



**TOWN OF CARRBORO • NC  
RECREATION, PARKS &  
CULTURAL RESOURCES**

## **Carrboro Recreation & Parks Commission Agenda**

Date: **February 12, 2024**  
Time: **7:00pm**  
Location: **Century Center Room 1**

Type of Meeting: Regular Meeting

Members Present:

Members Absent:

### **AGENDA ITEMS**

1.	Call to Order
2.	Introduction of Invitees
3.	Approval of Minutes – November 13, 2023 & January 8, 2024 Meeting
4.	Proposed Meeting dates/times for 2024
5.	Memorial & Donation Policy
6.	Other Business/Updates
7.	Next Meeting Agenda – Elect officers
8.	Adjournment

***If you will be unable to attend this meeting, please contact the Recreation, Parks, & Cultural Resources Department at [recparks@carrboronc.gov](mailto:recparks@carrboronc.gov) or 919.918.7364 during normal business hours.***

**Advisory Board Training Video Link**

<https://www.townofcarrboro.org/CivicMedia?CID=Town-Clerks-Office-3>



## Carrboro Recreation & Parks Commission Minutes

Date: **November 13, 2023**  
 Time: **7:00pm**  
 Location: **Carrboro Century Center – Room 1**

Type of Meeting: Regular Meeting

Members Present: Chris Colvin, Debby Filer, Maggie Funkhouser, Drew Kelley, Makeda Ma’at, JG Ferguson (Staff Liaison), Charles Harrington (Staff)

Members Absent: Viola Ahmed, Danny Nowell (Town Council Liaison)

Invitees: Amy Fray, John Grow

### AGENDA ITEMS

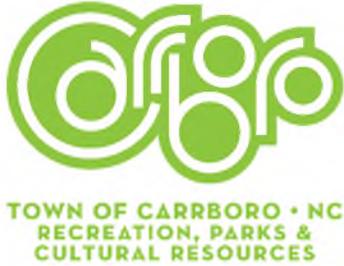
<b>1.</b>	<b>Call to Order</b>
	Funkhouser called the meeting to order at 7:04pm.
<b>2.</b>	<b>Introduction of Invitees</b>
	Prospective member Amy Fray was introduced. UNC Journalism student, John Grow, was introduced and in attendance as part of a class assignment.
<b>3.</b>	<b>Approval of Minutes – September 11, 2023 Meeting</b>
	Colvin motioned to approve. Filer seconded. Motion carried.
<b>4.</b>	<b>RPCR – ARPA Projects</b>
	<p>Ferguson provided an update on ARPA-funded recreation and parks projects. The original project ordinance included funding for the following projects:</p> <ul style="list-style-type: none"> <li>• Music Festival Performers \$31,250</li> <li>• Baldwin Park Renovation \$227,000</li> <li>• Recreation Facilities Maintenance &amp; Repair \$100,000</li> <li>• Horseshoe Pits – Anderson Park \$114,400</li> <li>• Artist Support – 2 Murals \$24,000</li> </ul> <p>The Music Festival Performers project was instead funded through the Town’s base budget. The Baldwin Park Renovation and the Artist Support Murals projects are moving forward as approved. Due to safety concerns at other facilities, staff plan to recommended re-allocating the remaining funds to the following projects:</p>

