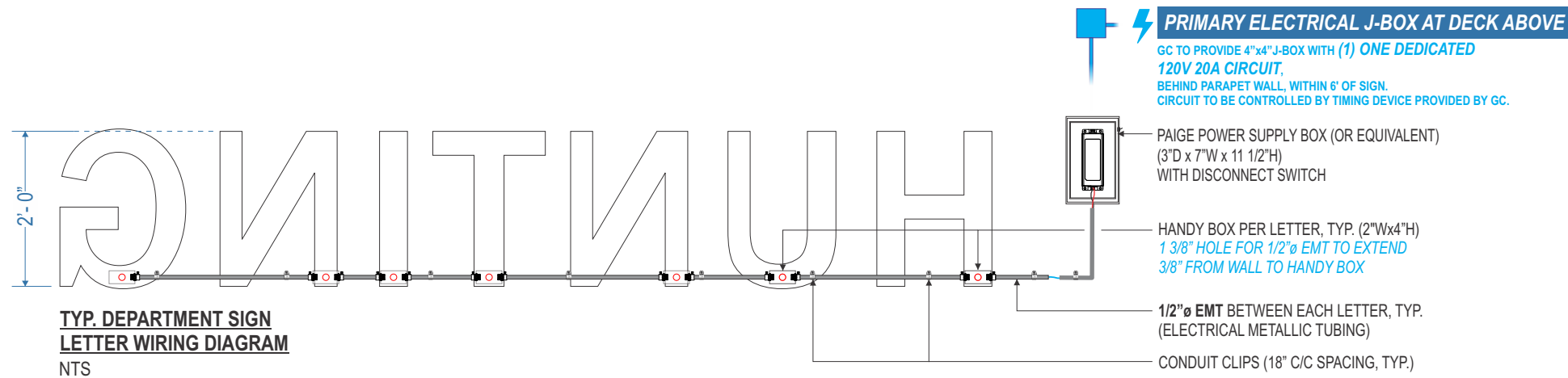
FASTENER SCHEDULE		
	3 1/2" SIMPSON STRONG-TIE STRUCTURAL WOOD SCREW	FOR USE WITH WOOD AND EIFS PLYWOOD BACKING
	1/4" SIMPSON STRONG-TIE TITEN HD SCREW ANCHOR	FOR USE WITH CONCRETE OR BLOCK
	1/4" DIA. THREADED ROD & BEARING PLATES	FOR USE WITH WOOD STUDS AND CONCRETE / BLOCK
	1/4" DIA. THREADED ROD W/ CONTINUOUS ANGLE BACKER	FOR USE WITH WOOD, CONCRETE BLOCK OR EIFS WALL SYSTEMS
	1/4" DIA. ZINC COATED STEEL TOGGLE BOLT ANCHOR	FOR USE WITH WOOD, CONCRETE BLOCK OR EIFS WALL SYSTEMS

**ALL PENETRATIONS TO BE ADEQUATELY SEALED AND WATERPROOFED**

# S5 | A204-24 DEPARTMENT SIGN | CHANNEL LETTERS | FLUSH MOUNT HUNTING

MANUFACTURE & INSTALL

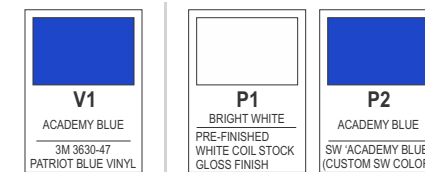
QUANTITY (1)



**PLEASE NOTE:**  
ALL ELECTRICAL PENETRATIONS MUST COME THROUGH THE WALL A MINIMUM OF 6" ABOVE THE BOTTOM OF THE INTERIOR LIGHT FIXTURES

**PLEASE NOTE:**  
SEAL PENETRATIONS WITH BASF-MASTER SEAL NP 150 (OR EQUIVALENT)

**FINISHES:**



**NOTES:**  
A. INSTALLED ABOVE ROOF LINE  
B. SEAL PENETRATIONS WITH BASF-MASTER SEAL NP 150 (OR EQUIVALENT)

PLACEMENT OF DISCONNECT SWITCH W/ LOCK OUT PLATE WHEN CODE INSTRUCTS FOR EXTERNAL LOCATION  
BOTTOM JUSTIFIED AND 6" LEFT OF LETTERS

PAIN TO MATCH WALL PAINT COLOR



MATERIALS & SPECIFICATIONS	
#	DESCRIPTION
1	.040" X 3" DEEP PRE-FINISHED WHITE RETURNS
2	1" TRIMCAP
3	.188 2447 WHITE ACRYLIC / VINYL APPLIED 1ST SURFACE
4	3MM ACM STAPLED BACKS
5	GOQ LED AMERICA BRIGHT WHITE 3 (10,000k) / 3WC072
6	PAN HEAD SCREWS THROUGH OUTER RETURN
7	FASTENERS / EXACT HARDWARE TBD PER SITE
8	REMOTE POWER SUPPLIES
9	(3"D x 7"W x 11 1/2"H) PAIGE POWER SUPPLY BOX (OR EQUIVALENT)
10	DISCONNECT SWITCH
11	CARFLEX CONDUIT OR EQUIVALENT
12	2x 4 HANDY BOX
13	(2) 5/16" VENTED WEEP HOLES PER LETTER

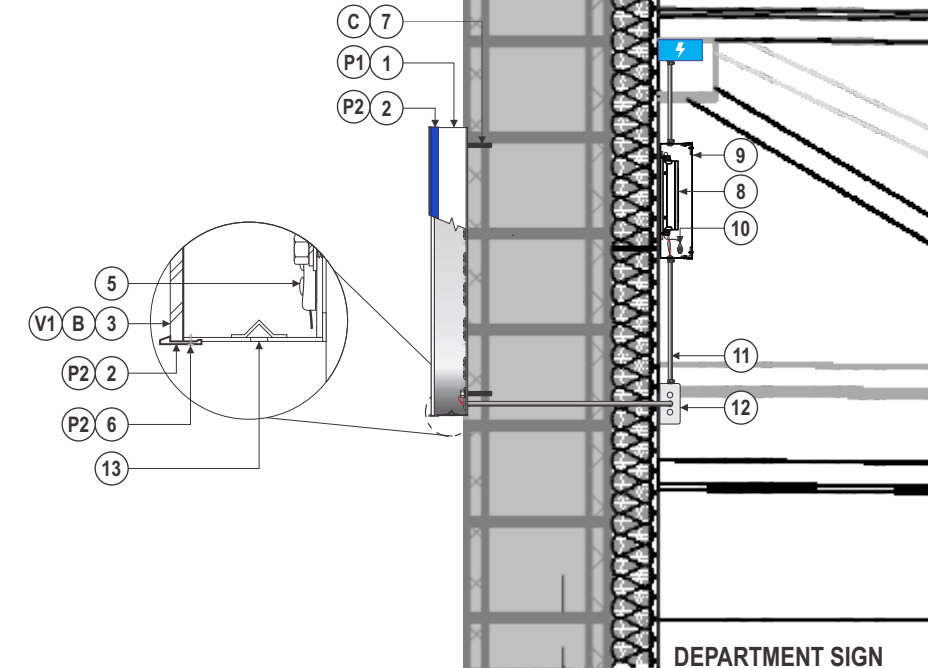
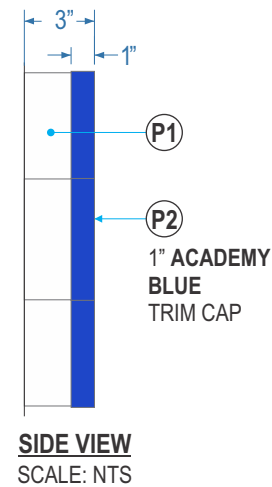
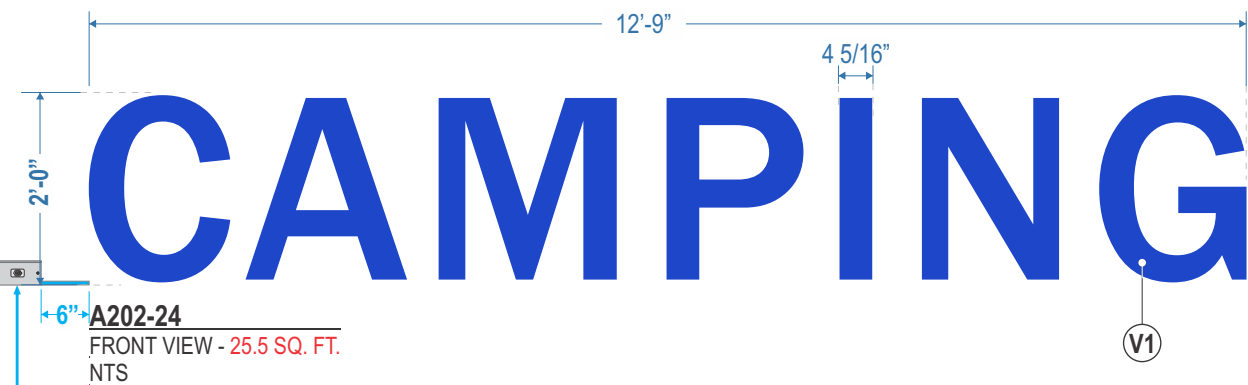
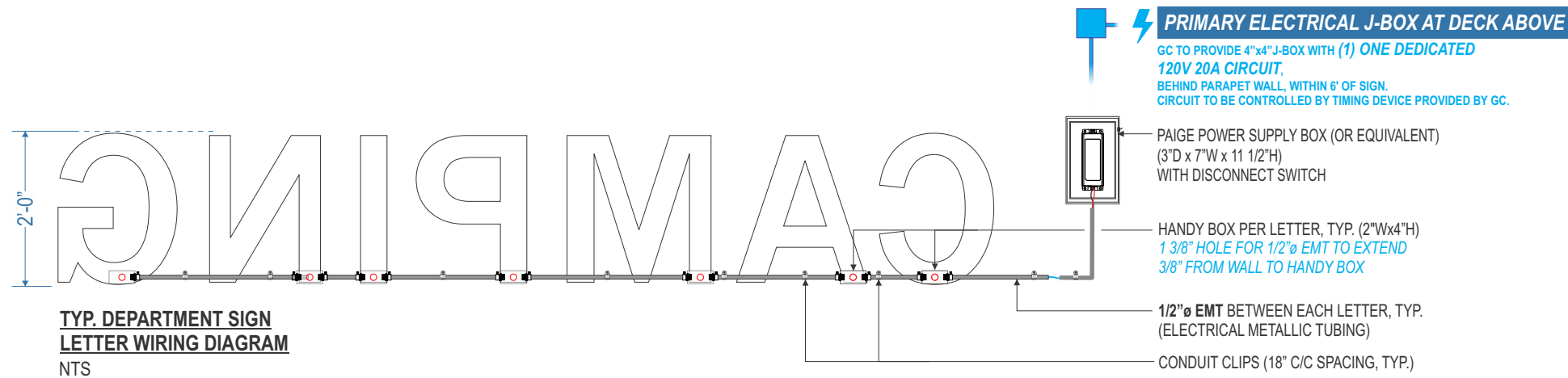
FASTENER SCHEDULE		
	3 1/2" SIMPSON STRONG-TIE STRUCTURAL WOOD SCREW	FOR USE WITH WOOD AND EIFS PLYWOOD BACKING
	1/4" SIMPSON STRONG-TIE TITEN HD SCREW ANCHOR	FOR USE WITH CONCRETE OR BLOCK
	1/4" DIA. THREADED ROD & BEARING PLATES	FOR USE WITH WOOD STUDS AND CONCRETE / BLOCK
	1/4" DIA. THREADED ROD W/ CONTINUOUS ANGLE BACKER	FOR USE WITH WOOD, CONCRETE BLOCK OR EIFS WALL SYSTEMS
	1/4" DIA. ZINC COATED STEEL TOGGLE BOLT ANCHOR	FOR USE WITH WOOD, CONCRETE BLOCK OR EIFS WALL SYSTEMS

