

## Lord-Higel House Steps to Opening Checklist

To get the Lord-Higel House from its present condition to open to the public can be achieved in five phases. Each phase is not entirely dependent on another and other actions can overlap; for example, phases 3 and 4 may have some overlap as well as phases 4 and 5. For each phase, the responsible party is highlighted with a different color: **Venice Heritage**, **City of Venice**, or **Both**.

X= Completed

\*= In Process

### Phase I – Planning

- X Complete storm water plan for parking lot and Lord-Higel House approved by Southwest Florida Water Management District.
- X Integrate storm water plan into site and development plan.
- X Have storm shutters installed.
- ☐ Minor repairs to exterior.
- ☐ Obtain cost estimate for building ADA ramp.
- ☐ Research needs and get cost estimates for exterior restroom and storage facility; update site and development plan as necessary.
- ☐ Develop a budget for the project
- X Raise necessary remaining funds.

### Phase II – Review

- X Submit revised site and development plan to planning department.
- ☐ Research, write, and design historic panels for ADA ramp.
- X Review of site and development by department and technical review committee.
- \* Revise plan if necessary and forward to planning commission for approval.

### Phase III – Construction

- ☐ Complete parking lot.
- ☐ Complete construction: ADA ramp, sidewalks, exterior restrooms, lighting and utilities.
- ☐ Obtain bids for insulation and install.
- ☐ Obtain estimates for HVAC and install.
- \* Coordinate with IT for security, telephones, and computers.
- ☐ Plan and implement restoration of interior.
- ☐ Work with City and Venice Garden Club on landscaping.

### Phase IV – Exhibits and Operations

- Budget/fundraise for exhibit design services and put out to bid.
- ☐ Create and have approved a Memorandum of Agreement between VHI and COV over operation of the Lord-Higel House.
- ☐ Write an Operation Plan for the Lord-Higel House.

- Research and design interior and exterior exhibits.
- Build interior and exterior exhibits.

#### Phase V – Opening

- Plan Opening
- Promote opening.
- Cut the ribbon!