
APPENDIX N

CITY EMAIL UPDATES

Subject: Cemetery Master Plan Meeting #1 on April 30, 2014

Date: Sunday, April 6, 2014 at 10:54:07 AM Central Daylight Time

From: McKnight, Kim

To: undisclosed-recipients;

Greetings,

The City of Austin Parks and Recreation Department (PARD) will kick-off the Cemetery Master Plan process at the first meeting on **Wednesday, April 30, 2014 from 6:00-8:00 p.m. at the Carver Branch Library**. The City of Austin recently selected AmaTerra Environmental, Inc. to develop the master plan, which is expected to take a year to complete. This will be the first planning effort for the city's five historic municipal cemeteries. The second meeting is scheduled for **June 26, 2014** at the Northwest Recreation Center.

Meeting #1

6:00-8:00 pm, Wednesday, April 30, 2014

Carver Branch Library

1161 Angelina St, Austin, TX 78702

Comprehensive Tree Survey

The Cemetery Master Plan will also incorporate a comprehensive survey of cemetery trees, which have suffered from the recent drought conditions. PARD is pleased to be able to partner with the City Arborist Program in the Planning Development and Review Department to make this tree survey possible and allow for data-driven decision making with regard to the management trees in cemeteries. This cemetery tree survey project is the first of many in an exciting new era of urban forest management following the adoption of the Austin Urban Forest Plan.

Meet the Cemetery Master Plan Team

Mason Miller, M.A. project manager and archeological principal investigator at AmaTerra Environmental, Inc. will manage a uniquely qualified team in developing the plan. AmaTerra's most recent work on behalf of the City of Austin involved the successful community-engaging archeological excavations of the Vara Daniel Site in Zilker Park back in 2009. Additionally, AmaTerra Environmental was awarded the Texas Historical Commission's Award of Merit in Archeology for their recovery excavations at the previously abandoned and inundated Montgomery Hill Cemetery along the shores of Richland Chambers Reservoir in Navarro County, Texas. Laura Knott, RLA, ASLA, from John Milner Associates, A Virginia-based cultural resource management and historic preservation firm, will be principal landscape architect for the City of Austin Cemetery Master Plan. Knott recently directed successful historic cemetery management plans for the City of New Braunfels and a cultural landscape report for Austin's Oakwood Cemetery. Knott, a 25-year Austin resident and practicing Texas landscape architect, specializes in the development of cultural landscape reports, historic landscape design and management plans. Steph McDougal, MTSC, MSHP, of McDoux Preservation LLC, a Houston-based historic preservation consulting and public engagement firm, will develop each cemetery's cultural and historical context, assess grave marker conditions, provide the city with preservation policy and funding recommendations, and conduct the project's extensive public input/community engagement efforts.

Background

In Summer, 2013, PARD engaged the community in the development of a Scope of Work for the Cemetery Master Plan. In September, 2013, PARD issued a Request for Proposals for a Cemetery Master Plan, including a comprehensive tree survey, for all five City of Austin cemeteries. On February 27, 2014, the Austin City Council authorized the award, negotiation, and execution of a contract with AMATERRA

ENVIRONMENTAL, INC. to provide cemetery consulting services in an amount not to exceed \$207,647.57

Links to Additional Information

[Click here](#) to view the Request for Proposals for the Cemetery Master Plan.

[Click here](#) to review the final Scope of Work for the Cemetery Master Plan.

[Summary of feedback received about the Draft Scope of Work.](#)

[Summary of June Cemetery Stakeholder Meetings and Feedback Received to Date](#)

[Presentation #1—Introducing the Master Plan Process](#)

[Presentation #2—Existing Cemetery Conditions](#)

For more information, please visit the Cemetery Master Plan website at

<http://www.austintexas.gov/department/cemetery-master-plan>.

We look forward to starting the planning process soon and appreciate the community's continued involvement. Please do not hesitate to contact me should you have any questions.

Kim McKnight, MSHP
Project Coordinator & Cultural Resource Specialist
Planning and Development Division
Parks and Recreation Department
City of Austin
512/974-9478
kim.mcknight@austintexas.gov

Subject: Reminder: Cemetery Master Plan Meeting tomorrow

Date: Tuesday, April 29, 2014 at 4:47:26 PM Central Daylight Time

From: McKnight, Kim

To: undisclosed-recipients;

Greetings,

The City of Austin Parks and Recreation Department (PARD) will kick-off the Cemetery Master Plan process **tomorrow, Wednesday, April 30, 2014 from 6:00-8:00 p.m.** at the Carver Branch Library. This will be the first of five public meetings to be held as part of the planning effort for the city's five historic municipal cemeteries, which include Austin Memorial Park Cemetery, Evergreen Cemetery, Oakwood Cemetery, Oakwood Cemetery Annex, and Plummers Cemetery. The first meeting will incorporate a memory workshop at which participants can share their personal connections with the City of Austin cemeteries.

Meeting #1

6:00-8:00 pm, Wednesday, April 30, 2014

Carver Branch Library

1161 Angelina St, Austin, TX 78702

The second meeting is scheduled for June 26, 2014 at the Northwest Recreation Center.

Please note that a concurrent public engagement process related to cemetery rules is taking place in May and June. More information about this process can be found at <http://www.austintexas.gov/department/cemetery-rules-and-regulations-project> or by calling (512) 978-2320.

Comprehensive Tree Survey

The Cemetery Master Plan will also incorporate a comprehensive survey of cemetery trees, which have suffered from the recent drought conditions. PARP is pleased to be able to partner with the City Arborist Program in the Planning Development and Review Department to make this tree survey possible and to allow for data-driven decision-making with regard to the management of trees in cemeteries. This cemetery tree survey project is the first of many in an exciting new era of urban forest management, following the adoption of the Austin Urban Forest Plan.

