

**Sign Design Review Committee
Bylaws
Adopted _____, 2019**

Article I – Name, Purpose, Authority

Section 1: The Sign Design Review Committee, hereinafter “SDRC”, was established by Mayor and Council under Ordinance No. 11508, with an effective date of February, 1, 2018.

Section 2: The SDRC was created to assist Mayor and Council, the Planning Commission, and the Planning and Development Services Department, hereinafter “PDSD”, Director by advising on sign standard text amendments and design option application permitted in accordance with Section 7A.7 *Sign Design Options*, of the Tucson Unified Development Code, hereinafter “UDC”.

Section 3: The SDRC shall advise Mayor and Council and the Planning Commission on sign standards text amendments. The SDRC shall also act as the design review committee for Section 7A.7 *Sign Design Options*, of the UDC.

Article II – Procedure

Section 1: The SDRC shall follow the rules and procedures as codified in Article 2.2.12, *Sign Design Review Committee*, of the UDC.

Section 2: In the event that these Bylaws or the rules and procedures of Article 2.2.12, *Sign Design Review Committee*, do not cover actions of the SDRC, Robert’s Rules of Order shall govern the actions of the SDRC.

Article III – SDRC Members, Quorum

Section 1: The SDRC shall be composed of members as described in Article 2.2.12.C, *Composition*, of the UDC.

Section 2: A Quorum shall be determined in accordance with Article 2.2.12.I, *Quorum*, of the UDC. At the date of adoption of these Bylaws the required number of SDRC members to constitute a Quorum is 5 members. A Quorum of SDRC members shall be necessary for the SDRC to take action on any agenda item.

Article IV – Voting

Section 1: Conflict of Interest. A member may not vote where there is a conflict of interest. Any questions regarding conflict of interest may be directed to the City Attorney.

Section 2: Motion making. Any member other than the Chair may make motions related to decisions and recommendation. To be voted on by the SDRC, the motion must be seconded. The Chair can second any motion. A motion will fail for lack of a second.

Section 3: Motion rules. Motions may be determined by voice vote, or at the request of any member or by direction of the Chair, by roll call. The Chair declares all votes. If any member doubts the vote, a roll call is ordered.

- a. All motions by the SDRC to decide or recommend on an application require a majority of “aye or yes” votes from those present and voting to pass.

- b. A motion that does not get a majority of “aye or yes” votes from the quorum fails. If a tie vote occurs the motion fails.
- c. If a member, who has not been determined to have a conflict of interest or is otherwise not present at the meeting, does not vote on a motion his or her vote is a “pass”. Where a member passes on a vote, the Chair is to call for a roll call. If the same member does not vote a second time this vote shall be counted as a “aye or yes” vote for that motion.
- d. After completion of a roll call any member may change their vote provided the change occurs before the result of the vote is announced.
- e. A unanimous vote of those present and votinf is required to suspend any rule of the SDRC.

Article V – Sign Standard Text Amendments

Section 1: The SDRC shall have meetings as needed, either regularly scheduled or additional meetings, if necessary, to discuss sign standard text amendments and make recommendations to the Planning Commission. Along with the Planning Commission recommendation, the SRDC’s recommendation shall be forwarded to Mayor and Council.

Article VI – Sign Design Option Meeting

Section 1: The applicant may ask for a pre-application meeting with the SDRC to receive input on the proposal prior to requesting a formal meeting on the application. After the optional pre-application meeting, the applicant shall request that the SDRC schedule the application for a meeting to take action on the application. A schedule of meeting dates is available online at the City of Tucson Planning and Development Services website or by calling (520) 791-5550. The SDRC may continue a case one time. The applicant may request additional continuances and the SDRC may grant such continuances at their discretion.

Section 2: To be scheduled for a meeting before the SDRC the applicant must submit the completed application at least 10 days prior to the meeting. The applicant will receive confirmation from the SDRC of the meeting that the applicant is scheduled for at least 7 days prior to the meeting.

Section 3: Generally, the presentation of the application at the meeting will be conducted as follows:

- a. PDS staff shall present a report of the application;
- b. The applicant shall present their presentation;
- c. If recognized by the Chair, presentation by other than the applicant shall be allowed;
- d. Rebuttals as permitted by the Chair;
- e. Close of the review, discussion and recommendation by the SDRC;

Section 4: The applicant is required to submit the complete application in accordance with these Bylaws and the UDC, attend the scheduled meeting and present support of their case. Failure to appear at the scheduled meeting will allow the SDRC to choose to continue the case to the next regularly scheduled meeting, or dispose of the matter on the record after the PDS report and review of submitted materials.

Section 5: The SDRC shall take action on an application by continuing the application, recommending approval, recommending approval with conditions, or recommending denial to the PDS Director.

Article VII – Amendments

Section 1: These Bylaws may be amended when necessary by a Quorum vote of the SDRC members.