



## THE COMMISSIONERS OF ST. MICHAELS

SETTLED 1670-1680

300 MILL STREET

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ST. MICHAELS, MD 21663

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### *Purpose*

The Town of St. Michaels is requesting proposals from planning consultants to lead the preparation and adoption of a comprehensive rewrite to zoning and development code(s) of St. Michaels, Maryland to implement the goals of the 2015 Comprehensive Plan; update codes to meet requirements of the State of Maryland; consolidate and simplify zoning requirements and approvals; and encourage small town development consistent with the historic character of the Town. The Town has already completed a comprehensive mapping update in the Town following the 2015 Comprehensive Plan.

### *Overview*

The Town of St. Michaels was laid out as a community by James Braddock in the late 1770s around a central square and the Town was incorporated in 1804. The population of St. Michaels per the 2010 Census was 1,029 people, 509 households, and 281 families and a density of 894.8 inhabitants per square mile. Of the 1,029 residents, approximately 47% of that population are part time residents. With tourism as the primary industry in St. Michaels, the Town can experience temporary populations of upwards of 10,000 people during special events. The Town of St. Michaels is bound by water to the east and west, conserved or developed land to the north and south in Talbot County with little area for growth. Thus, infill and redevelopment are the primary growth occurrences in the Town. The Town's zoning code is outdated to the historic pattern and future needs of St. Michaels.

The Town's zoning code was adopted by the Commissioners of St. Michaels on December 9, 1975, and has been updated sporadically over the years to accommodate development, changes in planning standards, or other partial amendments as stakeholders requested. The Town's zoning code has not been comprehensively reviewed or amended by a professional planner since its original adoption, and thus currently lacks consistency and clarity of zoning standards fitting of a small, historic town. Presently, the Town's zoning code is a suburban style zoning code that has been modified over time to fit a small, historic town.

The Town is looking to hire an experienced planning consultant to analyze the current zoning codes, collect resident and other stakeholder input, and provide input and context from other small, historic towns designed in a neoclassical pattern to provide a zoning code that can be

implemented in the Town of St. Michaels to achieve the long range planning goals for decades to come.

### *Goals*

The goals of the zoning rewrite may evolve through the project, but proposals should consider at a minimum:

1. Provisions to implement the goals of the Town's 2015 Comprehensive Plan.
2. Amendments to update the Code reflecting current federal and state requirements. The ordinance shall be legally defensible.
3. Determine the most appropriate zoning code style and format for the Town of St. Michaels considering cultural, historic, environmental, and economic impacts.
4. Develop provisions that are compatible with the historic character and context of St. Michaels.
5. Simplify and improve overall functionality of zoning standards including the elimination of conflicting and inconsistent provisions; clarifying requirements with graphics; and organizing requirements in appropriate sections of the Code.
6. Maintain and protect the scale, fabric, density and community context of existing buildings and uses.
7. Ensure that opportunities are available to retain and embrace commercial uses that provide goods and services to residents, add to the tourism experience, and attracts small business owners that contribute to the local economy.
8. Define all uses permitted in St. Michaels in a clear and concise method. The table of uses is currently inconsistent with the defined uses in the zoning code. Add any new definitions and uses that are suitable to St. Michaels. Determine whether uses currently permitted by right; conditional use; or special exception are still properly classified.
9. Provide regulations for mixed-uses and appropriate densities for commercial uses where appropriate.
10. Protect residential areas from adverse impacts of commercial uses.
11. Review and advise on appropriate densities in residential zones.
12. Review areas of the code such as setbacks, signage and parking requirements to provide regulations specific to St. Michaels.

13. Make zoning code user friendly and enhance consistency, predictability, and fairness of regulations in the Town.

### *Requirements*

The final requirements will be determined upon hiring of a planning consultant, but a scope of work should include:

1. Diagnosis of current zoning code. The consultant will provide a working summary of current deficiencies and discrepancies in the current code.
2. Incorporate the 2015 Comprehensive Plan. The consultant will incorporate the goals and policies of the 2015 Comprehensive Plan to ensure the new code will be consistent with the 10 year plan of the Town.
3. Public engagement. The consultant will conduct public engagement to obtain input and keep community stakeholders informed throughout the zoning code rewrite.
4. Evaluate the existing context and character of St. Michaels. The consultant will study the existing context and character of St. Michaels to determine the best methods for preserving the character of St. Michaels.
5. Determine future development potential. The consultant will incorporate planning practices that encourage development appropriate to the Town while encouraging innovative uses for the future of the Town.
6. Prepare documents. The consultant will prepare drafts of the zoning ordinance sufficient to the Town, including graphics, for review and adoption.
7. Work with the Town. Work with the Town Commissioners, Planning Commission, Board of Zoning Appeals, Historic District Commission, and/or an ad hoc committee during the update process.
8. Community outreach strategy. The consultant will provide a strategy to inform residents, businesses, developers and other stakeholders on changes within the adopted zoning code.

### *Proposal Submittal Requirements*

Proposals should include:

- Cover letter
- Statement of project understanding

- List and description of services to be provided including an estimate of the expected number of meetings and key meetings in the update process.
- A projected timeline, which should not exceed 18 months.
- Organization and distribution of work hours.
- References of similar projects completed during the past five years.
- Qualifications and credentials of the project team.
- Resume of proposed team members.
- At least 2 writing samples from zoning codes completed.
- Detailed fee schedule including a complete list of costs per task, costs per team member, expected reimbursable expenses and a total fee for the proposal.

#### *Deliverables*

Draft ordinances will be provided at benchmarks during the study period.

A finished ordinance will be clear and concise avoiding extensive legal and technical language.

The consultant will prepare a summary of the major changes in the final draft suitable for distribution to residents.

#### *Proposal Deadline*

**Proposals are due on or before Friday 1/12/2018 at 4:30pm EST to:**

**Town of St. Michaels  
Attention: Zoning Code Rewrite  
300 Mill Street  
PO Box 206  
St. Michaels, MD 21663**

#### *Information provided by the Town*

A copy of the Town Code of St. Michaels is available here: <https://ecode360.com/ST1595>, and a copy of the Town's Comprehensive Plan is available here: <http://townofstmichaels.com/wp-content/uploads/2016/01/2015-Comprehensive-Plan-adopted-web.pdf>.

The Town will provide additional background documents upon selection of consulting planner.

### *Evaluation Criteria*

The evaluation of submission will be done in accordance with the criteria and procedure defined herein. The Town may conduct interviews of finalist firms to better determine the best fit for St. Michaels. The Town shall contact the awarded planning consultant and offer contract within a timely manner. The Town reserves the right to reject any and all submittals. The following parameters will be used to evaluate submittals:

- Responsiveness of the submittal to RFP requirements.
- Basic knowledge of the Town and State of Maryland land use law.
- Understanding of the project and the objectives.
- Experience in similar projects dealing with updates to Planning and Zoning Code.
- Consensus building experience working with diverse communities.
- Necessary resources.
- Required skills and demonstrated capability.
- Cost estimate/range.

### *Questions*

Please direct questions regarding zoning rewrite to:

Sarah Abel  
Planning and Zoning Officer  
410-745-9535  
[sabel@townofstmichaels.com](mailto:sabel@townofstmichaels.com)