

West Cemetery

CPA FY 2020

Community Preservation Act Committee- Proposal Request Form for FY 2020**Project Title:** Survey and Appraisals**CPA funding category:** Check all that apply

<input type="checkbox"/>	Community Housing
<input type="checkbox"/>	Open Space
<input checked="" type="checkbox"/>	Historic Preservation
<input type="checkbox"/>	Recreation

Amount of CPA Funds Requested: \$ 10,000**Submitting Entity:** Amherst Historical Commission**Contact Person:** Brandon Toponce, Senior PlannerPhone: (413) 259-3187Email: toponceb@amherstma.gov**Please complete this form in its entirety and include the following in your proposal.****Overview of Proposal:** Please describe your project and your feasibility analysis.

One of the key roles of the Historical Commission is to conduct surveys and assist in research of historic structures and sites. Often, these evaluations come in response to a concern by members of the Commission or from members of the public. It is difficult for the Commission to anticipate the extent of these projects since they are rarely planned in advance.

It is the Request of the Commission these funds be set aside for the evaluation, research, documentation, professional opinion, document printing, and design assistance for historical structures, sites or programs. These funds will not be used for the physical repair or rehabilitation of structures or sites, yet will be used for the preparation of such projects. This funding is important for the Commission to fulfill their duty of promoting the preservation of the historic fabric of Amherst.

Describe how your request meets the CPA criteria:

This request will assist the commission and the public in critical preliminary steps in the documentation and investigation of historic sites or structures in the preparation of preserving historic resources.

1. Description of funding needed, including:**a. Documentation of cost estimates, budget.**

In past years the Commission has requested the amount of \$10,000. This seems to be adequate for the needs that arise each fiscal year.

b. Other sources of funding, e.g., grants, self-funding, fund-raising.

There are no other sources of funds for this type of preparation work.

c. Timeline on how CPA funds would be spent, including over multiple years.

As stated previously, these funds are requested to be set aside for items not anticipated, yet are critical in determining preservation efforts, or in preparation of preservation projects. Although the funds are set aside for the fiscal year, they have been combined with other survey and appraisal funding for projects that required a larger amount of funding.

2. Urgency of the Project, if any.

When the need arises for assessment, the Historical Commission analyzes the urgency of the project and if the funds allocated are sufficient.

3. Estimated timeline from receipt of funds to project completion.

This allocation would be for the fiscal year 2020.

4. Acquisition or preservation of threatened resources.

Since the money is set aside for specific needs of surveys and documentation as they are brought to the attention of the commission, a specific recourse is not being selected at this time.

5. Population(s) to be served by the Project.

These funds have been set aside to assist in the preservation efforts of the Town. Therefore, the general population of the community will be served by the work that may be completed by the Commission.

6. How will the CPA investment in your property, facility or project be maintained over time?

Since the funds are not for physical repairs, no maintenance is required. The work these funds will be used toward may be looked at as more preparatory in determining the scope of preservation efforts that may be required.

7. Which relevant Town committees and/or commissions are you working with?

The Amherst Historical Commission is sponsoring this project and it is unknown what additional groups may be involved in the survey and appraisal projects.

8. Other information regarding the Project deemed necessary for CPAC

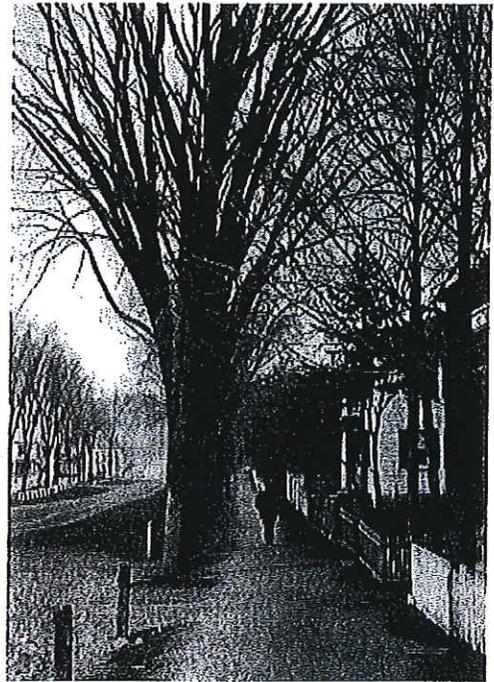
None

Exhibit 1

Existing Preservation Plan Table of Contents and Summary

Amherst Preservation Plan

Amherst, Massachusetts



*Town of Amherst, Massachusetts
Historical Commission*

by

*Martha Lyon Landscape Architecture, LLC
Giezantanner Associates*

April 2005

Amherst Preservation Plan

Amherst, Massachusetts

*Town of Amherst
Historical Commission*

by

*Martha Lyon Landscape Architecture, LLC
313 Elm Street
Northampton, Massachusetts 01060
413-586-4178*