	<ul style="list-style-type: none"> <li>• Anderson Park – Basketball court repairs</li> <li>• MLK Jr. Park – Pump Track repairs</li> </ul> <p>The commission reviewed the recommended changes and Kelly motioned to support the recommendations. Funkouser seconded. The motion passed unanimously. Staff plans to take these changes back to Town Council at the end of November but it is possible this may be delayed until after the first of the year.</p>
5.	<p><b>Community Event Guide Updates</b></p> <p>Ferguson reviewed the updates to the Community Event Guide the Town uses to receive and consider special event requests. History on the process was provided along with information on the number of events and the number of resources required of the Town.</p> <p>As part of the update, staff may propose funding be allocated as part of the Town’s budget to be tied to the application process. For example, \$0.50 per resident would yield roughly \$11,000 in funding and event sponsors would apply during the budget process for the upcoming year. Commission members inquired about having a Spring and a Fall application period, or a quarterly period. A suggestion was also made to consider more funding (ex. \$2.00/resident).</p> <p>Overall the Commission indicated they valued the diversity of the events offered in the Town.</p> <p>Staff will provide further updates as the Community Event Guide update progresses.</p>
6.	<p><b>Other Business/Updates</b></p> <p>An update was provided on The Landings Tenants Association’s Building Community Block Party event that was held at Town Commons on 11/11. The goal of the event was to strengthen community ties while showcasing Black businesses to building community. The event included support from the Recreation and Parks Department and the Block Party Trailer.</p>
7.	<p><b>Next Meeting Agenda</b></p> <p>Funkouser recommended reviewing commission member term status at the next meeting. Colvin requested the Department’s Capital Improvements Plan be brought back to the commission at some point in the future when it was finalized.</p>
8.	<p><b>Adjournment</b></p> <p>Funkouser motioned to adjourn. Filer seconded. Meeting adjourned at 8:02pm.</p>

***If you will be unable to attend this meeting, please contact the Recreation, Parks, & Cultural Resources Department at [recparks@carrboronc.gov](mailto:recparks@carrboronc.gov) or 919.918.7364 during normal business hours.***

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## Carrboro Recreation & Parks Commission Agenda

Date: **January 8, 2024**  
 Time: **7:00pm**  
 Location: **Virtual via Zoom**

Link: <https://townofcarrboro.zoom.us/j/88383329495?pwd=sraz8AO8EP6EfQk0YA1IWWiYNw7dA.1>

Type of Meeting: Regular Meeting

Members Present: Viola Ahmed, Deborah Filer, Maggie Funkhouser, Andrew Kelley, Makeda Ma’at Danny Nowell (Town Council Liaison), Merideth Ballew (CHCCS School Board Liaison), JG Ferguson (Staff), Charles Harrington (Staff)

Members Absent:

### AGENDA ITEMS

1.	<b>Call to Order</b>
	Funkhouser called the meeting to order at 7:03pm.
2.	<b>Introduction of Invitees</b>
	Viola Ahmed was introduced the the Youth Council Liaison. Merideth Ballew was introduced as the new Chapel Hill-Carrboro City Schools School Board Liaison.
3.	<b>Approval of Minutes – November 13, 2023 Meeting</b>
	Ma’at motioned to table approval of the minutes until a statement could be added regarding the updated that was provided on the Building Community Block Party on 11/11. Funkhouser seconded. Staff will add a statement for review and approval at the next meeting. Motion carried.
4.	<b>Proposed Meeting dates/times</b>
	A proposed calendar for 2024 meeting dates was reviewed. The meeting dates are set for the second Monday of each month, consistent with the schedule in recent years. Ma’at motioned to remove 7/8/24 from the calendar since the Commission does not normally meet in July. Additionally, Ma’at proposed moving the 11/11 meeting to 11/4 due to Veteran’s Day. Kelley seconded. Motion carried. Funkhouser requested electronic calendar invitations be sent to the Commission. Ferguson will set up invitations and forward to the members.
5.	<b>Member Terms</b>
	Current member terms were reviewed. Four vacancies exist. Ma’at’s term is expiring and eligible for renewable for another term. Terms will be reviewed and officers elected at the February meeting.

