

# HuNAHS's Cemeteries and Graves Program Plan



*Esther Jane Ritchie's  
Hugo Grave Site*

## **Hugo Graves Team Hugo Neighborhood Association & Historical Society**



Jean Boling  
Ms. Bryan  
Liz Butowitsch  
Wayne McKy  
Mike Walker

**Draft 2014**

# **HuNAHS's Cemeteries and Graves Program Plan**

(<http://www.hugoneighborhood.org/cemeteries.htm>)

(File Management/Table of Contents)

Very Draft October 16, 2014

HuNAHS's Cemeteries and Graves Program Plan The following is the table of contents of the HuNAHS's Cemeteries and Graves Program Plan. Applicable components of the plan will be identified under the main chapter headings as appropriate.

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- III. RESOURCES
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- VI. SITES

- . Pleasant Valley Cemetery (PVC)
- . PVC "Tombstone Quarry" Granitic Tombstones: 1880s - 1920s
- . Hugo Granite Tombstone Quarry Site: Preliminary Resource Assessment, Vol. I Assessment
- . Hugo Granite Tombstone Quarry Site: Preliminary Resource Assessment, Vol. II Appendices
- . Hugo's Home Graves

- VII. GROUNDS, FEATURES, LANDSCAPE, FACILITIES
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## HuNAHS's CEMETERIES AND GRAVES PROGRAM PLAN

### INTRODUCTION

The Hugo Graves Team (<http://www.hugoneighborhood.org/hugohomegraves.htm>) is electing to implement a long-term project to update the Hugo Neighborhood Association & Historical Society's (HuNAHS's) cemeteries and graves web pages. Member Mike Walker has the Coordinator lead on this web publishing project.

Hugo Graves Team: Jean Boling, Ms. Bryan, Liz Butowitsch, Wayne McKy, & Mike Walker  
Hugo Neighborhood Association & Historical Society

On August 15, 2014 Ms. Bryan (Applicant for membership with Hugo Graves Team) and Mike Walker meet (9:00 a.m. - 11:30 a.m.) at his home to discuss inventories and planning for the Neely and Trimble graves. They covered many topics which will not be listed here except the goal of the Hugo Grave Team developing long range plans for the Neely and Trimble graves with a workbook guide from the Oregon Historic Cemeteries Program (Oregon Historic Cemeteries Program. No date, downloaded August 2014. *Historic Cemetery Long Range Planning Workbook*. Salem, OR). This goal will very soon be shared with the Hugo Graves Team.

On August 15, 2014 Mike Walker, HuNAHS Cemeteries Web Site Coordinator, made the decision to, as applicable, update the HuNAHS's Cemeteries and Hugo's Home Graves web sites with the file management and outline used by *Historic Cemetery Long Range Planning Workbook*. The file management and program outline will be applicable to both of HuNAHS Cemeteries/Graves programs.

1. HuNAHS's Cemeteries and Graves Program Plan
2. HuNAHS's Specific Plans for Individual Cemeteries and/or Graves

On August 20, 2014 by unanimous approval of the Hugo Graves Team, Ms. Bryan was accepted into full membership of the HGT.

On August 27, 2014 the HGT had a field tour of the Neely and Trimble graves.

Jean Boling, Member/Cemetery Crawler  
Ms. Bryan, Member  
Liz Butowitsch, Member  
Wayne McKy, Member  
Mike Walker, Member

# HuNAHS's CEMETERIES AND GRAVES PROGRAM PLAN

## I. MISSION

### A. Hugo Neighborhood Association & Historical Society (HuNHS) Mission

### B. Hugo Graves Team

**1. HGT Mission** We live in a wonderful area that is beginning to change dramatically. Together we can network and influence the changes that may occur in our neighborhood. The *Hugo Graves Team's* duties include carrying out the history elements of the *Hugo Neighborhood's* mission.

- *Preserve Our Local History (preserving, documenting, promoting & interpreting)*
- *Promote Education*

The individual members of the *Hugo Graves Team* will strive to become knowledgeable about Hugo's private home graves (Private Family Burial Grounds - ORS 97.040) and the Pleasant Valley Cemetery (PVC).