Stakeholder Interviews

The Cemetery Master Plan team is working with the City of Austin to ensure that a broad range of stakeholders is represented in the planning process by conducting phone interviews. If you would like to be considered as a potential interviewee, please email Kim McKnight at kim.mcknight@austintexas.gov or call 512/974-9478 by Friday, May 2, 2014.

Meet the Cemetery Master Plan Team

The City of Austin recently selected AmaTerra Environmental, Inc. to develop the master plan, which is expected to take a year to complete.

Mason Miller, M.A., project manager and archeological principal investigator at AmaTerra Environmental, Inc. will manage a uniquely qualified team in developing the plan. AmaTerra's most recent work on behalf of the City of Austin involved the successful community-engaging archeological excavations of the Vara Daniel Site in Zilker Park back in 2009. Additionally, AmaTerra Environmental was awarded the Texas Historical Commission's Award of Merit in Archeology for their recovery excavations at the previously abandoned and inundated Montgomery Hill Cemetery along the shores of Richland Chambers Reservoir in

Navarro County, Texas.

Laura Knott, RLA, ASLA, from John Milner Associates, a Virginia-based cultural resource management and historic preservation firm, will be the principal landscape architect for the City of Austin Cemetery Master Plan. Knott recently directed successful historic cemetery management plans for the City of New Braunfels and a cultural landscape report for Austin's Oakwood Cemetery. Knott, a 25-year Austin resident and practicing Texas landscape architect, specializes in the development of cultural landscape reports, historic landscape design and management plans.

Steph McDougal, MTSC, MSHP, of McDoux Preservation LLC, a Houston-based historic preservation consulting firm, will develop each cemetery's cultural and historical context, assess grave marker conditions, provide the city with preservation policy and funding recommendations, and conduct the project's extensive public input/community engagement efforts.

Background

In Summer, 2013, PARD engaged the community in the development of a Scope of Work for the Cemetery Master Plan. In September, 2013, PARD issued a Request for Proposals for a Cemetery Master Plan, including a comprehensive tree survey, for all five City of Austin cemeteries. On February 27, 2014, the Austin City Council authorized the award, negotiation, and execution of a contract with AmaTerra Environmental, Inc. to provide cemetery consulting services in an amount not to exceed \$207,647.57.

For more information, please visit the Cemetery Master Plan website at <http://www.austintexas.gov/department/cemetery-master-plan>.

We look forward to starting the planning process soon and appreciate the community's continued involvement. Please do not hesitate to contact me should you have any questions.

Best regards,
Kim McKnight

Kim McKnight, MSHP
Project Coordinator & Cultural Resource Specialist
Planning and Development Division
Parks and Recreation Department
City of Austin
512/974-9478
kim.mcknight@austintexas.gov

Subject: June 26 Cemetery Master Plan meeting #2

Date: Friday, May 16, 2014 at 8:51:59 AM Central Daylight Time

From: McKnight, Kim

To: undisclosed-recipients;

Greetings,

The Parks and Recreation Department will hold the second Community Meeting for the Cemetery Master Plan process on **Thursday, June 26, 2014** from **6:00-8:00 p.m.** at the **Northwest Recreation Center at 2913 Northland Drive**. This will be the second of five public meetings to be held as part of the planning effort for the city's five historic municipal cemeteries, which include Austin Memorial Park Cemetery, Evergreen Cemetery, Oakwood Cemetery, Oakwood Cemetery Annex, and Plummers Cemetery. The City of Austin recently selected AmaTerra Environmental, Inc. to develop the master plan, which is expected to take a year to complete. The master plan will include recommendations related to historic preservation, tree care, and cemetery management issues. This will be the first planning effort for the city's five historic municipal cemeteries.

The second Community Meeting will present best practices and examples of how other cities handle signage, wayfinding, and interpretation in historic cemeteries. The team will also share from their ongoing outreach and community engagement efforts and receive additional input and feedback from the public. The team will collect written recollections of family traditions involving the cemeteries, and citizens are also encouraged to bring photos of their family's graves or cemetery traditions to be scanned by the project team during the meeting.

Meeting Information

Cemetery Master Plan Meeting #2

6-8pm, Thurs. June 26, 2014

Northwest Rec Center

2913 Northland Dr, Austin, TX 78757

Recap from Meeting #1

The first Cemetery Master Plan meeting was held on April 30 at the Carver Library. Information from the meeting summary is provided below.

Presentation:

http://www.austintexas.gov/sites/default/files/files/Parks/CIP/Cemeteries/Cem_MP_presentation_5-14_14.pdf

Meeting Summary:

http://www.austintexas.gov/sites/default/files/files/Parks/CIP/Cemeteries/Cem_MP_4_30_14_Mtg_Summary_FINAL.pdf

Memory Workshop Form-All community members are invited to fill out this form and send to memories@austincemeteryplan.com.

http://www.austintexas.gov/sites/default/files/files/Parks/CIP/Cemeteries/ACMP_meeting1_mem_worksheet-fillable.pdf

Cemetery Rules and Regulations

Please note that a concurrent public engagement process related to cemetery rules and regulations is taking place with open house meetings scheduled for May 20 and 21. More information about this process

can be found at <http://www.austintexas.gov/department/cemetery-rules-and-regulations-project> or by calling (512) 978-2320.

Comprehensive Tree Survey

The Cemetery Master Plan will also incorporate a comprehensive survey of cemetery trees, which have suffered from the recent drought conditions. PARD is pleased to be able to partner with the City Arborist Program in the Planning Development and Review Department to make this tree survey possible and allow for data-driven decision making with regard to the management trees in cemeteries. This cemetery tree survey project is the first of many in an exciting new era of urban forest management following the adoption of the Austin Urban Forest Plan.

