



# Transportation & Public Works Meeting Agenda

December 1, 2022; 5:30 – 6:30 PM  
“Hybrid Meeting”

**This meeting will be conducted in a hybrid format with in-person and remote options for public participation. The meeting will be broadcast on SeaTV Government Access Comcast Channel 21 and live-streamed on the City’s website <https://seatacwa.gov/seatvlive> and click the “live” Channel 1 grey box.**

Peter Kwon, Chair  
Takele Gobena  
Jake Simpson, Mayor

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**Note: A quorum of the Council may be present**

Other Councilmembers present:

Staff Coordinators: Will Appleton, Public Works Director; Florendo Cabudol, City Engineer.

Other Staff participating: Mason Giem, PW Programs Coordinator;

TIME	TOPIC	PROCESS TYPE	WHO	Time
		Action, Consent Or Presentation		
1	Call to order		Chair	
2	PUBLIC COMMENTS: The committee will hear in-person public comments and is also providing remote oral and written public comment opportunities. All comments shall be respectful in tone and content. Providing written comments and registering for oral comments must be done by 2:00 PM the day of the meeting. Registration is required for remote comments and encouraged for in-person comments. Any requests to speak or provide written public comments which are not submitted following the instructions provided or by the deadline will not be included as part of the record. • Instructions for providing remote oral public comments are located at the following link: <a href="#">Registration for Oral Public Comments</a> - Council		Chair	5

	Committees and Citizen Advisory Committees  Submit email/text public comments to TPWPubliccomment@seatacwa.gov. The comment will be mentioned by name and subject and then placed in the committee handout packet posted to the website meeting calendar the next day.			
3	Prior Minutes Approval	Nov 3 Minutes to Approve	Chair	5
4	Recology King County Contract Extension	For Consent Agenda Approval	Mason Giem	10
5	Roadside Memorials	Discussion/Action	Will Appleton	30
7	<u>Department Updates</u>		Will Appleton	10
8	<u>Future Meeting Topics</u> : Right of Way Uses; Property Surplus; Debris Management Plan Adoption; Consultant Contract for ST-016 34 <sup>th</sup> Ave S Phase 2; Consultant Contract for ST-134 South 204 <sup>th</sup> Street Improvements; Consultant Contract for Transportation Master Plan Update;			5
9	Adjourn	Adjourn Meeting	Chair	



# Transportation & Public Works Committee Meeting Minutes

November 3, 2022  
5:30 PM – 6:30 PM  
\*\* Hybrid Meeting \*\*

Members:	Present:	Absent:	Commence: 5:30 PM Adjourn: 6:24 PM
Peter Kwon, Chair	X		
Jake Simpson	X		
Takele Gobena	X		

Other Councilmembers participating:

Staff Coordinators: Will Appleton, Public Works Director; Florendo Cabudol, City Engineer

Other Staff Participating: Mason Giem, PW Programs Coordinator; Kamal Mahmoud, Engineering Manager; Ha Dao, Assistant City Attorney; Cindy Corsilles, Chief Prosecutor Attorney/Assistant City Attorney

Public Comment	No public comment
1. Approve Prior Meeting's Minutes	October 6 Minutes were approved
2. South 180 <sup>th</sup> Flood Reduction Final Acceptance	<p>City Engineer Florendo Cabudol presented the completion of the South 180<sup>th</sup> Street Flood Reduction project and the proposed Council action granting final acceptance. This proposed action is on for the November 8<sup>th</sup> regular council consent agenda.</p> <p>The South 180th Street Flood Reduction Project's goal was to eliminate recurring flooding on City Right-of-Way at the eastern terminus of South 180<sup>th</sup> Street, near the entrance to the Hunt Club Apartments. To achieve this, a small segment of South 180<sup>th</sup> Street was repaved and raised out of the flood plain. In addition, the following storm drainage improvements were made:</p> <ul style="list-style-type: none"> <li>• Remove and replace segments of the existing storm drainage system.</li> </ul>

	<ul style="list-style-type: none"> <li>• Reconstruct the drainage outlet at the terminus of South 180<sup>th</sup> Street.</li> <li>• Replace several segments of undersized drainage pipes on South 182<sup>nd</sup> Street.</li> <li>• Re-grade the existing drainage channel that carries stormwater between South 180<sup>th</sup> and South 182<sup>nd</sup> streets. New landscaping and wetland plantings were also planted within the drainage channel.</li> </ul> <p>This project was completed in April of this year and came in \$100,000 under budget.</p> <p>Public Works received \$320,000 in grant funding from the King County Flood Control District for construction.</p> <p>The Committee asked a question regarding the standing water concern with Emmanuel Baptist Church. The City is currently working with the Church to resolve this issue.</p> <p>The Committee unanimously recommended this item to be placed on the Consent Agenda with a recommendation to approve.</p>
<p>3. Amendment to design contract for 34<sup>th</sup> Ave S (ST-015)</p>	<p>City Engineer Florendo Cabudol asked for this item to be placed on the consent agenda with a recommendation to approve at the November 8th regular council meeting.</p> <p>A professional services contract with Parametrix was approved by the Council through Agenda Bill 4903 and executed on July 24, 2018. Four prior amendments were executed to address changes in scope and an extension in the contract duration to December 31, 2023. A fifth contract amendment is being requested based on the following reasons:</p> <ul style="list-style-type: none"> <li>• Additional services related to extending temporary construction easement (TCE) agreements with property owners to complete restoration work (current agreements are set to expire on December 31, 2022).</li> <li>• Additional services related to addressing necessary design changes during construction due to changed conditions.</li> </ul> <p>This amendment increases design costs by \$58,003.61 and will be paid through existing Transportation CIP Fund (#307) appropriations for the project in the 2021-2022 Biennial Budget. Therefore, the total cost for the design contract will increase from \$805,503.64 to a not to exceed amount of \$863,507.25. The total cost of design is still less than 15% of the construction cost, which is industry standard for projects of similar scope and complexity. No</p>

	<p>amendment to the 2021-2022 Biennial Budget is required for this action.</p> <p>An additional \$374,653 was recently awarded from Safe Routes to School Program towards the construction of this project.</p> <p>The Committee unanimously recommend this item to be placed on the Consent Agenda for recommendation to approve.</p>
<p>4. Approve Ordinance for Compost Procurement</p>	<p>Will Appleton, Director of Public Works asked for this item to be places on consent agenda with a recommendation to approve at the November 8th regular council meeting.</p> <p>House Bill 1799 is requiring cities and counties to adopt a compost procurement ordinance to ensure compliance with state statute.</p> <p>The current compost procurement ordinance is very close to its final wording. The ordinance specifies that if a project or operation by the City can utilize compost, then the city shall be required to purchase of compost on the following types of projects and operations: Landscaping; construction and post-construction soil amendments; applications to prevent erosion, filter stormwater runoff, promote vegetative growth, or improve the stability and longevity of roadways in accordance with SMC Chapter 12.</p> <p>The City shall also promote the use of compost products by informing residents about the value of compost, publicizing its compost procurement programs, and how the City uses compost in its operations and in accordance With comprehensive solid waste management plan under SMC Chapter 12.15.</p> <p>The City will also be required to report its quantities purchased, where used, and other statistics.</p> <p>The Committee raised a question regarding if there will be a significant budget impact and if there will be state funding provided. The budget impact it unknown at this time; however, it is not expected to result in significant increased costs or dramatically change our current purchasing practices. The State will provide no funding.</p> <p>Two small changes to the draft ordinance will be made prior to the December 13<sup>th</sup> council meeting. They do not change the ordinance in any significant way.</p>

	<p>The Committee unanimously recommend this item to be placed on the December 13<sup>th</sup> Consent Agenda for recommendation to adopt.</p>
<p>5. Department Updates</p>	<p>Will Appleton, Public Works Director presented the following department updates:</p> <p>Construction is slowing down due to wet weather.</p> <p>We are ready for snow and ice weather. Primary plow routes are available online.</p> <p>The 2022 Overlays Project is wrapping up and is substantially complete.</p> <p>Lakes to Sound Trail segment C is still under construction and there is some additional paving that will bring value to community.</p> <p>The 34<sup>th</sup> Ave South project is ongoing and is 80% complete. The aerial utilities are being placed underground and final paving will occur in Q2 of next year when we have warmer weather.</p> <p>Public Works Maintenance will be planting barberry plants in the median of International Blvd between S. 188<sup>th</sup> and S. 200<sup>th</sup> to keep pedestrians from using the medians to cross against the intersection.</p> <p>We are working with WSDOT as Phase 2 of SR509 Extension is beginning. This will extend the current construction south to 188<sup>th</sup> street for a full interchange of the freeway.</p> <p>Public Works will be sharing with the communications team regarding the plow routes for any upcoming snow and ice related events.</p>
<p>6. Adjourn</p>	<p>Meeting adjourned at 6:24pm.</p>



# MEMORANDUM

To: Transportation and Public Works Committee  
Through: William Appleton, Public Works Director  
From: Mason Giem  
Date: December 1, 2022  
Subject: Solid Waste Contract Extension with Recology King County

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## **Purpose:**

Obtain a committee recommendation regarding and execution of a contract extension with Recology King County to provide solid waste services within the City of SeaTac for an additional 2-years. Staff is asking for this to be placed on consent agenda at December 13 Regular Council Meeting.