The big history picture mission is to promote the social welfare of its Hugo neighbors by collecting, preserving, interpreting, and researching its rich local history, and encouraging neighbor's interest in the history of the Hugo area, in their geographic place, in their community.

Of special interest to the *Hugo Graves Team* is educating the community about its home graves and local community cemetery, the Pleasant Valley Cemetery, while protecting these cultural and historic resources.

### 2. HGT Goals & Objectives

### 3. HGT Cemetery Planning

## II. STRATEGIES & GOALS

- A. HuNHS
- B. Hugo Graves Team

## III. RESOURCES

- A. Standards & Criteria
  - 1. Laws
    - a) Federal
    - b) Oregon Revised Statutes (ORSs)
    - c) Josephine County
      - (1) JO CO Comprehensive Plan
      - (2) JO CO Rural Land Development Code

- (3) JO CO Ordinances
- 2. Regulations
  - a) Federal
  - b) Oregon Administrative Rules (OARs)
- 3. Oregon Bulletins (i.e., manuals, handbooks, guidebooks, specific processes and/or steps, etc.)
  - a) Heritage Bulletins
    - (1) Heritage Bulletin # 1 - State Laws Pertaining to Historic Cemeteries
    - (2) Heritage Bulletin # 4 - National Register of Historic Places
    - (3) Heritage Bulletin # 5 - National Register Benefits and Restrictions
    - (4) Heritage Bulletin # 6 - National Register Historic Districts
    - (5) Heritage Bulletin # 9 - Ways to Protect a Historic Cemetery
  - b) Archaeology Bulletins
    - (1) Archaeology Bulletin 1 - Archaeological Sites on Private Lands
    - (2) Archaeology Bulletin 1 - Archaeological Sites on Private Lands FAQ
    - (3) Archaeology Bulletin 2 - Archaeological Permits
    - (4) Archaeology Bulletin 2 - Archaeological Permits FAQ
    - (5) Archaeology Bulletin 2 - Archaeological Permits Checklist

- B. Government
  - 1. Local Governments
    - a) Josephine County
      - (1) JO CO Board of County Commissioners
      - (2) JO CO Planning Department
      - (3) JO CO Public Works
    - b)
  - 2. State of Oregon
    - a) Historic Cemeteries/Oregon Commission on Historic Cemeteries  
<http://www.oregon.gov/oprd/HCD/OCHC/Pages/index.aspx>
    - b) Historic Cemetery Grant Program  
[http://www.oregon.gov/oprd/HCD/FINASST/pages/grants.aspx#Historic\\_Cemetery\\_Grant\\_Program](http://www.oregon.gov/oprd/HCD/FINASST/pages/grants.aspx#Historic_Cemetery_Grant_Program)
    - c) Heritage Bulletins  
<http://www.oregon.gov/oprd/HCD/pages/bulletins.aspx>
    - d) Oregon Parks & Recreation Department: Oregon Heritage  
<http://www.oregon.gov/OPRD/hcd/pages/index.aspx>
    - e) Oregon Parks & Recreation Department: Oregon Heritage  
Archaeological Services  
<http://www.oregon.gov/oprd/HCD/ARCH/Pages/index.aspx>
    - f) Oregon Parks & Recreation Department: Oregon Heritage  
Archaeology Bulletins
  - 3. Federal
- C. Pioneer Meadows Example
- D. Oregon Commission on Historic Cemeteries  
503-986-0671  
[Heritage.Programs@state.or.us](mailto:Heritage.Programs@state.or.us)  
[www.oregonheritage.org](http://www.oregonheritage.org)
- E. Oregon Mortuary and Cemetery Board  
971-673-1500  
[Mortuary.board@state.or.us](mailto:Mortuary.board@state.or.us)  
[www.oregon.gov/MortCem](http://www.oregon.gov/MortCem)
- F. Cemetery Association of Oregon  
503-651-1724  
[Info@cemeteryassociationoforegon.com](mailto:Info@cemeteryassociationoforegon.com)  
[www.cemeteryassociationoforegon.com](http://www.cemeteryassociationoforegon.com)