*Giezentanner Associates
278 Eliot Street
Natick, Massachusetts 01760
508-655-4275*

April 2005

*The Amherst Preservation Plan was funded by a grant from
the Town of Amherst Community Preservation Committee.*

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ACKNOWLEDGEMENTS

The consultants and members of the Amherst Historical Commission thank the many people and organizations in Amherst who provided invaluable help in preparing this Plan. Appreciation goes to Donald Frizzle, former chair of the Amherst Historical Commission, and Lynda Faye, former staff member of the Amherst Planning Department for conceiving of the Plan. Amherst's Interim Planning Director, Jonathan Tucker, deserves special thanks for guiding the Plan through from start to finish.

Amherst Historical Commission:

Edith Nye MacMullen, Chair
Sharon Smith Carty
Caroline Olson
Paul Norton
Max Page
Jean Thompson
Jim Wald

SUMMARY

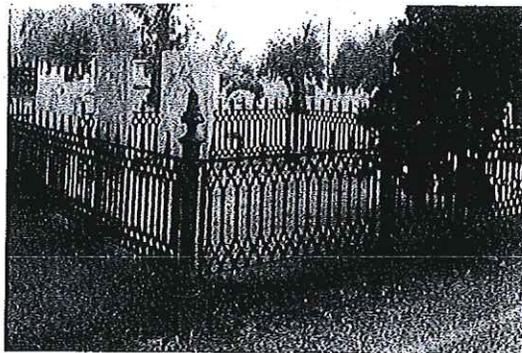
Founded in 1972, the Amherst Historical Commission has steadily worked for over 30 years to preserve, interpret and advocate for the historic and cultural resources of the town. The Commission's accomplishments include listing many properties and districts on the National Register of Historic Places, creating an inventory of historic resources, establishing a Demolition Delay Bylaw, and granting yearly Preservation Awards of Merit. It is in part because of the Commission's efforts that Amherst retains much of its historic character as a series of village clusters, interspersed by farmland and open space.

In assessing its accomplishments and the community's increasing preservation needs, the Commission recognized the need to develop a ten-year plan, thereafter updated on a regular basis, to guide its future efforts. The Commission had supported past attempts to create a town-wide comprehensive plan and believed that a Preservation Plan could help foster one for the future. With Amherst's recent adoption of the Community Preservation Act and the subsequent provision of financial resources for preservation, the Commission assumed some responsibility for setting historic preservation funding priorities for the town. A preservation "road map" became essential for making the most thoughtful, meaningful, and economically wise preservation choices for the town.

The Amherst Preservation Plan is a ten-year guide to preserving Amherst's historic and cultural resources. The Plan's four-fold purpose includes addressing the following elements of historic preservation:

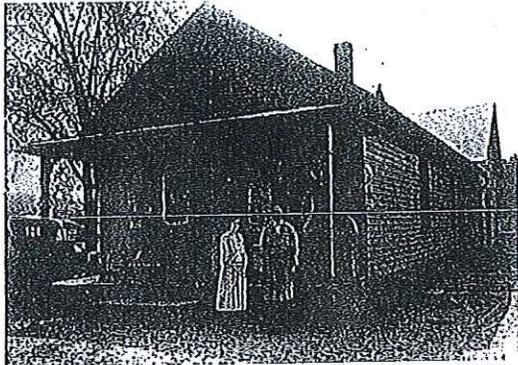
- *Physical Preservation* - protecting historic buildings and landscapes to prevent the loss of important historic resources and preserve those resources for the future;
- *Documentation* - completing, improving, maintaining, and increasing public access to the Town's inventory of historic resources;
- *Regulation* - amending and improving Town bylaws, development regulations, and permitting procedures to protect and enhance historic resources during the development process; and
- *Outreach and Advocacy* - increasing the community's knowledge of and access to these resources.