6.	<b>Commission Goals for 2024</b>
	Ferguson led conversation regarding setting Commission goals for 2024. Many different ideas were discussed (ex. volunteering at events, advocating for bus routes to service parks, etc.). The Commission will discuss further at the March meeting.
7.	<b>Other Business/Updates</b>
	<p>The Landings Tenants Association is working on the Building Community Block Party 4 for the Fall.</p> <p>Harrington was recognized for his anniversary with the Town.</p> <p>Harrington shared information on the Department's upcoming Dr. Martin Luther King, Jr. Youth-led Event on 1/13/24.</p> <p>Ballew offered to be a resource however needed, including recruitment for vacant advisory board positions. Ferguson will reach out offline and connect with the Town Clerk.</p>
8.	<b>Next Meeting Agenda</b>
	Review the Town's proposed update to the Monument/Memorial Donation Policy. The CIP Plan is being re-worked and will be reviewed at a future meeting date. The February meeting will be held in person in the Carrboro Century Center.
9.	<b>Adjournment</b>
	Funkhouser motioned to adjourn. Kelley seconded. Meeting adjourned at 8:01pm.

***If you will be unable to attend this meeting, please contact the Recreation, Parks, & Cultural Resources Department at [recparks@carrboronc.gov](mailto:recparks@carrboronc.gov) or 919.918.7364 during normal business hours.***

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# memo

**Date:** February 8, 2024

**To:** Recreation & Parks Commission

**From:** JG Ferguson, Recreation Parks & Cultural Resources Director  
Kevin Belanger, Public Works Director

**Subject:** Memorial & Donation Policy

The Town has an established policy regarding the location, planting, erecting, or constructing of items such as monuments, trees, shrubs, benches, or other construction on Town-owned or leased property to commemorate or memorialize any person, place, or event. Under policy, proposals are presented to the Town Council for consideration. This policy rewrite standardizes guidelines and procedures for the installation and care of donated improvements, either because of monetary or physical property donation; and fulfills goals outlined in the Comprehensive Plan “to develop policies and programs to bring equity and opportunities to its community” by reducing barriers for BIPOC and low-income residents’ participation.

The Town Policy for monuments was adopted by the Town Council on June 7, 2005, to implement a “uniform methodology” to establish monuments on Town property. The policy includes guidelines to consider when reviewing potential monuments. Since adoption, the Town Council has approved the installation of eight (8) monuments on Town property.

In September 2019, at the request of the Town Council, the policy was updated to include the following Guideline for Review of Proposal for Monuments:

- c) Whether the person, place, or event to be commemorated or memorialized has negatively affected the liberties, livelihoods, and/or civil or human rights of any person, intentionally or unintentionally, such that the commemorative import of the memorial or commemoration is inconsistent with the values of the Town and its citizenry.

The goal of the rewritten policy is to encourage donations while maintaining appealing aesthetic impacts as well as mitigate the on-going maintenance costs by standardizing guidelines and procedures for the installation and care of donated improvements.

**Notable changes in this draft policy include:**

1. Elimination of Origination of Proposals for Monuments. Applications are no longer limited to a member of the Town Council, an advisory board, or any Carrboro citizen or group of citizens.
2. Requires review and approval by the Recreation and Parks Commission.
3. Includes an equity component, contingent upon funding, to assist with the financial burden of the purchase and installation of a monument on Town property.

**The rewritten policy is separated into the following ten (10) sections:**

1. Purpose - outlines the purpose of the policy and provides examples of monuments.
2. Standards for New Donations - Addresses acquisition/ purchase of monuments, appearance and aesthetics, maintenance, repair, and cost.
3. Procedure for Making a Donation - Describes the procedure to make donations.
4. Criteria for Acceptance - Outlines criteria for acceptance including guidelines and approval by the Recreation and Park Commission. Three of the six guidelines in the existing policy are listed in this section, including the guideline added at the request of the Town Council in 2019. The three guidelines that were omitted are addressed in other sections of the new policy.
5. Donation Acknowledgement/Memorial Plaques - Standardizes the size and text on memorial plaques.
6. Monuments - Prohibits the installation of monuments resembling those typically found in cemeteries.
7. Other Donations - Addresses additional donations other than those specifically listed in the policy.
8. Conditions - Outlines installation and removal or relocation of monuments.
9. Maintenance and Repair - Addresses long-term maintenance, life cycle, and replacement of the monument.
10. Equity - Provides information regarding funding to assist with the financial burden associated with the purchase and installation of monuments on Town property.