**ALL PENETRATIONS TO BE ADEQUATELY SEALED AND WATERPROOFED**

# S6 | A202-24 DEPARTMENT SIGN | CHANNEL LETTERS | FLUSH MOUNT CAMPING

MANUFACTURE & INSTALL

QUANTITY (1)



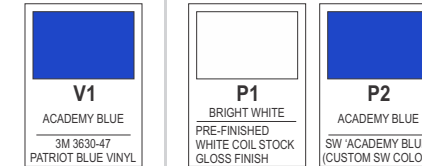
**PLEASE NOTE:**  
ALL ELECTRICAL PENETRATIONS MUST COME THROUGH THE WALL A MINIMUM OF 6" ABOVE THE BOTTOM OF THE INTERIOR LIGHT FIXTURES

**PLEASE NOTE:**  
SEAL PENETRATIONS WITH BASF-MASTER SEAL NP 150 (OR EQUIVALENT)

FASTENER SCHEDULE		
	3 1/2" SIMPSON STRONG-TIE STRUCTURAL WOOD SCREW	FOR USE WITH WOOD AND EIFS PLYWOOD BACKING
	1/4" SIMPSON STRONG-TIE TITEN HD SCREW ANCHOR	FOR USE WITH CONCRETE OR BLOCK
	1/4" DIA. THREADED ROD & BEARING PLATES	FOR USE WITH WOOD STUDS AND CONCRETE / BLOCK
	1/4" DIA. THREADED ROD W/ CONTINUOUS ANGLE BACKER	FOR USE WITH WOOD, CONCRETE BLOCK OR EIFS WALL SYSTEMS
	1/4" DIA. ZINC COATED STEEL TOGGLE BOLT ANCHOR	FOR USE WITH WOOD, CONCRETE BLOCK OR EIFS WALL SYSTEMS

**ALL PENETRATIONS TO BE ADEQUATELY SEALED AND WATERPROOFED**

**FINISHES:**



**NOTES:**

- A. INSTALLED ABOVE ROOF LINE
- B. SEAL PENETRATIONS WITH BASF-MASTER SEAL NP 150 (OR EQUIVALENT)



MATERIALS & SPECIFICATIONS	
#	DESCRIPTION
1	.040" X 3" DEEP PRE-FINISHED WHITE RETURNS
2	1" TRIMCAP
3	.188 2447 WHITE ACRYLIC / VINYL APPLIED 1ST SURFACE
4	3MM ACM STAPLED BACKS
5	GOQ LED AMERICA BRIGHT WHITE 3 (10,000k) / 3WC072
6	PAN HEAD SCREWS THROUGH OUTER RETURN
7	FASTENERS / EXACT HARDWARE TBD PER SITE
8	REMOTE POWER SUPPLIES
9	(3"D x 7"W x 11 1/2"H) PAIGE POWER SUPPLY BOX (OR EQUIVALENT)
10	DISCONNECT SWITCH
11	CARFLEX CONDUIT OR EQUIVALENT
12	2x 4 HANDY BOX
13	(2) 5/16" VENTED WEEP HOLES PER LETTER

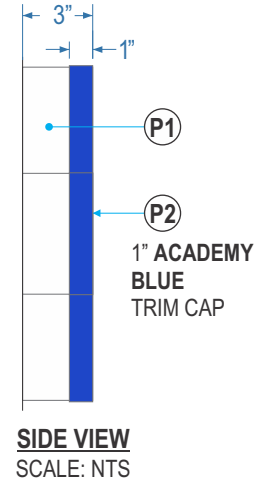
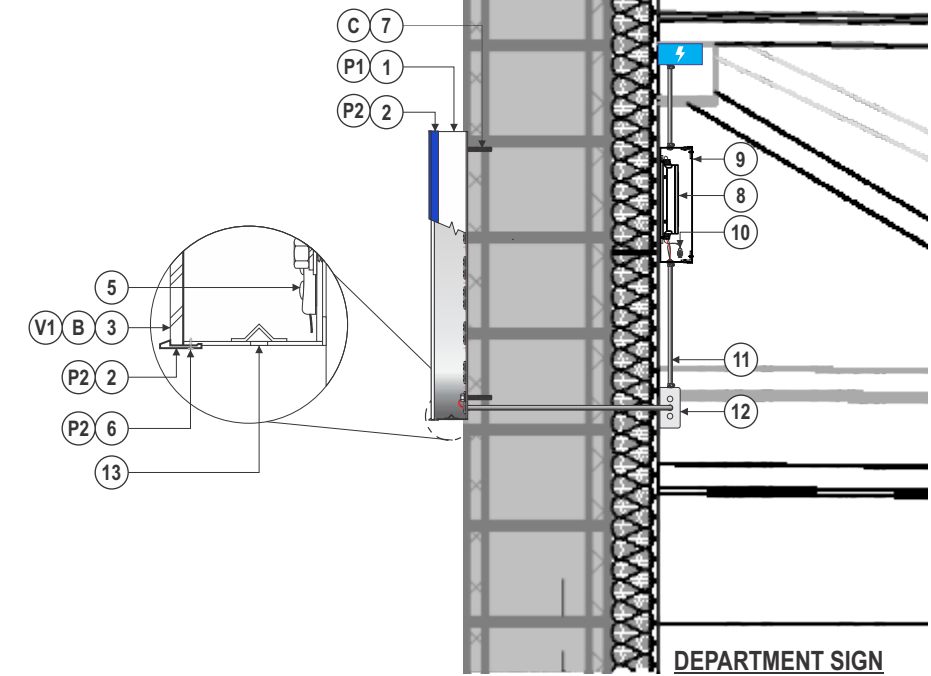
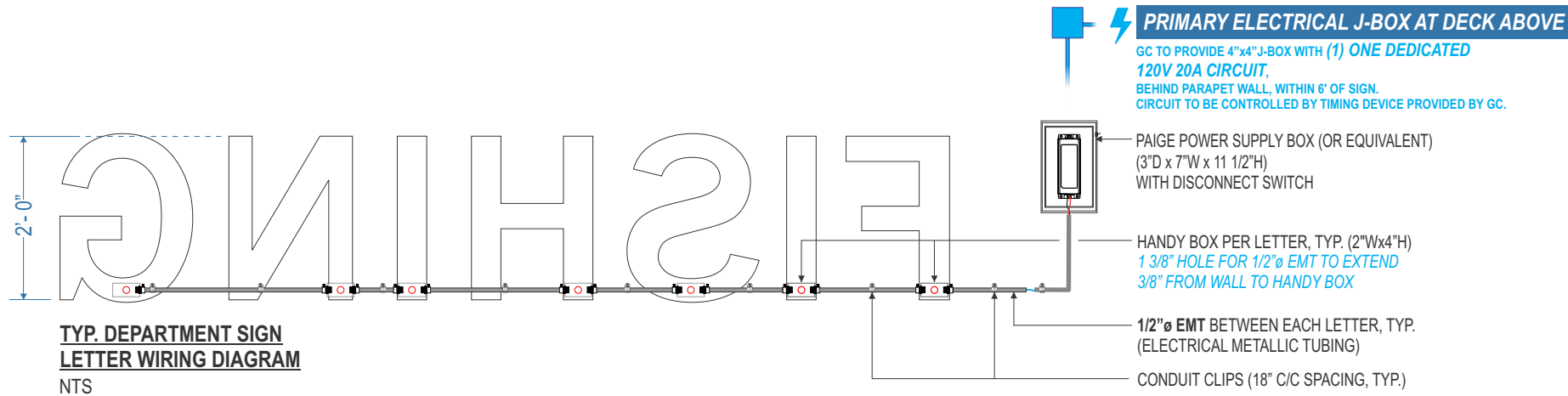
PLACEMENT OF DISCONNECT SWITCH  
W/ LOCK OUT PLATE WHEN CODE  
INSTRUCTS FOR EXTERNAL LOCATION  
BOTTOM JUSTIFIED AND 6" LEFT OF LETTERS

**PAINT TO MATCH WALL PAINT COLOR**

**S7 | A205-24 DEPARTMENT SIGN | CHANNEL LETTERS | FLUSH MOUNT FISHING**

MANUFACTURE & INSTALL

QUANTITY (1)



**FINISHES:**

- V1** ACADEMY BLUE  
3M 3630-47 PATRIOT BLUE VINYL
- P1** BRIGHT WHITE PRE-FINISHED WHITE COIL STOCK GLOSS FINISH
- P2** ACADEMY BLUE SW ACADEMY BLUE (CUSTOM SW COLOR)

**NOTES:**  
A. INSTALLED ABOVE ROOF LINE  
B. SEAL PENETRATIONS WITH BASF-MASTER SEAL NP 150 (OR EQUIVALENT)

**PLEASE NOTE:**  
ALL ELECTRICAL PENETRATIONS MUST COME THROUGH THE WALL A MINIMUM OF 6" ABOVE THE BOTTOM OF THE INTERIOR LIGHT FIXTURES

**PLEASE NOTE:**  
SEAL PENETRATIONS WITH BASF-MASTER SEAL NP 150 (OR EQUIVALENT)

**PLACEMENT OF DISCONNECT SWITCH W/ LOCK OUT PLATE WHEN CODE INSTRUCTS FOR EXTERNAL LOCATION**  
BOTTOM JUSTIFIED AND 6" LEFT OF LETTERS