#### IV. PLANNING

- A. Long Range Planning
  - 1. *Historic Cemetery Long Range Planning Workbook*
- B. Historical Cemeteries Versus Archeological Sites
- E. Agencies & Departments
  - 1. Josephine County
  - 2. Oregon
    - a) Oregon State Historic Preservation Officer (SHPO), Oregon Heritage Services, Oregon Parks & Recreation Department
    - b) Oregon Commission on Historic Cemeteries, Oregon Heritage Services, Oregon Parks & Recreation Department
  - 3. Federal

#### V. HISTORY

- A. HuNAHS
- B. Hugo Graves Team
- C. Public Record Histories
  - a) Pleasant Valley Cemetery
    - (1) Tax Status
    - (2) Officers
    - (3) Cemetery Plan
  - b) Neely Gravesites
  - c) Trimble Family Gravesites
- D. Private Grave Internal Histories



- VI. SITES (surveys, documentation)
  - A. Hugo's Historic Cemeteries
    - 1. Pleasant Valley Cemetery
    - 2. Neely Cemetery
    - 3. Trimble Cemetery
  - B. Hugo's Home Graves
    - 1. Hugo's Home Graves
    - 2. Hugo Grave Team
    - 3. Nidays' Graves (private)
    - 4. Hall's Grave (public)
    - 5. Trimbles' Graves (public)
    - 6. Neelys' Graves (public)
    - 7. Ritchies' Graves (private)
    - 8. Mackenzies' Graves (private)
    - 9. Sattlers' Graves (private)
    - 10. Stacys' Graves (private)
    - 11. Sexton Mt. Pass Grave (unidentified)

VII. GROUNDS, FEATURES, LANDSCAPE, FACILITIES

- A. HuNAHS
- B. Hugo Graves Team
- C. Neighborhood Specific Graves Team
  - 1. Condition
  - 2. Projects
  - 3. Maintenance
  - 3. Priorities

VIII. ORGANIZATION

- A. HuNAHS
  - 1. Incorporation/tax status
  - 2. By Laws/Articles of Incorporation/Structure
  - 3. Funding/Fundraising
  - 4. Volunteer Management
  - 5. Leadership & Board Development
  - 6. Collaboration & Partnership
  - 7. Priorities
- B. Hugo Graves Team
  - 1. Incorporation/tax status
  - 2. By Laws/Articles of Incorporation/Structure
  - 3. Funding/Fundraising
  - 4. Volunteer Management
  - 5. Leadership & Board Development
  - 6. Collaboration & Partnership
  - 7. Priorities
- C. Neighborhood Specific Graves Team
  - 1. Incorporation/tax status
  - 2. By Laws/Articles of Incorporation/Structure
  - 3. Funding/Fundraising
  - 4. Volunteer Management
  - 5. Leadership & Board Development
  - 6. Collaboration & Partnership
  - 7. Priorities

- IX. OPERATIONS
  - A. HuNAHS
  - B. Hugo Graves Team
  - C. Neighborhood Specific Graves Team
    - 1. Rules
    - 2. New Burials
    - 3. Fees & services
    - 4. Contracts
    - 5. Priorities

