**TOWN OF LENOX**

**COMMUNITYWIDE HISTORIC PRESERVATION PLAN**

**SCOPE OF WORK**

**PROJECT OBJECTIVES**

The purpose of the project is to prepare an action oriented community-wide historic preservation planning document designed to improve the preservation of historic and cultural resources within the town of Lenox. Specific project objectives include:

1. An assessment of Lenox’s historic and cultural resources, (including buildings, structures, objects, areas, landscapes, burial grounds and sites), including their current level of identification and general state of preservation;
2. A ranking of sites by order of historic significance and level of preservation need;
3. Identification of issues and opportunities pertinent to preservation of the town’s historic and cultural resources;
4. An assessment of the status of historic preservation in the community, including existing preservation mechanisms, and the present integration of historic preservation activities into the town’s broader planning, environmental, social, economic, and sustainability goals and procedures;
5. Identification of historic preservation priorities and the development of an Action Plan to ensure implementation of priority historic preservation goals;
6. Identification of ways to further integrate current historic preservation activities with broader planning, environmental, social, economic, and sustainability goals and procedures;
7. Encouragement of activities that identify, document, preserve and promote historic and cultural resources associated with diverse minority, ethnic, social and cultural groups who have played a role in the history of the town of Lenox and Massachusetts.
8. Encouragement of communication and cooperation between existing groups engaged in historic preservation activities.

**METHODOLOGY**

**Anticipated Table of Contents of Lenox Communitywide Historic Preservation Plan:**

The organization of the Lenox Communitywide Historic Preservation Plan is anticipated to include the following chapters and sections. However, following a review of municipal preservation plans from other communities and based on discussions with and approval by the Local Project Coordinator and Massachusetts Historical Commission (MHC) staff, this Table of Contents may be adjusted if it would better reflect the preservation planning needs of the Town of Lenox.

Chapter/Section Name

I. Executive Summary

II. Introduction

Introduction to Historic Preservation Planning

` Historic Context for the Town of Lenox

History of Historic Preservation Planning in Lenox

Annotated List of Preservation Partners and Stakeholders in Lenox

III. Investigation & Analysis

An Overview of Historic Preservation Issues and Challenges in Lenox

The Historic Properties Inventory – Analysis of Existing Documentation and Needs

The National Register of Historic Places – Analysis of Existing Listings and Eligibility

Local Public Awareness Analysis

Municipal Bylaws and Regulations Analysis

Municipal Policy, Management and Capital Improvements Analysis

IV. Recommendations

The Historic Properties Inventory – Survey Priorities

National Register of Historic Places – Priorities for Listing

Of Existing Inventory Properties—Priorities for Preservation, Levels of Need

Public Awareness

Municipal Bylaws and Regulations

Municipal Policy, Management and Capital Improvements

V. Action Plan

Historic Properties Inventory – Survey Action Plan

National Register of Historic Places

Public Awareness

Municipal Bylaws and Regulations

Municipal Policy, Management and Capital Improvements

VI. Bibliography

**Phase Meetings:**

The project will consist of four phases. The consultant and the local project coordinator will meet with MHC staff for a startup meeting prior to the beginning of Phase I and to review project progress and products at the end of Phases I, II and III. The startup meeting and phase meetings will take place at the Boston office of MHC unless another location is agreed upon. No phase meeting will be scheduled until all products for that phase have been submitted for review. The work to be completed in each phase is described below. The project is anticipated to begin on or about September 22, 2017.

**Requirements for All Phase Submittals:**

\*All illustrations and photos must include captions unless the context is clearly understood.

\*All maps, photos and illustrations must be suitable for publication, clearly discernable or readable in a reproducible, 8 ½ x 11 black-and-white format.

\*Page numbers must be included on all draft and final submittals.

\*All maps, photos and illustrations must have proper permissions for use in the document.

\*All maps must have a title, legend and north arrow.

**SCOPE OF WORK**

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| **PHASE I-Background (10 Weeks)** |  |
| Tasks | Products |
| Meet with LPC and MHC staff to review project goals, scope of work, schedule and protocols. |  |
| Review a minimum of five recent historic preservation plans from communities outside of Massachusetts that have advanced, progressive and successful preservation programs.  Prepare a brief description of each historic preservation plan reviewed, including its applicability to the development of a plan for the town of Lenox. | A Review and Analysis of Model Historic Preservation Plans |
| Prepare introductory text explaining what historic preservation is, why historic preservation planning is needed and what a historic preservation plan is. | Introduction to Historic Preservation Planning |
| Meet with Lenox Historical Commission. | A Summary of the Lenox Historical Commission Meeting |
| Develop a list of all the preservation partners and stakeholders with a role in historic preservation. At a minimum, this would include municipal departments, municipal boards and commissions, neighborhood groups, local elected officials, the regional planning agency, local or regional business organizations, social organizations, residents, home owners, business owners, other historic property owners, non-profit organizations and economic development organizations.  Prepare a brief description of the role of each partner or stakeholder. | Annotated Listing of Preservation Partners and Stakeholders in Lenox |
| Review the historical development of the community including settlement patterns, architecture, demography, neighborhoods, transportation, industry, housing, and commerce.  Prepare a historic context that encompasses pre-contact to present day periods. The introduction shall include a description of what a historic context is. | Historic Context for Lenox |
| Review previous planning documents including but not limited to: Master Plans, Open Space Plans, Economic Development Plans, urban renewal plans, regional plans, along with other existing preservation reports, maps and recommendations (historical, architectural, archaeological and cultural). Prepare a chronological narrative that includes plans, reports, major projects and events related to historic preservation. | History of Historic Preservation Planning in Lenox |
| Review and analyze the existing inventory forms for Lenox based on current MHC standards for a comprehensive community-wide inventory; undertake a reconnaissance to assess inventory coverage town-wide. Prepare an analysis of the current status of the inventory. The introduction shall include a description of what historic properties inventories are. | Town-wide Historic Properties Inventory Analysis |
| Review nominations for National Register listed properties and identify properties that may be eligible for listing in the National Register.  Prepare an analysis of the current level of National Register listings in Lenox. The introduction shall include a description of the National Register of Historic Places program. | National Register of Historic Places Analysis |
| Review existing town bylaws and regulations that could impact historic properties including, at a minimum, zoning, archaeological, demolition delay, wetlands, scenic roads, subdivision regulations, signage, site plan review, as well as health and safety bylaws. The introduction shall include a description explaining municipal bylaws and regulations. | Municipal Bylaws and Regulations Analysis |
| Meet with LPC and MHC staff to review Phase I activities and products. | **Phase I tasks and products are to be completed by December 4, 2017.** |

