


2019

Ellmore Farmhouse

Ellmore Farmhouse Curator Application

3/14/2019



March 13, 2019

Stephanie Langton
Resident Curator Project Manager
Fairfax County Park Authority
Resource Management Division
12055 Government Center Parkway
Fairfax, VA 22035

Dear Stephanie,

We would like to thank you for the opportunity to apply to live in one of Fairfax County's Historic Treasures. We appreciate that Fairfax County recognizes and wants to preserve American History in such a tangible way. The Ellmore Farmhouse is a wonderful property that generations can enjoy and learn from.

We have been coming to Frying Pan Farm Park for more than a decade with our four children. It has always been one of our favorite places to visit. We enjoy observing how nature changes by season in the foliage and animals here. We have enjoyed many activities here over the years, including "Putting the Animals to Bed", visiting new baby animals each spring, watching the turkey and peacock strut their stuff, and mourning the loss of the gentle giant horses, Jesse and Michael, that we had come to love.

We would enjoy the opportunity to make the Ellmore Farmhouse a place where children can learn and play again. Our children, much like the Ellmore and Smith children, have had the opportunity to spend time learning about farming and caring for animals through the 4-H Clubs they are in. Living in the Ellmore Farmhouse would allow us more time to learn and share with others about the original families and animals that lived here on this property.

Several times a month we welcome widows and their school aged children into our home. It is close to our hearts that children should be given outside space to play and learn from nature. This provides a calm rejuvenating time for both the children and their parent. Living in the Ellmore Farmhouse would allow more space and closer proximity to the widows we serve.

While we want to honor both the Ellmore and Smith families in our home, we also plan to honor the presence of Chantilly Bible Church that once called the Ellmore Farmhouse home. We are close friends with families that attended Sunday school in the bedrooms of the home and services in the sanctuary, which is now the visitor's center. We plan to welcome that church family here and we are working on getting photos from when they first purchased the home.

We have enjoyed working with Fairfax County Park Authority staff to get this process started and are looking forward to continuing the process. Please find the application and all relevant documents attached. Please let us know if any additional information is required. We are happy to answer any questions or provide more information where necessary.

Very Respectfully,




**Fairfax County Park Authority
Resident Curator Program
Curator Application**

Ellmore Farmhouse



Ellmore Farmhouse
2739 West Ox Road, Herndon, Virginia 20171
Owner: Fairfax County Park Authority

Frying Pan Farm Park
Hunter Mill Supervisory District

RESIDENT CURATOR PROGRAM
INVITATION TO SUBMIT APPLICATION FOR CURATOR

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INVITATION TO SUBMIT APPLICATION FOR CURATOR

SECTION A: APPLICATION SUBMISSION

DUE DATE: before **Thursday, March 14th, 2019**

The County of Fairfax, Virginia ("County") and the Fairfax County Park Authority ("FCPA") invite interested parties to submit an application for the curatorship of

**Ellmore Farmhouse
2739 West Ox Road
Herndon, Virginia 20171**

Application Submittal Instructions

Submit five (5) copies of the completed Application by the due date to:

Fairfax County Park Authority

Resource Management Division

Attn: Stephanie Langton, Resident Curator Program Manager

12055 Government Center Pkwy

Fairfax, Virginia 22035-0000

(Include on the face of the envelope the property's name and address.)

Review of applications will begin upon expiration of the due date. Therefore, applicants are strongly advised to submit their applications on time to ensure consideration by the County and FCPA. The Invitation to Submit Application (ISA) consists of 31 pages. Applicants should examine the ISA and its table of contents to ensure that all pages are included. The County and FCPA assume no responsibility for an application submitted on the basis of an incomplete ISA package.

Applicants are expected to review all requirements and instructions and furnish all information required by this ISA. Failure to do so will be at the applicant's risk. The County and FCPA reserve the right to waive formalities in any application, and may, if they determine that such action is in the best interests of the County, select an application which does not conform in all details with the requirements of this ISA. Likewise, the County reserves the right to reject any and all applications.

This ISA does not commit the County to enter into any disposition of real property interest; or to pay any costs, including costs associated with any studies or designs, incurred by any party in the preparation and submission of an application.

A hard copy of this application can be obtained from the project manager upon request.

Applications will not be returned and will be retained in the records of FCPA subject to the Virginia Freedom of Information Act and the document retention policies of the Library of Virginia.

