

Community Preservation Committee – Town of Arlington CPA Funding – FY2018 Final Application

Project Description

Update the *Inventory of Historically or Architecturally Significant Properties in the town of Arlington*; Create an Historic Structures Report for the Arlington High School Building

To successfully preserve and enhance Arlington's historic heritage, there must first be an accurate record of the town's historic resources. To that end, this project would update the town's *Inventory of Historically or Architecturally Significant Properties in the town of Arlington* and would create an action plan for including unidentified resources in the inventory. Currently, the majority of historic resource inventory forms and associated photographs are at least 30-years-old. A significant amount of this material is either incorrect or incomplete, or fails to reflect relevant changes in existing conditions. Additionally, there are many unrecorded locations, structures, and other resources in the town that should be in the inventory.

This project would also fulfill two other critical needs: creation of an action plan (the same as above) for identifying and documenting threatened historical resources and creation of an historic structures report for the Arlington High School Building.

The Town, through its Master Plan Implementation Committee, organized an Historic Resources Working Group (HRWG), whose primary purpose is to advance the many recommendations of the Master Plan that pertain to Historic and Cultural Resource Areas. The HRWG, which is championing this proposed project, includes representatives from the Town's Historic Districts Commission and Historical Commission, the Arlington Historical Society, and Department of Planning and Community Development.

This application is for funding to hire a consultant with expertise in historic preservation and, specifically, in updating historic resources inventories, creating historic structures reports, and conducting survey master plans for municipalities.

The HRWG will oversee the project in collaboration with the staff from the Department of Planning and Community Development. The Historical Commission is ultimately responsible for approving inventory changes and submitting them to the Massachusetts Historical Commission.

The scope of the work includes:

1. Update the existing inventory:
 - Update the inventory records which have been identified as outdated and/or incomplete;

- Update the inventory to include demolitions, significant alterations, and address changes;
 - Correct errors in existing records.
2. Develop a survey master plan, which would include an action plan for identifying and including currently undocumented resources in the inventory, and for identifying and documenting threatened historical resources.
 3. Create an historic structures report for the Arlington High School building. The report would include in-depth historical research, existing conditions, and preservation recommendations.

Goals

- a) The inventory will be a reliable source of information for local residents, town officials, and others. An updated, accurate inventory will promote the preservation and utility of the town's historic resources.
- b) The town will be well-positioned to add previously undocumented resources to the inventory, and to identify and document threatened historic resources.
- c) The historic structures report will document the historical development of the Arlington High School building, document its existing character-defining historic architectural features, and provide preservation recommendations.

Community Need

This project would ensure that property owners, historic district commissioners, historical commission members, inspectional services, and other stakeholders will have accurate information about historic properties when making critical decisions about building materials, architectural landscapes, and contributing elements of historic districts.

This project would help to fulfill both local and state preservation priorities. An updated inventory would advance the Arlington Master Plan goal of maintaining, protecting, preserving, and promoting "historic and diverse cultural resources in all neighborhoods (p.11)." Additionally, it would help fulfill two objectives in the Plan's historic and cultural resources chapter: (1) Develop a historic and archaeological resources survey plan to identify and prioritize outstanding inventory needs and (2) preserve Town-owned historic resources. This project would also be in line with the first objective listed in the State Historic Preservation Plan (2011-2015), which addresses the development of community-wide historic and archaeological resource inventories, as well as with Goal 13, Objective 1 in the Plan, which emphasizes the development of "public information regarding the identification, evaluation, and protection of historic properties (p.50)."

Community Support

Attached, please find letters of support from:

- JoAnn Robinson, Chair of the Arlington Historical Commission
- Diane Schaefer, Member of the Arlington Historical Commission
- Stephen Makowka, Chair of the Arlington Historic Districts Commission
- Stuart Brorson, President of the Arlington Historical Society
- Charles Kalaskas & Joseph Barr, Co-Chairs of the Master Plan Implementation Committee

Additional support is evidenced by the Arlington Master Plan.

Timeline/Expanded Scope

After consulting with numerous practitioners and researching potential tasks and costs, we believe that the duration of the project will be 22 months. The project will be divided into four tasks, as follows.

Task 1: Update Inventory (24 Weeks) –

Update the existing inventory:

- Update the 300 inventory records which have been identified as outdated and/or incomplete;
- Update the inventory to include demolitions, significant alterations, and address changes;
- Correct known errors in existing records based on feedback from relevant parties.