## **Background:**

The City of SeaTac contracts with Recology King County for the collection of residential and commercial solid waste and recycling. The contractor was selected as the result of a procurement process in 2013. The contract with Recology is set to expire on May 31, 2023; however, the City may, at its sole discretion, extend the agreement under the current terms and conditions twice, each extension for two years in duration. Any notice to extend the agreement must be provided to Recology not less than 90 days prior to the expiration of the agreement.

Recology has provided a competitive rate (attachment 2) for the last 8 years and by extending the contract, the City can continue to receive the current rates and service levels for the next two years. With the recent changes in the recycling market and increased fuel costs the City is unlikely to receive bids at the same or lower price than current rates, should the City elect to go through a new selection process.

The following options are available to the City at this time:

1. Exercise the second two-year extension with Recology King County.
2. Initiate a new selection process and
3. Negotiate a new 7-year agreement with Recology.

Public Works recommends Option 1 for the following reasons:

- Recology has met or exceeded performance metrics during their time of service in SeaTac.
- Current rates are favorable compared to surrounding cities and it is unlikely we could get better rates in the current environment.
- Initiating and carrying out a selection process can take 6 months to 1 year to complete, so extending the existing contract provides the time necessary to accommodate this process if we elect to test the market.





City	Residential 96 gallon cart/ month	Commercial 4 yard garbage dumpster
SeaTac	\$ 43.27	\$ 339.41
Burien	\$ 50.57	\$ 338.95
Bothell	\$ 57.72	\$ 395.81
Des Moines	\$ 48.93	\$ 416.59
Issaquah	\$ 52.33	\$ 400.38
Mercer Island	\$ 66.52	\$ 481.23
Seattle	\$ 122.85	\$ 664.01
Shoreline	\$ 55.88	\$ 398.47
Maple Valley	\$ 34.22	\$ 354.30
Kent	\$ 70.08	\$ 262.41
Renton	\$ 64.00	\$ 377.94
Federal Way	\$ 49.25	\$ 374.39
City of Kirkland	\$ 104.10	\$ 316.26
<b>Average</b>	\$ 63.06	\$ 393.86

Commercial 4 yard compactor	
\$	1,100.30
\$	757.83
\$	754.54
\$	898.21
\$	690.48
\$	984.21
\$	1,259.81
\$	1,227.51
\$	1,141.83
\$	749.98
\$	1,021.80
\$	1,041.57

**Notes**

- is for every other week collection
- includes compost collection
- Republic Services
- Waste Management

\$ 969.01



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# Recology Tonnage and Service Report

City of SeaTac  
October 2022



# Outreach

## Events, Presentations, Community Meetings & Support Services:

- 10/4 Falcon Ridge Assisted Living, Site Visit
- 10/4 Bus Maintenance Facility, Site Visit
- 10/4 Red Lion Hotel, Site Visit
- 10/5 National Event Pros, Site Visit
- 10/5 Ecova, Site Visit
- 10/5 7-Eleven 964384, Site Visit
- 10/5 Days Inn, Site Visit
- 10/6 Sky Harbour Terrace, Check on slotted lid/lock
- 10/6 Skyview Park Villa, Check on slotted lid/lock
- 10/6 Hunt Club, Check on slotted lid/lock
- 10/6 30th Sound Investments, Check on slotted lid/lock
- 10/6 Abbey Ridge, Check on slotted lid/lock
- 10/6 Angle Crest, Check on slotted lid/lock
- 10/6 Glenview, Check on slotted lid/lock
- 10/6 3 marks, Check on slotted lid/lock
- 10/6 Crystal Manor, Check on slotted lid/lock
- 10/6 Brookstone, Check on slotted lid/lock
- 10/6 Sky Garden Park Villa, Check on slotted lid/lock
- 10/6 Evergreen Heights, Check on slotted lid/lock
- 10/6 Skyline Park Villa/ Canopy, Check on slotted lid/lock
- 10/6 Finley Apartments, Check on slotted lid/lock
- 10/6 Crestview Terrace, Site Visit
- 10/6 Corinthians, Check on slotted lid/lock
- 10/6 Radisson Hotel, TA
- 10/6 Bow Lake Inc, TA
- 10/6 7-Eleven 964384, TA
- 10/6 Days Inn, Site Visit
- 10/6 Aero Stream, Site Visit



# Outreach

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## Events, Presentations, Community Meetings & Support Services:

- 10/6 SeatacPark.com, Site Visit
- 10/7 Crestview Terrace, Check on slotted lid/lock
- 10/10 Sky Harbour Terrace, Check on slotted lid/lock
- 10/10 Skyview Park Villa, Check on slotted lid/lock
- 10/10 Hunt Club, Check on slotted lid/lock
- 10/10 30th Sound Investments, Check on slotted lid/lock
- 10/10 Abbey Ridge, Check on slotted lid/lock
- 10/10 Angle Crest, Check on slotted lid/lock
- 10/10 Glenview, Check on slotted lid/lock
- 10/10 3 marks, Check on slotted lid/lock
- 10/10 Crystal Manor, Check on slotted lid/lock
- 10/10 Brookstone, Check on slotted lid/lock
- 10/10 Sky Garden Park Villa, Check on slotted lid/lock
- 10/10 Evergreen Heights, Check on slotted lid/lock
- 10/10 Skyline Park Villa/ Canopy, Check on slotted lid/lock
- 10/10 Finley Apartments, Check on slotted lid/lock
- 10/10 Corinthians, Check on slotted lid/lock
- 10/10 Community Center, Check on slotted lid/lock
- 10/12 Angle Lake Estates, Doorhangmania
- 10/18 Aspens at Belvedere, Check on slotted lid/lock
- 10/19 Windsor Heights, Check on slotted lid/lock
- 10/19 Skyview Park Villa, Check on slotted lid/lock
- 10/19 Hunt Club, Check on slotted lid/lock
- 10/19 Glenview Apartments, Check on slotted lid/lock
- Please see the 'SeaTac Outreach Events October 2022' for a complete list



