EXECUTIVE SUMMARY

Surrounded by the sights and sounds of modern urban life, the Warrensville West Cemetery is a quiet oasis in the center of the City of Shaker Heights. The history of the Cemetery is closely associated with the early settlement of Warrensville Township, the short life of the North Union Colony of Shakers, and the twentieth-century development of Shaker Heights. Within its grounds are the physical remains of people whose lives helped shape the character and fabric of today’s community. For its historical significance, the Cemetery was locally designated a Shaker Heights Landmark in 1976 and was listed as a contributing resource in the Shaker Village National Register Historic District in 1984.

The purpose of this Master Plan is to provide a framework for improving the landscape and amenities at the Cemetery, enhancing its placemaking potential, and preserving the historic features and character of the site. Development of the Plan was guided by several contributing partners, including City representatives and local stakeholders who represented a variety of community interests and subject experts. Working with the Planning Team, The Mannik & Smith Group, Inc. (MSG) was contracted to gather site data, document conditions, develop a landscape plan, and provide guidance for repair, maintenance, and development of the site.

At the project outset, MSG conducted ground penetrating radar (GPR) to identify the location of human remains or grave sites on the Cemetery grounds. The GPR survey located 134 burial sites, which were geolocated using the Global Positioning System (GPS), providing base maps for subsequent site planning. At the same time, MSG completed a comprehensive inventory of 170 gravestones in the Cemetery. The inventory includes a photograph, condition assessment, and recommendations for rehabilitation and maintenance of each monument. Priority levels are assigned to each monument, based on the urgency of attention needed.

Two workshops were held to provide guidance to community members and City Public Works employees on the care of the gravestones at Warrensville West Cemetery. Attendees were taught important skills for resetting, cleaning, and preserving the gravestones in a historically appropriate way (according to National Park Service standards).

Based on stakeholder input and the results of the GPR survey, a site/landscape plan for the Cemetery was developed by MSG. The goal of the plan is to preserve the historic site while providing a safe, park-like environment for community members to experience nature and learn about local history. The plan involves the creation of new entrances for better access to the site and the removal of overgrown and invasive vegetation to provide better visibility, preserve the gravestones, and build awareness of the space. Lawn care maintenance recommendations involve letting the existing turf grass grow and wildflowers to appear, creating a low-maintenance meadow which reflects the character of other historic rural cemeteries, as this one originally began. Benches can be placed throughout the cemetery, providing a place for visitors to enjoy the space. Interpretive signage and small posts with quick response codes can also be unobtrusively installed to provide information about the Cemetery and its inhabitants, as well as upcoming events.

Finally, suggestions for a comprehensive branding program – drawing from historical, spiritual, and natural aspects of the site – are also included in the Master Plan to enhance awareness of the Cemetery and encourage community engagement at the site.
# PROJECT TEAM

## CITY OF SHAKER HEIGHTS

<table>
<thead>
<tr>
<th>TEAM MEMBERS</th>
<th>ROLE</th>
<th>DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kara Hamley O'Donnell</td>
<td>Principal Planner</td>
<td>Planning Department *</td>
</tr>
<tr>
<td>Cameron Roberts</td>
<td>Planner</td>
<td>Planning Department *</td>
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## STAKEHOLDERS

<table>
<thead>
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<tr>
<td>Meghan Hays</td>
<td>Local History Librarian</td>
<td>✓</td>
<td>Shaker Heights Public Library *</td>
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<tr>
<td>Brianna Treleven</td>
<td>Executive Director</td>
<td></td>
<td>Shaker Historical Society *</td>
</tr>
<tr>
<td>John Barber</td>
<td>Citizen Scientist</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Local Resident</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kelly Coffman</td>
<td>Landscape Architect</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elizabeth Hoag</td>
<td>Archaeologist, Lecturer at CIA,</td>
<td>✓</td>
<td></td>
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<tr>
<td></td>
<td>Archaeological Advisor to Shaker Historical Society</td>
<td></td>
<td>Cleveland Institute of Art</td>
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<tr>
<td>Crystal Montgomery</td>
<td>Historic Preservation Consultant</td>
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<td></td>
<td>Landmark Commission</td>
<td></td>
<td>Northrup Grumman at NASA Glenn Research Center</td>
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<tr>
<td>Nancy Moore</td>
<td>Member: City Council, Tree Advisory Board, Landmark Commission</td>
<td>✓</td>
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<tr>
<td>David Tschantz</td>
<td>Property Manager</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Kingsbury Building Alpha Property Group</td>
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<tr>
<td>Sonia Winlock</td>
<td>History Buff</td>
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<tr>
<td></td>
<td>Community Activist</td>
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<td>Moreland Neighborhood Network</td>
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<tr>
<td>Donna Whyte</td>
<td>Lecturer, History Department</td>
<td>✓</td>
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<tr>
<td></td>
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<td>Cleveland State University</td>
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## MANNIK SMITH GROUP CONSULTANT TEAM

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<thead>
<tr>
<th>TEAM MEMBERS</th>
<th>ROLE</th>
<th>COMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wendy Fry</td>
<td>Landscape Architect, Project Manager</td>
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</tr>
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<td>Site Designer</td>
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<td>Historic Preservation Planner</td>
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<tr>
<td>Mike Friedhoff</td>
<td>GPS, Geologist</td>
<td>Mannik Smith Group</td>
</tr>
<tr>
<td>Jenny Hamel</td>
<td>Graphic Artist, Environmental Designer</td>
<td>Mannik Smith Group</td>
</tr>
<tr>
<td>Ta Mara Conde</td>
<td>Gravestone Conservation &amp; Restoration Specialist</td>
<td>Historic Gravestone Services</td>
</tr>
<tr>
<td>Lawrence Sloane</td>
<td>Cemetery Consultant</td>
<td>LF Sloane Consulting Group</td>
</tr>
<tr>
<td>Will Sloane</td>
<td>Cemetery Consultant</td>
<td>LF Sloane Consulting Group</td>
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</table>

* Project Client Group
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1.0 INTRODUCTION

1.1 Warrensville West Framework

The City of Shaker Heights (Shaker Heights), in partnership with the Shaker Historical Society and the Shaker Heights Public Library (Client Group), received a Certified Local Government (CLG) Grant from the Ohio History Connection in 2021 to develop a Historic Preservation Master Plan for Warrensville West Cemetery. The Request for Proposal (RFP) stated: “The Plan for the cemetery will identify existing resources and create a framework to preserve, protect, and maintain the burial grounds’ historical, archaeological, architectural, and cultural value, will increase the site’s attractiveness, and will assure that maintenance and security are properly guided.”

The CLG application identified Warrensville West Cemetery as a local priority for preserving and promoting the history of Shaker Heights.

“This Plan is essential to provide historic research, documentation and survey (where possible) that clarify the site’s history and importance, address needed repairs and maintenance, and provide preservation guidance. Once completed, the Plan will be available through the City’s website, Shaker Heights Public Library, and the Shaker Historical Society. The Plan will also serve as a much-needed model for similar burial sites in Ohio as there is currently none.

The City’s Landmark Commission is committed to educating the community about burial site preservation and will review proposed changes to these sites, which hold a special value to the community and contribute to Shaker Heights’ character. A Historic Preservation Master Plan for these burial sites will assure a comprehensive understanding and ensure their proper care, which will set a strong example of the city’s commitment to historic preservation.”

