Unitarian Universalist Church of the North Hills

Site Master Plan and Memorial Garden Schematic Plan

September 2018



PASHEK 🔀 MTR

Acknowledgments

Memorial Garden Committee

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Chapter 1 Process

UUCNH hired Pashek + MTR to develop a Schematic Plan for the Memorial Garden and a Master Plan for the entire property to help guide future site improvements. The following describes the process of developing the plans. Chapter 2 describes the recommendations, including cost estimates for the plans.

Committee Input

Four committee meetings were held over the course of the project to guide the design process and inform Pashek + MTR of constraints and opportunities of the site. Committee members consisted of Master Gardeners, a genealogist, interested church members, and members of other UUCNH committees. The committee was also responsible for developing the primary goals for both the Master Plan and the Memorial Garden Schematic Plan. Meeting minutes can be found in the Appendix.

Master Plan Goals

- **1.** Emphasize a cohesive, sustainable landscape that integrates native trees and shrubs to show the church is a good steward.
- 2. Plan for easy maintenance.
- **3.** Frame important views to help create a sense of place, especially views to/from the West Room Sanctuary and from the entrance drive.
- 4. Create flexible spaces for multiple purposes and multiple generations.
- 5. Grow the congregation by attracting people of all ages.
- **6.** Make grounds more accessible for all, including those with walkers and wheelchairs.

Memorial Garden Goals

- 1. Create a more organized, respectful plan/location for the memorials and cremations.
- 2. Create a space that is quiet, safe, and meditative where people can mourn or appreciate views and feel apart but also connected.

The committee also identified key events that needed to be incorporated into the design process. These included:

- Large weddings (at least 125 people) in the Memorial Garden should not conflict with cremain locations.
- Small weddings on the existing deck.
- Festivals including between six to twelve 8'x8' or 10'x10' tents, two 12'x25' tents, and a maypole.
- Concerts

- Picnics
- Outdoor religious education classes

Mapping & Survey

The first stage of developing the Master Plan and Memorial Garden Schematic plan was creating a base map by utilizing LiDAR, historical drawings provided by UUCNH, and GIS (Geographic Information System) mapping technology. These maps provided spatial context, steep slope analysis, and rainwater runoff analysis. Other maps provided by UUCNH included locators for known cremain locations and event tent locations. Simultaneously, UUCNH hired RA Smith to create a detailed survey of the entire property, which was then provided to Pashek + MTR.

Existing Conditions

The property includes the church building, the Bellwood Preschool building, a storage shed, a vegetable garden, and the Memorial Garden. The existing Memorial Garden consists of memorial stones, memorial plantings, engraved plaques, a sculptural focal point, performance oval, and two wooded pergolas with benches. Following the development of the base mapping and survey, Pashek + MTR visited the site to perform a field check to ensure the survey's accuracy, familiarize themselves with key features of the site, and to take reference photographs.





Unitarian/Universalist Church of the North Hills Slope Percentage Map 4.16.2018

PASHEK 🔀 MTR

0 40 80 160 240 Feet



Unitarian/Universalist Church of the North Hills Runoff Accumulation Map 4.16.2018

PASHEK 🔀 MTR

0 40 80 160 240 Feet

Zoning and SALDO Review

Pashek + MTR then reviewed the zoning regulations and ordinances for Franklin Park Township and Allegheny County relevant to the project. The following is a summary of requirements related to proposed improvements:

Zoning

UUCNH is located in R-2, Medium Density Residential. Place of worship is a conditional use and schools are permitted uses. Construction of amenities included in the Master Plan and Schematic Plan will not impact these zoning regulations.

Buffer Zones (Franklin Park Borough Chapter 212 Article 2000)

Existing vegetation provides complete visual screening from all abutting properties, allowing for all development to be exempt from buffer yard requirements on the condition that existing vegetation screen is maintained.

Parking Requirements (Franklin Park Borough Chapter 212 Article 2200)

Construction of amenities shown in the Memorial Garden Schematic Plan and the woodland trails, and linestriping improvements to the upper parking lot will not affect parking requirements. Removal of existing parking spaces for the Kitchen Gathering Space and the paving of the lower parking lot may affect parking requirements.

- Place of Worship: 1 per 4 seats or 80 lineal inches of pew, or if there are no pews or seats, 1 per 15 square feet of the area used for assembly.
- School: 1 for each employee or faculty member plus 1 per classroom.

Grading & Earthwork

Grading Permit (Franklin Park Borough)

This permit will be required as the implementation of the Memorial Garden design will require more than 50 cubic yards of fill/excavation and the removal of natural ground cover over 1,000 square feet.

An engineering report prepared by a professional engineer licensed by the Commonwealth of Pennsylvania will be needed to obtain a grading permit as the total excavation/fill is estimated to exceed 400 cubic yards.

Paving of the lower parking lot will also require this permit as it involves the paving of land with nonpermeable material in excess of 5,000 square feet.

See § 124-15 of the Franklin Park Borough Zoning Ordinance for full submission requirements to obtain this permit. See "Grading Permit Application" on the Borough's website.

NPDES Permit (Federal)

Development/disturbance of 1 acre or greater will require a federal NPDES Phase II permit. The earthwork and construction of all site features shown in the Memorial Garden Schematic Plan will result in less than 1 acre of disturbance and will not require an NPDES permit.

Stormwater

DEP Chapter 105 Dam Safety and Waterway Management (State)

None required for this project.

DEP Chapter 102 Erosion and Sediment Control (State)

Erosion and Sediment Best Management Practices (E&S BMPs) Plan required to be written and implemented by a professional trained in E&S control as the construction of the Memorial Garden will require total earth disturbance greater than 5,000 square feet.

Franklin Park Borough Stormwater Regulations (Chapter 178)

Regulations will affect the construction of the Memorial Garden as it involves earthwork that may affect post-construction stormwater runoff. Erosion & sediment control and stormwater regulations include:

- Submit a copy of required Erosion & Sediment Control Plan to the Municipality prior to any earthwork.
 - See § 178-2 of the Franklin Park Borough Zoning Ordinance for General Provisions.
 - o See 25 PA Code Chapter 102 for further requirements.
- Submit a Stormwater Management Plan and Report prepared by a professional engineer licensed in the Commonwealth of Pennsylvania to the Municipality prior to any earthwork.
 - See § 178-2 and § 178-3 of the Franklin Park Borough Zoning Ordinance for further requirements.

Decking

Requirements to obtain a Building & Zoning Permit for an open-air deck:

- Lot survey or plot plan showing location of the deck.
 - o Note distances structure will be from property lines.
 - Structure drawings will be necessary as the floor of the proposed event deck is greater than 30" above grade.
- Two copies of a drawing on paper showing:
 - o Size of materials to be used
 - Placement and spacing of those materials
 - How the new structure will attach to existing building
 - Show depth of holes for footers. A thirty-six (36) inch below the frost line minimum depth is required for approval. Include maximum height of deck from grade.
- Building and Zoning Application obtained from the Building and Zoning Department must be completed thoroughly and submitted.

See "Deck Construction Requirements for Franklin Park Borough PDF" and "Deck and Nonenclosed Porch Building Permit Requirements PDF" for further details and requirements.

Concept Plans

Information gathered from the base map, survey, site visit, zoning and ordinance regulations, and the first committee meeting was utilized to develop the initial two Concept Master Plans. These plans are shown on the following pages

Concept A

Concept A focused on maintaining the existing layout and structures of the current Memorial Garden while adding a labyrinth and accessible paths to the area, creating a large event patio in place of the existing deck, replacing the side parking lot with green space, and building a shelter on the location of the former small house and connected to the church via concrete walkways and an overhead pergola.

Concept B

Concept B focused on reorienting the Memorial Garden to be on axis with the corner of the Sanctuary, re-built pergolas framing an event circle, accessible paths, a labyrinth in the corner of the Sanctuary, replacing the existing deck with a larger event deck, keeping the side parking lot paved, and making no changes to the kitchen side of the church except for paving the existing river rock section along the building. Both concepts depicted the removal of the existing fire escape, as that is one of the goals of UUCNH. These two Concept Plans were then presented at the second committee meeting along with precedent images for both. Feedback from the committee indicated a preference for Concept Plan B with the addition of the shelter and pergola by the kitchen, replacing the side parking lot with green space, and having the large event deck instead of the patio off the silos.

Draft Master Plan and Draft Schematic Plan

Following this feedback, Pashek + MTR merged the desired aspects of the two Concept Plans into a single Draft Master Plan and Draft Memorial Garden Schematic Plan. The Draft Master Plan and Draft Memorial Garden Schematic were well received by the committee, with only minor revisions needing to be made. The Final Master Plan and Final Memorial Garden Schematic Plan were then developed, with additional details such as grading, utility lines, lighting, planting, and materials defined. An Estimate of Probable Cost was created for each area of proposed improvements. A final committee meeting was held to review any last questions and comments, and minor revisions were made to the final Master Plan and Estimate of Probable Cost. These plans are shown following the Concept Plans.







Unitarian Universalist Church of the North Hills DRAFT Memorial Garden Schematic Plan



Chapter 2 Site Master Plan and Memorial Garden Schematic Plan

This chapter describes the recommendations for both the Site Master Plan and the more detailed Memorial Garden Schematic Plan. An overview of the Master Plan begins with the overall plan, followed by a written description. The descriptions are organized by areas, which correlate with the Cost Estimate Areas map (immediately following the Site Master Plan drawing). Included in the descriptions for each area are recommended materials and precedent images.

Following the Site Master Plan overview is the Memorial Garden Schematic Plan. Written descriptions, recommended materials, and precedent images are also included for this section. A Utility Plan and Grading Plan can be found for the Memorial Garden after the written descriptions.

This chapter also contains the overall Opinion of Probable Costs, a potential planting list, sustainability guidelines, and further details regarding cremains.



Site Master Plan

A description of the Master Plan is on the following pages. The description is organized according to the Cost Estimate Areas drawing located on the following page.

The committee expressed the following goals for improvements throughout the site:

- Emphasize a cohesive, sustainable landscape that integrates native trees and shrubs to show the church is a good steward.
- Plan for easy maintenance.
- Frame important views to help create a sense of place, especially views to/from the West Room Sanctuary and from the entrance drive.
- Create flexible spaces for multiple purposes and multiple generations.
- Grow the congregation by attracting people of all ages.
- Make grounds more accessible for all, including those with walkers and wheelchairs.

Entrance

Fence (Decorative)



Entrance Drive

Members and visitors of UUCNH are first alerted to the location of the church via a small entrance sign off of West Ingomar Road. The entrance drive drops down steeply from the road, creating a challenging angle for drivers to sight oncoming traffic when pulling out onto West Ingomar Road. For this reason, the addition of large entrance features should be avoided. It is possible, however, to incorporate a decorative split rail fence with low growing plantings to either side of the entrance drive without disrupting drivers' sight triangle.

Currently, the entrance drive is heavily overgrown with shrubs and invasive species. The drive itself is approximately 20 feet wide and according to the survey is in the center of a 50' Right of Way. This allows UUCNH the opportunity to alter the landscape with 15' to either side of the driveway. Removing invasive species, heavily pruning back overgrown shrubs, maintaining a mowed edge, and planting clusters of native flowering trees and shrubs along the drive will greatly improve the visual approach to the church. Overhead utility lines run along the southern edge of the drive, limiting the potential for planting flowering trees here, but does not impact planting flowering shrubs. All flowering trees and shrubs planted along the entrance drive should be native and shade tolerant and planted far enough away from the edge of the drive to ensure they do not obstruct views once reaching their mature size.

Four large Norway Spruce are currently growing in front of the church, blocking one's view of the church when arriving. Removing the two southern-most spruce trees will allow the church to be the primary focus during the drive up to the entrance.

Recommended Materials

• Wooden, decorative split-rail fence framing entrance drive (ensure no interference with drivers' sight triangle)





Front of Building

The front of UUCNH is primarily turf, separated briefly by the entrance and entrance sidewalk. South of the entrance is primarily level lawn where the 50th Anniversary Garden and Welcome Pole are located. North of the entrance is a hill that slopes down from the building to the upper parking lot.

The grassy hill along the front of the building is the ideal location for a butterfly garden, as it has eastern exposure, easy access, and is not blocking any views to or from the building. This garden will be easiest to maintain as a seeded meadow, which only requires mowing once a year. A mowed border around the edge of the garden should be maintained year-round in order to visually promote that this area is being allowed to grow "wild" on purpose. This can be further emphasized by the installation of an interpretive panel explaining the importance of butterflies and the native plants they rely on. Ensure all plants used in the seed mixture are native and the natural species (not cultivars).

A small blue spruce was recently planted near the silo entrance and cremains interred there, outside of the location UUCNH originally designated for cremains. Ideally, this tree should be removed and the cremains beneath it relocated to an appropriate location indicated by the Memorial Garden Schematic Plan. Any new tree planted to replace this spruce should follow recommendations set forth by the Schematic Plan, such as locating it in the proposed Memorial Trail area and choosing a non-evergreen species.

A row of flowering trees (primarily crabapples) borders the overflow parking lot. Additional flowering trees can be added to extend this existing row to fully border the overflow parking lot. To facilitate the sustainability and stewardship goals of the church, any additional trees should be native. Whenever an existing, aging crabapple tree must be replaced, its replacement should also be native.

