

Lawrence J. Hogan, Jr., Governor  
Boyd K. Rutherford, Lt. Governor

Mark J. Belton, Secretary  
Joanne Throwe, Deputy Secretary



## Request for Proposals for the Curatorship of:



**Baxter Farm**  
827 Park Mills Rd.  
Dickerson, Frederick County, Maryland  
Monocacy NRMA

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Maryland Department of Natural Resources  
Resident-Curatorship Program  
Peter Morrill, Curatorship Program Manager  
August, 2016

## PURPOSE

**The Maryland Resident Curatorship Program** secures private funding and labor for the restoration and maintenance of historic properties owned by the Maryland Department of Natural Resources (DNR). In exchange for restoring a Curatorship property, maintaining it, and periodically sharing the property with the public, Curators receive the right to lifetime tenancy.

Curators can be private individuals or organizations. On average, the program requires proposals to represent approximately \$175,000 worth of improvements to the property, which must be completed within five to seven years. Certain properties may require greater investment.

Resident Curatorships provide a method for ensuring the long-term preservation of historic buildings at no cost to the State of Maryland. The Department of Natural Resources pioneered this program in 1982 and currently has about 50 Curatorships statewide. Our well-developed procedures provide a model for initiating similar programs in other states. To date, curators have contributed over \$12 million worth of improvements to these publicly-owned historic structures.

*See "FAQ Section" for more details on program and policies, or visit our webpage at*

*<http://dnr.maryland.gov/land/Pages/Stewardship/Resident-Curatorship-Program.aspx>*



Quarry Master's House before and after.

Mark Odell

## Baxter Farm Monocacy NRMA

### History of Property

The Baxter Farm is situated on a property assembled by John Stone Marlow in 1813 which he referred to as "Locust Bottom." The property was soon sold to a Nicholas Clopper, who in turn sold it to Jason Phillips in 1817. The current residence was likely constructed by either Mr. Clopper or Mr. Phillips in the first quarter of the 19th century. The structure remained a simple four room brick dwelling until the late 19th century when the property was purchased by James C. Clarke. It was at this time that a large, brick, side hall addition was added to the house. Other improvements were also made to the farm complex including the construction of a substantial bank barn. The property was purchased by DNR in 1975 and is now included as a part of Monocacy NRMA.



## Baxter Farm Monocacy NRMA

### Description of Property

The Baxter Farmhouse was primarily constructed at two distinct periods although there are a number of other small additions/alterations which occurred over time. The main house contains four bedrooms, 1 Bath, renovated kitchen and a good deal of it's historic details and trim. Just to the southwest of the house is a 19th century brick spring house complete with a 20th century windmill. Just past the spring house is a 20th century garage and apartment containing a living room, kitchen, bath and two bed rooms. North of the house is the main barn complex made up of a large forebay barn and corn-crib/tractor shed.

