

STEERING COMMITTEE AGENDA—4.1.2019

1. APPROVE MINUTES FROM 03.04.2019 MEETING (10MINS).
2. REVIEW PLAN CONTENT (15MINS)
3. DISCUSSION OF REVISED VISION (5MINS).
4. DISCUSSION OF POPULATION & DEMOGRAPHICS AND HOUSING CHAPTER REVISIONS (30MINS).
5. NEXT STEPS (25MINS).

MEETING MATERIALS:

Plan Content.

Revised Vision Statements.

Revised Drafts: Population & Demographics; Housing.

3.14.2019

MP STEERING COMMITTEE—3.4 MINUTES.

ATTENDING:

Elliot Morss, Marybeth Mitts, Olga Weiss, Gwen Miller, Rob Murray, Alyn Burrows, Adam Davis, Julianna Monteleone, Isabella Williams, Kate McNulty-Vaughan, Pam Kueber, Tom Matuszko, Zachary Feury.

ABSENT:

Ken Fowler, Sukey Werman, Carolyn Butler.

MINUTES:

The meeting began promptly at 7:00pm. Minutes for meetings on 1.7 and 2.4 were approved pending minor revisions.

Town staff provided an update and overview of Core Assessment Team meetings, including: Historical, Cultural, and Natural Resources; Economic Development; Services; Transportation; and Housing. It was further mentioned that the Land Use Core Assessment Team (Planning Board) is scheduled to meet on March 12, 2019. It was noted that these meeting have informed the development of the Master Plan to date. The Core Assessment Team will reconvene later.

The group then moved on to a discussion of the draft vision statements provided by the consultant. The consultant explained that the vision statements are derived from previous planning documents and informed by stakeholder interviews held with Lenox residents. Suggestions for revision to the statements included:

- Adding an aspirational phrase re: technology.
- Adding the phrase “year-round vibrancy.”
- Shortening the length of the statement.
- Using language that is firm and less vacillatory.
- Include a more specific reference to environmental aspirations.

Preliminary drafts of the chapters on population and demographics and housing were distributed to the Committee. Members were asked by the consultant to review and provide comments and feedback no later than March 25, so that a second draft could be prepared for the next meeting April 1, 2019.

The meeting adjourned at 8:30pm.

Materials provided include: meeting agenda, drafts of Housing and Population & Demographics chapters, Plan outlines, vision statements, and minutes from previous meetings.

DRAFT VISION STATEMENTS.

The statements below are not final. They are templates on which the Steering Committee can build.

VS 1.

“Our town will continue to leverage its unique combination of small town, community character and urban amenities so as to benefit the quality of life of its residents. Our community will be accessible to and inclusive of people of all ages, incomes, and ethnicities. Lenox will remain a safe and secure community in which high-quality services are available and accessible to all residents.

Through sustainable management and progressive stewardship, our natural landscapes, cultural and historical heritage, and vibrant villages and neighborhoods will remain the foundations upon which future generations of Lenox residents build and prosper.”

VS 2.

“Our town will continue to guide the development, enhancement, conservation, and technological advancement of the Town to create a more diverse yet tightly woven community that pridefully sustains its rich cultural base and excellent amenities as it meets the economic and social needs of present and future generations.”

VS 3.

“Lenox will continue to safeguard and strengthen its distinctive combination of small-town community character, scenic beauty, historic heritage, cultural amenities, and quality services so valued by its residents. Through sustainable management and progressive stewardship, Lenox’s vibrant villages and neighborhoods will remain strong foundations for a high quality of life shared by residents of all ages, incomes, and ethnicities today and in future generations.”

VS 4.

“Through environmentally and fiscally sustainable management, proactive stewardship, and technological advancement, our town will continue to safeguard and strengthen its distinctive combination of small-town community character, scenic beauty, historic heritage, and cultural amenities to enhance the quality of life for its residents making it an accessible and inclusive destination for residents of all ages, incomes, and ethnicities today and for future generations.”

LENOX MASTER PLAN

THE LENOX MASTER PLAN IS DESIGNED AS A THREE-PART DOCUMENT. EACH PART, WHILE BEING OF A SINGLE DOCUMENT, IS SEPARABLE AND CAPABLE OF STANDING INDEPENDENTLY.

PART I IS A DIGESTIBLE EXECUTIVE SUMMARY THAT SETS THE VISION, IDENTIFIES KEY ISSUES, PRESENTS STRATEGIES, AND ILLUSTRATES THE ACTIONS TO BE TAKEN.

