



Photo by Sharon Zingery

# **Dillon Cemetery Master Plan and Conceptual Design Narrative Description Town of Dillon, CO**

**CPRA Studio  
9.15.2015**

# **Dillon Cemetery Master Plan and Conceptual Design**

## **Narrative Description**

### **Town of Dillon, CO**

**CPRA Studio, 9.15.2015**

#### **Project Overview**

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In January of 2015, CPRA Studio (CPRA) was contracted by the Town of Dillon to develop a Master Plan and Conceptual Design options for the expansion of the Dillon Cemetery. To accomplish this, CPRA identified a process to gain a thorough understanding of existing conditions, identify opportunities and constraints, and develop a Master Plan for the property and Conceptual Design options for selected primary elements.

The overall planning process was organized to include the following steps:

- Conduct research: history and site conditions.
- Perform site visits and hold discussions with DCAC members to gather additional site information and identify development opportunities and constraints.
- Prepare a questionnaire to be distributed to Dillon Cemetery Advisory Committee (DCAC) members to gather additional information, identify key issues, and determine planning and design preferences.
- Generate a series of cemetery layout plans to identify expansion opportunities and confirm layout.
- Generate conceptual design options for primary cemetery elements, including new roads and parking, new casket burial sections, gathering space/shelter, cremation garden areas, and signage.
- Consider minor improvements including relocation of existing cemetery signage, utilities, small internal parking areas, cemetery signage, and pedestrian paths.
- Review options with DCAC and select preferred alternative plan and concepts to move forward into Final Master Plan.
- Prepare Final Master Plan graphics, Conceptual Design Imagery, and narrative.

Following a site visit and initial discussions with DCAC members, additional needed information and steps were identified and added to the scope of work by way of LSA Addenda. This additional work included:

- Generate new layout and site enhancement options for road and parking improvements for the adjacent recreation area parking and trailhead area.
- Conduct a tour of local Denver cremation gardens by DCAC members to examine various product options and determine those to be used in the garden.
- Additional fees and expenses for a Final presentation to Town Council.

#### **Existing Cemetery Conditions**

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CPRA conducted site visits and discussions with DCAC members to gain a better understanding of the existing site conditions of the cemetery that could affect possible future development. These visits included analysis of:

- Existing topography and direction of fall.
- Existing grave section layout and number.
- Undeveloped areas that could support new cemetery development.

- Undeveloped areas that could support new visitor use areas.
- Existing roads and entry gate elements.
- Adjacent berms used to screen the adjacent Public Works compound.
- Adjacent recreation areas and access roads.
- Existing cemetery fencing.
- Existing cemetery vegetation.

CPRA received a planimetric base map file of the cemetery from the Town of Dillon Public Works Department that included a high resolution base photo, boundary information, existing topography, and related information. This file was used as a base plan for preliminary site studies, proposed expansion layout options, conceptual designs, and to create the Final Master Plan documents.

Notable observations gained from this base plan file included:

- Layout of cemetery roads and burial sections.
- Amount of topography and direction of fall from the high point in the northeast corner of the property to the low point in the southwest corner.
- Height and steepness of topography of bank along Highway 6 and at entry.
- Topographic opportunities and constraints for future development.
- Size and location of the Public Works storage compound, including the earth berms used to screen the area from the cemetery and adjacent roads.
- Existing vegetation - location, amounts, and densities.
- Adjacent recreation areas, access roads, parking area, and trails.

## **Development Opportunities & Constraints**

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A study of site development opportunities and constraints was conducted of the site and surrounding area. This analysis was used to help determine access road improvement options, cemetery expansion options, and recommendations for primary improvements in the Central Core Area and adjacent recreation use areas.

In some cases, items were identified both as opportunities and constraints. For example, the adjacent recreation areas were noted as an opportunity in terms of promoting better visibility of the cemetery through additional visitation, while also being listed as a constraint for the potentially heavier traffic and loud noises generated.

### **Opportunities**

Primary site opportunities identified included:

#### Views

- Views of Tenderfoot Mountain to the north.
- Views of Lake Dillon, Buffalo Mountain, and Red Peak to the Northwest.
- Views of Bald Mountain and Mt. Guyot to the south.
- Views to the nearby residential development to the southwest.

#### Adjacent Recreation Areas

- Trailhead for regional hiking trails.
- Disk Golf Course.
- Archery Range.

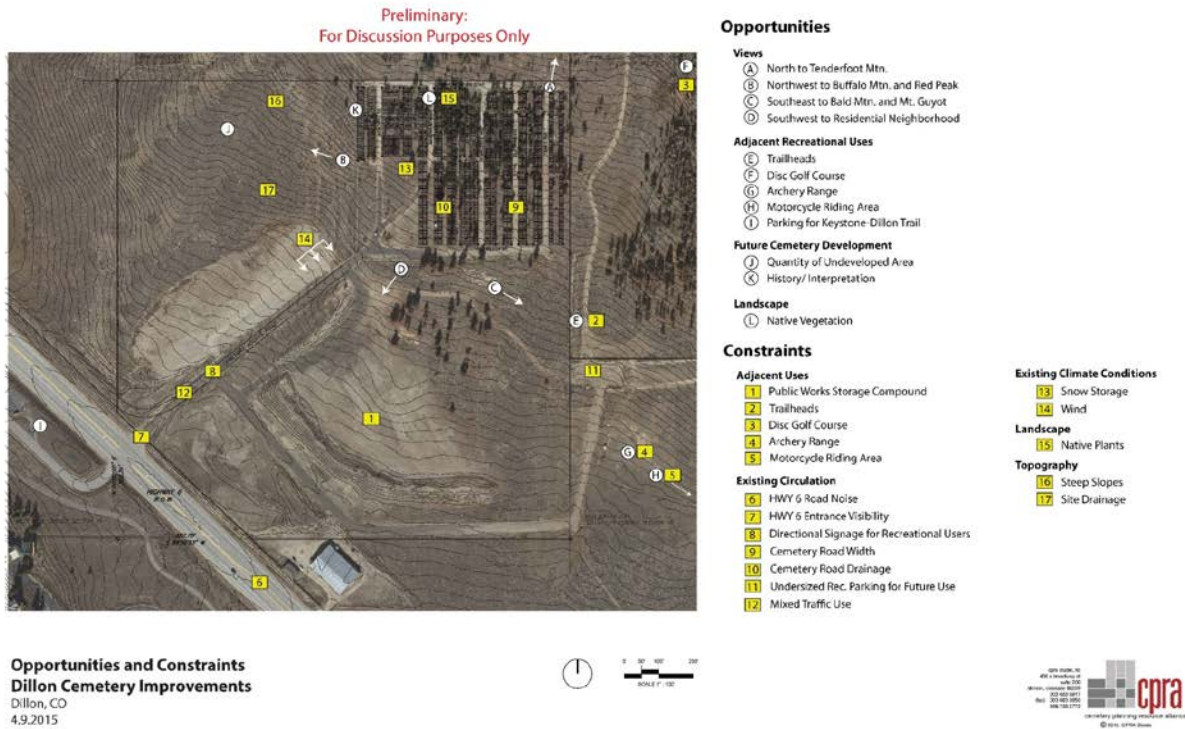
- Motorcycle Riding Trails.

Future Cemetery Development

- Quantity of Undeveloped Land.
- History Interpretation.

Landscape

- Native Vegetation.



**Constraints**

Primary site constraints identified included:

Adjacent Uses

- Existing Dillon Public Works Compound.
- Trailhead Traffic.
- Disc Golf Course located close to property.
- Archery Range.
- Motorcycle Riding Trails.

Circulation

- Highway 6 Road Noise.
- Poor Visibility of Entry from Highway 6.
- Lack of Directional Signage to Recreation Areas.

- Mixed Use Traffic on Entry Road.
- Undersized Parking at Adjacent Recreation Areas.
- Narrow Cemetery Road Widths.
- Poor Cemetery Road Drainage.

#### Existing Climate Conditions

- Snow Storage.
- Wind.

#### Landscape

- Native Vegetation.

#### Topography

- Steep Slopes.

## **Proposed Cemetery Layout Options**

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Three conceptual cemetery layout options were developed as possible Master Plan expansion scenarios. The three options were laid out around different access road layouts that closely followed the original cemetery layout for ease of section expansion and addition of new roads.

Proposed grave sections also matched those existing in terms of grave sizes and numbers per blocks, alignment of blocks facing east, and individual numeric designation to match those existing.

All three conceptual options included similar entry and cemetery improvements, including:

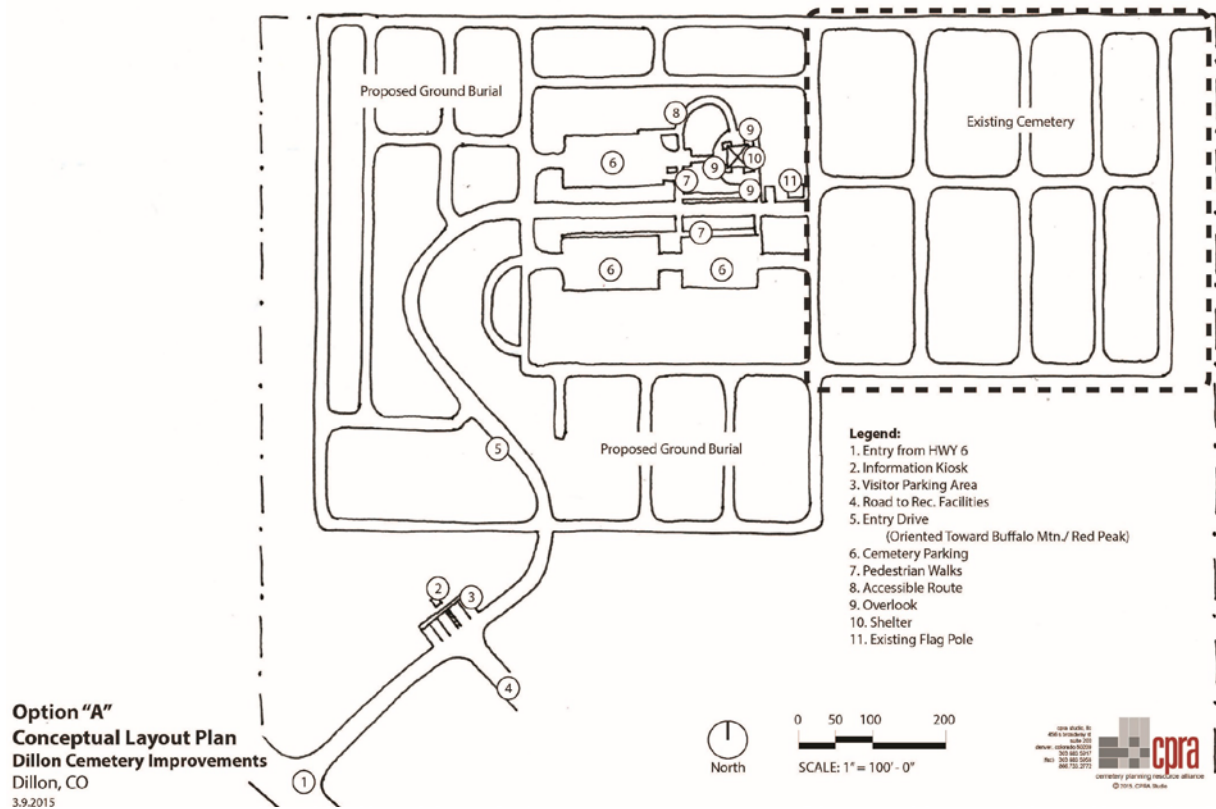
- Entry and Signage Improvements along Highway 6.
- Kiosk and Circulation Improvements at the Intersection North of Highway 6.
- Cemetery Entry Drive.
- New Primary Use Area in the Center of the Proposed Expanded Cemetery:
  - Parking.
  - Gathering Space/Shelter.
  - Restrooms/Utilities.
  - Cremation Garden Areas.
- Incorporation of the Existing Flagpole.

