



CITY OF SHREVEPORT

P.O. BOX 31109 SHREVEPORT, LA 71130 • 505 TRAVIS STREET SHREVEPORT, LA 71101
Website: www.shreveportla.gov

August 20, 2019

TO: ALL POLITICAL CANDIDATES

This letter contains a revised "Fact Sheet" for the use of all political candidates to ensure that they are aware of local ordinances pertaining to placement, size and removal of political signs. Please see that appropriate copies are distributed to all campaign volunteers or others who may be placing your campaign signs.

Enforcement of ordinances applies to all signs in place, regardless of the date they were placed. Special attention should be given to removal, storage fees and fines for violations.

Should you have any questions, please let me know.

Gary Norman
Interim Director of Public Works

Attachments

xc:

Alan Clarke
Ernie Negrete

2019 POLITICAL SIGN FACT SHEET

In order to protect the safety and general welfare of all residents and visitors to the City of Shreveport and its surrounding areas, the Office of the MPC is providing the following information regarding the posting of political signs within the Planning Limits of the Shreveport-Caddo Metropolitan Planning Commission.

Political Signs: Political signs may be temporarily erected but not on City-owned property or within the public right-of-way, except as described below. All properly erected political signs shall be removed within one week of the conclusion of the 2019 election.

Signs on City-Owned Property: Political signs placed on public property are prohibited except on bus benches within the City's right-of-way pursuant to a written agreement with the City authorizing such placement. It shall be unlawful for any person to paste, post, nail, tack or attach in any other manner any dodger, sign, card, picture, placard or advertisement of any kind, business or political, of cardboard, tin or any other material, to any pole, post, lighting standard, guy post, guy wire, shade tree or any other post, pole or object on the streets, alleys or sidewalks of the City.

For any questions regarding Right-of-Way signage, contact the Office of Public Works at 318-673-6300.

Signs on Private Property:

Residential Properties. Must adhere to the "yard sign" guidelines of the Unified Development Code:

- Yard signs are permitted in all districts.
- Yard signs may be constructed as either freestanding, wall, or window signs. There is no limit on the number of signs permitted.
 - All window signs, whether temporary or permanent, are limited to no more than 30% of the surface of each window area. Window area is counted as a continuous surface until divided by an architectural or structural element. Mullions are not considered an element that divides window area. Window signs may be internally or externally illuminated.
- Yard signs must be located five feet from any lot line.
- Yard signs must be posted on private property only, and only with the permission of the property owner.
- Yard signs may not be illuminated.

Commercial Properties (Permit Required). Must adhere to the "freestanding sign" guidelines of the Unified Development Code.

- See Section 9.7.H. Freestanding Signs for signage provisions.

Vacant (Undeveloped) Properties (Permit Required). Vacant property is defined as any lot on which no structure exists or any lot with structures where such structures have no active utility service. The Director of the Office of Public Works shall have a form on file that must be completed by the vacant private property owner and submitted to the Office of Public Works prior to the placement of such signs. Such signs, not in compliance, may be removed without notice.

For any questions regarding Private Property signage, contact the Office of the MPC at 318-673-6480.

Vehicle Signs: There are no restrictions regarding vehicle signage for political campaigns during the 2019 election season.

Size of Political Signs: The Office of the MPC advises political signs on residential properties to be no larger than 8 square foot in size and political signs on non-residential properties to be no larger than 16 square foot in size.

Enforcement: Authorized personnel from the City's Public Works Department, the Office of the MPC, and/or the Shreveport Police Department may remove and impound any political sign—erected or maintained— which is in violation of any applicable ordinances, statutes, rules and regulations of the City, Parish and State of Louisiana and transport such sign to a location to be designated by the Director of Public Works.

Penalty: In addition to removal, any sign violation may be subject to a \$100.00 fine for a first offense. A second offense may result in a \$300.00 fine. A third, or subsequent, offense may result in a \$500.00 fine and removal/destruction of the oversize sign. Offenses cited for political sign violations will remain valid at any location for any sign and the candidate it represents regardless of the location where the initial offense occurred. In addition to fines levied, the City may confiscate any sign in question.

Sec. 50-190. - Political signs.

- (a) *Political signs.* Political signs, including on-premise and off-premise, may be temporarily erected in the city but not within the public right-of-way, except as provided in subsection (b)(2). Properly erected signs shall be removed within one week of any events conclusion.
- (b) *Prohibited political signs.* The following signs shall not be permitted to remain or be erected:
 - (1) *Signs that do not meet section 50-188 and section 106-1123 of this Code (as they relate to oversized signs).* Such signs will be removed immediately upon issuance of citation or upon notice of violation, whether verbal or written. A new violation will occur for every 24-hour period after initial notice of violation is given.
 - (2) *Signs that are placed on public property.* Such signs may be removed by the city without notice. Provided, however, this section shall not apply to the placement of signs on bus benches on the city right-of-way pursuant to a written agreement with the city authorizing such placement.
 - (3) *Signs placed on vacant private property.* Vacant defined as any lot on which no structure exists or any lot with structures where such structures have no active utility service. The director of the office of public works shall have a form on file that must be completed by the vacant private property owner and submitted to the director of the office of public works prior to the placement of such signs. Such signs, not in compliance, may be removed by the city without notice.
- (c) *Enforcement.* The department of operational services, the metropolitan planning commission, or the city police department are hereby authorized and directed to enforce all the provisions of this chapter. Upon presentation of proper credentials, authorized representatives may enter any building, structure, or premises in the city to perform any duty imposed upon them by this section.
- (d) *Sign removal.* The department of operational services, the metropolitan planning commission, or the city police department may remove and impound any oversize sign, any sign on public property, or any sign placement on private vacant property erected or maintained in violation of this section and transport such sign to a location to be designated by the director of the department of operational services. The custodian of the storage area shall maintain records of where such signs were located when they were so impounded and the date on which they were so impounded and shall hold the same in the storage area for a period of 30 days. Any sign so held may be redeemed by the owner thereof upon the payment of a fee to the city through the custodian thereof, consisting of \$10.00 for hauling the same to storage plus \$5.00 per day storage fee for each day the sign is stored. Such fee shall be in addition to and not in lieu of any fine imposed upon such owner for violation of this chapter.
- (e) *Penalty.* In addition to removal, any over-size sign violation as referred to above may be subject to a \$100.00 fine for a first offense. A second offense may result in a \$300.00 fine. A third, or subsequent, offense may result in a \$500.00 fine and removal/destruction of the oversize sign. Offenses cited for violation of this section will remain valid at any location for any sign and the candidate it represents regardless of the location where the initial offense occurred. Violations of subsections (b)(2) and (b)(3) will subject the candidate represented to a fine of \$250.00 per offense with each location constituting a separate offense.

(Ord. No. 185, 2002, 11-26-02; Ord. No. 133, 2006, 9-26-06; Ord. No. 106, 2010, 8-10-10)