


CITY MANAGER'S OFFICE MEMORANDUM
#40-2021

DATE: Oct. 25, 2021
TO: Honorable Mayor Meredith Leighty and City Council Members
FROM: Heather Geyer, City Manager 
SUBJECT: CR-118 – City of Northglenn Flag Policy

PURPOSE

To consider CR-118, a resolution approving the City Flag Policy.

BACKGROUND

The proposed flag policy provides the following guidance/allowable uses. The City may fly any of the following flags on flagpoles owned or controlled by the City, at any time:

- The United States flag or the State of Colorado flag;
- A flag associated with an official proclamation or order of the president of the United States, during the period of time associated with the proclamation or order;
- A flag associated with an official proclamation or order of the governor of the State of Colorado, during the period of time associated with the proclamation or order;
- A POW/MIA (Prisoner of War/Missing in Action) flag, at any time; and
- A "Fallen Heroes" or similar flag, recognizing a deceased member of the United States Armed Forces, at any time.

Additionally, the policy provides the following guidance on flying flags at half-staff and requires flags to comply with the City's sign code. The policy requires that the City Manager, "shall determine the placement of flags and the duration of the placement; provided that, on any flagpole, the United States flag shall always be highest, followed by the State of Colorado flag (if flying), followed by the other flags in any order; and further provided that the flying of the United States flag and the State of Colorado flag shall comply with all other applicable regulations."

City Council provided consensus at the Oct. 18 study session to bring the policy forward for approval at the Oct. 25 regular Council meeting.

BUDGET/TIME IMPLICATIONS

There are no financial or time implications.

STAFF RECOMMENDATION

Staff recommends approval of CR-118.

STAFF REFERENCE

If Council members have any questions, please contact Heather Geyer, City Manager, at hgeyer@northglenn.org or 303.450.8706.

CR-118 – City of Northglenn Flag Policy

SPONSORED BY: MAYOR LEIGHTY

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-118
Series of 2021

Series of 2021

A RESOLUTION ADOPTING A FLAG POLICY FOR THE CITY OF NORTHGLENN,
COLORADO

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN,
COLORADO, THAT:

Section 1. The Flag Policy, attached hereto as Exhibit A, is hereby approved by the
City Council of the City of Northglenn, Colorado.

DATED, at Northglenn, Colorado, this _____ day of _____ 2021.

JENNY WILLFORD
Mayor Pro Tem

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

City of Northglenn Flag Policy

Purpose

The purpose of the City of Northglenn Flag Policy (the "Policy") is to establish a policy for the display of flags on flagpoles on property owned or controlled by the City. This Policy is not intended to create any public forum or limited public forum, and by enacting this Policy, the City is not intending to regulate the content of flags except as expressly allowed by applicable law.

Applicability

This policy applies to flags physically attached to any flagpole owned or controlled by the City. For purposes of this policy, a "flag" is defined as any fabric, banner or bunting containing distinctive colors, patterns or symbols that is attached to a flagpole.

Policy

The City may fly any of the following flags on flagpoles owned or controlled by the City, at any time:

- The United States flag;
- The Colorado State flag;
- A flag associated with an official proclamation or order of the President of the United States, during the period of time associated with the proclamation or order;
- A flag associated with an official proclamation or order of the Governor of the State of Colorado, during the period of time associated with the proclamation or order;
- A POW/MIA (Prisoner of War/Missing in Action) flag, at any time; and
- A "Fallen Heroes" or similar flag, recognizing a deceased member of the United States Armed Forces, at any time.

The Governor of the State of Colorado is authorized to order that the United States flag and the Colorado State flag be lowered to half-staff at federal and state buildings in Colorado, and in such case, the City will lower all flags on its flagpoles accordingly.

All flags shall comply with the City's sign code.

The City Manager shall determine the placement of flags and the duration of the placement; provided that, on any flagpole, the United States flag shall always be highest, followed by the State of Colorado flag (if flying), followed by the other flags in any order; and further provided that the flying of the United States flag and the State of Colorado flag shall comply with all other applicable regulations.