Meet the Cemetery Master Plan Team

Mason Miller, M.A. project manager and archeological principal investigator at AmaTerra Environmental, Inc. will manage a uniquely qualified team in developing the plan. AmaTerra's most recent work on behalf of the City of Austin involved the successful community-engaging archeological excavations of the Vara Daniel Site in Zilker Park back in 2009. Additionally, AmaTerra Environmental was awarded the Texas Historical Commission's Award of Merit in Archeology for their recovery excavations at the previously abandoned and inundated Montgomery Hill Cemetery along the shores of Richland Chambers Reservoir in Navarro County, Texas. Laura Knott, RLA, ASLA, from John Milner Associates, A Virginia-based cultural resource management and historic preservation firm, will be principal landscape architect for the City of Austin Cemetery Master Plan. Knott recently directed successful historic cemetery management plans for the City of New Braunfels and a cultural landscape report for Austin's Oakwood Cemetery. Knott, a 25-year Austin resident and practicing Texas landscape architect, specializes in the development of cultural landscape reports, historic landscape design and management plans. Steph McDougal, MTSC, MSHP, of McDoux Preservation LLC, a Houston-based historic preservation consulting and public engagement firm, will develop each cemetery's cultural and historical context, assess grave marker conditions, provide the city with preservation policy and funding recommendations, and conduct the project's extensive public input/community engagement efforts.

Background

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For more information, please visit the Cemetery Master Plan website at <http://www.austintexas.gov/department/cemetery-master-plan>.

We appreciate the community's continued involvement. Please do not hesitate to contact me should you have any questions.

Best regards,
Kim McKnight

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Project Coordinator & Cultural Resource Specialist
Planning and Development Division
Parks and Recreation Department
City of Austin
512/974-9478
kim.mcknight@austintexas.gov

Subject: Cemetery Master Plan Update-Aug. 23 meeting and Newsletter #3

Date: Wednesday, July 30, 2014 at 9:51:49 AM Central Daylight Time

From: McKnight, Kim

To: undisclosed-recipients;

Greetings,

Mark Your Calendars for August 23

The Austin Parks and Recreation Department will hold the next community meeting for the Cemetery Master Plan process on Saturday, August 23 from 10:30am – 12:30pm at the Ruiz Branch of the Austin Public Library, 1600 Grove Blvd., Austin, TX 78741. This will be the third of five public meetings to be held as part of the planning effort for the city's five historic municipal cemeteries, which include Austin Memorial Park Cemetery, Evergreen Cemetery, Oakwood Cemetery, Oakwood Cemetery Annex, and Plummers Cemetery. The project team will present an assessment of the conditions of natural and human-made features found in the five historic City-owned cemeteries. The team will also share examples of heritage and cultural programming being conducted in other cemeteries around the United States and receive feedback from the public.

The City of Austin selected AmaTerra Environmental, Inc. to develop the master plan, which is expected to be completed in Spring 2015. The master plan will include recommendations related to historic preservation, tree care, and cemetery management issues. This will be the first planning effort for the city's five historic municipal cemeteries.

The July newsletter is available! Cemetery Master Plan Newsletter #3 (July, 2014):

http://austintexas.gov/sites/default/files/files/Parks/Cemeteries/ACMP_July_2014_Newsletter-final-small.pdf

Visit a special website, updated weekly, dedicated exclusively to the Cemetery Master Plan process:

<http://www.austincemeteryplan.com/>

Meeting Information

Meeting #3

10:30am – 12:30pm , Saturday, August 23

Ruiz Branch Library

1600 Grove Blvd.

Austin, TX 78741

Select this link for facility and location information:

<http://library.austintexas.gov/locations/Ruiz%20Branch>

Meeting #4

6:00-8:00 pm, Monday, November 3

Zilker Botanical Gardens

2220 Barton Springs Rd.

Austin, TX 78746

Select this link for facility and location information:

<https://austintexas.gov/zilkerbotanicalgarden>

For information about previous meetings, please visit:

<http://austintexas.gov/department/cemetery-master-plan>

Cemetery Rules and Regulations

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Project Coordinator & Cultural Resource Specialist
Planning and Development Division
Parks and Recreation Department
City of Austin
512/974-9478
kim.mcknight@austintexas.gov

Subject: Reminder--Cemetery Master Plan Meeting on Sat., Aug. 23
Date: Thursday, August 21, 2014 at 12:38:24 PM Central Daylight Time
From: McKnight, Kim
To: undisclosed-recipients;

Greetings,

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The Austin Parks and Recreation Department will hold the next community meeting for the Cemetery Master Plan process on **Saturday, August 23 from 10:30am – 12:30pm** at the **Ruiz Branch of the Austin Public Library, 1600 Grove Blvd., Austin, TX 78741**. This will be the third of five public meetings to be held as part of the planning effort for the city's five historic municipal cemeteries, which include Austin Memorial Park Cemetery, Evergreen Cemetery, Oakwood Cemetery, Oakwood Cemetery Annex, and Plummers Cemetery. The project team will present an assessment of the conditions of natural and human-made features found in the five historic City-owned cemeteries. The team will also share examples of heritage and cultural programming being conducted in other cemeteries around the United States and receive feedback from the public.

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Austin, TX 78741

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6:00-8:00 pm, Monday, November 3

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We appreciate the community's continued involvement. Please do not hesitate to contact me should you have any questions.

Best regards,
Kim McKnight

Kim McKnight, MSHP
Project Coordinator & Cultural Resource Specialist
Planning and Development Division
Parks and Recreation Department
City of Austin
512/974-9478
kim.mcknight@austintexas.gov

Subject: Cemetery Master Plan update: Speak Up survey, Newsletter #4 and Aug. 23 recap
Date: Thursday, September 11, 2014 at 3:43:17 PM Central Daylight Time
From: McKnight, Kim
To: undisclosed-recipients;

Greetings,

PARD held the most recent Cemetery Master Plan meeting on August 23. The project team presented an assessment of the conditions of natural and human-made features found in the five historic City-owned cemeteries. The team also shared examples of heritage and cultural programming being conducted in other cemeteries around the United States and received feedback from the public.