A multidisciplinary team from The Mannik & Smith Group, Inc. (MSG) was selected through a competitive bidding and interview process to develop the Master Plan for Shaker Heights.

The project kicked off in September 2021 with a series of stakeholder meetings and fieldwork. Fieldwork included a Ground Penetrating Radar (GPR) survey of the cemetery (see Section 2.0) and a comprehensive inventory of monuments, headstones, footstones, and corner markers (see Section 3.0). All markers were catalogued, photographed, and mapped using the Global Positioning System (GPS). Initial findings and recommendations were presented to the Planning Team on September 22 and 23, 2021.

A second series of meetings were held on October 22 and 23, 2021 with Shaker Heights staff, stakeholders, Department of Public Works employees, and volunteers. This included two hands-on workshops, where participants were taught the proper methods and materials for stone cleaning (according to the Secretary of the Interior’s Standards for Treatment of Historic Properties). Workshop participants cleaned fifteen stones and reset eight stones in the Warrensville West Cemetery.

The third and final meeting was held on December 8, 2021. This meeting was held via Zoom, and was part of the Landmark Commission’s monthly meeting; the meeting was open to the public and recorded. An overview of the project was presented, along with recommendations for next steps and priorities.

1.2 Cemetery Goals

Goals for the Warrensville West Cemetery Historic Preservation Master Plan were developed to provide the following:

- Greater visibility
- Increased use of the Cemetery
- Improved access, including ADA
- Preservation and conservation of historic resources
- Branding / Historic interpretation
- Landscape enhancements
1.3 Background

The Warrensville West Cemetery is located on Lee Road near Van Aken Boulevard in Shaker Heights, Ohio. It is the second oldest burial ground in Cuyahoga County, and the oldest designated Landmark in Shaker Heights. It is just over one acre in size and surrounded by tall, dense vegetation, retaining walls, and fences. The history of the cemetery is closely associated with the early settlement of Warrensville Township, the short life of the North Union Shaker Community, and the twentieth-century development of Shaker Heights.

Warren sold the burial site in 1812 to Asa Stiles, and the property was subsequently transferred to Warrensville Township for use as a community cemetery. Located on the east side of Lee Road, which is one of the earliest public roads on the west side of the Township, the burial ground was a community focal point and continued to be used by the Warren family, as well as other early, non-indigenous Township settlers and their descendants. As Warrensville’s farming community flourished – especially after the opening of the Erie Canal in 1825 – new European settlers continued to arrive. In 1827, seventy families from the Isle of Man settled in the Warrensville area. Primarily farmers, they were also engaged in weaving, tanning, and other skilled trades, and became an integral part of the Warrensville community (and the greater Cleveland area). By the early 1900s, over half of the burials in the Warrensville West Cemetery were Manx descendants.

In 1822, the North Union Shaker Community had established a 1,400-acre farm on the site of present-day Shaker Heights (and surrounding area). The Shaker Community dissolved in 1889, and the farm land was later acquired by Oris and Mantis Van Sweringen in 1905. Recognizing the opportunity created by rapid industrial growth in nearby Cleveland, the Van Sweringen brothers planned to develop a garden city suburb on the former Shaker farm. The sale of lots began in 1905 and the construction of homes began in 1906.

---

1 Warrensville East Cemetery is located at the corner of Halburton and Green Roads in Beachwood. Known today as the Beachwood Cemetery, the oldest burial there was in 1813. The land was deeded to the township by William Warren in 1853.
As part of their development plan, the Van Sweringens relocated the remains of North Union Shakers from the original Shaker Burial Ground on South Park Boulevard (shown above). The remains of 89 individuals were located and re-interred within a common grave at the Warrensville West Cemetery in 1909. A marker was placed on the site of the Shaker burials – mounted on a granite boulder that was taken from the original Shaker farm – by the Shaker Historical Society in 1949. The Shaker Historical Society later installed a freestanding marker that recognized the pioneer families, Manx settlers, veterans, and Shakers that are buried in the cemetery. The marker was dedicated on Memorial Day, 1959 (see cover page).

The cemetery was designated a local Landmark in 1976, and is a contributing resource in the Shaker Village National Register Historic District (listed in 1984).
1.4 Existing Conditions

Warrensville West Cemetery is located on the east side of Lee Road, north of Chagrin Boulevard. It can be accessed from the parking lot of Heinen's Grocery, 16611 Chagrin Boulevard. The cemetery is publicly owned and managed by the City of Shaker Heights. It is just over one acre in size.

The cemetery is surrounded by concrete and stone retaining walls on the west, south, and east sides, and by the Kingsbury Building – one of the early commercial/apartment buildings in Shaker Heights – on the north. It is assumed that the retaining walls are owned by the City. Dense vegetation lines the west and south sides, blocking all views into the cemetery. In fact, many locals are unaware of the cemetery’s presence. In addition to the natural barriers, there is no formal access to the cemetery. Hopping off a retaining wall is required in most situations. Americans with Disabilities (ADA) access is nonexistent. Additionally, some of the retaining walls are leaning, and they should be inspected by a structural engineer.

There are 170 monuments and markers that were inventoried by the Consultant Group at the beginning of the work. There may be additional markers that will be discovered as existing, overgrown vegetation is removed. Particular attention should be paid when removing vegetation along the Lee Road and south property line frontages. To start, selectively remove plants and low tree branches with loppers and saws to expose ground conditions for closer observation. If monuments are not immediately evident, remove long grasses and debris, and cut the shrub or tree flush with the ground. Then carefully probe the ground with hand tools to minimize damage to unseen markers. If found, newly revealed markers should be carefully documented. All large tree removal or earth-disturbing work should be observed by a qualified archaeologist or historian who will know how and where to document new discoveries.

Based on historic photos, it appears that some markers are missing. Site observation revealed many monuments to be leaning and/or broken, and older limestone and sandstone markers in need of cleaning. Refer to Section 3.0 for more detail concerning materials and procedures for maintenance and repair.

There are only a few trees within the cemetery, including a combination of native and non-native species. In the interior portions of the cemetery, there are several clusters of overgrown roses and shrubs that may be concealing markers. Removal of shrubs should be done utilizing hand tools and a qualified observer, such as an archaeologist or historian. Replacement species should be native to northeast Ohio and selected for their hardiness and appropriateness to the design concept.
Warrensville West Cemetery, looking north

Markers in need of resetting

Markers concealed by vegetation

Retaining wall, west side (Lee Road)

Retaining wall, south side

Retaining wall, east side
2.0 GROUND PENETRATING RADAR

The purpose of the Ground Penetrating Radar (GPR) survey was to identify potential buried human remains within the Warrensville West Cemetery. Since buried human remains are not always marked with a monument or aligned with their respective monument, GPR was chosen as the preferred method of identifying buried human remains on this site. The GPR Survey Area is illustrated on the attached GPR Survey Results Map; the full GPR report can be found in Appendix A. The GPR survey was conducted within the marked boundaries of the Warrensville West Cemetery, bounded by a building structure and metal fence to the north, a concrete retaining wall to the east, and shrubs and a concrete retaining wall to the south and west.

2.1 Ground Penetrating Radar Procedures

GPR operates by transmitting electromagnetic impulses (radio waves) into the subsurface and measuring the time for a reflected signal to return to the receiving antenna. A two-dimensional cross-section representing the subsurface response is generated in real-time as the GPR broadband dipole antenna is moved across the ground surface. Electromagnetic waves transmitted from the GPR propagate downward through the subsurface, reflect off subsurface boundaries, and return to the receiver antenna. GPR signals reflect back toward the ground surface depending on the contrast in the electrical properties of subsurface materials.