The planning process, undertaken by the Amherst Historical Commission, with assistance from a team of preservation consultants, spanned one year. The consultants began by compiling a history of Amherst and identifying the buildings, landscapes, and other historic and cultural features that speak to this history today. Archaeologists from the Massachusetts Historical Commission provided information about Amherst's prehistoric and historic archaeological resources. This compilation, found in Section 2, provided an important context for making many of the preservation planning decisions. It reveals

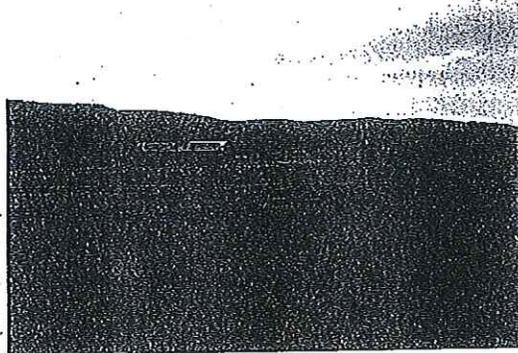


The gravesite of poet Emily Dickinson and her family, located in West Cemetery. This historic site, along with the Dickinson Homestead, is one of the most frequented by visitors to Amherst. (Courtesy of the Special Collections of the Jones Library.)

the array of historic and cultural resources remaining in Amherst, from its earliest history as a Native hunting and fishing ground, to the 17th and 18th centuries as a farming and mill community, 19th century as an industrial center, and 20th century as an educational hub and regional center.



The general store at Cushman. The small village in the northeast part of town once housed several mills and a colony of mill workers. (Courtesy of the Special Collections of the Jones Library.)



Amherst citizens view farmland and open space as some of the most important features defining the town's historic character.

The consultants also reviewed and assessed Amherst's previous preservation efforts. Summarized in Section 3 and detailed in Appendix A, this assessment allowed the Commission to understand which type of preservation efforts had been accomplished in the past and the successes and failures of each effort, the better to inform continued, revised and new efforts for the future. Amherst's preservation efforts have been pursued by both private and public entities. Among the private efforts were 19th century enhancements to the commons and church yards fostered by "Village Improvement Societies," the preservation of Emily Dickinson's birthplace and the neighboring home of her brother Austin (The Evergreens), and the achievements of many homeowners in restoring and maintaining their significant historic properties. Public efforts included the establishment of the Amherst Historical Commission, the establishment and expansion of an inventory of historic resources, the listing of many properties and districts on the National Register of Historic Places, and the establishment of a Demolition Delay Bylaw. Amherst's preservation successes are on par with the preservation-minded cities and towns of its size throughout the Commonwealth.

The consultants devoted a large portion of their time to gauging public perception about the town's historic resources, character, and the past work of the Commission in preserving them. The consultants circulated a questionnaire to over 500 citizens, interviewed over 20 municipal employees, board and committee members, and conducted two well-advertised public meetings. Many Amherst residents participated, providing the Commission with an array of concerns. Salient among these was the perception that Amherst's historic character - a series of village centers separated by open space, within a larger town - was seriously threatened by future residential and commercial growth. Citizens greatly value this character, and view the Town's current rules and regulations as ineffective at exercising control. The review of public perception appears in Section 4, with additional details in Appendix B.

The consultants devoted a large portion of their time to gauging public perception about the town's historic resources, character, and the past

The consultants also assessed the Town's existing rules and regulations that affect historic and cultural resources. Summarized in Section 5 and detailed in Appendix C, this assessment included many previous visioning, open space, and recreation plans, design guidelines, as well as Amherst's bylaws, zoning, and subdivision regulations. In short, the Town has put in place many "sticks" or regulations

for guiding and controlling growth and protecting the town's historic resources, but relatively few "carrots," or incentives for development that follows the Town's preservation goals.

The Preservation Plan's final Section (6) recommends a series of action steps to be taken by the Commission to preserve and protect the town's historic character and resources. Those actions are organized into three time brackets - immediate, mid-range, and long-range - and according to the four organizing elements of the plan - physical preservation, documentation, regulation, and education.

Immediate efforts (1 to 3 years) include:

- *Physical Preservation* - Improving the commons and village centers, West Cemetery, the North Amherst Library, E. F. Cook Memorial Fountain Wall, North and South Cemeteries, and the Clark Statue;
- *Documentation* - Upgrading and expanding the existing inventory of historic resources, and completing National Register work for several individual properties and historic districts;
- *Regulation* - Establishing a Historic Overlay District to encourage preservation, restoration and rehabilitation of buildings and other resources within existing and proposed National Register districts; and
- *Outreach and Advocacy* - Establishing of a core group of volunteers, creating a Amherst Historical Commission web page, participating in the Town's 250th celebration, and developing a system of signs and street furnishings to mark historic sites.