**PAINT TO MATCH WALL PAINT COLOR**

**UL LABEL LOCATION**

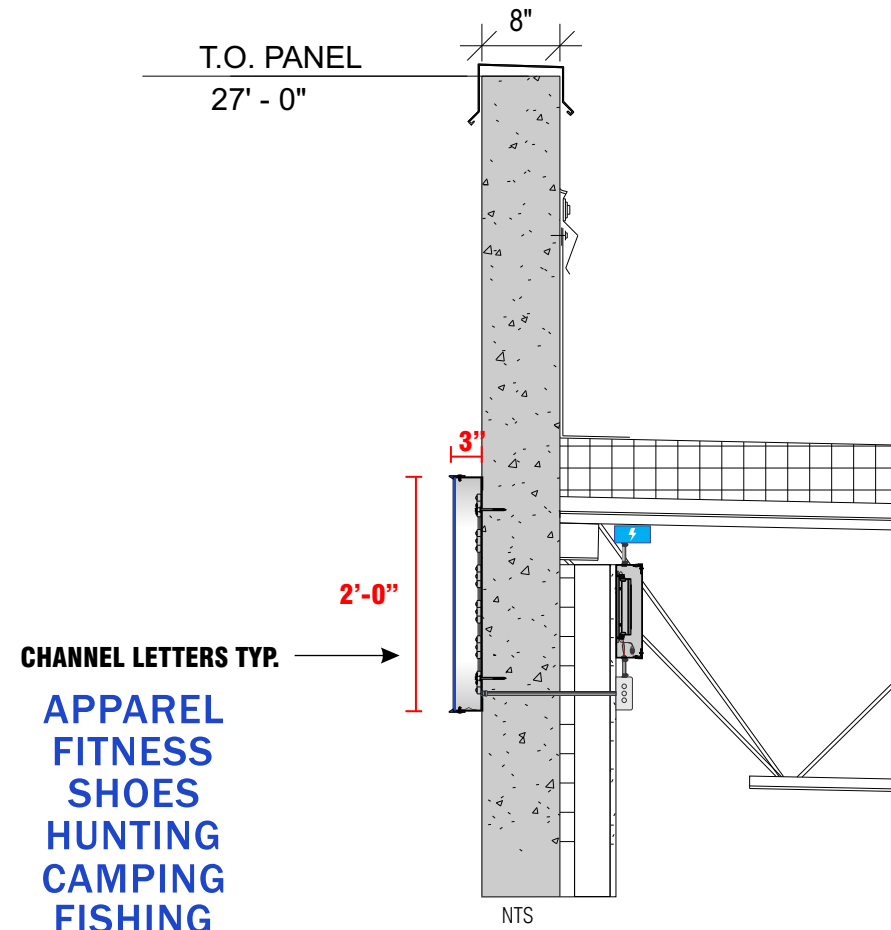
- STD. BOTTOM LEFT CORNER
- TOP OF LETTERS / NOT VISIBLE
- SEE NOTE



MATERIALS & SPECIFICATIONS	
#	DESCRIPTION
1	.040" X 3" DEEP PRE-FINISHED WHITE RETURNS
2	1" TRIMCAP
3	.188 2447 WHITE ACRYLIC / VINYL APPLIED 1ST SURFACE
4	3MM ACM STAPLED BACKS
5	GOQ LED AMERICA BRIGHT WHITE 3 (10,000k) / 3WC072
6	PAN HEAD SCREWS THROUGH OUTER RETURN
7	FASTENERS / EXACT HARDWARE TBD PER SITE
8	REMOTE POWER SUPPLIES
9	(3"D x 7"W x 11 1/2"H) PAIGE POWER SUPPLY BOX (OR EQUIVALENT)
10	DISCONNECT SWITCH
11	CARFLEX CONDUIT OR EQUIVALENT
12	2x 4 HANDY BOX
13	(2) 5/16" VENTED WEEP HOLES PER LETTER

FASTENER SCHEDULE		
	3 1/2" SIMPSON STRONG-TIE STRUCTURAL WOOD SCREW	FOR USE WITH WOOD AND EIFS PLYWOOD BACKING
	1/4" SIMPSON STRONG-TIE TITEN HD SCREW ANCHOR	FOR USE WITH CONCRETE OR BLOCK
	1/4" DIA. THREADED ROD & BEARING PLATES	FOR USE WITH WOOD STUDS AND CONCRETE / BLOCK
	1/4" DIA. THREADED ROD W/ CONTINUOUS ANGLE BACKER	FOR USE WITH WOOD, CONCRETE BLOCK OR EIFS WALL SYSTEMS
	1/4" DIA. ZINC COATED STEEL TOGGLE BOLT ANCHOR	FOR USE WITH WOOD, CONCRETE BLOCK OR EIFS WALL SYSTEMS

**ALL PENETRATIONS TO BE ADEQUATELY SEALED AND WATERPROOFED**

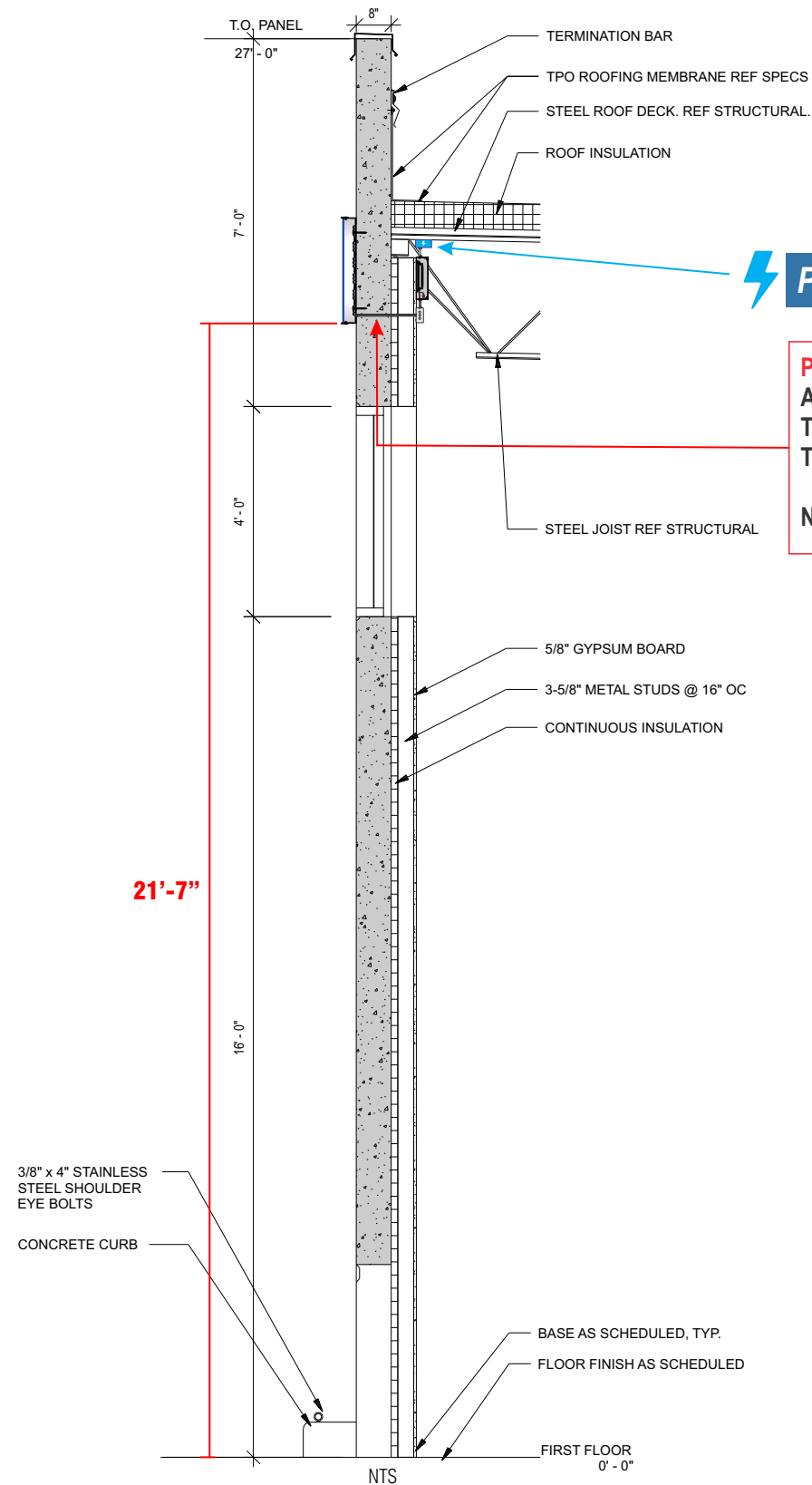
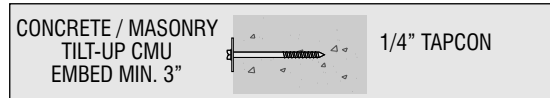


CHANNEL LETTERS TYP.