Important limitations to GPR performance are detecting small or deeply buried targets, as well as penetrating dense or conductive materials (i.e. moist clay, silty clay, weathered shale, slag, concrete, foundry sand, etc.), which cause signal attenuation (absorption). The recommended survey methodologies and equipment were selected to meet the project objectives; however, data interpretation is subjective and constrained by instrument limitations and site conditions, and therefore, is not guaranteed to be 100% accurate. Horizontal accuracy of the location of subsurface anomalies is approximately +/- 1 foot and the vertical accuracy is +/- 0.25 feet per foot of burial depth.

MSG conducted a GPR survey at the Site using a Geophysical Survey Systems, Inc. 4-wheel GPR system, from September 28 through September 30, 2021. The GPR system included a 400 megahertz (MHz) antenna and was used in conjunction with a SIR-3000 field computer for locating subsurface anomalies within the GPR survey area. A majority of the burials at the Site are oriented east-west in accordance with traditional Christian burial methods, thus the GPR survey grid was oriented approximately in the east-west and north-south directions, which are approximately perpendicular and parallel to the alignment of these burials. A two-foot survey grid was established over the 210 foot by 206 foot GPR survey area and the GPR was operated in a series of parallel lines (x,y-grid) over the GPR survey area, except for sections of the GPR survey area where additional detail was necessary and a one-foot survey grid was used. Portions of the cemetery were blocked by surface obstructions (trees, shrubs, burial monuments, fences, etc.) and GPR was not performed in these obstructed areas. GPR survey areas, detected anomalies, and reference surface features were surveyed with a Trimble Geo7X centimeter edition Global Navigation Survey System (GNSS) unit including a Zephy3 antenna. The survey grid was established using a measuring tape and distance recorded along the survey lines with the GPR odometer (+/- 0.1 feet). The GPR antenna was moved over the ground surface using the 4-wheel cart GPR system that acquired data at approximately 18 traces per foot. The depth of measurement was estimated using an approximate dielectric constant for clay soil (8.0). The interpretable depth of the GPR signal (signal floor) was limited to approximately six feet due to signal attenuation within the soils at the Site.

2.2 Ground Penetrating Radar Results and Conclusions

GPR is an effective means of characterizing the subsurface and the detection of buried anomalies and can provide a significant amount of detail about what is underground. GPR identification of burials at cemeteries typically involves the detection of the top of buried coffins or vaults, however over time, graves deteriorate and become difficult to detect. Additional GPR anomalies that are used in detection of burials are soil disturbances, including burial shafts and excavation areas. Other observable physical evidence is also considered along with the GPR data in the detection of burials, including surface disturbances and ground subsidence. However, GPR data can contain many additional unwanted components in the data, called noise, which originate from the use of the GPR, soil conditions, or additional subsurface materials (tree roots, rocks, and other forms excavation, not related to burials).
3.0 GRAVESTONES

3.1 Gravestone Inventory + Assessment

The monuments documented in Warrensville West Cemetery by the Consultant Group include a mix of tablets, dies (consisting of a base stone sitting flat on the ground and a ‘die’ with the inscription set on top), and a selection of larger multi-piece monuments, including an obelisk and two tree stump monuments. Only one footstone – which belongs to Mary Brogden – was identified. A large foundation stone was also identified in the middle of the cemetery; it is believed that a large monument once sat upon it, but has since been removed.

Most monuments are made from marble or granite, but there are several silt stone tablets and one zinc marker in the cemetery. The monuments in the front row facing Lee Road are being impacted by a row of overgrown shrubs, toppling some markers and obscuring others. Several small clumps of vegetation in the cemetery have grave markers hidden within them, and some are displaced from their original locations. Previous repair attempts over the years have left many markers with concrete and/or latex caulking on them.

The gravestone condition assessment occurred September 22-23, 2021, with two days in the field for data collection. Each marker was photographed with the name, if readable, and style and material were recorded. A GPS number was assigned for each marker (or marker fragment) for identification (see GPS Locations Site Map in Appendix B). A total of 170 markers/fragments were identified and their condition assessed. Each stone was checked for stability and...
condition; notations on whether it was leaning, tilted, broken or fallen, or previously repaired, and what materials were used for the repair were also made in the field and recorded. For each stone, individual conservation forms were generated which also include the inscription, death date, and a photo of current conditions (see below). The complete condition assessment of all markers identified in the Warrensville West Cemetery can be found in Appendix C.

CONSERVATION INVENTORY FORM
Sample of collected data

<table>
<thead>
<tr>
<th>#</th>
<th>GPS</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MATERIAL</th>
<th>STYLE</th>
<th>CONDITION</th>
<th>TREATMENT</th>
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<td>163</td>
<td>133</td>
<td>RUSSELL</td>
<td>LYDIA</td>
<td>MARBLE</td>
<td>TABLET</td>
<td>Ambient dirt, biological growth, set flat in concrete</td>
<td>Clean, treat biological growth, remove concrete, reset plumb at correct height</td>
<td>2 needs attention</td>
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<tr>
<td>164</td>
<td>134</td>
<td>SHAKER SOCIETY</td>
<td></td>
<td>BRONZE</td>
<td>BOULDER</td>
<td>Ambient dirt, biological growth, good condition, plaque is missing two screws</td>
<td>Clean, treat biological growth, replace missing screws</td>
<td>3 monitor</td>
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<tr>
<td>135</td>
<td>GILL</td>
<td>JOHN</td>
<td>MARBLE</td>
<td>TABLET</td>
<td>Ambient dirt, biological growth, leaning, impacted by trees</td>
<td>Clean, treat biological growth, remove or trim trees, reset table bolt, plumb at correct height</td>
<td>1 urgent</td>
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<tr>
<td>132</td>
<td>101A</td>
<td>BROGAN</td>
<td>MARY</td>
<td>SILT STONE</td>
<td>FOOT STONE</td>
<td>Ambient dirt, biological growth, fallen</td>
<td>Clean, treat biological growth, reset plumb at correct height</td>
<td>workshop</td>
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<tr>
<td>142</td>
<td>121A</td>
<td>ADAMS</td>
<td>FATHER</td>
<td>GRANITE</td>
<td>MARKER</td>
<td>Ambient dirt, biological growth, leaning, chipped edges</td>
<td>Clean, treat biological growth, reset plumb at correct height</td>
<td>workshop</td>
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<tr>
<td>143</td>
<td>121B</td>
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<td>MOTHER</td>
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<td>Clean, treat biological growth, reset plumb at correct height</td>
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<td>WARREN</td>
<td>FATHER</td>
<td>GRANITE</td>
<td>MARKER</td>
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<td>Clean, treat biological growth, reset plumb at correct height</td>
<td>2 needs attention</td>
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The current field data was combined with previous survey data and archival information that was compiled by the Shaker Heights Public Library and Shaker Historical Society to create a spreadsheet with the GPS identification number, name of deceased, style of monument, material, condition of marker, priority, and recommended treatments (see Appendix B). These documents can guide the preservation process with priorities, approved materials, and treatments.

Grave markers are assessed and prioritized as:

1. **Urgent** - The monument is considered a public hazard or at risk of further damage. Large monuments can become unstable or may be leaning more than 20° and pose a hazard to visitors of the grounds. Fallen or broken markers are at risk of further damage or loss and require immediate action to preserve them.