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Inquiries and Explanations

All inquiries concerning this ISA should be directed, in writing, to:
Fairfax County Park Authority
Resource Management Division
Attn: Stephanie Langton, Resident Curator Program Manager
12055 Government Center Pkwy.
Fairfax, Virginia 22035-0000
Stephanie.Langton@fairfaxcounty.gov
(703) 324 - 8791

Any explanation desired by an applicant regarding the meaning or interpretation of this ISA must be submitted and received in writing no less than seven (7) business days prior to the application due date to allow sufficient time for a reply to reach the applicant prior to the submission of their application. Verbal explanations or instructions shall not be binding on FCPA or the County.

Application Instructions

Applications must follow the outline, supply all of the information requested below, and demonstrate the ability of the potential curator to undertake a challenging and complex assignment. Applications must be feasible and should reflect an understanding of the historic qualities of the property and their value. It is intended that the substance of an application, as approved by FCPA and the County, will be incorporated into all agreements.

A cover letter is required with all applications.

Applications must include responses to all sections. **No section should be left blank.** If a section does not apply, "not applicable" should be indicated. Failure to answer all questions completely will delay the processing of an application. Provide responses in the spaces provided and attach additional sheets or documentation as necessary.

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SECTION B: APPLICANT INFORMATION

List the names, addresses and telephone numbers of each individual applicant, or all principals, partners, members or shareholders. Attach additional sheets if necessary.

Applicant's Name [REDACTED]		
Address [REDACTED]		
City [REDACTED]	State [REDACTED]	Zip [REDACTED]
Email [REDACTED]		Telephone [REDACTED]
Alternative Telephone Number [REDACTED]		

Additional Applicant's Name, if applicable [REDACTED]		
Address [REDACTED]		
City [REDACTED]	State [REDACTED]	Zip [REDACTED]
Email [REDACTED]		Telephone [REDACTED]
Alternative Telephone Number N/A		

Additional Applicant's Name, if applicable N/A		
Address N/A		
City N/A	State N/A	Zip N/A
Email N/A		Telephone N/A
Alternative Telephone Number N/A		

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SECTION C: PROPOSED USE

Part 1: Use Summary

Provide a narrative summary of the proposed use of this property. Be sure to describe how the proposed use is compatible with:

- The long-term preservation of the house and its associated cultural landscape;
- FCPA's mission and management of park;
- The surrounding neighborhoods;
- The historic value of the house; and
- The historic context and heritage associated with the park

SEE APPENDIX A

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SECTION C: PROPOSED USE

Part 2: Zoning Considerations

Section C: Part 2 is not applicable to applicants proposing a single-family residential use. Applicants proposing a single-family residential use may move on to Section D: Public Benefit.

Applicants proposing any use in place of or in addition to single-family residential must contact the Zoning Administration Division of the Fairfax County Department of Planning and Zoning, in accordance with the instructions below.

The Zoning Administration Division is responsible for making determinations as to how a use is classified under the provisions of the Fairfax County Zoning Ordinance, and whether that use is allowed in the applicable zoning district or requires any special approvals prior to being established. It is important for applicants proposing a use that is in place of or in addition to single-family residential to identify as early in the process as possible, the required permits and processes, if any, related to implementing their proposed use. This information will help determine the timeline for application approval as well as any additional permitting fees that may be involved.

This information is issued to the applicant in the form of a Use Determination letter sent by the Zoning Administration Division to the applicant within thirty (30) days of receiving an adequate description of the proposed use.

Applicants are required to demonstrate that a Use Determination request has been made to the Zoning Administration Division of the Fairfax County Department of Planning and Zoning. Applicants must attach a copy of their written request to this application package for submittal. Submittal of the Use Determination letter issued by the Zoning Administration Division is not required at the time of this application deadline.

Instructions for requesting a Use Determination are as follows:

1. Written requests must be sent via:

Mail:

Ordinance Administration Branch/Department of Planning and Zoning
12055 Government Center Parkway, Suite 807
Fairfax, VA 22035

Fax: 703-803-6372

Email: ORDADMIN@fairfaxcounty.gov

2. Use the subject line: Resident Curator Program-Use Determination
3. A written request for a use determination should include the following information:
 - A detailed description of the business operation
 - The address of the proposed location

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- A floor plan (does not need to be drawn by a licensed professional) and a description of the proposed floor area to be utilized for total business and any subcomponents of the business (such as areas for retail, office, production, outdoor storage, etc.)
- Days and hours of operation
- Number of employees, clients, customers, seats or other relevant information
- Number of company vehicles, as applicable
- Any other relevant information that will adequately and accurately convey the nature of the proposed use for which a determination is sought.

