



# Parks Board

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May 7, 2026  
Town Hall  
2121 Cross Timbers Road  
Flower Mound, TX 75028

6:30 p.m.

## AGENDA

### A. CALL TO ORDER

### B. INVOCATION

### C. PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG

### D. PUBLIC COMMENT

The purpose of this item is to allow the public an opportunity to address the Board/Commission regarding any item on this agenda that is not a "Public Hearing." Issues regarding daily operational or administrative matters should first be dealt with by calling Town Hall at 972.874.6000 during business hours.

In accordance with the Texas Open Meetings Act, the Board/Commission is restricted from discussing or acting on items not listed on the agenda.

To speak during public comment, fill out a comment form (PDF). Note:

- Limited to three (3) minutes, a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the Chair
- Direct comments to the Board/Commission
- State your name and the municipality where you reside

### E. PRESENTATION

1. Recap Presentation of the Parks and Recreation Internship Program

### F. STAFF/DIRECTOR REPORT

### G. CONSENT ITEM

This part of the agenda consists of non-controversial, or "housekeeping" items required by law. Items may be removed from Consent by any Commissioner by making such request prior to a motion and vote.

1. April 9, 2026 Minutes - Consider approval of the minutes from April 9, 2026.

### H. REGULAR ITEMS

1. Park Facility Reservation Allocation and Use Policy - Consider approval of an amendment to the Park Facility Reservation Allocation and Use Policy.
2. Update to Legacy Monuments & Children's Memorial Policy - Consider approval of an amendment to the Legacy Monuments & Children's Memorial Policy at Peters Colony Memorial Park.

#### **I. COORDINATION OF CALENDARS**

1. The next Parks Board meeting is scheduled for June 4, 2026.

#### **J. ADJOURN**

I do hereby certify that the notice of above meeting for the Town of Flower Mound was posted at Town Hall, Town of Flower Mound, Texas, and on the Town's website in compliance with Chapter 551, Texas Government Code on Friday, May 1, 2026, by 5:00 p.m.

**Jade Olson, Staff Liaison**

The Flower Mound Town Hall and Jody Smith Hall are wheelchair accessible. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting by contacting Town Hall at 972.874.6076. Additional time limits will be provided for members of the public that need to address the Town Council through a translator.

# Parks Board

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April 9, 2026  
Town Hall  
2121 Cross Timbers Road  
Flower Mound, TX 75028

6:30 p.m.

## DRAFT MINUTES

### **A. CALL TO ORDER**

The Parks Board met in a regular meeting with the following members present:

Richard Kenyon, Vice Chair, Place 4  
Christopher Chastain, Place 1  
Susan Borella, Place 2  
Holly Royer, Place 5  
Mark Mayer, Place 6  
Doug Graves, Place 9, Alternate  
Craig Goodhart, Place 10, Alternate

with the following member(s) absent:

Teresa Thomason, Chair, Place 3  
Jennifer Romaszewski, Place 7  
Ashish Puri, Place 8, Alternate

constituting a quorum with the following members of the Town Staff participating;

Chuck Jennings, Director of Parks and Recreation  
Travis Cunniff, Assistant Director of Parks and Recreation  
John Habern, Park Development Manager  
David Powell, Recreation Superintendent  
Clayton Litton, Parks Superintendent  
Matt Chutchian, Athletic Supervisor  
Tyler Leverenz, Parks, Trails & Landscape Specialist  
Jade Olson, Administrative Assistant I

### **B. INVOCATION**

Susan Borella led the invocation.

### **C. PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG**

Vice Chair Kenyon led the pledges.

**D. PUBLIC COMMENT**

N/A

**E. PRESENTATION**

1. A presentation by the Youth Action Council on their annual operations and activities.  
YAC President Akshara Inampudi, Vice President Anwitha Inampudi, and Secretary Ritesh Gonugunta provided the Board with their annual operations and activities.

**F. STAFF/DIRECTOR REPORT**

Chuck Jennings, Travis Cunniff, and John Habern provided the Parks Board with updates.