2. **Needs attention** - The marker is beginning to have a problem, such as a slight lean or erosion issues, which if addressed soon can prevent further issues. Fallen or sunken markers can quickly be covered by vegetation and lost below ground, but simple intervention will preserve the marker before further damage can occur.

3. **Monitor** - The marker is not at risk, however the issue may change. Bases which are missing the inscription stone should remain in their location and the area should be investigated for a fallen marker below ground (gently probing with a metal rod or hand tool) during future preservation projects.

4. **No action** - These markers are in good condition and require no action to be taken. Some of the markers listed as no action may be cleaned and treated for biological growth during future preservation projects.
3.2 Gravestone Care

Cleaning Gravestones

Cleaning gravestones is generally not recommended unless performing repairs. Biological soiling will degrade stone surfaces over a long time. The effects of this degradation needs to be weighed against the degrading effects of cleaning. Depending on the method of cleaning, this can be beneficial or detrimental.

If cleaning is necessary, the stone surfaces should be rinsed with a generous amount of water and brushed with a natural bristle brush, repeating the process as needed. If a stone has biological growth, it should be treated with an anti-biological solution. D2 Biological Solution (Limeworks, Inc.) is the recommended product for this application. D2 is a water soluble, non-toxic, anti-biological solution which does not react with the stone or leave soluble salts.

Removal of Failed Repairs

Repairs are considered as having failed if they are no longer functional, are unsightly, or are a hazard. Failed adhesives, mortars, and pins require careful removal before proceeding with conservation treatment. Some temporary stabilization may be necessary as poorly attached fragments are disassembled.

Removal of degraded structural resins may be particularly difficult and time-consuming. Mechanical removal is generally done with small hand tools. The cutting of pins and fasteners may require power tools. Ferrous metal pins are most often locked in place by corrosion expansion. Their removal is best done by careful drilling, by an experienced professional, with a properly sized coring bit.

Resetting Headstones + Monuments

Eighteenth and early nineteenth century gravestones are typically stone tablets that were set directly in the ground. By the first half of the nineteenth century many headstones began to use bases. Stones were either mortared into slots or pinned to the base. In some cases, older tablets were cut and reset with a base.
Larger monuments are often made of several elements and can be both large and heavy. Specialized hoisting equipment is often required. Operation and structural engineering considerations by experienced professionals are required when performing this work.

Resetting In Ground

Tilted stones set directly in the ground can be made plumb by careful excavation of the soil with hand tools, to permit re-setting in the proper position and drainage. When excavating, all large stones should be removed, as ice heaves can cause an underground stone to push on the gravestone. A typical tablet will have approximately 1/3 of its length buried in the ground. If there is not an adequate length of below-grade material to support the marker, a new cast concrete below-grade base will be required. Once the stone is carefully placed into the vertical position and at the proper depth, the stone is made plumb and level, and aligned with adjacent markers. Backfill with a mixture of course sand, loam, and pea gravel wetted and compacted. Disturbed areas of the ground are re-graded with topsoil and seeded as required.

Resetting On/In Existing Base

Unsecured stones in existing bases require re-setting. Generally the base should be reset level and aligned with adjacent stones. Pins should be removed if present. The stone can then be reset level and plumb in the existing slot.

Reset stone on a full bed of modified lime (or hydraulic lime) mortar. Historically, ratios of one (1) part cement, four (4) parts lime, and eight (8) parts fine sand have been used with reasonable results. This mix is generally considered to be a soft mortar. Some conservation recommendations have specified ratios as high as three (3) parts cement, two (2) parts lime, and eight (8) parts sand. The increased cement and reduced lime content has the effect of increasing the strength and adhesion of the mortar. In theory, this would tend to make the mortar last longer than the traditional mix. The negative aspect is that the higher cement ratio produces a harder joint which induces a compression stress on the stone as the stone swells under varying weather conditions.

HGS recommends using two (2) parts cement, four (4) parts lime, and eight (8) parts fine sand, which increases the strength somewhat while still retaining some of the softer properties that help reduce stress on the stone.

Resetting into New Cast Concrete Base

There are several situations where a new cast base will be required. Usually tablets which are broken near grade level or have been cut years earlier and set into bases that have failed are typical examples of when a new base is needed. Bases can be set above grade or below depending on the stone, aesthetics, or other factors. Bases can be cast on-site or pre-cast and set in place on a level bed of gravel, loam, and sand.

Cast concrete bases are typically made with a slot that is ½” wider and thicker than the stone and is recessed 3”-4”. Depending on the size of the stone the base is usually 8”-12” deep, 8”-12” greater thickness and 6”-8” wider than the stone. This method is fine when resetting stones with a square bottom. If casting with a recessed slot, drainage holes must be provided.

Some conservation specifications recommend squaring the bottom of the stone by cutting the stone with a saw. This is not recommended as the use of power tools on old stones can cause damage to the stone. In addition, valuable history including inscriptions may be lost. If the bottom of the stone is not square, a base with the same dimensions as above should be made but the slot should go completely through the base. This allows the excess stone to extend under the base level if needed and provides for better support. This also allows broken fragments, belonging to the stone, to be attached to, or buried beneath, the stone.
Structural Reattachments

Broken stones that are to be bonded should be carefully cleaned and dry fitted to ensure proper fit. The area around the stone should be probed for any missing pieces which may belong to the stone. The traditional method of two-part epoxy (Aboweld 55-22, Abatron) is the common way of bonding stones that require structural integrity. Epoxy is very strong, although it also is moisture insensitive. This has the effect of creating a moisture barrier at the repair joint. There is still debate on the effects of epoxy on various stones. For marble and slate stones, this can cause stone degradation over time due to the inability of moisture to wick away from the area. Field observations have shown that failures usually occur adjacent to the repair joint which has been attributed to the epoxy being stronger than the marble. Closer observations have shown that the stone at the new break is usually degraded. Epoxy should be reserved for conditions where high shear forces are acting on the stone. Several factors such as angle of break, thickness of the stone, weight, and bonding surface area need to be considered when deciding to use epoxy.

For most bonding applications, a non-polymer, cement based restoration mortar (Jahn Restoration Mortars, Cathedral Stone) should be used. Bonding should be performed by a certified Jahn Products Technician and the method used should conform to the manufacturer’s specifications for the stone. Bonding with restoration mortars is preferable since the mortars are permeable to moisture and allow the stones to breathe. Over time, this method allows the stone integrity to be maintained and should last longer than epoxy. Restoration mortars should be tinted to match the stone color and texture after cleaning. Tinting can be achieved through appropriate pigments (alkali stable oxides) which are available through Cathedral Stone or mason supply. All structural reattachments and stone repair should be done by an experienced gravestone conservationist.

Reinforcement

The routine use of pins has been the traditional way of reinforcing broken stones. This method is in debate and controversial. The use of pins should be avoided except in extreme situations where it is unavoidable. Generally, the use of pins provides extra support to keep two pieces together. If the stone begins to lean and the adhesion joint fails between the stones, the pins are then carrying the full weight of the stone. The pin extends the moment arm which can cause a large blow out on the face of the stone next to the pin.

If pins are required, stainless steel threaded rods ranging from 3/8”-3/4” diameter should be used and never exceed 1/3 of the thickness of the stone. Stones should be drilled by an experienced professional using a wet coring drill and at a slow speed. Pins are then secured using an epoxy structural adhesive.