To view the presentation from the August 23 meeting, select this link: <http://goo.gl/9mFOyz>
To view the Aug. 23 meeting summary, select this link: <http://goo.gl/m58S6c>

The fourth community meeting for the City of Austin Cemetery Master Plan will be held on **November 3, 2014, from 6:00–8:00 p.m. at the Zilker Botanical Gardens, 2220 Barton Springs Road**. Please join the Cemetery Master Plan project team as they present and gather feedback on preliminary programming recommendations for the cemeteries, based on best practices from around the United States and feedback received to date from the community. The project team also will briefly present plans for addressing gravesite rules and regulations, which will be incorporated into the master planning process. To view a memo from PARD to City Council explaining the consolidation of these processes, select this link: <http://goo.gl/q5p6N6>.

Speak-Up Austin Survey Available!

Two community surveys are now online and ready for your input!

Survey #1 seeks to learn why and how often people currently visit the cemeteries. Select this link to access Survey #1: <http://goo.gl/WKZe35>

Survey #2 is about burial options. As cremation and natural/green burial become more popular, the City might consider creating spaces in one or more cemeteries for different interment alternatives. Select this link to access Survey #2: <http://goo.gl/tVXNU2>

Cemetery Master Plan Newsletter #4 is hot off the presses:

<http://goo.gl/KKeojq>

Visit a special website, updated weekly, dedicated exclusively to the Cemetery Master Plan process:

<http://www.austincemeteryplan.com/>

For updated information about the Cemetery Master Plan process and see view past newsletters and information from previous meetings, please visit: <http://austintexas.gov/cmp>. You may also call Kim McKnight at 512.974.9478 should you have questions or concerns.

Best regards,
Kim McKnight

Kim McKnight, MSHP
Project Coordinator & Cultural Resource Specialist
Planning and Development Division
Parks and Recreation Department

Subject: Cemetery Master Plan update: Speak Up survey, Newsletter #5 and Nov. 3 meeting

Date: Friday, October 10, 2014 at 1:57:21 PM Central Daylight Time

From: McKnight, Kim

To: undisclosed-recipients;

Greetings,

The fourth community meeting for the City of Austin Cemetery Master Plan will be held **on November 3, 2014**, from **6:00–8:00 p.m.** at the **Zilker Botanical Gardens, 2220 Barton Springs Road**. Please join the Cemetery Master Plan project team as they present and gather feedback on preliminary programming recommendations for the cemeteries, based on best practices from around the United States and feedback received to date from the community. The project team also will brief the community on the gravesite rules and regulations process, which will be incorporated into the master planning process. To view a memo from PARD to City Council explaining the consolidation of these processes, select this link: <http://goo.gl/q5p6N6>.

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Cemetery Master Plan Newsletter #5 is hot off the presses:

<http://goo.gl/1bKDom>

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City of Austin
512/974-9478
kim.mcknight@austintexas.gov

Subject: Cemetery Master Plan update: Speak Up survey, Newsletter #5 and Nov. 3 meeting

Date: Friday, October 10, 2014 at 2:52:33 PM Central Daylight Time

From: McKnight, Kim

To: undisclosed-recipients;

Greetings,

You are receiving this email because you are listed on the City of Austin Community Registry. This email relates to the City of Austin municipal cemeteries, which are available to all Austin citizens. Please feel free to forward to your neighborhood association or other interested parties. We are especially eager to get more participants to take the two Speak Up Austin surveys related to burial options and possible educational and programming options in our municipal cemeteries.

The full email is below. Thank you for taking time to share with interested community members.

Take care,
Kim McKnight

Kim McKnight
Project Coordinator & Cultural Resource Specialist
Planning and Development Division
Parks and Recreation Department
City of Austin
512/974-9478
kim.mcknight@austintexas.gov

Greetings,

The fourth community meeting for the City of Austin Cemetery Master Plan will be held **on November 3, 2014, from 6:00–8:00 p.m.** at the **Zilker Botanical Gardens, 2220 Barton Springs Road**. Please join the Cemetery Master Plan project team as they present and gather feedback on preliminary programming recommendations for the cemeteries, based on best practices from around the United States and feedback received to date from the community. The project team also will brief the community on the gravesite rules and regulations process, which will be incorporated into the master planning process. To view a memo from PARD to City Council explaining the consolidation of these processes, select this link: <http://goo.gl/q5p6N6>.

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Cemetery Master Plan Newsletter #5 is hot off the presses:
<http://goo.gl/1bKDom>

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512/974-9478
kim.mcknight@austintexas.gov

Subject: Cemetery Master Plan update: Nov. 3 meeting snf Speak Up Austin survey

Date: Friday, October 31, 2014 at 9:17:42 AM Central Daylight Time

From: McKnight, Kim

To: undisclosed-recipients;

Greetings,

The fourth community meeting for the City of Austin Cemetery Master Plan will be held on **Monday, November 3, 2014, from 6:00–8:00 p.m. at the Zilker Botanical Gardens, 2220 Barton Springs Road.** Please join the Cemetery Master Plan project team as they present and gather feedback on preliminary programming recommendations for the cemeteries, based on best practices from around the United States and feedback received to date from the community. The project team also will brief the community on the gravesite rules and regulations process, which will be incorporated into the master planning process. To view a memo from PARD to City Council explaining the consolidation of these processes, select this link: <http://goo.gl/q5p6N6>.

Speak-Up Austin Survey Closes Nov. 1

Two community surveys are now online and ready for your input!