A portion of the lawn here experiences drainage issues. Minor grading to raise the proposed walkway will help prevent drainage issues along the path. It is strongly recommended to avoid re-grading the entire area, however, as this would cause extensive damage to the large existing maple tree. Since rainwater already ponds in this area, it is recommended to convert the portion of this area <u>that is located outside of</u> <u>the maple tree's dripline</u> into a rain garden. An opportunity exists to direct stormwater from the church roof to the rain garden. Sizing and final design should be completed by a qualified professional.

Recommended Materials

Features and Amenities

• **Benches:** Wood and metal with concrete base pad for standard benches.

Precedent Images



Upper Parking Lot

Overall, the upper parking lot is in good condition. The far corner of the lot, which is the only gravel section of the upper lot, is experiencing substantial erosion, and is too steep to be used for parking. It is best to remove this section of gravel and replace it with turf. The existing ADA parking spaces do not meet code. The upper parking lot does not need to be repaved, however it does need to be restriped in order to be compliant to ADA regulations. Handicap accessible parking signage must also be installed for each ADA parking space. To create a unique, welcoming entrance, the existing crosswalk can be replaced with an artful crosswalk during the restriping process. Additional shade trees can also be added along the drive isle leading up from the lower parking lot.

The main entrance into the church is accessed by a concrete sidewalk which connects to the crosswalk but only extends along the upper parking lot for a brief distance. Members and guests currently parking in the lower lot or the overflow lot must walk on either grass or the drive isle to reach the church entrance. Extending the sidewalk down to the lower lot and overflow lot will allow members and visitors a more comfortable approach to the church. Due to the steepness of the hill, this sidewalk should be made of concrete.

Recommended Materials

Walkways

- 6' wide concrete sidewalk
- Artful crosswalk

Features and Amenities

• ADA signage and linestriping to meet code

Precedent Images



Lower Parking Lot

Currently the lower parking lot is all gravel, which has created erosion issues along the embankment leading down to the stream and along the detention basin responsible for catching stormwater runoff from the parking lot. Gravel has also clogged the drainage inlet along the corner of the parking lot, further preventing runoff from entering the detention basin. The embankment leading down to the stream must be stabilized to prevent an erosion event from occurring along the edge of the lot. This can be accomplished by building sturdier retaining walls around the corners. It is recommended to replace the existing timber walls with segmental block walls that have proper foundations to prevent frost heave and weep holes to prevent water build-up. The inlet should be cleaned to ensure proper function and the detention basin dredged to remove excess gravel/sediment buildup. Ultimately, these erosion issues will continue to occur over time so long as the parking lot remains unpaved. These improvements should be made regardless of whether or not the parking lot is eventually paved.

There are two primary options for paving the lower parking: standard asphalt and standard asphalt driving isles with permeable paver parking stalls. The former is more cost effective. The latter, although more expensive, furthers the church's sustainability goals. Porous asphalt is not recommended as a paving option due to the high maintenance associated with it.

Recommended Materials

- Standard asphalt
- Heavy-duty permeable pavers for parking spaces (optional)
- Segmental block retaining walls

Precedent Images



Overflow Parking Lot

No changes are proposed for the overflow parking lot.

Kitchen Gathering Space

The small house that was originally here was removed and replaced with open lawn. Church members use this area for bocce and group events. To facilitate such events and gatherings, it is recommended that the existing river rock along the building be removed and replaced with a concrete patio with brick accents. A picnic shelter placed on the location of the former small house can be utilized by church members and rented by groups as a source of additional revenue. The existing gas line may be able to be utilized to fuel a grill and gas fire pit. An overhead pergola connecting the shelter to the church provides shade.

The area between the preschool and church offers a large concrete patio space where movable furniture can be placed when the preschool isn't utilizing the space. Overhead string lights attached to the buildings will allow the patio to be used day or night and create a welcoming atmosphere. The parking lot between the preschool and the church is proposed to be converted into more green space to create a more inviting space and decrease impermeable surfaces. A portion of this green space is stabilized turf in order to accommodate vehicular access to the patio and picnic shelter. The utility shed is kept in its current location, with the addition of large shrubs to act as a screen. Access from West Gate Drive is also maintained, with shrubs providing screening.

Recommended Materials

- **Parking lot converted into green space:** 12' wide band of reinforced turf, standard turf, native flowering tree and native flowering shrubs
- Benches: Wood and metal with concrete base pad for standard benches
- Patio: Concrete with brick accents, movable furniture
- Pergola: Cedar or black locust, string lights
- <u>Picnic Shelter:</u> 20' x 30' Metal roof, wooden frame (with decorative accents), concrete base pad, string lights, outlets
- Lighting: Wall lights over all doors, overhead string lights between church and pre-school
- **Fire Pit:** Gray pea gravel groundcover, natural log benches, gas fire pit (smooth finish), red lava rock filling

Precedent Images



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Event Deck

There is currently a small deck between the two silos of the church, next to the fire escape. The church mentioned its desire to eventually remove this fire escape and improve the deck to host small weddings and other events. To ensure adequate gathering space, the proposed event deck is substantially larger than the existing deck, able to accommodate up to 120 people seated for a wedding ceremony and up to 64 people seated at eight 60" event tables. A dais at the center edge of the deck offers a raised focal point for marriages, speakers, or musicians. Dual staircases wrap around this dais and lead down to the lower lawn and the large existing maple tree.

This tree is a major focal point, especially in fall, therefore it and its root zone should be maintained with care. Benches under this tree will provide church members and guests with a picturesque seating area. However, any seating that requires a poured concrete base should be avoided as this would heavily damage the roots of this tree. A stronger axis can be created by replacing the existing wooden staircase that leads down to the overflow parking lot to be in line with the center of the event deck and the existing maple tree.

For both the deck and the staircase, standard pressure treated wood is the most economical choice for construction. However, due to the chemicals used, this option requires an oil-based sealer to be applied every year and is not particularly sustainable due to its difficulty to dispose of. Black locust lumber, while more expensive, is a much more sustainable option due to its ability to be locally sourced, the tree's fast growth habits, and the lumber's natural resistance to rot and insect damage.

This section is along the north facing side of the church, so plantings should be shade tolerant. Flowering trees along either side of the deck create visual appeal and visually separates it from the quieter atmosphere of the memorial garden. These trees can be supplemented with native shrubs and low maintenance ground cover along the sloping section of the lawn.

Recommended Materials

Walkways

- 4' wide trail surface aggregate path (accessible path from upper parking lot sidewalk)
- 5' wide accessible concrete ramp with wooden railing on both sides

Features and Amenities

- **Deck:** Black locust lumber, string lights, wooden railing, wooden staircase.
- **Benches:** Wood and metal with no footers or concrete base pad for circular bench under maple tree; Wood and metal with concrete base pad for standard benches.
- **<u>Relocated Staircase:</u>** Black locust lumber
- Outlets on building between silos
- Lighting: Up-lighting on either side of the deck highlighting plantings and under existing maple tree; Wall lights attached to each silo

Precedent Images



Fire Pit

A design created by a local Eagle Scout candidate is currently in progress, where a raised fire pit and seating will be built next to the Hunger Garden by the overflow parking lot. It is recommended that the two parking spaces immediately adjacent to this fire pit be paved, painted, and signed in accordance to ADA standards to ensure it is accessible to all members and guests.

Hunger Garden

No major changes are proposed for the Hunger Garden. There was mention of the existing raised beds beginning to deteriorate. It is recommended to reconstruct those frames with black locust lumber as needed, as black locust is the most sustainable option. It is also proposed to extend a waterline out to the garden to aid in irrigation.

Recommended materials

- Black locust lumber
- Extended water line and hose bib

Woodland Trail

A woodland trail once existed on the property but has become overgrown and lost over time. Restoration of this trail will provide opportunities for guests and church members to connect with nature and for Religious Education. Two "woodland nooks" provide quiet space for members and guests to meditate, worship, or reflect. These nooks will require minor grading to offer a flatter surface in the otherwise sloped woodland, but ideally will not require the removal of any trees. Any trees that must be removed can be upcycled into wattle fencing and log benches in the nooks and along the trail. Wattle fencing surrounding the nooks offers a sense of enclosure. A circular deck at the center of one of the nooks provides a small stage for performances, exercise, or meditation.

The trail connects the Hunger Garden to the intersection of the overflow parking lot and lower parking lot, with an extension running parallel to the lower parking lot and connecting to the entrance drive. To reach grade with the entrance drive, a new wooden staircase will be needed. It is recommended that this staircase be built with black locust lumber as it is the most sustainable option. The loop is completed with the addition of a concrete sidewalk running parallel to the entrance drive up to the church entrance.

Recommended Materials

Walkways

- 4' wide natural earth trail
- 4' wide concrete sidewalk (from Lower Parking Lot to Upper Parking Lot)

Woodland Nooks

- Natural earth surface
- Branches for wattle fencing
- Natural log benches
- Deck: Black locust lumber

Features and Amenities

• Staircase (to Lower Parking Lot): Black locust lumber

Precedent Images





Memorial Garden Schematic Plan

A description of the Memorial Garden Schematic Plan is on the following pages. The description is organized according to the Cost Estimate Areas drawing located at the end of this narrative.

The committee expressed the following goals for improvements to the existing Memorial Garden:

- Create level ground for events and greater accessibility.
- Reduce conflict between cremains and site events (ie. Avoid seating/events setting up directly on top of buried cremains) by creating a dedicated and respectful location for cremains.
- Integrate the Memorial Garden into the overall site to create a sense of connection but design the garden to also allow visitors to feel apart from everything else.

Main Lawn and Memorial Garden

The existing Memorial Garden sits on a grassy hillside that gently slopes down from the Sanctuary. Although the slope is minor, it creates challenges for larger event set ups, and the ground itself is uneven, which is difficult for some members and guests to traverse safely. Therefore, two flattened plateaus were designed, separated by a small hill. Two sets of accessible walkways meet at the Sanctuary building entrance, allowing members and guests to easily access the entire site. The upper walkway connects the Sanctuary to the Event deck and Labyrinth, while the lower walkway connects the Kitchen Area Event Space to the Memorial Garden and Lower Parking Lot. Natural stone stairs and a stepping stone path situated along the design's axis offer a shortcut between the upper and lower plateaus.

The Memorial Garden Committee expressed concern about the current state of memorials within the Memorial Garden. Markers designating memorial plantings and cremain locations are currently scattered in the lawn without pattern, and in many instances becoming lost or difficult to find as the lawn grows over them. Additionally, visitors step and sit on top of numerous cremains during events. Creating a more prominent and respectful area for cremains allows events to occur in a separate space and reduces conflicts.

The redesigned Memorial Garden features a large oval event lawn that can host a range of events such as weddings and festivals. Around the perimeter of the oval is an accessible path, narrowed to 4' wide to slow the pace at which visitors walk through the site. Along the outer edge of this path is a row of native flowering trees and designated burial sites for cremains. Engraved stone markers surrounded by mulch, rather than grass or other foliage, prevents cremains from becoming obscured from view or forgotten and aids visitors in paying respects to those interred there. To achieve this plan, all existing known cremains will need to be relocated from their current locations once permissions have been granted from surviving family members.

The front of the Memorial Garden is framed by two low stone façade walls where aluminum plaques replace the existing board hanging by the Sanctuary door. The plaques will weather better over time and be more prominent to visitors. The walls are bordered by flowering shrubs and two large shade trees.

The back of the Memorial Garden is framed by three pergolas and a half-circle stone wall with an attached wooden bench. The pergolas are curved along the oval path to better tie into the landscape. Cuttings of the vines from the existing pergolas can be taken and propagated to connect these new pergolas to the old. The stone façade seat wall provides a backdrop to the relocated chalice sculpture. An opening at the center of the seat wall provides guests access to a bed of groundcover for ash scattering. This allows for a quieter, more private experience for those performing ash scattering and prevents visitors from accidentally encountering ashes in an unexpected place.

Up-lighting of the shade trees and flowering trees around the perimeter and string lights around the pergolas creates a space that can be enjoyed both day and night. The event lawn oval supports eight 10'x10' and two 12'x25' event tents at a time, or up to 290 seats for ceremonial events. Space for thirteen additional 10'x10' tents is located along the two accessible pathways.

Recommended Materials

Walkways

- 5' wide concrete sidewalk with brick edging (upper walkway)
- 5' trail surface aggregate path (lower walkway)
- 4' wide trail surface aggregate path (oval around event lawn)
- Concrete patio with brick accents (Sanctuary doorway and circular seating area under pergolas)
- Natural stone stairs inset into hillside with decorative hand rail (as visually minimalistic as possible)
- Flagstone pathway leading to stairs in hillside, following primary axis of design

Features and Amenities

- **Designated Cremains Area:** Engraved stone markers set between flowering trees and path, mulch groundcover surrounding markers, vegetative groundcover under flowering trees.
- **Designated Ash Scattering Area:** Vegetative groundcover to reduce visibility of ashes that have been scattered (avoid using mulch)
- Benches: Wood and metal, concrete base pad
- **Pergolas:** Cedar or black locust, string lights, replanted vines (new or cuttings from original vines)
- **Memorial Wall:** Stone veneer, stone slab cap, engraved aluminum plaques bolted to cap; Dimensions: see sketch
- <u>Stone Wall with Bench (under pergola)</u>: Stone veneer (matching Memorial Wall), stone slab cap (matching Memorial Wall), curved wooden bench bolted to wall; Dimensions: see sketch
- **<u>Outlets:</u>** Two by Seat Wall, two by Memorial Wall
- **Lighting:** Up-lighting under each flowering tree, each shade tree, and relocated chalice statue; Wall lights over doors to Sanctuary and on southwest facing wall.