PART II PROVIDES A DEEPER VIEW OF THE TOWN—ITS COMMUNITY, THE ISSUES FACING IT, AND THE STRATEGIES AND ACTIONS TO ACHIEVE THE COMMUNITY’S VISION FOR IT.

PART III IS AN APPENDIX CONTAINING SOURCES AND INFORMATION THAT INFORMED AND SUPPORTED THE DEVELOPMENT OF THE LENOX MASTER PLAN.

PART I.

1. INTRODUCTION.

- Definition of a Master Plan;
- Purpose of a Master Plan;
- Description of key issues and goals from 1999 Master Plan;
- Brief description of Lenox since publication of 1999 Master Plan.

2. VISION.

- A description of the community’s vision for Lenox that:
 - Portrays Lenox as the community envisions it over the course of the next twenty years;
 - Identifies and describes the community’s overarching goals for the Town;
 - Briefly presents challenges faced by the Town.

3. KEY ISSUES.

- Issue 1:
 - 250-word description of the issue that:
 - Presents the issue;
 - Discusses the issue’s effect on the community;
 - Illustrates the issue’s significance and why it must be resolved.
- Issue 2:
 - 250-word description of the issue that:
 - Presents the issue;
 - Discusses the issue’s effect on the community;
 - Illustrates the issue’s significance and why it must be resolved.
- Issue 3:
 - 250-word description of the issue that:

- Presents the issue;
 - Discusses the issue’s effect on the community;
 - Illustrates the issue’s significance and why it must be resolved.
- Issue 4:
 - 250-word description of the issue that:
 - Presents the issue;
 - Discusses the issue’s effect on the community;
 - Illustrates the issue’s significance and why it must be resolved.

4. STRATEGIC INITIATIVES.

- **Introduction:**
 - Brief narrative that:
 - Explains that the strategic initiatives to follow will help the Town and its community achieve the vision for Lenox.
- **Strategic Initiative Category 1:**
 - A list single-sentence description of each strategy.
- **Strategic Initiative Category 2:**
 - A list single-sentence description of each strategy.
- **Strategic Initiative Category 3:**
 - A list single-sentence description of each strategy.
- **Strategic Initiative Category 4:**
 - A list single-sentence description of each strategy.
- **Conclusion:**
 - A brief narrative that connects the strategic initiatives to the key issues and the vision.

5. STRATEGIC ACTION MAPS.

- **Introduction:**
 - Brief narrative that:
 - Defines strategic action maps and explains their purpose;
 - Leads the reader through understanding the maps.
- **Strategic Action Map 1:**
 - Land Use:
- **Strategic Action Map 2:**
 - Development & Conservation:
- **Strategic Action Map 3:**
 - Transportation & Circulation:
- **Strategic Action Map 4:**
 - Open Space & Recreation:

PART II.

1. OVERVIEW.

- A 1-2 page overview of the document.

2. POPULATION & DEMOGRAPHICS.

- **Introduction:**
 - Brief narrative that:
 - Summarizes current state of population & demographics in Lenox;
 - Summarizes trends;
 - Discusses implications of trends.
- **Review of total population trends.**
- **Review of population trends in terms of race.**
- **Review of population trends in terms of age.**
- **Review of income trends.**
- **Conclusion:**
 - A brief narrative that:
 - Summarizes findings;
 - Explains significance of findings.
 - Policy Recommendations & Action Items.

3. LAND USE.

- **Introduction:**
 - A brief narrative that:
 - Establishes the long-term goals of land-use strategy;
 - Describes the existing conditions of land uses:
 - Include maps.
 - Describes recent/current development patterns;
 - Describes future development.
- **Existing Conditions.**
- **Land Use Vision.**
- **Goals & Strategies.**
 - Each goal will include:
 - A one-paragraph narrative;
 - List of single-sentence strategies;
 - Goals and strategies listed as follows:
 - *Goal LU 1: Support a compact, vibrant, & thriving Village Center.*
 - *Strategy LU 1.1:* _____