Survey #1 seeks to learn why and how often people currently visit the cemeteries. Select this link to access Survey #1: <http://goo.gl/WKZe35>

Survey #2 is about burial options. As cremation and natural/green burial become more popular, the City might consider creating spaces in one or more cemeteries for different interment alternatives. Select this link to access Survey #2: <http://goo.gl/tVXNU2>

Visit a special website, updated weekly, dedicated exclusively to the Cemetery Master Plan process: <http://www.austincemeteryplan.com/>

For updated information about the Cemetery Master Plan process and see view past newsletters and information from previous meetings, please visit: <http://austintexas.gov/cmp>. You may also call Kim McKnight at 512.974.9478 should you have questions or concerns.

Best regards,
Kim McKnight

Kim McKnight, MSHP
Project Coordinator & Cultural Resource Specialist
Planning and Development Division
Parks and Recreation Department
City of Austin
512/974-9478
kim.mcknight@austintexas.gov

Subject: Cemetery Master Plan update: Nov. 3 recap, Newsletter #6 & Save the Date for Jan. 24 meeting
Date: Friday, November 7, 2014 at 12:48:23 PM Central Standard Time
From: McKnight, Kim
To: undisclosed-recipients;

Greetings,

The fifth and final community meeting for the Austin Cemetery Master Plan process will take place on **Saturday, January 24, 2015 from 10:30 a.m. – 12:30 p.m.** at the **Carver Branch of the Austin Public Library, 1161 Angelina St., Austin, TX 78702**. Master Plan team members will present the draft Master Plan, as well as a brief synopsis of findings and recommendations, and gather feedback from the public. The draft Master Plan will be made available online for review prior to the meeting and will remain online for about two months.

Recap from Nov. 3 meeting

PARD held the most recent Cemetery Master Plan meeting on November 3 at the Zilker Botanical Gardens. Participants heard the preliminary recommendations related to educational and recreational programming opportunities to help raise awareness about Austin's historic cemeteries.

The Nov. 3 meeting summary can be viewed at the following link:

<http://goo.gl/WNMMGd>

The Nov. 3 meeting presentation can be viewed at the following link:

<http://goo.gl/xRrq1o>

Cemetery Master Plan Newsletter #6 is hot off the presses:

<http://goo.gl/PSVkGG>

Visit a special website, updated weekly, dedicated exclusively to the Cemetery Master Plan process:

<http://www.austincemeteryplan.com/>

For updated information about the Cemetery Master Plan process and see view past newsletters and information from previous meetings, please visit: <http://austintexas.gov/cmp>. You may also call Kim McKnight at 512.974.9478 should you have questions or concerns.

Best regards,
Kim McKnight

Kim McKnight, MSHP
Project Coordinator & Cultural Resource Specialist
Planning and Development Division
Parks and Recreation Department
City of Austin
512/974-9478
kim.mcknight@austintexas.gov

Subject: Cemetery Master Plan update: Preliminary Recommendations, Newsletter #7 & Save the Date for Jan. 24 meeting

Date: Friday, December 5, 2014 at 2:16:53 PM Central Standard Time

From: McKnight, Kim

To: undisclosed-recipients;

Greetings,

The Cemetery Master Planning process began in March, 2014. To date, four public meetings, dozens of stakeholder interviews and online surveys have enabled the Cemetery Master Plan team to develop preliminary recommendations for each cemetery for community review.

To view preliminary concepts for each cemetery, please visit:

<http://www.austincemeteryplan.com/>

Your feedback is requested! Please send comments to Kim McKnight at kim.mcknight@austintexas.gov or call (512) 974-9478. Comments requested by **December 23, 2014** so they can be considered for incorporation into the *Draft* Cemetery Master Plan, which will be available in mid-January. Please be assured that the *Draft* Cemetery Master Plan will also be available online for public input for several weeks prior to being finalized.

The fifth and final community meeting for the Austin Cemetery Master Plan process will take place on **Saturday, January 24, 2015 from 10:30 a.m.–12:30 p.m. at the Carver Branch of the Austin Public Library, 1161 Angelina St., Austin, TX 78702.** Cemetery Master Plan team members will present the *Draft* Cemetery Master Plan, as well as a brief synopsis of findings and recommendations, and gather feedback from the public.

Cemetery Master Plan Newsletter #7 is hot off the presses:

<http://goo.gl/DXHoIW>

Visit a special website, updated weekly, dedicated exclusively to the Cemetery Master Plan process:

<http://www.austincemeteryplan.com/>

For updated information about the Cemetery Master Plan process and see view newsletters and information from previous meetings, please visit: <http://austintexas.gov/cmp>. You may also call Kim McKnight at 512.974.9478 should you have questions or concerns.

Best regards,
Kim McKnight

Kim McKnight, MSHP
Project Coordinator & Cultural Resource Specialist
Planning and Development Division
Parks and Recreation Department
City of Austin
512/974-9478
kim.mcknight@austintexas.gov

Subject: Cemetery Master Plan Update--Jan. 24th meeting presentation of draft master plan
Date: Friday, January 16, 2015 at 8:18:28 AM Central Standard Time
From: McKnight, Kim
To: undisclosed-recipients;

Greetings,

The fifth and final community meeting for the Austin Cemetery Master Plan process will take place **on Saturday, January 24, 2015 from 10:30 a.m.–12:30 p.m.** at the **Carver Branch of the Austin Public Library, 1161 Angelina St., Austin, TX 78702**. Cemetery Master Plan team members will present an overview of the *Draft* Cemetery Master Plan, as well as a brief synopsis of findings and recommendations, and gather feedback from the public. The draft master plan will be posted online prior to the meeting and will be available for several weeks so we can gather community feedback. After revisions are made based on community input, the plan will be presented to several boards and commissions before a final presentation to City Council in late spring. We will keep you informed of all board, commission and City Council meetings.