APPAREL  
FITNESS  
SHOES  
HUNTING  
CAMPING  
FISHING

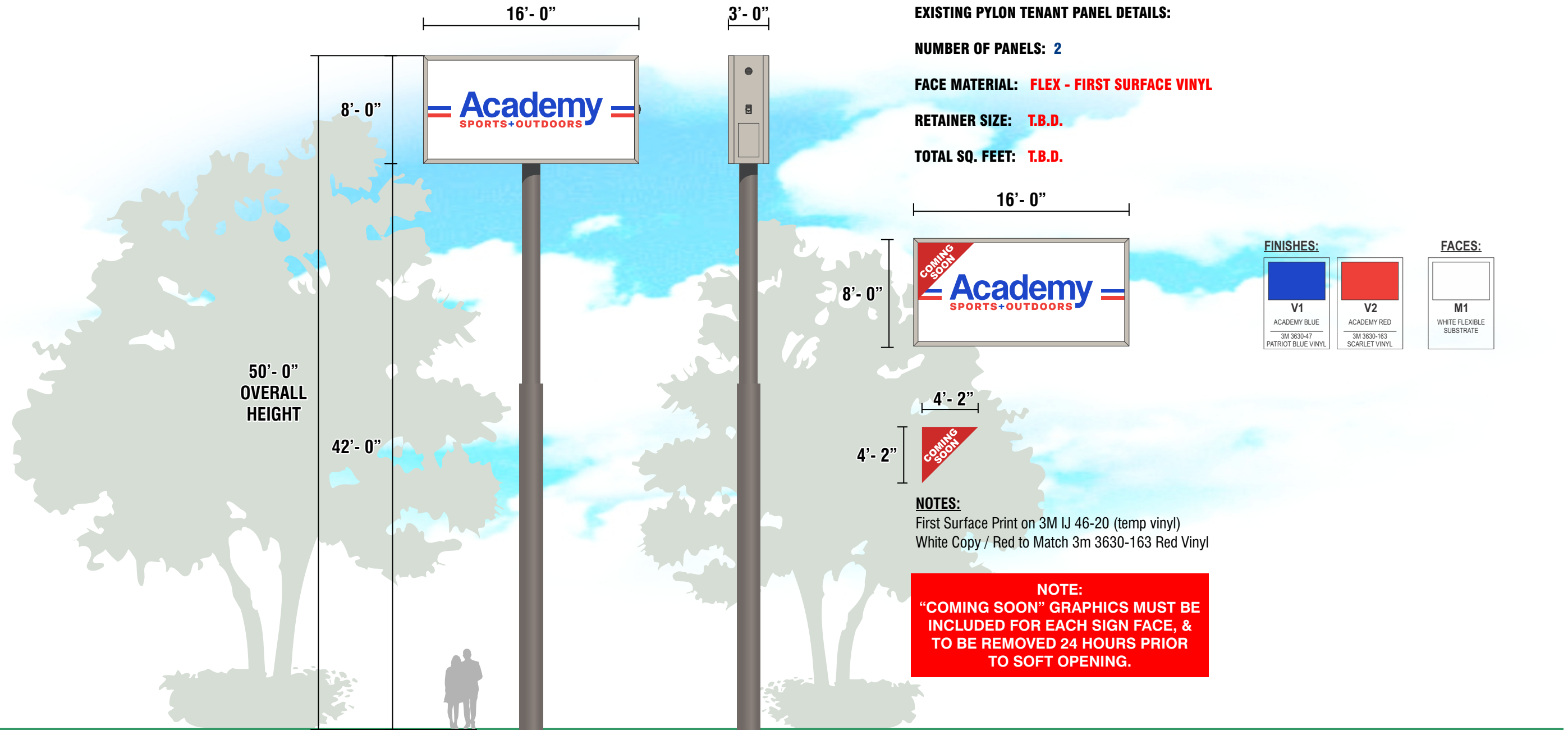
NTS

**MOUNTING METHODS**



**PRIMARY ELECTRICAL J-BOX AT DECK ABOVE**

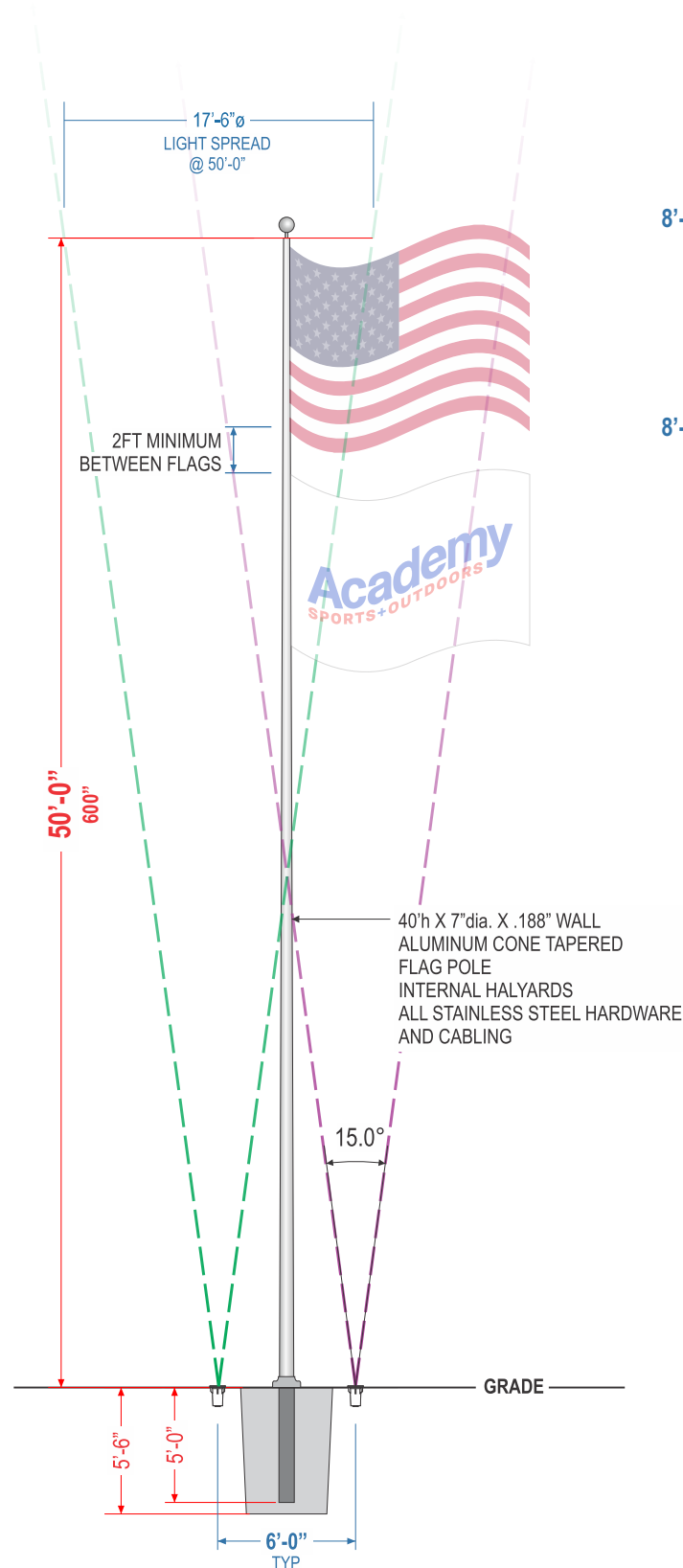
**PLEASE NOTE:**  
ALL ELECTRICAL PENETRATIONS MUST COME THROUGH THE WALL A MINIMUM OF 6" ABOVE THE BOTTOM OF THE LIGHT FIXTURE.  
**NO LIGHT FIXTURE IN WALL SECTION VIEW.**



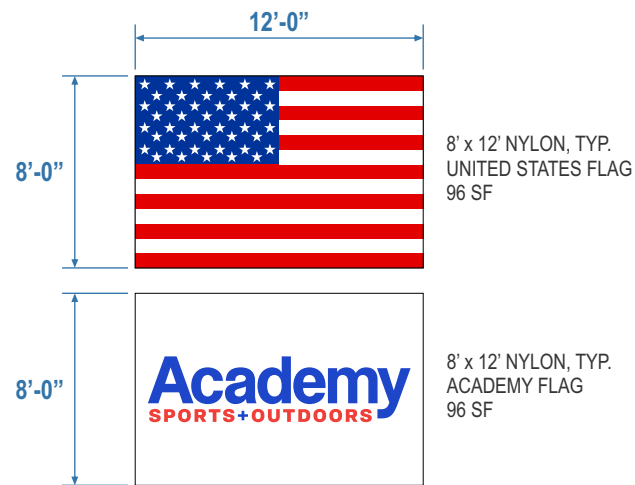
# FP102-50 FLAG POLE 2 LAMP

MANUFACTURE & INSTALL

QUANTITY (1)



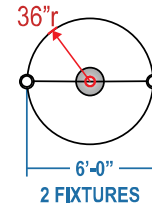
50' FLAGPOLE ELEVATION | 2 FIXTURE



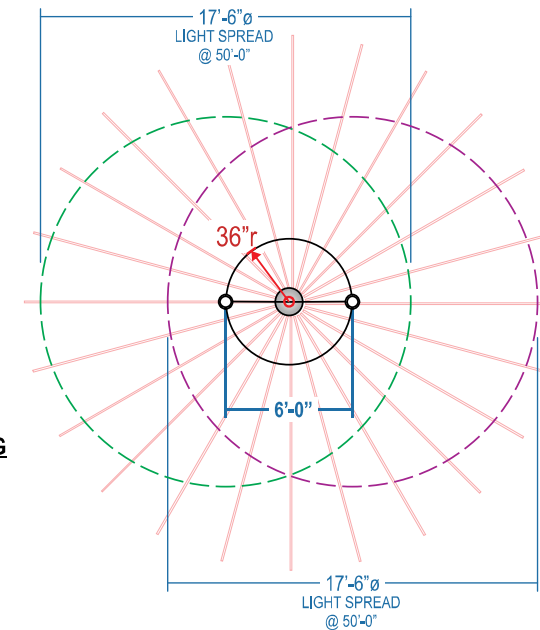
FLAG DETAILS | SIZES

COLOR TO MATCH BRANDED FLAG :

<b>V1</b>	<b>V2</b>
ACADEMY BLUE	ACADEMY RED
3M 3630-47 PATRIOT BLUE VINYL	3M 3630-163 SCARLET VINYL

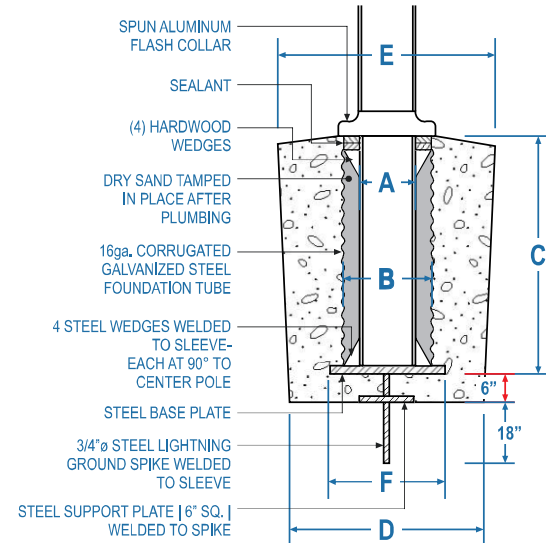


PLAN DETAILS | FIXTURE SPACING  
SEE TABLE FOR MEASUREMENTS



## LIGHTING DETAILS

FIXTURE PLACEMENT	
FLAGPOLE HEIGHT	2 FIXTURE C/C RADIUS POLE TO FIXTURE
50'-0" (600")	36"r



FLAGPOLE FOUNDATION DETAILS  
SEE TABLE FOR MEASUREMENTS

## FOUNDATION DETAILS

FLAGPOLE	POLE O.D.	SLEEVE DIAMETER	SLEEVE LENGTH	FOUNDATION @ BASE	FOUNDATION @ GRADE	SLEEVE BASE PLATE
HEIGHT ABOVE GRADE	A	B	C	D	E	F
50'-0" (600")	8"	12"	60"	42"	48"	16"   18"



# ID. ASSOCIATES

BRINGING THE WORLD'S BRANDS TO LIFE

a Philadelphia Sign Company

## AUTHORIZATION AND CONSENT FORM

Owner's Name: Wallace Family Properties  
 Owner's Address: 328 E. Carl Albert Pkwy.  
McAlester, Ok. 74501  
 Telephone Number: 918-423-7498

Leased Premises: Academy Sports + Outdoors  
 830 South George Nigh Expressway  
 McAlester, OK 74501

Re: Academy Sports + Outdoors

To Whom It May Concern:

I am a duly authorized representative of Wallace Family Property the Landlord/Owner at the referenced lease premises.

In my capacity as Landlord's official representative, I do hereby authorize ID. Associates, Inc. and its contractor, General Lighting & Sign Services, Inc., permission to represent the Landlord during the variance process for signage secured for the above location, as hereby consented to by Landlord.

Landlord/Owner:  
 By: Curtis Woods

Date: 5-19-26

State of Oklahoma  
Pittsburg County

The foregoing instrument was acknowledged before me this 19 day of May  
2026 by Curtis Woods

Who is personally known to me or has produced Curtis Woods  
 As identification and did take an oath.

Signature of Notary A. Marchant  
 Printed name of Notary A. Marchant

Commission Number, Seal  
**A. MARCHANT**  
 Notary Public, State of Oklahoma  
 Commission #21001475  
 My Commission Expires Feb. 1, 2029



*Builders of  
Identification  
Solutions*

1771 Industrial Road  
Dothan, AL 36303  
Phone: 334-836-1400  
Fax: 334-836-1401

May 19, 2026

McAlester OK Board of Adjustment  
Council Chambers, Municipal Building  
28 E Washington  
McAlester, OK 74502

RE: Sign Variance Application  
Academy Sports + Outdoors  
830 South George Nigh Expressway  
McAlester, OK 74501

**C-5 Highway Commercial/Recreation District**

Wallace Property c/o Greyhawk Advisors, Academy Sports + Outdoors and General Lighting and Sign Services (representative/agent) are seeking relief from Part II – Code of Ordinances: Article VIII: Signs.

**Sec. 62-761. Maximum area.**

No wall sign shall exceed an area of 500 square feet.  
(Code 1974, § 25-73; Code 1993, § 62-532)

**Sign Proposal:**

We are proposing one wall sign “Academy Sports + Outdoors”, 636.64 square feet, and six departmental signs (Apparel, Fitness, Shoes, Hunting, Camping Fishing), ranging from 18.4 to 25.5 square feet each for the front/West façade that faces the George Nigh Expressway. The front building façade is approximately 10,807 square feet. The proposed wall signs compliment the large building and is part of Academy Sports + Outdoors national branding.

**Justification:**

The building front is setback from George Nigh Expressway approximately six hundred fifty (650’) feet (over two football fields) and visibility will be further hindered by the outparcels along the George Nigh frontage. The proposed building signage will provide exposure to this major thoroughfare.

Due to the size of the building (in excess of 50,000 square feet), the wall area (approx. 10,807 square feet) and the setback from the major roadway at approx. 650 feet, if not allowed the larger signage to include the proposed freestanding height, customers will not be able to read our signs. Strict application of the sign ordinance will deny our ability to adequately provide exposure to George Nigh Expressway and potential customers.

