

Erection of a Memorial within and on The Town of Palmer Lake Property

Sponsorship: The Town of Palmer Lake Parks Commission

Purpose: To provide the opportunity for an individual, family, civic group, and/or Town of Palmer Lake government entity to propose a memorial on Town of Palmer Lake property.

The Parks Commission does not want to see Palmer Lake public areas become a cemetery or Memorial garden so the proposed memorial and placement of it must enhance the beauty and function of Palmer Lake property, and the area immediately around the Memorial.

The Memorial may take a variety of forms: I.e. park bench, sculpture, functional piece (bike rack for example), living (tree or garden), naming of a Town property (ball field, trail, disc golf hole, for example).

Considerations:

1. The proposed memorial must be for an individual who has passed away, or has not been active in Town of Palmer Lake affairs for a minimum of five (5) years;
2. Who made a significant contribution to, or impact on the Town of Palmer Lake as determined by the Parks Commission/ Town Board;
3. Explanation of the Memorial's design and its connection to the individual being memorialized;
4. Memorial's proposed placement;
5. Describe or diagram the Memorial's finished size, color, height, and visual impact on surrounding area;
6. What will the attached plaque (if any) say and submit it for appropriateness review;
7. Review long-range maintenance costs and plans for, if any;
8. Timetable for the construction of, or placement of, the memorial. Please be as specific as possible.
9. Who will do the actual construction of the memorial?

Selection Process/Time Frame:

The attached "Erection of a Memorial within and on The Town of Palmer Lake Property" form is submitted to the Parks Committee with attached documentation.

The Parks Commission will do the initial review within the next 30 days, or next Parks Commission meeting.

The Parks Commission will discuss and determine any recommendation and assign a member to work directly with the requesting party.

During the review, the Commission may request additional information from the party or an a sit-down meeting with them.

A single member of the Parks Commission will be assigned by the Commission to see through the memorial request with the requesting party.

Memorial Design: Proposed to the Parks Commission for approval or alteration.

Memorial Site: Proposed to the Parks Commission for approval.

Budget item for the Town of Palmer Lake: none

Cost to the Town of Palmer Lake: none as all Memorial expenses and labor to place on the designated and approved site will be paid by the individual, group or family proposing the Memorial. The Town of Palmer Lake can consider a contribution to the expense should it choose to do so.

Memorial Removal: The Parks Commission and/or the Town Board can propose the removal of a memorial from Town property if it is deemed inappropriate. The removal would have to be approved by a majority vote of the Town Board following a public discussion for the reason(s) of the proposed removal.

Once removed the memorial will be returned to the individual, group, or family that erected the memorial.

Revised: 2/14/2021; revision 10/11/2021