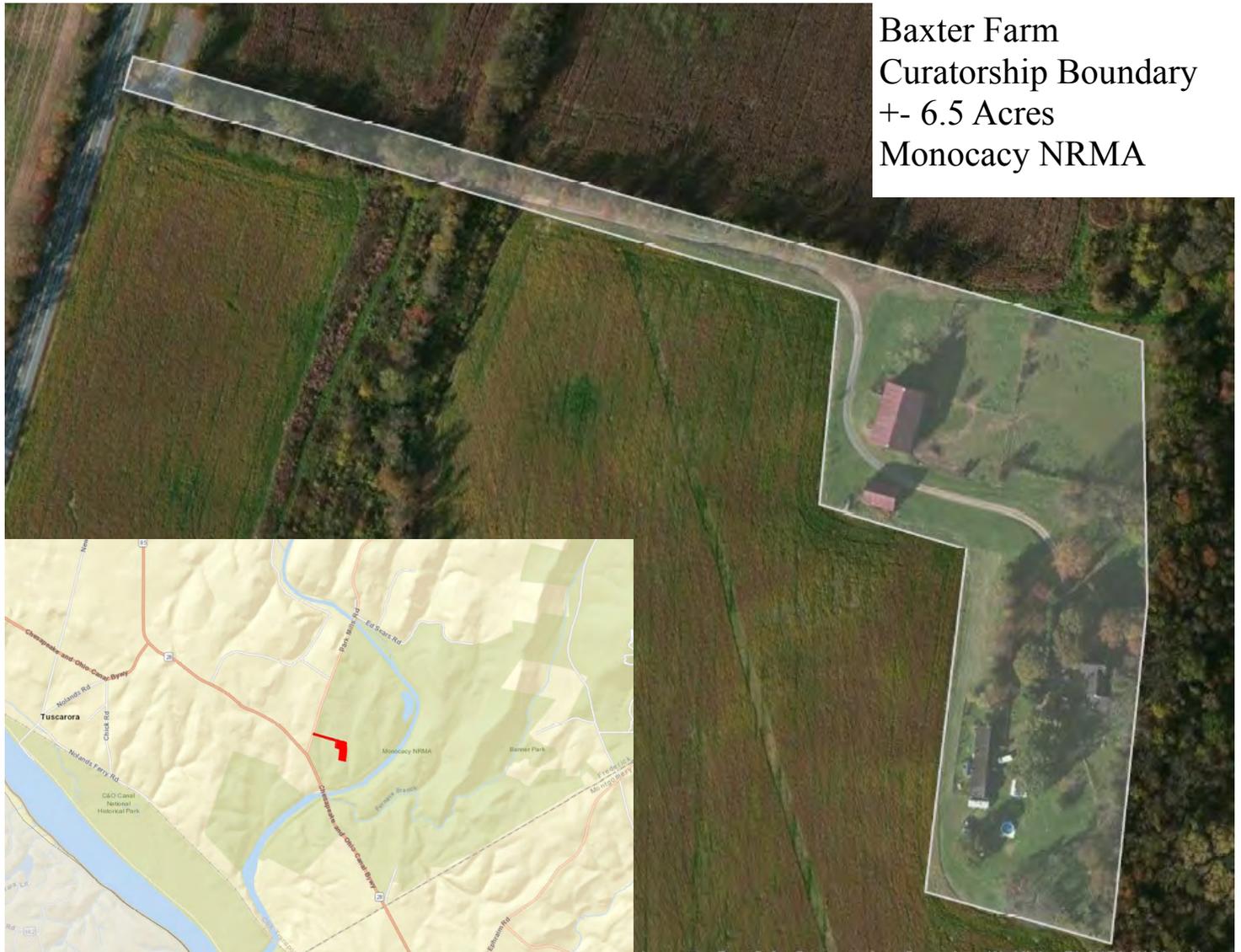


Baxter Farm  
Monocacy NRMA



# Baxter Farm Monocacy NRMA

Map of the vicinity



Baxter Farm  
Curatorship Boundary  
+- 6.5 Acres  
Monocacy NRMA

# Resident-Curatorship Program

## FREQUENTLY ASKED QUESTIONS

### **Why does DNR have this program?**

The short answer is that the DNR, which oversees more than 500,000 acres and thousands of structures across the state, owns more historical buildings than it can use or maintain. Instead of letting these important historic buildings disappear forever, the agency tries to find creative partnerships that will allow them to be restored and give them a new life.

### **Who benefits from Resident-Curatorships?**

Curators, DNR, and the public all benefit from resident-curatorships. Through restoration, elements of Maryland's historical and architectural heritage are preserved for the benefit of residents and visitors alike. As long as curators adhere to the Curatorship Agreement, they are able to reside in a historic house for their lifetime.

### **How often are Resident-Curatorship offerings made?**

While the frequency of offerings is unpredictable, generally, there is one offering each year.

### **Can a Curatorship property be used for commercial or non-profit purposes?**

*Yes!* DNR will consider proposals for leases from commercial or non-profit entities to utilize the historic buildings provided the use does not conflict with the mission of DNR public lands.

### **What does DNR look for in a curator?**

DNR seeks people or organizations who are committed to historic preservation, who want to live in a historic house located within protected land, and have the skills, knowledge, interest, and financial means to restore a piece of Maryland's history.

### **How do you apply?**

Interested parties submit a cover letter, resume, financial disclosure statement, and schedule of work to the Manager of Curatorships and Cultural Resources. Specific information on the proposal can be found under the "Preparing Proposals" section.

### **How long does the application process take?**

The initial review of proposals by a committee can take three months. After a winning proposal is selected, the process from proposal to final approval by the Maryland Board of Public Works can take 6 months to 1 year. During this time, preliminary work on the Curatorship may be permitted under a Right of Entry Agreement.

**Can I move right in?**

No. Curators cannot take up residence until the property has passed lead paint testing. Passage of the test may require the complete repainting of the interior and exterior of the house at the expense of the curator. DNR may require inspections, such as electrical, plumbing, and septic before tenancy is permitted.

**How long do I have to complete the restoration? How much does it cost?**

The cost varies according to the size and restoration needs of the house. However, DNR expects a curator to spend not less than \$175,000 over the 7 year restoration period. Some of the cost can be in the form of your own "sweat equity". On-going maintenance expenses after the restoration would be a separate expense. Some properties might require a greater investment.

**Do I have to pay rent or property taxes? Who pays for the utilities?**

Curators are responsible for all utilities and fees, but do not pay rent to DNR. Property taxes are determined by the county and, if assessed, are the responsibility of curators.

**The old wood siding and wood windows are too expensive to paint. Can I replace them with vinyl or install brand new windows?**

Curators must adhere to historic preservation standards. Whenever possible, the original materials must be restored. Installing vinyl siding or replacing the windows is generally not permitted.

**What if I want to replace the windows or build a garage?**

Curators must receive permission prior to any making any material changes to the building or land. Proposals are reviewed for a variety of factors, including its aesthetic qualities and its impact on the historic resource. An environmental assessment and a determination of its impact on the park and the natural resources are also considered.