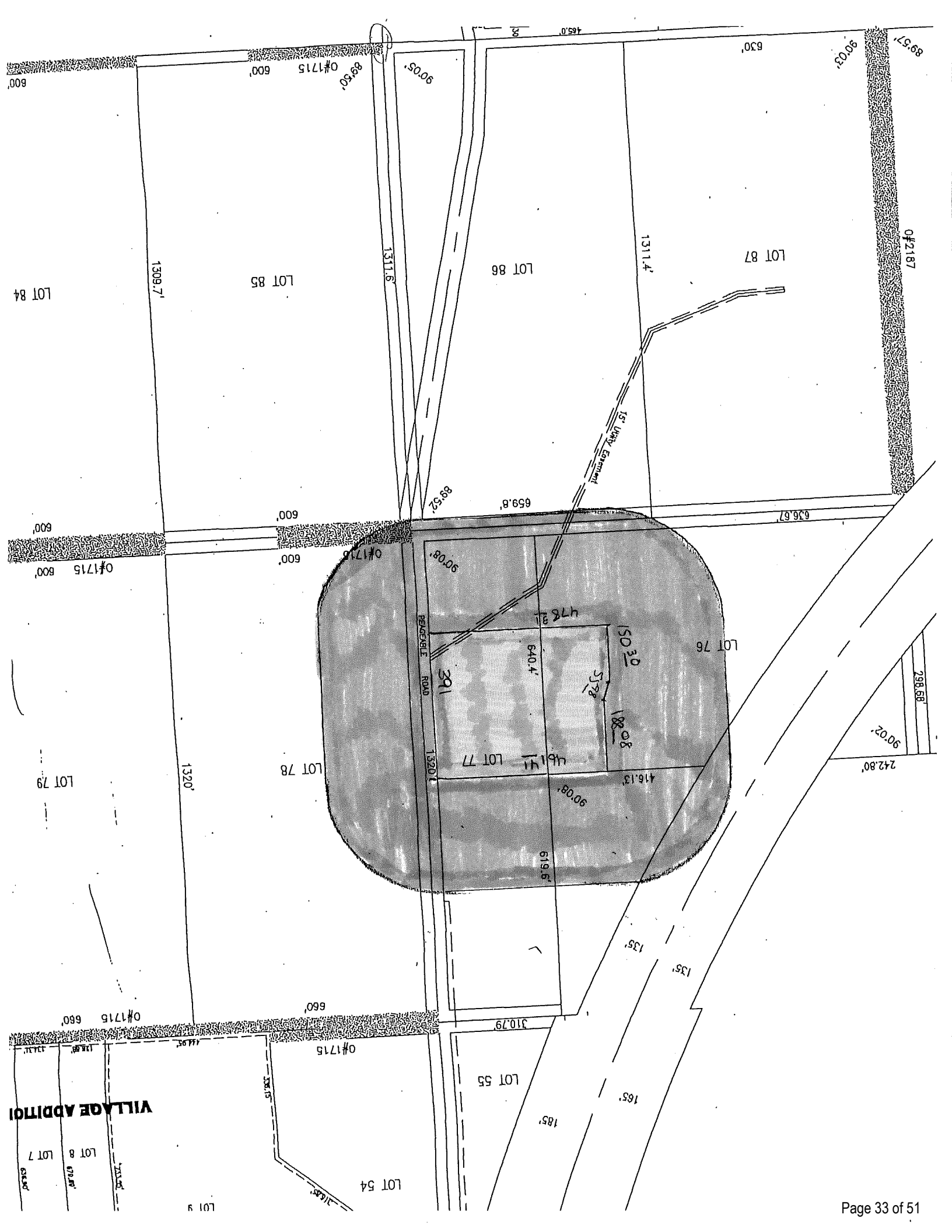
Allowing our requested signs will not adversely affect public health, safety or welfare (it will provide a safer driving experience by being able to see and read our signs) and it will not alter the essential character of the commercial neighborhood.

The Academy Sports + Outdoors building is approximately 50,000 square feet. Overall, the proposed wall signs are proportioned to a building of this size and are aesthetically pleasing from the surrounding commercial neighborhood.

We appreciate your consideration of our sign request.

Respectfully,

General Lighting & Sign Services  
Agent for the Applicant



VILLAGE ADDITION

## OWNERSHIP LIST CERTIFICATE

STATE OF OKLAHOMA

Order No.: 3072610719

COUNTY OF PITTSBURG

The undersigned bonded abstractor does hereby certify that the foregoing list of names represents the grantees shown in the most recent conveyances of record. The abstractor does not guarantee the validity of the title of such parties and this instrument is not intended to guarantee title thereto. These conveyances are shown of record in the office of the County Clerk, Pittsburg County, Oklahoma together with the legal description and mailing addresses as shown by the County Assessor and/or Treasurer of each of the following parcels of land:

A 300 foot radius of property owners surrounding the following described property, to wit:

**For APN/Parcel ID(s): 60518**

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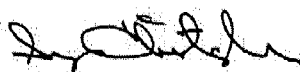
Part of the North 391 feet of Lot 76, lying East of U.S. Highway 69 and the North 391 feet of the South 670.40 feet of Lot 77, all in Townsite Addition No. 4, of Section 17, Township 5 North, Range 15 East of the Indian Base and Meridian, Pittsburg County, State of Oklahoma, being more particularly described as follows:

Commencing at the Southeast Corner of Lot 86, Townsite Addition No.4; Thence N 01°02'50" W a distance of 1311.60 feet along the East Line of Lot 86 to the Southeast Corner of Lot 77, Townsite Addition #4; Thence N 01°02'50" W a distance of 279.40 feet along the East Line of Lot 77; Thence S 88°40'11" W a distance of 30.00 feet to the West Line of an Existing 30 foot road easement and the Point of Beginning; Thence S 88°40'11" W a distance of 478.31 feet; Thence N 01°22'32" W a distance of 150.30 feet; Thence N 18°37'10" E a distance of 55.98 feet; Thence N 01°22'32" W a distance of 188.08 feet; Thence N 88°40'11" E a distance of 461.41 feet; Thence S 01°02'50" E a distance of 391.00 feet to the Point of Beginning.

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

Countersigned:

Smith Brothers Abstract & Title Co., LLC



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Sunnys Christopher  
Abstractor License No.: 1317



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Lucas Strawn, CEO

# OWNERSHIP LIST

Order No.: 3072610719

Through: 05/27/2026

Page No.: 1

OWNER	LEGAL DESCRIPTION
Lucas B. Sherrill 1782 Lehnhard Road McAlester, Oklahoma 74501	Tract in Lot 77, Townsite Addition No. 4, described as: Commencing at the Northeast Corner of Lot 77; thence S 01° 02' 28" E along the East Line of lot 77 a distance of 323.97 feet to the point of beginning. thence S 01° 02' 28" E along said Line a distance of 323.97 feet; thence S 88° 40' 33" W a distance of 268.90 feet; thence N 01° 02' 28" W a distance of 322.80 feet; thence N 88° 25' 37" E a distance of 268.91 feet to the point of beginning.
Julie Grant Lindsey Grant 2515 Standard Road McAlester, Oklahoma 74501	A tract in Lots 77 and 94, Townsite Addition No. 4, described as: Commencing at the Northeast Corner of Lot 77; thence S 01° 02' 28" E along the East Line of Lot 77 for a distae of 323.97 feet; thence S 88° 25' 37" W a distance of 268.91 feet to the point of beginning; thence S 01° 02' 28" E a distance of 161.40 feet; thence S 88° 40' 33" W a distance of 371.66 feet to a point of curvature of a non-tangent curve, concave to the Northwest, having a Radius of 5046.07 feet and a Central Angle of 02° 07' 48", and a Chord of 187.57 feet on a bearing of N 30° 00' 58" E; thence Northeasterly along said Curve for a distance of 187.58 feet; thence N 88° 25' 37" E a distance of 274.90 feet to the point of beginning.
Coleen Sherrill Logan 1010 Kinkead Road McAlester, Oklahoma 74501	A tract in Lots 77 and 94, in Townsite Addition No. 4, described as: Commencing at the Northeast Corner of Lot 77; thence S 01° 02' 28" E along the East Line of Lot 77 for a distance of 323.97 feet; thence S 88° 25' 37" W a distance of 268.91 feet; thence S 01° 02' 28" E a distance of 161.40 feet to the point of beginning; thence S 01° 02' 28" E a distance of 161.40 feet; thence S 88° 40' 33" W a distance of 477.41 feet to a point of Curvature of a non-tangent Curve on the East Right-of-Way Line of U.S. Highway No. 69, concave to the Northwest and having a Radius of 5046.07 feet, a Central Angle of 02° 11' 53" and a Chord of 193.56 feet on a bearing of N 32° 10' 48" E; thence Northeasterly along said Curve and the East Right-of-Way Line of U.S. Highway No. 69 for a distance of 193.57 feet; thence N 88° 40' 33" E a distance of 371.66 feet to the point of beginning.
William Properties (Page 400) LLC	The Northerly 391 feet of Lot 76 lying East of U.S.

<p>10200 SW Greenburg Road, Suite 760 Portland, Oregon 97223</p>	<p>Highway No. 69 and the Northerly 391 feet of the Southerly 670.4 feet of Lot 777, in Townsite Addition No. 4.</p>
<p>Lakewood Christian Church 840 South George Nigh Expressway McAlester, Oklahoma 74501</p>	<p>Tract in Lots 76, 77, 86, 87 and 88, in Townsite Addition No. 4, described as: Beginning at the Southeast Corner of Lot 86; thence West along the South Line of Lot 86 for a distance of 273.90 feet; thence N 06° 24' 00" E a distance of 255 feet; thence N 14° 12' 00" E a distance of 993.50 feet; thence N 00° 30' 00" E a distance of 360.33 feet to the point of beginning; thence S 59° 30' 33" W a distance of 320.08 feet; thence S 23° 54' 45" W a distance of 333.39 feet; thence S 33° 57' 14" W a distance of 275.15 feet; thence S 07° 13' 00" W a distance of 100 feet; thence N 80° 59' 00" W a distance of 452.88 feet; thence N 42° 01' 00" W a distance of 506 feet to the Southeasterly Right-of-Way Line of U.S. Highway No. 69; thence Northerly along said Right-of-Way Line, being a Curve with a Radius of 5046.07 feet, for a distance of 466.99 feet to a point; thence Easterly parallel to the North Line of Lots 76 and 77 to a point on the East Line of Lot 77, said point being 279.40 feet North of the Southeast Corner of Lot 77; thence Southerly along the East Line of Lot 77 for a distance of 16.27 feet to the point of beginning; and A tract in Lots 86 and 87, Townsite addition No. 4, described as: Beginning at the Southeast Corner of Lot 86; thence West along the South Line of Lots 86 and 87 a distance of 1010.14 feet; thence North a distance of 437.79 feet; thence West a distance of 64.55 feet; thence N 18° 23' E a distance of 138.82 feet to the point of beginning; thence N 29° 59' W a distance of 194.0 feet; thence N 47° 59' E a distance of 173.0 feet; thence S 80° 59' E a distance of 452.88 feet; thence S 07° 13' W a distance of 92.56 feet; thence S 82° 47' E a distance of 20.0 feet; thence S 14° 12' W a distance of 184.46 feet; thence N 82° 13' 40" W a distance of 445.92 feet to the point of beginning; and Including the Southerly 30 feet of Lots 76 and 77 lying adjacent thereto, in Townsite Addition No. 4.</p>
<p>Timothy D. Barnhouse Vicki A. Barnhouse 1607 East Seminole McAlester, Oklahoma 74501</p>	<p>Tract in Lots 77 and 86, in Townsite Addition No. 4, described as: Beginning 273.9 feet West of the Southeast Corner of Lot 86; thence N 06° 24' E a distance of 255 feet;</p>