### **Option “A”**

Option “A” proposed simple “T” intersection improvements and inclusion of an information kiosk and parking on the west side.

The cemetery entry drive was proposed to be a curvilinear route that turned to the northwest as it left the intersection and entered the cemetery to gain elevation. This alignment continued for approximately 300’ and promoted attractive views of Lake Dillon, Buffalo Mountain, and Red Peak to the northwest, enhancing the entry and exit sequences for cemetery visitors. The road turned east again at a point of elevation where it could come directly in to the proposed Central Core Area.

While the proposed grave blocks around the north, south, and west perimeters of the expansion area were expected to closely match the alignment of the existing section, those around the curvilinear entry drive would need to be adapted to fit the road geometry.



### Option "B"

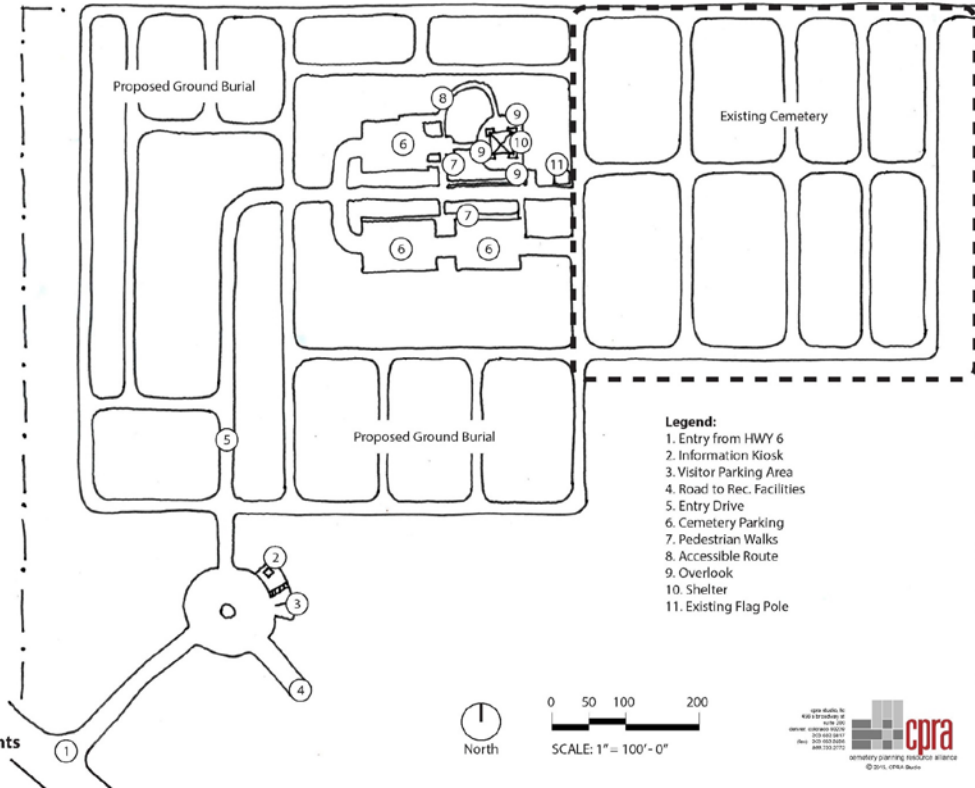
Option "B" proposed round-about intersection improvements and included an information kiosk and parking on the north side.

The cemetery entry drive was proposed to be more orthogonal (north-south-east-west) in its layout north of the intersection, with a route leading up the hill that paralleled and tied into the alignment of existing roads. Once it had gained sufficient elevation, it also turned to the east to directly approach a similar Central Core Area.

Cemetery entry drive headed directly north as it left the round-about intersection and entered the cemetery to gain elevation. The entry drive then turned east at a point of elevation where it could come directly in to the central core area. Elements in this central core area are the same as in Option "A." While this option did not propose as attractive of an entry sequence in terms of focused views to the northwest, it did maximize the layout and number of grave blocks available by not having to lose graves to match the curvilinear road.



**Option "B"**  
**Conceptual Layout Plan**  
**Dillon Cemetery Improvements**  
 Dillon, CO  
 3.9.2015

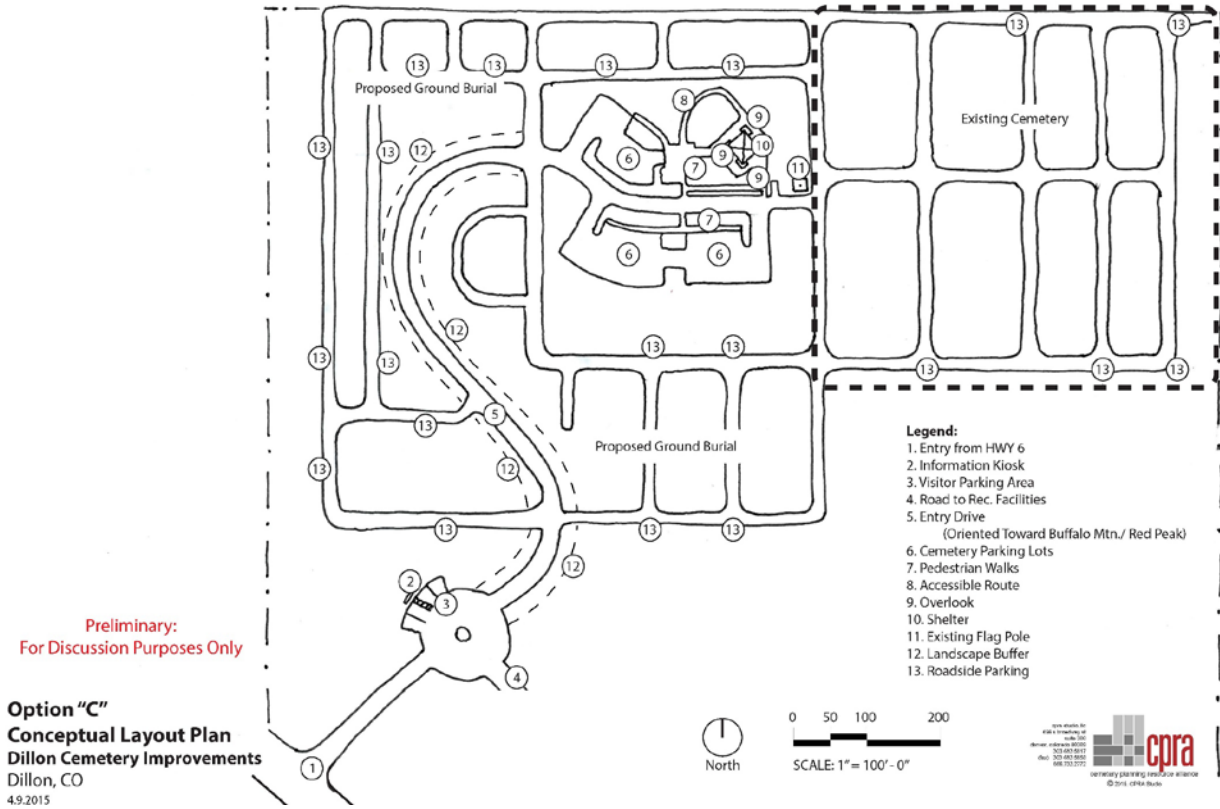


**Option "C"**

Option "C" also proposed round-about intersection improvements, though the information kiosk and parking are shown on the west side of the round-about. In this location, visitors can at once read the information on the kiosk while taking in the attractive views of the lake and mountains to the northwest.

Similar to Option "A," the cemetery entry drive was proposed to be more curvilinear in its layout north of the intersection with a route leading up the hill that also promoted the spectacular views. Once it had gained sufficient elevation, it, too, turned to the east to approach a similar central core area. This alignment differs from Option "A" in that it follows the topography more closely near the top, and has a more topography-responsive approach to the central core area.

While this option does not maximize the layout and number of grave blocks as does Option "B," it provides a more attractive entry and exit sequence and does provide for a large number of new blocks through the creative alignment of roads and blocks.



**Proposed Layout Options for the Central Core Area**

Two conceptual design options were developed to show the central core area in more detail. These two options closely follow this area as shown in the overall cemetery layout options mentioned above. Both show more detail in their similarly proposed facility improvements, including:

- Connections to Existing Roads.
- Upper and Lower Visitor Parking Areas.
- Utility Parking Space and Snow Storage Areas.
- Gathering Place/Committal Shelter.
- Overlook and Interpretive Boards.
- Restrooms/Utilities.
- Cremation Garden.
- Stairs, Access Ramp, and Other Pedestrian Paths.
- Connections to the Existing Flagpole Area.
- Traffic Bollards and Site Furniture.
- Conceptual Plantings.