Repair Mortars/Crack Fillers

Areas of missing stone can be filled using commercially available restoration mortars (Jahn Restoration Mortars, Cathedral Stone) tinted to match the stone. Tinting can be accomplished in the same way as described above in bonding mortars. Large cracks can also be filled using the same mortars. Mortar repairs should not be performed if there is a risk of freezing temperatures within two weeks after performing work.

Filling of Delaminating Stones

Delamination occurs in many stones, typically slate and sandstone. Repair of delaminated stones is designed to adhere the separated layers and prevent water penetration. The first step is to thoroughly clean the interior surfaces of the crack to remove debris. Depending on the nature of the crack, hand tools can be used to clean out the area. Interior surfaces should then be wetted with water or a solution of water and isopropanol. For cracks larger than 1/8”, commercially available M40 flowable grout (Cathedral Stone) can be used. For smaller cracks, M32 can also be used. Grouts should be tinted to match the stone after cleaning. Flowable grouts should be applied using manufacturers recommendations.

Reattachment of Small Fragments

Small stone fragments or friable areas are typically reattached with a solution of Acryloid B-72 in solution of acetone. This method is mainly for non-structural applications where a zero thickness bonding joint is desired. Care should be taken as the B-72 forms moisture impermeable layers at the joint, similar to epoxy. Depending on the geometry of the break it is possible to create a moisture trap which can cause deterioration over time.
Consolidation of Friable Stone

Stones showing signs of sugaring or delamination should be consolidated to maintain the granular integrity of the stone. Consolidation should be performed before further treatment is done. Consolidation should be performed using Conservaire OH100 (Prosoco) following manufacturers specifications for proper application. OH100 should be applied a minimum of six (6) applications to promote deep penetration. Failure to perform this task can cause a hard skin to form and cause the layer to delaminate. OH100 binds the grains of the stone without filling the voids between the grains. This allows the stone to continue to breathe and expel water from the interior of the stone.

4.0 WORKSHOPS

4.1 Gravestone Maintenance + Preservation Workshop – Department of Public Works

Two gravestone maintenance workshops were held in October 2021. The first workshop was held with City employees from the Department of Public Works and the Planning Department. Attendance and support of the cemetery planning initiative was strong and positive. The following information was reviewed:

- Collect information from workers regarding vegetation, missing stones or structures
- Overview of the cemetery, grave markers, and landscape
- Attention to mower damage, moving stones
- Procedures for maintaining the grounds and frequency of maintenance
- Guidelines for maintenance
- Maintenance should begin with trimming BEFORE mowing. String trimmers should use the BLUE string, which is a light weight string. Never use an orange or black string which are heavy weight
- Once the trimming is complete, mowing the rows will be easier and prevent mower damage to the grave markers
- Care should be taken to move any stone out of the way of mowers and always placed back at original location if moved

If future damage/deterioration is detected by Public Works maintenance staff or formerly missing/hidden stones are discovered, Public Works will coordinate with the Planning Department to determine the best practice to address preservation/maintenance. If missing gravestones are discovered off-site, they should be accepted, no questions asked, and information should be logged and the gravestone should be stored, repaired, or returned to the cemetery.

4.2 Gravestone Maintenance + Preservation Workshop – Volunteers

The second workshop was for volunteers and held on October 23, 2021, for four hours. Many volunteers stayed an extra hour to finish the exciting work of cleaning and repairing headstones. The workshop was open to the public and stakeholders and attended by approximately 19 people. The session began with a classroom overview, followed by field demonstration and hands-on cleaning and minor repairs. The conservation workbook and PowerPoint presentation utilized during this workshop are available in Appendix D.

The following information was reviewed:

- Classroom Presentation: safety, history of cemeteries and burial practices, grave markers, and landscape
- Demonstrations: cleaning, small marker resetting, large marker resetting with tripod
- Documenting, photo techniques, and cleaning a stone in-situ
- Resetting a tablet stone (Historic Gravestone reset Mary Brogden head and foot stones)
- Volunteers will work hands-on to document, clean and reset small pre-selected stones.

The Volunteers’ Workshop resulted in the cleaning of fifteen stones and the resetting of eight stones. The head and footstones of Mary Brogden were cleaned and reset by Ta Mara Conde as part of the workshop demonstration. Ta Mara made use of a tripod to do the work. This type of work should only be performed by a trained specialist.

The misuse of caulks, epoxies, concrete, and pins was pointed out. Only approved caulk should be used in stone repair, never waterproof materials. Again, this type of repair should only be undertaken by a trained specialist. The detailed assessment gives recommendations for appropriate and approved materials.

A summary of the cleaned and reset stones appears below.
<table>
<thead>
<tr>
<th>GRAVE</th>
<th>GRAVESTONE</th>
<th>ACTION TAKEN</th>
<th>VOLUNTEERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>William D. Meyne</td>
<td>Mother</td>
<td>Reset &amp; cleaned</td>
<td>Jessie, Jon, David</td>
</tr>
<tr>
<td>John E. Adams</td>
<td>Mother</td>
<td>Reset &amp; cleaned</td>
<td>Sonia, Colin</td>
</tr>
<tr>
<td>John E. Adams</td>
<td>Father</td>
<td>Reset &amp; cleaned</td>
<td>Sonia, Colin</td>
</tr>
<tr>
<td>James Prentiss</td>
<td>James Prentiss</td>
<td>Cleaned</td>
<td>Brianna, Meghan</td>
</tr>
<tr>
<td>Earl Kenneth Jones</td>
<td>Earl Kenneth Jones</td>
<td>Cleaned</td>
<td>Brianna, Meghan</td>
</tr>
<tr>
<td>AC &amp; Della Kaiser</td>
<td>3 infants of AC &amp; Della Kaiser</td>
<td>Unearthed from below ground, reset, &amp; cleaned</td>
<td>Kelsey, Nancy</td>
</tr>
<tr>
<td>Jno Cowan</td>
<td>Jno Cowan</td>
<td>Reset &amp; cleaned</td>
<td>Ta Mara</td>
</tr>
<tr>
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<td>Unknown</td>
<td>Reset &amp; cleaned</td>
<td>Judi, Ta Mara</td>
</tr>
<tr>
<td>Anniebelle</td>
<td>AP</td>
<td>Reset &amp; cleaned</td>
<td>Unknown</td>
</tr>
<tr>
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<tr>
<td>Prentiss</td>
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<tr>
<td>Stiles</td>
<td>Stiles</td>
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</tr>
<tr>
<td>Mary Brogden</td>
<td>Mary Brogden</td>
<td>Reset</td>
<td>Ta Mara</td>
</tr>
<tr>
<td>Shaker Graves</td>
<td></td>
<td>Cleaned</td>
<td>Brianna, Meghan</td>
</tr>
</tbody>
</table>

Volunteers, Cleaning and Resetting Markers

Cleaning and Resetting Mary Brogden Head and Foot Stones
4.3 Landscape Maintenance Guidelines

The cemetery is composed of many different features, all important to the landscape of historic cemeteries and requiring special care. The grave markers are the most prominent feature, but the shape of the land, plantings and wildflowers should be maintained, as well as the stones, to preserve the historic landscape according to the Secretary of the Interior's Standards.