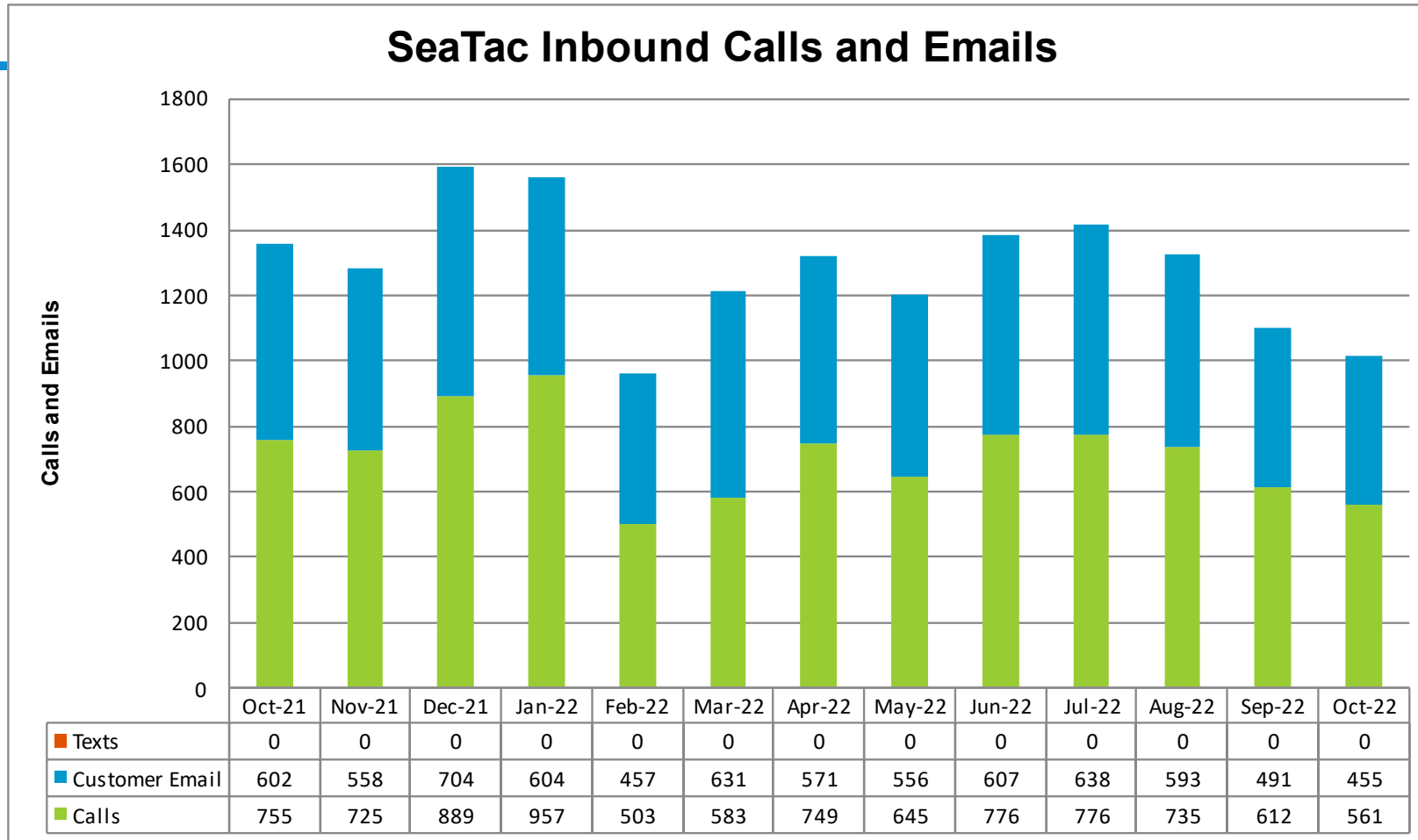
# Accidents & Infractions

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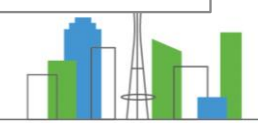
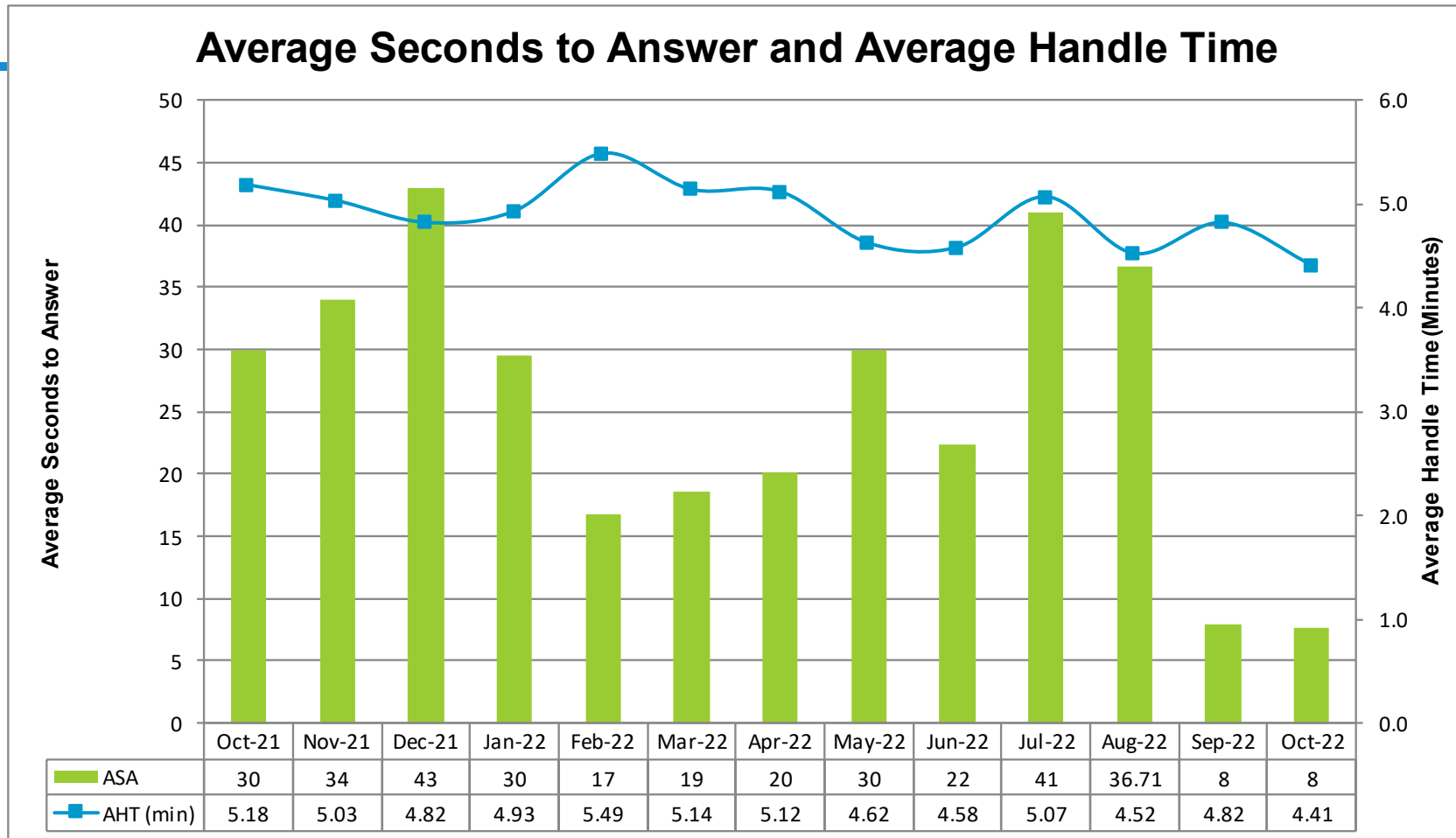
- No accidents or infractions to report during this period



