

Tentative Procedural plan for bring Sign Code Revisions to Mayor and Council – April 5, 2017

April 12, 2017 – Planning Commission Study Session

- Staff presentation to cover the following:
 - Public process overview to date
 - Review joint subcommittee’s general consensus sections in the draft
 - Review unresolved issues in the draft
 - Review Portable Signs and Design Option example

April 19, 2017 – Citizen Sign Code Committee Study Session

- Staff will present issues with citations and language when practical and with update on discussion.
- CSCC will discuss and vote on preliminary recommendations
- Outcome to be shared with the Joint Planning Commission and Citizen Sign Code Committee (PC/CSCC)

May 3, 2017 – PC/CSCC Study Session

- PC/CSCC will suspend rules and elect an ad-hoc chair for the general discussion – Chair Fink will be the ad-hoc chair for this meeting. Ad hoc chair recognizes commissioners, oversees voting, and moves items forward
- Staff Presentation will cover the following:
 - Overview of process to date
 - Update on current draft
 - Review unresolved issues
- PC/CSCC discusses unresolved issues. They resolve as practical general consensus items and request optional language on unresolved items in the final public hearing draft
- Allow stakeholders who have participated in the joint subcommittee process to give their input. A specific time allotment per speaker may be needed for a larger group. PC/CSCC may ask questions of stakeholders.
- The PC and CSCC may discuss with their respective groups whether there is consensus or a need to list options for separate votes. Procedural votes may be used at this time.
- Motion to continue to a study session or vote to set for public hearing.

May 17, 2017 – PC/CSCC Study Session

- PC and CSCC will suspend rules and elect an ad-hoc chair for the general discussion – Chair Davis will be the ad-hoc chair for this meeting.
- Staff will give an update including items already resolved, on the PC/CSCC discussion up to now and the current draft followed by presenting the issues to be resolved.
- PC/CSCC will discuss remaining issues led by ad-hoc chair.

- PC/CSCC can allow stakeholders to speak again as noted above or not.
- The PC and CSCC may discuss with their respective groups whether there is consensus or a need to list options for separate votes. Procedural votes may be used at this time.
- Motion to continue to a study session or vote to set for public hearing.

June 21, 2017 – (3rdPC / CSCC Study Session - if needed, following the points above) or PC/CSCC Public Hearing

- Ad hoc chair will open the meeting with roll call and proceeds with the meeting
- Staff will review discussion to date and present the final draft noting where there are options to be voted on separately.
- PC/CSCC may discuss presentation led by ad-hoc chair.
- Chair will open the floor for individuals to come forward and give testimony. A time limit may be set for speakers if needed.
- Ad hoc chair will call for a vote to close the public hearing followed by separate votes to close the public hearing. Or the PC/CSCC will vote to continue the public hearing.
- PC/CSCC commissioner may make a motion that needs to be seconded by a member of the commissioner's own group.
- The other group will then vote by acclamation or separate votes to do one of the following
 - Accept the motion and vote separately
 - Modify the original motion and vote on it separately
 - Decline to act.
- PC and CSCC will vote separately on motions.
 - The respective chair of the group will call for and lead the voting done separately.
- PC/CSCC may send different recommendations to Mayor and Council or a joint recommendation.

Additional notes from the meeting

- We will be providing one clean draft with the 21 issues yet to be resolved highlighted. Additionally, we will be providing a 21 issue summary sheet, which will include (1) Description and background of issue, (2) proposed text, and (3) documentation of discussion from PC/CSCC.