

*A brief overview of requirements and regulations of the placement of memorial markers on municipal property.*

# Placement of Memorial Marker on Municipal Property



**City of Salina**  
[www.salina-ks.gov](http://www.salina-ks.gov)

## Policy Purpose:

The purpose of this policy is to allow for and regulate through time, place and manner citizen requests for the placement of memorial markers on municipally-owned property when such placement is for the sole purpose of temporarily preserving the memory of the person(s) who died at that location and not for the purpose of communicating any alternative form of message to another person or entity.

## Definitions:

**Applicable municipal property:** All municipally-owned property, including rights-of-way, with the following exceptions:

- Gypsum Hill Cemetery, which is currently governed by separate departmental regulations; and
- any municipal property in which the City has provided tenant rights.

**Approved party:** The person or entity that has been approved by the City for placement of a memorial marker.



**Authorized placement locations:** Authorized placement locations shall include only municipal parks and roadsides along municipal rights-of-way. No other location shall be authorized for this purpose.

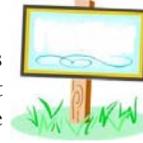
## Guidelines:

The following guidelines shall be applied to all requests for the placement of memorial markers on municipal property.

**Request:** Any person or entity who wishes to place a memorial marker on municipal property must first submit to the City a formal request by filling out a form prepared by the City Clerk's Office which shall be available in the City Clerk's Office and on the City's website. The request will then be submitted to and administered by the responsible department. If an unapproved memorial marker is identified, the City reserves the right to allow the marker to remain if it strictly meets these requirements.

**Fee:** No fee shall be charged for administration of this policy.

**Placement restrictions.** Memorial markers shall be placed only at authorized placement locations and in accordance with the following placement restrictions:



- The ground shall not be disturbed in any way unless specifically authorized by the responsible city department.
- Total allowable ground space shall not exceed two (2) square feet.
- Memorial marker height shall not exceed two (2) feet and the marker shall not disrupt a motorist's view at an intersection in accordance with *Salina Code* chapter 35, section 51.
- At the sole discretion of the City, memorial markers shall not create any form of legal nuisance and shall not create any form of health hazard or vehicular or pedestrian safety hazard.
- Placement shall in no way interfere with the City's public purpose or ability to adequately maintain the requested placement location or surrounding area.
- Final placement location shall be determined after first consulting with the responsible department



**Authorized timeframe.** Approved memorial markers shall be placed for a continuous timeframe which shall not exceed four (4) calendar weeks.

**Maintenance/upkeep responsibility.** When a memorial marker is allowed, City crews shall take reasonable efforts to not damage the memorial. However, the City shall in no way be responsible for any damage related to the memorial marker or for its upkeep, repair or replacement.

**Responsibility to communicate.** The responsible department shall be responsible for communicating with the approved party to place a memorial marker on municipal property. This shall include communicating authorization for placement, rules and conditions, premature removal, known damage, removal obligation, etc.

**Removal obligation.** It shall be the responsibility of the approved party to place a memorial marker and to remove it. This is to help ensure the memorial marker is properly returned to them. If it is not removed by the approved party within the authorized timeframe, the responsible department shall be authorized to remove and dispose of the memorial marker after first making a reasonable effort to contact the approved party about retrieving it.

**Removal for noncompliance.** Any memorial markers not placed in accordance with the guidelines and restrictions contained herein may, at the sole discretion of the City, be immediately removed and disposed.

**Removal for no permit.** Any memorial marker found within the right-of-way or other City property without a permit, but does not violate any of the placement requirements, can be allowed for up to 48 hours while City staff attempts to contact the group who placed the marker so that the group may obtain a permit. If the permit has not been obtained within 48 hours, the memorial marker will be taken down by City crews.



## Contact Information

City Clerk's Office  
300 W. Ash, Room 206  
Salina, KS 67401  
(785) 309-5735



You may find additional information, the application form, and the policy on our website at:

[www.salina-ks.gov](http://www.salina-ks.gov)