The Cemetery Master Plan Newsletter #8 contains valuable information about how you can plug in to the process and take part in the review of the draft master plan:

<http://goo.gl/DqUyeH>

Visit a special website, updated weekly, dedicated exclusively to the Cemetery Master Plan process:

<http://www.austincemeteryplan.com/>

The Parks and Recreation Department sincerely appreciates the participation and contributions from our community members in the development of this plan. For updated information about the Cemetery Master Plan process and to view newsletters and information from previous meetings, please visit: <http://austintexas.gov/cmp>. You may also call Kim McKnight at 512.974.9478 should you have questions or concerns.

Best regards,
Kim McKnight

Kim McKnight, MSHP
Project Coordinator & Cultural Resource Specialist
Planning and Development Division
Parks and Recreation Department
City of Austin
512/974-9478
kim.mcknight@austintexas.gov

Subject: Cemetery Master Plan Update--Jan. 24th meeting & draft plan posted for review

Date: Friday, January 23, 2015 at 4:14:42 PM Central Standard Time

From: McKnight, Kim

To: undisclosed-recipients;

Greetings,

The fifth and final community meeting for the Austin Cemetery Master Plan process will take place on tomorrow, **Saturday, January 24, 2015 from 10:30 a.m.–12:30 p.m.** at the **Carver Branch of the Austin Public Library, 1161 Angelina St., Austin, TX 78702**. Cemetery Master Plan team members will present an overview of the *Draft* Cemetery Master Plan, as well as a brief synopsis of findings and recommendations, and gather feedback from the public.

The draft Historic Cemeteries Master Plan is posted to our website: <http://austintexas.gov/cmp>

You may also access the plan directly through the links below:

[Ch.1-2: Intro and Natural, Historical & Cultural Context](#)

[Ch. 3: General Management Guidelines](#)

[Ch. 4: Oakwood Cemetery](#)

[Ch. 5: Oakwood Cemetery Annex](#)

[Ch. 6: Plummers Cemetery](#)

[Ch. 7: Evergreen Cemetery](#)

[Ch. 8: Austin Memorial Park Cemetery](#)

[Ch. 9: Policy and Funding Recommendations](#)

PARD respectfully requests to receive feedback by **Friday, March 6, 2015** so that feedback can be incorporated into the final draft of the plan to be presented to boards, commissions and City Council. After revisions are made based on community input, the plan will be presented to several boards and commissions before a final presentation to City Council in late spring/early summer. We will keep you informed of all board, commission and City Council meetings.

The Cemetery Master Plan Newsletter #8 contains valuable information about how you can plug in to the process and take part in the review of the draft master plan:

<http://goo.gl/DqUyeH>

Visit a special website, updated weekly, dedicated exclusively to the Cemetery Master Plan process:

<http://www.austincemeteryplan.com/>

The Parks and Recreation Department sincerely appreciates the participation and contributions from our community members in the development of this plan. For updated information about the Cemetery Master Plan process and to view newsletters and information from previous meetings, please visit: <http://austintexas.gov/cmp>. You may also call Kim McKnight at 512.974.9478 should you have questions or concerns.

Best regards,
Kim McKnight

Kim McKnight, MSHP
Project Coordinator & Cultural Resource Specialist
Planning and Development Division
Parks and Recreation Department
City of Austin
512/974-9478
kim.mcknight@austintexas.gov

Subject: Community feedback requested on Draft Cemeteries Master Plan
Date: Monday, January 26, 2015 at 5:02:48 PM Central Standard Time
From: McKnight, Kim
To: undisclosed-recipients;

Greetings,

The fifth and final community meeting for the City of Austin Historic Cemeteries Master Plan process took place Saturday, January 24, 2015. The Master Plan team presented an overview of the Draft Cemetery Master Plan and gathered feedback from the public. This is just the start of the public feedback period and we welcome your participation.

How can you plug into the review of the draft master plan?

The [January, 2015 Cemeteries Master Plan Newsletter](#) provides an overview of the general management guidelines; existing conditions and treatment recommendations; policy and funding recommendations; as well as information about the process moving forward.

The Draft Historic Cemeteries Master Plan is posted to our website: <http://austintexas.gov/cmp>

You may also access the draft plan directly through the links below:

[Ch.1-2: Intro and Natural, Historical & Cultural Context](#)

[Ch. 3: General Management Guidelines](#)

[Ch. 4: Oakwood Cemetery](#)

[Ch. 5: Oakwood Cemetery Annex](#)

[Ch. 6: Plummers Cemetery](#)

[Ch. 7: Evergreen Cemetery](#)

[Ch. 8: Austin Memorial Park Cemetery](#)

[Ch. 9: Policy and Funding Recommendations](#)

[Select this link](#) to download the **full** DRAFT Historic Cemeteries Master Plan.

PARD respectfully requests to receive feedback by **Friday, March 6, 2015** so that feedback can be incorporated into the final draft of the plan to be presented to boards, commissions and City Council.

Please email your feedback directly to Kim McKnight, project coordinator, at kim.mcknight@austintexas.gov.

After revisions are made based on community input, the plan will be finalized and posted to our website. Next, the final draft of the plan will be presented to several boards and commissions before a final presentation to City Council in late spring/early summer. We will keep you informed of **all** board, commission and City Council meetings, which also allow for public feedback.

Visit a special website, updated weekly, dedicated exclusively to the Cemetery Master Plan process: <http://www.austincemeteryplan.com/>

The Parks and Recreation Department sincerely appreciates the participation and contributions from our community members in the development of this plan. For updated information about the Cemetery Master Plan process and to view newsletters and information from previous meetings, please visit: <http://austintexas.gov/cmp>. You may also call Kim McKnight at 512.974.9478 or email kim.mcknight@austintexas.gov should you have questions or concerns.

