



Ann M. Stillman
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ROADSIDE MEMORIAL POLICY

This Roadside Memorial Policy (Policy) balances the desire of a family or the public to honor and remember a loss of life with the obligations of the County of San Mateo (County) Department of Public Works (Department) to manage the public right-of-way and provide clear and unimpeded access to the traveling public. The Policy provides guidelines for the Department's staff to evaluate, monitor, remove, and dispose of memorials placed within the public right-of-way.

Memorials with Non-Hazardous Materials, Not Affecting Public Safety, or Blocking Access

Memorials erected within the public right-of-way that are not deemed to be fire hazards (e.g. open flame candles, candles in unstable containers, etc.), do not include hazardous materials (e.g. chemicals, combustible/flammable material, noxious fumes, etc.), do not affect public safety (e.g. structures or memorial arts over 2 feet in any dimension are not permitted, etc.), and do not block access for the traveling public (e.g. sidewalk, trail, roadway, medians, crossings, crosswalks, etc.) may remain in-place for 30 days. After the 30-day memorial window, Department staff will plan to remove all memorial materials from the public right-of-way. If contact information is available, Department staff will attempt to contact the family of the individual being honored and advise the family of the planned removal. If contact is made, the Department will provide one-week of additional time for the family to remove the memorial if they so choose. If the memorial is not removed by the family during the one-week window or staff was unable to reach a family member, staff will remove and dispose of the memorial following the 30-day memorial window.

Memorials with Hazardous Material, Affecting Public Safety, or Blocking Access

Memorials that include or create any potential fire hazards and/or include any hazardous material (as noted above), affect public safety, or block public access shall be immediately removed from the public right-of-way by Department staff. If contact information is available, staff will attempt to contact the family of the individual being honored and advise the family of the planned removal.

Applicability of Policy:

This Policy applies to all roadside memorials, including those installed prior to the date of this Policy. This Policy is applicable to all unincorporated County-maintained public right-of-way until rescinded or amended by the Director of Public Works. Memorials may also be removed prior to the 30-day window, when directed by the Director of Public Works.

Reviewed and approved by:

Ann M. Stillman, Director

12/10/2024

Date

