

City of Tucson Master Sign Program Public Process Proposal

Submitted by Board of Directors of Tucson Residents for Responsive Government (TRRG)

January 19, 2017

The Master Sign Program (MSP) offers an applicant the opportunity to bypass the numerical parameters of the City of Tucson Sign Code when submitting an individualized sign design option. Since citizens who will be most impacted will no longer have the certainty of specified sign code standards, it is imperative that they be made aware of any proposed alternatives and have a voice in their approval. Therefore, the Tucson Residents for Responsive Government (TRRG) Board of Directors requests that the proposed Master Sign Program include a two-step public process: neighborhood notification and participation in Citizen Sign Code Committee Review Process.

Step One: Neighborhood Notification

300 ft. notification:

Master Sign Program-Permanent Signs

Master Sign Program-Portable Signs

50 ft. notification:

Master Sign Program-Single Sign Design Option

Administration/Implementation:

--Amend **UDC 3.2.2 Neighborhood Meeting C.3.** to add another sub-topic: ***For any Master Sign Program applications, the notice shall contain information necessary to fully describe the proposed project, including a description of Sign Code requirement(s) and the requested deviation(s) from that particular requirement(s);***

--Amend **UDC 3.3.4 50' Notice Procedure B. Applicability** to add another application: ***Master Sign Program-Single Sign Design Option***

--Amend **UDC 3.3.5 300' Notice Procedure B. Applicability** to add these 2 new applications: ***Master Sign Program-Permanent Signs*** ***Master Sign Program-Portable Signs*** (each listed separately)

If a specific project requires other neighborhood notifications, the individual application sheets may be mailed in one envelope to announce a meeting's location with individual times scheduled for each application under consideration.

In the notification, a specific PDSD staff member will be identified as a resource to the neighborhood. That person will be available to attend the meeting if the citizens request his/her presence.

Step Two: Participation in Citizen Sign Code Committee Review Process

Administration/Implementation:

--Amend **UDC Article 2: Review Authorities and Powers** 2.2 **Review and Decision-Making Bodies** to include *Citizen Sign Code Committee*

--Include in its Notice procedures: ***When the CSCC is scheduled to review a specific Master Sign Program application, the neighborhood area in which the project is located shall be notified 30 days in advance. The Neighborhood Association shall be asked to submit the name of its representative to the review within 15 days.* If there is no City of Tucson neighborhood association of record, the Ward Office in that area shall be sent the notification and asked to provide the name of a citizen representative within 15 days.***

--Include in its Composition description: ***One representative from the geographic area where the Master Sign Program is requested shall serve as a discussant and voting member of the committee for that specific agenda item. The Neighborhood area representative shall receive all the background information provided to permanent Committee members in the same timeframe.***

*PDSD may find it helpful to ask all Neighborhood Associations to submit the name of the person it wants to get all its UDC notifications. By keeping this information on file for this and other occasions, communication with the public could be more efficient.

--Include in its Meetings description: ***A Call-to-the-Audience to allow public input shall be scheduled prior to the Committee making any decision on a specific Master Sign Program proposal.***