



Sign Control Board

Purpose

The Sign Control Board makes recommendations for changes to the sign ordinance and consider requests for variances to the sign ordinance. In its review, the board balances the needs of the business community and other needs with the City's desire to protect its image and aesthetic appeal.

The Sign Control Board is authorized by the City Council to sit as a board of appeals in public hearings to consider requests for variances to the sign ordinance. The board weighs the following factors in making decisions:

- "degree" of variance requested
- reasons for variance
- location of request
- effect on public safety and/or property values
- hardship or "injustice" involved

The board may grant the variance requested, or one that is of a greater or lesser nature than requested, or deny a variance request. All action on variance requests are reviewed by the City Council, and can be reversed, modified, or finalized by the Council.

Members

The Sign Control Board consists of five members and two alternate members appointed by the City Council for two-year staggered terms. Members and alternates may participate, except that only members will vote. In the event of a member's absence, the alternate will fill those duties. The City Council shall designate the Chairperson and Vice Chairperson.

Members must be qualified voters in the City of Richardson, residents of Texas for at least one year, and residents of the City of Richardson for at least six months. Members may not hold any elected office and must not be in arrears in taxes or any other liability due the City.

Meetings

The Sign Control Board meets once a month, as necessary, to consider requests for variances to the sign ordinance. This meeting is held on the first Wednesday following the first Monday of the month, in the City Council Chambers. A study session is held at 6:00 p.m., with the hearing taking place at 6:30 p.m. Special meetings are held occasionally as needed for special circumstances. All meetings are subject to the general laws of the State, the City Charter, and shall comply with the Texas Open Meetings Act. All members shall adhere to the City of Richardson Code of Ethics.

Applications are available online and from the Office of the City Secretary, City Hall, 411 W. Arapaho Rd., Suite 202, or by contacting 972-744-4292. Applications are kept on file for two years and positions are filled as vacancies occur.

Staff Contact: Stephanie Jackson, Code Enforcement Manager—972-744-4183, stephanie.jackson@cor.gov

www.cor.net