**G. CONSENT ITEM**

1. March 5, 2026 Minutes - Consider approval of the minutes from March 5, 2026.

**ACTION:** Holly Royer moved to approve G.1. as presented in the agenda caption. Mark Mayer seconded the motion.  
**AYES:** Richard Kenyon, Christopher Chastain, Susan Borella, Holly Royer, Mark Mayer, Douglas Graves  
**NAYS:** None  
**ABSTAIN:** None  
**RESULT:** 6 : 0

**H. REGULAR ITEMS**

1. Youth Flag Football Sports Contract - Consider recommending approval for Town Manager consideration a Youth Sports Contract with Sports Impact Texas, DBA Neighborhood Sports, to provide the services of youth flag football from August 1, 2026 through June 30, 2031.

**ACTION:** Mark Mayer moved to approve H.1. as presented in the agenda caption. Douglas Graves seconded the motion.  
**AYES:** Richard Kenyon, Christopher Chastain, Susan Borella, Holly Royer, Mark Mayer, Douglas Graves  
**NAYS:** None  
**ABSTAIN:** None

**RESULT:** 6 : 0

2. Youth Tackle Football Sports Contract - Consider recommending approval for Town Manager consideration a Youth Sports Contract with Flower Mound Youth Football Academy, to provide the services of youth tackle football from August 1, 2026 through June 30, 2031.

**ACTION:** Holly Royer moved to approve H.2. as presented in the agenda caption. Susan Borella seconded the motion.

**AYES:** Richard Kenyon, Christopher Chastain, Susan Borella, Holly Royer, Mark Mayer, Douglas Graves

**NAYS:** None

**ABSTAIN:** None

**RESULT:** 6 : 0

3. Monarch Development Park Dedication Consideration - Consider recommending to Planning and Zoning Commission and Town Council Park requirements for the Monarch mixed-use development generally located East of Interstate Hwy 35W and North of Cross Timbers Rd (1171).

**ACTION:** Mark Mayer moved to recommend approval to Planning and Zoning Commission and Town Council Park Land Dedication of 6.5 acres of land and \$622,480 cash in lieu of land, and Park Development Fees in the amount of \$347,000 for the Monarch multi-use development generally located East of interstate Hwy 35W and North of Cross Timbers Rd (1171) allowing for any other available offsets for improvement and amenities put into the .5 acres pocket park created and on the plans submitted to the Parks Board tonight. Douglas Graves seconded the motion.

**AYES:** Richard Kenyon, Christopher Chastain, Susan Borella, Holly Royer, Mark Mayer, Douglas Graves

**NAYS:** None

**ABSTAIN:** None

**RESULT:** 6 : 0

4. Five Year CIP - Parks Projects - Consider approval of a recommendation of parks projects to be funded by the Community Development Corporation in Fiscal Year 2026-2027 using 4B sales tax revenue and incorporate park projects for FY 2027-2031 into the Town's Five-Year Capital Improvement Projects list.

**ACTION:** Mark Mayer moved to approve H.4. as presented in the agenda caption. Holly Royer seconded the motion.

**AYES:** Richard Kenyon, Christopher Chastain, Susan Borella, Holly Royer, Mark Mayer, Douglas Graves

**NAYS:** None

**ABSTAIN:**           None  
**RESULT:**           6 : 0

**I.   COORDINATION OF CALENDARS**

1.   The next Parks Board meeting is scheduled for May 7, 2026.

**J.   ADJOURN**

Vice Chair Kenyon adjourned the meeting at 8:10 p.m.



## **PARKS BOARD AGENDA H.1. REGULAR ITEMS**

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**DATE:** May 7, 2026  
**FROM:** Travis Cunniff, Assistant Director of Parks and Recreation  
**ITEM:** **Consider approval of an amendment to the Park Facility Reservation Allocation and Use Policy.**

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### **BACKGROUND:**

The Town's Park Facility Reservation Allocation and Use Policy was last updated and approved by the Parks Board on May 2, 2019. This policy serves to create a standardized approach to park facility allocation for all users. It also describes specific rules and regulations governing the use of park facilities, as well as fees and park facilities available for reservations.

Changes to the document include administrative edits to add park facilities now available for reservation that have been incorporated into the Parks and Recreation system since the last update.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**ALTERNATIVES:** N/A

**FISCAL IMPACT:** N/A  
N/A

**LEGAL REVIEW:** N/A

### **ATTACHMENTS:**

1. Park Facility Reservation-Allocation and Use Policy updated 5.2026

**DRAFT MOTION:** Move to approve as presented in the agenda caption.



**Town of Flower Mound  
Parks and Recreation Department  
1200 Gerault Road  
Flower Mound, TX 75028  
972.874.6300**

## **PARK FACILITY RESERVATION/ALLOCATION AND USE POLICY**

(Effective May 2, 2019)

### **Purpose**

To provide quality park facilities for the use and enjoyment of the residents of Flower Mound as well as establish procedures and criteria for the reservation of park facilities owned by the Town. This policy serves to create a standardized approach to park facility allocation for all users. It also describes specific rules and regulations governing the use of park facilities in Flower Mound.

