



CITY CLERK'S OFFICE

17555 Peak Avenue
Morgan Hill, CA
95037-4128
TEL: 408-779-7259
FAX: 408-779-3117
WWW.MORGAN-HILL.CA.GOV

Dear Candidate or Committee Member:

The City of Morgan Hill has developed the enclosed information to aid you in your upcoming campaign. This information is provided to help ensure that you understand where political signs are allowed and where they are not within the City of Morgan Hill.

Political signs are considered temporary signs and governed by both City and State law. In general, posting temporary signs on public property is not allowed, while posting signs on private property is allowed in accordance with the law. Enclosed, you will find guidelines regarding the erection of temporary signs within City limits. Candidate or Committee Members must return the enclosed form to the City Clerk's Office acknowledging that they are responsible for following the City's regulations related to signs within City limits. The City Clerk's Office is available to answer any questions regarding the form.

For your convenience information on State Laws relating to candidate signage has also been included. For further information on laws relating to the placement of signs, please call the Morgan Hill Planning Division at (408) 778-6480. Please share this information with those assisting in your campaign.

Thank you for complying with the laws and congratulations on your decision to run for elected office.

Sincerely,

Irma Torrez
City Clerk

GUIDELINES AND CANDIDATE ACKNOWLEDGMENT REGARDING SIZE AND PLACEMENT OF TEMPORARY SIGNS WITHIN MORGAN HILL CITY LIMITS

These Guidelines are provided by the City Clerk’s Office for candidates, committee members, or campaign workers regarding the placing of temporary signs as regulated by Morgan Hill Municipal Code Sections 18.76.040(G) and 18.76.130(A)(3). These Guidelines are designed to ensure that the size and placement of temporary signage does not create unsafe conditions or create other conditions contrary to general health, safety, and welfare of our community and residents. These Guidelines are intended to help clarify where signs may or may not be placed within City limits with the aid of pictures. Although these Guidelines do not cover every possible situation, they are intended to address the major problems or situations that have been observed regarding placement of temporary signs. Questions about these Guidelines should be directed to the City Clerk’s Office at (408) 779-7259.

1. Size Limitations:

- **Within residential zones there shall be no more than four (4) signs per parcel, not exceeding six (6) square feet in total surface area.**
- **Within commercial zones there shall be no more than one (1) sign per parcel not exceeding thirty two (32) square feet.**

Any questions relating to the zoning of a particular area, or whether the area is located within City limits or an unincorporated area, can be directed to the City of Morgan Hill Development Services Center at 778-6480. It is the responsibility of the candidate to ensure that campaign workers involved in the placement of signs are acquainted with the restrictions for placement of signs in various zones within City limits. In instances where signs are placed on vacant lots or private property, it is also the responsibility of the candidate to obtain prior permission from the owner of that lot.

For questions regarding zoning, a zoning map can be obtained at the City of Morgan Hill Development Services Center, 17575 Peak Avenue, 778-6480.

2. Prohibitions on Placement:

- **Signs shall not be placed on any public property or within any public street or public right of way.**

Public property on which signage is prohibited includes the following:

- a. **Public Facilities.** Examples include City Hall, the Community and Cultural Center, and the Centennial Recreation Center.
- b. **Public Parks.** Examples include Community Park and City-owned playgrounds.
- c. **Center Median.** These signs create a visual safety barrier between opposing lanes of traffic.
- d. **Parkway Planting Strip.** The City-owned planting area between the sidewalk and the street which is part of the City's right-of-way.
- e. **Traffic Control Signals.** Utility poles, parking meters, traffic signposts, and traffic signals. Posting on such traffic-control signs is also prohibited by Section 21464 of the California Vehicle Code.
- f. **City Street Barricades.** Either permanent or temporary.
- g. **Public Streets or Public Rights of Way.** Publicly owned land that contains both the street and a strip of land on either side of the street that holds public facilities (sidewalks, sewers, storm drains, etc.).

