

CITY OF GLENDALE TRANSPORTATION DEPARTMENT

POLICY ON ROADSIDE MEMORIALS

REV 1/3/2024

1.0 PURPOSE

This policy describes the City of Glendale (City) procedure that shall be adhered to when placing roadside memorials to ensure the safety of the traveling public.

2.0 SCOPE / APPLICABILITY

This policy applies to all City employees and all roadside memorials located in, or proposed to be placed, within the City's Street right-of-way (ROW).

3.0 AUTHORITY

This Policy is enforced under the authority of the City Transportation Director or his/her designee.

4.0 BACKGROUND

Loss of life resulting from a traffic crash has a devastating impact to families and friends of the victim. The City understands the distressing shock of such a loss of life and that some people grieve by placing a memorial near the crash site. While the City acknowledges the need some people feel to express themselves in this way, the placement of large memorials within the City right-of-way can be a safety hazard.

This policy outlines consistent requirements for the size, materials, and placement of memorials in the City right-of-way. This policy has also been reviewed by the City Police and Human Resources departments for consistency pertaining to enforcement measures and any EEO and fair use requirements.

5.0 DEFINITIONS

Encroachment:

Any use of, intrusion upon, or construction of improvements within the City right-of-way, by any person or entity other than the City, for any purpose, temporary or permanent, other than public travel authorized by statute.

Right-of-Way:

The real property or interest in real property on which City transportation facilities, and accesses to the facilities, are constructed or maintained.

Roadside Memorial

A tribute commemorates a person or persons who died, most often at that particular location. For the purpose of this policy, roadside memorials refer to those in the City right-of-way.

6.0 POLICY

The City Transportation Department will administer this policy with the highest standards of honesty, integrity, and impartiality, and with the utmost respect for the deceased person(s) and grieving family. The City Transportation Department will issue no-cost permits for the placement of memorials (see contact information below). City employees are prohibited from keeping any of the items removed, nor retrieving any items after they have been discarded. Items of value (cash, jewelry, expensive vases) will be held by Transportation Right-of-Way staff and may be claimed by contacting the City Transportation Department at 623-930-2940 or by email at transportationinfo@glendaleaz.com.

7.0 PROCEDURES

- a) Memorials are limited to traffic-related fatalities occurring on City streets.
- b) A request to place a memorial must be submitted to City Transportation Right-of-Way and should be submitted by the victim's family.
- c) The request may be in the form of a phone call, email, in-person visit, or written.
Telephone number: 623-930-2940
Email address: transportationinfo@glendaleaz.com
Address: 6210 W Myrtle Avenue, Suite 112, Glendale AZ 85301
- d) The request may be submitted by someone other than a family member as long as the request includes written permission from the family.
- e) The request shall include details associated with the memorial and its placement, such as color, size, and shape.
- f) No more than one memorial will be allowed per crash victim.
- g) Each memorial will be identified by owner and location.

8.0 PLACEMENT

- a) The memorial should be located in such a manner that it does not distract motorists.
- b) The memorial should be located as near the right-of-way line as possible (and at least one foot away from behind the edge of a sidewalk), preferably near a utility pole and/or at the edge of a non-mowed area (if natural turf is present.) If space is limited where little to no other options are available, exceptions may be made by the City Transportation Department (623-930-2940, transportationinfo@glendaleaz.com).
- c) The memorial may not be placed in landscaped medians or between the main lanes along any City-maintained streets.
- d) The memorial should not be located in front of the developed property unless the adjacent property owner has given written permission to the requestor.
- e) Memorials should not be affixed to any traffic control device, City-owned features, and/or permanent features or their supports which may include signs, signals, street light poles, trees, walls, fences, etc.
- f) Requestors shall consult with the City Transportation Department to determine the exact placement of the memorial to ensure proper and safe placement.

- g) Memorials are allowed to remain in place for a period of up to one year from the date of placement (as identified by the family of the deceased). If the family of the deceased person(s) wishes to keep the memorial longer, they may submit another request for a period of up to three additional years, and so forth.
- h) It is the responsibility of the family of the deceased person(s) to maintain the memorial free of loose debris and weeds. The City may notify the family if maintenance is not being performed.

9.0 FABRICATION AND MATERIALS

- a) The memorials may incorporate various types of symbols.
- b) The memorial should be no more than 30 inches high and no wider than 18 inches. The embedment/foundation shall be no more than 12 inches deep. Concrete or metal footings shall not be allowed. No large fixed shrines will be allowed.
- c) The memorial's components shall be fabricated from wood or plastic/composite material and components shall be no larger than 2 inches thick x 4 inches wide.
- d) Small plaques are allowed and shall be no larger than 4 inches wide by 4 inches tall and 1/16-inch thick and shall be firmly affixed to the memorial. The plaque may contain the victim's name, date of birth, and date of death.
- e) No electronic/solar components of any kind are allowed on roadside memorials.
- f) Memorials cannot be hung on walls.
- g) Photographs are not allowed. The memorials are not intended for visitation by the larger public. Vehicles inappropriately parking on the roadside may create a safety hazard. The memorial is primarily intended to remind passing motorists of the dangers of unsafe driving. However, the family may visit the site as stated above (current paragraph) for maintenance purposes and brief reflection of their deceased member(s) as long as on-street parking is permitted per City code and/or as long as pedestrian traffic is allowed adjacent to the street(s).
- h) During construction, there may be a need to relocate the memorial. The procedure to do so will be as follows:
 - i) The family will be contacted.
 - ii) If the family can't be reached, the contractor will photograph the memorial, relocate it to a safe place, and restore it when construction is done.

10.0 HAZARDOUS OR NON-CONFORMING MEMORIALS

- a) If a roadside memorial poses an immediate safety hazard, City staff will document the location, photograph the memorial, remove it immediately, leave behind a notice posted to a stake that it has been removed, and provide contact information for pick-up of the memorial. If the memorial owner's contact information is on file, that owner will be notified.
- b) If a roadside memorial in the City right-of-way has not been requested and approved by the City, it shall be conspicuously marked with a 60-day notice to remove the memorial. If the memorial is not removed after 60 days, City staff will document the location, photograph

then remove the memorial and leave behind a notice posted to a stake that the roadside memorial has been removed and provide contact information for pick-up of their memorial.

- c) Removed memorials will be stored for a period of at least 60 days at the City Transportation Department (Right-of-Way) office.
- d) If the owner is unknown and/or the memorial is not claimed by the owner, the memorial will be discarded after 120 days of storage.

11.0 EXISTING MEMORIALS

In cases where memorials were established prior to the effective date of the policy, the City may allow certain memorials that do not present a hazard to the motoring public to remain in place.