**A storm hits and several trees are down and blocking my driveway. Will the State remove them?**

Curators are responsible for maintenance of the house, outbuildings, and the land on the curatorship. If trees come down, or the driveway needs resurfacing, curators are financially responsible.

**The roof is leaking. Who pays for its replacement?**

Curators pay for all restoration and ongoing maintenance costs for the house, outbuildings, and grounds.

**Can I get a home improvement loan to help restore the house?**

Since curators don't own the house, they may not qualify for such loans. However, it's possible other loans, grants, etc., would be available through local historic preservation entities.

**I've been transferred out of state. Can I sublet the house?**

Subletting is generally not permitted under the lease agreement. If the Curatorship has been fully restored, the Agency may agree to sublet the property on behalf of the Curator, giving them the option to return to the property at a later time and resume their responsibilities as Curators.

**I spent a lot of money installing a new kitchen. Who owns the sink?**

All permanent fixtures and improvements; the kitchen sink, dishwasher, stove, furnace, etc. become the property of the State of Maryland once they are installed in the curatorship premises.

**I want to clear part of the woods. Do I need permission?**

The Department of Natural Resources is obligated to ensure that all work within State Parks, Wildlife Management Areas, Forests, and/or Natural Resource Areas meets state and federal regulations. Because of potential damage to endangered species, water quality, or archaeological artifacts..... any excavation, land clearing, or removal of trees, shrubs, grass, etc. needs prior approval by DNR. Likewise, if you want to plant trees or shrubs, or tackle any project outside the scope of your Curatorship Agreement, review and approval is required. When in doubt, ask the Manager of Curatorships!

**Do I have to open the house to the public? Can people just walk right in at any time?**

We do require that all curatorship houses be open 3 times a year to the general public in consultation with DNR. Since curatorship houses are on state park land, occasionally people will incorrectly assume the house is open all the time. Curators are stewards of taxpayer resources and should be prepared for the inevitable hiker who walks around the house, not knowing that the area isn't generally open for public use.

**The curatorship is granted for life. Can I transfer it to my children?**

No. The Curatorship ceases at the death or resignation of the curators. It cannot be transferred.

**When I retire, can I sell the rights to live in the house to help pay for my retirement?**

No. Curators have no financial interest in the property. They are advised to take this into consideration when planning for retirement.

*While every effort is made to keep this fact sheet up-to-date, it is meant to be advisory only. Rules and regulations are subject to change.*

## WHAT ARE HISTORIC PRESERVATION STANDARDS? The Secretary of the Interior's Standards for Rehabilitation

**The restoration, rehabilitation, and on-going maintenance of Grove Farm and other curatorships must adhere to historic preservation standards. DNR relies on The Secretary of the Interior's Standards for Rehabilitation, which is the most widely accepted standard in the field. See: <http://www.nps.gov/history/hps/TPS/tax/rhb/stand.htm>**

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The Standards (U.S. Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## Mission and Goals of the Maryland Park Service

Because Baxter Farm is located within the boundaries of Monocacy NRMA, it is important that potential applicants are cognizant of the mission of the Maryland Park Service and tailor their proposal to be compatible with this mission.

### **Our Mission**

**The mission of the Maryland Park Service is to manage the natural, cultural, historical and recreational resources to provide the best use for the benefit of people.**



## PREPARING & SUBMITTING PROPOSALS

**Curatorship Proposals take the form of a comprehensive document consisting of the following:**

**Cover Letter:** Describe your general plans for the property, your experience, and why you are interested in the Resident-Curatorship program. In addition, describe how your proposed plan benefits the public, and how it fits into the mission of the Maryland Park Service.

**Resume(s):** Insert a resume for each prospective curator. Information about, and photographs of, previous related projects may be included. You may also submit information about any consultants, contractors, suppliers, or workers you plan to use.

**Financial Disclosure Statement:** These forms are available from our program website or from any bank or lending institution. **In addition to this form,** provide a written statement indicating how you plan on financing your proposed restoration of the property.

**The Schedule of Restoration:** Provide a task-by-task breakdown, with cost estimates, of each phase of the proposed restoration, showing which tasks are to be accomplished in each year (up to seven years) of the project. There is no set format for the Schedule of Restoration, as applicants should develop their own thorough and logical schedule. Drawings and plans are encouraged. Additions and alterations to surviving historic fabric are strongly discouraged, and all work must conform to the Secretary of the Interiors Standards for Rehabilitation.

**Completed proposals are to be submitted to:**

Manager of Curatorships  
Land Acquisition and Planning  
Maryland Department of Natural Resources  
Tawes State Office Building, E-4  
580 Taylor Ave.  
Annapolis, MD 21401  
Land Acquisition and Planning Unit

All materials submitted become the property of DNR and will not be returned.

DNR reserves the right to reject any and all proposals and to withdraw this RFP at any time

For more information, call 410-260-8457.



For more information, contact:

Manager of Curatorships  
Maryland Department of Natural Resources  
Tawes State Office Building  
580 Taylor Avenue, E-4  
Annapolis, MD 21401  
410-260-8412  
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