

2.1.1. **CITIZENS SIGN DESIGN REVIEW CODE STANDARDS COMMITTEE**

A. Creation.

A citizen sign design review code committee is hereby created to assist the mayor and council, **the planning commission, and the planning and development services director by advising on sign standard text amendments and design option applications permitted by Section Sec. 7A.7 (Sign Design Options)** by reviewing and recommending to the mayor and council amendments to ~~theis sign standards code~~ and be the planning commission for the review and recommendation regarding sign regulations.

B. Authority.

The sign design review committee shall advise the mayor and council and the planning commission on sign standards text amendments. It shall also act as the design review committee for Section 7A.7 (Sign Design Options) and advise the planning and development services director on various design option applications.

General. Consistent with this ~~section 3-142~~, the citizen sign code committee shall hold hearings and make specific recommendations as appropriate or deemed necessary to the mayor and council on:

Proposed additions or amendments to or deletions from this sign code.

Sign code enforcement, including but not limited to enforcement procedures and budgetary and personnel requirements.

1. Procedure. The committee shall hold at least one public hearing on any sign code standards matter that may be forwarded to the mayor and council for their consideration.

a. Notice content. The committee shall give notice of the time and place of hearings, including as appropriate:

b. An explanation of the subject matter to be considered, including references to specific sections of this sign code standards as necessary.

c. Information on the availability of any studies or summaries of the subject matter of the hearing.

2. Notice procedure. Notice shall be given not less than fifteen (15) nor more than thirty (30) calendar days before the hearing by:

a. Publication for three (3) consecutive days in a newspaper of general circulation in the City of Tucson, with all three (3) publications occurring within the required time frame; and

b. Such other manner as the committee may deem necessary.

C. Composition. The committee shall be composed of the following eight (8) members who shall serve without compensation. Members shall include an Outdoor Lighting Code representative, a sign industry representative, a local business representative, an architect, land use planner or landscape architect, one at-large appointment by the City Manager, general neighborhood association representative, and an ad hoc representative appointed by a neighborhood association within 300 feet of the location of the subject property submitting the application.

Number of members. The citizen sign code standards committee shall be composed of eleven (11) members who shall serve without compensation.

Special committees. The committee may create such special committees as it may from time to time deem necessary or desirable. The members of such committees may be selected either from among the members of the committee or residents of the City of Tucson qualified to contribute to the work of the special committee or both.

D. Appointment and Terms.

1. Appointment: The members of shall be appointed by the City Manager [Mayor and Council] the mayor and council shall each appoint one member to the citizen sign code committee in conformance with Article XIII, Chapter 10A of the Tucson Code (Community Affairs – Terms and Conditions of Membership on Boards, Committees, and Commissions and Filing Rules).

The city manager shall appoint four (4) members to the citizen sign code standards committee.

2. Terms. City Manager shall appoint a member for a four-year term. After two terms the member shall be replaced. A former member may return after a one-year hiatus from the committee. The terms of members of the committee appointed by the mayor and council shall be in conformance with Article XIII, Chapter 10A of the Tucson Code. All city manager appointments shall be for four (4) years.

3. City employees, elected officials excluded. No member of the committee may be a city employee or hold a city elective office.

E. Vacancies.

Vacancies on the citizen sign code committee shall be filled by appointment in the same manner in which members are initially appointed, as provided in section 3-144(A) and in conformance with Article XIII, Chapter 10A of the Tucson Code.

F. Removal.

Removal of the members shall be in conformance with Article XIII, Chapter [10A](#) of the Tucson Code.

F. Sign Standards Text Amendment Meeting.

The committee shall have meetings as needed to discuss sign standard text amendments and make recommendations to the planning commission. Along with the planning commission recommendation, the committee's recommendation shall be forwarded to the mayor and council.

G. Design Review Meeting.

The applicant will present the proposal. The committee will review the application in accordance with the applicable provisions of Sec. 7A.7(Sign Design Options).

The applicant may ask for a pre-application meeting with the committee to receive input on the proposal. When the applicant requests a meeting on the application, the committee may continue a case one time. The applicant may ask for additional continuances. After reviewing the case, the committee shall make a recommendation of approval, approval with conditions or denial to the planning and development services director.

H. Quorum.

A quorum for a meeting shall be three members. If for any reason the City Manager has not appointed the members of the committee or a quorum is not obtained for a particular application, the director may request that the Design Professional shall make a recommendation directly to the PDSD Director.

G. Administrative Procedures.

1. City manager. The city manager shall ensure that all city departments and persons under his authority shall cooperate in providing assistance and data to the **citizen sign design review code standards committee.**

2. Executive secretary. The ~~sign code~~ **zoning** administrator or designee shall serve as executive secretary to the committee.

3. Chairperson and other officers. The committee shall elect a chairperson and vice-chairperson and such other officers as it may deem necessary from its members. The terms of chairperson, vice-chairperson and other officers shall be for one year subject to one additional term of one year.

~~The citizen sign code committee shall meet at least semiannually consistent with the requirements of section [3-142](#).~~

~~1. Special meetings, with proper notice, may be called by the chairperson of the committee, upon request of the majority of the committee members, or upon a formal request by a majority of the mayor and council.~~

~~2. A majority of the committee members shall be necessary to conduct business and to adopt and forward any recommendations to the mayor and council.~~