### **General Information**

Park facilities include Town-owned picnic shelters and amphitheaters. This policy does not include sports fields, which are governed by Sports Field Reservation/Allocation and Use Policy. A person must be at least 18 years of age or older to reserve a park facility. Proper identification is required to determine age. Individuals and organizations reserving park facilities shall be responsible for all damages to the facility and/or equipment that occur as a result of the reservation. The individual making the reservation must be on site at all times throughout the length of the reservation. Failure to pay fees for damaged property will result in the cancellation of future reservation privileges and/or criminal prosecution. Individuals or organizations must provide a minimum of two adult chaperones for youth functions of 40 or less. One additional adult chaperone must be provided for each additional 20 participants. Youth are defined as anyone under the age of 18. All equipment and decorations must be removed at the end of the reservation. Park facilities must be left in good, clean condition when the reservation is complete. Set up and clean up time must be included in the reservation. No extra time is allotted for these activities. Individuals reserving park facilities must comply with all applicable rules, regulations, Town ordinances, policies, and procedures. Failure to comply may result in denial of any subsequent use of a park facility. Failure to complete required paperwork will result in denial of the reservation request. The Town reserves the right to accept or reject any reservation request or to cancel a reservation at any time. This shall include the right to terminate a reservation during the activity if conditions so warrant in the sole judgment of Town staff. Amplified musical instruments are prohibited.

Plans to have special activities or elements brought onto park property (dunking booths, bounce houses, entertainment, etc.) must receive prior written approval from the Director of Parks and Recreation or his/her designee. Town staff reserves the right to deny special activities of a hazardous nature or those that might create a disturbance for the neighborhood in which the park facility is located. Special activities or elements brought onto park property require a certificate of insurance furnished to the Town specifying comprehensive general (public) liability or its equivalent, including \$500,000 each person, \$1,000,000 each occurrence, and property damage \$250,000 per occurrence of \$1,000,000 combined single limit for bodily injury and property damage naming the Town of Flower Mound as additionally insured on the certificate.

## **Reservation/Allocation Procedures**

Park facility reservations can be scheduled up to six months in advance. All park facility reservations must be made in person at the Parks and Recreation office at the Community Activity Center, 1200 Gerault Road. No telephone, e-mail, or fax reservations will be taken. Reservations are accepted during business days (M-F) and hours (8:00 a.m. - 5:00 p.m.) at the Parks and Recreation office. All park facilities are subject to availability depending on weather conditions and seasonal maintenance. Park facilities available for reservations include:

- Bakersfield Park (2), 1201 Duncan Lane (lighted, covered pavilion with electricity)
- Bluebonnet Park, 1801 Park View Drive (covered pavilion)
- Canyon Falls Park, 6425 Stonecrest Road (lighted, covered pavilion with electricity)
- Chinn Chapel Soccer Complex, 3950 Justin Road (covered pavilion with electricity)
- Cortadera Park, 2000 Cortadera Street (covered pavilion)
- Culwell Park, 1813 Southwicke Drive (covered pavilion)
- Dixon Park, 6001 Windridge Lane (covered pavilion)
- Gerault Park, 1100 Gerault Road (covered pavilion with electricity)
- Glenwick Park Amphitheater, 4100 Weldon (amphitheater)
- Grand Park, 6201 Madeline Lane, (covered pavilion)
- Heritage Park of Flower Mound Performance Pavilion, (covered pavilion)
- Heritage Park of Flower Mound, (covered pavilion (two sections) with electricity)
- Jake's Hilltop Park, 3975 Timber Creek Road (covered pavilion)
- Lakewood Park, 2601 Stillwater Court (covered pavilion)
- Leonard and Helen Johns Community Park, 1850 Timber Creek Road (covered pavilion)
- Lone Tree Park, 3909 Regency Park Court (covered pavilion)
- Northshore Park, 3100 Woodpark Drive (covered pavilion)
- Peacock Park 3000 Old Setters Road, (covered pavilion)
- Post Oak Park, 4751 Flower Mound Road (covered pavilion with electricity)
- Rheudasil Park, 2401 Lake Forest Drive (covered pavilion)
- Shadow Ridge Park, 1701 Lexington Avenue (covered pavilion)
- Spring Lake Park, 1350 Lexington Avenue (covered pavilion)
- Spring Meadow Park, 4001 Spring Meadow Lane (covered pavilion)
- Stone creek Park, 1400 Fuqua Drive (covered pavilion)

