
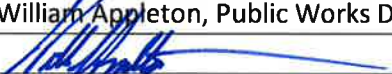


City of SeaTac Policies and Procedures

Policy Number:	PW-019
Policy Name:	Roadside Memorial Signs
Department(s):	Public Works
Effective Date:	January 24, 2023
Supersedes:	N/A
Prepared by:	William Appleton, Public Works Director
Signature:	
Approved by:	William Appleton, Public Works Director
Signature:	

Purpose:

- Provide families of persons killed in traffic related incidents with a way to sponsor a memorial sign to be erected near the location of the incident;
- Ensure that memorial signs are located and installed in a safe and consistent manner within the public right-of-way; and
- Increase the traveling public's awareness of the need to drive safely.

Policy:

Definitions

1. Deceased: Any person who was killed in a traffic related 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 traveled way, known as the sidewalk area.
5. Representative: A person authorized by and acting in the interest of an immediate family member.

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. Applications for private streets are not eligible for the Roadside Memorial Sign Program.
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.

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 incomplete 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 contact the applicant indicating why or why not the application is accepted and indicating the chosen location of the sign. Applicant will be asked to come to City Hall to make payment for the selected sign.

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 public 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 (Item 8 in this section) 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 longer 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.

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:

- *Please don't drink and drive.*
- *Please drive safely.*
- *Seat belts save lives.*
- *Watch for pedestrians.*
- *Watch for bicyclists.*
- *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.

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:
 - Additional name plaques can be attached to the existing sign installation; or
 - 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.

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.

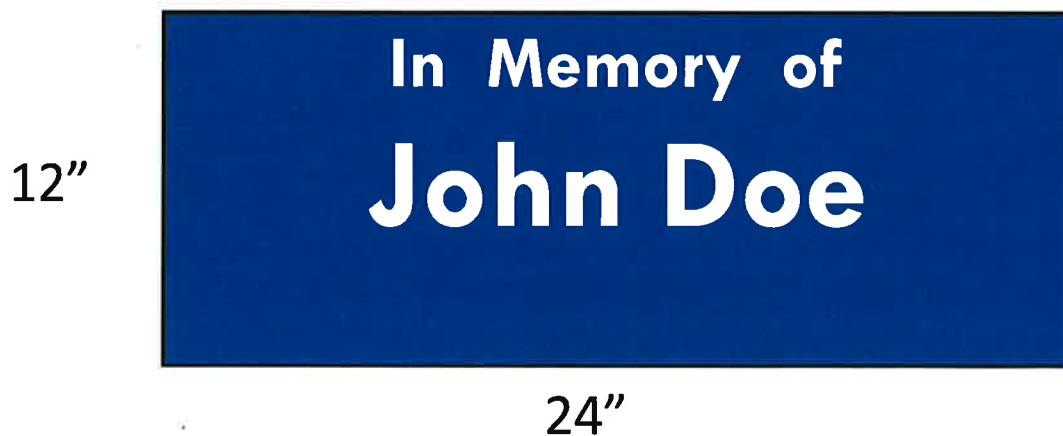
2. At the end of the 14-day period, the City may remove any items from the memorial site.
 - a. The placement of an anniversary memorial shall be allowed in the right-of-way for up to seven days after each anniversary of the vehicle crash, for up to four years. At the end of the seven-day period, the City may remove any items from the memorial site.

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

4. 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.

5. Any durable materials removed by the City will be held for 21 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.)

- | | | |
|---|--|--|
| <input type="checkbox"/> Please Don't Drink and Drive | <input type="checkbox"/> Please Drive safely | <input type="checkbox"/> Watch for bicyclists |
| <input type="checkbox"/> Seat belts save lives | <input type="checkbox"/> Watch for pedestrians | <input type="checkbox"/> 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 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 \$500 (sign and plaque) or \$200 (plaque on existing sign) fee is due upon approval. Please call XXXXXXXXXX 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 Policy for further details and regulations.

Revenue BARS (for receipt of fees) 102.322.40.10.000
Tran Code 1326

THIS FORM IS A PUBLIC RECORD