Best regards,
Kim McKnight

Kim McKnight, MSHP
Project Coordinator & Cultural Resource Specialist
Planning and Development Division
Parks and Recreation Department
City of Austin
512/974-9478
kim.mcknight@austintexas.gov

Subject: Cemetery Master Plan Update--Feedback Requested on Draft Master Plan
Date: Thursday, February 5, 2015 at 10:29:16 AM Central Standard Time
From: McKnight, Kim
To: undisclosed-recipients;

Greetings,

The Parks and Recreation Department has a great deal of information to share about the Cemetery Master Plan process. Please read below for a full status update.

DRAFT CEMETERY MASTER PLAN POSTED FOR COMMUNITY FEEDBACK

How can you plug into the review of the draft master plan?

The [January, 2015 Cemeteries Master Plan Newsletter](#) provides an overview of the general management guidelines; existing conditions and treatment recommendations; policy and funding recommendations; as well as information about the process moving forward.

The full **Draft** Historic Cemeteries Master Plan and Appendices are posted to our website: <http://austintexas.gov/cmp> and direct links are also provided at the end of this email.

PARD respectfully requests to receive feedback by **Friday, March 6, 2015** so that feedback can be incorporated into a revised draft of the plan to be presented to boards, commissions and finally to City Council. **Please email your feedback directly to Kim McKnight, project coordinator, at kim.mcknight@austintexas.gov.**

****CLARIFICATION ABOUT AUSTIN MEMORIAL PARK SITE PLAN****

The Cemetery Master Plan team has added a clarifying note to the draft Austin Memorial Park Cemetery site plan. Note (2/3/15): Suggested north maintenance vehicle access point would allow for maintenance traffic to be diverted from visitor entrance and would be for authorized maintenance vehicles **ONLY**. To see the revised map, please visit <http://goo.gl/taqkua> and view page 87. We recognize that this was unclear, apologize for any concern this may have caused, and appreciate the opportunity to make this clarification.

NEXT STEPS

After revisions are made based on community input, the revised draft plan will be posted to our website. Next, the plan will be presented to several boards and commissions before a final presentation to City Council in late spring/early summer. We will keep you informed of **all** board, commission and City Council meetings, which also provide opportunities for public feedback.

The Parks and Recreation Department sincerely appreciates the participation and contributions from our community members in the development of this plan. For updated information about the Cemetery Master Plan process, please visit: <http://austintexas.gov/cmp> and <http://www.austincemeteryplan.com>. You may also call Kim McKnight at 512.974.9478 or email kim.mcknight@austintexas.gov should you have questions or concerns.

DRAFT HISTORIC CEMETERIES MASTER PLAN AND APPENDICES

You may access the draft plan directly through the links below:

[Ch.1-2: Intro and Natural, Historical & Cultural Context](#)

[Ch. 3: General Management Guidelines](#)

[Ch. 4: Oakwood Cemetery](#)

[Ch. 5: Oakwood Cemetery Annex](#)

[Ch. 6: Plummers Cemetery](#)

Subject: Cemetery Master Plan Update--Feedback Requested on Draft Master Plan

Date: Friday, February 27, 2015 at 11:43:06 AM Central Standard Time

From: McKnight, Kim

To: undisclosed-recipients;

Greetings,

PARD appreciates the community taking time to review the Draft Cemetery Master Plan and we've received many helpful comments and suggestions. The full **Draft** Historic Cemeteries Master Plan and Appendices are posted to our website: <http://austintexas.gov/cmp> and direct links are also provided at the end of this email. PARD respectfully requests to receive feedback by **Friday, March 6, 2015** so that feedback can be incorporated into a revised draft of the plan to be presented to boards, commissions and finally to City Council. **Please email your feedback directly to Kim McKnight, project coordinator, at kim.mcknight@austintexas.gov.**

Please note the addition of the following addendum:

[Statement about 3 acre tract of land east of Austin Memorial Park Cemetery](#)

NEXT STEPS

After revisions are made based on community input, the revised draft plan will be posted to our website. Next, the plan will be presented to several boards and commissions before a final presentation to City Council in late spring/early summer. We will keep you informed of all board, commission and City Council meetings, which also provide opportunities for public feedback.

The Parks and Recreation Department sincerely appreciates the participation and contributions from our community members in the development of this plan. For updated information about the Cemetery Master Plan process, please visit: <http://austintexas.gov/cmp> and <http://www.austincemeteryplan.com>. You may also call Kim McKnight at 512.974.9478 or email kim.mcknight@austintexas.gov should you have questions or concerns.

DRAFT HISTORIC CEMETERIES MASTER PLAN AND APPENDICES

You may access the draft plan directly through the links below:

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[Ch. 8: Austin Memorial Park Cemetery](#)

[Ch. 9: Policy and Funding Recommendations](#)

[Select this link](#) to download the **full** DRAFT Historic Cemeteries Master Plan.

Appendices

[Appendix Table of Contents](#)

[A-Laws Applying to Cemeteries](#)

[B-Grave Markers](#)

[C-Geospatial Analysis](#)

[D-Tree Survey](#)

[E-2013 Project Scoping Process](#)

[F-Community Meeting #1--Apr. 30, 2014](#)

[G-Community Meeting #2, June 26, 2014](#)

Subject: Cemetery Master Plan Update--Feedback Requested on Draft Master Plan by March 6
Date: Thursday, March 5, 2015 at 5:01:52 PM Central Standard Time
From: McKnight, Kim
To: undisclosed-recipients;

Greetings,

PARD appreciates the community taking time to review the Draft Cemetery Master Plan and we've received many helpful comments and suggestions. The full **Draft** Historic Cemeteries Master Plan and Appendices are posted to our website: <http://austintexas.gov/cmp> and direct links are also provided at the end of this email. PARD respectfully requests to receive feedback by **tomorrow, Friday, March 6, 2015** so that feedback can be incorporated into a revised draft of the plan to be presented to boards, commissions and finally to City Council. **Please email your feedback directly to Kim McKnight, project coordinator, at kim.mcknight@austintexas.gov.**

Please note the addition of the following addendum:

[Statement about 3 acre tract of land east of Austin Memorial Park Cemetery](#)

NEXT STEPS

After revisions are made based on community input, the revised draft plan will be posted to our website. Next, the plan will be presented to several boards and commissions before a final presentation to City Council in late spring/early summer. We will keep you informed of all board, commission and City Council meetings, which also provide opportunities for public feedback.