Signs have an impact on the character, quality, and visual attractiveness of the community as well as have an effect on the safety of vehicular and pedestrian traffic. The restrictions on placement, number, and area of signs are adopted to prevent visual clutter, preserve the rural character and quality of the City, and to eliminate unnecessary distractions which may jeopardize pedestrian or vehicular traffic safety.

The following pictures show the areas in which temporary signs are prohibited



Butterfield Channel



City Street Barricades



Utility Poles and Traffic Control Devices

Removal Procedure

These Guidelines serve as notice that any signs placed in public areas or property shall be subject to removal by the City. The City will attempt to contact election officials during the initial collection of non-conforming signs. The City's Code Enforcement Officer will contact the property owner for any non-conforming signs identified on private property.

The City will store any removed signs for a period of thirty (30) days at the Morgan Hill Corporation Yard. After such time, the signs will be subject to disposal. The City shall not be liable for the loss, destruction, or damage of any signs so removed and/or destroyed.

The following "Statement of Responsibility for Temporary Signs" Form must be completed and returned to the City Clerk's Office prior to placing signs.

Excerpts from State and Local Law Governing Placement of Campaign Signs

California State Law

The State Outdoor Advertising Act (codified in Business and Professions Code Section 5405.3) states:

Nothing in this chapter, including, but not limited to, Section 5405, shall prohibit the placing of temporary political signs, unless a federal agency determines that such placement would violate federal regulations. However, no such sign shall be placed within the right-of-way of any highway or within 660 feet of the edge of and visible from the right-of-way of a landscaped freeway.

A temporary political sign is a sign which:

- (a) Encourages a particular vote in a scheduled election.
- (b) Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- (c) Is no larger than 32 square feet.
- (d) Has had a statement of responsibility filed with the department certifying a person who will be responsible for removing the temporary political sign and who will reimburse the department for any cost incurred to remove it.

Before placing any signs within view of a county or state highway, a statement by a responsible party must be filed with the State Department of Transportation. We have attached this form, as well as a letter from the Department of Transportation, to this letter.

Morgan Hill Municipal Code

In addition to state restrictions, local sign restrictions are governed by the City's Municipal Code. The applicable sections, found in Chapter 18.76, are as follows:

18.76.030 - Permit—Required when.

No sign shall be constructed, maintained, displayed or altered within the city except pursuant to a sign permit obtained as provided in this chapter, unless the sign is specifically exempted from permit requirements pursuant to Section 18.76.040 of this chapter. Every sign permit issued by the community development director or his representative shall become null and void if installation of the sign is not commenced within twelve months from the date of such permit. If work authorized by the permit is suspended or abandoned for a period of one hundred twenty days any time after the work is commenced, a new permit or renewal shall first be obtained.

18.76.040 - Exempt signs designated.

The following signs shall be allowed without Community Development Director approval, pursuant to Section 18.76.060 of this chapter, and shall not be required to obtain a sign permit pursuant to Section 18.76.030 of this chapter, unless otherwise provided herein:

G. Temporary signs: Such signs may be single-faced or double-faced. In residential zoned districts, each parcel may have up to four temporary signs, each sign not to exceed six square feet in area. In non-residential zoned districts, each parcel may have one temporary sign, not to exceed thirty-two square feet in area.

18.76.130 - Prohibited signs.

A. In addition to any sign not specifically in accordance with this chapter, the following signs are prohibited:

- 3. Private signs, other than permitted projecting signs, located on or extending over public property without a valid encroachment permit, or for signs described in Section 18.76.260(P).



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**STATEMENT OF RESPONSIBILITY
FOR TEMPORARY SIGNS**

Election Date: _____

City in which the election is being held: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

Number of signs to be placed: _____

Responsible Party's name and address: _____

Phone numbers, including area code _____

The undersigned accepts responsibility for legal placement of signs placed in respect to the candidate or proposition as stated above in accordance with the Morgan Hill Municipal Code.

It is understood that any signs placed in violation of the Morgan Hill Municipal Code may be removed by the City of Morgan Hill.

Date

Signature of Responsible Party

Return to City Clerk's Office at 17575 Peak Avenue, Morgan Hill, CA 95037