Features, sometimes called structures, can include grave markers, monuments, tombs, fencing, curbing, benches and walkways, as well as trees and special plantings. Other features of the cemetery are the gate or entrance area and special features like wildflowers, streams, and wildlife. Each of these present their own needs which will require maintenance.

Graves may be marked with several different styles of monuments which present different issues. Early markers were a simple tablet shaped stone with one-third of the total stone length beneath ground, holding the stone erect. Over time many tablets may begin to lean or tilt to one side. A leaning stone is at risk and may lead to injury to the public or cemetery workers. Leaning stones are also an obstacle for the mowing equipment and are in danger of falling over or breaking.

Most grave markers are considered above ground monuments, like the die and base style of modern monuments. Modern granite monuments are not pinned together but sit on a lead shim or setting putty and can easily topple over once they begin to lean. Larger monuments of multiple pieces with obelisks or statuary on top are usually assembled in the same manner as the dies with base.

Maintenance should include quarterly inspection of the grounds with attention to the grave markers and any special features, noting any changes in the maintenance records or alerting supervisors to potential problems. Identifying and monitoring issues will lead to good maintenance and the ability to meet the need before the issue becomes a problem.

The City should develop a form and reporting process for this inspection. We suggest that the Shaker Historical Society work with the Public Works Department for formalize the procedure. The volunteer group can reset a simple stone or clean stones. If a larger stone needs assessment and repair, a professional should be hired. If stone damage is related to vandalism, the police should be called and the repair done by professional.

Compressed soil or the use of weed-killer will lead to grass loss, erosion, and leaning and damaged stones. It is recommended to keep mowing equipment at least twelve inches away from the all monuments and to completely restrict the use of herbicides; no chemicals should be used. Wildflowers and grasses should be allowed to grow naturally, helping to reduce soil retention and prevent monuments from becoming unstable. Cemeteries can be hidden treasures of endangered plants.

The grounds can be easily maintained by first string trimming around each monument using a .065/blue string only. Extra strength, orange, green or black strings (.075 or higher) should not be used near historic grave markers or features. Once the grounds have been trimmed, mowing is quick and easy with most tight areas already trimmed of vegetation.

Older burial grounds may have footstones or tightly packed rows leaving little room for a large mower deck. A small walk behind mower can be used to reach these areas. The use of riding or zero-turn mowers can compress the soil through repeated use leaving ruts. Mowing decks should be set higher than usual use and the frequency of mowing can be reduced to achieve the desired look of the historic burial ground.
5.0 LANDSCAPE CONCEPT AND AMENITIES PLAN

Several conceptual landscape and amenities plans were developed and reviewed by the Client Group and stakeholders. The attached plan represents the consensus of those involved and the direction for moving forward.

Recommendations include the following:

A. Restore leaning and unsafe stones, as outlined in the Assessment Sheets, Appendix C. This should be done prior to promoting increased use of the cemetery.

B. Have retaining walls reviewed by a structural engineer. Document and perform needed repairs.

C. Remove existing, overgrown vegetation and non-native tree species. All earth disturbing activities should be observed by an archaeologist or qualified historian who is charged with documenting newly discovered stones or other artifacts.

D. Create a well-defined, ADA accessible entrance on the southeast corner of the cemetery. Investigate removal of parking on the east side of the cemetery, freeing space for the entrance, views, seating and interpretive and identity signage. Consider a second entrance off of Lee Road, near the northwest corner of the cemetery. Final site selection shall balance the need for an ADA access point, presence of known and unknown burials (refer to GPR results) and the ability to provide steps and/or a ramp from Lee Road into the cemetery. The change in grade is approximately three feet.

E. Provide ornamental fencing on west, east and south sides of the cemetery, and minimally where the retaining walls are thirty inches or higher. See sample fence in Section 8.0.

F. Restore views to/from Lee Road (west). Noise will increase, as will visibility.

G. Screen views to/from the Heinen's parking lot (south) and service area (east), with native vegetation. Coordinate with Heinen's.

H. Screen views to parking at the Kingsbury building, soften views of brick wall (north) as permitted by GPR results.

I. Work with the Lee Road Action Plan planning project, currently in progress, to determine feasibility of removal of three to five parking spaces on Lee Road, allowing for improved access to the cemetery (see D), and the planting of street trees to mitigate noise and soften views to the road.

J. Allow existing turf grass in the cemetery to grow, mowing once per year. This will allow wildflowers to appear again, cut down on maintenance, and provide a character more similar to a historic cemetery. The designated pedestrian path should be mowed as needed throughout the growing season to encourage foot traffic.

K. Develop a wildflower meadow and pollinator garden in areas of the cemetery that do not have monuments. The selection of species should be native to northeast Ohio, and include grasses and wildflowers for pollinators. The wildflower and native grass mix can be diverse and plants can be tall. Once established, mowing need occur only once per year. Refer to the conceptual site plan for locations.

L. Tell the interpretive story of Warrensville West Cemetery through the use of large format, interpretive signs and smaller sign posts with quick response (QR) codes. Each opportunity is shown in Section 6.0. Interpretive signs are more expensive to produce, and less likely to be updated once installed, but do provide immediate information for those without cell phones and those stopping by for a quick visit. QR codes on smaller sign posts can easily be installed or updated as new information becomes available. The QR code should take the reader to a web page, hosted by the City, Shaker Historical Society, or Shaker Heights Public Library, where they will find a narrative, photos, and references. Refer to Section 6.0 for sample biographies.

M. Provide seating for visitors. Feedback from stakeholders told us that workers from the adjacent commercial area use this location as a quiet lunch spot or occasional break area. Currently, visitors sit on the retaining walls.
6.0 INTERPRETIVE STORY

The history of the Warrensville West Cemetery has only begun to be told and documented. Below are different examples of interpretive signs along with three biographies, written by MSG cultural specialists by referencing research that had been previously completed by the Shaker Historical Society.

Warrensville West Cemetery

The story of Warrensville West can be told through the use of large format, color, interpretive signs, strategically located at the cemetery. The interpretive signs are a combination of photos, graphics, infographics, and text. The image below is an example of how the interpretive story may be conveyed.

Possible locations for large format interpretive signs are cemetery entrances, the Shaker burial site which contains evidence of an unmarked, mass grave, and the possible second mass grave in the northeast corner of the cemetery. All of the stories of those buried in Warrensville West Cemetery can be told again, relying on research performed by the Shaker Heights Public Library, the Shaker Historical Society and diligent researchers from the future Friends of Warrensville West, a group foreseen as a possible outcome of this plan. It is important that all stories are based on research and sources are documented. As new information is discovered, the stories can be added to and/or edited for accuracy.

Quick Response (QR) codes can be used in a walking tour around Warrensville West Cemetery to guide visitors on a journey through the City’s early history.

The QR codes can be linked to the website that hosts the Warrensville West Cemetery information and database, along with the histories of each family. Visitors can easily scan the codes using their smart phones, enabling them to explore the historic cemetery in a new way.

These codes can also be used to provide quick updates to information as it becomes available and events in the area that pertain to the Shakers and their influence.