The Parks and Recreation Department sincerely appreciates the participation and contributions from our community members in the development of this plan. For updated information about the Cemetery Master Plan process, please visit: <http://austintexas.gov/cmp> and <http://www.austincemeteryplan.com>. You may also call Kim McKnight at 512.974.9478 or email kim.mcknight@austintexas.gov should you have questions or concerns.

DRAFT HISTORIC CEMETERIES MASTER PLAN AND APPENDICES

You may access the draft plan directly through the links below:

[Ch.1-2: Intro and Natural, Historical & Cultural Context](#)

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[Ch. 8: Austin Memorial Park Cemetery](#)

[Ch. 9: Policy and Funding Recommendations](#)

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Appendices

[Appendix Table of Contents](#)

[A-Laws Applying to Cemeteries](#)

[B-Grave Markers](#)

[C-Geospatial Analysis](#)

[D-Tree Survey](#)

[E-2013 Project Scoping Process](#)

[F-Community Meeting #1--Apr. 30, 2014](#)

[G-Community Meeting #2, June 26, 2014](#)

Subject: Cemetery Master Plan Update--Deadline for feedback EXTENDED to Monday, March 9
Date: Friday, March 6, 2015 at 2:11:26 PM Central Standard Time
From: McKnight, Kim
To: undisclosed-recipients;

Greetings,

PARD appreciates the community taking time to review the Draft Cemetery Master Plan and we've received many helpful comments and suggestions. Several people have requested additional time to review the draft plan and therefore, we have extended the deadline for community feedback to **Monday, March 9, 2015**.

The full **Draft** Historic Cemeteries Master Plan and Appendices are posted to our website: <http://austintexas.gov/cmp> and direct links are also provided at the end of this email. Feedback will be incorporated into a revised draft of the plan to be presented to boards, commissions and finally to City Council. **Please email your feedback directly to Kim McKnight, project coordinator, at kim.mcknight@austintexas.gov.**

Please note the addition of the following addendum:
[Statement about 3 acre tract of land east of Austin Memorial Park Cemetery](#)

NEXT STEPS

After revisions are made based on community input, the revised draft plan will be posted to our website. Next, the plan will be presented to several boards and commissions before a final presentation to City Council in late spring/early summer. We will keep you informed of all board, commission and City Council meetings, which also provide opportunities for public feedback.

The Parks and Recreation Department sincerely appreciates the participation and contributions from our community members in the development of this plan. For updated information about the Cemetery Master Plan process, please visit: <http://austintexas.gov/cmp> and <http://www.austincemeteryplan.com>. You may also call Kim McKnight at 512.974.9478 or email kim.mcknight@austintexas.gov should you have questions or concerns.

DRAFT HISTORIC CEMETERIES MASTER PLAN AND APPENDICES

You may access the draft plan directly through the links below:

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[Ch. 7: Evergreen Cemetery](#)
[Ch. 8: Austin Memorial Park Cemetery](#)
[Ch. 9: Policy and Funding Recommendations](#)
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Appendices

[Appendix Table of Contents](#)
[A-Laws Applying to Cemeteries](#)
[B-Grave Markers](#)
[C-Geospatial Analysis](#)
[D-Tree Survey](#)

Subject: Cemetery Master Plan Update: Board, Commission and Council schedule

Date: Wednesday, April 1, 2015 at 5:41:07 PM Central Daylight Time

From: McKnight, Kim

To: undisclosed-recipients;

Greetings,

PARD appreciates the community taking time to review the Draft Historic Austin Cemeteries Master Plan and we've received many helpful comments and suggestions. The master plan team is hard at work incorporating the feedback from our community members into a revised draft plan. The revised draft and all the public feedback received during the review period will be posted to the website prior to the presentation of the plan to boards, commission and city council. Select this link to access the website for more information about the project history and process: <http://austintexas.gov/cmp>.

NEXT STEPS

The revised draft of the Historic Cemeteries Master Plan plan will presented to several boards and commissions before a final presentation to City Council this summer. We will keep you informed of all board, commission and City Council meetings, which also provide opportunities for public feedback.

Board, Commission and Council Schedule (subject to change)

Board, Commission or Council Body	Time & Date	Location	Website
Urban Forestry Board	5:30 pm, Apr. 15	Northwest Recreation Center, 2913 Northand Dr.	http://www.austintexas.gov/ufb
Historic Landmark Commission	7:00 pm, Apr. 27	City Council Chambers, City Hall, 301 W. 2nd St.	http://www.austintexas.gov/hlc
Land, Facilities & Program Committee of the Parks & Recreation Board	6:00 pm, May 11	PARD Annex, 919 W. 28 1/2 St.	http://www.austintexas.gov/parb
Parks & Recreation Board	6:00 pm, May 26	Boards & Commissions Rm, City Hall, 301 W. 2nd St.	http://www.austintexas.gov/parb
Planning Commission	6:00 pm, Jun. 9	City Council Chambers, City Hall, 301 W. 2nd. St.	http://www.austintexas.gov/planningcommission
Open Space, Environment & Sustainability	2:00 pm, Jun. 24	Boards & Commissions Rm, City Hall,	https://www.austintexas.gov/department/open-space-environment-and-sustainability-committee