	<p>thence N 14° 12' E a distance of 205.6 feet;                  thence North along the East Line of Lots 86 and 77                  for a distance of 360.33 feet;                  thence S 59° 30' 33" W a distance of 320.08 feet;                  thence S 23° 54' 45" W a distance of 303.59 feet;                  thence S 70° 53' E for a distance of 364.92 feet to the                  point of beginning;                  Including the Southerly 30 feet of Lot 77; and                  the Northerly 30 feet of Lot 86, lying adjacent thereto,                  in Townsite Addition No. 4.</p>
<p>William Properties (Page 400) LLC                  10200 SW Greenburg Road Suite 760                  Portland, Oregon 97223</p>	<p>All of Lots 78, 79, 84 and 86, and a tract in Lot 85                  lying South and East of Peaceable Road, Less a 3.37                  acre tract, in Townsite Addition No. 4.</p>
<p>Oklahoma Department of Transportation                  200 NE 21st Street                  Oklahoma City, Oklahoma 73105</p>	<p>Highway No. 69 Right-of-Way and other Easements,                  Alleys and Right-of-Ways.</p>
<p>Pittsburg County Board of County Commissioners                  115 East Carl Albert Parkway No. 1-A                  McAlester, Oklahoma 74501</p>	<p>Easements, Alleys and Right-of-Ways.</p>
<p>City of McAlester                  P.O. Box 578                  McAlester, Oklahoma 74502</p>	<p>Easements, Alleys and Right-of-Ways.</p>

**EXHIBIT "A"**  
Legal Description

**For APN/Parcel ID(s): 60518**

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
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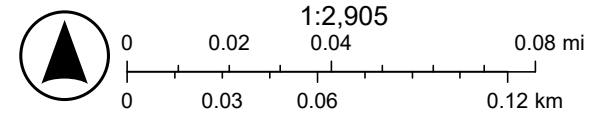
Commencing at the Southeast Corner of Lot 86, Townsite Addition No.4; Thence N 01°02'50" W a distance of 1311.60 feet along the East Line of Lot 86 to the Southeast Corner of Lot 77, Townsite Addition #4; Thence N 01°02'50" W a distance of 279.40 feet along the East Line of Lot 77; Thence S 88°40'11" W a distance of 30.00 feet to the West Line of an Existing 30 foot road easement and the Point of Beginning; Thence S 88°40'11" W a distance of 478.31 feet; Thence N 01°22'32" W a distance of 150.30 feet; Thence N 18°37'10" E a distance of 55.98 feet; Thence N 01°22'32" W a distance of 188.08 feet; Thence N 88°40'11" E a distance of 461.41 feet; Thence S 01°02'50" E a distance of 391.00 feet to the Point of Beginning.

# BA 205 Site Location Map



6/5/2026

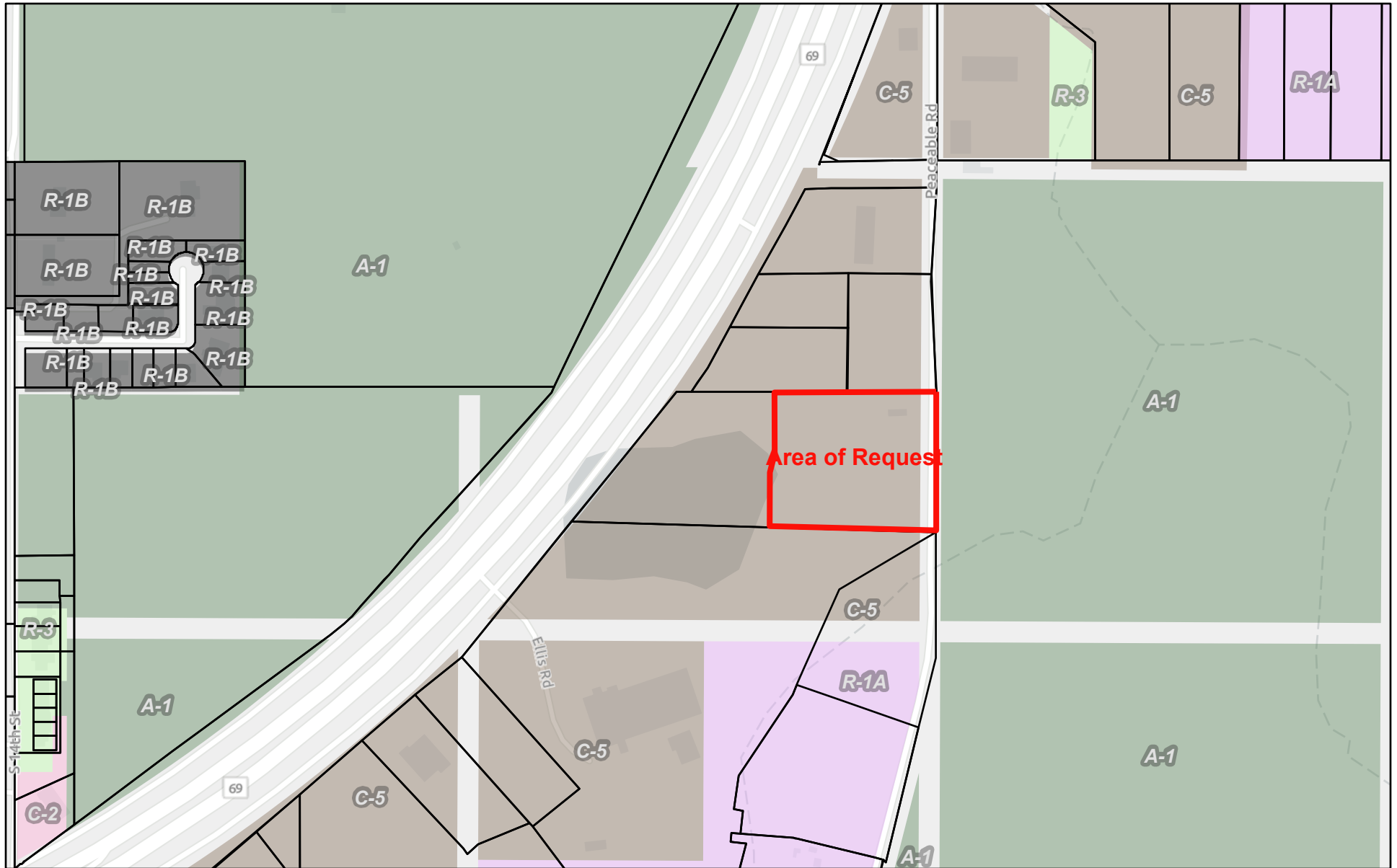
 Pittsburg Parcels



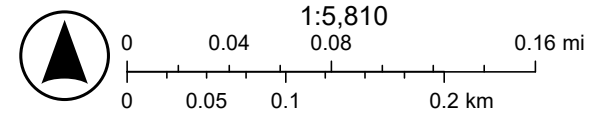
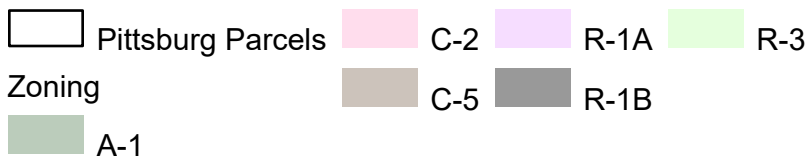
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Microsoft, Vantor

Conceptual Only

# BA 205 Area of Request Map



6/5/2026



Sources: Esri, TomTom, Garmin, (c) OpenStreetMap contributors, and the GIS User Community, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS,

Conceptual Only

# McALESTEROK

## Community Development Department

28 E. Washington • PO Box 578 • McAlester, Oklahoma 74502 • 918-423-9300 • FAX 918-421-4970



June 5, 2026

RE: BA Case #205

Dear Property Owner:

A request for variance has been filed with the McAlester Board of Adjustment for the following described property:

**LOCATION:** Part of the North 391 feet of Lot 76, lying East of US Highway 69 and the North 391 feet of the South 670.40 feet of Lot 77, all in Townsite Addition No. 4, of Section 17, Township 5 North, Range 15 East of the Indian Base and Meridian, Pittsburg County, State of Oklahoma, being more particularly described as follows: Commencing at the Southeast Corner of Lot 86, Townsite Addition No.4; Thence N 01°02'50" W a distance of 1311.60 feet along the East Line of Lot 86 to the Southeast Corner of Lot 77, Townsite Addition #4; Thence N 01°02'50" W a distance of 279.40 feet along the East Line of Lot 77; Thence S 88°40'11" W a distance of 30.00 feet to the West Line of an Existing 30 foot road easement and the Point of Beginning; Thence S 88°40'11" W a distance of 478.31 feet; Thence N 01°22'32" W a distance of 150.30 feet; Thence N 18°37'10" E a distance of 55.98 feet; Thence N 01°22'32" W a distance of 188.08 feet; Thence N 88°40'11" E a distance of 461.41 feet Thence S 01°02'50" E a distance of 391.00 feet to the Point of Beginning.

**LEGAL:** 830 S George Nigh Expressway, McAlester, Oklahoma

**CURRENT ZONING:** C-5 Highway Commercial and Commercial Recreation District

**PROPOSED VARIANCE:** Section 62-761 Maximum Area. "No wall sign shall exceed an area of 500 square feet."

A Public Hearing will be held by the McAlester Board of Adjustment on Monday, June 22, 2026, at 4:00 p.m., in the City Council Chambers, Municipal Building, located at 28 E. Washington Avenue, McAlester, Oklahoma. At that time, you may submit your views on the matter in person or by representative. You may also write to the Community Development Department prior to the Public Hearing. **Written responses should be received by Wednesday, June 17, 2026.**

If you know of any interested property owner who, for any reason, has not received a copy of this letter, it would be appreciated if you would inform them of the time and place of the Public Hearing.

Sincerely,

A handwritten signature in blue ink, appearing to read "Patti Hobbs", is written over a blue line.

Patti Hobbs  
Executive Asst./Planning Tech.