Applicants are responsible for the cost of the monument and installation. The rewritten policy includes an equity component to assist with the financial burden associated with the purchase and installation of monuments. The funds, estimated at \$4,000, will be requested in Public Works FY25 budget. Additionally, there will be a staff impact associated managing the program.

**Attachments:**

- Current Memorial & Donation Policy
- Proposed Memorial & Donation Policy
- Updated Application



## **OFFICIAL TOWN POLICY AND APPLICATION FORM FOR MONUMENTS LOCATED ON TOWN PROPERTY**

### **POLICY FOR MONUMENTS LOCATED ON TOWN PROPERTY**

#### **1. Definitions**

For purposes of this policy, the term "monument" shall mean any plaque, statue, structure, tree, shrub, landscaping, or other object or thing constructed, erected, planted, or otherwise located on town-owned or leased property (and intended to remain on such property on a long-term basis) to commemorate or memorialize any person, place, or event. Historical markers erected by or with the authorization of the N.C. Department of Transportation within State maintained rights-of-way are exempted from this policy.

#### **2. Origination of Proposals for Monuments**

Proposals for the erection of a monument may come to the Town Council in any of the following ways:

- a) A member of the Town Council may suggest the monument.
- b) An advisory board may make such a recommendation.
- c) Any Carrboro citizen or group of citizens may request that a monument be erected. Such requests shall be submitted in writing and shall describe the type of monument requested, the proposed location, and the justification for the monument. The town may establish an application form that must be completed.

#### **3. Staff Review of Proposals for**

The Town Council may refer any request for the erection of a monument to the staff for an analysis of the extent to which the proposed monument is consistent with the guidelines established in Section 4 of this policy.

#### **4. Guidelines for Review of Proposals for Monuments**

In deciding whether to approve a proposed monument, the Town Council shall consider the following, in addition to any other matters that the Council deems relevant:

- a) The general or local significance or prominence of the person, place, or event commemorated or memorialized.
- b) Whether the person, place, or event commemorated or memorialized is significant, important, or relevant to the public generally, as opposed to a small group of persons.

TOWN POLICY AND APPLICATION  
FOR MONUMENTS LOCATED ON TOWN PROPERTY  
UPDATED 6/4/23

- c) Whether the person, place, or event to be commemorated or memorialized has negatively affected the liberties, livelihoods, and/or civil or human rights of any person, intentionally or unintentionally, such that the commemorative import of the memorial or commemoration is inconsistent with the values of the Town and its citizenry.
- d) Whether the monument's proposed location will be compatible with its surroundings.
- e) The enduring quality and character of the materials used to create the monument.
- f) The cost to the town of constructing, erecting, locating, and maintaining the monument.



## **APPLICATION FORM FOR A MONUMENT LOCATED ON CARRBOROTOWN PROPERTY**

*The Carrboro Town Council has the sole authority to approve the establishment, maintenance, and production of those things which merit designation as monuments for the use, education, and view of the general public in order to remind the citizens of this community, its visitors and tourists of the rich historic, cultural and natural heritage of the Town.*

*In order to adopt a uniform methodology, the Town Council has adopted the attached "Policy for Monuments Located on Town Property." This application provides the format for submittal of the information required by the policy.*

**Name(s) of Individual(s) or Group Making Application:**

**Contact Address:**

**Contact Telephone:**

**Contact Email:**

**This is a proposal to place a monument in honor of:**

\_\_\_\_\_ An individual \_\_\_\_\_ A place \_\_\_\_\_ An event

**Name and/or description of individual, place, or event to be memorialized:**

**Please include here any statement about his / her / its significance or contribution to the community and/or why you believe this monument should be established.**

TOWN POLICY AND APPLICATION  
FOR MONUMENTS LOCATED ON TOWN PROPERTY  
UPDATED 6/4/23

If the individual is living, do you have the person's permission to pursue the placement of this monument?