Precedent Images







Memorial Wall Section



Memorial Wall Perspective

Labyrinth

There was a consensus that a labyrinth would be a welcomed feature, but that it should be a separate entity from the main Memorial Garden. It was determined that the ideal location for this feature is the upper tier tucked into the corner of the church. The labyrinth can be easily accessed from the event deck and the Sanctuary via a sidewalk connecting the two. Plantings around the labyrinth, including flowering trees, shrubs, and perennials, soften the bare walls of the church in this corner and offer a sense of enclosure and separation from the rest of the site. The labyrinth itself is a simple turf path outlined by bricks flush to the ground. This creates a rustic atmosphere and simplifies maintenance. Benches around the edge of the labyrinth offer places to rest and reflect. A chalice fountain in the center of the labyrinth offers visual appeal and relaxing white noise. The fountain should not have any standing water to reduce liability.

Recommended Materials

- **Labyrinth:** Turf path with inlaid brick border (with gravel base under bricks to reduce heaving), chalice fountain (stone or concrete)
- Benches: Wood and metal, concrete base pad
- **Outlets:** one at center of labyrinth
- <u>Lighting:</u> Up-lighting behind each bench highlighting flowering trees/shrubs and one up-lighting chalice fountain
- <u>Water Line</u>: Extended to center of labyrinth with hose bib for fountain

Precedent Images






Memorial Planting Area

With the relocation of cremains to the outer edge of the event lawn and simultaneous planting of the accompanying flowering trees, a designated area for memorial trees and shrubs is needed. The ideal location for church members to plant memorial trees and shrubs is the lawn area immediately south of the Memorial Garden and west of the Sanctuary. This section is currently overgrown with invasive species and partially wooded. Clearing the invasive species will provide an initial area for memorial plantings.

The wooded section of this area should remain forested until the initial area has been filled with memorial plantings. As the need arises, the memorial paths can expand into the currently forested area. A design should be agreed upon so there is a clear location for each future memorial tree and shrub, rather than allowing family members to choose locations randomly. Non-memorial shrubs and trees can create an initial framework that will be added to over time as well as highlight memorial plants once added. Grassy paths wind through these memorial plantings with benches and sculptures for reflection and contemplation.

Recommended Materials

Walkways

• 3' to 8' wide turf paths

Features and Amenities

- **Benches:** Wood and metal, concrete base pad
- <u>Sculptures:</u> Stone, concrete, or metal

Precedent Images





Memorial Garden Utility Plan

This plan illustrates recommended locations for lighting and water connections. It also shows how the space can be set up for weddings and other events.

Memorial Garden Grading Plan

This plan shows the proposed grading to create two areas of flat ground and accessible pathways between them.

It also shows the existing known memorial markers, cremain markers, and memorial trees associated with cremains. Memorials markers, cremains, and trees associated with cremains that will be impacted by implementing this grading are marked.

Note: Cremain locations depicted on this map are based on a combination of existing memorial markers, old hand-drawn records, and written documentation. Exact locations are not guaranteed, and any cremains that were never recorded or marked are not included on this plan.

NOTES:

 Cremains are shown under stone markers, but may have been placed directly under the tree associated with the stone marker.

Cremain locations shown on map are approximate.
 Relocation of cremains and/or replanting of memorial trees/shrubs contingent upon permission from next of kin.

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09-13-2018 pared by Pashek + MTR

Opinion of Probable Construction Costs			Prepar	ed by Pashek + MTR
Item Description	Quantity	Unit	Unit Cost	Total Item Cost
Memorial Garden and Labyrinth				
Clearing and grubbing	~	S	\$2.500	\$ 2.500
Earthwork (for Memorial Garden, Labyrinth, Grassy Paths, and	1 (3 2	+1;000 +	
Event Deck)	460	ر۲ ر	9T¢	\$ /,360
Erosion and Sedimentation Controls (for Memorial Garden, Labvrinth. Grassy Paths. and Event Deck)	7	LS	\$3,000	\$ 3,000
Removals Misc. (Trees, Trellises, etc.)	L	LS	\$10,000	\$ 10,000
Removal of fire escape tower	1	LS	\$20,000	\$20,000
Cremain Transfer	1	LS	\$7,500	\$ 7,500
Shrubs	55	EA	\$85	\$ 4,675
Perennials	30	EA	\$25	\$ 750
Groundcover Shrub	145	EA	\$40	\$ 5,800
Shade Trees	. 2	EA	\$450	\$ 900
Flowering Trees	16	EA	\$350	\$ 5,600
Mulch	20	Ç	\$85	\$ 1,700
Bed prep/soil amendments	350	SY	\$15	\$ 5,250
Topsoil (0.5' new for seeding)	130	Ç	\$50	\$ 6,500
Seeding (Turf)	7000	SF	\$0.50	\$ 3,500
Benches (Wood and Metal)	4	EA	\$800	\$ 3,200
Patio (Brick Accents)	50	SF	\$25	\$ 1,250
Patio (Concrete)	20	SΥ	\$100	\$ 2,000
Water Line Connection	1	ΓS	\$6,000	\$ 6,000
Hose Bib	1	ΓS	\$1,000	\$ 1,000
Electric Line	1	LS	\$5,000	\$ 5,000
Electrical Outlets	e	EA	\$250	\$ 750
Lighting on Building	1	ΓS	\$7,500	\$ 7,500
Lighting (uplighting)	1	ΓS	\$7,500	\$ 7,500
Memorial Wall (CMU with Stone Veneer)	4	ΓS	\$9,000	\$ 9,000
Memorial Plaques (Brushed, Engraved Aluminum)	50	EA	\$500	\$ 25,000
Seat Wall (CMU with Stone Veneer)	4	LS	\$6,500	\$ 6,500
Seat Wall (Wooden Bench)	1	LS	\$3,000	\$ 3,000
Relocation of Chalise Statue	1	LS	\$2,500	\$ 2,500
Large Overhead Pergola (Cedar)	1	LS	\$24,000	\$ 24,000
Small Overhead Pergolas - 2 (Cedar)	2	LS	\$8,000	\$ 16,000
Staircase (stone)		LS	\$3,000	\$ 3,000
Custom Handrail		LS I	\$1,200	\$ 1,200 *
Sidewalk 5' wide (Concrete and Bricks)		ς Σ	\$5,200 \$	\$ 5,200
Patio (Concrete)	15	Y Y	\$100	4 1,500
Paulo (Brick Accents) Troil Surface Accents/	DC 30	۲ <u>۶</u>	コCカ ことや	Ф 1,200 Ф
Trail Surface Aggregate (5' wide)	195	r S	\$25	\$ 4.875
	Subto	tal Men	norial Garden	\$224,635
Labyrinth				
Clearing and grubbing	4	ΓS	\$1,000	\$ 1,000
Shrubs	30	EA	\$85	\$ 2,550
Flowering Trees	2	EA	\$350	\$ 700
Perennials	0.00	EA	\$25	\$ 750
Pod aroa /coil amondmonts		ל כ	004 114	Ф 080
bed prep/soli amendments Tonsoit (0.5' new for seeding)	31 DCT			¢ ¢,200
ropson (v.) new ron securing/ Seeding (Turf)	UCZ UCZ	ب 5	054	0°′ + ¥
Benches (Wood and Metal)	2 0 0	EA S	\$800	\$ 2.400
Labyrinth Pavers (Brick)	350	5	\$15	\$ 5,250
Water Line Connection	1	LS	\$3,000	\$ 3,000
Lighting (uplighting)		ΓS	\$3,500	\$ 3,500
Electrical Outlets	1	EA	\$250	\$ 250
Chalise Water Feature		LS	\$5,000	\$ 5,000
		Subto	tal Labyrinth	\$28,440
SUBTOTAL MEMO	RIAL GARDEN AND	LABYR	INTH WORK	\$253,075
			sign Fee 15%	\$37,961 \$37,061
Bonds and Insurar	ce and stakeout and	lindom k	zation (8.5%)	\$21,511
TOTAL MEMO	RIAL GARDEN AND	LABYR	INTH WORK	\$350,509

Entrance Drive					
Closeing and grithbing	~	0	¢ r 000	ŧ	2000
Ucal IIIg allu gi uppliig Pemovale		2 4	\$4,000	ک ہو	2,000 A 000
Relitivais Elouioripa Trooc		3 4	ф0,000 Ф0FD	, 4	0,000
	DT V			θ €	3,300
	640	E A	Ω Φ Δ	A €	3,400
Decorative Fencing	30	5	\$35	₩.	1,050
I opsoil (0.5' new for seeding)	05	5	05\$	ታ ተ	2,500
Seeding (Turf)	2500	SF	\$0.50	ъ	1,250
		Subt	otal Entrance		\$22,700
		Con	tingency 20%		\$4,540
		De	sign Fee 13%		\$2,951
Bonds and Insurc	nce and stakeout and I	mobili	zation (8.5%)		\$1,930
	TOTAL ENTRA	NCE	DRIVE WORK		\$32,121
nnor Darkina at					
Opper raiking tot Davomont Domoval (hituminauc)	70	20	¢15	ŧ	
	00		CT &	θ €	100
Accessible Parking Signage	· Q	EA	0.54	£ +	180
Linestriping	-	LS	\$500	\$	500
Sidewalk 6' wide (concrete)	105	SΥ	\$100	↔	10,500
Shade Trees	c	EA	\$450	€	1,350
Gate for Dumpster (timber)	1	LS	\$500	\$	500
Topsoil (0.5' new for seeding)	35	Ç	\$50	\$	1,750
Seeding (Turf)	1200	SF	\$0.50	\$	600
Topsoil (1' for Tree Pits)	40	ç	\$50	\$	2,000
Bed prep/soil amendments (for Shade Trees)	130	SΥ	\$15	\$	1,950
Mulch	10	Ç	\$85	\$	850
	Subtota	I Uppe	er Parking Lot		\$21,080
		Con	tingency 20%		\$4,216
		De	sign Fee 20%		\$4,216
Bonds and Insure	nce and stakeout and I	mobili	zation (8.5%)		\$1,792
	TOTAL UPPER PA	RKING	5 LOT WORK		\$31,304
Lower Parking Lot					
Erosion and Sedimentation Controls	1	LS	\$2,500	\$	2,500
Removals	1	LS	\$1,000	\$	1,000
Topsoil (0.5' new for seeding)	95	Ç	\$50	. С	4,750
Seeding (Turf)	5000	SF	\$0.50	+ ()	2,500
Topsoil (1' for Tree Pits)	120	ç	\$50	\$	6,000
Bed prep/soil amendments	380	SΥ	\$15	\$	5,700
Mulch	25	Ç	\$85	. с у	2,125
Relocate Welcome Sign	~	ST	\$300	5	300
Perennials (Entrance Sign)	20	ĘĂ	\$25	- 6	500
Shrubs (Entrance Sign)		Ē	\$85	÷ + +	425
Shade Trees	11	EA	\$450	+ + ∽	4,950
Bituminous Paving (standard dutv)	2.500	S Y	\$50	+ 1	125,000
Wheel stops	51	EA S	\$150	÷↔	7,650
Linestriping	1	LS	\$2,000	\$	2,000
Retaining Wall	1	LS	\$15,000	€	15,000
Inlet (2'x1')	1	EA	\$2,500	\$	2,500
Staircase (wooden)	1	LS	\$7,500	\$	7,500
Clean out of existing detention basin	1	LS	\$8,000	\$	8,000
	Subtota	II Lowe	er Parking Lot		\$198,400
		Con	cingency 20%		\$39,68U
Ronde and Incited	nce and ctalcout and	ilidom	signree 12%		\$23,0U0 ¢14 044
		RKINI			\$078750
					4210,132
Front of Building			_		
Clearing and grubbing	1	LS	\$1,000	\$	1,000
Flowering Trees	4 (EA	\$350	60 1	1,400
Mulch	10	: C	\$87 10 10	€÷-	850
Perennials (Butterfly Garden)	75	EA	\$25	€ ,	1,875
Bed prep/soil amendments	100	SY	\$15	φ.	1,500
Perennials (Kain Garden)	50	EA	\$2\$	÷.	1,250
Topsoil (1.5' for rain garden)	25	C	\$50	ф .	1,250
Stormwater Piping - 4" underdrain	0/		\$20	\$	1,400 #10 FDF
	INIGHC		HI OF BUILDING		40,020 40,405
		non	ungency 20%		\$2,105 \$2,105
Bonds and Institution	nce and stakeout and	Ue ilidom	SIGN FEE 20%		\$2,105 \$805
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Kitchen Gathering Space			•		
Earthwork 16	00	C <	\$16	φ.	2,560
Erosion and Sedimentation Controls		ر ہے ک	\$1,000 ¢1F	л ч	1,000
Pavenient Removal (bituminous)	2 5	10		Α Ψ	1,000
Shriibs	- ۲	FA FA	φT,000	۰÷	2,125
Shade Trees) -	L A	CO4	÷	450
Perennials 2	1 12	ËA	\$25	÷ ↔	625
Mulch	7	С	\$85	ъ. С	595
Bed prep/soil amendments 12	0	SΥ	\$15	\$	1,800
Topsoil (0.5' new for seeding)	00	С	\$50	\$	1,500
Seeding (Turf) 160	0 4	SF	\$0.50	φ. θ	800
Stabalized Lawri Benches (Mood and Metal)	0 5	У С Ц	04¢	∩ ₩	2,200 800
Benches (Wood and Metal) Sidewalk 6' wide (concrete)		5 2	\$100	÷.≁	2 700
Patio (Brick Accents) 45		SF	\$30	÷↔	13.500
Patio (Heavy Duty Concrete) 32	0	SΥ	\$135	ч Ф	43,200
Overhead Pergola (Pine)	Ļ	LS	\$65,000	\$	65,000
Picnic Shelter (20'x30')	Ļ	EA	\$35,000	-67	35,000
Concrete Shelter Pad 6	90	SΥ	\$135	\$	8,910
Electric Line to Shelter	-	LS	\$5,000	\$	5,000
Picnic Tables	က	EA	\$700	\$	2,100
Fire Pit	-	LS	\$5,000	\$	5,000
Fire Pit Benches (Carved Log)	с	EA	\$500	\$	1,500
Overhead String Lights and Electric Connection	-	LS	\$3,000	↔	3,000
Lighting on Building		LS LS	\$5,000	\$	5,000
Sublocar	Inche	n Gath	andc guira	4 ¢	CTC,UT
		Deci	an Foo 13%	÷ •	27 341
Bonds and Insurance and stakeout a	u pu	pzilidar	ation (8.5%)	+ 0	17.877
TOTAL KITCHEN GATH	HERI	NG SP/	ACE WORK	\$	97,596
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	~	<u> </u>	¢E 000	÷	
Kemovals Ivlisc. 2 Shriihs		LV F	000,C¢ \$85	A 4	
Flowering Trees	5 4	E A	\$350	÷≁	1,700 1,400
Perennials	1 4	E A	505 202	, 6	1,100
Groundcover plugs	7	Υ Ε Α) 1 1 1 1	÷	920
Mulch 1	0	C∕ i	\$85	+ 6 7	850
Bed prep/soil amendments 17	02	SΥ	\$15	₩	2,550
Decking (Black Locust) 190	0	SF	\$50	\$	95,000
Circular Bench	-	LS	\$3,000	\$	3,000
Staircase	L	LS	\$3,000	\$	3,000
Trail Surface Aggregate (4' wide)	35	SY	\$25	€	875
Lighting on Building	-	LS	\$7,500	ф .	7,500
Lighting (String Lights) and Electric Connection	, ,	r S T	\$3,000	\$	3,000
	SL	Ibtotal Contin	Event Deck	\$	25,895
		Desi	an Fee 15%	7 0	18 884
Bonds and Insurance and stakeout a	n bri	nobiliza	ation (8.5%)	, 0,	10,701
TOTAL	L EV	ENTD	ECK WORK	\$1	80,659
Memorial Planting Area					
Removals Misc.	-	LS	\$7,500	\$	7,500
Flowering Shrubs	2	EA	\$85	€ •	1,445
Evergreen Shrubs	4 c	EA	\$85 \$	5 7 6	3,740
FIOWERING IFEES Charle Trade	Ω 4	F ∆ T	\$450	A 4	1 RND
Mulch 1	5.1	S Z	\$85	÷↔	1.275
Bed prep/soil amendments	0	SΥ	\$15	- 6 7	3,750
Topsoil (0.5' new for seeding)	00	С	\$50	\$	3,000
Seeding (Turf) 320	0	SF	\$0.50	\$	1,600
Benches (Wood and Metal)	с С	EA	\$800	\$	2,400
Sculpture	1 Crib	LS	\$1,000	\$	1,000
	anc	Contin G	cinury ruun	+	U0C,020
		Deci	igency 20%		¢2712
Bonds and Insurance and stakeout a	u pu	, vobiliza	stin cc 10%)		\$2.428
TOTAL MEMORIAL PL	ANJ	ING AI	REA WORK	4	40,412