Enclosed: Area of Request Map & Site Location Map

CC: Justin Few, Mayor  
Robin Woodley, Second Ward Council  
Mark Emmons, Board of Adjustment Chairman



Name and Address of Sender  
**CITY OF MCALESTER**  
**Community Development**  
**PO Box 578**  
**McAlester OK 74502**

- Check type of mail or service
- Adult Signature Required
  - Adult Signature Restricted Delivery
  - Certified Mail
  - Certified Mail Restricted Delivery
  - Collect on Delivery (COD)
  - Insured Mail
  - Priority Mail
  - Priority Mail Express
  - Registered Mail
  - Return Receipt for Merchandise
  - Signature Confirmation
  - Signature Confirmation Restricted Delivery

**Affix Stamp Here**  
*(if issued as an international certificate of mailing or for additional copies of this receipt).*  
**Postmark with Date of Receipt.**

USPS Tracking/Article Number	Addressee (Name, Street, City, State, & ZIP Code™)	Postage	(Extra Service) Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	RD Fee	RR Fee	SC Fee	SCRD Fee	SH Fee
1. 9589 0710 5270 3070 4215 81	Julie Grant	Handling Charge - if Registered and over \$50,000 in value												
	Lindsey Grant													
	2515 Standard Road													
	McAlester, OK 74501													
2. 9589 0710 5270 3070 4215 74	Coleen Sherrill Logan													
	1010 Kinhead Road													
	McAlester, OK 74501													
3. 9589 0710 5270 3070 4215 67	Lakewood Christian Church													
	840 South George Nigh Expressway													
	McAlester, OK 74501													
4. 9589 0710 5270 3070 4215 50	Lucas B. Sherrill													
	1782 Lehnhard Road													
	McAlester, OK 74501													
5. 9589 0710 5270 3070 4215 43	Timothy D. Barnhouse and													
	Vicki A. Barnhouse													
	1607 East Seminole													
	McAlester, OK 74501													
6. 9589 0710 5270 3070 4215 36	William Properties (Page 400) LLC													
	10200 SW Greenburg Road, Ste 760													
	Portland, OR 97223													
7. 9589 0710 5270 3070 4215 29	Oklahoma Department of													
	Transportation													
	P.O. Drawer 628													
	Antlers, OK 74523													
8. 9589 0710 5270 3070 4215 12	Pittsburg County Commissioners Board													
	County Courthouse													
	115 E. Carl Albert Parkway													
	McAlester, OK 74501													



Total Number of Pieces Listed by Sender: **8**  
 Total Number of Pieces Received at Post Office: \_\_\_\_\_

Postmaster, Per (Name of receiving employee)  
*[Signature]*



Name and Address of Sender  
**CITY OF MCALESTER**  
 Community Development  
 PO Box 578  
 McAlester OK 74502

- Check type of mail or service
- Adult Signature Required
  - Adult Signature Restricted Delivery
  - Certified Mail
  - Certified Mail Restricted Delivery
  - Collect on Delivery (COD)
  - Insured Mail
  - Priority Mail
  - Priority Mail Express
  - Registered Mail
  - Return Receipt for Merchandise
  - Signature Confirmation
  - Signature Confirmation Restricted Delivery

**Affix Stamp Here**  
*(if issued as an international certificate of mailing or for additional copies of this receipt).*  
**Postmark with Date of Receipt.**

USPS Tracking/Article Number	Addressee (Name, Street, City, State, & ZIP Code™)	Postage	(Extra Service) Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	RD Fee	RR Fee	SC Fee	SCRD Fee	SH Fee	
1.	Mayor Justin Few 1423 Timber Ln. McAlester, OK 74501			Handling Charge - if Registered and over \$50,000 in value											
2.	Robin Woodley Second Ward Council 1407 Timber Lane McAlester, OK 74501														
3.	Mark Emmons Planning Commission Chairman 504 E. Wyandotte Ave. McAlester, OK 74501								Adult Signature Required	Adult Signature Restricted Delivery					
4.	Wallace Family Properties LLC 328 East Carl Albert Parkway McAlester, OK 74501										Restricted Delivery	Return Receipt	Signature Confirmation	Signature Confirmation Restricted Delivery	Special Handling
5.	General Lighting & Sign Services, Inc c/o Jace Larsen 2701 NW 1st Street Oklahoma City, OK 73107														
6.															
7.															
8.															



Total Number of Pieces Listed by Sender: **5**  
 Total Number of Pieces Received at Post Office: **5**

Postmaster, Per (Name of receiving employee)  
*[Signature]*  
 Complete in Ink

Privacy Notice: For more information on USPS privacy policies, visit [usps.com/privacypolicy](http://usps.com/privacypolicy).

MCALESTER NEWS-CAPITAL  
PO BOX 987  
MCALESTER OK 74502-0987

ORDER CONFIRMATION (CONTINUED)

Salesperson: Jessica Banks

Printed at 06/05/26 11:00 by jbank-bv

-----  
Acct #: 44993

Ad #: 196282

Status: New

(Published in the McAlester News-Capital on June 6, 2026.)

**CITY OF MCALESTER**  
**NOTICE OF HEARING ON A VARIANCE**

NOTICE IS HEREBY GIVEN to all property owners and residents of the City of McAlester that a Public Hearing will be held at a Special McAlester Board of Adjustment meeting on Monday, June 22, 2026, at 4:00 p.m., in the City Council Chambers, Municipal Building, 28 E. Washington, McAlester, OK for the following property described:

**LEGAL:** Part of the North 391 feet of Lot 76, lying East of US Highway 69 and the North 391 feet of the South 670.40 feet of Lot 77, all in Townsite Addition No. 4, of Section 17, Township 5 North, Range 15 East of the Indian Base and Meridian, Pittsburg County, State of Oklahoma, being more particularly described as follows:

Commencing at the Southeast Corner of Lot 86, Townsite Addition No.4; Thence N 01°0250 W a distance of 1311.60 feet along the East Line of Lot 86 to the Southeast Corner of Lot 77, Townsite Addition #4; Thence N 01° 0250 W a distance of 279.40 feet along the East Line of Lot 77; Thence S 88°4011 W a distance of 30.00 feet to the West Line of an Existing 30 foot road easement and the Point of Beginning; Thence S 88°4011 W a distance of 478.31 feet; Thence N 01°2232 W a distance of 150.30 feet; Thence N 18° 3710 E a distance of 55.98 feet; Thence N 01°2232 W a distance of 188.08 feet; Thence N 88°4011 E a distance of 461.41 feet Thence S 01°0250 E a distance of 391.00 feet to the Point of Beginning.

**LOCATION:** 830 S George Nigh Expy, McAlester, Oklahoma

**CURRENT ZONING:** C-5 Highway Commercial & Commercial Recreation District

**PROPOSED VARIANCE:** Section 62-761 Maximum Area. No wall sign shall exceed an area of 500 square feet.

Any person wishing to appear in support of or opposition to the proposed variance may do so in person or by representative at the above date and time, or you may write to the Community Development Department prior to the meeting time. Written comments should be received by Wednesday, June 17, 2026.

/s/Cora Middleton  
Cora Middleton, City Clerk

June 4, 2026  
Date

**BA-205 – SIGN PHOTOS - POSTED June 5, 2026**  
**830 S George Nigh Expressway, McAlester, OK**

Part of the North 391 feet of Lot 76, lying East of US Highway 69 and the North 391 feet of the South 670.40 feet of Lot 77, all in Townsite Addition No. 4, of Section 17, Township 5 North, Range 15 East of the Indian Base and Meridian, Pittsburg County, State of Oklahoma, being more particularly described as follows: Commencing at the Southeast Corner of Lot 86, Townsite Addition No.4; Thence N 01°02'50" W a distance of 1311.60 feet along the East Line of Lot 86 to the Southeast Corner of Lot 77, Townsite Addition #4; Thence N 01°02'50" W a distance of 279.40 feet along the East Line of Lot 77; Thence S 88°40'11" W a distance of 30.00 feet to the West Line of an Existing 30 foot road easement and the Point of Beginning; Thence S 88°40'11" W a distance of 478.31 feet; Thence N 01°22'32" W a distance of 150.30 feet; Thence N 18°37'10" E a distance of 55.98 feet; Thence N 01°22'32" W a distance of 188.08 feet; Thence N 88°40'11" E a distance of 461.41 feet Thence S 01°02'50" E a distance of 391.00 feet to the Point of Beginning.



### *DIVISION 3. BOARD OF ADJUSTMENT<sup>1</sup>*

#### **Sec. 62-93. Created.**

There is hereby created within and for the city a board of adjustment, with the powers and duties as set forth in this division.

(Code 1993, § 62-141; Ord. No. 1843, § 1(art. VI, § 1), 2-14-1989)

State law reference(s)—Board of adjustment required, 11 O.S. § 44-101.

#### **Sec. 62-94. Membership.**

- (a) The board of adjustment shall be composed of five regular members, citizens of the city, each appointed by the mayor with the approval of the council for a term of three years; provided, however, that for the first appointment under the provisions of this division, one member shall be appointed for a term of one year; two members shall be appointed for a term of two years; and two members shall be appointed for a term of three years. Two alternate members shall be appointed for overlapping terms of two years. The city council may designate two (2) alternate members to serve as a board member in the absence or disqualification of any regular board member, provided that the alternate members meet the criteria of this section to serve on the board. All appointments thereafter for regular and alternate members shall be for a term of three years.

(1) For the purposes of this section, an "absence" or "disqualification" authorizing an alternate member to sit and vote shall be defined as:

- a. A regular member's physical absence from a scheduled meeting;
- b. A regular member's inability to attend due to medical, personal, or professional obligations, provided notice is given to the board chairperson prior to the call to order; or
- c. A regular member's mandatory recusal or abstention due to a legal conflict of interest or ex parte communication under applicable municipal code or state law.

(2) The determination of an absence or disqualification shall be entered into the official minutes of the meeting. Once an alternate member is seated to hear a specific case or appeal, that alternate shall continue to serve as the voting member for the entirety of that case or appeal, including any continuances, regardless of the subsequent arrival of the regular member.

(3) Required Attendance; Exceptions for Alternate Seating.

- a. During the term of membership, any regular board member who is physically absent for more than 50 percent of the scheduled meetings within a one-year period or three consecutive meetings, without good cause determined by the board, shall automatically cease to be a member and a replacement shall be appointed by the mayor upon confirmation by the city council.
- b. A scheduled absence, voluntary recusal, or formal substitution by a regular member made under subsection (a)(1) of this section for the express purpose of allowing a qualified alternate member to

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<sup>1</sup>State law reference(s)—Board of adjustment, 11 O.S. § 44-101 et seq.

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hear a technical building code or fire code appeal shall be an excused absence with good cause. Such designated substitutions shall not count toward the consecutive or percentage thresholds for automatic membership termination established in this subsection, provided the regular member has filed notice with the board chairperson prior to the call to order.

- (b) Not less than two regular members shall be appointed from the membership of the planning commission. To satisfy the municipal board of appeals requirements of the International Building Code and International Fire Code, preference for the remaining regular or alternate seats shall be given to individuals qualified by experience and training in the construction, engineering, or fire protection trades.
- (c) The board shall elect a chairperson from its regular membership to serve a term of two years.

(Code 1993, § 62-142; Ord. No. 1843, § 1(art. VI, § 2), 2-14-1989)

State law reference(s)—Membership of board of adjustment, 11 O.S. § 43-101.

### **Sec. 62-95. Rules of procedure.**

The board of adjustment shall adopt rules in accordance with the provisions of this division. Meetings of the board shall be held at the call of the chairperson and at such other times as the board may determine. The chairperson, or in his absence, the acting chairperson, may administer oaths and compel the attendance of witnesses. All meetings of the board shall be open to the public. The board shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent, of failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the city clerk, and shall be a public record. The concurring vote of four members of the board shall be necessary to reverse any order, requirement, decision or determination of any administrative official, or to decide in favor of the applicant on any matter upon which it is required to pass under any such ordinance, or to effect any variation in such ordinance.

(Code 1993, § 62-143; Ord. No. 1843, § 1(art. VI, § 3), 2-14-1989)

State law reference(s)—Meetings and rules, 11 O.S. § 44-102; required vote, 11 O.S. § 44-105(B).