If the individual is living, please list their address and telephone number below:

If the individual is deceased, do you have the permission of the immediate family? (please list name and contact information of person(s) who gave permission as well as what their relationship to the deceased is).

**Describe the materials, size, and general nature of the proposed monument:** (If a photograph, drawing, or other rendering of the proposed monument is available, that may suffice.)

**Describe the proposed location of the monument, including any special significance of this location:** (A sketch showing the proposed location of the monument is helpful.)

**List any text that will be included as part of the monument, if applicable:**

**Describe any cost that would be incurred by the Town of Carrboro in the purchase, erection, or maintenance of the proposed monument:** (Beyond normal maintenance of the area where the monument will be located.)

**If the monument will require maintenance but the Town is not being asked to maintain it, who will provide for the maintenance of the monument?**

\_\_\_\_\_  
Signature of Person Submitting Application

\_\_\_\_\_  
Date

**COMPLETED APPLICATIONS SHOULD BE FORWARDED TO:**

TOWN CLERK'S OFFICE  
CARRBORO TOWN HALL  
301 WEST MAIN STREET  
CARRBORO, NC 27510



## OFFICIAL TOWN POLICY FOR MEMORIALS AND DONATIONS LOCATED ON TOWN PROPERTY

### 1: PURPOSE

The purpose of this policy is to establish guidelines, standards, and procedures for the installation and care of donated improvements, either as a result of monetary or physical property donation. These donations include but are **not** limited to the following items: park benches, bicycle racks, picnic tables, drinking fountains, trees, and other types of physical accessories. All donations are dependent on the specific needs of the Town of Carrboro. The Town wishes to encourage donations while maintaining appealing aesthetic impacts as well as mitigating the on-going maintenance costs. Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, long-term care, and replacement of all donations made after the adoption of this policy.

### 2: STANDARDS FOR NEW DONATIONS

**Acquisition or Purchase:** The Town and the community have a strong interest in ensuring that donated elements provided are of high quality in style, appearance, durability, and maintenance. Town employees will be responsible for the purchase and installation of all memorials and all other donated items.

**Appearance and Aesthetics:** The Town and community share an interest in providing the best appearance and aesthetic quality of public facilities. All donated elements should reflect the character of the park or facility and meet the current Town standard for the item in question. Elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

**Maintenance:** Donated elements, and/or their associate donation acknowledgements, become Town property. Accordingly, the Town has the duty to maintain the donation only for the expected life cycle of the donation. At the end of the donated item's life cycle, the Public Works Department will attempt to notify the donor, using the current contact information on file, to give them the opportunity to take further action. The Town may relocate a donation, if the need arises, to accommodate the needs of the Town.

**Repair:** The community has an interest in ensuring that all park and facility elements remain in a good and safe condition. Additionally, the Town wishes to see that all park and facility element short-term and long-term repair costs are minimal. All donated elements must be of high quality to ensure long life. All elements must also be resistant to weather conditions, wear and tear, and vandalism.

**Cost:** The Town has an interest ensuring that the donor covers the full cost of the purchase and installation during the expected life cycle of any donated elements. The Town also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other Town facilities. Consequently, the Town will provide quality, durable and low-



maintenance options to the donor to keep maintenance expenses low. The Applicant will be invoiced for the full cost of the memorial/donation. See Section 10: Equity, for information regarding funding assistance.

### **3: PROCEDURE FOR MAKING A DONATION**

The donor must contact the Public Works Department to determine whether a donation may be accepted based upon criteria contained in this policy. If a donation meets the Town's guidelines, the donor will be required to complete the *Application for a Memorial/Donation Located on Town Property*. The application is located on the Town's website. A printed copy of the application will be made available upon request. Payments for memorials/donations shall be made to the Town of Carrboro through the Finance Department.