\$1,284,155	SITE WORK	FOTAL			
\$57,173	FRAIL WORK	AND	TOTAL WOODI		
\$3,273	zation (8.5%)	mobili	rance and stakeout and	Bonds and Insu	
\$7,700	sign Fee 20%	De			
\$7,700	ingency 20%	Cont			
\$38,500	oodland Trail	otal W	Subt		
\$ 300	\$150	EA	2	essible Parking Signage	Acce
\$ 1,750	\$50	SΥ	35	minous Paving (standard duty)	Bitun
\$ 6,700	\$100	SΥ	67	walk 4' wide (Concrete)	Sidev
\$ 1,200	\$25	SΥ	48	Surface Aggregate (4' wide)	Trail
\$ 6,000	\$6	Ц	1000	ural Earth Trail (4' wide)	Natu
\$ 4,000	\$4,000	LS	1	case (wooden)	Staird
\$ 6,000	\$30	SF	200	, in the second s	Deck
\$ 6,000	\$75	Ц	80	tle Fencing	Watt
\$ 2,000	\$500	EA	4	ches (carved log)	Benc
\$ 5,000	\$5,000	LS	1	ring and grubbing	Clear
\$ 1,600	\$16	Ç	100	hwork	Earth
				dland I rail	Wood

Notes:

Opinion of Probable Construction Costs is made based on the experience and qualifications of Pashek + MTR, Ltd and represents reasonable judgment based on familiarity with the industry. Pashek + MTR, Ltd. has no control over the cost, or availability of labor, materials or equipment, or over market conditions or the provider's method of pricing. Pashek + MTR, Ltd cannot and does not guarantee that the opinion of probable cost provided the Owner will not vary from the actual cost experienced by the Owner.

Lower Parking Lot - Porous Paving Option				
Erosion and Sedimentation Controls	1	LS	\$2,500 \$	2,500
Removals	1	LS	\$1,000 \$	1,000
Topsoil (0.5' new for seeding)	95	Ç	\$50 \$	4,750
Seeding (Turf)	5000	SF	\$0.50 \$	2,500
Topsoil (1' for Tree Pits)	120	Ç	\$50 \$	6,000
Bed prep/soil amendments	380	SΥ	\$15 \$	5,700
Mulch	25	Ç	\$85 \$	2,125
Relocate Welcome Sign	1	LS	\$300 \$	300
Perennials (Entrance Sign)	20	EA	\$25 \$	500
Shrubs (Entrance Sign)	5	EA	\$85 \$	425
Shade Trees	11	EA	\$450 \$	4,950
Bituminous Paving (drive aisles)	1,150	SΥ	\$50 \$	57,500
Pervious Pavers (parking spaces)	12,150	SF	\$20 \$	243,000
Wheel stops	51	EA	\$150 \$	7,650
Linestriping	1	LS	\$2,000 \$	2,000
Retaining Wall	1	LS	\$15,000 \$	15,000
Inlet (2'x1')	1	EA	\$2,500 \$	2,500
Staircase (wooden)	1	LS	\$7,500 \$	7,500
	Subtot	al Lowei	r Parking Lot	\$365,900
		Conti	ingency 20%	\$73,180
		Des	ign Fee 12%	\$43,908
Bonds and Insuranc	e and stakeout and	mobiliz	ation (8.5%)	\$31,102
	TOTAL LOWER PA	ARKING	LOT WORK	\$514,090

Potential Planting List

The following is a potential plant list for different areas of the property. It can be used as a basis for future planting discussions. All species listed are native.

Shade Trees	Flowering Trees	Shrubs
 American Sycamore (Platanus occidentalis) Sugar Maple (Acer saccharum) Pin Oak (Quercus palustrus) Tulip Tree (Liriodendron tulipifera) Hackberry (Celtis occidentalis)* Red Oak (Quercus rubra)* *Recommended for parking lot 	 Flowering Dogwood (Cornus florida) Eastern Redbud (Cercis canadensis) Canadian Serviceberry (Amelanchier canadensis) Blackhaw (Viburnum prunifolium) American Witchhazel (Hamamelis virginiana) White Fringetree (Chionanthus virginicus) 	 Purple Rhododendron (Rhododendron catawbiense) Early Azalea (Rhododendron prinophyllum) Nannyberry (Viburnum lentago) Winterberry (Ilex verticillata) Oakleaf Hydrangea (Hydrangea quercifolia) Coralberry (Symphoricarpos orbiculatus) White Meadowsweet (Spiraea betulifolia 'corymbosa') Spicebush (Lindera benzoin) Sweet Pepperbush (Clethra sp.) Viburnum sp.
Evergreen Buffers	Perennials	Groundcover
 Purple Rhododendron (Rhododendron catawbiense) American Yew (Taxus canadensis) Inkberry (Ilex glabra) 	 Columbine (Aquilegia canadensis) Aster (Aster sp.) Cranesbill (Geranium maculatum) Crested Iris (Iris cristata) Marsh blazing star (Liatris spicate) Coneflower (Echinacea sp.) Black-eyed Susan (Rudbeckia hirta) Black cohosh (Cimicifuga racemose) 	 Foamflower (Tiarella cordifolia)* Canadian Wild Ginger (Asarum canadense)* Carex (Carex sp.) Goldenstar (Chrysogonum virginianum) Wild Stonecrop (Sedum Ternatum) Creeping Phlox (Phlox stolonifera) *Recommended for ash
	racemose)	scattering area

Sustainability

Sustainability was identified as one of the primary goals for UUCNH and informed many design decisions throughout the Master Plan and Schematic Plan. The following is a list of sustainable practices utilized in these plans.

- All proposed plantings to be native. Existing non-native plants to be replaced with native species if removed.
- Wildlife habitat. Native plant species chosen ideally also offer food and/or habitat for native fauna. The proposed Butterfly Garden focuses on aiding Monarchs in particular but also benefits other butterflies and pollinators such as native honeybees.
- Rain garden. The proposed rain garden takes advantage of the existing site's ability to detain water. There is potential for this rain garden to retain water from a portion of the church roof and allow for natural infiltration/evapotranspiration.
- Education. There are numerous opportunities for education throughout the site. Interpretive signage will provide explanation and public awareness to the butterfly garden, rain garden, woodland trail, native species, and other sustainable features. Existing Religious Education classes can incorporate these features into their classes as well.
- Locally sourced materials. An often-overlooked portion of a project's carbon footprint is the fossil fuel used to transport materials to the site. Sourcing materials from local businesses greatly reduces this carbon footprint and supports local economies.
- Reused/Upcycled materials. Using materials otherwise destined for landfills and re-utilizing them reduces carbon footprints and overall waste. Bricks are an idea material to upcycle. Local construction projects may also provide opportunities to upcycle materials.
- Black locust lumber as an alternative to pressure treated pine or tropical hardwoods. Black locust is a naturally durable lumber option that does not require the chemical treatments used in pressure treated pine and can be locally sourced. Unlike tropical hardwoods, black locust trees are also capable of growing quickly in lower quality soils, further reducing their environmental impact.
- Reduced concrete. Using trail surface aggregate reduces the amount of concrete proposed for the site. Although it is not considered permeable, trail surface aggregate has a much smaller carbon footprint than concrete does.
- Low mow slopes. Steep slopes on the site can be replaced with a low mow fescue. The design also reduces overall mowing needs by replacing sections of lawn with the butterfly garden and rain garden.

Pennsylvania Department of Conservation and Natural Resources (DCNR) Sustainability Guidelines

The following are sustainability recommendations listed by DCNR that are relevant to proposed site improvements at UUCNH.

- Identify ways to use high-recycled content materials in the building structure and finishes. Consider everything from blended concrete using fly ash, slag, recycled concrete aggregate, or other admixtures.
- Evaluate all products and systems used for their ability to be recycled when they reach the end of their useful life.
- Recognize that transportation becomes part of a product or building materials embodied energy. Where practical, specify and use locally harvested, mined and manufactured materials and products to support the regional economy and to reduce transportation, energy use and emissions.
- Develop a strict waste-management practice to divert construction wastes from reaching the landfill.
- Ask suppliers to buy back unused items.
- When possible avoid material brands with excessive packaging.
- Research your local recycling and salvage options.
- Provide opportunities for interaction with nature. Provide a diverse landscape to support a broad range of users and activities; including spaces for physical activity, nature/discovery trails, access paths to streams, way-finding features, and "cues to care", which are design devices (such as mowed edges or low fences) that communicate a naturalistic landscape welcomes users.
- Provide opportunities for passive experiences with nature. Maintain all possible trees onsite. Place and configure plantings to achieve ecosystem services (such as rain gardens for infiltration and stormwater management) and provide visual amenities. Establish nature trails, wildlife viewing areas, bridges over waterways, access to streams, benches, vegetative mazes, labyrinths, etc.
- Educate site users. Create demonstration gardens that allow visitors to observe biodiversity and learn how they can establish the same type of garden on their property. Protect wetlands and other natural areas and provide interpretive materials to education about the benefits provided by these features. Facilitate wildlife viewing and learning, by establishing bird boxes, observation areas/ structures and stationary viewers with educational exhibits about the types of wildlife visitors might see. Provide interpretive materials or stations that inform about local ecosystems and their functions. Incorporate signs along an interpretive trail through a native wildflower and grass meadow that explain how these habitats are beneficial for humans and wildlife. Allow access to water features onsite for discovery opportunities.
- Provide spaces for social interaction. Create small theme gardens (such as color, texture, smell, butterfly, etc.). Create "community greens" that can serve as outdoor meeting rooms, break or study spaces, and spaces for organizational events and celebrations.
- Support on-site food production. Establish a community garden for local residents to enjoy growing their own vegetables on a designated plot of land. See DCNR's community garden page for more information.
- Native cool season grasses, such as Canada and Virginia wildrye, should be used in place of non-native cool season grasses like Kentucky bluegrass and tall fescue.
- Don't over-fertilize. A slow-release organic fertilizer applied once, in the fall, is usually sufficient.

