RESOLUTION NO. R2017-003

A RESOLUTION of the City Council of the City of Tumwater, Washington, adopting policy for approval of roadside memorial signs.

WHEREAS, the Roadside Memorial Sign Policy is intended to allow for the temporary placement of formal memorial signs and/or short term informal memorials within the City's right-of-way at or near a location where a vehicle involved loss of life occurs; and

WHEREAS, this policy, and other similar policies and programs are an effective method of increasing public awareness of the need to drive safely; and

WHEREAS, this policy, and other similar policies and programs within other jurisdictions in this State, have received accolades from motorists and citizens of Washington State; and

WHEREAS, the Roadside Memorial Sign Policy establishes how such a program is to be implemented; and

WHEREAS, the City Council finds that it is in the best interests of its residents and the City to express its collective position in support of the Roadside Memorial Sign Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUMWATER AS FOLLOWS:

Section 1. The policy for Roadside Memorial Signs, attached hereto as Exhibit A, is hereby adopted.

Section 2. Ratification. Any act consistent with the authority and prior to the effective date of this Resolution is hereby ratified and affirmed.

Section 3. Severability. The provisions of this Resolution are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this Resolution or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of the Resolution, or the validity of its application to other persons or circumstances.
Section 4. **Effective Date.** This Resolution shall become effective immediately upon adoption and signature as provided by law.

RESOLVED this 4th day of April, 2017.

CITY OF TUMWATER

Pete Kmet, Mayor

ATTEST:

Melody Valiant, City Clerk

APPROVED AS TO FORM:

Karen Kirkpatrick, City Attorney
City of Tumwater
Roadside Memorial Sign Policy
February 24, 2017

A. Purpose
1. The purpose of the Memorial Sign Program is to:
   a. Provide families of persons fatally injured in crashes within the public right-of-way in Tumwater with a process to sponsor a memorial sign to be installed near the scene of the crash;
   b. Ensure memorial signs are located and installed in a safe and consistent manner; and
   c. Increase public awareness of the need to drive safely.

B. Definitions
1. Deceased: Any person who was fatally injured in a vehicle involved crash in Tumwater.
3. Immediate family member: A spouse, domestic partner, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, grandparent, step grandparent, or lineal descendent of the deceased.
4. Close proximity: As determined by the City where the placement of a memorial sign can be placed so as not to create a safety concern and can be placed on a pole in a suitable location. Placement on any structure such as bridges, utility poles, etc. is not allowed.
5. Representative: A person authorized by and acting in the interest of an immediate family member.

C. Qualification
1. The following criteria shall be met for consideration in the Memorial Sign Program:
   a. Loss of life event through a vehicle involved crash within the Public right-of-way;
   b. Loss of life event occurred within two years of application for Memorial Sign; and
   c. Loss of life event was not a result of law enforcement actions.
   d. Loss of life event must be applicable to an appropriate sign message such as those listed in Section D4 of this policy.

D. Long Term “Formal” Memorial Sign and Plaque
1. Request for Consideration
   a. Request is made through an application by an immediate family member for the loss of life event that occurred within the public right-of-way within the past two years.
2. Selection Process
   a. The program is administered by the Public Works Department. Approval shall be granted if all of the following criteria are met:
      □ A complete application has been accepted by the City;
      □ Loss of life event occurred within two years of the date of a completed application;
      □ Event involved vehicle crash that resulted in loss of life;
      □ Application was submitted by an immediate family member of the deceased;
      □ The deceased’s loss of life was not part of law enforcement action against the deceased;
      □ Placement of the sign does not create a safety condition;
No other memorial sign exists within one thousand feet of the proposed placement location (in some cases additional name plaques can be installed on existing signs); and

 Fee has been paid (see application for fee).

3. Location, placement, duration and ownership of long term memorial signs (if approved)
   a. Memorial signs will be placed within the public right-of-way in close proximity to the area of the event;
   b. Memorial signs will be placed on the right side of the roadway, facing oncoming traffic. Signs will not be placed in the median of any City roadway;
   c. Memorial signs will be installed in accordance with applicable City policies and standards for signs. This includes posts, hardware, and material, vertical, longitudinal and lateral positioning. Plaques will be installed directly below the memorial sign;
   d. Memorial signs will be selected, purchased, installed and removed by City staff;
   e. Only one memorial sign will be installed per intersection or per 1,000 feet of roadway for each direction of traffic;
   f. Memorial signs will not be installed in a location where it obstructs visibility of a traffic sign or signal;
   g. Memorial signs will not be installed where they obstruct sight distance;
   h. The City may relocate a memorial sign during the five year period as needed for capital improvement, maintenance, changed conditions, or any other reason as deemed necessary by the City;
   i. Posting would be for a period of five years following the City approval notification or until the sign is no longer visible or serviceable, whichever occurs first. Upon the end of the posting period, the sign will be taken down;
   j. The City will not replace the sign if it is vandalized, damaged or found missing; however the applicant may apply for a new sign with additional application fee and the additional sign will remain until the end of the original five year period; and
   k. The City shall remove and retain ownership of memorial signs and plaques after removal. The City may dispose of the sign and plaque unless the applicant has requested, in writing on the application, possession of the sign after removal. The applicant shall be responsible for promptly obtaining the sign from the City after its removal. Any signs left unclaimed after sixty days will be disposed of. The request to take possession of the sign is incumbent on the applicant.
   l. Unattended candles shall not be allowed at formal memorial sites and may be immediately removed by the City

4. Memorial Signs and Plaques
   a. Memorial signs shall not exceed 24 by 30 inches;
   b. Memorial plaques shall not exceed 24 by 12 inches;
   c. One of the following six messages, related to the cause of the crash, is available for standard memorial sign installation. The City, in its discretion, shall determine whether the requested message is related to the cause of the crash:
      1. Please Don't Drink and Drive
      2. Please Drive Safely
      3. Seat Belts Save Lives
      4. Please Watch for Pedestrians
5. Please Watch for Bicyclists
6. Please Watch for Motorcyclists
7. Other messages as approved by the City
d. A secondary plaque displays the message “In Memory of ___________” (victim’s name). Up to three secondary plaques may accompany a single memorial sign upon City approval.

Example of Memorial Sign

24”

PLEASE
DON’T
DRINK AND
DRIVE

24” to
30”

In Memory of
Victim’s Name

E. Short Term “Informal” Memorial
1. The placement of informal memorials may be allowed in the right-of-way for up to fourteen days after an accident with the following conditions:
   a. The memorial does not exceed three feet in height (except bicycles);
   b. The memorial does not exceed nine square feet in surface area;
   c. The memorial is contained within the right-of-way;
   d. The memorial does not cause unsafe conditions for passing motorists, pedestrians, bicyclists or for people maintaining or visiting the memorial. At the sole discretion of the City, items may be rearranged, relocated, or removed to improve safety;
   e. Those visiting and/or maintaining the memorial comply with all other applicable laws;
   f. No objects are placed over or within five feet of any travel lanes or within the median;
   g. Those placing the material for the informal short term memorial intend to remove the material by the end of the allowed period; and
h. Public Works is notified prior to installation.

2. The placement of an anniversary memorial may be allowed in the right-of-way for up to seven days after each anniversary of the event, for up to four years. Material shall be removed by those that place it, however the material may be removed from the memorial site at any time as is deemed necessary by the City. The conditions in E1, above, also apply to anniversary memorials.

3. Unattended candles shall not be allowed at informal or anniversary memorial sites and may be immediately removed by the City.