Option "A" proposed an orthogonal layout that matched Layout and Entry Drive Options "A" and "B."

Option "B" proposed a more curvilinear layout that matched Layout and Entry Drive Option "C."



Preliminary:  
For Discussion Purposes Only



Conceptual Design  
N.T.S.



Key Map  
N.T.S.

- Legend**
1. Road to Future Grave Sites
  2. Snow Storage
  3. Cemetery Parking
  4. Accessible Parking
  5. Toilet
  6. Bollards
  7. Benches
  8. Accessible Route
  9. Interpretive Boards
  10. Overlook
  11. Gathering Place/ Pavilion
  12. Pedestrian Walks
  13. Utility Parking
  14. Existing Flag Pole
  15. Possible Future Cremation Garden
  16. Note: Preserve Western Views
  17. Note: All Proposed Plantings to be Consistent With Native Vegetation

**Conceptual Design Option "A"**  
Shelter Area  
Dillon Cemetery  
Dillon, CO  
4.9.2015



Preliminary:  
For Discussion Purposes Only



Conceptual Design  
N.T.S.



Key Map  
N.T.S.

- Legend**
1. Road to Future Grave Sites
  2. Snow Storage
  3. Cemetery Parking
  4. Accessible Parking
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  10. Overlook
  11. Gathering Place/ Pavilion
  12. Pedestrian Walks
  13. Utility Parking
  14. Existing Flag Pole
  15. Possible Future Cremation Garden
  16. Preserve Mountain Views
  17. All Proposed Plantings to be Native Vegetation

**Conceptual Design Option "B"**  
Shelter Area  
Dillon Cemetery  
Dillon, CO  
3.10.2015

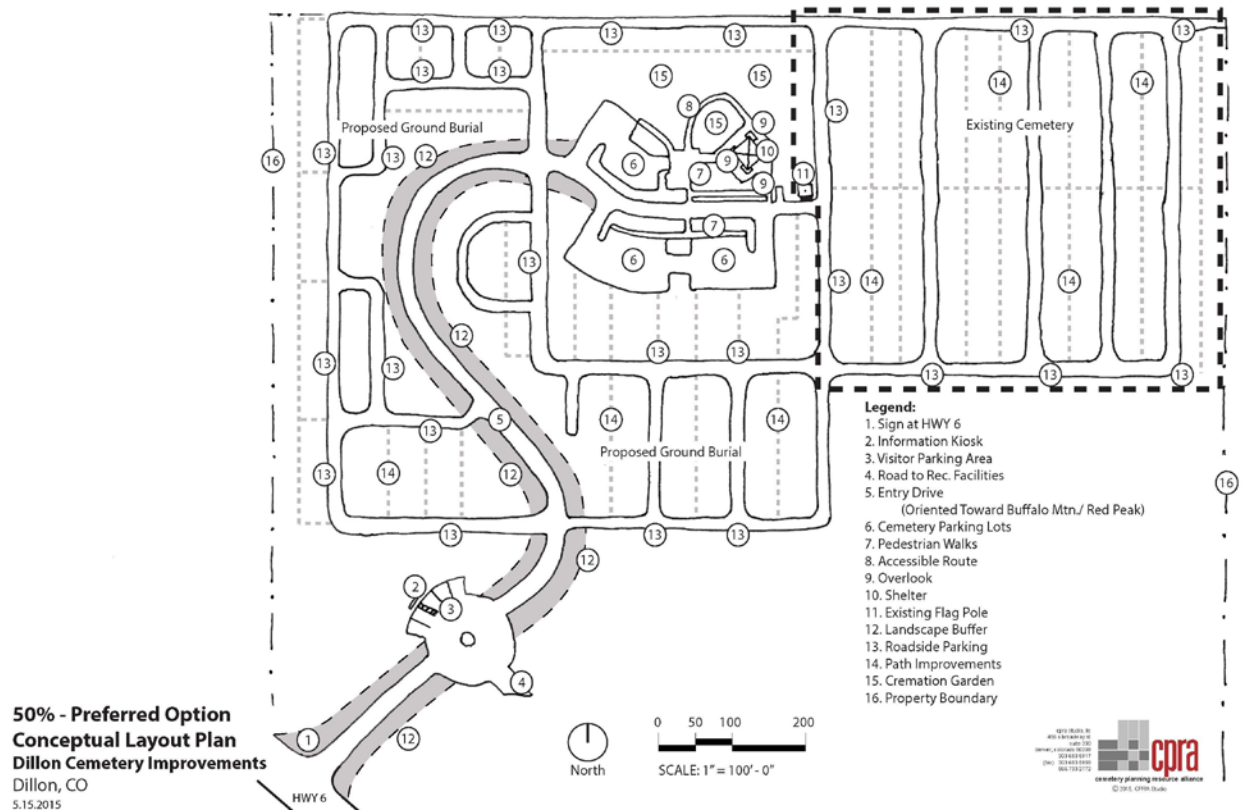


## Preferred Alternative

All options were presented to the DCAC for discussion and for the purpose of selecting a preferred alternative. Following review by DCAC members, Option “C” of the entry drive scenarios was selected, and Option “B” of the Central Core Area.

Some modifications to the preferred Option “C” were requested. These included:

- More planting enhancements along the entry drive to better define it and help screen the cemetery burial areas from it.
- A more defined internal pedestrian trail system to connect the existing cemetery areas with those proposed for future development areas.
- Creation of more small parking areas throughout the existing and proposed cemetery areas, in addition to the larger areas in the Central Core Area.
- Options to be shown for phased expansion of an initial cremation garden.



## Summary of Proposed Cemetery Improvements

### Cemetery Signage and Entrance Improvements

Several opportunities exist to improve identification of the cemetery through the installation of new signage. These include two primary types: Colorado Department of Transportation (CDOT) guide signs announcing the entry along Highway 6, and thematic Town of Dillon signs to mark the entry itself.

### **Highway Signage**

Standard CDOT-type guide signs could be used to announce the cemetery entry road with a message such as “Cemetery Entrance Ahead.” These could be placed at prescribed distances away from the entry in both the north and south directions. Because the entry drive is currently difficult to see at approach, these signs could provide both an initial warning of possible additional traffic associated with the intersection and a useful announcement of the location of the entry for visitors not familiar with it.

A second type of CDOT guide sign that could possibly be used to better identify the cemetery is one that could announce “Tourist Information Ahead.” This sign could be used in combination with the entrance sign to direct drivers to the proposed information kiosk and associated parking.

Local CDOT managers could be contacted to discuss the procedure for requesting the installation of this type of road sign.

### **Town of Dillon Entry and Signage**

A Town of Dillon-style identification sign could be used at the entry to further identify the location of the entry to the Dillon Cemetery. This element could include decorative stone piers and a large timbers in its signboard, and could announce the cemetery and nearby recreation use areas using the joint entry road. This style is readily recognized in marking other Town facilities around Dillon, and could use matching design styles and materials.

Because the existing cemetery road is cut sharply into a tall road bank along the north side of Highway 6, drivers have very little time to identify the entry from the north and south sides. Selective regrading to lower the slope along the frontage could provide a wider area of visual recognition of the signage along the road.

### **Information Kiosk**

An informational kiosk was proposed near the intersection north of Highway 6. In this location, it could be within view of traffic on Highway 6, but be removed from heavy traffic.

Cemetery information provided at the kiosk could pertain to the history of Dillon, including its initial settlement and town sites, the need to vacate the town site in 1961 to make room for the Denver Water’s Dillon Reservoir, and the need to relocate the cemetery as part of that effort. Other seasonal information could also be included.

### **Cemetery Entrance Sign**

To further identify the cemetery property beyond the information provided at the kiosk, a specific entry sign could be used to mark the physical entrance. Also designed in a Town of Dillon style, this sign could act as a threshold element to make it clear to visitors that they are entering the cemetery and that certain rules apply. Associated sign information to be provided could include vehicle speed limits, hours of operation, and permitted and non-permitted behaviors.

### **Cemetery Access Drive**

As noted earlier, once past the entry sign and threshold, the cemetery access road begins to gain elevation as it continues onto the property. Most notably, its horizontal alignment is intentionally redirected to the northwest to take advantage of the overlook of nearby Dillon Reservoir and the spectacular views of Buffalo Mountain and Red Peak. This focused alignment is proposed for a distance of approximately 300', and at the reduced speed limit posted within the cemetery, provides a generous period of time visitors to appreciate the view of these community-defining natural features for when traveling to the cemetery for burial services, commemoration events, or visitation purposes. The alignment also allows visitors time to decompress from highway travel and become oriented with the proposed new cemetery sections.

This intentional approach also provides the additional length necessary to allow the entry drive to gently gain elevation needed to meet those of the site of the primary cemetery use areas proposed near the Central Core Area of the expanded cemetery. Once past the extended view of the distant lake and mountains, the road turns back to the east to connect to the proposed new use areas and roads of the existing cemetery sections.

### **Cemetery Roads**

In addition to the prominent cemetery access drive, a number of new minor roads are proposed to provide access to the proposed new burial sections, primary use areas, and cremation gardens. For the most part, these roads extend the existing pattern of the north-south roads in the older burial sections, though some new alignments are needed to provide access to areas framed by the curvilinear entry drive.

To improve vehicle travel and lessen the impact of the inevitable roadside parking, the proposed minimum width of cemetery roads is proposed to be 20'. The width of the main entry drive could exceed this dimension, with a proposed width of 25' to 30'. Ample setback space is also proposed between the edge of the road and grave sections to allow surface drainage swales and structures as needed to control runoff on the sloped site.

### **Pedestrian Paths**

A number of pedestrian paths are currently provided in the existing sections of the cemetery. These allow ease of access for maintenance and operations equipment needed to provide grave opening and closing operations, and also to allow pedestrian access throughout the cemetery. While the majority of these paths are oriented in a north-south alignment to parallel vehicle roads, two additional paths are provided in an east-west alignment to link opposite ends of the property.

It is a primary goal of DCAC members to improve and add to this system of pedestrian paths to allow better circulation and enhance future interpretation of the various grave sites. Any new pedestrian paths created on new cemetery sections should be connected to and interact with existing paths.