Cremains

Relocation of Existing Cremains

Pashek + MTR reached out to Jeff Hodes, a Certified Cemetery Executive, to inquire about the legal, ethical, and pragmatic aspects involved in relocating cremains. This conversation clarified that, though there were no legal requirements or barriers o relocating cremains, UUCNH should follow ethical best practices. Additionally, Jeff Hodes provided sample forms to act as a foundation for UUCNH to develop concrete regulations for future cremain burials and ash scattering. More detailed information, including sample forms, can be found in the Appendix.

Rules, Forms and Record Keeping

It is highly recommended for UUCNH to develop and utilize rules and regulations for all future cremain interment and ash scattering, including written forms to be kept on record. Forms should include date and exact location of interment, liability waiver, permission for UUCNH to move cremains at any future time, and next of kin contact information.

In addition to this narrative are sample forms for all future cremain interment and ash scattering, provided by Certified Cemetery Executive Jeff Hodes. Further guidance can be acquired by contacting him directly.

Appendix A

Jeff Hodes Conversation and Form Templates

PASHEK 駡 MTR

Unitarian Universalist Church of the North Hills Master Plan

Conversation with Jeff Hodes (Certified Cemetery Executive) about Moving Cremains

- 1. Is a memorial garden with cremains considered a cemetery by zoning standards in PA?
 - a. No, a memorial garden with cremains is not considered a cemetery by PA law. There is also no issue with zoning because they are only cremains. Additionally, because this is a church, they are exempt from many laws.
- 2. Are there any laws/regulations for ash scattering? Any best practices?
 - a. There are no laws or regulations for ash scattering. As for best practices, personal preference is to design the area in a way that prevents visitors from identifying cremains as they are passing by. This can be accomplished by using river rocks or a low growing ground cover, as the ashes will fall in between and be hard to see. Avoid using grass or mulch. Also a good idea to have a written form to be signed by those about to spread ashes ensuring that they understand the cremains cannot be recovered after scattering.

3. How long do cremains last before biodegrading if not in a container?

a. There is no defined amount of time. The ash does mix into the soil, but it doesn't necessarily degrade. It's best to view any area where cremains were openly buried as "ceremonial soil."

4. How should cremains be moved? (Container and no container)

- a. There are no regulations for moving cremains. Personal "best practice" should be:
 - 1. Notify family for permission
 - 2. If no known living relative, attempt to trace to most recent next of kin and attempt to contact that person. If there is no reply, record (written) attempts and lack of answer, ex. "Attempted to contact [name] at last known address on [date]." Or "No known family."
 - 3. Probe location of cremains with ³/₄" wire to see if there are containers.
 - 4. Excavate 1 cubic foot around the location of the cremains (12"x12"x12"), or to depth of container, if deeper, slowly and carefully.
 - 5. Place excavated cremains in separate plastic bags placed within a box or other container and make sure they are clearly labeled. Store in a secure place (ensure they are not lost, misidentified, thrown away or mixed together) until construction is complete and new permanent resting place is ready.

AUTHORIZATION TO RELEASE CREMATED REMAINS FOR SCATTERING or PLACEMENT IN THE OSSUARY

to -----for scattering or placement at Natural Burial Pittsburg in accordance with and subject to any applicable federal, state, or local laws and regulations. I/we hereby certify that I/we have the legal right and authority to authorize the disposition of the cremated remains of the deceased.

Scattering or placement in an Ossuary, in this instance, consists of the disbursement of the cremated remains. I/we acknowledge that once the cremated remains of the deceased are scattered or placed, they are unrecoverable.

Unless otherwise specifically provided for herein, once scattering or placement of the cremated remains of the deceased has been performed by The Cemetery, it reserves the right, at its sole discretion, to dispose of the contained said cremated remains.

The obligation of ------shall be limited to the disposition of the cremated remains of the deceased as directed herein...I/we agree to release and hold ------and its employees, harmless from any and all loss, damages, liability or causes of action (including attorneys fees and expenses of litigation) in connection with the disposition of the cremated remains of the deceased as authorized herein or with the respect to the identification of said cremated remains as being those of the deceased.

Print legal name:		Date:
Signature:		Relationship:
Address:		Telephone:
City:	State:	Zip Code:

Cremated remains should be mailed to our receiving address:

Any special instructions should be attached to this document.

	INTERMENT ORDER	
Interment Number		Date
No interment shall take place until a written auth	ority signed by the proper relative or legal representat	tive of the deceased, has been given to the
cemetery performing the interment. The unders	gned hereby request and authorized:	
Name of Deceased		Age Sex
Birthdate	Date of Death	Veteran Yes No
Property Owner		Phone Number
Interment Space Block: Lot:	Grave:	Purchased Pre-need At-need
Funeral Home	Director	Phone Number
Funeral Home Address	City	State Zip Code
Place of Funeral Service	Day Date	Time of Service
Type of Cemetery Service	Day Date	Time of Service
Remarks		
Interment Fee		
Overtime Charges		
Other Charges		
Total		
The undersigned hereby certify that they are the	next-of-kin of the above named Deceased, or otherw	ise have the full legal authority to direct the
inurnment of the remains of the Deceased, and	hereby authorize The Cemetery to make disposition of	of the
owner of the above-described Interment Rights a	and hereby authorize use of the said Interment Rights	for the inurnment of the Deceased.
The undersigned hereby agrees to indemnify an	d hold harmless The Cemetery, its affiliates, and their	respective agents
employees from any and all liability, including rea	asonable attorney's fees, and against any loss it or an	y of them may sustain in
right to correct any error in this interment at its o	nder. Further, the undersigned agree that The Cemet own expense without any liability for such error	ery shall have the
Next of Kin	Date	Relationship
Address		· · · ·
l ocal Phone Number	Email Address:	
Authorized Representative	Date	Relationship
Address		
Local Phone Number:	Email Address:	
Print Name of Lot Owner		
Interment Order Signature	Interment card Recorded by	Date
Interment Order Info Verified by	Property Book Recorded by	Date
Computer Records Checked	Computer records updated	
Site Layout by	Property Card Recorded by	Date
Superintendents Verification	Master Map Record by	Date
Lot Owner		Processing Completed By Date

Appendix B Committee Meeting Minutes

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PASHEK 🔀 MTR

UUCNH Master Plan

Meeting Minutes

Date, Time, and Location: 4-16-2018, 6:30 pm, 2359 W Ingomar Rd, Pittsburgh, PA

Attendees: Sara Thompson, Jessica Fegley, Jenny Love, Peggy Trevanion, Joyce Kepner, Ron Smart, Irene Dinning, Julie Kant, Alexis Rodefer

Discussion Items

- 1. Committee introductions
 - A. Jenny joined the committee to help with improvements to the Memorial Garden; Peggy is a master gardener who is also working on developing a sensory garden; Joyce also joined the committee to help with improvements to the Memorial Garden; Ron is the former head of the Buildings and Grounds Committee; Irene is the head of the Memorial Garden Committee and a genealogist; Julie is the project manager for this project, is a part of the Memorial Garden Committee, and a part of other church committees; and Alexis is a master gardener currently in charge of the indoor plants.
- 2. Scope and Schedule
 - A. Sara reviewed the scope and schedule, explaining how the project will develop over the following months.
- 3. Proposals for Survey
 - A. Sara discussed the need to update the existing survey of the site. The committee mentioned that the exact outline of the memorial garden shown in the existing survey is not necessarily set in stone.
 - B. Two proposals are in hand: one from RA Smith and one from Tait Engineering
 - i. The RA Smith proposal is for the property boundary and a detailed survey only for the memorial garden.
 - a. The reason the committee did not ask for a detailed survey of the entire site was due to the additional cost.
 - b. The committee asked Sara if she felt it would be worthwhile to pursue a detailed survey for the entire property after all. Sara said that it will depend on the anticipated timeline for site improvements. a detailed survey will be needed for future projects, and if those will be happening within a few years of this project, it would be less expensive in the long run to have the full detailed survey completed now.
 - c. The committee discussed how there may be potential for other committees within the church to help supplement the cost of a full detailed survey, as some of their projects will require that survey as well.
 - d. The committee agreed to accept RA Smith for the survey work.

- e. The committee was leaning towards having a full detailed survey completed.
- 4. Review of site analysis
 - A. Jess and Sara showed the committee four maps of the site: an overall aerial site map, a detailed aerial of the memorial garden, a slope analysis, and a runoff analysis.
 - i. The slope analysis displays slopes of 0-5%, 6-10%, 11-25% and 26%+. Sara explained how flat areas are ideal areas for development. Flatter areas include parts of the lower parking lot, part of the upper parking lot, the memorial garden, some areas adjacent to the building, and the overflow parking/herb garden area. Around these areas the slope steepens, such as in the forested area north of the church, but are still reasonable for trails. Places where there are very steep slopes include between the upper and lower parking lots, between the memorial garden and herb garden/overflow parking, and along the edges of the parking lots along the forested area.
 - a. Ensuring accessibility to the memorial garden from the parking lot and church building is important.
 - ii. The flow runoff analysis used the same elevation data to determine where runoff collects and how it moves across the site. The church sits on a slight ridge, with water flowing away from it to the east, north, and west. Most of the site's runoff directly flows into a small stream just off of the property, with a small portion of the site (southwest corner) draining to a storm water system.
 - a. The committee mentioned that water from the roof is currently pouring into the silo. There are also two storm water basins on site: one north of the parking lots in the wooded area and one west of the memorial garden.
 - b. Sara mentioned the importance of finding documents showing where existing private utilities are on the site. The surveyor will do a PA One Call, however this will likely not pick up most private utilities. Any old surveys and records need to be sent to the surveyor.
 - c. Jess made a note to find the name of the small stream near the site.
- 5. Goals mentioned by the committee included:
 - A. Master Plan Goals:
 - i. Emphasize a cohesive, sustainable landscape that integrates native trees and shrubs to show the church is a good steward
 - ii. Plan for easy maintenance
 - iii. Frame important views to help create a sense of place
 - iv. Create flexible spaces for multiple purposes and multiple generations.
 - v. Grow the congregation by attracting people of all ages.
 - B. Memorial Garden Goals:
 - i. Create a more organized plan for the memorials
 - ii. Create a space that is quiet, safe, and meditative where people can mourn or appreciate views and feel apart but also connected
- 6. Problems mentioned by the committee included:
 - A. Drainage (see areas marked on map)
 - i. There are no gutters to handle roof water

- a. One downspout from scupper of flat roof
- ii. All French drains around the building are not working properly
- iii. Bocce group has issues with drainage
- iv. Kitchen can flood
- v. Inlet at corner of gravel parking lot most likely clogged/useless
- vi. Corner of upper parking lot eroded
- B. Utilities to the removed house on site still remain
- 7. Site uses mentioned by the committee include:
 - A. Area between the two silos (deck) is used for weddings
 - B. People put sails up for weddings
 - C. Expansion would be towards old house that was removed
 - i. Also wanted a pavilion in this area as a temporary wedding feature
 - D. Events
 - i. Retirement party (deck between silos)
 - ii. Concerts
 - iii. Memorial services
 - iv. Festivals (art, vegan, pagan, etc)
 - v. Youth bonfire (by herb garden)
 - E. Eagle scout to build fire pit near herb garden
 - i. Pashek+MTR can help guide the placement of the firepit (Eagle scout currently plans to build it where the existing fire pit is by the herb garden) must help by June
 - F. Herb garden
 - i. Important for RE
 - ii. Want to use it more
 - iii. Plans to also create/add a butterfly garden (especially for monarchs)
 - a. Possibly locate butterfly garden by edge of building in memorial garden if possible
 - G. Pre-School
 - i. Belongs to church, but unusual relationship
 - a. Two entities have grown apart affiliation not advertised
 - b. Share many family members
 - c. UUCNH financially responsible for exterior
 - ii. Need to replace/remove slab it is dangerous and causes a drainage issue
 - iii. Uses open field for play/raising small animals (chicks/rabbits)
 - iv. Chain link fence is unattractive but it is to keep deer from knocking down rail fence
 - H. Picnics/Gatherings
 - i. Along south side of building (near old house that was removed)
 - ii. River rock instead of gravel makes it hard to walk
 - iii. Food comes out of kitchen door, people travel through other door

8. Wish list

A. The pergola currently has no focus/it feels disjointed

- i. It should have a sense of peaceful surroundings
- ii. It should be pleasant when you look around
- iii. Views are missing currently

