

BUILDING FEASIBILITY STUDY:

**TOWN OF ST. MICHAELS**  
**TOWN HALL STUDY**



PREPARED FOR:

**THE TOWN OF ST. MICHAELS**

Jean Weisman, Town Manager

St. Michaels, Maryland

12/28/2016



CROSBY &  
ASSOCIATES

The Town of St. Michaels decided that a study should be made on the condition and operational capabilities of the current Town Hall facility on Mill Street in St. Michaels. The purpose of this study was to determine the following about the existing building and the future of the St. Michaels Town Hall:

- What is the condition of the existing building including its physical and operational systems?
- Can the existing building be renovated to correct the deficiencies identified by this investigation?
- If renovation of the existing facility is not possible, what are the requirements for a new facility?
- What are the costs to construct a new facility if a new facility is needed?
- What are the site requirements of a new facility and will the new facility be developable on either of two sites identified as possible sites by the Town?

To answer these questions, the Town of St. Michaels engaged Crosby & Associates to work with the Town Manager, her team and the Feasibility Study Committee appointed by the Town of St. Michaels.

The Report documents the results of this study.

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The following is a report on the condition of the existing Town Hall and is a summary of the findings of the investigation of the facility by staff of Crosby & Associates, AIA, LLC.

#### A. INTRODUCTION AND PURPOSE

The following is a report on the operational and physical plant deficiencies that exist in the present St. Michaels Town Hall facility located at 300 Mill Street, St. Michaels, Maryland 21663. The purpose of this report is to identify deficiencies in the existing facility that compromise the current operational capabilities of the existing building that place limitations on the building's operations. These deficiencies were identified through a thorough inspection of the facility, interviews with current employees and a comparative analysis of the existing facility with current best practices for town hall facilities. The physical deficiencies associated with the current building were identified through a visual inspection of the building as part of the deficiency identification process and a comparative analysis of the existing facility with current building, fire and ADA code regulations. One area of the existing building that was not investigated was the crawl space since mold was discovered in the space and mold remediation efforts were not completed. A complete building inspection of the existing building, however, was not within the scope of this project

#### B. CODES & STANDARDS

This report and its conclusions were based on design and operational best

practices standards provided by the following agencies, codes and research reporting organizations:

- International Building Code, 2015
- International Existing Building Code 2015
- International Energy Code, 2015
- International Fire Code, 2015
- NFPA, 2010
- Americans with Disabilities Act Code Standards, 2010
- Critical Area Regulations, MD Department of Natural Resources, 2012

The physical plant deficiencies were identified both in list form and on the building floor plans. The operational deficiencies were identified by the inspection of the building by the design team and interviews with the current staff of the building and the current Director of Public Works for the Town of St. Michaels.

#### C. PHYSICAL DEFICIENCIES

The inspection of the physical condition of the existing building was performed through a physical inspection of the structural system, building envelope system, finishes systems including floors, walls and ceilings, insulation systems and the existing Mechanical, Electrical, HVAC and Plumbing Systems. The results of this inspection have been reported by both a conditions listing sheet and a floor plan that denotes conditions and deficiencies on the first floor plan. Both are attached to this report for review.

The following conclusions are made as a result of this visual inspection:

- The existing wall, roof and foundation structural systems are in good condition. No serious defects were discovered as a result of this inspection. The existing floor structural system was found to have potentially serious defects as a result of damage found to multiple floor joists as a result of the mold inspection. Further study is needed of the floor structural system, once the mold has been remediated, by a licensed structural engineer.
- The existing building envelope systems, i.e. the roof system, the above and below grade exterior walls, the window and door systems and the insulation systems were found to be in need of corrective actions. The roof was found to be in good condition. Many of the exterior windows are in need of replacement. The extent of insulation existing in exterior walls could not be verified but where investigated, no wall insulation was discovered. The existing electrical system was found to have an undersized main service that should be replaced/upgraded and the HVAC system is not working properly and is in need of replacement.

The building interior finish systems were found to be in good condition with some materials in need of replacement as part of normal wear and tear maintenance.

- The most serious physical defects found in the building relate to the accessibility of all parts of the building by persons suffering from physical disabilities. The building is accessible by way of a compliant ramp at the entrance to the Council Meeting Room but not from other areas of the building. Additionally, multiple work areas in the building are at different levels and not accessible to anyone who is wheelchair bound. Many door openings are undersized and not compliant to the ADA code.