### **Cemetery Road and Path Signage**

Though individually named on cemetery maps, signs for vehicle roads and pedestrian paths are not currently provided within the existing property. It is recommended that signage be added to improve way-finding in the various burial sections, and to link routes together for possible future history tours to interpret the graves of individuals and the founding families of Dillon and Summit County.

### **Vehicle Parking**

Few dedicated parking areas currently exist within the cemetery grounds. While some undeveloped areas provide overflow space for parking during large seasonal events such as Memorial Day, the majority of day-to-

day parking occurs along cemetery roads. Because the width of most existing roads is narrow, and the passage of one car past another is limited, this can become problematic.

Specific parking areas should be identified and signed within the existing sections of the cemetery, and should be designed into all future areas of an expanded layout. While the larger central parking spaces can be used to accommodate many cars, these smaller lots would be useful in day-to-day visitation, and when the larger lots are full.

### **Snow Plowing and Storage**

Winter snow plowing of roads is performed by Public Works staff. Minor snow amounts are currently pushed to the sides and loaded periodically and hauled to the snow storage areas in the Public Works compound located to the south of the cemetery.

All parking areas, large and small alike, should be designed to have areas for small amounts of snow storage adjacent to them.

### **Restrooms and Utilities**

A pit-type toilet structure is proposed in the large parking lot near the Gathering Place/Shelter in the Central Core Area. In this central location, the facility can serve day-to-day visitors, and those who may assemble for interment services or larger special events or commemorations. In its proposed location, this facility would be readily identifiable by visitors and could be easily serviced by maintenance crews.

Because of the cemetery's current location far away from any domestic water lines, and because the cost of drilling a well is also prohibitive, an option to install a water tank may be the most effective way of providing water for visitor use. This facility could be included as a part of the design for the Central Core Area, and be readily accessed by visitors and maintenance crews alike. Water would need to be trucked in from elsewhere.

For similar remote location issues, the cost of running electrical service to primary improvements in the Central Core Area is also currently cost prohibitive. For the short-term, a photovoltaic system could possibly be used for security lighting and other minimal need uses, and a portable generator could be used on occasion to provide needed service for selected services and events.

### **Public Works Compound**

The Town of Dillon Public Works Department (DPW) currently utilizes a large portion of the cemetery property south of the existing burial areas for a maintenance and operations compound. This facility was initially constructed by CDOT for use by contractors to stage construction company equipment and materials during road improvements made to Highway 6.

The facility is currently used for temporary storage of DPW building materials, temporary boat storage associated with the Dillon Marina, and for the seasonal storage of excess snow removed from town streets and facilities during winter months.

The operations area is framed by a series of extensive earth berms intended to screen the space from adjacent roads and use areas, and is in excess of a size needed for current Town of Dillon uses. It has been proposed that this compound be reduced in overall size and reconfigured in areas to the east side of the property to improve views along the cemetery entry drive to the west. Some regrading and landscaping could also be done



to reduce the size of the berms, and to better organize the utility space into a smaller overall footprint. A new entrance has also been recommended for the east side of the reconfigured compound to remove it from view of cemetery visitors and to reduce possible traffic conflicts.

## Conceptual Design of Primary Improvements and Cremation Garden Products

### Primary Improvements

To provide additional development detail to the Master Plan, in conjunction with the previously shown Conceptual Plans, a range of design concept imagery was presented as possible development style options for the proposed primary improvements. These included the Entry Sign, Kiosk, and the Gathering Place/Shelter.

Images of desired styles selected by DCAC members for the Entry Sign, Kiosk, and Gathering Place/Shelter elements tended to be of a vernacular “mountain” style familiar throughout Dillon, Summit County, and the Colorado high country, and included:

- “Mountain” Style.
- Stone Veneer and Heavy Timbers or Logs.
- Design to Match Town of Dillon Style.
- “Always Been There” Appearance.

#### SHELTER IMAGERY



#### CREMATION GARDEN IMAGERY



**Dillon Cemetery Improvements**  
Dillon, CO  
5.19.2015

#### SIGN IMAGERY



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## Cremation Garden Products

While the need for conceptual designs defining the Entry Sign, Kiosk, and Gathering Place/Shelter were listed in the initial Scope of Work, the desire to include concepts for the proposed Cremation Garden came later and was added by way of an Addendum to the Scope of Work and Contract.

In this additional work, CPRA proposed and scheduled a tour of two representational cremation gardens in the Denver area by DCAC members. The tour provided DCAC members with an improved understanding of the range of cremation product options available in contemporary cremation garden design, and showed how multiple types of options could interact with others to present a unified design offering many choices to cemetery families. The tour also allowed DCAC members to select the ones which they thought might be the most appropriate in any new design to be developed in the Dillon Cemetery.



Images of Cremation Garden Options Visited on the Tour

Cremation product options selected by DCAC members to be included in possible future garden designs tended to be more “mountain” in its design style and materials, and included:

- Niche Wall / Columbarium
- Memorial Coping to Define Bed Edges
- Cored and Non-Cored Upright Markers
- Memorial Boulders and Benches
- Ossuary and Cenotaph Wall

### Conceptual Planting Design

Planting shown on graphics included in this Master Plan and Conceptual Design documents is preliminary. Any future design discussions for proposed development of new cemetery sections, roads, primary improvements, and cremation garden areas should also include a more thorough development of a planting plan and plant list.

Plants should be selected for their native appeal and hardiness for the subalpine climate conditions that exist on site. Local nurseries could be consulted to provide preliminary lists of plants that could survive and thrive in the area, and provide a full spectrum of seasonal plant characteristics.

### Final Master Plan



## Proposed Master Plan Improvements

The Final list of Master Plan improvements is a comprehensive compilation of all previously DCAC-approved graphic layouts, plans, imagery and notes of components presented by CPRA and listed in previous sections of this Master Plan narrative document. The final components shown on the Plan include:

- Proposed developments for the cemetery entry, intersection, information kiosk and signage.
- Cemetery entry drive, roads, and parking areas.
- Primary improvements for visitor use areas in the Central Core Area including gathering areas, shelter, restrooms, re-purposed entry arch, and stairs and paths.
- Minor cemetery improvements including signage, and pedestrian paths
- Layout and estimated number of graves in proposed burial sections.
- General location and estimated numbers of product options proposed for the future cremation garden.
- Proposed improvements to the parking area for the adjacent recreation areas is also noted on the plan as listed in previous sections of this narrative.

## Cemetery Inventory

Master Plan inventory totals shown on the Plan for existing grave plots, proposed burial plots, and cremation garden products include:

- Existing Grave Plots: 2,350 (est.) (12 lots noted as unmarked)
- Proposed Grave Plots (in all areas) 3,313 (est.)
- Proposed Cremation products (in all areas) 1,200 – 1,500 (est.)

Note: Layout of proposed grave plot and roads/paths matches size and orientation of those shown in the existing sections of the cemetery.

## Preferred Master Plan Phasing

This Master Plan proposes cemetery development to take place in three primary phases for cemetery development, an Initial Phase, Intermediate Phase, and Final Phase.

### Initial Phase of Development

This phase of initial development includes the majority of infrastructure elements proposed on the Plan, including:

- The entry and signage improvements along Highway 6.
- The intersection improvements and information kiosk.
- The cemetery entry drive, and basic grading and construction of primary visitor use areas and elements.
- Cemetery roads associated with proposed limited development of grave sections.
- An initial phase of construction of the proposed cremation garden.
- Initial plantings in the proposed Phase I area.

Because of higher amounts of infrastructure construction proposed in this Phase of development, this phase proposes development of less cemetery inventory. Proposed casket and cremation inventory totals include:

- Proposed Phase I Grave Plots (in all areas) 982 (est.)
- Proposed Phase I Cremation products (in all areas) 400 - 500 (est.)



### Intermediate Phase of Development

This phase of development includes the highest number of grave plots of all proposed phases of development, and only those infrastructure elements associated with them, including:

- A large section of grave blocks located south of the Phase I development.
- A large section of grave blocks located northwest of the Phase I development.
- Cemetery roads, parking, and drainage associated with proposed development of grave sections.
- An intermediate phase of construction of the proposed cremation garden.
- Additional plantings in the proposed development area.

Because of higher amounts of infrastructure construction proposed in this Phase of development, this phase proposes development of less cemetery inventory. Proposed casket and cremation inventory totals include:

- Proposed Phase I Grave Plots (in all areas) 1,359 (est.)
- Proposed Phase I Cremation products (in all areas) 400 - 500 (est.)

### Final Phase of Development

This phase of development includes the least number of grave plots of all proposed phases of development, and only those infrastructure elements associated with them, including:

- A large section of grave blocks located along the western boundary of the overall development.
- Cemetery roads, parking, and drainage associated with proposed development of grave sections.
- The last phase of construction of the proposed cremation garden.
- Additional plantings in the proposed development area.

Because this phase of development completes the proposed layout shown in the Master Plan, and essential fills in the area designated for expansion, this phase proposes development of the lowest total numbers of cemetery inventory. Proposed casket and cremation inventory totals include:

- Proposed Phase I Grave Plots (in all areas) 972 (est.)
- Proposed Phase I Cremation products (in all areas) 400 - 500 (est.)



**PHASING PLAN**  
Master Planning and Conceptual Design  
Dillon Cemetery, Dillon, CO



8.27.2015  
SHEET 2 OF 4



## **Proposed Recreation Area Parking Improvements**

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As another scope item of interest added to the initial Scope of Master Planning work, CPRA was asked to analyze the existing parking area at the adjacent recreation use areas near the southeast corner of the developed cemetery sections. Prior to 2015, this parking area served as parking for the trailhead for Town of Dillon and regional trails leading from this area, for the Town of Dillon Archery Range, and as seasonal access through a gate to a motorcycle riding area to the east. In 2015, the Town of Dillon added a new disk golf course immediately north of the cemetery, with an increase in traffic expected.

As part of the additional work, CPRA examined the existing area to determine the significant issues. These included the following:

- Increased use and traffic is expected with the opening of the disk golf course.
- Current lack of directional signage.
- Poorly defined entries and edges of existing parking area.
- Poor maneuvering space/turn-around areas for vehicles, especially those with trailers.
- Not enough total parking spaces for expected demand.
- No restroom for current or expected uses.