- Thrush Park, 950 Sun Ridge Drive (covered pavilion)
- Twin Coves Park, 5001 Wichita Trail (two covered pavilions; one with lights and electricity)
- West Windsor Park, 2800 W. Windsor Drive (covered pavilion)
- Westchester Park, 3901 Churchill Drive (covered pavilion)

**Reservation Fees**

Outdoor pavilions located in the Town’s various parks may be reserved and rented through the Recreation Administration Office situated at the Community Activity Center.

Pavilion fees in the amount set forth for reservations by residents and/or nonresidents shall be paid in advance at the time of reservation of any pavilion(s). Pavilion rental fees shall not be refunded, exchanged, transferred or assigned except as specifically provided herein below due to inclement weather only.

Refunds are available due to inclement weather; provided however, that a request for refund be submitted to the Parks and Recreation Department in writing, no later than seven (7) days after the scheduled reservation. Failure to timely submit a request for refund forfeits the refund. Rescheduling in lieu of a refund is permitted based upon the availability of time slots and the reservation has to be rescheduled no later than seven (7) days after the scheduled reservation to be considered. Failure to timely submit a request to reschedule forfeits the opportunity for rescheduling.

Reservations may be rescheduled to another available time and date if any such revision or rescheduling is completed at least two (2) weeks in advance of the original reservation date.

Use of a pavilion through a reservation shall take priority over any other use of the same pavilion by any other person(s) or parties.

The fee schedule is as follows:

<u>Rental Rates</u>	<u>Resident Rates</u>	<u>Non-Resident Rates</u>
Flat fee to include up to four hours	\$50.00	\$75.00
Each additional hour after the first Four hours	\$10.00	\$15.00
Heritage Park pavilion (sides A&B) and Twin Coves Park pavilion	\$100.00	\$150.00
Each additional hour after the first four hours	\$20.00	\$30.00

## **Definitions**

- Public Park - Includes all parks, playgrounds, sports fields, and recreational areas owned, leased, operated or under control of the Town.
- Motor Vehicle - Means all motorized vehicles.
- Alcoholic Beverages - Means alcohol and any beverage containing more than one-half of the percent of alcohol by volume, which is capable of use for beverage purposes, either alone or when diluted.

## **Rules and Regulations**

- Hours – Park facility use should not extend outside the hours of the approved reservation/allocation request. No reservations will be allowed beyond 10:00 p.m. Amphitheater reservations will not be allowed after dark.
- Overnight Camping and Parking - It shall be unlawful for any person to camp, to park a vehicle or to place camping equipment overnight in any public park, except in areas designated by signage for such purpose or use unless authorized in writing by the Director of Parks and Recreation or his/her designee.
- Swimming and Pollution - It shall be unlawful for any person to swim, bathe in or otherwise pollute, the water in any fountain, pond, lake or stream in any public park, except where swimming is permitted in areas designated by signage for such purpose.
- Fires - It shall be unlawful for any person to make or kindle a fire in any public park or recreation facility except in picnic stoves, grills or other receptacles provided for such purpose, or as authorized in writing by the Director of Parks and Recreation or his/her designee. Always check with the Town's Fire Marshall for public burn bans during periods of drought.
- Animal Control - It shall be unlawful for any person to bring any animal, as defined in chapter 6 of this Code, into any public park or recreation facility that is not under immediate control of the person by means of a cage, leash or rope no longer than six feet.
- Animal Protection - It shall be unlawful to hunt, trap, kill, injure, remove or release any animal (excluding fish) in any public park, except with written approval of the Director of Parks and Recreation or his/her designee.
- Pooper Scooper - If a pet defecates in a public park or recreation facility, it shall be unlawful if the person in control of the animal does not immediately remove any excrement from park premises or dispose of it in a town provided trash receptacle
- Livestock - It shall be unlawful to ride or allow any type of livestock upon any public park or recreation facility except in areas designated for such purpose or with written authorization of the Director of Parks and Recreation or his/her designee.
- Loudspeakers/Amplifiers - It shall be unlawful to use loudspeakers and/or sound amplification equipment in any public park or recreation facility without the written

approval of the Director of Parks and Recreation or his/her designee.

