



UNIVERSITY PARK CITY COUNCIL AGENDA MEMO

Meeting Date:
2/17/2026

Item Type:
Consent Agenda

Subject: Approval of a Resolution amending Appendix A – Fee Schedule for the inclusion of fees associated with parkway tree planting applications and Park Memorial Programs

Prepared By: Sean Johnson, Parks and Recreation Director

Background:

Over the past 20 years, residents have had the opportunity to participate in the UP Parks and Recreation Memorial programs to commemorate family members and assist with improvements in our parks. The Parks and Recreation Department currently manages four major memorial programs:

- Memorial Tree Program
- Trees for UP
- Memorial Bench Program
- Playground Border Stone Engraving Program.

Each of these programs provides residents with opportunities to honor loved ones and create lasting tributes within University Park's public spaces.

Staff developed a Sponsorships, Donations, and Memorial Policy to provide guidelines for the solicitation, administration, and acceptance of sponsorships, donations, and memorials received by the City of University Park. This policy was provided for PAC member review at a meeting last year that outlined authority, approval, and specific guidelines for memorials, sponsorships, and donations.

At the June 2025, November 2025, and January 2026 Parks Advisory Committee meetings it was recommended increasing the associated fees of the playground border stones, memorial trees, trees for UP and memorial benches.

At the January 20, 2026 City Council meeting, staff provided a comprehensive update on each of these park memorial programs. In addition, city council adopted an ordinance amending Article 1.10 that included the establishment of a parkway tree planting application fee.

This item is to request city council approval of a resolution amending Appendix A – and adding Section A6.010 (Parkway Tree Planting Application) and Section A6.011 (Memorial Programs) to the Master Fee schedule.

Fiscal Impact:

- Not Applicable
- Budget Amendment Required
- Proposed Revenue
- Proposed Expenditure

Master Plan Goal:

Please check the associated Theme and provide the corresponding action item number.



	Theme	Action Item(s)
<input checked="" type="checkbox"/>	Affirming Sense of Place	2.3
<input type="checkbox"/>	Assuring Connectivity	
<input type="checkbox"/>	Innovative Governance	
<input type="checkbox"/>	Technological Integration	
<input type="checkbox"/>	Preparing for the Future	
<input type="checkbox"/>	Not Applicable	

Recommendation:

Staff recommends approval of the resolution amending Appendix A - Section A6.00 of the Master Fee schedule.

Committee Review (optional):

At the June 2025, November 2025, and January 2026 Parks Advisory Committee meetings it was recommended increasing the associated fees of the playground border stones, memorial trees/ trees for UP and memorial benches.

Attachments:

Fee Schedule Amendment Resolution
 Appendix A Section - A6.010 Parkway Tree Application; Section A6.011 Memorial Programs.