Mid Range efforts (4 to 6 years) include:

- *Physical Preservation* - Developing a tree inventory and shade-tree replacement plan, and establishing a revolving loan fund for homeowners wanting to upgrade historic properties;
- *Documentation* - Continuing work on the inventory of historic resources, and preparing additional National Register districts;
- *Regulation* - Reviewing and clarifying the Demolition Delay Bylaw guidelines, establishing a façade improvement program to upgrade the fronts of downtown and village commercial properties, continuing work on the Historic Overlay District, and creating an historic trust;
- *Outreach and Advocacy* - Creating walking tours through historic districts; spearheading an oral history project, and completing a historic landscape series for the local newspaper(s).

Long Range efforts (7 to 10 years) include:

- *Documentation* - Establishing a historic plaque program, completing additional National Register nominations, and completing an inventory of Amherst's pre-historic and historic archaeological resources;
- *Regulation* - Continuing work on the Historic Overlay District and historic trust;
- *Outreach and Advocacy* - Creating a yearly tour of Amherst landscapes, workshops addressing building and landscape styles and restoration techniques, and collaborating with the Amherst schools to create a comprehensive history of education in the town.

This Preservation Plan - Amherst's first - provides the historic preservation component for a future town-wide comprehensive plan and identifies specific priorities for Community Preservation Act funding. Most importantly, it identifies what Amherst's residents see as the defining historic character of their community, and provides a guide for protection of that character. It is with this Plan that the Amherst Historical Commission intends to better fulfill its mission to preserve, interpret and advocate for historic and cultural resources of the town.

Exhibit 2

Municipal Preservation Plans

Published by the Secretary of the Commonwealth for MHC

Municipal Preservation Plans

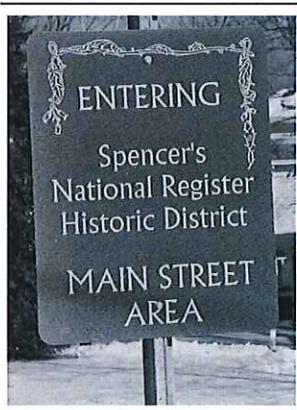
William Francis Galvin,
Secretary of the Commonwealth
Chairman, Massachusetts Historical Commission
220 Morrissey Boulevard
Boston, MA 02125

Throughout Massachusetts, cities and towns struggle with the loss of their historic villages, buildings and landscapes.

While it may seem as if this is just the inevitable result of progress, there are actually many things cities and towns can do to better protect their fragile community character. Simply put, every community in Massachusetts can grow while still protecting what is most important to them. However, protecting the historic and cultural resources in your town can't be done - without a plan.

Many communities in Massachusetts have realized the value of a preservation plan. A preservation plan for your town or city will greatly assist in identifying historic and cultural resources, assessing their current status and recognizing issues and opportunities to better protect those resources.

A preservation plan will help answer the following questions and many others:



Do our existing regulations, like zoning, need improvement so that our resources will be better protected?

Have we identified and documented our historic and cultural resources adequately on MHC Inventory Forms?

What resources should be nominated to the National Register of Historic Places?

What financial resources could best assist our town?

Do residents understand that the historic resources may not be well protected?

Recent municipal preservation plans completed in Massachusetts have been funded by survey and planning grants. These are annual competitive matching grants awarded by the Massachusetts Historical Commission.

On the reverse side is a sample Table of Contents for a Municipal Preservation Plan. It should be pointed out that this version is very comprehensive. If resources are limited, your community might be interested in developing a preservation plan that only includes certain sections. The important thing is to start planning now!

For a complete sample preservation plan, contact the Director of Local Government Programs at the Massachusetts Historical Commission. (617) 727-8470.

A Preservation Plan does not look to the past, it looks to the future.

FORM B - BUILDING	Assessor's number	USGS Quad	Acre(s)	Form Number
MASSACHUSETTS HISTORICAL COMMISSION MASSACHUSETTS ARCHIVES BRANCH 220 MORRISSEY BOULEVARD BOSTON, MA 02125		Lynn		119
Town <u>Nahant</u> Place (neighborhood or village) _____ Address <u>80 Spring Road</u> Historic Name <u>J. T. Wilson House</u> Uses: Present <u>residential</u> Original <u>residential</u> Date of Construction <u>1882-1883</u> Source <u>J. T. Wilson Job List</u> Style/Form <u>Queen Anne</u> Architect/Builder <u>J. T. Wilson (builder)</u> Exterior Material: _____ Foundation <u>uncut stone</u> Wall/Trim <u>clapboard, wood shingle</u> Roof <u>asphalt shingle</u> Outbuildings/Secondary Structures <u>none</u> Major Alterations (with date) _____ Condition <u>good</u> Moved <input checked="" type="checkbox"/> no <input type="checkbox"/> yes Date _____ Acreage <u>less than one acre</u> Setting <u>residential</u>				
Sketch Map <i>Draw a map showing the building's location in relation to the nearest cross streets and/or major natural features. Show all buildings between inventoried building and nearest intersection or natural feature. Label streets including route numbers, if any. Circle and number the inventoried building. Indicate north.</i>				
Recorded by <u>Northfields Preservation Associates/PHC</u> Organization <u>Nahant Historical Commission</u> Date (month/year) <u>June 1989/edited June 1992</u>				
<small>Follow Massachusetts Historical Commission Survey Manual instructions for completing this form.</small>				

What tools will help to protect our significant historic resources.