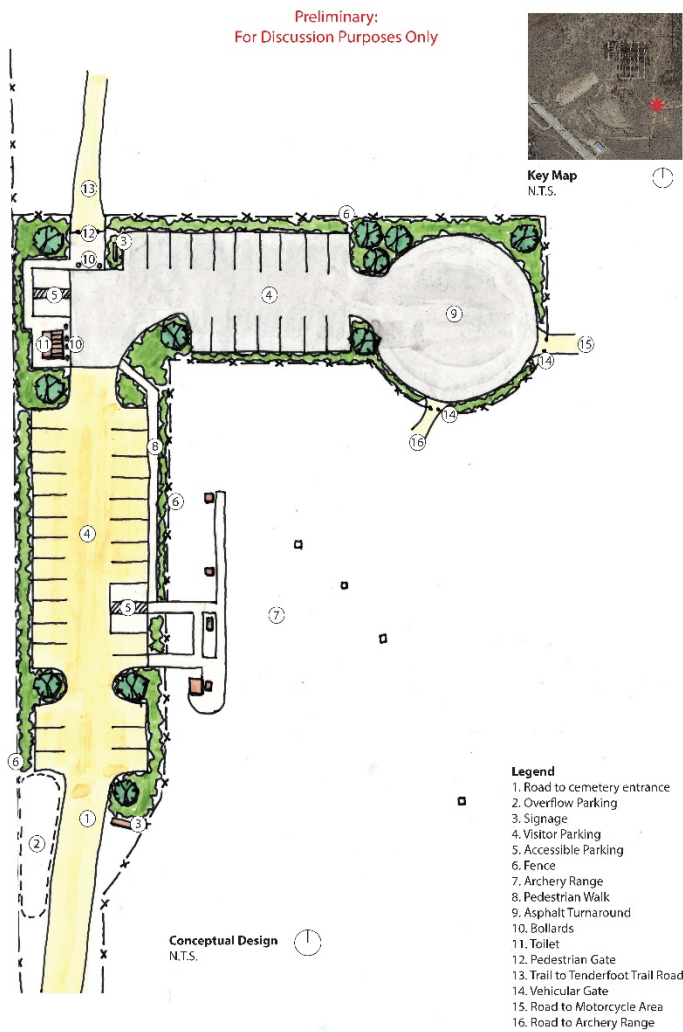
In conversations with selected DCAC members, it was determined that any proposed improvements be made in a style that was similar to those proposed for the adjacent cemetery improvements. These included:

- “Mountain” design style.
- Town of Dillon design style.
- “Always Been There” appearance.
- Ample parking and maneuvering space, including overflow.

CPRA prepared two conceptual design options to address the issues and preferences identified.

Site improvements proposed in Option “A” included:

- Defined areas of parking for Archery Range and Trailhead/Disk Golf Course.
- Expected heavier use area near Trailhead, Disk Golf Course, and Turnaround to be paved.
- Turnaround to be located at east end of parking area.
- Accessible Parking and Restrooms centrally located.
- Overflow area provided south of proposed improvements.
- Grading and drainage to be improved.



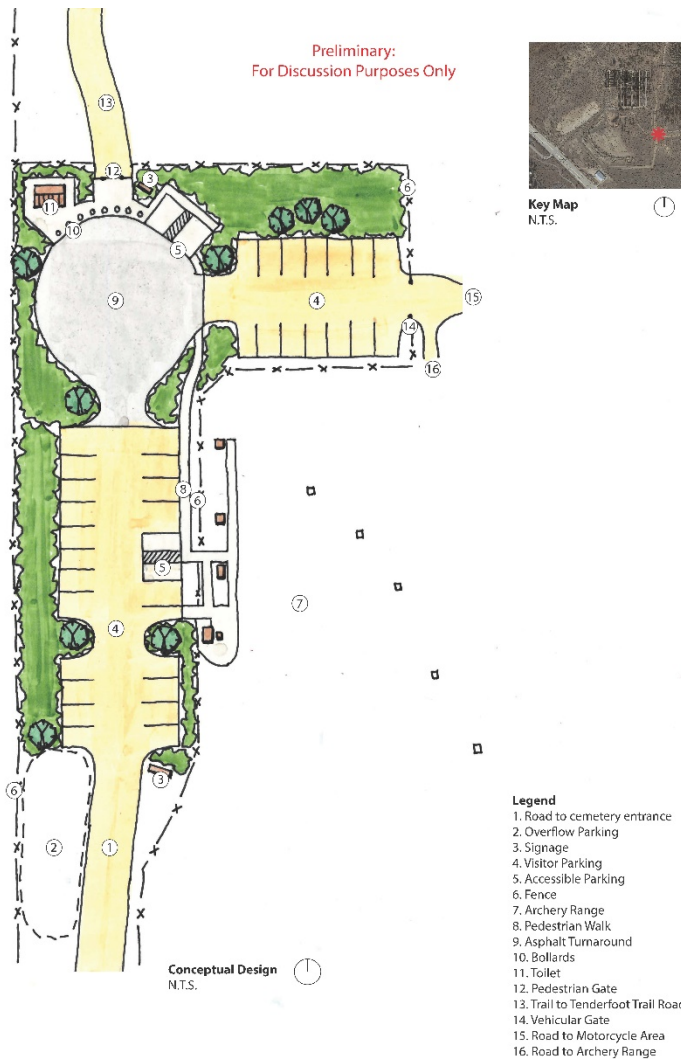
**Conceptual Design Option “A”**  
**Recreational Parking Area**  
 Dillon Cemetery  
 Dillon, CO  
 4.9.2015





Improvements proposed in Option “B” were similar to those in Option “A”, though with some changes, including:

- Defined areas of parking for Archery Range and Trailhead/Disk Golf Course.
- Expected heavier use area near Trailhead, Disk Golf Course, and Turnaround to be paved.
- Turnaround to be located in central portion of the overall parking area.
- Accessible Parking and Restrooms located in expected higher use area, though still close to Archery Range.
- Overflow area provided south of proposed improvements.
- Grading and drainage to be improved.



**Conceptual Design Option “B”**  
**Recreational Parking Area**  
 Dillon Cemetery  
 Dillon, CO  
 4.9.2015



--- End of Master Plan Narrative ---

## **APPENDIX**

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The following information is included in the following Appendix:

1. Copy of Initial CPRA Questionnaire, with DCAC member responses shown in color.
2. Copy of Supplemental CPRA Questionnaire, with DCAC member responses shown in color.

**Programming Questionnaire**  
**Master Planning and Conceptual Design**  
**Dillon Cemetery, Dillon Colorado**  
CPRA Studio, Denver, CO  
March 2015

Overview

CPRA Studio, LLC, (CPRA) has been retained by the Dillon Cemetery and Town of Dillon to perform services for a Cemetery Master Plan and Conceptual Design (OMC). These studies are intended to provide valuable information to cemetery managers and the City of Olathe in terms of estimating the value of the existing property for its possible future sale or development, and making recommendations on how to proceed with possible future cemetery development and/or expansion if that direction is selected.

How to complete this questionnaire: You can print this form and fill in your responses by hand, or you can respond digitally by typing directly into the boxes below each question. Place your cursor in the box, click once to activate it, and begin to type. Save frequently and before finalizing the document. Please use the attached map for any graphic answers that may be required. Thank you.

I. Design Vision for Cemetery Development and Expansion

CPRA understands the list of cemetery improvements and expansion ideas desired by CAC at Dillon Cemetery, and the possible locations for each on the property. To add to this understanding, please list your personal vision for these improvements and expansion efforts in terms of design style (i.e. mountain, contemporary, etc.), materials, and location, as follows:

- a. Cemetery entrance feature/signage style and location.

Mountain ranch imagery, stone, metal accents, good visibility from US 6  
Wrought iron Arch – similar to existing over new entry by flag pole, low maintenance  
Arch same as now, reinforcement as needed  
The current arch at the entry should continue to be used in some way to keep our continuity with the past  
*I would like to see an entrance down close by highway. But this entrance would be a park and parking area. The park would include a monument to the Founders/pioneers, some benches, some historical plaques. Idea is that many persons passing by in cars or on bikes would stop at this park and most probably not go any further. I would not include any bathrooms. I think we have to be careful to not invite vandalism to the site.*  
A main entrance at the highway in keeping with Dillon's current style and an additional entrance at the northwest corner of the existing cemetery using same style as the old arch.  
Formalize entrance, consider new road alignment, and appropriate signage, as needed

b. Shelter style and location.

Simple, dramatic, located just before existing cemetery on new road  
Shelter at spot of Memorial Day service – it is flat. Shelter similar to Rainbow Park. Open post & beam with attached restrooms.  
Rustic log, open on front side  
I am not convinced of the need for a shelter. However, if it is determined we do need a shelter I prefer an open shelter. It would provide both protection from the elements and a grand view.  
*I would not have any shelters or bathrooms on the site. Again, I see this as an invitation to and for vandalism.*  
I am neither in favor or against such a structure, my only concern is it not be placed as to obstruct the views of the mountains and the lake. If built, it should be open and airy and possibly placed where the current road entrance to the cemetery is.  
Rustic CCC/WPA style, location to be determined based on road alignment considerations

c. Kiosk style, elements provided, and location.

Not sure  
Perhaps a four-sided 3' x 3' or 4'x4' containing maps, information and history located near shelter.  
Rustic log, open front – outside arch, for parking.  
A National Forest style kiosk, (i.e. kind of pole and beam). It should include, at a minimum, a cemetery map, a weather proof directory, marketing literature and cemetery history.  
*None. I would do small plaza, benches, memorials to Founders, Veterans, etc. But no shelters. Build a shelter and soon or later we will have a "homeless" problem.*  
Possibly like what the Town has at the Marina Park, showing where the old town was. They could be in different areas throughout the cemetery and at the entrance, depending on what they contain.  
Match TOD landmark program style and elements.

d. Restroom facilities style and location.

Not sure  
Restroom at shelter with solar incinerator  
Not needed at present \$\$\$ - porta potty.  
National Forest style and type.  
*None.*  
Shelter to hide portalets that can be pumped/removed. Placed at the upper back of the cemetery to allow use by all users of the area. Style ???  
Vaulted restroom facility. Alternative for location include cemetery area, nature preserve and/or something done in cooperation with the County Open Space parcel.

e. Utility improvement types and location(s).