The most serious of the physical defects found in the current facility has been identified in a listing dated December 7, 2016 entitled **REPAIRS AND RENOVATION TASKS AND COSTS**. This documents is included in this section of the report.

Eleven items are identified as needing correction or replacement. Estimates of probable construction cost have been identified for each item. The total estimate of replacement/repair cost is \$233,150.00.

It should be noted that the existing building, fire or life safety codes do not require that most of these repairs to be made now. Only the damage to the existing floor

structural system must be corrected in accordance with existing building codes.

This report does recommend that the following items be corrected to make the existing building more cost effective to run and safer to operate:

- **STRUCTURAL REPAIRS – MAIN FLOOR SYSTEM**
- **WEATHERIZATION – CRAWL SPACE**
- **BUILDING SYSTEMS – HVAC SYSTEM**

The total estimated cost to complete the above would be approximately \$53,150.00.

#### D. OPERATIONAL DEFICIENCIES

The second part of the inspection of the existing building dealt with identifying operation deficiencies. Operational deficiencies are defined as defects that affect the proper operation of the building for its intended purpose. Some of these items are as follows:

- Lack of space needed for an operation or work effort.
- Improper organization of work/support spaces that can affect the delivery of services associated with the building's use.
- Design of individual work spaces or the lack of needed space to perform the duties of the employee efficiently.
- Lack of needed support space for optimal work efforts.
- Deficiencies in access to spaces, lack of privacy and or security of work space or work efforts.

The operational deficiencies were identified by visual inspection of the existing building by the design team and in-depth interviews with the current staff of the Town Hall.

As a result of the visual inspection the following deficiencies were identified:

- Uncontrolled access to the public of work spaces within the building.

- Access to individual spaces through work spaces. No dedicated corridors.
- Lack of privacy from one work space to another.
- Lack of needed conference and meeting rooms. Meetings with public confined to Lunch Room and Council meeting room.
- Printing room part of Lunch Room making printing during Lunch Room use difficult and disruptive.
- No meeting space for council when executive sessions needed.
- Insufficient storage space for records and lack of storage space for individual work tasks.
- Insufficient secured files space for financial or HR records storage.
- Lack of storage for chairs/tables and lack of overflow space for Council meetings.
- No weather control space at building entry points.

As a result of interviews with each of the employees, the following deficiencies were identified:

- Lack of privacy within the work space. This deficiency was identified as a problem by all of the current employees.
- Work surfaces and work spaces undersized for work tasks.
- No space to meet with and satisfy the needs of the general public.
- Lack of adequate individual files storage space.
- Access to printers and copying space should be more centralized.
- Sound transference from private spaces needs correction.
- Additional controls on the public's access to individual work spaces required.

These deficiencies are primarily due to the spatial layout of the building and the lack of adequate space within the building.

#### **E. DISCUSSION**

The physical deficiencies with the building will require investment by the Town to correct. While the existing building has been well maintained, the building's primary systems are now reaching the end of their useful life. The cost estimate provided in this report to correct the physical deficiencies identified is significant and equals the current assessed value of the building. Correcting all of the deficiencies in one phase will require the building to be vacated. In addition, if the work is done all at once, the building would be subject to the critical area regulations in force. This would require that the building be raised out of the floodplain and new foundations constructed for the building.

The operational deficiencies within the existing building can only be resolved by adding space to the building. Expanding the existing building can be done but will require a significant investment by the Town and require that current restrictions on the expansion of the building be waived.

The amount of space and type of space that needs to be added to the building are detailed in following sections of this report.