- B. Paths and labyrinths in the future
- C. Create views from the west room
- D. Drainage concerns (trough in lawn caused by sunken water line)
- E. Poor drainage between parking lot and memorial garden
- F. Make space attractive for rentals
- G. Create a plan for memorial stones
 - i. How to move existing memorials
 - ii. Where to place future memorials
 - iii. How to handle memorials with remains moving existing and where to place future ones so as to not disturb those using the space for other events
- H. Ensure level ground for events
- I. Outdoor seating/patio by kitchen
- J. The wall is currently a blank view from the pergola would be nice to make a view of it, but concerns about using that area for expansions.
- K. Do not put a playground in the memorial garden
- L. 18 stone memorials currently, approx. 45 known memorialized
- M. Beautify the plaques on the wall
- N. Move memorial stones to a more appropriate place
 - i. How to move remains?
 - ii. Some family of remains are no longer members
 - iii. Committee is not knowledgeable about state/federal regulations regarding moving remains
 - iv. Create a place that doesn't disappear
 - v. Keep plant pallet to trees and shrubs (maybe some bulbs)
 - vi. Create a sense of entrance
 - vii. Create level paths
 - viii. Have a cohesive plan specifically for adding remains to the garden in the future
 - ix. Use native plants and monarch-friendly plants (to be used for RE)
 - x. Get kids involved in gardening/the outdoors
 - xi. Keep space flexible for rentals/festivals/weddings
 - a. Make sure food carts can still be rolled out to events from kitchen
 - xii. Have space for people of all ages and accessibility
 - xiii. Make sure church can still use space for potlucks etc.
 - xiv. Remove existing "Performance Circle" (oval with blocks)
- O. Good, large trees along the perimeter that also provide food/habitat for birds
- P. More color and cohesion of pallet
- Q. Replace benches
- R. Keep the pergola and vines if possible, but make sure it's structurally sound
- S. Looking at the site as a whole
- T. Add a gazebo/structure
- U. Screening along West Gate Dr.
- V. But maintain access point to street
- W. Add lighting to the memorial garden so it can be used at night
 - i. There are lights on/near the silo (but unsure where switches are or how to access switches)

- ii. There is electric connection to the pergola (old water lines too, but cracked/damaged/useless. There is also a trench from silo to herb/hunger garden for water access)
- X. Repair water connection to pergola
- Y. Add downspouts for rain barrels/cistern
 - i. Might not be possible since primary roof drain collects runoff before it reaches downspouts
- 9. Maintenance Practices
 - A. Landscaper hired to mow, plow, prune no fertilizing or spraying done though
 - B. Peggy maintains the rest
 - C. 2 work parties a year (volunteers for inside and outside) usually in May/October
 - i. Sara suggested moving the May work party to April for next year
 - $\mathsf{D}.$ A group of church members called the Tree Huggers help maintain outdoor areas
- 10. Other Committees:
 - A. Building and Grounds
 - i. Working on installing lights in the parking lot and by the herb/hunger garden
 - ii. Replacing the stairs in the parking lot
 - B. RE and Pre School
 - C. General projects:
 - i. Adding a mirror at end of driveway
 - ii. Silos structurally failing. The one closer to the memorial garden is in the worst condition. The next capital campaign is aimed at restoring them. They may be replaced as they are, or both removed and replaced by one large silo. Hopefully the existing fire escape will also be removed.
 - D. A group is ready to clear the trail for hiking

Next Steps

11. Next meeting: May 24th (Thursday) at 6:30pm

The information contained in these minutes was recorded by Pashek + MTR and represents our interpretation and understanding of the discussions that occurred during the meeting. Please notify Pashek + MTR within one week of distribution. Otherwise, minutes will be distributed as final, and assumed accurate as written.

Prepared by: Jessica Fegley Date Prepared: 4/24/18

Distributed to: Committee members

Unitarian Universalist Church of the North Hills Memorial Garden Committee Meeting with Pashek + MTR Monday, April 16, 2018

Present: Ron, Peggy, Julie, Ginny, Joyce, Alexis, Irene, Sara and Jess (Pashek+MTR)

The committee chose R.A.Smith to survey the church property. Since we plan to complete work on the Memorial Garden within the next two years, a full topographical survey will be useful for the next phase of implementation. Julie will send copy of 1991 survey (Burt Hill Kosar...) to R.A.Smith.

Project Goals:

Long term plan, "cohesive, sustainable landscape that integrates native trees and shrubs to demonstrate that we are good stewards of our property," flexibility for many uses, ease of maintenance, increase attractiveness of property for outside rentals, accessibility for elderly and disabled, address drainage problems, improve outside lighting.

- Determine where to place memorial stones, current and future. Can/should we move cremains?
- Improve view of church grounds from West Room (Sanctuary)
- Improve view of West Room from the seating under the pergolas.
- Replace benches under pergola
- Design a more welcoming entrance. See Diana Hull's drawings.
- Clear and widen the trail in the woods. with benches at trail intersections or vantage points. Seating should be made of recycled plastic. (North Park Supervisor, Don Schmitt recommended Barco Products benches to Julie when she wanted to purchase a memorial bench for the park). An educational component might be labels on plants/trees.
- Make grounds more accessible for all, including people with walkers and wheelchairs
- Improve view as one drives down entrance road. Open up view of the church.

Problem areas:

- Drainage, French drains not working properly. (see extensive comments from Peter Lundquist in Addendum A)
- Retain and infiltrate storm water on the church property.
- Outdoor lighting is not sufficient; continuing problems with tall lights in parking lot.
- Gas and water pipes left from little house will be cut down and capped. [check with Ron]
- Invasive species, esp. knotweed, oriental bittersweet along driveway.
- Pine tree surrounded by brush and weeds

- Determine area to dump sticks and grass clippings. Brush pile could shelter small mammals and birds.
- Live electric wire to side of entrance road? [check with Ron]
- Uneven ground in front of pergolas for walking meditation and setting up chairs for wedding.

Current and Future Use of Grounds

- Two outside rentals (Grove of Gaia and Vegan Festival) vendors set up tents outside, May Pole on stand and ceremony
- Weddings 2-3 per year
- Youth bonfire at beginning of church year in September
- Children and youth summer Religious Education program evenings for one week in summer
- Flower communion and other picnics
- Youth conferences 1 every other year

Opportunities for Improvement:

- Labyrinth for walking meditation need feedback from Meditation with Friends. [See Chris Hill's comments from 4/8/18 minutes]
- Pollinator Garden North Park Ranger will visit RE kids on April 29 as part of Green Sanctuary service on planting milkweed. Explore possibility of becoming a Monarch Waystation.
- Modest playground for church nursery. Could be in area in front of church with access through side door to East Room. Probably not.
- Paths to the garden entrance; ADA accessible
- Identify and mark stones on site plan.
- Find out if there are family members left for the people with memorial stones. Ask congregation. Irene will look through archives.
- Identify memorial plantings. Mark them on site?
 - Move small blue spruce to right side of church to the garden? (planted by Barbara Brach; her parents' ashes are buried there).
 - Lilacs near weeping cherry Sue Broughton's mother and sister
 - Crab apple trees

- Eliminate burning bushes that block the view of the pergolas from the sanctuary side doors.
- Find use for pink granite boulder
- Build pavilion where little house stood to be used for outdoor services, weddings, picnics, RE classes, and Bellwood preschool activities.
- Tool shed in fire escape area.
- Benches need to be replaced
- Find use for memorial plates on old benches, e.g. leaves of sculptural tree
- New location or reimagining of remembrance board?
- Unobtrusive center for trash and recycling pick-up

Current Initiatives:

- Eagle Scout fire pit plan (Green Sanctuary & Tree Huggers) Reid Suddaby (email 4/16)
- Green Sanctuary energy assessment of building results by end of April Importance of low maintenance
- Pollinator Garden (Religious Education and Bellwood Preschool) Religious Education working with ranger/naturalist from North Park

Maintenance Practices:

Amy Moreth currently provides lawn care (no fertilizer), mows grass, collects leaves, ploughs snow. She-can help with clearing brush and the plantings if needed; her prices are reasonable. We currently do not have a chair for the Buildings and Grounds committee.

ADDENDUM A

Informational Meeting Discussion (4/8/18):

<u>Walking Meditation</u> outside is important to Lou; she finds the sounds of nature spiritually enriching. She would like to preserve the spaciousness, sense of openness, of the grounds. Midge also enjoys the expanse of green lawn. We want to preserve the serenity of the area. If we decide on a labyrinth, it should be placed to the side of the open area.

Lindsay feels that a **labyrinth** should not be raised above ground level. Instead of a labyrinth, Chris suggests **curving paths** where two people can walk side-by-side, with benches for resting or meditating, He is concerned about the upkeep of a labyrinth, keeping the path clear of animal droppings. Also, would it really be used? Only one person of the 15 attending has used the outdoor labyrinth at the Kearns Spirituality Center (and only one time).

Lynn mentioned the possibility of paths set with memorial bricks, although bricks can be slippery when wet and are hard to keep level; Maggie suggested a low wall with names on bricks.

Bill expressed his preference for the use of stone rather than brick in any walls or paths. Marsha likes seeing river stones in the landscape.

Maggie would like to see an emphasis on native species in the choice of plants.

Marsha would like to see the <u>trail in the woods</u> widened and cleared of brush, with benches at trail intersections or vantage points. Seating should be made of recycled plastic. (North Park Supervisor, Don Schmitt recommended Barco Products benches to Julie when she wanted to purchase a memorial bench for the park). An educational component might be labels on plants/trees.

Barb interred her parents' ashes under the small blue spruce near the silo entrance in ____(date?)

Peggy described a service 45 years ago where each family chose a shrub or tree to beautify the dairy pasture; she and her children chose the evergreens along the entrance driveway.

Not many church members and friends know about the memorial plaques on the outside wall of the West Room.

In answer to a question about whether our property is tax-free, Lindsay said we only pay tax on the parking lot.

Joyce brought up the question of having a columbarium for ashes, as long as such an addition would fit in with the natural landscape. If a columbarium were to be installed in one of the banks sloping down to the parking lot, Chris reminded us that at family gatherings around the fire pit, kids like to roll down the banks.

Barb noted the importance of smooth paving of paths used by the very young and those with limited mobility. If paths are chosen, we should make sure there is a foundation to keep them level and safe. What is the best surface? Peggy pointed out the Pashek + MTR has designed a path for the disabled at Beechwood Farms.

Ron described how the water line from the church to the Hunger Garden had cracked one winter; he and Pete Lundquist had trenched a hose from the silo to the garden. This is the only water delivery to the area.

The committee will make sure that Chris is consulted when planning for the location of an **<u>outside recycling center</u>** next to the Bellwood Preschool picket fence. This would combine all trash and recycling in one place and replace the paper retriever dumpster in the parking lot.

Have we visited other UU memorial gardens? Ron described a metal tree/sculpture at the First UU Church of Indiana, PA. We will want to make sure that all elements of the plan are <u>low</u> <u>maintenance</u>.

<u>Multiple use space</u>: The Memorial Garden lawn outside the West Room is also used for weddings, concerts, picnics, and outdoor religious education classes. When Marsha's daughter was married on the lawn in front of the pergolas, the uneven ground complicated setting up folding chairs and walking. Because there is no shade, Marsha installed a portable shade wing (canvas awning) that she later donated to the church. How do we address this issue in the future?

If the church wanted to expand by building a social hall, the flat area where the little house stood would be the likely place since the hall would be adjacent to the kitchen. That area could also be considered for a picnic pavilion for the same reason.

Everyone is encouraged to continue to share their thoughts with the Memorial Garden committee before out meeting with the landscape architect on Monday, April 16.

ADDENDUM B

Comments from Pete Lundquist, former co-chair of Buildings and Grounds 4/12/18 A history and clarification of previous repairs, remaining problems, and suggestions for improvements

Most significant problems: Drainage Outdoor lighting (safety issues)

Entrance to UUCNH

Diana Hull made drawings for a more welcoming entryway to the church (with Adam Swartz) several years ago. The stairs between parking lot levels broadened at their base, curving to the sides, as if to gather in and welcome members and visitors. There was a place for cars to pull in to drop off people in front of the doors. Diana gave the drawings to Ron Smart. The committee can look at them at our next meeting.

The guard rail in the upper parking lot was installed after more than one car drove off the bank.

Pete suggests Night Sky lighting to minimize glare outside and in consideration for the neighbors.

Yellow jackets are now active. Need to check for nests all summer long, advise members to help as well.

Drainage

The French drains that surround the outside walls are no longer working, the pipes have worked their way out of the ground around the West Room. Anywhere there is gravel there were or should be working drains. The area outside the kitchen has flooded into the church through the back door more than once. Water getting into the walls could create a serious mold problem. We think the carpet tiles in the West Room have been lifting because of moisture from the water running off the roof and not draining away from the building.

Water pours into the basement of the front silo. A fan and pump in the preschool storage room (in the silo) are there to pump out water and keep mold from growing, it made the silo rooms unusable for many years. The entire water problem around the silos need to be addressed, roofs over the area drain a lot of water right around the silos.

There is a huge drainage system problem under the back deck. Water pours off the corrugated tin roof onto the deck. This whole area under the deck will need to be checked.

Deck between the silos

The deck and concrete next to the exterior door is not level. Concrete needs to be re-poured. (see Drainage issues).