## X. RECORDS

- A. Hugo Historic Cemeteries<sup>X1 & X2</sup>
  - 1. Oregon Commission On Historic Cemeteries Historic Cemetery Survey Form  
[http://www.oregon.gov/oprd/HCD/OCHC/docs/hist\\_cem\\_survey\\_revised\\_2005.pdf](http://www.oregon.gov/oprd/HCD/OCHC/docs/hist_cem_survey_revised_2005.pdf)
    - a) Pleasant Valley Cemetery (?)
    - b) Neely Graves (completed OCHC Historic Cemetery Survey Form)
    - c) Trimble Graves (completed OCHC Historic Cemetery Survey Form)
  - 2. Listed Historic Cemeteries In Oregon  
[http://www.oregon.gov/oprd/HCD/OCHC/docs/Cemetery\\_List.pdf](http://www.oregon.gov/oprd/HCD/OCHC/docs/Cemetery_List.pdf)
    - a) Pleasant Valley Cemetery (listed)
    - b) Neely Graves (listed)
    - c) Trimble Graves (listed)
  - 3. Certificates Of Historic Cemetery Registered with OCHC
    - a) Pleasant Valley Cemetery
    - b) Neely Gravesites
    - c) Trimble Family Gravesites
  - 4. OCHC Decision Records
    - a) Pleasant Valley Cemetery
    - b) Neely Gravesites
    - c) Trimble Family Gravesites
- B. Hugo Archeological Sites (Archaeological site forms) With Assigned Smithsonian Trinomials
  - 1. Pleasant Valley Cemetery (?)
  - 2. Neely Gravesites (?)
  - 3. Trimble Family Gravesites (?)
- C. Deeds (i.e., deeds, affidavits, witness statements; birth, death, & marriage data; etc.). This information will be documented in the site specific cemetery plans.
  - 1. Pleasant Valley Cemetery
  - 2. Neely Gravesites
  - 3. Trimble Family Gravesites
- D. Maps
  - 1. Regional
  - 2. Specific Cemeteries and Graves (see specific cemetery plans)
    - a) Pleasant Valley Cemetery
    - b) Neely Gravesites
    - c) Trimble Family Gravesites
- E. Priorities

XI. OUTREACH/EDUCATION

A. Potential Stakeholders

1. Government

a) Josephine County

(1) JO CO Board of County Commissioners

(2) JO CO Planning Department

(3) JO CO Public Works

b) State of Oregon

(1) Oregon Commission On Historic Cemeteries

(2) Historic Cemetery Grant Program

(3) Oregon Parks & Recreation Department: Oregon Heritage

(4) Oregon Parks & Recreation Department: Oregon Heritage  
Archaeological Services

c) Federal

2. Private Groups & Individuals

a) Hugo Neighborhood Association & Historical Society

b) Hugo Graves Team

c) Josephine County Historical Society

d) Rogue Advocates

e) Goal One Coalition

f) Historic Neely & Trimbles Group

B. Audience

1. Neighbors

2. General Public

3. Agencies/Departments

a) Josephine County

(1) JO CO Board of County Commissioners

(2) Planning Office

(3) JO CO Planning Commission

(4) JO CO Citizen Involvement Committee

b) Oregon

(1) Oregon State Historic Preservation Office (SHPO), Oregon  
Heritage Services, Oregon Parks & Recreation Department

(2) Oregon Commission on Historic Cemeteries, Oregon  
Heritage Services,  
Oregon Parks & Recreation Department

c) Federal

C. Themes

- D. Education & Outreach Methods
  - 1. HuNAHS & HGT Research
  - 2. Network With Potential Stakeholders
  - 3. Information Requests (letters, email, telephone, etc.)
    - a) Oregon State Historic Preservation Office (SHPO)
    - b) Oregon Commission on Historic Cemeteries
    - c) JO CO Planning Office
    - d) Oregon Mortuary and Cemetery Board
    - e) Cemetery Association of Oregon
- E. Priorities

XII. PRIORITY SETTING

A. Projects & Lead Coordinators

1. Update HuNAHS's cemeteries web page (Mike Walker, Lead Coordinator)
2. Research & Document Facts (Substantial Evidence) for Neely & Trimble Graves (Mike Walker, Lead Coordinator)
3. Application of *Historic Cemetery Long Range Planning Workbook*?

B.

## FOOTNOTES (by document chapter)

**Footnote X1.** Oregon Historic Cemeteries List

[http://www.oregon.gov/oprd/HCD/OCHC/pages/cemetery\\_survey\\_info.aspx](http://www.oregon.gov/oprd/HCD/OCHC/pages/cemetery_survey_info.aspx)

Oregon Parks & Recreation Department: Oregon Heritage: Oregon Commission on Historic Cemeteries

<http://www.oregon.gov/oprd/HCD/OCHC/Pages/index.aspx>

What is the list? In order to be considered a historic cemetery under state law, the cemetery must have at least one burial of a person who died before February 14, 1909 and be listed with Oregon Commission on Historic Cemeteries.