**Notification:** It shall be the responsibility of the donor to provide the Town with a current address for purposes of notification regarding their donation. In the event of changes related to the status of their donation, the Public Works Department will send a certified letter to the donor's address on file to notify them of the changes related to their donation (i.e. a need to remove, relocate, or other conditions set forth in this policy.)

### **4: CRITERIA FOR ACCEPTANCE**

**Recreation Facilities:** The Town may accept the donation under the following circumstances: Donation meets a true need of the facility, the donation does not interfere with the intended current or future use of the facility, and the donation does not require the relocation of other equipment or infrastructure.

**All Other Facilities:** The Town may accept the donation under the following circumstances: Donation meets a true need of the facility as determined by the goals and vision of the facility or those established by the Town Council.

**Recreation and Parks Commission:** All applications for donations/memorials which meet the criteria above will be presented to Recreation and Parks Commission. In deciding whether to approve a proposed monument, the Commission shall consider the following:

- a) The general or local significance or prominence of the person, place, or event commemorated or memorialized.
- b) Whether the person, place, or event commemorated or memorialized is significant, important, or relevant to the public generally, as opposed to a small group of persons.
- c) Whether the person, place, or event to be commemorated or memorialized has negatively affected the liberties, livelihoods, and/or civil or human rights of any person, intentionally or unintentionally, such that the commemorative import of the memorial or commemoration is inconsistent with the values of the Town and its citizenry.



**5: DONATION ACKNOWLEDGEMENT/MEMORIAL PLAQUES**

The donation of acknowledgements or memorial plaques will be utilized only in the cases of donation of benches, picnic tables, large play structures, trees, and drinking fountains. The type of donated item will determine the donation plaque and location of plaque installation. This includes material and size established by the Town of Carrboro and all text for donation plaques. Donation acknowledgements and memorial plaques, as approved by the Town, are to be purchased through a Town-approved vendor to ensure the highest quality, life, and durability.

Acknowledgements/memorials are limited to a maximum of three lines, and donors may choose from the following three acknowledgement/memorial options: “Donated by \_\_\_\_\_,” “In memory of \_\_\_\_\_,” or “Dedicated to \_\_\_\_\_.”

Plaques shall meet the following requirements.

Plaques placed on benches, tables, bike racks, and drinking fountains shall be made of bronze and be no more than 32 square inches in size, and the text shall be limited to 3 lines.

The first line shall be either; In Memory Of; Donated By; Dedicated To  
Name of person or donor  
Date(s) of donation or lifespan

Plaques associated with memorial trees, shrubs, structures, landscaping, or other object, shall be located within eight feet of the object, be no greater than ten inches (10”) by twelve inches (12”) in size, and made of bronze. The procedure for the plaque installation shall be to embed the plaque in a concrete base or mount it to a flat rock. If set in a lawn area the plaque shall be set flush so mowing equipment will not need to navigate around it. The proposed wording on the plaque shall require approval of the Town Council prior to installation.

**6: MONUMENTS**

***Memorials, plaques, or any upright monument or monuments resembling those typically found in cemeteries may not be installed on any Town-owned property or facility.*** This includes, but is not limited to stones, plaques, pillars, and gardens. The Town Council has final approval on any donated monument.

**7: OTHER DONATIONS**

There may be additional donations possible other than those expressly listed or contained within this policy. The Town may accept those donations with discretion and review by the Public Works Department as previously described.



## **8: CONDITIONS**

**Installation:** Town personnel will complete installation of donated elements, including any donor acknowledgement/memorial plaques. Installations will be scheduled at a time and date determined by the Public Works Department so as not to conflict with routine maintenance activities.