The example to the left is inspired by Shaker-designed fence posts and is a low impact solution for providing these codes throughout the cemetery grounds.
The Warren Family

The Warrens were the first European settlers in the area now known as Warrensville Township. Daniel Warren moved to the area from Acworth, New Hampshire in 1810. Upon hearing of cheap, high-quality farm land, Daniel’s father and brother, Moses Sr. and Jr., soon followed with the rest of the family. The 600 mile trip took seven weeks on a horse-drawn wagon. Moses Sr. served as a soldier in the Revolutionary War. Upon arrival, he and his sons built a house on what is now Chagrin Boulevard. Known as the Moses Warren House, this building was placed on the National Register of Historic Places in 1974, and became a Shaker Heights Local Landmark in 1977. Moses Sr. served as an officer in Warrensville’s town government in the 1830s through the 1840s. His son, Daniel, for whom Warrensville Township was named, was both a farmer and brick maker. In 1817, he was elected chairman in the first township election and later served as trustee in 1827 and 1828. His brother, Moses Jr., a real estate developer, moved from the farm to No. 942 Doan Street, Cleveland until his death in 1898.

The Warren family members interred at this cemetery include Moses Warren Sr. (b. 1760 – d. 1851; age 91), his wife Priscilla (b. 1764 – d. 1842; age 78) and their son William Warren (b. 1812 – d. 1825; age 13). Moses Warren Jr. (b. 1803 – d. 1898; age 95), his wife Sara N. (b. 1805 – d. 1861; age 56), and unknown relative Milan H. Warren (b. 1828 – d. 1848; age 20). William M. Warren (b. 1832 – d. 1902; age 70), his wife Harriet B. (b. 1836 – d. 1919; age 83), and their child Addie L. (b. 1866 – d. 1883; age 17).

The Corlett (Corlette) Family

Buried in Warrensville West Cemetery are members of the Corlett family. The Corletts were one of the first families to emigrate from the Isle of Man and settle in Cleveland, on the land that was then known as the Connecticut Western Reserve. Upon their arrival in the early 19th century, the first generation of Corletts leased 50 acres of farm land from the Connecticut Land Company in the area now known as Newburgh Township. Their success at farming encouraged their kin and fellow Manxmen to follow suit. Cleveland quickly became the center of Manx immigration by the mid-19th century. As farmers, church leaders, and tradesmen, the Corlett family helped create the community that would eventually develop into Warrensville Township. Hands are a common symbol used on gravestones. Clasped hands, on the same level, with the same sleeve cuffs, can symbolize a farewell to the early life and welcome to eternal life.

The first generation of Corlett family members interred at this cemetery include Father Robert Corlett (b. 1799 – d. 1861; age 62), his wife Elizabeth (b. 1795 – d. Dec. 7, 1851; age 56), and unknown relative William H. Corlett (b. Jan. 29, 1792 - d. Feb. 7, 1815; age 23).

The second generation of Corlett family members interred in this cemetery include Edward Corlett (b. Nov. 24, 1824 – d. Mar. 12, 1903; age 79), his wife Mary A. Conley (b. Nov. 20, 1826 – d. Aug. 4, 1900; age 74), and their children Mary Ann (b. Feb 28, 1849 – d. Sep. 1850; 10 months), Margaret Catherine (b. Dec. 27, 1858 – d. Nov 18, 1872; age 14), and Edward John (b. Jun. 11, 1851 – d. Feb. 6, 1925; age 74).

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4 Rotman. 2011
6 ESACC. 1899
The Kelly (Kelley) Family

Not unlike the Corletts, the Kellys were early 19th century Manx immigrants who purchased farmland in the Newburgh area. The family settled near E. 93rd Street and Miles Avenue.

Edward T. Kelly was a Corporal of the 7th Regiment of the Ohio Volunteer Infantry, Company A. This infantry regiment formed in northeastern Ohio for service in the Union Army during the American Civil War. Edward’s role in the infantry is remembered by his actions at the August 1861 Battle of Kessler’s Cross Lanes in Nicholas County, West Virginia. Edward, along with Corporal Llewellyn R. Davis, captured the flag of the opposing infantry and sent it home as a war trophy. Edward also fought at the March 1862 Battle of Kernstown in Winchester, Virginia where he was fatally wounded.

The Kelly family members interred in this cemetery include patriarch John Kelly (b. 1791 – d. 1879; age 88), his first wife Ann (b. Apr. 13, 1791 – d. May 8, 1846; age 55), and their children Edward T. (b. 1837 - d. April 1, 1862; age 25), Catherine (b. 1825 – d. Feb. 15, 1843), and Almira E. (b. 1834 – d. Jun. 19, 1848; age 14). Also interred is Ann Kelly (b. 1813 – d. Nov. 25, 1883; age 70) who was the second wife of John. They married on November 7, 1848. Ann’s maiden name was Corkie.

It should be noted that the Kelly monument is leaning excessively, and should be reset by an experienced professional before the public is encouraged to visit the cemetery.

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9 Kelley, 2002
7.0 BRANDING

In creating the branding for the Warrensville West Cemetery, it was important to focus the design on elements found within the cemetery walls that also represented the Shakers and their beliefs. The concept chosen for this space was an evergreen tree, a symbol of everlasting life after death – something that the Shakers, as Christians, believed strongly. The colors chosen represent the cyclical, transitional phases of nature - reflecting the seasons of human life. The information below was reviewed, discussed, and chosen by the stakeholder committee.

7.1 Color Story

- Relate the colors to the area
- Identify elements that are meaningful (trees, water, buildings)
- Use colors that draw in emotions (blue = calming/serene, green = nature/harmony/social, red = excitement, intensity, passion, orange = creativity/optimism, brown = grounding/peaceful/stability)

7.2 Style/Form

- Shapes, lines, movement
- Simple vs. complex
- Focus on words or graphic (or both)

7.3 Name Suggestions

- Do you have a connection with the name Warrensville West?
- Any ideas for what might be a better option?

7.4 What You Told Us

The Client Group and the stakeholders reviewed the materials below, and overwhelmingly agreed on the style of logo to be created for the cemetery, as well as the colors to use. Although many local residents do not know the location of the cemetery and found the name confusing or lacking in specificity, they ultimately chose to retain the original historic name.
Four sets of logos were designed for consideration, drawing on the style, colors, and name chosen in the first stakeholder meeting. The final choice is pictured below.

Flowers and trees are often used in funerary symbolism. The pine was chosen to inspire the logo for these reasons:

- The tree is a symbol of eternal life, immortality, and protection.
- Pines are especially indicative of immortality due to their long life and evergreen status, growing year round.
- White pine, pitch pine, and Virginia pine are all native to Ohio. These are all possible plants for use in Warrensville West Cemetery.

Logo usage should read in color, black and white, and white on black. Few words should be used, and the address added only in special circumstances.
8.0 PHASING

1. Reset leaning monuments based on Priority as dictated in the Conservation Inventory in Appendix B
2. Install fence for safety, as required by code, behind retaining walls. Maintain a gate for mower access on the north
3. Cease mowing in lawn areas, allowing native species to return, augment with native grasses (seed) as required
4. Allow grass in the cemetery to grow throughout the summer, trimming and mowing only as required for monument visibility and pedestrian circulation
5. Prune trees
6. Seed pollinator garden in the northwest where no monuments exist

7. Remove the No Parking sign and wire fence from the hedgerow.
8. Remove Invasive species. This includes trees and shrubs, some of which may fall into other projects.
9. Remove south and east hedgerows for visibility. Coordinate with a monument specialist and an archaeologist.