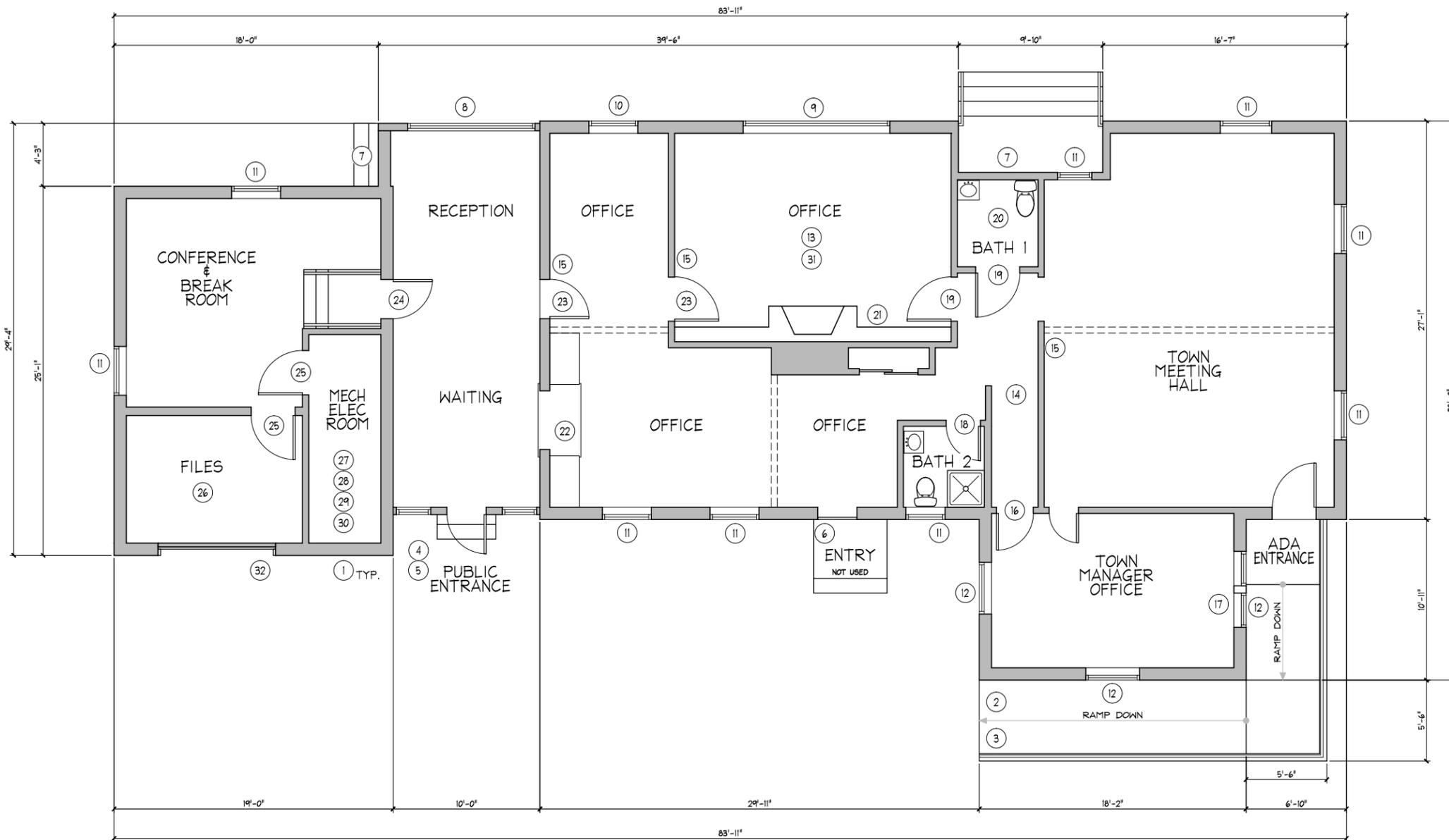
St. Michaels Town Office  
Facilities Assessment  
October 13, 2016

See drawing with identity tags to locate condition in building.

**EXTERIOR**

1. Brick exterior on wood stud framed walls. Brick and mortar in very good condition except as noted below.
2. Cracked bricks with portion of brick missing, mortar also cracked.
3. Accessible ramp to entry door in meeting hall. Brick faced sides in good condition, brick paved surface overall fair condition with some mortar joints and outside corner in poor condition. Top landing of ramp is less than 30" above grade.
4. Ramp width meets ADA minimum clear width requirements. Ramp slope appears compliant (not verified).
5. Ramp railings do not meet ADA requirements. No inside handrail & outside handrail does not provide a continuous graspable condition.
6. Painted wood trim & siding at gables / porch infill are in good condition, paint appears very good.
7. Primary public entry door to reception is wood with painted exterior and is in fair condition, showing signs of joinery failure due to moisture. Insulated glass seal is intact. Sidelights are wood casement windows with painted exterior and are in fair condition as are wood paneled knee walls below each window. Insulated glass seals are intact. Casement operation not tested.
8. Primary public entrance to reception is non-accessible entrance. Access is via brick steps, no landing at an out swing door, inadequate door width and non-graspable door hardware.
9. Wood casement windows with painted exterior are in very poor condition with extensive rot. Wood paneled knee wall below appear to be in fair condition (may have hidden decay due to condition of windows). Insulated glass seals are failing. Casement operation not tested.
10. Vinyl casement windows fair to poor condition with double pane glass, some of which are cracked. Casement operation not tested.
11. Painted wood double hung windows appear to be original to building and are in good condition. Glazing putty is solid and paint appears good. White finish aluminum storm windows properly installed and in good condition. Some accumulation of dirt / debris on sill behind storm windows.
12. 38" Hall being used to store extra tables.
13. Thermostat 60" above finished floor.
14. Door WD 2-6 x 6-8 transition strip to wood floor.
15. Wood Single glaze double storm windows good condition, need painting.
16. Built in casework either side of window and below needs paint.
17. Office has oak wood floor and wood walls.

