

Standard Operating Procedures for Dealing with Political Signs in the Public ROW or on City Property

City Owned Property Being Used for the County's Vote Site Polling Locations

City Secretary will disseminate this document and the map(s) to candidates as needed and provide a copy to Neighborhood Services.

A week prior to voting, City Secretary's Office will identify and mark on the City owned Polling Location the limits of the one hundred (100) foot electioneering free zone adjacent to the entry to polling places.

The City Secretary's office will monitor, document, remove and transfer to Neighborhood Services, to hold, any political signs (for 5 days) found to be in violation and as a courtesy will notify the candidates (if possible) and inform them of how to retrieve their political signs.

Political signs may not be placed on City owned property before 5:00 pm the Friday prior to election day or the start of early voting and must be removed by 5:00 p.m. the day after the election or Neighborhood Service Staff will remove and dispose of them.

Only political signs on H-frame metal stands are permitted on city-owned property. Signs must be 24 x 18 inches in size and the limit per is 3 signs per candidate.

If a Runoff Election is required, candidates may not place political signs on city owned property before 5:00 pm Friday prior to the start of early voting. All political signs must be removed by 5:00 p.m. the day after the runoff election. Political signs that are not removed by then will be removed and disposed of by Neighborhood Service Staff .

Removal of Signs within the City Right-of-Way and City Owned

Neighborhood Services will track these in Cityview.

For Political Signs that are clearly located within the Right-of-way, Neighborhood Services Staff will immediately remove and hold the sign and inform the City Secretary's Office will notify the candidate (if possible) as a courtesy that the sign was removed and that it will be held for 5 days to be retrieved and will be disposed of after that time period.

For Political Signs that are clearly located on property that a reasonable person would know is City owned, such as developed Parks, City Facilities, etc., except for within the defined area of a polling location on City property as noted above, Neighborhood Services Staff will immediately remove and hold the sign and inform the City Secretary's Office who will notify the candidate (if possible) as a courtesy that the sign was removed and that it will be held for 5 days to be retrieved but will be disposed of after that time period.

For Political Signs that are clearly located on City Owned property, but which the public may not be aware is City owned property, Neighborhood Services Staff will immediately remove and hold the sign and inform the City Secretary's Office who will notify the candidate (if possible) as a courtesy that the sign was removed and that it will be held for 5 days to be retrieved but will be disposed of after that time period.

For signs that Neighborhood Services Staff believes to be in the City Right-of-Way or on City Owned Property, but cannot definitively prove, Neighborhood Services Staff will notify the City Secretary's Office who will ask the Candidate or adjacent property owner to provide evidence that the sign is not in the City Owned Right-of-Way or on City Owned Property. If such evidence is not provided within 24 hours, Neighborhood Services Staff will remove the sign and inform the City Secretary's Office who will notify the candidate (if possible) as a courtesy that the sign was removed and that it will be held for 5 days to be retrieved but will be disposed of after that time period.

Pop-up canopies or tents may not be used on city property during early voting and election day. Vehicles with candidate signage or vehicle wrap may be parked on designated city property on election day.

City Code Reference Regarding Political Signs

City of Schertz UDC:

Sec. 21.11.5. Exempted Signs.

The following types of signs or sign work are exempt from the permit requirements of this Article provided, however, that the exemption from the permit requirements of this Article shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this Article or any other laws, ordinances, codes or regulations of the City:

B. Political Signs

Sec. 21.11.6. Prohibited Signs.

E. Over Public Property or Public Right-of-Way. It shall be prohibited to erect or display any type of sign on or over public ROW or other public property, unless the same is erected by the City, County, State or other authorized governmental agency, or with the permission of the City (in its sole discretion), for public purposes.

Sec. 21.11.7. Removal of Signs.

D. Signs in Right-of-Way and/or Public Property. Any sign that is erected, constructed, or otherwise located within or upon public right-of-way or on public property may be removed by City personnel and disposed of immediately. The City is not required to notify the owner of the sign of its removal and disposal.