



**CITY OF SHAVANO PARK**  
**900 Saddletree Court**  
**Shavano Park, TX 78231**

## **CITY POLICY NO. 11**

SUBJECT: Signs on Public Property

October 24, 2022

1. **References.**

- a) Ordinance O-2021-012 Sign Ordinance
- b) Resolution R-2022-018 Sign Policy

2. **Purpose.** This policy regulates signs that may be placed on public property.

3. **Staff Point-of-Contact.** The point of contact for this policy is the Code Compliance Officer, at 210.391.0412 or [codecompliance@shavanopark.org](mailto:codecompliance@shavanopark.org).

4. **Definitions.**

- a) *Non-commercial sign.* Any sign which does not advertise the sale, rent, or lease of goods, services, or property or a location that sells, rents, or leases goods, services, or property.
- b) *Public Property.* Property owned by, or dedicated to the City, or owned by, or dedicated to other governmental entities. Signs located on public property shall be governed by a separate City Policy.
- c) *Voting Period.* The period beginning with the first day of the early voting period and ending when the polls close on the designated Election Day. The voting period corresponds only with elections administered by Bexar County.

5. **Policy.** Signs installed in violation of this policy are considered a nuisance and may be removed by the City Manager or his/her designee without notice.

- a) *Signs during voting periods.* Any person may install a non-commercial sign during the Voting Period on public property used as a polling place subject to the following restrictions:
  - 1) No sign may be installed prior to the beginning of 12:01 a.m. on the first day the Voting Period begins;
  - 2) All signs must be removed by 11:59 p.m. the day following the Voting Period;
  - 3) No sign may greater in size than four square feet;
  - 4) No sign may be higher than eight feet above grade;
  - 5) Signs may not be illuminated or have any moving elements;
  - 6) Each responsible party may only install three signs covered by this policy during each Voting Period.
  - 7) Signs may only be installed within the area designated by the City Manager in Exhibit A.

- b) *Public awareness signs.* It is recognized that there is a requirement for announcing and public awareness for city sponsored events. The City Manager approval is required for all public awareness signs on public property.
- c) *Signs for Council-approved activities at City Hall.* It is recognized that there is a requirement for temporary signage during some Council-approved activities on public property. The City Manager approval is required for any temporary signage related to a Council-approved activity on public property.

Exhibit A - Areas Designated for Sign Placement on Municipal Tract