18. Wood door flush 2-4 x 6-8
19. ¾ bath 5-6 X 5-6 tile finish with tile shower and tile wainscot 49" above finished floor.
20. Wood door 3-0 x 6-8, furniture encroaches into required door clearance.
21. Vinyl Casement sealed glass units failing and cracked.
22. Built in casework either side of brick fireplace, 12" deep
23. Wood door 3-0 x 6-8 furniture encroaches into required door clearance.
24. 24" deep service window case work.
25. Wood single glazed dual hung storm window in good condition.
26. Wood entry door, 2-8 x 6-8 blocked from use.
27. Thermostat 56" above finished floor.
28. Oak wood floor.
29. Carpet.
30. Wood Dutch door 2-8 x 6-8 exterior sill with aluminum threshold and 8" step down into adjacent room.
31. Casement vinyl in good condition.
32. Wood single glazed dual hung in good condition.
33. Brick floor with wood bead ceiling and brick walls. Wood infill with entry door casement each side. Door is fair to poor condition with insulated glass. Casement is wood clad with insulated glass in fair condition. Recessed lighting in sufficient numbers
34. No attic access in house or breezeway.
35. Wood Dutch door, 2-8 x 6-8, brick wall flush with carpet floor
36. Sheetrock in mechanical room has unprotected penetrations / holes.
37. Electric distribution has insufficient clearance in front of panels.



GROSS SQUARE FOOTAGE: 2,400

**1 AS-BUILT FLOOR PLAN**  
 A001 1/4" = 1'-0"  
 10/3/2016



**BUILDING ASSESSMENTS NOTES:**

REFERENCE NUMBER TAGS ON PLAN

**EXTERIOR**

1. Brick exterior on wood stud framed walls. Brick and mortar in very good condition except as noted below.
2. Cracked bricks with portion of brick missing, mortar also cracked, limited area near corner.
3. Accessible entrance into building is via ramp to Meeting Hall entry door.
  - a. Brick faced sides in good condition, brick paved surface overall fair condition with some mortar joints and outside corner in poor condition.
  - b. Ramp width meets ADA minimum clear width requirements. Ramp slope appears compliant (not verified).
  - c. Ramp railings do not meet ADA requirements. Railings are required on each side of ramp; railing on one side only. Handrail is not graspable in a continuous manner.
  - d. Top landing of ramp is less than 30" above grade, so quadrants are not required.
  - e. Steel door is 36" wide, meets ADA minimum clear width requirements. Round doorknob is non-accessible. Door does not have closer.
4. Primary public entry door to Reception is wood with painted exterior and is in fair condition, showing signs of joinery failure due to moisture. Insulated glass seal is intact. Sidelights are wood casement windows with painted exterior and are in fair condition as are wood paneled knee walls below each window. Insulated glass seals are intact. Casement operation not tested.
5. Primary public entrance to Reception is non-accessible entrance. Access is via brick steps, no landing at an out swing door, inadequate door width and round doorknob is non-accessible.
6. Building entrance not used. Door is in fair condition, 32" width, brick steps in good condition, concrete walkway is damaged with hole in surface.
7. Painted wood trim & siding at gables / porch infill are in good condition, paint appears very good.
8. Wood casement windows with painted exterior are in very poor condition with extensive rot. Wood paneled knee wall below appears to be in fair condition (may have hidden decay due to condition of windows). Insulated glass seals are failing. Casement operation not tested.
9. Vinyl casement windows fair to poor condition with double pane glass, some of which are cracked. Casement operation not tested.
10. Vinyl casement windows fair to good condition with double pane glass. Casement operation not tested.
11. Painted wood double hung windows appear to be original to building and are in good condition. Glazing putty is solid and paint appears good. White finish aluminum storm windows properly installed and in good condition.
12. Same as 9, except window needs painting.