Future water tank, electrical to shelter, solar?  
Solar electric – water already there.  
Light entrance arch  
Solar if we require energy.  
*Lights and camera that are triggered by motion detectors. But nothing to invite campers.*  
Irrigation water to maintain vegetation, possible sewer water for restrooms, solar panels on structures for electrical use by PW dept, entrance lighting, sign lighting, flag pole and restrooms.  
Drainage, electrical service, possible future water & sewer

- f. Next possible areas for future cemetery expansion.

Probably along new access road  
To the north and east of existing  
Back side where disc golf located  
To the West

*I would like to see the larger area developed as park, and developed in phases. See next question.*

The area near the highway where the new entrance and drive would come up, possibly using center half of sections to the west of the current cemetery so as to allow for placement of a centrally located area for use as a gathering area, shelter, future restrooms, war memorials and then spreading out with burials from there.

Northwest area

- g. Please list any other thoughts or comments you may have for the proposed cemetery improvements.

All to be orderly, classy with contemporary use of natural materials.

What we visualize is enough to go on for now. Would like to see the return of the white perimeter fence.

Keep it simple and rustic

*As mentioned, I would like to see a park developed close by the highway. This would be stopping place for tourist on bikes, on foot or passing by in cars. This close by the road park would be a memorial to Founder, the Pioneers and also memorial to the Town of Dillon. Area would include some benches, some historical plaques, some information on cemetery. This park would also serve as entrance to the larger park/cemetery. This park would link to bike path/walking path, and would also serve as starting point for a path around the larger cemetery area. Beyond and up hillside from the this lower park, I would lay out plats. Most the plat, area/areas laid out would be for future burial areas. Up the hillside, I would also like to see a site set aside for a memorial to Veterans, and also a site for "Forgotten—a kind of "unknown soldier" memorial—here thinking of all the forgotten folks who have passed through Summit Co.—thinking of a little lost unknown and unnamed baby buried in the cemetery. In master plan, I would leave cemetery and even gate to cemetery pretty much as it now is. I would make existing cemetery the core, the heart of the larger Park—in a sense try to set it off as a scared place. Of course, there would be a need for a road network through the memorial sites, future burial areas, and the historic cemetery. But maybe roads into the cemetery could be gated and locked. No autos—rather get out and walk. One other feature that I haven't mentioned but I hope can be included is a large memorial wall—such a place and site would provide a less expensive memorial for families. This wall might extend all along the North and East boundary of the Park. I also think plan should include plans to use berms and trees to separate the park from surrounding areas. —some additional notes below. —*

Older section improved for drainage, pathways and roadways added to allow for better access to the gravesites, fauna and trees in keeping with the natural setting, spruced up but not done up to help existing cemetery look better kept. The idea of making the site a kind of memorial and telling of the history of the old town and its pioneers with benches and tables to allow for visitors to enjoy the views. Newer sections to be more modern and better kept so as to appeal to more people. Fencing for older part of cemetery in keeping with the history, newer fencing for the additions as needed.

## II. Cemetery History and Interpretation Opportunities

- a. Please list/delineate the oldest sections of existing burials in the cemetery. Use the attached map as needed.

All seem to be scattered about.

Near flagpole

The older graves are mostly along the southwest fencing and on the far eastern side of the cemetery, but very old graves lie throughout the entire cemetery as it was placed at the new site much as it had been at the old.

When the cemetery was moved to its current location, the cemetery was laid out the same as the old cemetery and all of the existing gravesites were placed in their same location in the new cemetery.

- b. Please provide any known reference materials containing a history of the Dillon Cemeteries.

Summit-Mary Ellen Gilliland / Denver-Dillon & the Dam  
Dillon, by Anna Emore, Summit County Journal and Summit Sentinel  
Images of America Dillon and Silverthorne  
Summit 25<sup>th</sup> Anniversary Edition, A Gold Rush History of Summit County, Colorado  
Summit Historical Society

- c. In your opinion, what stories or special historic details could be included on interpretive boards or kiosks for visitors? Consider the cemetery history itself and the history of the community and county.

Short story of moving cemetery to present site.  
C. Warren, Sheriff Steve  
Basically a history of the Town of Dillon and its cemetery.  
The moving of the cemetery, Chauncey Warren getting the land grant, life styles of the area and its people from past to present.  
Materials from Dillon Cemetery Walkout Tour 2011

- d. Do you see the opportunity or need to place other interpretive boards out in the cemetery to call out special stories or graves? If so, which graves and/or what stories could be identified?

I do, though I don't think enough people would be interested in the story of Don "Magic" Marker.  
No, keep it simple  
No  
Would like to hear ideas before commenting.  
Committee decision

- e. Please list any other historic buildings, sites, parks, or resources located in the Town of Dillon or Summit County that could programmatically connected to the cemetery.

Can't think of any off hand  
Buildings in old schoolhouse area  
The five to seven buildings moved to new Dillon at approximately the same time as the cemetery.  
*We might want to consider moving historical buildings on the site. But as attractive as this idea seems, I am afraid any permanent structures on the site will be vandalized.*  
When we did our tours, people did find it interesting to learn about buildings that were moved and what they had been, so unsure how we would tie that into the cemetery.  
Summit County Historical Society/Schoolhouse Museum

- f. Has the CAC ever approached, or been approached by, other history resource managers or organizations in terms of working together? If not, does this sound desirable to pursue?

Have been talked to but not on regular basis.  
Summit Historical Society, maybe  
Summit Historical Society, I have also spoken with members of the Elks Club regarding possible grants for a war memorial.  
No.



- h. Please list any other thoughts or comments you may have in regard to cemetery history or interpretation.

*When we did tours, Summit Historical Society was a little aggressive – personal opinion  
Long term, we need to look at developing a book and map in the book. This could be a fund raiser too. The High School history classes in Grenada Co have taken long term interest and commitment to a historical site nearby. Wonder if CMC or High School, or someone else might be interested.*

### III. Existing Cemetery Property and Site Conditions

#### General Issues:

- a. In your opinion, what are the most significant site opportunities as they relate to future cemetery development?

*The natural, open state of the land – how to protect that while creating intimate spots.  
Backside  
The most important opportunity is the opportunity to protect this historic cemetery and remember the town of Dillon.  
The potential for growth, the ability to design and build a cemetery that would appeal to many in the future. The opportunity to preserve and protect the existing cemetery for those families that went through the pain and suffering of having their loved ones moved. Many feel very protective of the area as they see it all that they have left of their old lives in Dillon. I think if we can find a way to do that we will have created a cemetery that we can all be proud of.  
New road alignment, gathering space, appropriate landscaping, restroom*

- b. In your opinion, what are the most significant site constraints as they relate to future cemetery development?

*Hwy 6 noise, adjacent uses to the south & east.  
Disc Golf and Denver Water Board  
I think we need to berm off property boundaries as soon as possible. If for instance, we are going to use trees to establish boundaries, it takes trees a long time to grow.  
Dillon is a small town with a limited amount of money in order for the cemetery to expand, it will have to appeal to many more people. Other towns within the county either have no cemetery or no room to expand. Possible opportunities to reaching out to other towns and counties, the town can and should take better care of the existing area. Outside property boundary users are a huge concern and one we most likely have little or no control over. We have seen the area change in its beauty, serenity and appeal just with the adding of the snow and boat storage and berms. The disc golf use and county open space use also is having its effects.  
No constraints, only opportunities*

- c. Please list all existing areas in the cemetery that are currently used for services, special gatherings, or other commemoration / memorialization, and explain how they are used.

*Central area near entrance – Memorial Day only  
Lower front area used for Memorial Day services, gatherings at gravesites for funerals and burials, older families used to come up and clean family plots and gravesites the weekend before Memorial Day. They would generally bring picnics and visit. This has not been done much in the last few years. Most that come are wondering where everyone is and simply leave flowers and do not rake and clean*

up. Would like to see a formal invitation by the Town to do so that could also be used as a time for them to share with us what they would like to see happen.  
Memorial Day Ceremony location

**Specific Issues:**

- a. Has the existing property boundary been the same since the cemetery was first moved to the site? If not, please explain.

Roads changed in a few places.  
*Again, I think it is urgent that we establish the property boundaries.*  
Yes, with the exception of the bermed off area looking as though it does not belong in the boundaries.  
Yes

- b. Please list any easements, encumbrances, or intergovernmental agreements that could affect possible future cemetery development. Use the attached map as needed.

Denver Water Board property/county open space/town use of cemetery property for other purposes other than cemetery and parks. This is currently being allowed, per agreement with Denver Water on a temporary basis.  
Denver Water – disc golf

- c. Has a list of all plant types found on the cemetery property ever been prepared? If so, please include it. If not, please provide as complete of a list as might be possible. Include all trees, shrubs, grasses, and forbes.

No I don't believe so.  
No, would need a qualified horticulturist

- d. Please list the names and dates of construction for all recent Town-funded site improvements at the cemetery. Include such things as utilities, fencing, roads, grading and drainage, special memorials, etc.

New flag pole and solar, water tank and fences – dates unknown  
Trees, surveyed in 2014 and partial funding of headstone placement project by CAC, 2006 ongoing. Survey marker project 2014; Buck and rail fence 2014; Arch repairs 2012; Rotomill driving lanes 2008, and underground water tank, flag pole and solar lighting

- e. Please note any site improvements that may have been made using private or volunteer labor or funding.

Remove fences, plant boundary trees  
Buck & rail fence  
Volunteer clean up day and funding for headstones  
Volunteers assisted with buck and rail fence installation

- f. Would private funding sources, donations, or the sale of naming rights be desirable/acceptable to fund any of the proposed improvements? Are there any Town regulations that may direct or preclude these possibilities?

All except naming rights  
 Yes, but I don't know if the Town of Dillon has restricting regulations.  
 Long term, I would like to see a "Friends of Dillon" Society formed, chief purpose to raise funds for cemetery and for preserving the few historical buildings.  
 No to naming rights.  
 Yes to donations and private funding sources – No to sponsors or naming rights

- g. Please note any known areas of topography that may adversely affect possible future cemetery development. Include known steep areas, flat areas that may not drain well, or rock outcroppings. Use the attached map as needed.

Could any such sites be designated for plaques, monuments other permanent memorials?  
 None.

- h. Please note any known areas of plantings that may adversely affect possible future cemetery development. Include any trees that should be retained or those that need to be better managed or removed. Use the attached map as needed.