Oregon Historic Cemeteries List [PDF]

The Historic Cemeteries Programs provides surveys to use as a tool in listing a historic cemetery.

**Footnote X2.** Historic Cemetery Survey - the Form to List a Cemetery

[http://www.oregon.gov/oprd/HCD/OCHC/pages/cemetery\\_survey\\_info.aspx](http://www.oregon.gov/oprd/HCD/OCHC/pages/cemetery_survey_info.aspx)

Oregon Parks & Recreation Department: Oregon Heritage: Oregon Commission on Historic Cemeteries

<http://www.oregon.gov/oprd/HCD/OCHC/Pages/index.aspx>

The Oregon Commission on Historic Cemeteries invites everyone to participate in surveying historic cemeteries. If you would like a cemetery to be listed please fill out a survey form and send it to:

Kuri Gill

Historic Cemeteries Program, OPRD

725 Summer St. NE, Suite C

Salem, OR 97301

[Kuri.Gill@oregon.gov](mailto:Kuri.Gill@oregon.gov)

Survey Forms: [ WORD ] [ PDF ]



## **APPENDICES**

Appendix A. Private Home Graves & Public Historical Cemeteries

Appendix B. Standards & Criteria

Appendix C. Document Verification & Reliability of Evidence

### **Appendix A. Private Home Graves & Public Historical Cemeteries**

Private Home Graves.

Public Historical Cemeteries.

## Appendix B. STANDARDS & CRITERIA

Standards and criteria are the measures that government decision-makers will use to make decisions. The law requires the local government to list the substantive criteria from the ordinances and comprehensive plan in notices that apply to land use applications. The Oregon Land Use Board of Appeals (LUBA) has ruled many times that the government's obligation is to ensure that compliance with all applicable approval criteria is determined at a stage that provides opportunity for notice and hearing (LUBA Headnotes at <http://www.oregon.gov/LUBA/Pages/Headnote-Index.aspx>).

- 1.3 Findings Generally
  - 1.3.1 What Constitutes
  - 1.3.2 Necessary Elements
  - 1.3.3 Form of

Different outline? Other components to outline?

- 1.4 Adequacy of Findings
  - 1.4.1 Generally
  - 1.4.2 Applicable Standards
  - 1.4.3 Facts Relied on
  - 1.4.4 Explanation of Rationale
  - 1.4.5 Related Findings
  - 1.4.6 Issues Addressed
  - 1.4.7 Scope
  - 1.4.8 Logic and Consistency

Is applying for a permit issued by the State Parks and Recreation Department a land use decision (i.e., for a person to excavate or alter an archaeological site on public and private lands, make an exploratory excavation on public lands to determine the presence of an archaeological site, or remove from public and private lands any material of an archaeological, historical, prehistoric or anthropological nature ORS 390.235-390.240).

- 1.5 Requirement for Findings
  - 1.5.1 Generally
  - 1.5.2 Statutes
  - 1.5.3 Statewide Goals
  - 1.5.4 Administrative Rules
  - 1.5.5 Local Standards

Is relocating a historic cemetery a land use decision (e.g., ORS 97.440 Removal of dedication; ORS 97.450 Cemeteries may be discontinued; etc.).

- 31. Permits
  - 31.1 Approval Standards
    - 31.1.1 Generally
    - 31.1.2 Application Requirements
    - 31.1.3 Standards/Criteria
    - 31.1.4 Use of Conditions
    - 31.1.5 Statutory Requirement for

- 45. Conditions of Approval
  - 45.1 Generally
  - 45.2 Authority to Impose
  - 45.3 Exactions
  - 45.4 Consents to Annexation
  - 45.5 Waivers of Remonstrance

**Hugo Graves Team**

## Appendix C. Document Verification & Reliability of Evidence<sup>1</sup>

The Hugo Graves Team (HGT), Hugo Neighborhood Association & Historical Society (HuNAHS or *Hugo Neighborhood*), believes that inventories for graves must be systematically and comprehensively documented for verification and reliability of evidence. This approach will foster credibility and lead to public trust and acceptance, and just as important it will result in more accurate inventories.