Additional steps to lawn from deck? Pete sees the lawn as an outdoor concert area. He does not think the steps should be set up to be an entrance through the RE hall, create a mess in winter and hurt the RE program with traffic.

Replace the small blue spruce with a memorial stone for Barb Broch's parents or move their cremains. Move the tree or provide a new one at a location designated by the master site plan.

Parking Lot

At one time the church rented space for the Society for Creative Anachronism and they held jousts in the overflow parking lot. Area needs lighting (that shines downward to reduce glare and not infringe on the neighbors). *Any time we run power to put in lighting, we should add an electrical outlet*. There is an underground wire that runs from the lawn light towards the entrance drive where another light used to be.

Outdoor wifi would be attractive to rental groups.

He would like to see more gentle outdoor lighting for safety all around the building and up in Memorial Garden. Tear down the fire escape structure. Guard rails for edge of overflow lot where the slope drops off sharply.

Waste and Recycling

Get rid of the dumpster Paper Retriever and other bins (unsightly and unnecessary now that recycling is available in every neighborhood). Replace white lattice on gates to dumpster area with stained wood so that this area does not draw attention.

Hunger Garden

Hose pipe went to pergola, water was not turned off in winter and pipe burst. Now there is just a trenched pipe connected by a garden hose outside the silo. Put in new water pipe to a spigot with drainage stones. There is a valve and water source inside the silo.

Path in Woods

A nature trail with benches and identifying signs for plants could attract-groups studying native PA plants.

Amy Moreth currently provides lawn care (no fertilizer?), mows grass, collects leaves, ploughs snow. She can help with clearing brush and the plantings if needed; her prices are reasonable.

Blancato designed the pergola.

Need for more plantings behind the pergola to screen neighbor's house and act as a sound barrier.

If arbor vitae are diseased, start to transition to new trees.

Drainage Basin behind the West Room

Now just a jumble of weeds, this area was designed to collect run-off and act as holding pond. It is right next to West Gate Drive.

Pete sees the area to the left of the exit doors from the West Room as the perfect place for a food service area. The concrete pad would need to be extended so that serving carts could be rolled out to serving tables. If we decide to do this, we would want to *consult a caterer* to figure out how to design this area. This would also be a good place for a shade sail.

Shed

Get rid of, move or screen with foliage????

Lawn outside the kitchen

Remove river rocks and design this area to make it easier to roll carts and serve food; this area needs to be concrete and have outlets. Erect some sort of canopy. Perhaps a concrete path skirting the church all the way to the NW exit doors from the West Room to allow food carts into the sanctuary to support rentals.

Shade sails instead of pavilion. There is a gas pipe left over from little house. Small pavilion with roof to protect a large gas grill for rentals?

Bellwood Preschool

Move the picket fence back from the edge of the property to the back of the house. Goal is to open up the vista as one comes down the entrance driveway (green sloping lawn) and the barn/church is revealed. Remove dead and dying trees along the driveway. Thin out remaining bushes. Prune the lower branches of the 4 fir trees so that one sees the church better.

There is an electrical junction box every 100 ft. along the southeast side of the entrance driveway.

The chain-link fence coming from the driveway to the picket fence was installed to prevent deer from jumping and knocking over the fence. See Linda Moser if there are questions.

ADDENDUM C

Specific comments people who have worked on the gardens/grounds

From Beth Dutton:

1. I think that a great addition to the church grounds would be an aestheticallypleasing pavilion near where the little house was formerly located. It could be used for outdoor church services and weddings, church picnics, and RE classes. Bellwood could also use for their programming.

2. Recommend walking the church grounds during a heavy rain to see where water is running off the church property to the local creek. It would be good to see if there are opportunities to retain and infiltrate this storm water on the church property. In particular, I am thinking that the church parking lot may contribute high volumes of flow with a lot of sediment.

3. See if there are any recommendations to make the views of the church grounds from the sanctuary nicer.

4. Any recommendations for the front of the church and parking lot? The steps down to the parking lot could use some love.

From Dick Meyers:

Something that many will not be aware of – there is currently no water supply to the Memorial Garden. Two seasons ago we verified that there was a substantial leak in the underground piping, which we were unable to pinpoint. Subsequently, Ron and I rented a trencher and installed a new supply directly down to the Hunger Garden.

So, if any plantings are envisioned that would require watering, the simplest and least expensive fix would probably be hooking up to the supply at the Hunger Garden and running a hose up to the Memorial Garden. This would need to be drained before any winter.
An additional observation, which might or might not be relevant to the overall topic of the church grounds, is that the Hunger Garden itself will soon need repairs, as the lumber around the raised beds is deteriorating.

From John Brobst:

One thing I would caution. In the past people included things like statures & carvings on the grounds. The mower guys are obligated, due to costs, to mow the area as quickly as possible. Objects standing in their way can become damaged by their machinery. So if you are allowing such objects, try to place them in convenient places when possible.

From Melissa Nelson:

I don't know that we (as RE classes) use the space as much as we could, or should!! We really only use the grounds for the Easter egg hunt and sporadically if the teachers want to take the kids out to get some air. The entire back yard is difficult to use for RE classes because it is visible from the West Room, and of course we don't want to be a distraction.

With that said...the Hunger Garden is definitely an area that the classes use on occasion (and we're hoping to more), so keeping that up (and safe) would be important for us. It would be lovely to have a more permanent firepit, but I'm not sure how feasible that is for the amount of use it would get.

I know there has been talk of having a play area outside of the nursery door, but in my opinion, this is not the best use of funds. There are usually only a few kids in the nursery, and they are really too young to go out and do much (or there's too much of an age range to expect the nursery providers to keep everyone safe outside). But, those are just my 2 cents in case that has come up in this planning.

Have you talked with Jen Halperin? There has been some talk about having a pollinator's plot in conjunction with another (outside...sorry, I can't remember the name) group. This came up as part of the planning for the Earth day/green sanctuary service, and I think it is such a marvelous idea...it would be beautiful, promote pollinating insects, and provide opportunities for the children to enjoy the outdoors at church more. Anyway, I think having something like this would be incredible.

From Dennis Doubleday:

Suggests 3 pines in a row near where little house stood should be removed, another leaning over the shed. Need plantings to screen this area from West Gate Drive.

Bank in front between 2 levels of parking lot – replace with groundcover that does not need to be trimmed and that suppresses weeds.

From Linda Moser, Director, Bellwood Preschool:

1. <u>Completion of the fence that surrounds the Bellwood grounds.</u> As a safety measure, we have installed a fence that protects the children in our play area. Much of it is wire fencing that does the job, but is not particularly aesthetic. It is in need of constant repair. Every four to five years when the budget permits, we replace the wire with wooden fencing. It's been an ongoing project foralmost twenty years. Will I see its completion in my lifetime? I wonder....

2. <u>Replace the dangerous and unsightly cement slab in the rear of the school</u> <u>building</u>. <u>Drainage issue</u>

The huge crack that is directly outside the back kitchen door not only is a tripping hazard for little ones passing by, but also acts as a portal to rain water that ultimately seeps into Bellwood's bathroom on the first floor causing moisture and mildew to form. This situation requires constant attention from the Bellwood Building and Grounds committee (of one).

3. <u>Miss Gayle</u> is retiring at the end of this school year. The entire Bellwood Family - children, teachers, school board - would like to plant a tree to celebrate her thirty years of dedication to her profession. If we pay for the tree, could the landscaping crew plant it in Bellwood's backyard?

4. <u>Create a butterfly garden.</u> Over the years, we have attempted to plant several butterfly gardens in the area that runs along the fence by the bunny hutch. Of course, the deer family think we are planting a salad bar just for them and usually devour our bushes and flowers.

Sadly, we have had little success. Also, a Monarch Butterfly specialist told us that in order to attract butterflies, we should plant our garden in full sun along the fence by the driveway.

The reason for this is two-fold; the garden would get enough sun light and it would be in full view of the butterflies as they make their yearly migration. The garden would need some type of protection from deer.

5. <u>Install plantings at the far corner of the grounds that join the Westgate</u> <u>neighborhood.</u>

This would create a better buffer between Bellwood and the housing development. The dirt is particularly rich there as the children have been composting that little space for a number of years. Any bush or tree would be happy to sink its roots into that delicious soil and call it home.

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UUCNH Master Plan

Meeting Minutes

Date, Time, and Location: 5-29-2018, 6:30 pm, 2359 W Ingomar Rd, Pittsburgh, PA

Attendees: Sara Thompson, Jessica Fegley, Jenny Love, Peggy Trevanion, Joyce Kepner, Irene Dinning, Julie Kant, Alexis Rodefer

Discussion Items

- 1. Updates from UUCNH
 - A. The names have been obtained for the owners of the neighboring properties
 - i. A team member from the church will speak to them before any alterations to the entrance drive is made.
 - B. Lower parking lot issues
 - i. Gravel eroding
 - ii. Hillside supporting parking lot at the corner by detention basin is also beginning to erode (Grounds has been trying to stabilize it and recently felt the ground shift beneath the heavy equipment being used)
 - iii. Cost estimate for repairing the parking lot and or paving it may be needed
- 2. Ordinance review
 - A. UUCNH is located in R-2 (Single Family Residential) zoning
 - i. "Single Family Residential: Combines the preservation of natural features and resources with low-intensity residential development suited to the natural conditions and rural character of portions of the Borough."
 - ii. Place of Worship is considered a Conditional Use
 - iii. Schools are considered a Permitted Use
 - B. Buffering requirements will likely not be a concern due to the heavy natural buffering of the site from surrounding properties
 - C. Parking requirements may need to be addressed
 - i. Non-compliant existing ADA parking spaces
 - ii. Requirements:
 - a. Place of worship: 1 parking space per 4 seats or 80 lineal inches of pew (or if no seats, 1 per 15 square feet of the area used for assembly)
 - b. School: 1 parking space for each employee/faculty member plus 1 per classroom
 - D. Building permit will be needed from the municipality for construction of a small pavilion or paving the lower parking lot, but would not be needed to repair/replace the memorial garden trellises.
 - E. County stormwater ordinance may need to be reviewed further to ensure compliance if the lower parking lot is repaved.

- 3. Review of precedent images
 - A. Favorites of entrance images:
 - i. Rhododendrons
 - ii. Entrance fence that calls out farm history
 - B. Favorites of woodland images:
 - i. All images (waddling, forest stage, sculptures)
 - C. Favorites of main design:
 - i. Chalice fountain (like the look of reflecting pools, but open water with children is a concern. A chalice-like fountain with water moving over a sculpture base is doable, though)
 - ii. Artful crosswalk
 - iii. Artful paved space
 - iv. Deck with wedding dais (but it needs planting to soften it up)
 - v. Pavilion (match styling of barn)
 - vi. Designated memorial space (as long as not where people will be sitting for events)
 - vii. Naturalized rain garden
 - viii. Curved trellis
 - ix. Patio firepit (will forward Boy Scout's plans for the fire pit)
 - x. Remembrance wall with inset plaques (existing plaques did not weather well, but Sara ensured the group that there are other materials that will endure weathering better)
- 4. Review of concept plans
 - A. Concept A
 - i. Hide the garbage container near the pre school
 - ii. Make sure there is room between each reserved memorial to dig
 - iii. Likes that the existing trellis/vines are preserved
 - iv. Likes the butterfly garden so close to the memorial garden
 - v. Possibly put water fountain in corner of main building overlooking memorial garden
 - vi. Dislike the labyrinth incorporated into the main memorial garden
 - B. Concept B
 - i. Like the orientation/focus on the memorial garden
 - ii. Concern because group who built the original trellis still members of the church
 - iii. Likes that the butterfly garden mirrors the 50th anniversary garden in the front of the building
 - iv. Would like the pavilion/trellis from A included on B
 - v. Need to ensure room for 125 people at a wedding in the memorial garden
 - vi. No additional trees/shrubs/fountain in the memorial garden circle
 - vii. Like the fire pit by the building at part of patio
 - viii. Like the idea of adding overhead string lights between preschool and main building ix. Would like a place to scatter ashes
 - C. Overall preference: prefer Plan B with additional from Plan A. Things to add to Plan B from Plan A:

- i. Add pavilion/trellis
- ii. Nature pathways
- iii. Green space by preschool, but with larger patio of Plan B (artful painted patio)
- iv. Hide garbage bins by pre school
- v. Seating around maple tree
- vi. Fire pit on patio (or behind pavilion)
- vii. Keep double silos
- viii. Deck off of silos (keep it at the size drawn)
- ix. No reflection pool, but do add fountain in corner of building
- x. Keep butterfly garden in front of building, but incorporate similar flowers near the memorial garden and near the pre school

Next Steps

- 1. Incorporate two concept master plans into one.
- 2. Develop draft memorial garden plan.
- 3. Sara will set up a doodle poll to determine the date of the next meeting.

The information contained in these minutes was recorded by Pashek + MTR and represents our interpretation and understanding of the discussions that occurred during the meeting. Please notify Pashek + MTR within one week of distribution. Otherwise, minutes will be distributed as final, and assumed accurate as written.

