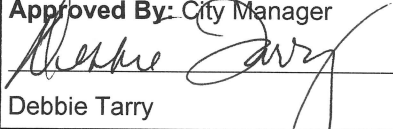




POLICY & PROCEDURE

Memorials in the Right-of-Way and on City Property			Category: Right-of-Way and Public Spaces
			Number: 1100-11
			Classification: Public
Effective Date: 09/22/2021	Supersedes: N/A	Policy Originator: Director of Public Works	Approved By: City Manager  Debbie Tarry

1. PURPOSE/SCOPE:

This Policy provides for allowing memorials in the public Right of Way and on City property.

2. AFFECTED PARTIES:

- Public Works
- Parks, Fleet and Facilities

3. POLICY:

The City of Shoreline is sensitive to the expression of grief for those mourning the loss of loved ones who would like to place a memorial in the public Right of Way (Roadside Memorial) and on City property.

- The City will allow roadside memorials for up to one year and as described in the procedures below.
- The City will not allow memorials on other city property except as described in the procedures below.

4. REFERENCE:

- Shoreline Municipal Code
- Engineering Development Manual
- Rules for Use of the Veterans Memorial Plaza Policy
- Donation of Park Bench and Other Site Furnishings Procedure
- Park Naming and Facility Policy

5. DEFINITIONS:

- Pedestrian Access Route – an unobstructed pathway for pedestrians, no less than 4 feet wide.
- Traffic Control Devices - Official traffic-control devices means all signs, signals, markings, and devices not inconsistent with Title 46 RCW placed or

erected by authority of a public body or official having jurisdiction, for the purpose of regulating, warning or guiding traffic.

6. PROCEDURES:

Roadside Memorials

Placement of a Roadside Memorial requires the family's support; the request must be received from a family member. If there is disagreement within the family on placement of a Roadside Memorial, the city will not approve the request.

A Roadside Memorial may be permitted through the City of Shoreline's Right of Way permit process at the City discretion. Roadside memorials shall not be affixed to or obscure official Traffic Control Devices. Lateral clearances (including sight distance) for installation shall conform to the City of Shoreline Engineering Development Manual. In addition, memorials shall not obstruct any part of the sidewalk, curb ramp, or Pedestrian Access Route. Roadside memorials may remain in place for one year.

The impact of the roadside memorial on an adjoining property owner should be considered when determining the location of the memorial. To receive an approved Right of Way Use permit for a roadside memorial, applicants will be required to consult with adjoining property owners where applicable and obtain a statement of approval for installation.

The Roadside Memorial may be removed at any time at the discretion of the City if it is deemed to be causing a safety or operational problem. If a memorial is removed, the permit holder will be contacted if possible and given information about where the memorial can be picked up.

Applicants should understand that any memorial placed on public Right of Way is temporary. The City is not responsible for maintenance of the memorial.

Memorials on City Property

The City will not allow memorials on other city property except in parks under the Donation of Park Bench and Other Site Furnishings Procedure and under the Rules for Use of the Veterans Memorial Plaza Policy. In addition, the Parks Naming and Facility Policy has references to naming a park in memorial that may be useful in addressing requests.

7. EXHIBITS:

- City of Shoreline Right of Way Permit Criteria
- City of Shoreline Right of Way Site Permit
- City of Shoreline Engineering Development Manual Chapter 15.1. Fixed Objects
- Donation of Park Bench and Other Site Furnishings Procedure
- Rules for Use of the Veterans Recognition Plaza Policy
- Parks and Facility Naming Policy