Phase I – Procure Consultant (8 Weeks)

- Prepare RFP to select consultant
- Select Consultant

Phase II – Conduct Research (12 Weeks)

- Meet with the HRWG to discuss key materials and resources to use;
- Review local records and databases;
- Confer with regional, state, and federal preservation organizations;

- Consult the Massachusetts State Register of Historic Places, the National Register of Historic Places, MACRIS, and other large-scale databases.

Phase III – Update the Records (4 Weeks)

- Revise records based on data collected;
- Meet with the HRWG to review and finalize the material.

Task 2: Create Survey Master Plan (40 Weeks) –

Develop a survey master plan, which would include an action plan for identifying and including additional resources in the inventory, and for identifying and documenting threatened historical resources.

Phase I – Historic Resources Data Collection (10 Weeks)

- Meet with the HRWG to discuss suitable base maps and key documentary materials to be used;
- Consult with neighborhood groups and other applicable organizations;
- Identify and obtain copies of available local planning and parcel maps at various scales, including a working field map, a base map to define survey neighborhoods, and a large-scale base map to identify areas and properties recommended for survey;
- Review local databases and records, including the historic resources inventory;
- Conduct documentary research in local and regional libraries and records repositories to locate and identify key documentary materials to be used in the survey plan, and to identify important historic themes, events, persons, and resources;
- Meet with the HRWG members, other historic experts, and Department of Planning and Community Development staff to define neighborhood units for the survey plan.

Phase II – Field Reconnaissance Survey (16 Weeks)

- Meet with the HRWG to discuss any special procedures recommended for the survey and general survey coverage goals;
- Meet with town planning staff to identify known and potential threats to areas and resources;
- Continue and complete field reconnaissance of neighborhood study units and identify properties and areas to be recommended for the survey plan.

Phase III – Development of Survey Priorities and Selection Criteria (4 Weeks)

- Meet with the HRWG to discuss survey priorities and selection criteria.

Phase IV – Survey Master Plan and Project Completion (10 Weeks)

- Meet with the HRWG to discuss establishing a phased and prioritized action plan (i.e., a plan for including additional properties in the inventory and for identifying and documenting threatened resources), priorities for neighborhood and resources types, and an estimated schedule for implementation, considering estimated local resource availability;
- Prepare a map of final neighborhood units and properties for survey;
- Prepare and circulate a draft of the final report for review and comment;
- Meet with the HRWG to discuss and finalize the final report draft.

Task 3: Create an Historic Structures Report (16 Weeks) –

Create an historic structures report for the Arlington High School building. The report would include in-depth historical research, documentation of existing conditions, and treatment recommendations.

Phase I – Initial Data Gathering (4 Weeks)

- Conduct a general walk-through of the facility;
- Meet with the HRWG members, other historic experts, and town staff to discuss historical records, current conditions, and treatment recommendations;
- Review local databases and records;
- Conduct documentary research in local and regional libraries and records repositories to locate and identify key materials.

Phase II – Examination (4 Weeks)

- Conduct an in-depth examination of the building documentation;
- Conduct a comprehensive walk-through of the facility;
- Record current conditions through photo documentation and other methods.

Phase III – Report Development (8 Weeks)

- Conduct a broad-based analysis of the data;
- Meet with the HRWG and town staff to review findings;
- Create the report

Credentials

As stated previously, the HRWG includes members of the two local boards which rely on the inventory. The Historical Commission and Historic Districts Commission together have a vast

knowledge of the town’s historic resources and experience promoting historic preservation efforts throughout Arlington. It also includes members who have had experience with past updates of the inventory. Lastly, it has staff support from the Department of Planning and Community Development to help manage the consultant. The Director of the Department also has years of experience working with historic preservation, including adaptive reuse of buildings and preservation planning.

Budget

Task	Cost
Task 1: Update Inventory	\$60,000.00 (\$200.00 per record)
Task 2: Create a Survey Master Plan	\$25,000.00
Task 3: Create an Historic Structures Report	\$30,000.00
Total:	\$115,000.00

The HRWG is requesting that the CPC provide \$115,000 to cover the total project cost.

Other Funding

The HRWG recently submitted a preliminary application for funding from the Massachusetts Historical Commission’s Survey and Planning Grant Program. Grant money would be used to reimburse 50% of the cost of updating the inventory records. Consequently, if the grant is awarded, \$30,000 would be returned to the CPAC.

Maintenance

The Department of Planning and Community Development would maintain the updated records and report in conjunction with the Arlington Historical Commission, and would be responsible for overseeing implementation of the Survey Master Plan.

Impact on Town Budget

There will be minimal to no impact on the town budget, particularly the Department of Planning and Community Development FY18 budget. The budget already accounts for administrative time to assist this effort.