What can we realistically accomplish each year?

Listed below is a sample table of contents for a municipal preservation plan:

Sample Municipal Preservation Plan
Table of Contents

Executive Summary.....
This section of the plan is a stand alone document that summarizes the recommendations in the plan. This is very useful for larger meetings in which you want as many residents as possible to become familiar with the findings of the plan.

History of the Community.....
This section briefly describes the pre-historic and historic development of the community.

History of Planning in the Community.....
This section describes what other plans have been done in your community. Other plans might include Master Plans, Open Space Plans, Downtown Plans, neighborhood plans among others. A review of these plans will help gain a perspective on what has been proposed in the past.

Our Community Today.....
This section describes the historic resources that your town has lost, historic resources your town still has and historic resources your town could still lose. Next, this section describes how your town can better protect its historic resources.

Inventory.....
This section describes what an inventory is and how it is the first and foremost method of preservation planning. Next, this section describes which properties currently have inventory forms, which inventory forms need to be updated and which properties need to be documented on inventory forms.

National Register.....
This section describes the National Register of Historic Places. It includes what is currently listed on the National Register of Historic Places and what may be eligible for listing. Maps showing existing or recommended National Register Districts are very useful in this section as well as an explanation of investment tax credits and applicable grant programs.

Public Perception.....
This section investigates how residents in your town feel about historic resources. Do they appreciate the existing historic properties? Are there efforts that can help newcomers appreciate what your town has. If your town's historic resources are not well-protected, do residents understand how vulnerable they are to loss. Do they understand what would happen to the town under current zoning?

Municipal Regulations.....
This section reviews the existing municipal regulations that impact historic preservation including zoning, subdivision regulations, signage bylaw, site plan review and others. This section might recommend changes to existing regulations or additional by-laws that could help to protect historic resources. These might include local historic districts, demolition delay, scenic roads or village center zoning.

Municipal Policy, Management and Capital Improvements.....
This section includes a list of all the historic municipally owned properties such as school buildings, libraries or parks. Next, it would describe the current management practices and whether changes should be made to better protect the significant resources. This section also investigates future capital improvement projects such as transportation projects, new municipal buildings, sewer line extensions for their impact on historic resources. Recommendations might include improving communication between municipal boards, applying for a Massachusetts Preservation Projects Fund, redirecting investment to other areas or developing better asset management practices.

Action Plan.....
This section outlines a realistic year by year schedule for implementing all of the above recommendations. This would include the name of the organization or board responsible for implementation. An action plan might also include ongoing and long term goals. A preservation plan should be updated every 5 years.

Exhibit 2

Proposed PRELIMINARY Scope of Work

Preservation Plan Update

Preliminary Scope of Work

INTRODUCTION

The selected consultant has the responsibility of creating a Preservation Plan for the Town of Amherst. This plan is intended to guide the community in identifying specific goals and objectives in key principles of preservation planning.

PURPOSE

The purpose of this plan is to guide the Historical Commission, other appointed or elected bodies, Town Staff, and community members in understanding how and why historic assets should be preserved.

PROJECT OVERVIEW

The following topics are to be completed:

1. Update of the Amherst History section for political correctness and clarity
2. Address the preservation planning efforts and accomplishments since 2005
3. Collect new public comment on relevant concerns
4. Identify needed improvements to existing local public policies and procedures
5. Create an Action Plan that addresses:
 - Vulnerable historic sites
 - Increased local and national listings
 - Easements, overlay districts, funding and other preservation assistance
 - Technology
 - Community involvement, education opportunities, training, social events
 - Design guidelines, minimum maintenance and other preservation tools

FINAL DOCUMENT

The selected consultant will prepare a final document in physical form and electronically that clearly defines the above criteria. This document will then be presented to the public and the Historical Commission at a public meeting.

All work must begin in the Spring of 2019, with work being completed no later than June 30, 2020. Any alterations to the project scope of work must be presented in writing to the Historical Commission for approval. The selected professional is responsible for updating the Historical Commission monthly on the progress of work.