# Customer Service Data

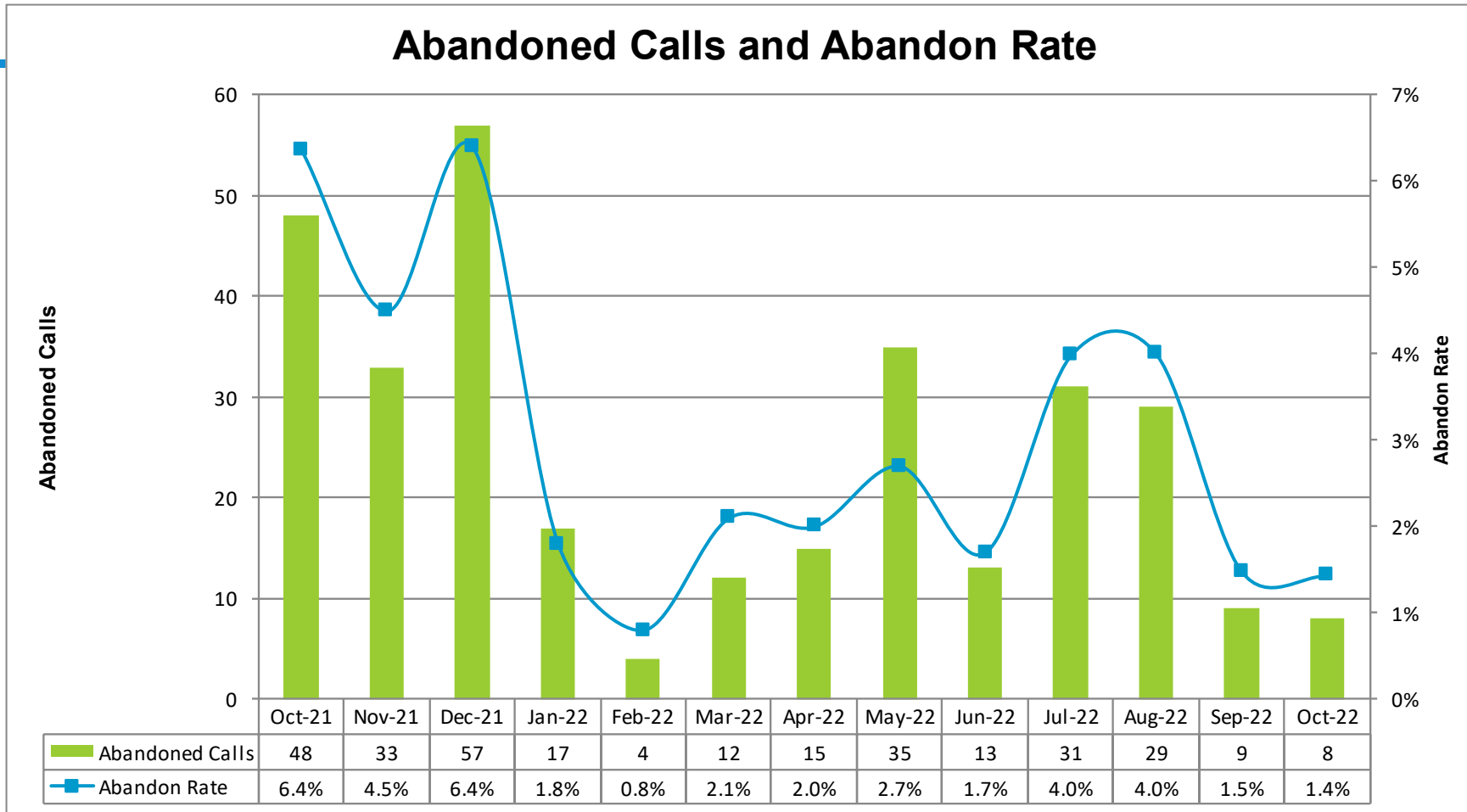


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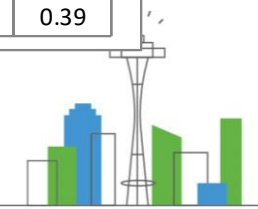
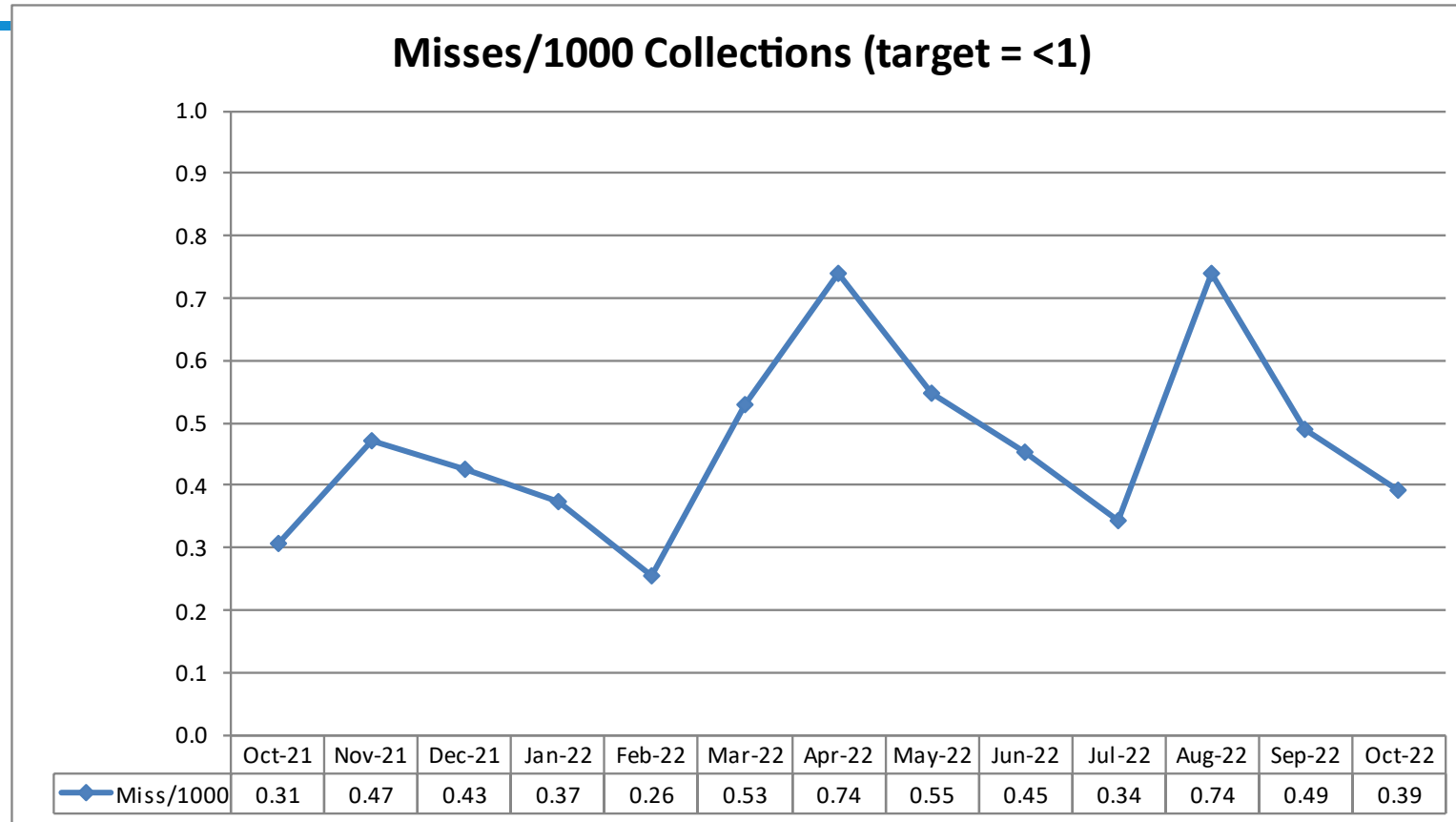




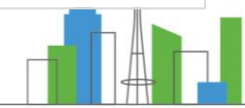
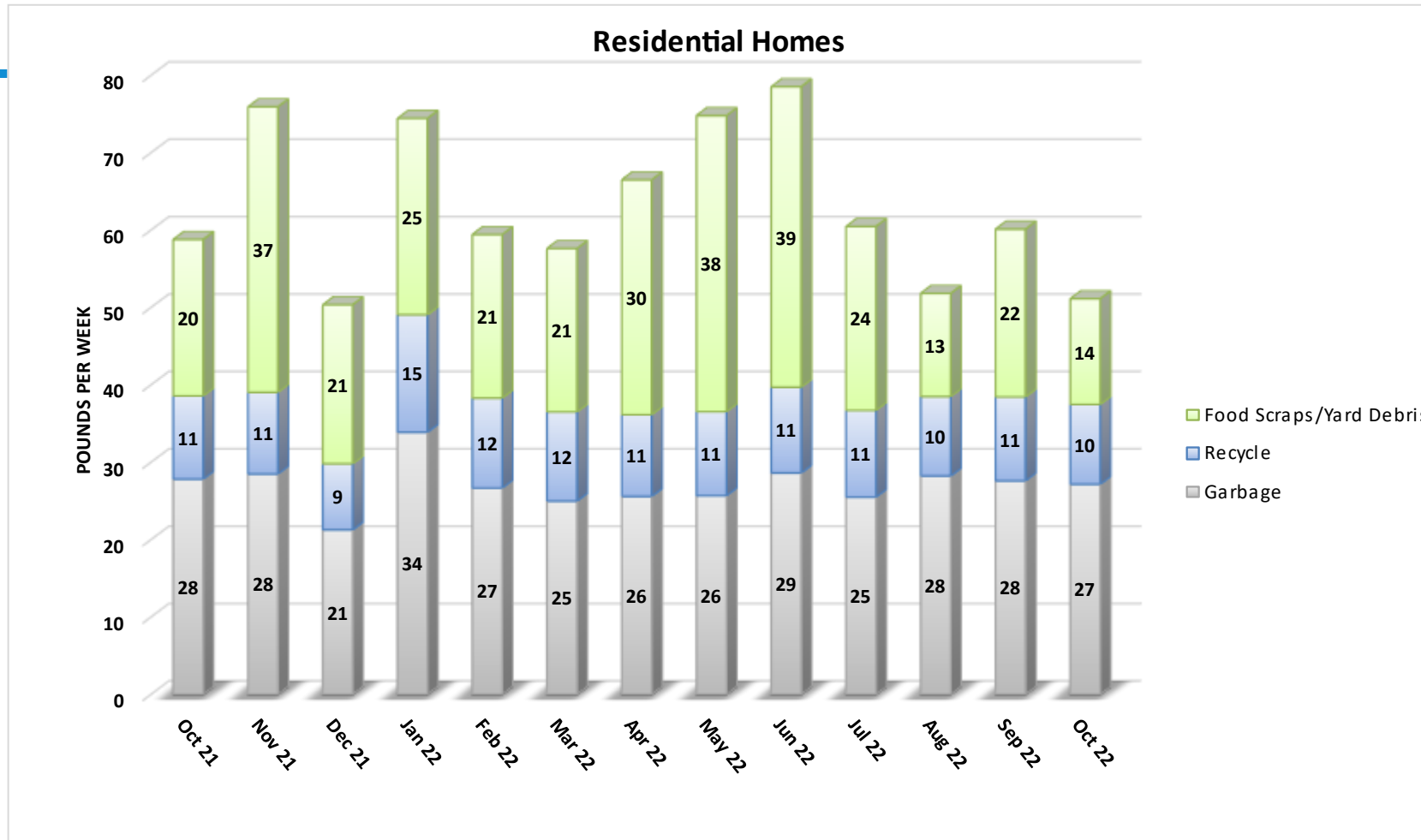
# Customer Service Data