4. ECONOMIC DEVELOPMENT.

- **Introduction:**

- A brief narrative that:
 - Establishes the long-term goals of economic development strategy;
 - Describes the existing conditions of economic development in Lenox:
 - Include data and charts.
 - Describes recent/current development patterns;
 - Describes future development.
- **Regional Context:**
 - Regional Economy;
 - Economic development partners:
 - MassHire, BRPC, 1Berkshire, SBDC.
- **Local Context:**
 - Economic Development Agencies;
 - Lenox Chamber of Commerce;
 - Business Initiatives Committee;
 - Tax Structure & Zoning;
 - Utilities & Infrastructure;
 - Overlay Districts & Other Special Circumstances or Incentives;
 - Cultural & Historic Resources.
- **Existing Conditions.**
- **Goals & Strategies.**
 - Each goal will include:
 - A one-paragraph narrative;
 - List of single-sentence strategies;
 - Goals and strategies listed as follows:
 - *Goal ED 1: Reinforce village center as a vibrant and vital business center.*
 - *Strategy ED 1.1: _____*

5. NATURAL RESOURCES, OPEN SPACE, & RECREATION.

- **Introduction:**
 - A brief narrative that:
 - Establishes the long-term goals of natural resources, open space, and recreation strategy;
 - Describes the existing conditions of natural resources, open space, and recreation in Lenox:
 - Inventory of parks and open spaces, include maps;
 - Inventory of conservation efforts.
 - Describes recent/current development patterns;
 - Describes future development.
- **Existing Conditions.**

- **Natural Resources, Open Space, and Recreation Vision.**
- **Goals & Strategies:**
 - Each goal will include:
 - A one-paragraph narrative;
 - List of single-sentence strategies;
 - Goals and strategies listed as follows:
 - *Goal OSR 1: Maintain municipal parks, open space, and recreational resources at today's level.*
 - *Strategy OSR 1.1:* _____

6. HOUSING.

- **Introduction:**
 - A brief narrative that:
 - Establishes the long-term goals of housing strategy;
 - Describes the existing conditions of housing in Lenox;
 - Describes recent/current development patterns;
 - Describes future development.
- **Housing Vision;**
- **Existing Conditions;**
- **Goals & Strategies:**
 - Each goal will include:
 - A one-paragraph narrative;
 - List of single-sentence strategies;
 - Goals and strategies listed as follows:
 - *Goal HO 1: Allow for a diversity of housing options at a variety of price levels.*
 - *Strategy HO 1.1:* _____

7. HISTORICAL & CULTURAL RESOURCES.

- **Introduction:**
 - A brief narrative that:
 - Establishes long-term goals of historic & cultural resources strategy;
 - Describes the existing conditions of historical and cultural resources in Lenox.
- **Existing Conditions:**
- **Goals & Strategies:**
 - Each goal will include:
 - A one-paragraph narrative;
 - List of single-sentence strategies;
 - Goals and strategies listed as follows:

- *Goal HC 1: Preserve existing historical and cultural assets.*
 - *Strategy HC 1.1:* _____

8. SERVICES & FACILITIES.

- **Introduction:**
 - A brief narrative that:
 - Establishes long-term goals of services and facilities strategy;
 - Describes the existing conditions of services and facilities in Lenox.
 - Describes recent/current efforts;
 - Describes future efforts
- **Services & Facilities Vision.**
- **Existing Conditions.**
- **Goals & Strategies:**
 - Each goal will include:
 - A one-paragraph narrative;
 - List of single-sentence strategies;
 - Goals and strategies listed as follows:
 - *Goal SF 1: Provide high quality services to maintain and improve quality of life.*
 - *Strategy SF 1.1:* _____

9. TRANSPORTATION & CIRCULATION.

- **Introduction:**
 - A brief narrative that:
 - Establishes long-term goals of transportation strategy;
 - Describes the existing conditions of transportation in Lenox;
 - Describes recent/current efforts;
 - Describes future efforts
- **Transportation & Circulation Vision.**
- **Existing Conditions.**
- **Goals & Strategies:**
 - Each goal will include:
 - A one-paragraph narrative;
 - List of single-sentence strategies;
 - Goals and strategies listed as follows:
 - *Goal TC 1: Improve local public transit.*
 - *Strategy TC 1.1:* _____

10. IMPLEMENTATION.

- **Introduction:**
 - A brief narrative that:

- Establishes long-term goals of implementation strategy;
 - Relates implementation strategy to key issues;
 - Relates implementation strategy to community's vision;
 - Relates implementation strategy to strategic initiatives;
 - Discusses implementing entities;
- **Implementation Table:**
 - A spreadsheet containing:
 - Actions and strategies;
 - Lead Entity;
 - Timeline per action:
 - 0-2 years;
 - 0-3 years;
 - 1-5 years;
 - 2-10 years.
- **Conclusion:**
 - A brief narrative that:
 - Ties the implementation plan to the vision.