10. Provide ADA accessible entry to the cemetery, include seating using City standard benches.
11. Develop a program of interpretive signs and QR (quick response) codes for additional information as suggested in Section 6.0.
12. Install new plantings over time. Utilize native plant species throughout.
9.0 FRIENDS OF WARRENSVILLE WEST

A Friends of Warrensville West group (the Friends) may be created by the Shaker Historical Society, the Shaker Heights Public Library, or the City of Shaker Heights. The Friends is a way to maintain interest in, and upkeep of, the cemetery. The following section provides a guide for establishing a Friends group and recommendations for activities.

9.1 Mission Statement

Create a Mission Statement to summarize the purpose of the Friends group. The statement should be clear and concise, providing an explanation of the group’s values and overall goal.

Establishing core values can help members make certain that their principles align with those of the organization. These may reflect such topics as:
- Environmental stewardship
- Cultural appreciation
- Historic preservation
- Community engagement

9.2 Generate Community Interest

Announce an event with the assistance of the Friends and their established community following. This event will have the purpose of providing community awareness of the Cemetery and the mission of the Friends.

Social media platforms, local news and radio, businesses in the area, scouting groups, schools, and other clubs or organizations may be of use in spreading the message to a variety of people who may be interested in membership and/or volunteer opportunities.

Provide a walking tour of the cemetery grounds to familiarize interested community members with the space. Demonstrate the importance of forming this group and what the community gains from preserving and maintaining this community asset.

9.3 Organizational Structure

Non-Profit Organization

Establishment of a formal non-profit organization may be appealing to larger benefactors as this will allow contributions to be filed as a tax deduction. Should the Friends decide to establish the group as a 501(c)(3) organization, the following steps must be taken:
- Select a name for the Friends group.
  - Perform a thorough search for availability as an Ohio business name, domain name, federal trademark, and across the web and social media. Ensure the name is available across all platforms to protect the integrity of the organization and to claim control of these sources of information.
  - Ohio does not require a non-profit corporation to include the use of ‘company,’ ‘incorporated,’ ‘limited partnership,’ or other equivalent identifiers.
- Establish a Statutory agent responsible for sending/receiving important documents on behalf of the Friends.
- Select staff who will be assigned designated roles within the organization. Directors, officers, and employees within the non-profit are entitled to reasonable wages for services provided, although financial compensation is not required. Other essential members are typically volunteers who are unpaid. All responsibilities for assigned roles should be made clear to ensure the effectiveness of the operations of the board of directors and volunteers. At minimum, the organization must include three (3) unrelated directors: President, Secretary, and Treasurer. Related directors may not make up more than 50% of voting members on a board of directors.
  - A mission statement, bylaws, and a conflict of interest policy are required.
- Establish what assets will be used for and what will happen to the assets if the organization is dissolved.
File articles of incorporation and obtain an Employer Identification Number (EIN) with the State of Ohio. State filing fee is $99. [https://bsportal.ohiosos.gov/](https://bsportal.ohiosos.gov/)
- File Form-1023 with the IRS for tax-exempt status. Note: An organization that has gross receipts of less than $5,000 is not required to file Form-1023. [https://www.irs.gov/instructions/i1023ez](https://www.irs.gov/instructions/i1023ez).
- It is advisable to hire an attorney to answer questions and file the initial paperwork.

**Informal Friends Group**

The Friends of Warrensville West may be informally organized under the Shaker Heights Public Library or the Shaker Historical Society. A fund associated with the designated sponsor may be established specifically for the Friends that will contribute toward activities related to the cemetery.

While the Friends group may be informal, it is recommended that the group establish responsible agents with clearly designated roles to ensure the operational effectiveness of the Friends group; these roles may include a President, a Secretary, and a Treasurer.

**Formal Meetings**

The Secretary should record meeting minutes for all meetings and town hall events with community members. Minutes should detail important rulings, organizational issues to be addressed, decisions that have been made, and assignments for staff and members. These minutes will serve not only as reminders of important work to be done, but also as evidence as to how the Friends have fulfilled their fiduciary duties.

### 9.4 Funding Opportunities

**Grant Funding**

Refer to Section 10.0.

**Membership Dues**

Varying levels of membership may be made available to provide a regular source of funding for the Friends. Contributions from these memberships may go toward cemetery support activities such as event planning and operational costs.
- Individual – for individual community member annual membership
- Bronze/Silver/Gold/Platinum – group/business annual membership
- Lifetime – one time, lump sum for lifetime membership

**Individual Donations**

Some donors may not want to become regular members of the Friends; there should be a way to make one-time contributions to the group in support of cemetery activities.

### 9.5 Staff/Member Activities

There is no way to predict that the Friends group will provide enough direct funding for its own staffing within the first 5-10 years, however volunteers within the community or professionals employed by the sponsor organization may be assigned periodic activities or responsibilities such as those below.

**Historic Preservation + Cemetery Beautification**
- Cleaning up litter
- Cleaning and caring for monuments, as outlined in the Master Plan
- Planting flags for Memorial Day, setting wreaths for winter holidays

**Research Activities**
- Genealogical mapping
- Shaker family biography writing
- Creation of a timeline of historical events
Event Planning
It may be beneficial for the Friends to organize community events. Events may attract residents and community members in the greater Cleveland area by highlighting past Shaker Heights residents as well as those who are active in the community today. Activities may include:
- Host presentations by local historians about those interred at Warrensville West Cemetery.
- Provide guided tours of the cemetery and surrounding area.
- Encourage small business participation.

Website Presence
A webpage dedicated to the Friends of Warrensville West can be hosted on an existing Sponsor’s website. Suggestions for pages to highlight on this webpage are as follows:
- **About** (main page): include a brief history of the Friends of Warrensville West, the mission statement, and the group’s core values.
- **History**: this section may include the Warrensville West Cemetery history and/or a timeline of the Shakers, the monument inventory provided by MSG, and links to family biographies linked to the QR codes in the cemetery can be included here.
- **Events**: provide a calendar with schedule of community events and meetings.
- **Membership**: include an explanation of what is included in membership and provide a form to sign up.
- **Donate**: this page can provide a space to donate to the Friends without becoming a member.
- **Opportunities**: include volunteer opportunities available and a way to sign up.

10.0 GRANTS
Grant possibilities are listed below. It is always important to continue to research possible grants from local foundations, philanthropists, and state and national preservation agencies. Focus and availability is constantly changing.

- **Cuyahoga SWCD Conservation Action Grant & Scholarship**
  $1000 grants for conservation education. “The board’s goal is to provide at least 75 grants or scholarships by Cuyahoga SWCD’s 75th anniversary in 2024.” Successful project applications are those related to Cuyahoga SWCD’s mission to implement programs and practices that protect and restore healthy soil and water resources, with a special emphasis on engaging underserved populations or those with financial barriers to project implementation.

  This grant could help with establishment of the wildflower and pollinator garden. It could also be helpful in the reestablishment of a native species meadow.
  [Cuyahoga SWCD Conservation Action Grant & Scholarship Application Form (google.com)]

- **Certified Local Government Grants (CLG) from the Ohio History Connection, SHPO**
  State funding priorities vary by year, but in general, successful applications must:
  - Strengthen Local Preservation
  - Protect and Preserve Cultural Resources
  - Promote Economic Development
  [Certified Local Government Grants | Ohio History Connection]

- **Local Arts Council**
- **Community Foundation**
- **The future Friends of Warrensville West Cemetery, if formed, founded as a 501 (C)(3), can hold fund raising events and accept donations.**
- **National Trust for Historic Preservation Fund**
- **Ohio Historical Center Marker Program**
- **Ohio History Connection Fund**