

**CITY MANAGER'S OFFICE MEMORANDUM  
#11-2025**

**DATE:** Feb. 24, 2025

**TO:** Honorable Mayor Meredith Leighty and City Council Members

**THROUGH:** Heather Geyer, City Manager *hmg*

**FROM:** Jason Loveland, Deputy City Manager *JL 2*

**SUBJECT:** CR-17 – Memorial Sign Program

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**PURPOSE**

To consider CR-17, a resolution approving the Memorial Sign Program. This program is designed to honor the memory of individuals who have lost their lives in traffic crashes and promote safety on roadways within Northglenn.

**BACKGROUND**

In the fall of 2024, a member of the community reached out to City staff to inquire if the City offers a memorial sign program to honor those who have died on City roadways. While there is not currently a program in place, staff determined that bringing forward a program for Council consideration would be the next appropriate step in response to the inquiry. Staff has researched other jurisdictions' programs and found that many do have memorial sign programs like what is being presented.

The program aims to provide a meaningful way for the community to honor victims while promoting safety on our streets and would be coordinated by the Community Outreach Coordinator. The program outlines eligibility criteria, sign specifications, application process, approval, installation and maintenance, sign location, and removal options.

**UPDATE**

Staff presented a draft program to Council on Feb. 3. Council inquired of how many fatalities would qualify for the program. Over the past 24 months there have been seven potentially qualifying roadway deaths. Additionally, Council asked what criteria would be considered for placement of the signs. This information can be found in the program document under Section 6 Sign Location and Removal. The City ultimately holds the right to locate signs at its discretion.

**BUDGET/TIME IMPLICATIONS**

The estimated cost for time and materials for one program sign is \$100 and would be absorbed within the Public Works General Fund budget. No fee will be charged to the requestor. There are no additional time implications. If approved, staff will create an application form and post it on the City website.

**STAFF RECOMMENDATION**

Staff recommends approval of CR-17.

**STAFF REFERENCE**

If Council members have any questions, please contact Jason Loveland, Deputy City Manager, at [jloveland@northglenn.org](mailto:jloveland@northglenn.org) or 303.450.8817.

CR-17 – Memorial Sign Program

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-17  
Series of 2025

\_\_\_\_\_  
Series of 2025

A RESOLUTION ADOPTING A MEMORIAL SIGN PROGRAM FOR THE CITY OF NORTHGLENN, COLORADO

WHEREAS, the City of Northglenn Memorial Sign Program is intended to allow for the placement of a memorial sign at or near the location of an incident that occurred on a City roadway and resulted in the death of an individual;

WHEREAS, this program is an effective method of increasing public awareness of the need to drive safely; and

WHEREAS, the City Council wishes to adopt a Memorial Sign Program to provide a meaningful way for the community to honor those who have lost their lives in traffic crashes while promoting safety on our streets.

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

Section 1. The City of Northglenn Memorial Sign Program, attached hereto, is hereby adopted by the City Council.

DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
MEREDITH LEIGHTY  
Mayor

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, MMC  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney

# Memorial Sign Program

**Purpose:** The program is designed to honor the memory of victims while promoting safety on the roads. It is the responsibility of the applicant to ensure all eligibility criteria are met and to submit all required documentation in a timely manner.

## 1. Eligibility Criteria

To qualify for the Memorial Sign Program, the following criteria must be met:

- **Location of Incident:** The accident must have occurred on a street maintained by the City of Northglenn.
- **Fatality:** The incident must have resulted in the death of an individual.
- **Family Approval:** There must be no written opposition from any immediate family member regarding the installation of the memorial sign.
- **Legal Activity:** The deceased must not have been engaged in illegal activities at the time of the accident.

## 2. Sign Specifications

- **Design:** The memorial sign will be white and blue, measuring 2.5 feet wide and 3 feet tall.
- **Text:** The sign will feature the legend “Please Drive Safely” and “In Memory of (deceased’s name).”
- **Multiple Fatalities:** In cases of multiple fatalities, only one name will be listed.

## 3. Request Process

- **Application Requirements:** The applicant must submit a completed application form along with written approval from the deceased’s immediate family.
- **Submission Timeline:** Applications must be submitted within 2 years following the date of the crash.

## 4. Approval and Payment

- **Approval Notification:** Once the application is approved, the applicant will be notified.
- **Payment:** No fee.

## 5. Installation and Maintenance

- **Installation:** Signs will be installed by Northglenn staff at or near the crash location.
- **Maintenance:** Northglenn will maintain the sign for a period of up to 4 years from the date of installation.

## 6. Sign Location and Removal

- **Placement:** The memorial sign will be placed at or near the crash site, but Northglenn reserves the right to relocate it due to:

- Space restrictions
- Concerns from property owners
- Interference with traffic control devices
- Safety considerations
- **Removal Requests:** Applicants may request the removal of the sign in writing at any time during the 4-year period.
- **End of Program:** After 4 years, the family or applicant will be notified of the following options:
  - Donation of the sign to the applicant
  - Disposal by Northglenn
- **Permanent Removal:** Northglenn retains the right to permanently remove the sign at any time.

**Example of Memorial Sign**