SECTION D: PUBLIC BENEFIT

The Resident Curator Enabling Legislation requires reasonable public access consistent with the property's nature and use at least twice per year. Describe the scope and nature of the public access, and any projects / programs / services that will fulfill this requirement.

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REHABILITATION AND MAINTENANCE PLAN SUMMARY

Curator terms are comprised of a Rehabilitation Phase and a Continued Maintenance Phase. The Rehabilitation Phase involves the major improvements required by contract, as well as routine maintenance of the curator structures and grounds in accordance with the Resident Curator Program's "Maintenance Guidelines and Checklist". Upon completion of the Rehabilitation Phase, the curator enters into the Continued Maintenance phase, during which the curator shall continue to repair and maintain the property, including the curator structures and grounds, as necessary on a continuous basis during the remaining lease term.

SECTION E: REHABILITATION PHASE

Work Plan with General Schedule

Applicants are expected to review the property's Historic Structure Report and Treatment Plan.

Each property in the Resident Curator Program has a Historic Structure Report and Treatment Plan, completed by a professional third-party consultant, to assess the condition of the property and determine the necessary improvements, with itemized cost estimates. This document serves as the basis for the curator's rehabilitation work-plan. Curators are required to address each of these improvements in their work plan, unless directed otherwise.

Link: [Historic Structure Report and Treatment Plan](#)

Link to Mechanical, Electrical and Plumbing Assessment: [MEP Assessment](#)

Also available on the Resident Curator Program website: [Resident Curator Program](#)

Describe how the rehabilitation phase of the project will be carried out, including the required improvements listed in "Treatment Plan," in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties, 36 CFR Part 68 (2013), as amended (See link on "Resources").

Designate who will complete the work and include a general schedule with milestones for improvements. The selected applicant for curator will develop a detailed schedule of improvements that will be included in the lease.

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Proposed Alternatives or Amendments to Required Improvements

Describe any proposed alternatives or amendments to the required improvements, found in "Treatment Plan," and provide justification.

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Description and Documentation of Donations

Describe in detail all labor, material, or services proposed to be donated by any third party sources. Written commitments for such labor, material, or services must be provided as an attachment to the application.

We do plan on pursuing third party donations once we have been selected. We plan on approaching some of the major hardware stores such as Lowe's and Home Depot who have donated materials and labor to other rehabilitation projects in the area.

We have not pursued any donations at this time; however, if we are chosen, we would consider starting a Non-Profit that would allow people and/or businesses to donate money and/or materials toward the rehabilitation of the Ellmore house/property.

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Sustainability

Describe any proposed historically appropriate, environmentally sustainable building technology and practices that will be used in the rehabilitation, maintenance, and/or operation of the property, in compliance with the Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings (See link on "[Program Information, Scope and Parameters](#)" document).

In the Ellmore Farmhouse Historic Structure Report, Dated May 12, 2011, and the MEP Assessment, dated Dec 1, 2017, it is stated that it is unknown whether or not the Gas-Fired Hydronic Boiler is functional and that a majority of the floor radiators are broken or missing pieces. It appears that some of the floor radiators have leaked and caused water damage.

Our preference would be to install ductless mini-splits throughout the house that provide both heating and cooling while limiting any change to the historic structure. In doing this, the radiant floor heaters would be redundant. Our preference would be to remove the damaged floor radiators and cap the lines. That way, new radiant floor heaters could be added at a future date if desired/required.

Replacement of any major appliances with energy efficient appliances.

- Replace current appliances with Energy efficient Appliances
- Restore kitchen similar to a kitchen from the late 1940's/early 50's. Appliances will be current day energy efficiency, but have a retro style in look to those of the 1950's.
- Replace the current (non-working) HVAC and radiator heat with mini-splits.
- Remove all the carpet upstairs and linoleum downstairs, restore the hardwood flooring throughout the home.

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Accessibility

All proposed curators must comply with applicable requirements of the Americans with Disabilities Act as the buildings are public facilities under Title II of the ADA (state and local governments) Describe how the requirement for public access at least twice per year will be met, including “programmatic” access under the ADA, by either making physical modifications or programmatic accommodations. Programmatic could include a video tour, brochures with photos, etc.