For the HGT, verifiability means other researchers and the public reading its educational brochures or other inventory documents can check where the information comes from and make their own determination if the references or sources are reliable. The HGT's goal is not to try impose "the truth" on its readers, and does not ask that they trust something just because they read it in an HGT document. It does not ask for their trust. Its goal is to empower other researchers and the public through educational materials that can be checked in order for them to find their own truth.

HGT's articles are intended as intelligent summaries and reflections of current published information, as well as an overview and analysis of the relevant literature. Verifiability is related to another core content concept, neutral point of view, which holds that the HGT include all significant views on a subject. Citing reliable sources for any material challenged or likely to be challenged gives readers the chance to check for themselves that the most appropriate sources have been used, and used as well as the applicable evidence available.

That HGT has rules for the inclusion of material does not mean HGT has no respect for truth and accuracy, just as a court's reliance on rules of evidence does not mean the court does not respect truth. HGT values accuracy, but it *requires* verifiability.

Toward those transparent inventory goals, the HGT combines ideas from HuNAHS's and Oregon-California Trails Association's (OCTA's) missions; the Mapping Emigrant Trails (MET) Manual (i.e, general principles governing trail location and verification, and ranking the reliability of evidence used to verify trail location); OCTA Mapping, Marking, and Monitoring (MMM) program; and its own ideas about adequate graves information.

The HGT believes transparent inventories has to do with disclosure, discussion and documentation (DDD). At the first level transparency is providing information about an issue, event, project, policy, program, etc. and then providing a way for other researchers and the public to find and review that information.

At the second level the definition of transparency is defined as DDD in the sense of credibility and accountability. After all, these issues, projects, and programs all have to do with the public's interest, and potentially using public money or perhaps others' private money. For example, all grave inventories usually lead to some type of a grave classification category and a recommended management regime that costs money. For example, see the following.

- Oregon Commission On Historic Cemeteries (OCHS) Historic Cemetery Survey Form
- Listed Historic Cemeteries In Oregon
- Certificates Of Historic Cemetery Registered with OCHC
- OCHC Decision Records
- Oregon State Historic Preservation Office (SHPO) Archeological Sites (Archeological site forms) With Assigned Smithsonian Trinomials

The OCHC's, SHPO's, and the HGT's, classification categories for graves are designed to assess the condition of graves at the time of mapping and establish a basis on which to recommend levels of preservation and use for graves. The HGT encourages private landowners to consider the recommended levels of preservation and use for graves, both private and public.

The HGT believes inventory information becomes more valuable as it is shared, and less valuable as it is hoarded. Adequate information is a goal the HGT strives for all its published materials. It believes that any inventory opinion for purposes other than therapeutic subjective venting, should meet standards of adequacy to have any credibility. Any opinion purported to be based on analysis must meet standards of adequacy for an inventory decision to be credible. Any significant controversial inventory issue must meet stringent standards of adequacy for the final inventory decision to be credible and, therefore, its best opportunity to be accepted and supported by other researchers and the public.

An adequate graves inventory analysis has several elements, along with published documentation.<sup>1</sup>

- Information Is Understood Or Not
- Supporting Arguments Are Made Or Not
- Standard(s) of Review Have Been Identified Or Not
- Applicable Evidence/Facts Are Available Or Not
- References and Sources of Information Were Identified Or Not
- Compliance With Adequacy Information Analysis Elements Or Not

Footnote 1. Walker, Mike. July 4, 2012. *Historical Trail Inventories Must Document Verification And Reliability Of Evidence - Draft Proposal to Hugo Emigrant Trails Committee.* Walker is the Education Chair, Hugo Neighborhood Association & Historical Society. Hugo, Oregon. Not web published.

In summary, the HGT believes that meeting document verification and reliability of evidence guidelines is critical to its mission.