**Removal and/or Relocation:** The Town reserves the right to remove and/or relocate donated elements and their associated donation acknowledgments/memorial plaques, when they interfere with site safety, maintenance, construction activities, or vandalism. In accordance with previously stated procedure in this policy, the Town will attempt to send a certified letter to each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain circumstances, such as safety or emergency situations, the notification may be made after the action is taken. In the event a donation must be permanently removed, the Town will seek an alternative location consistent with this policy. The Town is not responsible for the replacement or repair of any donated elements damaged or destroyed by vandalism or natural occurrences.

## **9: MAINTENANCE AND REPAIR**

The long-term care and maintenance of donated elements is important to both the donor and the Town. Periodic maintenance will be made on each donation to ensure that they remain in the highest quality. At the end of the donation's life-cycle term, the donor may choose to replace the donation with a like item at current value. The Town reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation or if the Town has not been able to contact the original donor.

## **10: EQUITY**

The Town has an interest in promoting Equity for all residents. If a resident would like to request a memorial but does not have the financial ability to pay for the item, they can file an application with the Public Works Department. The application will be reviewed in the same manner as all other applications. Those applications which would be approved after evaluation by Public Works, will be brought to the Recreation and Parks Commission. The Public Works Department will provide an estimated cost for each requested item to the Commission, and the amount in the budget for monuments. The Commission will select which items will be funded based on available funding in the budget. If no money is available in the current Budget, the item can be reviewed in the next fiscal year.



## APPLICATION FOR A MEMORIAL/DONATION LOCATED ON TOWN PROPERTY

Please review the [Town's Policy for Memorials and Donations Located on Town Property](#) prior to submitting this application. For questions, please contact Carrboro Public Works at 919-918-7428 or [pworks@carrboronc.gov](mailto:pworks@carrboronc.gov).

### Applicant's Information

Name(s): \_\_\_\_\_

\_\_\_\_\_

Primary Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Memorial/Donation Information

Memorial/Donation in Honor of:

An individual     A place     An event     Other \_\_\_\_\_

Type of Memorial/Donation:

Bicycle Fix-it Station     Drinking Fountain     Picnic Table

Bicycle Rack     Park Bench     Tree

Other (please describe): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Location (attach a sketch of the location if possible): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



APPLICATION FOR A MEMORIAL/  
DONATION LOCATED ON TOWN PROPERTY

**Memorial/Donation Plaques**

Memorial/donation plaques shall be made of bronze and the text shall be limited to 3 lines. Applicants may choose one of the below acknowledgements/memorial options and the two remaining lines may contain the name of person or donor and dates of donation or lifespan.

Please select one acknowledgements/memorial option below and complete the information as it will appear on the plaque.

Donated by \_\_\_\_\_

In memory of \_\_\_\_\_

Dedicated to \_\_\_\_\_

Please complete the remaining two (2) lines as they will appear on the plaque:

Name of person or donor: \_\_\_\_\_

Date of donation or lifespan: \_\_\_\_\_

**Maintenance**

The long-term care and maintenance of donated elements is important to both the donor and the Town. Periodic maintenance, performed by Town employees, will be made on each donation to ensure that they remain in the highest quality.

**Costs**

The applicant is responsible for the cost of the purchase and installation of the memorial/donation. The Town will provide quality, durable and low-maintenance choices to the donor to keep maintenance expenses low. The Applicant will be invoiced for the full cost of the memorial/donation.

The Town has an interest in promoting Equity for all residents. If a resident would like to request a memorial but does not have the financial ability to pay for the item, they can file an application with the Public Works Department. The application will be reviewed in the same manner as all other applications. Those applications which would be approved after evaluation by Public Works, will be brought to the Recreation and Parks Commission.

**Signature**

\_\_\_\_\_  
Signature of Applicant (Primary Contact)

\_\_\_\_\_  
Date

Email completed application to [pworks@carrboronc.gov](mailto:pworks@carrboronc.gov) or mail completed application to Carrboro Public Works, 301 W. Main St., Carrboro, NC 27510.