As we will be using the house as a primary resident, we would provide programmatic access via brochures with photos. We would also consider constructing removable ramps that would allow wheelchair access to the main level during open house events.

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SECTION F: EXPERIENCE AND QUALIFICATIONS

Applicant's General Qualifications

Provide a narrative summary of the applicant's experience and qualifications to undertake, implement, and manage the rehabilitation, reuse and maintenance of the historic property. Include the applicant's resume or CV, and references to support such experience and qualifications. Supplemental material describing pertinent projects, including visual aids, is encouraged but not required.

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Include a list of all of the following actions which have become final in the three years prior to the application submission:

1. Willful violations, violations for failure to abate, or repeated violations, for which the applicant was cited by (a) the United States Occupational Safety and Health Administration; (b) the Virginia Occupational Safety and Health Administration; or (c) the occupational safety and health plan for any public jurisdiction; or
2. Three (3) or more serious construction safety violations for which the applicant was cited by the (a) United States Occupational Safety and Health Administration; or (b) the Virginia Occupational Safety and Health Administration; or (c) the occupational safety and health plan from any public jurisdiction.
3. Termination of a contract between the applicant and any public entity for safety violations.

If the applicant has not received or been the subject of any such violations referenced above in the three (3) years prior to the application submission, then the applicant shall so indicate by certification on the application.

NOT APPLICABLE

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Applicant's Specialized Skill in Historic Preservation

Describe the applicant's specialized skills in historic preservation projects, including any relevant experience with the Secretary of the Interior's Standards for the Treatment of Historic Properties, 36 CFR Part 68 (2013), as amended (See link on "[Program Information, Scope and Parameters](#)" document).

I do not have any specialized skills in historic preservation projects outside of the general remodeling and construction skills I have learned over the years doing projects on the houses I have lived in.

That being said, I am a Mechanical Engineer working in Aerospace designing, building, testing and launching rockets that put satellites into orbit. On a daily basis I am required to pay attention to details, follow strict standards, and know the requirements of a task prior to acting on it. I have used these same skills on work I have done on my own house and automobiles.

I will thoroughly research the Interior's Standards for Treatment of Historic Properties, the International Building Code, International Existing Building Code and the applicable National Park Service Preservation Briefs to ensure compliance.

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Professional Service Providers' General Qualifications

If available at this time, provide the professional qualifications and relevant work history of any professional service providers, contractors or subcontractors, involved in rehabilitation and/or maintenance phases of the curator including, but not limited to architects, general contractors, and subcontractors such as plumbers, electricians, etc.

NOT APPLICABLE. We have not contracted with any professional service providers at this time.

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Include a list of all of the following actions which have become final in the three years prior to the application submission for any such providers, contractors or subcontractors listed:

1. Willful violations, violations for failure to abate, or repeated violations, for which the provider, contractor or subcontractor was cited by (a) the United States Occupational Safety and Health Administration; (b) the Virginia Occupational Safety and Health Administration; or (c) the occupational safety and health plan for any public jurisdiction; or
2. Three (3) or more serious construction safety violations for which the provider, contractor or subcontractor was cited by the (a) United States Occupational Safety and Health Administration; or (b) the Virginia Occupational Safety and Health Administration; or (c) the occupational safety and health plan from any public jurisdiction.
3. Termination of a contract between the provider, contractor or subcontractor and any public entity for safety violations.

For each provider, contractor or subcontractor that has not received or been the subject of any such violations referenced above in the three (3) years prior to the application submission, then the applicant shall so indicate by certification on the application.

NOT APPLICABLE

RESIDENT CURATOR PROGRAM

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Professional Service Providers' Qualifications in Historic Preservation

If available at this time, provide the professional qualifications and relevant work history of any professional service providers, contractors or subcontractors, involved in the rehabilitation and/or maintenance phases of the curator including, but not limited to architects, general contractors, and subcontractors such as plumbers, electricians, etc. pertaining to the Secretary of the Interior's Standards for the Treatment of Historic Properties, 36 CFR Part 68 (2013), as amended (See link on "[Program Information, Scope and Parameters](#)" document).

NOT APPLICABLE. We have not contracted with any professional service providers at this time.

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SECTION G: ESTIMATED PROJECT COSTS

Use the table below to summarize proposed expected costs (Attach more detailed breakdowns if desired). Please see the property's Historic Structure Report and Treatment Plan and MEP Assessment, which will provide the foundation for the budget below.