If cemetery moves into disc golf area  
 Trees that might be blocking the ability to have a walking pathway or additional roadway in order to allow access to gravesites should be moved and replaced. I have noticed over the past several years that the sage brush, which most of us like, is easily damaged and soon dies when it is driven on or stepped on. Much of it has died off in the last ten years, like the trees.  
 None, we have a tree thinning project underway in 2015

- i. Please list or delineate the oldest graves in the cemetery, specifically those moved from the previous cemetery. Use the attached map as needed.

Boche Infant	Lot 3, #3	1880
Isaac N. Warren	Lot 89, #2	1882
Viola Fry	Lot 18, #5	1868-1886

Near flag pole, Warren  
 I would like to see this area preserved "as is" as much as possible, maybe also incorporate Historical Panel on site with photos of old Dillon.  
 Some 327 graves were moved to this site from the old cemetery. The oldest has been listed as being Boche infant, 1879 in history books. There are several from the late 1800s throughout the cemetery.

- j. Please list the oldest burial marker(s) in the cemetery. Please note the names and dates of each.

As this is a historical cemetery, I think it is permissible to have grave sites marked "unknown or lost"—compare to situation at Cemetery in Glenwood Springs. The grave of Doc Holliday cannot be located.  
 Unknown.

- k. Please list the locations of newly purchased markers that have been installed recently for previously unmarked graves, and any that still remain unmarked. Use the attached map as needed.

See Attachments 1, 2 & 3  
 Attachment 4 is unmarked

- I. Does the Town of Dillon currently use a standard style or model of shelter in its parks? If so, would it be appropriate for use at the cemetery? Please list the company name and model of shelter if used.

*Please, "no shelters". This is not a picnic area.*  
 I feel this is a picnic area and I do so often. To me, it is also like being among family at grandma's. It's always been a serene place with beautiful vistas. Now it needs benches throughout to make it comfortable, pathways to make it easier to stroll about. The older cemetery should be unique to itself, while the newer section should be a place people want to be when they're visiting and when they pass.  
 We do not have a standard style or model. The most recent pavilion structure placed in Town was the Marina Park Pavilion. We desire to have a more rustic custom-built structure at the cemetery.

- m. Please list any other thoughts or comments you may have in regard to the cemetery property or conditions.

*Keep it rustic*  
 CPRA has visited the site twice to evaluate these conditions and with their expertise probably understand them much better than I..  
*How about using trees as permanent memorials Pick a durable, long lasting tree and design a plaque. Such trees or tree memorials could be used to make a wind break around the cemetery. ii. How about taking 10% of all receipts and placing such in the Foundation fund. lii. How about an annual solemn concert benefit for a fund raiser. Have concert at sunset, encourage all to walk cemetery before the concert.*  
*Natural kept but not polished, inviting.*

**IV. Cemetery Business and Administration**

- a. Please provide a copy of all contracts used for the sale of plots and memorials, including 3<sup>rd</sup> party memorial contracts you may coordinate with of purchase from.

See attached.

- b. Please list your prices for graves and any other property you currently sell. Include any differential pricing for resident/non-resident, and weekends or after hours.

*Many persons and families are opting for cremation. Thus, I think it will be very easy to over price burial sites, particularly for long time locals.*

Cemetery lot (in Town)	\$100.00
Cemetery lot (Summit County resident)	\$350.00
Cemetery lot (non-Summit County resident)	\$1,000.00
Cemetery Capital Fee on the sale of all cemetery plots	\$400.00
Saturday (no Sundays) & after hours are charged 1.5 for overtime for open/close	

c. When were your prices for graves last adjusted? Please list your previous prices as a history.

November 2014:

Cemetery lot (in Town)	\$100.00	1-7-70
Cemetery lot (Summit County resident)	\$250.00	1-7-70
Cemetery lot (non-Summit County resident)	\$1,000.00	1-7-70

d. Please list your fees for openings, closings, and any other services that you offer.

<b>CEMETERY FEES Ord 17-14</b>		
Summer (April 15—October 31): Open/close	\$820.00	11-7-110
Summer (April 15—October 31): Open/close – Saturday	\$1,230.00	11-7-110
Summer (April 15—October 31): Cremation burial	\$120.00	11-7-110
Summer (April 15—October 31): Cremation burial – Saturday	\$185.00	11-7-110
Summer (April 15—October 31): Disinterment	Actual labor & equipment costs	11-7-110
Summer (April 15—October 31): Disinterment deposit	\$1,000.00	11-7-110
Summer (April 15—October 31): Cremation disinterment deposit	\$500.00	11-7-110
Winter (November 1—April 14): Open/close	\$1,230.00	11-7-110
Winter (November 1—April 14): Open/close – Saturday	\$1,845.00	11-7-110
Winter (November 1—April 14): Cremation burial	\$185.00	11-7-110
Winter (November 1—April 14): Cremation burial – Saturday	\$275.00	11-7-110
Winter (November 1—April 14): Disinterment	Actual labor & equipment costs	11-7-110
Winter (November 1—April 14): Disinterment deposit	\$1,500.00	11-7-110
Winter (November 1—April 14): Cremation disinterment deposit	\$750.00	11-7-110
Deposit for a grave marker	\$350.00	Per Section 10.B of the Dillon Cemetery Rules & Regulations

e. When were your fees for grave openings and closings last adjusted? Please list your previous fees.

<b>CEMETERY FEES – Ord 15-13</b>		
Summer (April 15 – October 31): Open/close	\$788.00	11-7-110
Summer (April 15 – October 31): Open/close – Saturday	\$1,180.00	11-7-110
Summer (April 15 – October 31): Cremation burial	\$115.00	11-7-110
Summer (April 15 – October 31): Cremation burial – Saturday	\$178.00	11-7-110
Summer (April 15 – October 31): Disinterment	Actual labor & equipment costs	11-7-110
Summer (April 15 – October 31): Disinterment deposit	\$1,000.00	11-7-110
Summer (April 15 – October 31): Cremation disinterment deposit	\$500.00	11-7-110
Winter (November 1 – April 14): Open/close	\$1,180.00	11-7-110
Winter (November 1 – April 14): Open/close - Saturday	\$1,772.00	11-7-110
Winter (November 1 – April 14): Cremation burial	\$178.00	11-7-110
Winter (November 1 – April 14): Cremation burial – Saturday	\$267.00	11-7-110
Winter (November 1 – April 14): Disinterment	Actual labor & equipment costs	11-7-110
Winter (November 1 – April 14): Disinterment deposit	\$1,500.00	11-7-110
Winter (November 1 – April 14): Cremation disinterment deposit	\$750.00	11-7-110
Deposit for a Grave Marker	\$350.00	Per Section 10.B of the Dillon Cemetery Rules & Regulations
November 2014:		

f. Do you conduct regular studies of pricing at comparable cemeteries? Do you track actual costs of the work being done to help you set these fees? Please explain.

Yes, annually. Fees are based on labor and equipment.

g. Are Town cemetery managers currently a member of the Colorado Association of Cemeteries or other cemetery networking organizations?

No.

h. When was the price for grave plots last adjusted based on a pricing study of comparable cemetery properties?



November 2014

- i. What is the date of the last burial section platting within the cemetery?

20+ years ago

- j. Please list the sequence of steps that you go through to assist a family in initially purchasing a grave plot.

Family contacts Town Clerk  
Town Clerk tours cemetery with family to choose plot(s)  
Family pays for plot(s)  
Town Clerk prepares Interment Agreement

- k. Please list the sequence of steps that you go through to assist a family at the actual time of burial. Please note your coordination with funeral homes or others service providers as needed.

Usually the funeral home contacts Town Clerk  
Town Clerk forwards an Reservation for Interment Application  
Once application is received, Clerk distributes the application to Public Works  
Town Clerk & Public Works Director marks sites  
Public Works open site

- l. Do you have a list of procedures that need to be followed by funeral homes or families at the time of a burial? If so, please include.

Nothing in writing

## II. Cemetery Operations and Maintenance

- a. Please list the sequence of operational activities you go through for openings and to prepare for a burial. Include any coordination by Town staff, funeral homes, or other service providers as needed.

Customer coordination  
Plot determination and/or sale  
Service provider coordination  
Plot Excavation  
Service

- b. Please list the sequence of operational activities you go through for closings. Include any coordination with the City Clerk, funeral homes, or others service providers as needed.

Service provider coordination  
Closing the site  
Gravemarker placement

- c. How are grave markers currently placed?

Head of the grave, adjacent to road or access corridors

- d. Please list the procedures you require for the placement of markers by others. Include any coordination with the City Clerk, funeral homes, or others vendors/service providers as needed.

The vendor contacts the Town Clerk and staff marks out the site and coordinates the timing with the vendor. See Cemetery Rules & Regulations

- e. To insure proper placement, and as an additional source of revenue, would you consider having Town staff take over the installation of markers?

No.

- f. Are vaults (outer containers) currently required for burials? If not, do you see the need to require them?

No – customer preference.

- g. If vaults are not required, do you see grave settling as a problem in terms of cemetery maintenance?

*This is a historical cemetery. I do not see "grave settling" as a problem.*  
*The past few years, several graves have done some settling. Mostly new graves, but even some of the older have done so. Do not see it as a problem, only as they need refilled.*  
Settlement occurs regardless of vault.

- h. Current graves are single depth. Have you ever considered going to double depth graves to allow two burials per grave as a lower cost option? Are there any known site limitations that may preclude this?

*Soil may not permit. But I think double grave depths is a good practice.*  
Has not been considered and there are no known site limitations that I am aware of that would preclude this; however, allowing this option could cause excavation issues.

- i. Is there an area in the cemetery that is currently used for indigent burial?

*If such an area has not been designated, I don't believe it is necessary to designate such an area now.*  
No, but occasionally there is a need.

- j. Please list the requirements you have for placement of cremains by family members.

*I think a wall or area for cremains is the top priority. Perhaps, a fence/berm around the cemetery could be used for placement of cremains. I do hope there is an area, small park, for placement of cremains and that such be a quiet, sacred place, a family member could return to, could "come sit".*  
All graves shall be at least six inches from the boundary of the burial plot and shall be at least five and one-half (5 ½) feet in depth. In the case of cremains, there shall be at least sixteen (16) inches of earth above the highest point of the approved sealed container and ground level.

