

Resident Curator Program Development County and Curator Responsibilities

County Responsibilities

Programmatic Responsibilities

- Staff for program administration - including Project Launch Manager and Project Launch Work Team and permanent Program Manager and Program Selection/Work Team
- Properties which meet the criteria for the RC Program
- Preparation of Determination of Eligibility form for County Inventory of Historic Sites
- Marketing the RC Program and individual properties
- Determination of minimum investment requirement if Condition Assessment/Treatment Plan not used
- Determination of acceptable proposed uses, either conforming to comprehensive plan and current zoning or allowing zoning variance such as commercial uses
- Coordination with the Department of Taxation for determining Property Tax Assessment.
- Criteria and process for evaluating rehabilitation proposals and curator's skills, ability and financial capacity to execute work plan and maintain property
- Authorship, monitoring and enforcement of lease agreements

Property Responsibilities

- Historic Structure Report - to be completed for the properties which are selected to be advertised for proposal
 - Building Conditions Assessment
 - Treatment Plan for rehabilitation to determine minimal mandatory improvements as well as basis for curator's estimated potential financial investment
 - HAZMAT Report
- Property appraisals to determine Fair Market Rental Value
- Survey and delineate boundaries
- Maintaining property insurance on the structure
- Monitoring of rehabilitation project – Terms of access for monitoring both rehab project and property will be spelled out in lease.
- On-going monitoring and annual inspection of property conditions once rehabilitation is complete
- Other potential obligations as agreed to in lease

Curator Responsibilities

Rehabilitation Plan

- Submit and follow work plan for historic rehabilitation of property which meets the Secretary of the Interior's Standards of Rehabilitation of Historic Properties
- Submit plans for Architectural Review Board review, if applicable

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- Meet minimum investment required as determined by treatment plan or other method of determination
- Adhere to work plan timeline and conduct work within the agreed upon schedule
- Obtain and pay for any and all building permits, and any other necessary permits and bonds
- Ensure that all contractors and subcontractors are properly licensed, bonded, and insured
- Maintain records and photo documentation throughout the rehabilitation of the property

Tax Credits (if applicable)

- Prepare Historic Certification Application in order to qualify for Historic Tax Credits for those properties not already individually listed on the state or federal historic registers
- Fulfill State requirements of documentation and submittals if seeking Historic Rehabilitation Tax Credits

Insurance

- Maintain Renter's Insurance Policy and additional Liability Coverage

Ongoing Occupancy and Maintenance Obligations

- Pay ongoing utilities, such as gas, water, electric
- Repair, maintenance and replacement of all appliances and major systems of the property including plumbing, electrical, and HVAC
- Conduct all future maintenance and repairs to the property in accordance with the Secretary of the Interior's Standards of Rehabilitation of Historic Properties.
- Seek approval from Program Manager before undertaking repairs or maintenance outside the original approved scope of work
- Submit yearly accounts of all expenses associated with the rehabilitation and ongoing maintenance of the property
- Pay County Real Estate taxes, (* pro-rated based on term of lease)
- General grounds-keeping including mowing grass, trimming bushes, etc.
- Snow removal
- Curator must continually occupy the structure once rehabilitation is complete, and notify Program Manager if property is going to be vacant for more than 72 hours
- Other potential duties as agreed to in lease

Public Benefit

- Provide "reasonable public access consistent with the historic property's nature and use"

* Will need further explanation on rate of reduction.

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- Curator must expect a certain level of interaction with the public while living in a county park. However, FCPA understands the need to balance the rights of public to access and the rights of the curator to privacy.

Prohibitions

- Curator may not dig on the property for any reason without seeking authorization for FCPA Cultural Resource Management and Protection Branch.
- Curator is prohibited from the surface collection of artifacts and/or excavation of artifacts on property.
- Curator is bound by all laws protecting against the exhumation of human remains, and the collection of artifacts on parkland.

Either County or Curator Responsibility - *To be negotiated with curator on a case by case basis*

- Curator will be responsible for, or County will seek Supervisory waiver of, fees associated with zoning variance applications and/or required permits and approvals necessary for proposed change of use
- Evaluation of existing septic system where sewer is unavailable
- Costs associated with the installation of, or repairs to, septic system
- Evaluation of well water condition, if public water is unavailable
- Capping off old wells, where necessary
- Drilling of new well, if necessary
- Hook up to utilities: public water or well; sewer or septic; electric; and gas
- Hazardous material abatement
- Preparation of County Inventory of Historic Sites nomination if not already completed
- National Register Nomination, Cultural Landscape Report, or other professional report that would add to the knowledge and/or recognition of the structure, its history, and surroundings
- Improved road access, if necessitated by proposed use
- Archaeological study, when necessary