PROJECT COSTS BUDGET		
Cost Category	Amount	Total Amount
Hard Costs		SEE APPENDIX A
General Conditions (mobilization, temporary facilities)		
Site Work		
Excavation		
Foundation		
Demolition		
Superstructure		
Floor Structure		
Roof Structure & Cover		
Doors & Windows		
Interior Construction		
Plumbing		
HVAC		
Electrical		
Sprinklers		
Conveying Systems (if applicable)		
Utility Upgrades (electrical, water, sanitary)		
HAZMAT Abatement		
Specialties		
Clean up		
Miscellaneous		
Construction Contingency (_____ %)		
Soft Costs		SEE APPENDIX A
Architectural Fees		
Engineering Fees		
Third party HAZMAT inspection, testing, and monitoring		
Other Design Fees		
Commissioning HVAC, sanitation systems		
Construction Period Interest		
Other Financing Fees		
Other Consulting Fees		
Permits and Licenses		
Construction Administration fees		
Other Soft Costs		
Design Contingency (_____ %)		
Other Project Costs		SEE APPENDIX A
TOTAL PROJECT COSTS		SEE APPENDIX A

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SECTION H: ADDITIONAL CURATOR EXPENSES

The Resident Curator Program uses a formula to derive the curator's lease length, which takes into account the additional anticipated expenses that the curator will incur each year.

Credited Annual Maintenance Costs

The cost of ongoing maintenance of the property will be factored into the calculation of lease length to credit the curator for these expenses.

Maintenance items include but not limited to: grounds maintenance, gutter cleaning, roof repairs/replacement, repointing, maintaining/replacing mechanical systems, etc. See "Maintenance Guidelines and Checklist" which outlines the annual and cyclical maintenance expectations of the curator.

While these costs may vary each year depending on the needs and conditions of the property, the Resident Curator Program establishes a dollar amount to use in its lease formula beginning with industry standards which advise on setting aside one percent of the property's value for annual property maintenance. This calculation may then be adjusted to reflect previous maintenance costs for the property. While curators are not expected to bear this cost annually, this formula ensures that if any big ticket item requires maintenance, the curator will have the funding available.

2013 Historic Replacement Value	Multiply the Historical Replacement Value by 1%	Total Annual Maintenance Expense
\$730,000	1%	\$7,300.00

Estimated Annual Occupancy/Management Costs

The curator can anticipate annual occupancy and management costs to include: utilities, any additional required liability insurance, legal fees, public benefit component, pro-rated property taxes, etc.

The dollar amounts used in the following table were calculated using previous utility bills and a Department of Tax Administration tax assessment for the farmhouse and one acre of leased property.

* Fairfax Water: \$1,055.84, Columbia Gas: \$1,172.15, Dominion Energy: \$123.49, taken from FY2018 Utility Expenses. Property vacant during this time.

Utilities*	\$2,351.48
Real Estate Taxes	\$6,090.82
Other Miscellaneous Expenses	\$ 746
Total Estimated Annual Occupancy and Management Costs	\$9,188.30

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Total Estimated Annual Maintenance Phase Costs

Annual Estimated Maintenance Costs	\$7,300.00
Total Estimated Annual Occupancy and Management Costs	\$9,188.30
Total Estimated Annual Maintenance Phase Costs	\$16,488.30

Section I : Lease Term will demonstrate how these two annual costs are factored into the Resident Curator Program's lease length calculation to the credit of the curator.

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SECTION I: LEASE TERM

According to the Park Authority's Enabling Legislation, FCPA must establish a Fair Market Rental Value (FMRV) for the property. For the purposes of this solicitation, FCPA is establishing a rent value of \$33,000 per annum for the length of the base term, as determined by an independent appraiser. The length of the lease term will be determined based upon the following:

- Annual Fair Market Rental Value (FMRV)
- Rehabilitation Project Costs
- Credited Annual Maintenance Costs: Including, but not limited to: grounds maintenance, gutter cleaning, roof repairs/replacement, repointing, maintaining/replacing mechanical systems, etc. (See "Maintenance Guidelines and Checklist")
- Estimated Annual Occupancy and Management Costs: includes utilities, insurance, legal fees, public benefit component; prorated property taxes, etc.

Formula for Estimating Lease Length

Annual Fair Market Rental Value *minus* Credited Annual Maintenance Costs *minus* Estimated Annual Occupancy and Management Costs *equals* Adjusted Annual Fair Market Rental Value.