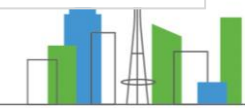
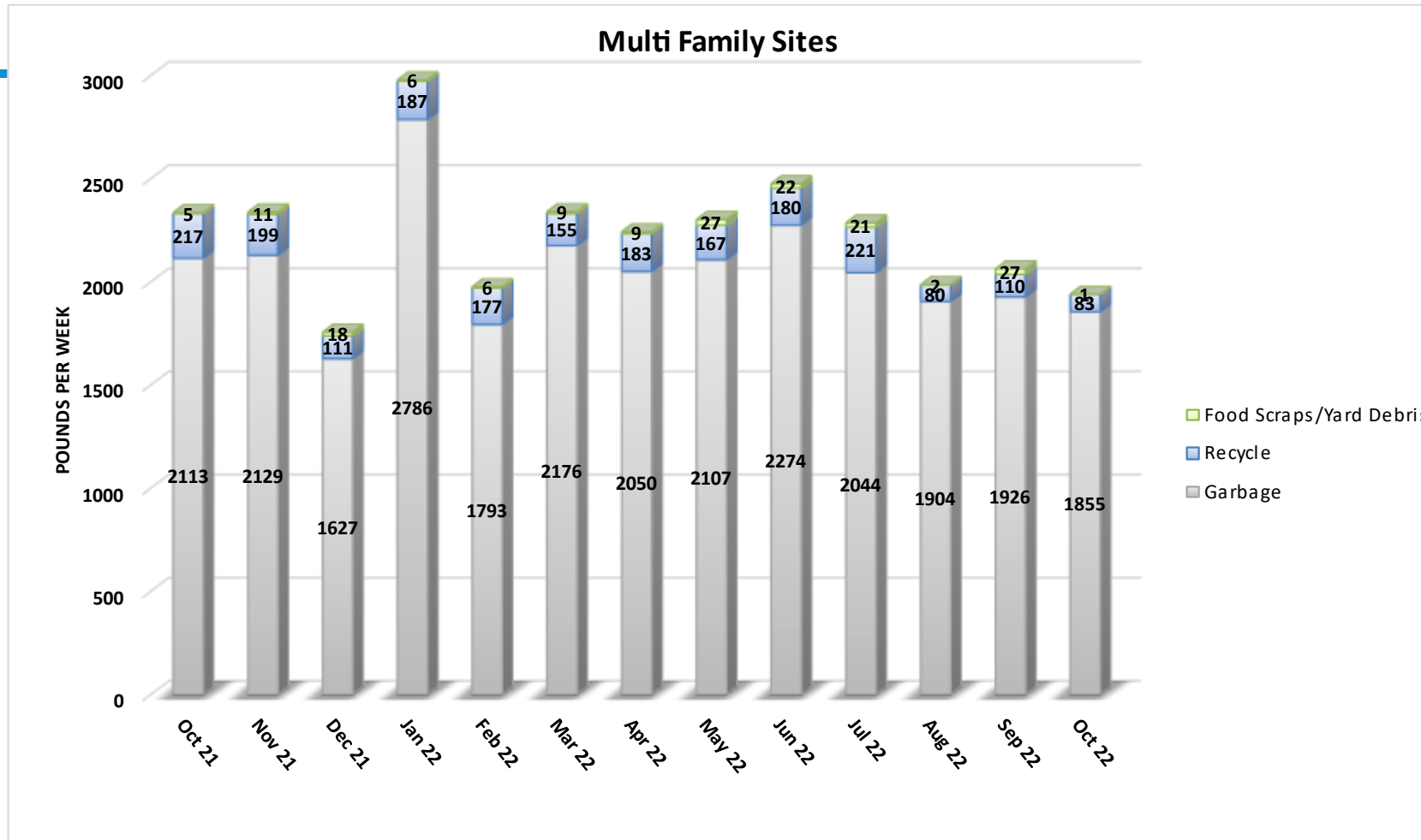
# Misses Per Thousand



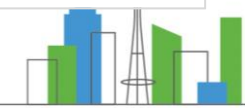
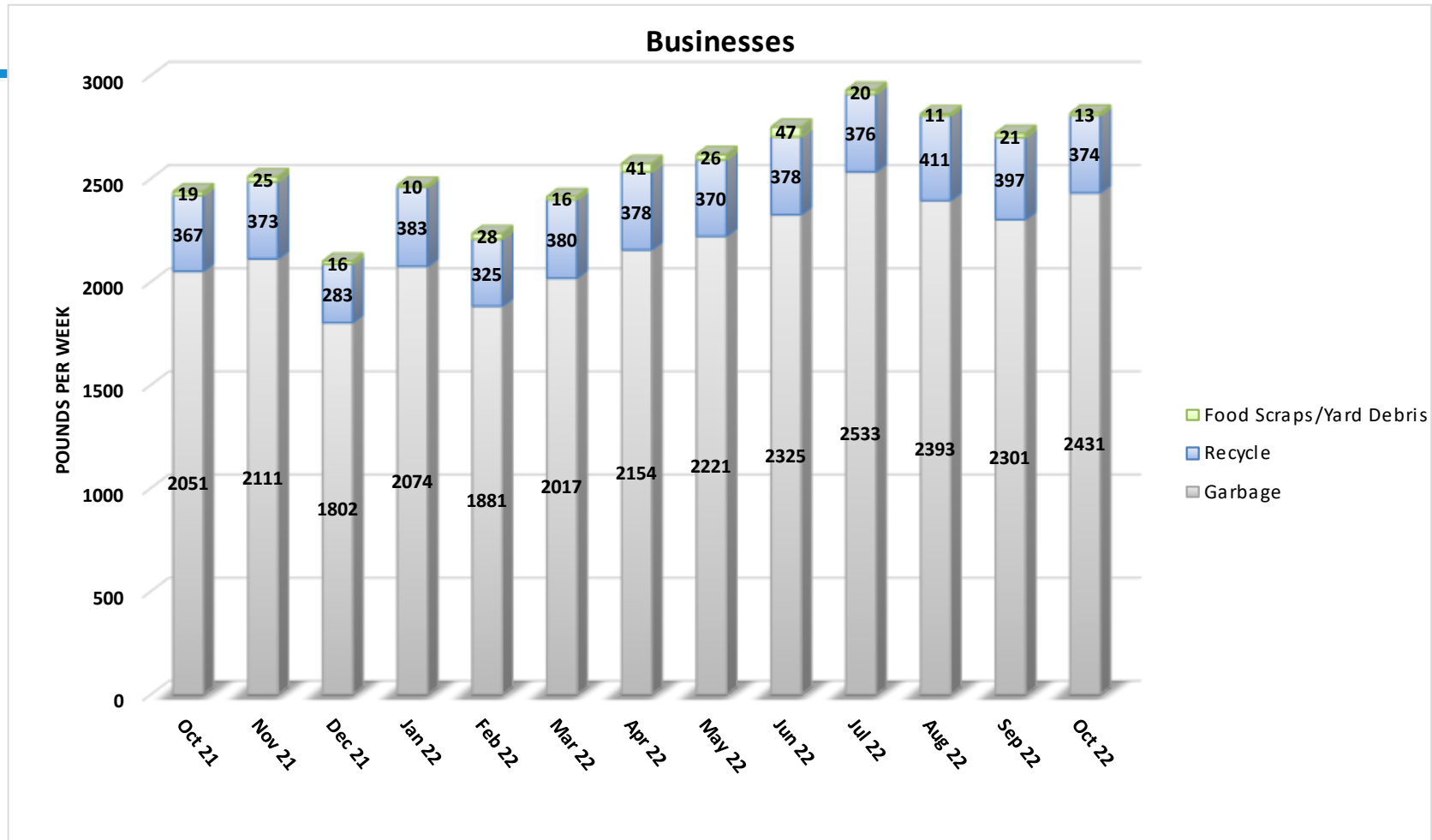
# Weekly Pounds Per Site