PART III.

This part of the document is intended to be an appendix where various significant supporting pieces of information reference previously will be placed.

LENOX MASTER PLAN—CONTENT

PART II.

1. POPULATION & DEMOGRAPHICS.

- **Review of total population trends:**
 - Total Population from 1970-2019
 - Include table or chart.
 - Percentage change over time.
 - Include chart.
 - Projection twenty years out:
 - Include chart.
 - Births and deaths 2000-2019:
 - Include chart.
- **Review of population trends in terms of race:**
 - Racial profile of total population in 1970, 2000, and 2019.
 - Include table or chart.
 - Percentage change by category.
 - Include chart.
 - Projection twenty years out:
 - Include chart.
- **Review of population trends in terms of age:**
 - Age profile of population in 1970, 2000, and 2019.
 - Include table or chart.
 - Percentage change by category
 - Include chart.
 - Table Showing from 2000-2019 w/% Change:
 - Total population and % of age brackets;
 - Median Age.
 - Number of households;
 - Average household size;
 - Minority population (%);
 - Median household income;
 - Families below poverty level;
 - Mean travel time to work (minutes);
 - Population Density (residents/sq. mile).
 - Table Showing from 2000-2019 w/% change:

- Local Enrollment by school type:
 - Regional Academic;
 - Regional Vocational/Technical;
 - Charter;
 - Choice-Out;
 - Home Schooled;
 - Private and Parochial;
 - Total Public School;
 - Total Overall Enrollment
 - Projection of age profile twenty years out:
 - Include chart.
 - **Review of income trends:**
 - Income profile of total population in 1970, 2000, and 2019.
 - Include table or chart.
 - Percentage change by category.
 - Include chart.
 - Projection twenty years out:
 - Include chart.

2. LAND USE.

- **Maps:**
 - Zoning Map;
 - Map showing locations of neighborhoods;
 - Map showing major commercial districts;
 - Map showing current land use;
 - Map showing future land use;
 - Current sewer and water map with zoning overlay showing priority locations for new housing and major amenities.
- **Data:**
 - Total Area;
 - Total Area by use and % of total area by use:
 - Recreation;
 - Water;
 - Vacant;
 - Mining/Waste Disposal;
 - Transportation;
 - Institutional;
 - Residential;
 - Commercial;
 - Industrial;

- Mixed Use;
 - Agriculture;
 - Forest;
 - Wetland.
- Neighborhoods:
 - Total Area;
 - Total Properties;
 - Types of Properties:
 - Single-family homes:
 - Period when built.
 - Two-family homes:
 - Period when built.
 - Multi-family homes:
 - Period when built.
 - Seasonal homes;
 - Year-round homes;
 - Commercial;
 - Industrial;
 - Agricultural.
 - Population Density.
- Zoning Districts:
 - Minimums:
 - Area (sq. ft.);
 - Frontage (ft.);
 - Front Setbacks (ft.);
 - Side Setbacks (ft.);
 - Rear Setbacks (ft.).

3. NATURAL RESOURCES, OPEN SPACE, & RECREATION.

- **Maps:**
 - Inventory of Land of Conservation and Recreation Interest;
 - Open Space (2018 OSRP)
 - OSRP (2018) Action Map;
 - Undeveloped Land Adjacent to Protected Land;
 - Hydrography;
 - Unique Habitats;
 - Soils.
- **Data:**
 - Total Area of Protected Open Space;
 - % of total town that is protected open space;

- Recreate Table 10.1 (Hinsdale);
- For each OSR Amenity:
 - Description;
 - Ownership status;
 - Location;
 - Size.

4. HOUSING.

- **Maps:**
 - Zoning Map;
 - Residential development pattern map;
 - Map of neighborhoods;
 - Map showing areas of high opportunity for housing and development per the regional plan.
- **Housing Stock Conditions:**
 - Total Housing Units in 2000 and 2019:
 - Include % change.
 - Total and percentage housing units by category in 2000 and 2019:
 - Single-family;
 - Two-family;
 - Multi-family;
 - Apartments;
 - Condominiums;
 - Group Housing.
 - Include % change.
- **Homeownership & Occupancy:**
 - Total Housing Units in 2000 and 2019:
 - Include % change in total.
 - % Owner-occupied;
 - % Renter-occupied;
 - % Vacant Rental Units;
 - % Vacant for Sale;
 - % Seasonal:
 - Include % change for occupancy categories.
 - Is there a way to get data on short-term rentals?
- **Home Values & Sale Trends:**
 - Total Home Sales 2000-2019:
 - Chart by total sales per year;
 - Include % change.
 - Median Sale Price of Single-family Homes, 2000-2019:

- Chart by median sale price by year;
 - Include % change.
 - Median Home Value 2000-2019:
 - Chart by median home value by year;
 - Include % change.
- **Housing Issues:**
 - Housing Issues Table (6.3 Hinsdale) by Owner, Renter, Total, and % Total:
 - Income Distribution Overview:
 - HI less than 30% HAMFI;
 - HI 31%-50% HAMFI;
 - HI 51%-80% HAMFI;
 - HI 81%-100% HAMFI;
 - HI greater than 100% HAMFI;
 - Total.
 - Housing Problems Overview:
 - Household has 1 of 4 housing problems;
 - Household has 0 of 4 housing problems;
 - Total.
 - Housing Cost Burden Overview:
 - Cost burden less than 30%;
 - Cost burden 31%-50%;
 - Cost burden greater than 50%;
 - Total.
 - Housing Costs 2000-2019:
 - Median monthly housing cost (with mortgage):
 - Line chart;
 - Include % change.
 - Median monthly housing cost (no mortgage):
 - Line chart;
 - Include % change.
 - Median monthly rent:
 - Line Chart;
 - Include % change.
 - Housing Needs:
 - Rental Needs 2000-2019:
 - Rental unit vacancy rate;
 - Line chart;
 - Include % change.
 - Housing cost burden for renters:

- Line chart;
 - Include % change.
- Homeowner Needs 2000-2019:
 - Home vacancy rate (for sale; not seasonal):
 - Line chart;
 - Include % change.
 - Housing cost burden for owners w/and w/o mortgage:
 - Line chart;
 - Include % change.
- Senior Housing Needs:
 - Population over 65 that is housing cost burdened:
 - Pie chart.
 - Total number of senior housing units.
- Housing Affordability:
 - What are the best determinants of housing affordability?
- Development Trends:
 - New Home Construction 2000-2019;
 - Total new home construction:
 - Line chart;
 - Include % change.
 - New home construction by category (total & %):
 - Single-family;
 - Two-family;
 - Multifamily;
 - Apartments;
 - Condominiums.
 - Group housing.

5. HISTORICAL & CULTURAL RESOURCES.

- **Maps:**
 - Map showing location of historic district and historic sites:
 - Differentiate Great Estates.
 - Map showing location of cultural district and cultural amenities.
- **Data:**
 - Inventory of historic sites;
 - Inventory of cultural amenities;
 - Visitorship.

6. SERVICES & FACILITIES.

- **Services:**

- Fiscal Conditions:
 - Tax Rate 2000-2019:
 - Line Chart;
 - Include % change;
 - County ranking
 - Revenue:
 - Table showing revenue by source:
 - Include FY2000 & FY2019;
 - Include % change;
 - Include as categories:
 - Property tax;
 - Excise tax;
 - Occupancy Tax;
 - Meals Tax;
 - Service Fees;
 - Licenses;
 - State & Federal transfers.
 - Expenditures:
 - Table showing expenditures by category:
 - Include FY2000 & FY2019;
 - Include % change;
 - Include as categories:
 - Education;
 - Public Works;
 - General Government;
 - Fixed Costs;
 - Police;
 - Culture & Recreation;
 - Fire;
 - Human Services;
 - Intergovernmental Associations;
 - Other Public Safety;
 - Debt Service;
 - Other.
 - Tax Levy:
 - FY2019 Levy and Total Assessed Value (difference);
 - FY2019 Levy Ceiling:
 - Include difference.
- **Facilities:**
 - Maps:

- Map showing Town owned facilities and properties, including parks and cemeteries;
- Infrastructure Map.

7. TRANSPORTATION & CIRCULATION.

- **Maps:**

- Public Transit Map;
- Road Jurisdiction Map;
- Aspiration Map showing future of Town transportation & Circulation.

- **Data:**

- Table showing road jurisdiction, including:
 - Miles and % of Mileage by:
 - State;
 - Town;
 - Private;
 - Unresolved;
 - Total.
- Total bridges and culverts:
 - Year built;
 - Functional class;
 - Owner;
 - Over & Under.
- Chapter 90 Apportionment.