- Alcoholic Beverages - It shall be unlawful to possess alcoholic beverages in any portion of a public park or recreation facility, with the exception that the use of alcoholic beverages may be permitted during designated activities upon recommendation of the Park Board and with approval of the Town Council.
- Glass Containers - It shall be unlawful to possess glass beverage containers in any portion of a public park or recreation facility.
- Activity Disruption - It shall be unlawful for any individual or group to prevent, disrupt, interfere with or obstruct in any manner any authorized, permissible and/or organized activities, programs or uses in any public park.
- Refuse/Litter - It shall be unlawful to leave garbage, cans, paper or other refuse in a public park or recreation facility anywhere other than in the receptacles provided.
- Motor Vehicle Operation - It shall be unlawful for any person to operate a motor vehicle in, on, upon, over, across, and/or through any public park or recreation facility.
- Parking of Motor Vehicles - It shall be unlawful for any person to leave, stand or park any motor vehicle in any area not designated for such purpose. If designated parking areas do not exist and if not prohibited by appropriate signage, motor vehicles shall be parked on street, adjacent to the curb, or, if there is not a curb, adjacent to the edge of the roadway, whether improved or unimproved.
- Parking Obstruction - It shall be unlawful for any person to leave, stand or park any motor vehicle in any public park, or on or along any street, in or adjacent to a public park in such a manner as to block, obstruct or otherwise render inaccessible or unusable a vehicle entryway or exit or traffic circulation lane. The Town shall be authorized to have such vehicle removed at the owner's expense.
- Fees Charges or Solicitation of Donations - It shall be unlawful for any person to charge fees or solicit donations or contributions for any activity; to sell or offer for sale any food, drinks, confections, merchandise or commercial services; to conduct any commercial business activities of any kind; and/or to post, place or erect on any public park or recreation facility any advertising, notice, billboard, paper or other advertising device without the written consent and approval of the Town's Park Board.
- Construction - It shall be unlawful for any person to build, construct or place any structure or improvement, temporary or permanent, in any public park without the written consent and approval of the Town's Park Board.
- Weapons Possession - It shall be unlawful for any person other than a federal, state or local law enforcement officer or agent, to possess a loaded or unloaded firearm, (excluding handguns as authorized by the state concealed handgun statute), ammunition, bow and arrow, cross bow and arrows, any other type of loaded or unloaded projectile firing devices, in any public park or recreation facility.
- Damage/Defacement – It shall be unlawful to damage or deface any trees, plants, turf,

structure, fence, bench, table, apparatus, or paved surface or other area.

- Damage Assessment - Any person convicted of damaging or defacing any improvements, equipment, structures, or authorized materials in any public park or recreation facility, regardless of whether such items are the property of the Town or of an individual or entity, or convicted of removing such items from any public park or recreation facility, shall be required to pay damage fees to include the cost of materials and labor for repair or replacement.
- Unauthorized Trespass - It shall be unlawful to enter any portion of a public park or recreation facility posted as “CLOSED – DO NOT ENTER \$50 - \$500 Penalty for Violation” unless approved in writing by the Director of Parks and Recreation or his/her designee.
- Failure to Comply - Failure to comply with park rules and regulations may cause the cancellation of the covered picnic area reservation/allocation and possible denial of the use of covered picnic areas in the future. Some rules and regulations carry misdemeanor penalties for violations and, upon conviction, shall be fined as provided in section 1-13 of the Town of Flower Mound Code of Ordinances.



## **PARKS BOARD AGENDA H.2. REGULAR ITEMS**

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**DATE:** May 7, 2026  
**FROM:** Travis Cunniff, Assistant Director of Parks and Recreation  
**ITEM:** **Consider approval of an amendment to the Legacy Monuments & Children's Memorial Policy at Peters Colony Memorial Park.**

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### **BACKGROUND:**

The purpose of this policy update is to adjust pricing for including individuals' names on the legacy monuments and children's memorials at Peters Colony Memorial Park from \$2,500 to \$1,000. Previously the fabrication and engraving fee was set at \$2,500 to be consistent with the memorial bench program. After research of numerous similar programs, it was determined that reducing the fee to \$1,000 is appropriate at this time

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**ALTERNATIVES:** If not approved, staff will keep the policy as currently written.