- k. Please explain steps you may go through to identify and accommodate expected large burial services. Do you charge extra for larger services?

*For such or large burials, hold service at entrance park and then only "few" see placement in tomb.*  
Contact the Police Department for traffic control, if necessary and we do not charge extra.

- l. Please describe how burials are handled in the winter, including how graves are located, opened and closed, and how people and cars are accommodated.

The fees are adjusted for winter burials due to increased issues regarding excavation. It does not normally affect location of burials.

- m. Do you currently have in place any contingency plans for emergencies, such as burial of a large number of people, fires, etc.?

No.

- n. Please describe how soil is managed at the time of an opening and how excess soil is managed following a burial. Please include a description of all equipment used.

The soil is removed with a backhoe. Hauled to a remote location with a loader or dump truck. After service, material is brought back via loader or dump truck and placed in grave with backhoe.

- o. Have you ever been approached by church congregations or other groups in terms of purchasing a large number of graves at one time? If you were, how might this request be managed?

*Given demographics of Summit Co., I don't think we need to be seeking out large sales of grave sites. Once cemetery is discovered, we will see demand.*  
Elks Lodge has a larger plot, as do some families that are placed in trusts. This does not happen much anymore.  
No.

- p. Your current hours of cemetery operation are listed as 7 am until 9 pm. Has the cemetery closure after dark ever been a problem? Have you ever had any vandalism?

*I would like to see a timed gate into cemetery proper, also motion sensitive lights and cameras. I think we need to do whatever we can to set the cemetery proper (where the graves are) off as sacred space.*  
A gate that needed locked at night, might not be a bad plan to help deter future vandalism, but with our snows, I see it as a huge problem for PW dept. I like better the idea of security cameras.  
The cemetery hours of operation are not currently a problem. There has been vandalism in the past with headstones getting shot; however, since the shooting range has moved, that problem has been eliminated.

- q. With new built facilities proposed at the cemetery, would you see the need to gate the property or use other security measures (i.e. cameras or motion-activated lighting)?

*I believe this needs discussion as the Town of Dillon moves forward on these projects.*  
*As noted, I see motion activated lighting and gates, etc. as a necessity.*  
Most certainly.  
Possibly yes

- r. Please list the general sequence of cemetery maintenance activities you go through during a typical calendar year. Include any coordination with other Town Departments as needed.

*I would like to see cemetery proper, again where the graves are, remain as rustic, natural and maintenance free as possible.*

Winter plowing, summer road maintenance, spring clean up, vegetation maintenance, fence maintenance, other facility maintenance (arch, water tank, etc.) burial plot maintenance.

- s. Please list any maintenance assistance that may be provided by others through special arrangements (i.e. scouts, service organizations, private groups, families, etc.). Include how you coordinate these efforts and how Town staff may be used to support them.

*Volunteer Clean Up Day, Town assists with removal of debris from site.*

During Spring Clean Up Day, volunteers from other interested parties or stakeholders.

- t. Please list any site issues that may adversely affect maintenance duties (i.e. slopes, drainage, depth to bedrock, wildlife, invasive plants, etc.).

*Slopes and drainage, wildlife eating plants, dumping trash, dead trees due to insect invasion and lack of water to maintain healthy trees and fauna.*

Drainage, wildlife, invasive plants and insects.

- u. Please list any cultural issues that may adversely affect maintenance duties (parking, decorations, private fencing, wildlife, etc.).

*Cultural and/or faith based ideals vs. the western mountain character of the Dillon Cemetery.*

- v. How do you see the proposed new cemetery improvements changing the current level of maintenance?

*The design/install of the improvements should be made in concert with DCAC and Dillon Public Works to keep the "level of maintenance" at manageable levels.*

*I hope not.*

*Depending on the design I would expect the newer parts of the cemetery would require much more maintenance, possibly with irrigation and mowing. The older cemetery should see better maintenance with improved roadway drainage, better storage, irrigation, all would increase to some degree.*

*The maintenance level is expected to increase proportionate to improvements*

- w. Please list any other thoughts or comments you have regarding cemetery operations or maintenance.

*Try to clearly set the cemetery off as sacred space and hopefully that will also mean that all those who visit the site take care and show respect.*

### III. Cemetery Inventory / Merchandise

- a. How many total graves have been platted at the cemetery? How many have been sold to date, and how many remain in inventory?

Approximate numbers:	
Total platted:	2253
Sold:	971
For Sale:	581

- b. How are sales currently mapped and managed?

*This function needs to remain with the Town of Dillon. No privatizing!*  
Word database which will be converted over to GIS

- c. What areas for future expansion of grave burial plots have been discussed in the past? Please use the attached map as needed.

Possibly northwest property adjacent to the cemetery

- d. What types of cremation garden or additional cremation merchandise options have been discussed in the past?

Columbarium/Niches, memorial wall for names only, scatter garden, all have been mentioned as things of interest.  
Discussed, but no specifics. The Committee is interested in these options.

- e. Has the CAC ever considered the construction of additional cremation merchandise that were discussed (i.e. niche columbarium, memorial curbing/coping, etc.).

Columbarium was placed on the wish list early on by the committee, but has not been further discussed.  
A columbarium has been discussed.

- f. Has the CAC ever discussed the addition grave burial options, such as specific areas for family estates, a veterans area, natural or "green" burial, higher priced grave plots based on location or added site features, an infant burial area, etc.?

Green burials have been brought up some time ago, but little was known about them and we did not want to do it at that time. We would like a war memorial to be placed, possibly, where we hold the service each year and would be great to have it become our next project. Have never discussed a veteran area, but we do have a soldiers plot that could easily expand into the new area.  
No.

- g. Do you currently sell markers or charge for the installation of them? If so, please explain how this is handled. If not, do you see the opportunity to do so as a possible additional source of revenue?

The Town only installs those that we are placing for the unmarked graves project.  
We do not sell markers. We only install the ones we purchase for the unmarked graves project.

- h. Please list any other thoughts or comments you have pertaining to cemetery inventory/merchandise.

Keep it simple

I am not inclined to believe that the Town of Dillon should initiate a retailing function at this time. Inventory, record keeping and purchasing in addition to the selling of these items add responsibilities not now in place.

Possibly a lowering device or other equipment used to cover graves that would allow the area to be safer and easily maintained and top soil rather than original dirt to allow for planting.

\*\*\*\* END OF QUESTIONNAIRE \*\*\*\*

**Supplemental Programming Questionnaire**  
**Master Planning and Conceptual Design**  
**Dillon Cemetery, Dillon Colorado**  
CPRA Studio, Denver, CO  
April 9, 2015

Overview

The following questions are supplemental to those submitted previously, in March 2015. They are intended to gain additional information regarding issues related to existing and future cemetery access.

I. Existing Access:

- a. How are existing roads and paths currently marked?

Only entrance road from Hwy 6

- b. What surface materials are currently used on the existing paths?

Dirt and gravel

- c. How are the paths currently maintained.

No paths

- d. It is understood that the current cemetery layout was constructed to match the previous layout. Does this include the same size paths and roads as before?

One road changed - ?date

- e. Was the layout of paths also intended to allow easier equipment maneuvering and digging of graves?

Yes

- f. Please state any issues or problems the current path layout presents, and state possible solutions to these.

The cemetery can be more "user friendly". We should look at easing the accessibility to different parts of the cemetery as well as its aesthetics.  
Identification – map in kiosk

- g. Please list any other thoughts or comments you may have for the existing roads and paths.

The ability to park near grave sites is very limited now and this limits the accessibility for seniors and the in-firmed.  
Keep rustic & simple



II. Future Access:

- a. Would you be in favor of adding road and path signage to help in visitor access and way-finding? If so, what style or materials would you like to see used?

Definitely in favor of adding road and path signage. Am open to style and materials as long as they coincide with the natural/rustic design we are going for.  
**Keep simple**

- b. Would you be in favor of improving existing paths to provide better access?

Yes, this is needed.  
**Probably not**

- c. For new burial sections, would you prefer to continue with a pattern of roads and paths similar to that in the existing sections, or would you be in favor of another layout? If so, would this new pattern include wider grave sections with fewer paths?

Not necessary to continue with the exact same pattern of roads and paths, but would not think that an extremely different pattern would be pleasing to visitors.  
**No change**

- h. For new burial section development, would you be in favor of native grass only surface plantings and the removal of some woody shrubs and ground covers to allow easier access for visitors and equipment?

Yes!  
**Yes**

- d. For new development, would you be in favor of a path pattern that links to existing routes and to others provided in future sections that would allow more pedestrian circulation throughout?

Yes!  
**Yes**

- e. We understand that the existing roads are too narrow. What dimensions would you like to see on new roads?

Don't know what road dimensions would do the job for us, but I don't believe it will take a lot of effort to determine this.  
**Same**

- f. How would you like to see parking handled in future cemetery expansion? Options could include (1) wider roads to allow more parking along them, (2) several smaller parking areas located around the cemetery to serve future sections, or (3) few larger lots well placed and identified to serve future sections.

Parking can be enhanced with the use of "pull outs" where ever possible with out encroaching on current grave sites. We may also be able to define and widen roads in some areas.

#2

- g. Given future cemetery improvements, do you see the need to restrict access to the property after hours through the use of a gate? If so, what would your preference be for this structure?

This is open for discussion. I am generally not in favor of restricted access. However, as we enhance the cemetery, build facilities and it becomes more visible and accessible from highway 6 it could become more prone to vandalizing. This would probably lead to some type of entrance restriction..

No

- i. Do you see the value of including a cemetery map with road, paths, and other facility labels included on the kiosks and near the entry and possible future shelter? If so, please explain your preferences.

I definitely do see the value of including a cemetery map with road, paths, and other facility labels included in the kiosks. However, whether near the entry and possible future shelter or up on the hill is to be determined. I think a weather proof map on the kiosk with good delineation of streets, paths, parking, cemetery block identification and other cemetery features is a necessity. A weather proof grave directory should be along side the map. In addition the Dillon Cemetery history and a hand out type of map along with a marketing piece should be part of the kiosk.

Simple kiosk

- j. Please list any other thoughts or comments you may have for the future roads and paths.

Future roads and paths should be pleasing to the eye of cemetery visitors and blend in with the natural/rustic theme we are trying to attain with the cemetery.

Limit number of new roads

\*\*\*\* END OF QUESTIONNAIRE \*\*\*\*