

CITY OF PALMDALE  
DEPARTMENT OF PUBLIC WORKS

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**M E M O R A N D U M**

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TO: Public Works Division Heads and Support Staff

FROM: Lee Swain, Interim Director of Public Works

SUBJECT: Policy and Procedures for Roadside or Public Right-of-Way Memorials

DATE: August 16, 2017

The following formalizes the City's policies and procedures regarding roadside or public right-of-way memorials. This document supersedes all previous documents or policies.

Memorials either located roadside or in public right-of-ways are neither encouraged nor discouraged by the City of Palmdale. Unless a memorial presents a concern for damage to property, restricts use of the right-of-way, or becomes a public nuisance, the City will not remove or alter a memorial within 30 days of the memorial's placement. After 30 days, the City maintenance personnel will remove the memorial and store the contents for up to two weeks for family or friends who wish to claim any of the items. If no claims are made within the two week period, memorial materials will be discarded.

Memorials will be removed immediately if they are determined by the City Manager, Public Works Director, Neighborhood Services Director, and/or designee to be a hazard, public nuisance, or threat to public safety; cause damage to property; or restrict use of right-of-way. For memorials that may pose a safety concern to Maintenance staff, Maintenance will coordinate with Neighborhood Services or with the appropriate division or agency for additional support during the removal process.

cc: James Purtee, City Manager  
Anne Ambrose, Director of Administrative Services  
Mike Miller, Director of Neighborhood Services