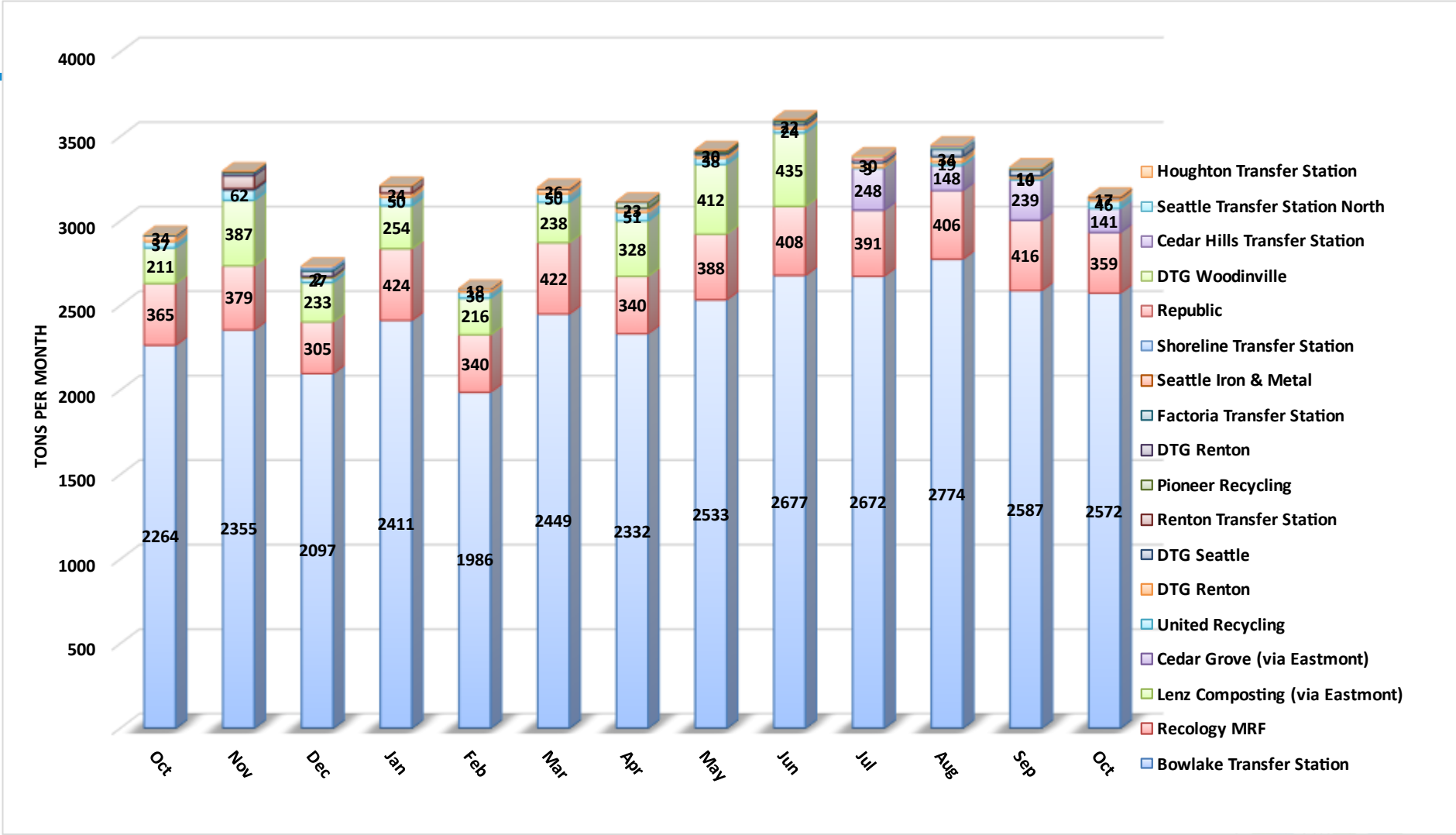
# Weekly Pounds Per Site



# Weekly Pounds Per Site



# Monthly Disposal





Tonnage and Service Report | October 2022



# Solid Waste Contract Extension

December 1st, 2022

Mason Giem  
Public Works Programs  
Coordinator





# PRESENTATION OVERVIEW

## PURPOSE OF PRESENTATION

- Obtain a committee recommendation regarding and execution of a contract extension with Recology CleanScapes to provide solid waste services within the City of SeaTac for an additional 2-years.

## WHY IS THIS ISSUE IMPORTANT?

1. The solid waste contract is set to expire on May 31<sup>st</sup>, 2023.
2. The City may extend the contract two times for two years. This would be the second extension
3. Any notice to extend the agreement must be provided to Recology not less than 90 days prior to the expiration of the agreement.



# What Services Does Recology King County Provide?

- Garbage service for all customers in the City that are not in an evergreen contract and do not haul their own waste.
- Cost embedded embedded recycling services for all paying customers.
- Cost embedded compost/yard waste services for all paying residential customers.
- Customer service center that answers phone calls and emails.
- Outreach and education services.
- Contamination Audits