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| **PHASE II-Outreach (12 weeks)** |  |
| Tasks | Products |
| Seek input from local board and commission members including, at a minimum, Board of Selectmen, Planning Board, Zoning Board of Appeals, Conservation Commission, Board of Health, Cultural Council, parks commission, Chamber of Commerce, Local Historic District Commission, Lenox Cultural Councill, Permanent Building Committee, Community Preservation Committee and the Housing Authority. Communication can include phone, email or in-person interviews. | Municipal Policy, Management and Capital Improvements Analysis |
| * Seek input from municipal staff including, at a minimum, the Town Manager, Town Planner , Inspections staff, DPW Superintendent, and Fire Department. Communication can include phone, email or in-person interviews. |
| Review the status of all municipally-owned historic properties. |
| * Seek direct input from local groups and organizations such as neighborhood groups, cultural and historic institutions, property owners of historic residential and/or commercial buildings, museums, Chamber of Commerce representatives and social organizations. Communication can include phone, email or in-person interviews. | Public Awareness Analysis |
| * Convene a **public forum** to seek input and discussion from residents, local groups and organizations such as neighborhood groups, institutions, historic homeowners, museums, chamber of commerce and social organizations. |
| * Prepare text explaining the overall historic preservation issues and challenges in Lenox. Include a description of the types of historic resources currently found in Lenox, recent and potential losses, and ongoing and anticipated issues and challenges. | An Overview of the Historic Preservation Issues and Challenges |
| * Meet with LPC and MHC staff to review Phase II activities and products. | **Phase II tasks and products are to be completed by May 21, 2018** |

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| **PHASE III-Recommendations (10 weeks)** |  |
| Tasks | Products |
| * Develop historic properties inventory recommendations, including phased recommendations for implementing a community-wide inventory update. | Historic Properties Inventory Recommendations |
| Develop National Register of Historic Places recommendations, including individual properties and districts. | National Register Recommendations |
| * Develop public awareness recommendations | Public Awareness Recommendations |
| Develop municipal bylaws and regulations recommendations, including but not limited to recommendations for changes to zoning, and proposed new preservation-related bylaws. | Municipal Bylaws and Regulations Recommendations |
| Develop municipal policy, management and capital improvements recommendations | Municipal Policy, Management and Capital Improvements Recommendations |
| Develop a five-year preservation **Action Plan** that identifies each agent responsible for implementation tasks and a schedule for implementation. Said Action Plan should consider priorities in regards to specific properties and heritage landscapes. | Action Plan |
| Prepare an illustrated **Executive Summary**, suitable for distribution as a stand-alone document. | Executive Summary |
| Prepare the complete **draft Historic Preservation Plan** for review and comment based on the confirmed table of contents. | Draft Historic Preservation Plan including revisions to all previously prepared sections |
| Present the recommendations of the draft Plan at a **public forum**. | PowerPoint presentation utilized at the forum. |
| Prepare a summary report that describes the outreach, attendees and overall discussion at the public forum, as well as written comments received on the draft Plan. | Public Forum / Comments Summary Report |
| Meet with LPC and MHC staff to review Phase III activities and products. | **Phase III tasks and products are to be completed by July 23, 2018** |

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| **PHASE IV-Final Plan (6 Weeks)** |  |
| Tasks | Final Products |
| Prepare a final version of the **Lenox Historic Preservation Plan**, incorporating suggestions and comments received on the draft Plan and related products.  ***The final version must include required***  ***federal funding acknowledgement and non-discrimination statements***. | Sixty (60) bound copies of **Lenox Historic Preservation Plan** provided to the Town of Lenox.  One (1) electronic PDF copy of **Lenox Historic Preservation Plan** provided to the town of Lenox.  Five (5) bound copies of **Lenox Historic Preservation Plan** provided to MHC.  One (1) electronic PDF copy of **Lenox Historic Preservation Plan** provided to MHC. |
|  | **Phase IV products are to be completed by July 31, 2018** |