Total Rehabilitation Project Costs *divided by* Adjusted Annual Fair Market Rental Value *equals* Estimated Lease Term, in years.

The Credited Annual Maintenance costs and the Estimated Annual Occupancy and Management Costs are used to lower the Annual Fair Market Rental Value, which thereby increases the years of the lease, offering a nice benefit to the curator.

	Annual	Total
Rehabilitation Project Costs Provided by Applicant (Total Project Costs, see Section G)		\$412,417
Annual Fair Market Rental Value (FMRV)	\$33,000	
Credited Annual Maintenance Costs (see Section H)	\$7,300.00	
Estimated Annual Occupancy & Management Costs (see Section H)	\$9,188.30	
Adjusted Annual FMRV	\$16,511.70	
Rehabilitation Project Costs /Adjusted FMRV = Estimated Length of Lease, or Lease Term, in years	24.98	

Insert the estimated cost of your rehabilitation plan into this formula and state the estimated lease term. Please describe any considerations that you wish for FCPA to make in the negotiation of the lease term.

Estimated Lease Term, in years 25

APPENDIX A

RESIDENT CURATOR PROGRAM:
ELLMORE FARMHOUSE APPLICATION FOR


SECTION C: PROPOSED USE (PAGE 4)

- Our proposed use of the Ellmore farmhouse would be as a primary residence for our family.
- Our goal would be to rehabilitate this house to provide a suitable living space for our family of 6 while preserving the historic characteristics. Our rehabilitation would allow this house to be used as a primary residence for decades to come.
- 4-H Clubs- Our kids are involved in a couple [REDACTED] County 4-H Clubs, as we currently reside in [REDACTED] County. We plan to have our kids join 4-H Clubs in Fairfax and possibly start a new club or two (Ideas for new clubs include: gardening/foraging, sewing, cooking, shooting/archery, etc). This adds to the historic context and heritage associated with the Ellmore Farmhouse, as the children of both the Ellmore family and the Smith family were very active members of 4-H during their time in the home. This would give more opportunities for kids to experience the Farm and the way that children learned and worked in the early times of this Farmhouse.
- Plan to host play-dates in the Ellmore Farmhouse and the surrounding farm. We are part of mom's groups both from our church and school that visit Frying Pan Farm Park frequently and we would love to welcome them into the home.
- Host meeting of parents from [REDACTED] School (in McLean, VA). Parents meet quarterly in families' homes. This would be a wonderful opportunity to have families in the home to appreciate the historical significance of the home and surrounding farm property.
- Host widows and their children. The Ellmore Farmhouse was built for Ms. Ellmore and her children. While we have long had a passion to care for young widows, it seems appropriate that this home's humble beginnings were in support of Ms. Ellmore, who herself was a widow with young children. We would continue hosting widows and their children for meals and family experiences. Inviting them in the home for a time to enjoy nature and escape their daily responsibilities.

SECTION D: PUBLIC BENEFIT (PAGE 6)

- The main public benefit will be the preservation of this historic farmhouse so that it may be enjoyed by generations to come.
- Although this would be our primary residence we would be happy to host an open house at least twice a year. One of those open houses would most likely coincide with the Fairfax County 4-H Fair that is held at Frying Pan Farm Park.
- We would be willing to host 4-H meetings in the Ellmore Farm house.
- We would host groups of parents from [REDACTED] School (McLean, VA) for dinners and meetings.
- Host groups of preschool and school aged kids with their parents to enjoy the home and surrounding Frying Pan Farm Park.
- Have a visitor's book with Information and photographs about the Ellmore Farmhouse and the its history. This would be updated as we work on the home. We would encourage visitors to log their visit in the guest's pages.
- Host knitting and crocheting groups of adults and kids. Three of our four children can knit, cross stitch, and sew by hand. This is something we'd enjoy sharing in our home, with the possibility for a new 4-H Club.
- Host widows and their young children at least once a month in the home. This would include dinner and time for the children to explore the surrounding area of the home.

SECTION E: REHABILITATION PHASE (PAGE 7)

We agree with both the Historic Structure Report and Treatment Plan and the Mechanical, Electrical and Plumbing Assessment. Our plan is to complete all the required improvements defined in those documents within the first 5 years along with the Proposed Alternates or Amendments to Required Improvements. A lot of the work will be completed by myself; however, we will seek professional help for the foundation work, major electrical, HVAC, and major plumbing.