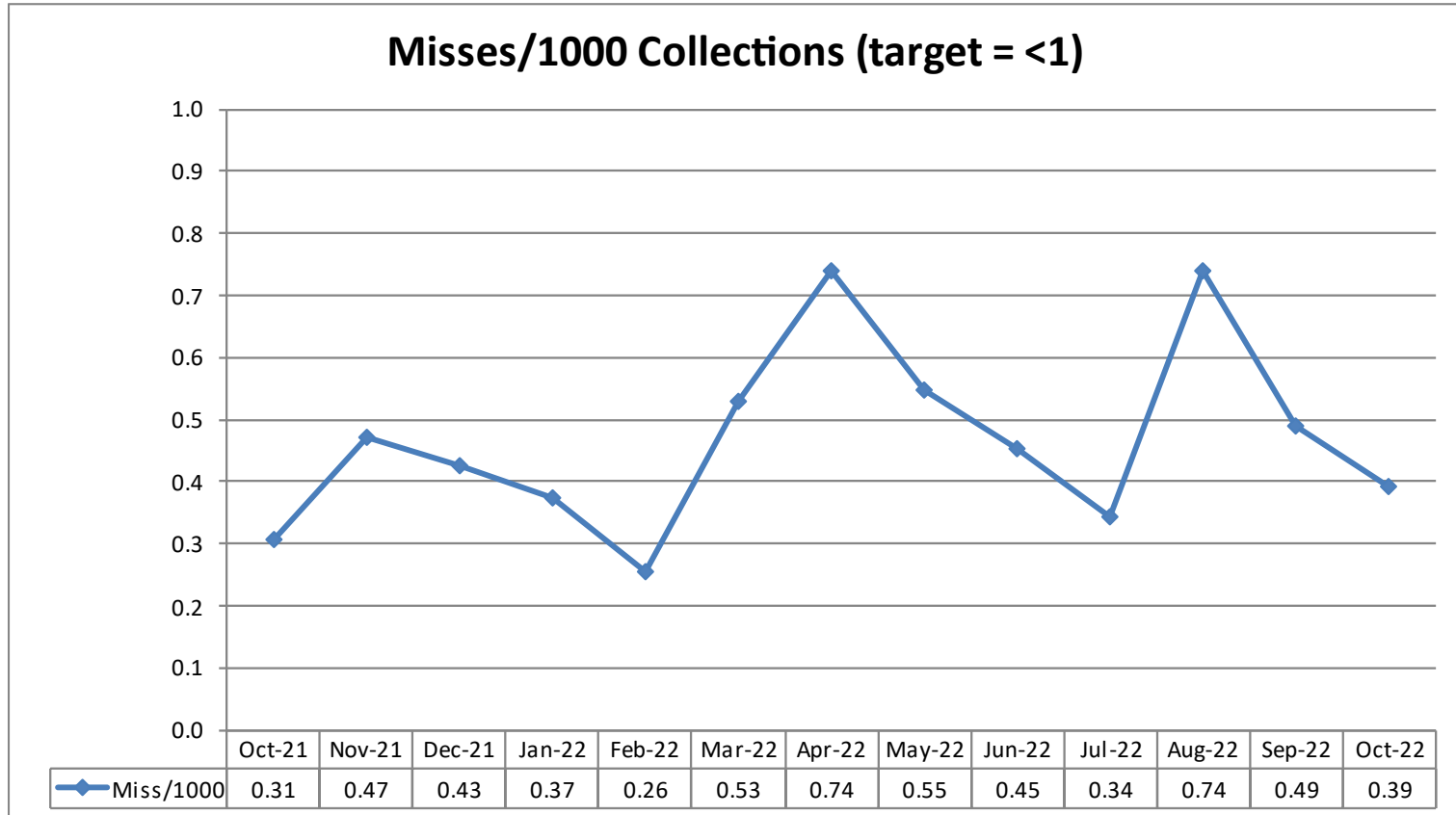


# Recology Rates Compared to Nearby Cities

City	Residential 96 gallon cart/ month	Commercial 4 yard garbage dumpster	Commercial 4 yard compactor	Notes	is for every other week collection
SeaTac	\$ 43.27	\$ 339.41	\$ 1,100.30		includes compost collection
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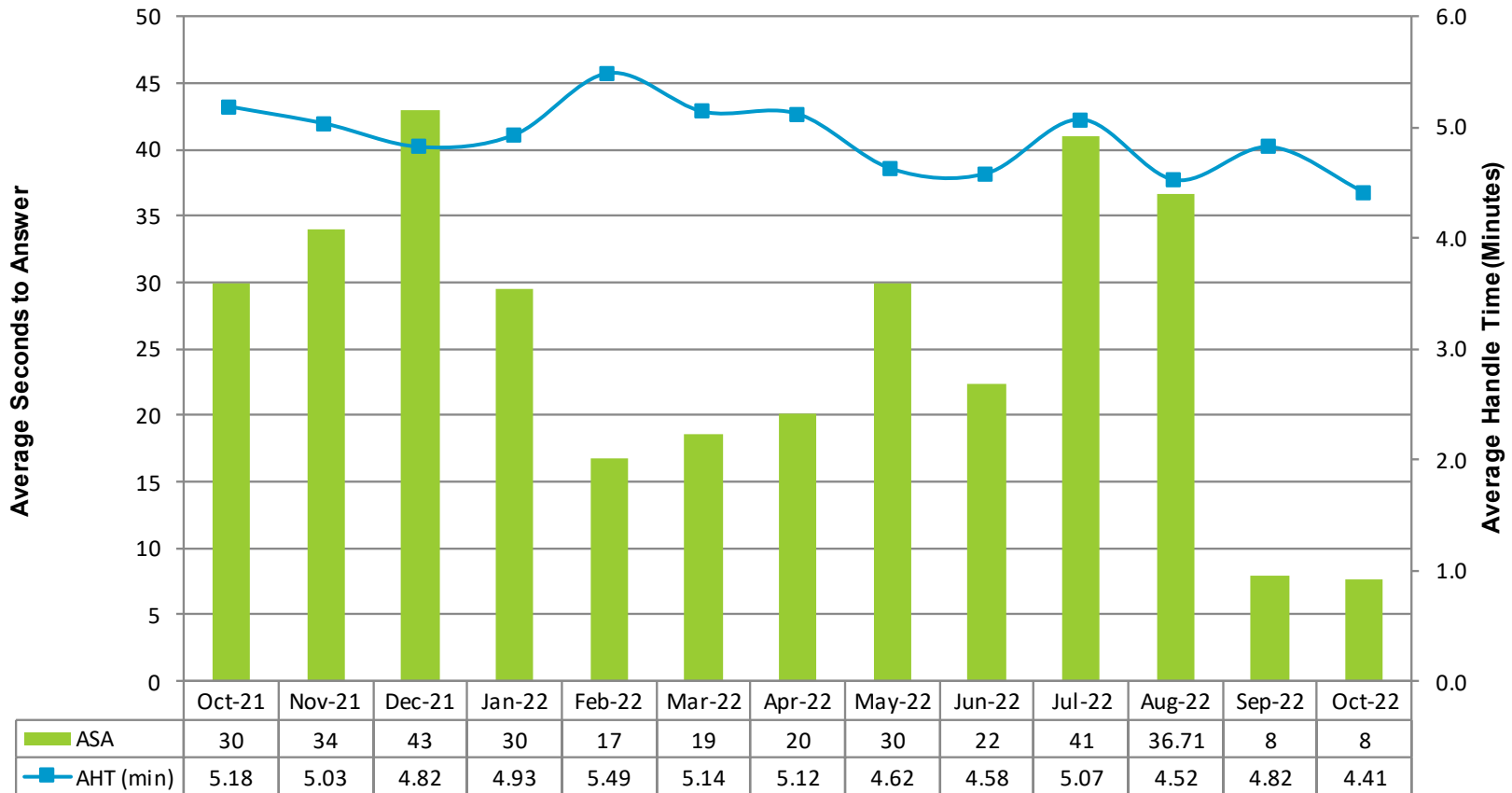


# How Well is Recology Providing These Services?



# How Well is Recology Providing These Services?

## Average Seconds to Answer and Average Handle Time



# How Well is Recology Providing These Services?

## Contamination Audit Statistics

<i>Month</i>	<i>Total Audits</i>	<i>Month</i>	<i>Avg. Contamination % Per Container</i>
2021	1146	2021	12%
January	221	January	8.7%
February	16	February	34.0%
March	21	March	11.3%
April	64	April	7.0%
May	94	May	3.2%
June	77	June	4.0%
July	89	July	2.9%
August	45	August	4.3%
September	34	September	12.0%
October	72	October	5.7%
November	0	November	
December	0	December	
<b>2022 TOTAL</b>	<b>733</b>	<b>2022 AVERAGE</b>	<b>9%</b>



# The Following Options are Available at the Time

1. Exercise the second two-year extension with Recology King County.
2. Initiate a new selection process and
3. Negotiate a new 7-year agreement with Recology.





# Public Works Recommends Option #1 for the Following Reasons:

- Recology has met or exceeded most performance metrics during time of service in SeaTac.
- Current rates are favorable compared to surrounding cities and it is unlikely we could get better rates in the current environment.
- Initiating and carrying out a selection process can take 6 months to 1 year to complete, so extending the existing contract provides the time necessary to accommodate this process if we elect to test the market





# Questions?





# MEMORANDUM

To: Transportation and Public Works Committee  
From: William Appleton, Public Works Director  
Date: 12/1/22  
Subject: Roadside Memorial Sign Program

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## **Purpose:**

To discuss and potentially take action on a draft roadside memorial policy modeled after the City of Kirkland which incorporates input from the July 21, 2022 T&PW Committee discussion.

## **Background:**

The Community of SeaTac has expressed an interest in roadside memorials for those who have lost their lives in the ROW due to accidents caused by distracted driving, driving under the influence or by other causes. While private memorials within the ROW are not recommended due to the safety risks involved to those who wish to place, maintain, or pay respects to a memorial site, discussions with the T&PW Committee on this topic resulted in a draft policy being created for consideration.

The Committee asked that the following elements to be integrated into the policy:

- A Cost of entry.
- A time limit for the memorial.
- Memorial element can be returned to the family.
- Keep it uncluttered, use existing infrastructure if possible.
- Opportunity to use the same memorial more than once.
- Limit the number of memorials in the ROW.

Following a review of roadside memorial sign programs being implemented in the Puget Sound region, the program developed and adopted by the City of Kirkland was found to be an excellent model to base a SeaTac program upon. It should be noted that the policy also addresses informal short-term memorials.

## **Key Discussion Points:**

- Does the draft roadside memorial sign policy address our community needs?

**City of SeaTac  
Roadside Memorial Sign Policy**

**Policy R-21: ROADSIDE MEMORIAL SIGN PROGRAM**

The purpose of the Roadside Memorial Sign Program is to:

- a. Provide families of persons fatally injured in crashes with a way to sponsor a memorial sign to be erected near the scene of the accident;
- b. Ensure that memorial signs are located and installed in a safe and consistent manner;  
and
- c. Increase the public's awareness of the need to drive safely.

The program specifics are detailed on the following pages, along with sign schematics and the sign permit application.

DRAFT

**A. Purpose**

1. The purpose of the Roadside Memorial Sign Program is to:
  - a. Provide families of persons fatally injured in crashes the opportunity to sponsor a memorial sign to be erected near the scene of the accident;
  - b. Ensure that memorial signs are located and installed in a safe and consistent manner; and
  - c. Increase the public's awareness of the need to drive safely.

**B. Definitions**

1. Deceased: Any person who was fatally injured in a vehicle crash.
2. 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.
3. Single crash site: The site of all vehicle crashes that occur within 1,000 feet from each other, regardless of when they occur.
4. Sidewalk: Includes any structure or form of street improvement in the space between the edge of right-of-way and the roadway, known as the sidewalk area.
5. Representative: A person authorized by and acting in the interest of an immediate family member

**C. Long-term memorial application procedure**

1. An immediate family member or their representative may apply to sponsor a sign memorializing the deceased.
2. The applicant must complete and return a memorial sign application on forms furnished by the City. The documentation provided by applicant must establish that the deceased died as a result of a vehicle crash at a specific location in the City of SeaTac.
3. In the absence of the accident report, the applicant may produce other information or documents that are equally reliable. The City, in its sole discretion, shall determine whether other information or documents provided in lieu of an accident report are sufficiently reliable.
4. Memorial sign applications will not be accepted for private streets.
5. A person may file an application under this policy to memorialize a fatality in a crash that occurred not more than two years prior to the application date.

