



MEMORANDUM

TO: Parks and Recreation Board

FROM: Sara L. Hensley, CPRP
Director, Austin Parks and Recreation Department

DATE: December 2, 2011

SUBJECT: Cemeteries Master Plan Update

The Parks and Recreation Department (PARC) is seeking to prepare a Master Plan for the five (5) cemeteries under its management: Austin Memorial Park Cemetery, Evergreen Cemetery, Oakwood Cemetery, Oakwood Annex, and Plummers Cemetery.

PARC is in the process of finalizing a rotation list assignment with Atkins, a local firm with a strong portfolio in cemetery-related work, to provide a Preliminary Engineering Report (PER). This report, which is a necessary first step in the development of a Master Plan, will include an engineering assessment of the facilities and a cost estimate for needed repairs.

PARC staff will lead the effort in developing the Master Plan, which will include an extensive public engagement process. Additional components of the Master Plan will include a historic context for the development of each site as well as field surveys to identify resources that may be eligible for historic designation; a long-range vision for improvements and programming opportunities; a preservation treatment plan for historic resources; a maintenance plan and standard of care; an emergency preparedness plan; as well as the identification of partnerships and funding opportunities.

Next steps include:

1. Development of an in-house project team, which includes an architectural historian, landscape architect, a GIS technician, forestry staff and graphic design staff.
2. Working with PARC Planning and Development staff as well as both PARC and Corporate Public Information Office (PIO) to develop the public engagement process.
3. Develop a timeline for the completion of the Master Plan upon receipt of the Facilities Assessment.

The PER is expected to be completed by June of 2012. Historic research will proceed concurrently with the development of the PER, and public engagement will begin once the PER is received. PARC anticipates that the Cemeteries Master Plan will be developed by March 2013, with approval by Council expected by June 2013.

Cc: Kelly Snook, ASLA, Assistant Director
Cora Wright, Assistant Director
Marty Stump, Project Management Supervisor
Beverly Mendez, Contract Compliance Manager