General Schedule

Year 1

- Consult with Foundation Specialist about displaced foundation wall bowing inward on northwest façade and repair cracks in parge coating on foundation
- Replace missing rafter supports in attic
- Secure building envelope to prevent moisture infiltration
 - Reinstall disconnected downspouts and clean and repair gutters
 - Reinstall missing exterior light fixture
 - Perform insect and pest control measures
 - Seal around penetrations through siding
 - Remove any unwanted vegetation
 - Reattach any siding and trim
- Inspect brick and survey chimneys
- Renovate main level bathroom (Room 105)
- Consult with Electrician and HVAC Specialist about installing central air or ductless mini-splits
- Consult with Plumber about rerouting water supply line away from sanitary sewer piping
- Replace water heater
- Remove all carpeting and linoleum and assess condition of flooring
- Install a non-permanent shed on the northeast side of the house for tools and equipment since there is not a garage or existing shed.

Years 2-3

- Install Dehumidifier in basement
- Convert Room 204 into two bathrooms and laundry room
 - Master Bathroom accessible from Room 209
 - Expand powder room (Room 211) to full bath accessible from Hall 200 thru door D209
 - Add Laundry room accessible from Hall 200 thru door D204
- Renovate Kitchen in 1940/50's style (floor, cabinets, countertops and appliances)
- Repair/repaint front porch and back deck

Years 4-5

- Remove staircase and infill second story flooring and convert to hall closet accessible from Hall 200 and bedroom closet from Room 203
- Remove wall covering staircase handrail/banister and replace handrail/banister
- Repair and/or replace interior doors and repair/plaint interior walls
- Repair/refinish hardware flooring as required
- Reinsulate Attic
- Remove and repoint deteriorated mortar at historic stone, CMU and brick in cellar and chimney locations
- Replace missing hardware with materials appropriate of the historic time period
- If approved, install three board fence (similar to existing fences on Frying Pan Farm) around property
- If approved, build raised beds for vegetable and flower garden

SECTION E: PROPOSED ALTERNATIVES OR AMENDMENTS TO REQUIRED IMPROVEMENTS (PAGE 8)

- Convert the second floor offices (Room 209 and 210) to a Master bedroom suite. Keeping the dividing wall.
- Convert the Second floor bedroom (Room 204) into a Master bathroom accessible from Room 209 and a laundry room accessible from the Hall 200. Expand the existing powder room (Room 211) into Room 204 to make it a full bathroom.
- Remove the stairwell (D205) and convert it to a closet for Room 203 and a hall closet for Hall 200.
- Possibly restore the original passageway/landing at the top of the stairs on the second floor. This is currently closet 207.
- If the laundry is moved upstairs we would use the current laundry room as a pantry/butler's pantry. The plumbing would remain in the walls and possibly be used for coffee pot and/or ice maker. There is currently an ice maker in the kitchen, while we like to update that appliance, its existence would be updated and moved into the pantry.
- We would like to have a small produce garden.
- We would like to have a cut flower garden. Both the produce and flowers would be planted in raised beds.
- We would like to build a fence, similar to the fences throughout Frying Pan Farm Park, around the property's border. This would have a dual purpose of safety for patrons of FPPF, so that children are not allowed to wonder into our garden area with plants and tools, and to provide some privacy for our family and allow our children an area to play.
- Replace all flat interior doors with 4 panel doors, similar to the original doors.
- Install a non-permanent shed on the northeast side of the house for tools and equipment since there is not a garage or existing shed.

SECTION F: EXPERIENCE AND QUALIFICATIONS

APPLICANT'S GENERAL QUALIFICATIONS (PAGE 12)

I consider myself a well-educated and experienced Do-It-Yourself'r (DIY). When I was 10 years old, my family moved to Houston, TX and bought a house that required significant remodeling. Over the next decade my dad took this opportunity to teach me and my two brothers how to do almost any work on the house. We completed gutted the kitchen, installed tile flooring, built and installed custom cabinets and custom Formica countertops. One of our bigger, more tedious jobs, was removing all the latex paint that the previous owner had improperly painted over oil base paint on all the trim and molding pieces throughout the entire house. I learned how to both remove and install wall paper, install and/or repair drywall, install molding, caulk and paint. During this time I also learned the basics of doing electrical work and plumbing. In my teen years, I was able to use these skill to do odd jobs around the neighborhood.