**D. City review of long-term memorial sign application**

1. The City shall review all applications to ensure they are complete and accurate. The City may request more information from the applicant if the application is not complete or if the City needs additional information to process the application. The City shall deny any

- application that does not meet the criteria set forth in this Policy or does not contain the information required by this Policy or by the application.
2. Within 45 days after the City receives a correctly completed application submitted pursuant to this policy, the City shall complete its review of the application and inspect the proposed site for the memorial sign and shall send a written decision to the applicant indicating why or why not the application is accepted and indicating the proposed location of the sign.

**E. Location, placement, and ownership of long-term memorial signs**

1. Once an application has been approved, the applicant must pay the fee set forth in the City of SeaTac fee schedule to cover the cost of administration, fabrication, installation, and maintenance of the memorial sign and any name plaque that may be requested.
2. The City will select, purchase, install, remove, and retain ownership of memorial signs.
3. 24" by 24" signs will be installed in accordance with applicable City policies and standards for signs. This includes posts, hardware, materials, vertical, longitudinal, and lateral positioning. 24" by 12" name plaques shall be installed directly below the sign.
4. Memorial signs shall be placed only in a City right-of-way, on the right side of the roadway, facing oncoming traffic. Signs will not be installed in the median of any City roadway.
5. Memorial signs shall be placed in close proximity to where the accident occurred at a location where the City determines it is safe and practical to do so.
6. Only one sign will be installed per intersection or per 1,000 feet of roadway for each direction of traffic. However, a memorial sign will not be placed in a location where the memorial sign obstructs the visibility of an existing traffic sign, or traffic signal or impairs sight distance below adopted City standards. Signs will not be placed within WSDOT limited access areas, on bridges or where these signs cause any concern or obstruction to any public appurtenance.
7. The City will not replace the sign should it be vandalized, damaged, or found missing; however, the applicant may apply for a new sign, including payment of the fee set forth in the City of SeaTac's fee schedule. Any replacement signs will continue the five (5) year period (section E8) that began timing with the original sign
8. Unless it is determined that public safety requires the sign to be removed, the City of SeaTac will allow the sign to remain in the right-of-way for five (5) years after its placement, or until the City determines that the condition of the sign has deteriorated to a point where it is no long serviceable, whichever occurs first. The City shall remove and retain ownership of the sign after removal. The City may properly dispose of the sign unless applicant has requested, in writing on the application, possession of the sign after its removal. The applicant shall be responsible for promptly obtaining the sign from the City after its removal. Any signs left unclaimed after 45 days will be disposed of. The request to take possession of the sign is incumbent on the applicant.

**F. Wording on long-term memorial signs**

1. 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:

- a. *Please don't drink and drive.*
  - b. *Please drive safely.*
  - c. *Seat belts save lives.*
  - d. *Watch for pedestrians.*
  - e. *Watch for bicyclists.*
  - f. *Watch for motorcyclists.*
2. A secondary plaque displays the message *In Memory Of*, together with the victim's name (See Schematic below). No more than three (3) name plaques may appear below a single memorial sign.

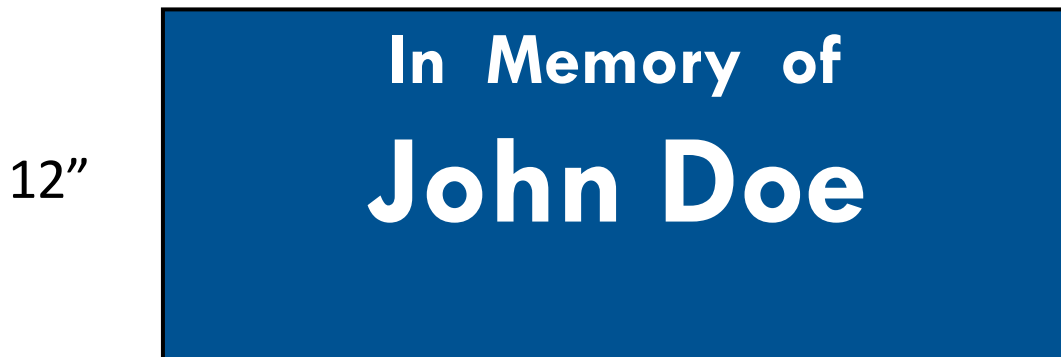
#### **G. Multiple long term memorial sign applications**

1. Only one sign will be installed per single crash site. Should a sign already exist, an additional name plaque may be added to an existing sign upon City approval. Multiple deceased names may appear on one sign.
2. The City may approve applications for an additional memorial sign at an existing crash site under the following circumstances:
  - a. Additional name plaques can be attached to the existing sign installation; or
  - b. A second memorial sign can be installed across the roadway from the first sign installation so that the second sign installation faces the traffic approaching from the opposite direction.

#### **H. Informal short-term memorials and anniversary memorials**

1. The placement of informal memorials shall be allowed in the right-of-way for up to 14 days after an accident with the following conditions:
  - a. The memorial does not exceed three feet in height (except bicycles) and up to nine square feet in surface area and is contained in the right-of-way.
  - b. The memorial does not cause unsafe conditions for passing motorists, pedestrians or bicyclists or for people who are maintaining or visiting the memorial. At the sole discretion of the City, items may be rearranged or removed to improve safety.
  - c. Those visiting and/or maintaining the memorial comply with all other applicable laws.
  - d. No materials are placed on bridges or within WSDOT limited access areas.
  - e. Public Works Transportation Division is notified prior to installation.
2. At the end of the 14-day period, the City may remove any items from the memorial site.
3. The placement of an anniversary memorial shall be allowed in the right-of-way for up to seven days after each anniversary of the vehicle crash, for up to four years. At the end of the seven-day period, the City may remove any items from the memorial site.
4. Unattended candles shall not be allowed at memorial sites and may be immediately removed by the City.
5. Nothing in items 1 thru 4 shall prevent the City, at its sole discretion, from removing a memorial immediately in response to a threat to public safety.
6. Any durable materials removed by the City will be held for 45 days. At the end of this period if the materials have not been claimed they will be properly disposed of.

## Schematic of Memorial Signs



# Memorial Sign Permit Application

Application Date: \_\_\_\_\_ Application No.: \_\_\_\_\_  
(for City use only)

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email (optional): \_\_\_\_\_

\* \* \* \* \*

Name of Deceased: \_\_\_\_\_  
(As it should appear on sign)

Date of Accident: \_\_\_\_\_

Relationship to Deceased: \_\_\_\_\_  
(Must be immediate family member or representative)

Location of Accident: \_\_\_\_\_  
(Address, intersection, or distance and direction from intersection – must be within SeaTac city limits )

## Wording Requested on Sign (Please select one.)

- Please Don't Drink and Drive.       Please Drive safely.       Watch for bicyclists.  
 Seat belts save lives.       Watch for pedestrians.       Watch for motorcyclists.

## REQUIRED INFORMATION

- Documentation establishing death as a result of a vehicle crash in SeaTac jurisdiction .  
(The City, in its sole discretion, shall determine whether other information or documents provided in lieu of an accident report are sufficiently reliable.)
- Applicant requests to be present at time of sign installation. (Staff will make an effort to make arrangements with family, but City crew work scheduling may determine schedule if family availability is limited.)
- Applicant requests to pick up sign upon its removal from the roadway at the end of 5 years. (It will be the applicant's responsibility to promptly pick up sign once notified. If unable to contact, City will dispose of sign.)

**Note:** Once your application has been reviewed, a staff member from Public Works will contact you regarding your request (within 45 days of submittal). A \$XXX (sign and plaque) or \$XXX (plaque on existing sign) fee is due upon approval. Please call XXXXXXXXXXX with any questions.

Requested Sign Location (attach map if available): \_\_\_\_\_

Signs will be installed in accordance with applicable City policies and standards for signs. This includes posts, hardware, materials, and positioning. Name plaques shall be installed directly below the sign.

Memorial signs shall be placed only in a City right-of-way, on the right side of the roadway, facing oncoming traffic. Signs will not be installed in the median of any City roadway.

See full policy for further details and regulations.