**FISCAL IMPACT:** N/A  
N/A

**LEGAL REVIEW:** N/A

### **ATTACHMENTS:**

1. Legacy Monuments & Children's Memorial Policy - Peters Colony Memorial Park Update 4.30.26

**DRAFT MOTION:** Move to approve as presented in the agenda caption.

**Peters Colony Memorial Park – Legacy Monuments & Children’s Memorial Policy**  
(Effective October 2, 2025, as approved by the Parks Board)

**Background**

Peters Colony Memorial Park was created as a public specialty park space dedicated to past, present, and future residents of Flower Mound. The site’s tranquil atmosphere and natural beauty will encourage residents to gather in group celebration or individual reflection honoring friends and loved ones.

**Purpose**

The purpose of this policy is to establish clear and consistent guidelines for including individuals’ names on the legacy monuments and children’s memorials at Peters Colony Memorial Park.

The memorial will:

- Provide an opportunity for remembrance and recognition.
- Honor individuals who lived in the Town of Flower Mound.
- Preserve the park as a place of reflection, remembrance, and civic pride.

**Eligibility Criteria**

- Legacy Monument
  - Residents who lived in Flower Mound for at least five (5) years.
    - If under 18, parents/guardians must have been residents at the time of the child’s passing.
  - Recognition is posthumous.
- Children’s Memorial
  - Any resident of Flower Mound under the age of 18.
    - No minimum time of residency requirement.
    - Parents/guardians must have been residents at the time of the child’s passing.
  - Recognition is posthumous.

**Name Inclusion Standards**

- Name Format
  - Full legal name (first, middle if applicable, last).
  - Nicknames may be considered at the discretion of the review committee.
- Titles (Non-Military)
  - Titles may be included in front of the name if nationally recognized and verifiable.
  - Examples: Mayor, Dr., Honorable, Reverend.
- Military Recognition
  - Rank may be placed in front of the name.
  - Examples: Major, Captain, PFC.
  - Proof of honorable discharge is required.
  - Branch emblem(s) may be displayed:
    - One branch: emblem placed to the left of the name.
    - Two branches: emblems placed to the left and right of the name.
  - May be combined with First Responder service.

- First Responder Recognition
  - Titles/rank may be placed in front of the name.
  - Examples: Chief, Captain.
  - Approved services include
    - Law Enforcement.
    - Fire Service.
    - Emergency Medical Services.
    - Other services may be considered (Doctors/Nurses, Search and Rescue, Telecommunicators, Public Works).
  - Service emblem(s) may be displayed
    - One service: emblem placed to the left of the name.
    - Two services: emblems placed left and right of the name.
  - Service emblems not in database must be provided by applicant.
  - May be combined with Military service.
- Dates
  - Life dates may be included.
  - Service dates may be included if applicable.

### **Application Process**

- Applications must be submitted using the official Town form, available online on the Town's website.
- Applications are accepted year-round.
- Supporting documentation must be submitted, including
  - Verification of residency.
  - Historical/biographical information.
  - Proof of service (if applicable).
- Staff will confirm accuracy of information with the applicant.

### **Review and Approval**

- Staff Review
  - Verify eligibility and completeness.
  - Ensure formatting and name inclusion standards are met.
- Final Approval
  - Applications will be reviewed quarterly for approval (January, April, July, October).
- Notification
  - Applicants will receive notification of acceptance or denial.
  - If denied, applicant may appeal to the Parks Board for reconsideration.

### **Fees**

- No application fee will be charged.
- A fabrication and engraving fee of ~~\$2,500~~ \$1,000 will apply.
- The Town reserves the right to waive fees for certain honorees based on extraordinary service to the community with council approval.

### **Installation, Maintenance, and Updates**

- The Town is responsible for installation and ongoing maintenance.
- Requests for corrections must be submitted in writing.
  - Corrections will be reviewed by staff and/or the Review Committee.
  - Associated fees will apply for approved alterations.

**Limitations**

- Submission of an application does not guarantee inclusion on a monument.
- Space on monuments is limited. Applications may be suspended by the Town due to capacity or other factors.
- The Town may revise or make changes to any portion of this policy including but not limited to eligibility criteria, application timelines, or fees at its discretion and with approval of the Parks Board.