### **Sec. 62-96. General powers.**

The board of adjustment shall have the following powers:

- (1) To hear and decide appeals where it is alleged there is an error in any order, requirement, decision, or determination made by an administrative official in the interpretation or enforcement of this division, Chapter 18 (Buildings and Building Regulations), or Chapter 50 (Fire Prevention and Protection).
- (2) Where, by reason of exceptional narrowness, shallowness or shape of a specific piece of property at the time of the original adoption of the regulations, or by reason of exceptional topographical conditions or other extraordinary or exceptional situation or condition of a specific piece of property, which condition is not generally prevalent in the area, the strict application of this division would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon the owner of such property, the board is hereby empowered to authorize upon an appeal relating to such property, a variation from such strict application so as to relieve such difficulties or hardship; but may establish such requirements relative to such property as would carry out the purpose and intent of this division.
- (3) To hear and decide appeals of orders, decisions, or determinations made by the code administrator, building official, or fire code official relative to the application and interpretation of the technical codes adopted within Chapter 18 and Chapter 50. An application for such appeal shall be based on a claim

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that the true intent of the code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of the code do not fully apply, or an equally good or better form of construction, protection, or safety is proposed. The board shall have no authority to waive any safety or technical requirements of said codes.

(Code 1993, § 62-144; Ord. No. 1843, § 1(art. VI, § 6), 2-14-1989)

State law reference(s)—Similar provisions, 11 O.S. § 44-104(1), (3); variances, 11 O.S. § 44-107.

### **Sec. 62-97. Powers relative to exceptions.**

- (a) Upon appeal, the board of adjustment is hereby empowered to permit the following exceptions:
- (1) To permit the extension of a district where the boundary line of a district divides a lot in single ownership as shown of record.
  - (2) To interpret the provisions of this article where the street layout actually on the ground varies from the street layout as shown on the map fixing the several districts, which zoning map is attached to and made a part of this article.
  - (3) To grant exceptions to the off-street parking requirement when it is determined that the size and shape of the lot to be built on is such that off-street parking provisions could not be complied with, and that the proposed use will not create undue traffic congestion in the adjacent streets.
  - (4) To grant exceptions to the setback and area requirements herein established, where the slope of the land on 20 percent or more of the lot to be built on exceeds ten percent, and where such slope interferes with the reasonable development of the property for the uses permitted in the district in which the lot is located; provided, however, that whenever exceptions are granted to setback or to area requirements, new setback and area requirements for the lot covered by the exception shall be specifically set forth in a manner that will carry out the purpose and intent of these regulations.
  - (5) The board of adjustment, as established by the zoning codes of the city, is hereby authorized, upon appeal, to hear and approve variances to requirements on sign setbacks, area, height and size requirements where a strict application of these requirements would result in peculiar and exceptional practical difficulties to or exceptional and undue hardship upon the owner/occupant of such property, provided and assuming that all other applicable provisions of the sign ordinance have been complied with. The board is also authorized to hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by an administrative official in the interpretation or enforcement of this article.
  - (6) In exercising the powers mentioned in subsections (a)(1) through (5) of this section, the board of adjustment shall have the concurring vote of at least four of its members in order that it may, in conformance with the provisions of this division, reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from, and may make such order, requirement, decision or determination as ought to be made, and to that end shall have all the powers of the officer from whom the appeal is taken.
  - (7) Notice of public hearing before the board of adjustment for an exception mentioned in subsections (a)(1) through (5) of this section shall be given by publication in a newspaper of general circulation in the municipality where the property is located and by mailing written notice by the clerk of the board of adjustment to all owners of property within a three hundred (300) foot radius of the exterior boundary of the subject property. A copy of the published notice may be mailed in lieu of written notice; however, the notice by publication and written notice shall be published and mailed at least ten (10) days prior to the hearing. The notice, whether by publication or mail, of a public hearing before the board of adjustment shall contain the legal description of the property and the street address or

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approximate location in the municipality; the present zoning classification of the property and the nature of the appeal, variance or exception requested; and the date, time and place of the hearing.

- (b) Upon appeal, minor variances or exceptions may be granted as an administrative adjustment only as expressly identified in this section:
- (1) To reduce the minimum required front setbacks by up to five feet (5').
  - (2) To reduce the minimum required side and rear setbacks in any R District by up to twenty percent (20%).
  - (3) To reduce the minimum lot width and lot frontage requirements by up to ten percent (10%).
  - (4) To reduce the off-street parking space requirements of parking spaces by up to ten percent (10%).
  - (5) To reduce the minimum lot area and use intensity requirements by up to five percent (5%).
  - (6) The administrative adjustment procedures for minor variances or exceptions may not be used to vary, modify or otherwise override a condition of approval or requirement imposed by an authorized decision-making body (e.g., Board of Adjustment, Planning Commission, City Council). Administrative adjustments are intended to provide a streamlined approval procedure for minor (*de minimis*) modifications of selected zoning regulations and are further intended to:
    - a. Allow development and construction that is in keeping with the general purpose and intent of zoning regulations and the established character of the area in which the development or construction is located; and
    - b. Provide flexibility that will help promote rehabilitation and reuse of existing buildings when such flexibility will not adversely affect nearby properties or neighborhood character; and
    - c. Provide flexibility for new construction when such flexibility is in keeping with the general purpose and intent of zoning regulations and will not adversely affect nearby properties or surrounding neighborhood character.
  - (7) In exercising the powers mentioned in subsections (b)(1) through (5) of this section, the Community Development Director is authorized to act on the requests. The action may be to approve the application, to deny the application, or to refer the application to the board of adjustment for consideration as a variance if the request exceeds the limits expressly identified. The decision to approve or deny an administrative adjustment must be accompanied by written findings of fact and must be consistent with the general purpose and intent statements of this chapter, with the comprehensive plan, and will not have a substantial or undue adverse effect upon adjacent property, the character of the area, or the public health, safety, and general welfare.
  - (8) On hearings involving minor variances or exceptions mentioned in subsections (b)(1) through (5) of this section, notice of public hearing shall be given by mailing written notice to all owners of property adjacent to the subject property. The notice shall be mailed at least ten (10) days prior to the hearing and shall contain the legal description of the property and the street address or approximate location in the municipality; the present zoning classification of the property and the nature of the appeal, variance or exception requested; the deadline of at least eight (8) days for written comments; and the date, time and place of the hearing. The applicant or any interested party aggrieved by the decisions of a minor variance or exception by the Community Development Director may appeal the decision to the board of adjustment.
- (c) In considering all appeals from rulings made under this division, the board shall, in making its findings on any specific case, determine the effect of the proposed change upon the supply of light and air to adjacent property, upon the congestion in the public streets, upon the public safety from fire and other hazards, upon the established property values within the surrounding area, and upon other factors relating to the public health, safety, comfort, morals and general welfare of the people of the city. Every ruling made upon any

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appeal to the board shall be accompanied by a written finding of fact based upon the testimony received at the hearing afforded by the board, and shall specify the reason for granting or denying the appeal, variance or exception.

(Code 1993, § 62-145; Ord. No. 1843, § 1(art. V, § 6), 2-14-1989; Ord. No. 2799, § 1, 2-27-2024)

State law reference(s)—Powers relative to special exceptions, 11 O.S. §§ 44-104(2), 44-107.

### **Sec. 62-98. Appeals.**

- (a) Appeals to the board of adjustment may be taken by any person aggrieved or by any officer, department, board or bureau of the city affected by any decision based on Article II, Divisions 3, 4 and 5, and on all of Articles III, IV, V and VI, or by any decision, order, or determination made by an administrative official pursuant to Chapter 18 or Chapter 50. Such appeal shall be taken within 30 days from the date of the decision by filing with the officer from whom the appeal is taken and with the city clerk a notice of appeal specifying the grounds thereof, and by paying a filing fee as provided in chapter 48 at the office of the city clerk, at the time the notice is filed. The officer from whom the appeal is taken shall forthwith transmit to the board all the papers constituting the record upon which the action appealed from was taken.
- (b) An appeal stays all proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is taken certifies to the board of adjustment, after the notice of appeal shall have been filed with him, that by reason of facts stated in the certificate a stay would, in his opinion, cause imminent peril to life or property. In such cases, proceedings shall not be stayed otherwise than by a restraining order which may be granted by the board of adjustment or by a court of record on application and notice to the officer from whom the appeal is taken and on the case shown.
- (c) The board of adjustment shall fix a reasonable time for the hearing of the appeal, giving public notice thereof, as well as due notice to the parties in interest, and decide the same within a reasonable time. Upon the hearing, any party may appear in person, by agent or by attorney.
- (d) Notice of the public hearing before the board of adjustment for zoning matters pursuant to subsection (a) shall be given by publication in a newspaper of general circulation in the city, and by mailing written notice by the city clerk to all property owners within a 300-foot radius of the exterior boundary of the subject property. The notice shall contain:
  - (1) Legal description of the property and the street address or approximate location in the city or town.
  - (2) Present zoning classification of the property and the nature of the variance or exception requested.
  - (3) Date, time and place of hearing.
- (e) A copy of the published notice and written notice for zoning matters pursuant to subsection (d) shall be published and mailed at least 14 days prior to the hearing.
- (f) For appeals concerning the interpretation or application of Chapter 18 (Buildings and Building Regulations) or Chapter 50 (Fire Prevention and Protection), a public hearing shall be scheduled and held within twenty (20) days of the filing of the notice of appeal. Notice of the public hearing for building or fire code appeals shall be provided directly to the appellant and the affected city official at least ten (10) days prior to the hearing. Publication and 300-foot radius property owner notification are not required for technical building or fire code appeals unless a simultaneous zoning variance is requested.

(Code 1993, § 62-146; Ord. No. 1843, § 1(art. VI, §§ 4, 5), 2-14-1989; Ord. No. 2814, § 1, 7-23-2024)

State law reference(s)—Appeals, 11 O.S. § 44-109.

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**Sec. 62-99. Appeal to district court.**

- (a) An appeal from any action, decision, ruling, judgement or order of the board of adjustment, may be taken by any person or persons, jointly or severally, or any taxpayer, or any officer, department, board or bureau of the city to the district court by filing notice of appeal with the city clerk, and with the board of adjustment within ten days from the filing of the decision of the board, which notice shall specify the grounds of such appeal. Upon filing of the notice of appeal as herein provided, the board shall forthwith transmit to the court clerk of the original or certified copy of all the papers constituting the record in the case, together with the order, decision or ruling in the case, together with the order, decision or ruling of the board.
- (b) An appeal to the district court from the board of adjustment stays all proceedings in furtherance of the action appealed from, unless the chairperson of the board of adjustment, from which the appeal is taken, certifies to the court clerk, after the notice of appeal shall have been filed, that, by reason of facts stated in the certificate, a stay would, in his opinion, cause imminent peril to life or property. In such case, proceedings shall not be stayed otherwise than by a restraining order, which may be granted by the district court upon application or notice to the administrative officer in charge of the enforcement of the terms and provisions of this article, and upon notice to the chairperson of the board of adjustment for which the appeal is taken, and upon due cause being shown, the court may reverse or affirm, wholly or partly, or modify the decision brought up for review.

(Code 1993, § 62-147; Ord. No. 1843, § 1(art. VI, § 7), 2-14-1989)

State law reference(s)—Appeals to district court, 11 O.S. § 44-110.

**Secs. 62-100—62-126. Reserved.**