Prepared by:	Jessica Fegley
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Date Prepared: 5/29/18

Distributed to: Committee members

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UUCNH Master Plan

Meeting Minutes

- Date, Time, and Location: 06-18-2018, 6:30 pm, 2359 W Ingomar Rd, Pittsburgh, PA
- Attendees: Sara Thompson, Jessica Fegley, Peggy Trevanion, Julie Kant, Alexis Rodefer, Bill Moul

Discussion Items

- 1. Ordinance update
 - A. Based on the design options the committee chose at the previous meeting, the amount of grading required is enough to require a local permit through Franklin Park Borough.
 - i. Local permits are a fairly easy/inexpensive process
 - ii. If the total area of disturbed land exceeds 1 acre, a NPDES permit will also be required.
 - a. It is best to avoid disturbing more than 1 acre of land.
 - b. This federal permit is more challenging process and very costly.
 - B. Replacing the existing deck will require a local permit through Franklin Park Borough.
 - i. Details about how to construct a deck and the local requirements can be found on the Borough's website.
- 2. Review of updated precedent images
 - A. Favorite images from the previous meeting were consolidated and less relevant photos were removed
 - B. Photos of paving options were added
 - i. Primary options include concrete, compacted aggregate, brick, or pavers
 - ii. It is likely that a combination of paving options will be used based on the function of the space. Patio areas would function best with either concrete, pavers, or a combination of both. Main paths may be concrete or brick while lesser used paths may be compacted aggregate.
 - iii. A question was raised about stamped concrete to save cost.
 - a. Stamped concrete can be challenging to do correctly, and when it is not done correctly it is not visually appealing.
 - b. Since there is not a large area needing pavers, it wouldn't change costs too dramatically to use actual pavers or brick-edged concrete.
 - iv. Permeable pavers or bricks could also be an option
- 3. Conversation with Jeff Hodes (Certified Cemetery Executive)
 - A. Details from this conversation are attached to the minutes
 - B. UUCNH is not considered a cemetery by zoning standards.

- C. There are no federal or state laws/regulations regarding cremains.
 - i. Personal best practices include creating a specific location for ash scattering and ensuring that other visitors do not accidentally stumble upon cremains – this can be accomplished by thoughtful placement of the ash scattering area and by using ground cover or large river rocks instead of grass or mulch.
- D. Since UUCNH is a church, it is exempt from many laws.
- E. Cremains buried without a container will mix into the soil but do not necessarily fully biodegrade. It is best to treat such areas as "ceremonial soil."
- F. There are no federal or state regulations regarding the moving of cremains.
 - i. Personal best practices include:
 - a. Notify family for permission
 - b. If no known living relative, attempt to trace to most recent next of kin and attempt to contact that person. If there is no reply, record (written) attempts and lack of answer, ex. "Attempted to contact [name] at last known address on [date]." Or "No known family."
 - c. Probe location of cremains with ¾" wire to see if there are containers.
 - d. Excavate 1 cubic foot around the location of the cremains (12"x12"x12"), or to depth of container, if deeper, slowly and carefully.
 - e. Place excavated cremains in separate plastic bags placed within a box or other container and make sure they are clearly labeled. Store in a secure place (ensure they are not lost, misidentified, thrown away or mixed together) until construction is complete and new permanent resting place is ready.
- G. The committee had no further questions at the meeting for Jeff. However not all members were present. Any questions about the answers provided or new questions can be sent to Jess, who will reach out to Jeff for further clarification.
- H. If permission is granted to move cremains, Bill suggested that there could be a reburial ceremony for the families who choose to relocate cremains.
- I. The Master Plan and Schematic Plan can help families understand why UUCNH may ask them for permission to move cremains.
 - i. Many cremains and their memorial stones are lost in the grass. These memorials were meant to help these passed family members to be remembered, but if they are becoming lost in the grass it creates the sense that they are being forgotten. The plan aims ensure the memorials will not be covered up or lost.
 - ii. Some of the memorial plants with cremains under them are in decline and will likely die soon naturally. Cremains under such plants with no markers will have no way of being identified once the plants die and may be accidentally disturbed.
 - iii. It can be disconcerting or feel disrespectful for visitors to sit on the cremains found in the open lawn during events/celebrations. The plan aims to provide a dedicated space for the memorials where they can be visited respectfully.
- J. It was noted that there are also cremains under the small blue spruce in the front of the church. There are currently no plans to move that tree. However, that tree will start to block views as it gets older. The committee may want to try to move them (with

permission) in the future.

- K. There should also be a section for people to plant memorial trees/shrubs (sans cremains)
 - i. The wandering grass paths proposed in the plan are bordered by trees/shrubs. This could be a good location for memorial trees/shrubs.
- 4. Review of Draft Master Plan
 - A. Parking
 - i. The Master Plan shows the parking configuration created during its initial construction. UUCNH is currently using a two double-bay configuration during large events, but this does not meet code as the parking lot is not wide enough to accommodate that configuration with adequately sized drive isles in between.
 - a. If/when the parking lot is paved, they may not be able to park as many cars as they are currently parking in order to meet code.
 - ii. Benefits to paving:
 - a. Reduces erosion
 - Stops the destabilization of the corner of the lot
 - Reduces maintenance of cleaning clogged inlets and the storm basin
 - Reduces sediments from polluting the stream at the base of the hill
 - iii. A permit would be required from the Franklin Park Borough to pave the parking lot.
 - a. If over 1 acre is disturbed, it would require a NPDES permit
 - It might be necessary to pave only the main gravel lot, and leave the overflow lot unpaved in order to stay under 1 acre.
 - iv. Pashek + MTR will provide cost estimates for different options
 - a. Leaving as is
 - b. Paving with asphalt
 - c. Asphalt drive isles with permeable paver parking spots
 - v. A question was raised about increasing the shade in the parking lot
 - a. Due to the parking lot's width, there is not enough room for median planting without losing all of the center parking spaces.
 - b. Two of those center parking spaces could be converted to a planting bed if shade outweighs the need for parking spaces.
 - c. There were once deciduous trees along the upper edge of the parking lot. Those can be replaced for some shade.
 - vi. Additional spaces may be able to be provided along the entrance drive by lining the drive with reinforced turf.
 - vii. A question was raised about whether it would be possible to construct a second parking lot in the wooded area north of the overflow parking.
 - a. It would be possible, but very expensive, would destroy all of the trees to the property line, would require a NPDES permit, and would fall under buffering requirements for the Borough due to the loss of vegetation.
 - b. The committee agreed it would be better to keep the woodland trail and not attempt to build a second parking lot.
 - B. Patio paving near kitchen area

- i. 20-30' picnic pavilion with arbor.
- ii. A second fire pit is located here.
- iii. Concrete, pavers or a combination would be best
- iv. To reduce the maintenance of pavers, it would be recommended to pour a concrete base below them.
- C. Woodland Trail
 - i. The existing trail runs along a fence on the edge of the property. The proposed trail runs halfway between the overflow parking lot and the fence instead to allow for a more natural view while on the trail.
 - ii. The proposed trail will run along the main parking lot as well, with stairs connecting it to the parking lot.
 - iii. The committee suggested extending a path up the entrance drive to connect to the walks up at the church to create a completed loop.
- 5. Memorial Garden Draft Schematic Plan
 - A. Fire pit
 - i. The draft plan proposes that the fire pit be tucked into the corner of the hill next to the garden so that a retaining seat wall can be incorporated into the design.
 - ii. The Eagle Scout project shows the fire pit in a similar location, but pulled out further from the hill side and on center with the corner of the garden.
 - a. The final plan will be edited to match the existing Eagle Scout plan
 - B. Memorial Garden
 - i. Since the new trellises will mean the removal of the original vines, it was suggested that cuttings from those vines be taken to grow new vines on the new trellises. This would tell a nice story for those who may have planted them originally.
 - ii. The committee agreed that the proposed location for the ash scattering area was a good choice.
 - iii. There was a question about preserving the existing cherry trees, as the plan currently proposes all new trees.
 - a. One of the two cherry trees is not healthy.
 - b. The healthy cherry tree might be able to be preserved, but is already old and may not have much longer to live. It may be better to preserve the symmetry of the space by removing it.
 - iv. A question was raised about whether the stairs on the hill would require a handrail.
 - a. Sara noted that it most likely would
 - b. A question was raised about whether it would be worth keeping the stairs if they required a handrail, as a handrail would be visually disruptive
 - The committee agreed that they liked having the stepping stones because it solidified the visual axis and it also would prevent the grass from becoming trampled. But they preferred not having a hand rail.
 - Possibility to just have hill with no steps
 - Possibility to look into artful handrails
 - v. Sara mentioned that all paths are drawn at 6' wide currently. She suggested that

secondary paths could be made narrower (4' or 5'). The committee liked this idea.

- C. Event Space
 - i. The proposed grassy area in the center of the memorial garden can hold 240 seats in a standard wedding configuration, 2 large tents (25'x12'), or 6 small tents (10'x10')
 - ii. 4 small tents (10'x10') can fit on the upper tier (by the labyrinth), and 2 small tents can fit below the stairs.
 - iii. Pashek + MTR will calculate how many seats can be accommodated on the proposed deck in the event a wedding is hosted on the deck.
- D. Lighting
 - i. Outlets
 - a. Two should be placed near the open grassy space ideally on the seat wall under the proposed trellis
 - b. One outlet may also optionally be placed on the memorial wall in case there is a very large event tent that would need lighting on both sides.
 - c. One should be placed on the deck.
 - ii. There should be up lighting on the flowering trees surrounding the open space in the memorial garden (but not necessarily on all of the flowering trees)
 - iii. Twinkle lights woven into the proposed trellis
 - iv. Spot light on challis sculpture
 - v. Path lighting between patio area and memorial garden needed
 - a. Low lights cast onto sidewalk or lights mounted onto the building
 - Low lights would be more visually appealing but more expensive and more maintenance
 - Lights mounted onto the building would be less visually appealing but less expensive and less maintenance
 - vi. Need to be aware of amperage capability

Next Steps

- 1. Finalize master plan and schematic plan.
- 2. Create cost estimate.
 - E. Show material options
 - F. Electric and water connections
 - G. Grading
 - H. Break down to show total cost of various sections, but no phasing included
 - I. Will be calculated assuming all work to be sent out to bid to contractors, but to save costs UUCNH can choose to have some work done by volunteers.
- 3. Final meeting will be on July 30th 2018 at 6:00 pm

The information contained in these minutes was recorded by Pashek + MTR and represents our interpretation and understanding of the discussions that occurred during the meeting. Please notify Pashek + MTR within one week of distribution. Otherwise, minutes will be distributed as final, and assumed accurate as written.

Prepared by:	Jessica Fegley
Date Prepared:	6/21/18
Distributed to:	Committee members

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UUCNH Master Plan

Meeting Minutes

Date, Time, and Location: 07-30-2018, 6:00 pm, 2359 W Ingomar Rd, Pittsburgh, PA

Attendees: Sara Thompson, Jessica Fegley, Peggy Trevanion, Julie Kant, Alexis Rodefer, Bill Moul, Irene Dinning, Susie Wood, Sybil Baumwell

Discussion Items

- 1. Prior to discussing the Master Plan and Schematic Plan, Reid Suddaby reviewed his Eagle Scout project for constructing a fire pit next to the Hunger Garden. The committee agreed that red pavers with gray pea gravel would be the most aesthetic color pallet for the site and would tie in well with proposed features of the Master Plan.
- 2. Pashek + MTR presented the final Master Plan, Memorial Garden Schematic Plan and Estimate of Probable Cost.
 - A. There was discussion about whether to show a gate along West Gate Drive. It was decided that would be an internal decision and would not need to be added to the final Master Plan.
 - B. The committee agreed that the Memorial Garden would be the first priority to implement, and it would be completed in phases.
 - C. It was asked what the basic first steps should be, prior to the first phase of implementing the Memorial Garden plan.
 - i. Hold a committee meeting to review the plan, develop a list of next steps and decide how to present to the congregation. Ensure committee is cohesive and unified. Discuss and rank priorities for both the Memorial Garden and the rest of the Master Plan. The priority list will help determine what the committee focuses on in terms of fundraising, policy making/revisions, and volunteer work.
 - ii. Hold a board presentation to discuss what the committee recommends.
 - iii. Present the plans at or after a service and discuss why the committee was formed, why and how the plans were created, and have the list of next steps ready to answer questions.
 - iv. Revisit existing polices and determine if changes need to be made. Possibly implement a moratorium on new markers/cremains until polices are updated.
 - v. Contact next of kin for all cremains and memorials affected by implementing the Memorial Garden plan to gain permission for relocation. Record the process and define "due diligence" in the event no next of kin can be located. Acquire written permission.
 - vi. Simultaneously begin fundraising efforts.
 - vii. Initiate phase one construction once funds acquired and permission granted.

Discuss and determine what volunteers can accomplish.

D. Future policies should require written documentation and a permanent marker for all new cremains and memorials. A plant list of acceptable memorial species should also be developed and members/guests wishing to plant a memorial plant should be required to choose from that selection of species.

Next Steps

- 1. Make final edits to Master Plan, Schematic Plan, and Estimate of Probable Cost.
- 2. Develop narrative.
- 3. Distribute final report and documents to committee.

The information contained in these minutes was recorded by Pashek + MTR and represents our interpretation and understanding of the discussions that occurred during the meeting. Please notify Pashek + MTR within one week of distribution. Otherwise, minutes will be distributed as final, and assumed accurate as written.

Prepared by:	Jessica Fegley
Date Prepared:	8/1/18
Distributed to:	Committee members