



Sign Design Review Committee

Thursday, March 14, 2019
1:00p.m.-3:00p.m.
201 N Stone Ave, 3rd floor
Tucson, AZ 85701
Meeting Minutes

1. Call to order, roll call, Acknowledgement of Staff and Guests

Meeting commenced at 1:03 p.m. Roll call completed all members present.

2. Introduction

New members and staff introduce themselves.

Ms. Wells explains the development and improvement of the sign code as well as the committee and its goals. Options for review are in house, through the committee and a design professional 3rd party review (Fe Tom and Rick Gonzales). The committee would be tasked with Code amendments.

This committee is considered to be subject matter experts.

23 master sign programs have been reviewed and approved in 2018. Ms. Thrall explains timeframes and experiences since the master sign program began.

Ms. Wells discussed official duties and authority of the committee.

3. Election of officers

Ms. Wells announced each member classification. Members are on a 4 year term. After 2 terms member will be replaced.

Members missing from the committee: Neighborhood representative and an outdoor lighting specialist.

Mr. Holguin nominated Mr. Davis as chair seconded by Mr. East (2:07)

Mr. Wong nominated Mr. East as vice chair, seconded by Mr. Addis (2:12)

4. By-laws

Discussion held regarding committee by-laws. Review other by-laws to begin, create a sub-committee and create the by-laws for SDRC.

5. Sub-committee

Discussion held, no action taken.

6. Discussion of code application and interpretation

Discussion held regarding the committee possibly going through changes as we continue to meet and review. Possibly minor and major reviews. Outdoor lighting code compliance is required for all projects.

7. Meeting time location and items

Which days and weeks of the Month the committee will meet No Wednesday morning

Thursday Fridays

Thursday afternoon is good

Ms. Wells recommends early am. Ex: DRB

Staff will select cases to bring to the committee

Committee to create a list of possible changes to code during review.

Materials will be placed on a link provided for review. Not emailed to members. Tablets will be used.

This group to be scheduled consider 1 day a month

8. Adjournment (3:14)