



### **Staff Report**

**To:** Historic Preservation Commission  
**From:** Darci Carlson, Town Clerk  
**Date:** September 17, 2020  
**Re:** **Documentation of the Pioneer Cemetery**

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The Pioneer Cemetery is a priceless historical asset that tells a story about our community's past. The efforts of the Historic Preservation Commission (HPC) to document this resource, and begin to develop a plan to protect and preserve it, is critical. We are excited to help get the process started.

According to the State Historic Preservation Office (SHPO), the first step in all preservation efforts is documentation. Following this advisement, the HPC will begin to document the current condition of the cemetery grounds, headstones, markers, and important features in order to create an accurate record. This record will help establish preservation priorities and be used as a tool to apply for grants, other funding opportunities, and possible application to the National Register of Historic Places.

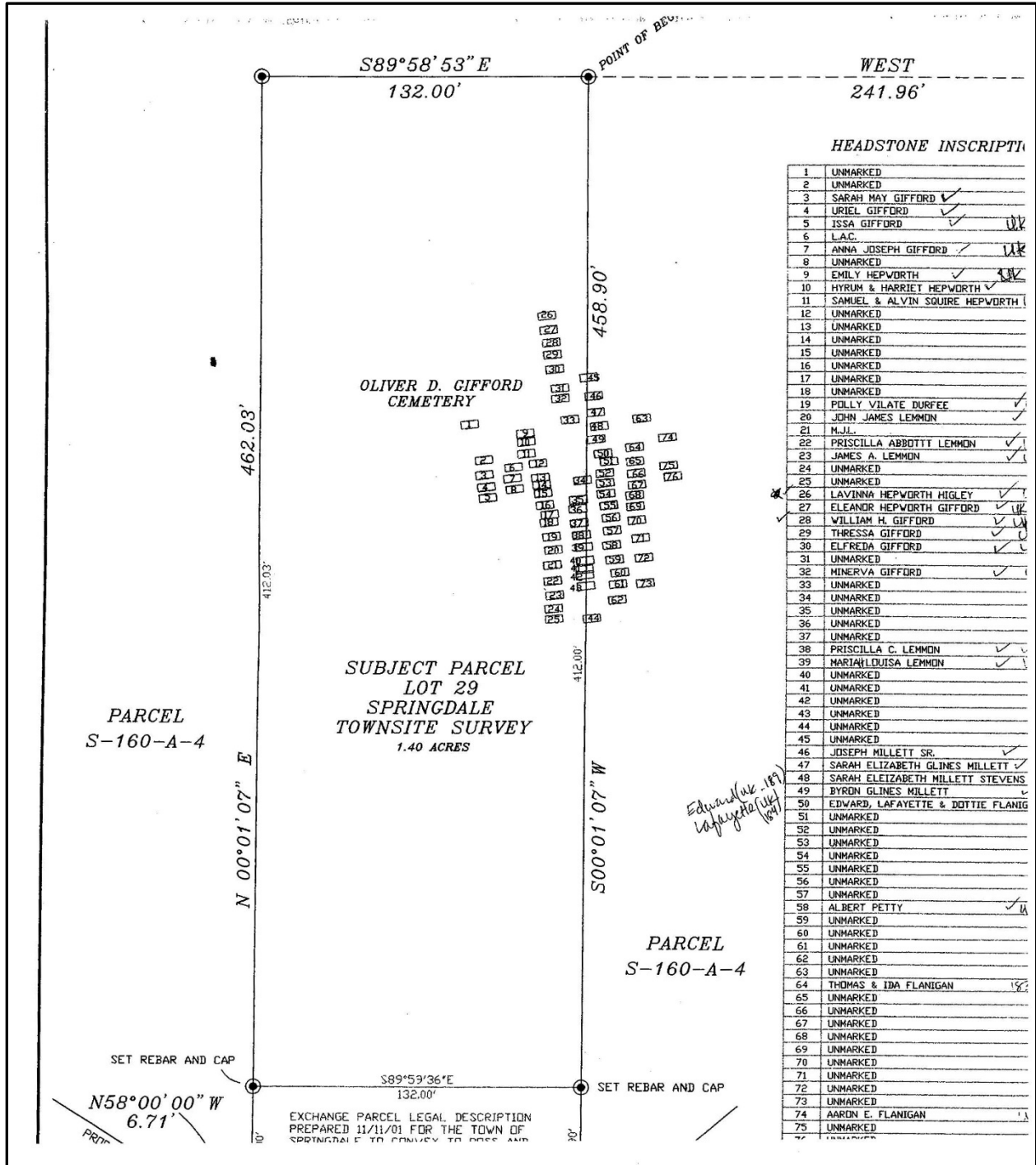
Before we meet on Wednesday, it would be useful for each Commissioner to watch this webinar from the National Center for Preservation Technology and Training on Cemetery Documentation. Please click [here](#) to access the video. This is a summary of the content based on time stamps:

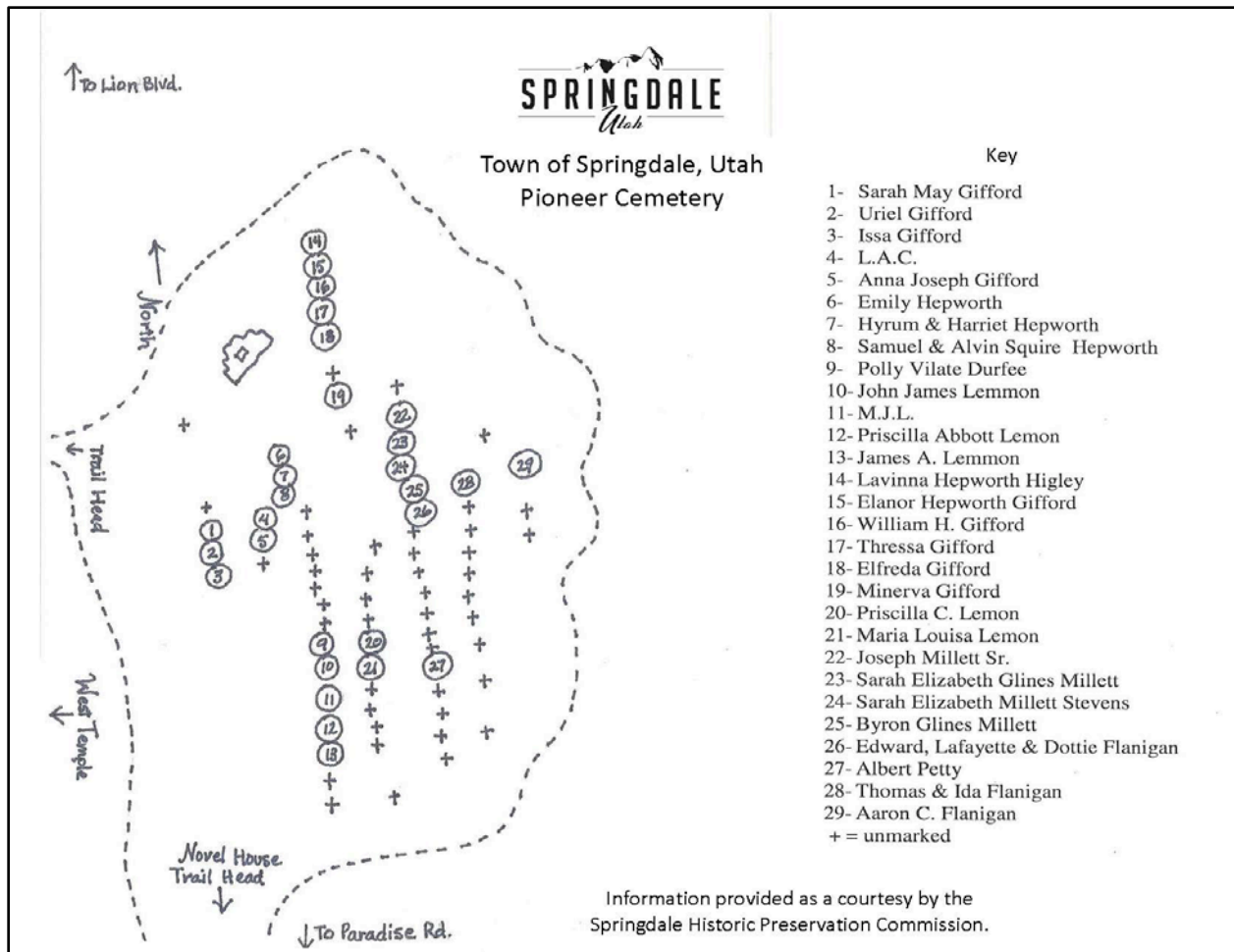
- 00:00 to 14:19 - What is a Cemetery? And the importance of accurate documentation
- 14:20 to 33:40 - Types of grave markers, including all possible materials and formats
- 33:41 to 51:23 - Documentation techniques including recording strategies, mapping, photo tips
- 51:24 to 55:52 - Supplemental research of the deceased including birth, marriage, death records
- 55:53 to End - Headstone Cleaning video followed by a Q&A

The webinar references the importance of standardization in the documentation process and being sure everyone uses common terminology. The [SHPO website](#) provides access to forms that will help us achieve this. Staff is also looking at ways to customize forms specifically for Springdale, making them fillable electronically.

Perhaps the best way to efficiently tackle documentation will be to divide the cemetery into sections and assign a specific section to each Commission member to complete. The group can discuss other possible ideas when we meet. Commissioners can work in pairs to get work done, but not in a larger group without calling a public meeting.

A bird's eye map and key to the grave occupants has already been created. As you will notice, a number of the sites are unmarked. Commissioners may consider doing some research of church records, death records, oral interviews etc. to determine who else may be buried in the Pioneer Cemetery. It would be incredibly exciting to identify more names!





Documentation should come ahead of the Commission developing a vision for improvements and preservation of the property. Once this first phase is complete Commissioners can begin work on a plan for restoration and maintenance.

For Wednesday's meeting, please bring comfortable walking shoes, a hat, and some water to drink. The foot path accessing the hilltop where the Pioneer Cemetery is located is near the corner of Paradise Lane and Winderland Lane. If you have a residential parking pass for your vehicle, you can park on the portion of Winderland Lane north of Paradise Lane (across from the Moenave single-family homes). Or, you are welcome to park in the parking stalls adjacent to the Jolley-Gifford Cemetery down Paradise Lane west of Winderland. Staff will meet you at the bottom of the foot path.

**Summary**

As an initial first step in protecting, preserving, and interpreting the historic pioneer cemetery, the HPC should document existing conditions in the cemetery. The resources in this report will help the HPC with this task.

During the meeting, the HPC should make a plan for documentation of the cemetery conditions. The HPC should assign specific documentation tasks to individual Commissioners.

After existing conditions have been documented, the HPC should form a vision for the future protection, preservation, and interpretation of this important historic asset.

The visioning process will be done in a future meeting, after the immediate task of documentation has been complete. The HPC does not need to form a vision for the cemetery in this meeting. The present meeting should be devoted to forming a plan for documentation of existing conditions.

If you have any questions please reach out to staff. We look forward to your upcoming meeting.