Many years later, in 2006, my wife and I bought our first house in [REDACTED] where we currently live. Although we bought our house as new construction, there were multiple projects that I have personally done on the house.

These projects include:

- Building a 20'x16' raised deck off the 2nd story main level of our town home (SEE FIGURE 1 AND 2)
- Building a full walk-in pantry in the kitchen including framing the walls, running electrical to the new wall to support multiple wall plugs, installing the drywall, framing and installing a bi-fold door, installing matching trim (baseboards, toe molding, and door casing), caulking and painting. (SEE FIGURE 3)
- Framing and installing a door at the top of the stairs going down to the basement
- Adding multiple can lights to the kitchen post construction
- Adding a second washer/dryer hookup in the basement including running hot and cold water lines, running additional 220V and 110V lines, and installing a new dryer vent line
- Adding a full house steam humidification system to the HVAC system
- Removing all the carpet on the 3rd floor and installing engineered hardwood floors
- Adding various trim throughout the house including, baseboard and toe molding, door casing, chair rail molding, picture frame molding and crown molding (SEE FIGURE 4)
- Installing multiple ceiling fans throughout the house
- Adding multiple florescent light fixtures to the garage
- Running coax and Cat 5 lines post construction
- Installing cabinets and counter tops in the basement

Maintenance Items include:

- Replaced HVAC components (A/C compressor fan/motor, A/C capacitors) for our house and multiple neighbors
- Replaced hot water heater
- Replaced microwave
- Replaced garbage disposal

I am confident in my ability to do a lot of the rehabilitation work myself and do it correctly. I also know my limitations and will seek more professional labor when required.

APPLICANT'S GENERAL QUALIFICATIONS (PAGE 12) CONTINUED



Figure 1: SECOND STORY DECK



Figure 2: SECOND STORY DECK

APPLICANT'S GENERAL QUALIFICATIONS (PAGE 12) CONTINUED

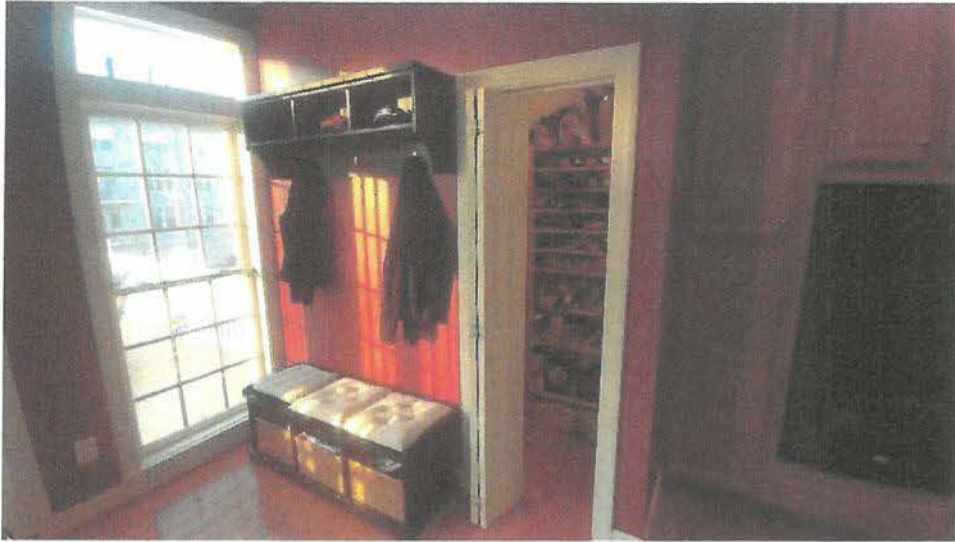


Figure 3: PANTRY



Figure 4: EXAMPLE OF CUSTOM TRIM

SECTION G: ESTIMATED PROJECT COST (PAGE 18)

We are willing to accept the rehabilitation cost estimates as defined in the Condition and Treatment Report prepared by WJE and the MEP Assessment prepared by Shaffer, Wilson, Sarver & Gray, P.C. The following costs are in addition to the aforementioned estimates.

- Kitchen Renovation: \$50,000
- Conversion of Laundry Room to Pantry/Butler's Pantry: \$5,000
- Conversion of Room 204 and 211 to Master Bathroom, Full hall bathroom and Laundry room: \$50,000
- Fence: \$10,000

WJE Report: \$185,711

MEP Report: \$111,706

Additional Items: \$115,000

Total Estimated Project Cost: \$412,417