**INTERIOR**

13. All interior doors have non-accessible round doorknobs.
14. Lack of storage is leading to hallway being used for storage.
15. Thermostat greater than 48" above finished floor, ADA requirement is maximum 48" high reach.
16. Wood door is 30" wide, non-accessible entrance to office.
17. Built-in casework either side of window and below needs painting.
18. Wood door is 28" wide, entrance to non-accessible bathroom. Fixture clearances are not to current building codes.
19. Wood door 36" wide, meets ADA minimum clear width requirements. Furniture layout encroaches into required accessible door clearance.
20. Accessible restroom. ADA compliant to obsolete standards, sink overlapping water-closet, maneuvering space is no longer ADA compliant.
21. 12" deep built-in casework either side of brick fireplace.
22. 24" deep cabinetry at service window. This service window fails to provide an accessible approach from either side.
23. Wood Dutch door is 32" wide, non-accessible route between work areas. Has 8" high step up from reception room into staff work area, non-building code & non-accessible compliant step.
24. Wood Dutch door is 32" wide, non-accessible route between work areas is via wood steps covered with carpet. Handrails are provided on both sides.
25. Steel door is 36" wide. Threshold is non-accessible. Fire rating not determined.
26. File storage is combination of fixed shelving along two walls and a rolling file system.
27. Sheetrock in mechanical room has unprotected penetrations / holes.
28. Electric distribution is through 200 Amp primary panel. This also feeds a 100 Amp sub-panel adjacent to the primary panel. The electric panels have insufficient clearance in front of panels due to mechanical room being used for storage.
29. Service access to attic located in mechanical room.
30. Heat is generated by oil-fired boiler. Cooling is generated by an outdoor condensing unit. An air-handler delivers heating and cooling to building via air ducts in the attic with ceiling registers. This air handler is connected to the boiler for heat and the outdoor condensing unit for cooling.
31. Crawlspace conditions are not included in this assessment.
32. Garage door not used, covered on inside with file storage shelves. Weatherization / security level not determined.

ARCHITECT  
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 Cambridge, MD 21613  
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I certify that these documents were prepared or approved by me, and that I am a duly licensed Architect under the laws of the State of MD. License number: MD-5220-A. Expiration date: 8/1/2017



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MUNICIPAL BUILDING  
**ST MICHAELS TOWN OFFICE**  
 300 MILL STREET  
 ST MICHAELS, MARYLAND 21663

REV #	REVISION	DATE

**EXISTING CONDITIONS FLOOR PLAN**

DRAWN BY: JL  
 REVISED BY:  
 PROJECT NUMBER: 0272016  
 SCALE: 1/4" = 1'-0"  
 ISSUE DATE: 1/3/2017  
 PROJECT STATUS: SD  
 DRAWING NUMBER:

**A001**



December 7, 2016

**ST. MICHAELS TOWN HALL  
PHASE I FEASIBILITY STUDY  
ESTIMATED CONSTRUCTION COSTS  
REPAIRS AND RENOVATIONS**

**REPAIRS AND RENOVATION TASKS AND COSTS**

The following repairs and renovations are now needed or will be needed within the next five years to maintain the proper operational status of the St. Michaels Town Hall. The items listed were defined as a result of an onsite inspection performed by the design team and input provided by the Owner.

- 1. BUILDING ENVELOPE – WINDOWS**
  - a. Replace all existing windows and storm sash with 2015 IEE Code
  - b. Window. Repair/replace trims, jambs and flashing as required
  - c. **TOTAL ESTIMATE COST** **\$28,500.00**
- 2. BUILDING ENVELOPE – CAULKING & SEALANTS**
  - a. Repair and replace all caulking and sealants around windows
  - b. and doors
  - c. **TOTAL ESTIMATED COST** **\$ 6,500.00**
- 3. BUILDING ENVELOPE – MASONRY WALLS**
  - a. Repair and repoint damaged masonry on exterior of
  - b. building
  - c. **TOTAL ESTIMATED COST** **\$ 2,750.00**
- 4. BUILDING ENVELOPE – INSULATION**
  - a. Provide code compliant floor, wall and ceiling insulation
  - b. **TOTAL ESTIMATED COST** **\$16,500.00**
- 5. ADA COMPLIANCE – DOORS AND HARDWARE**
  - a. Remove non-code compliant doors and door hardware on
  - b. Interior and exterior of building
  - c. **TOTAL ESTIMATED COST** **\$11,750.00**
- 6. ADA COMPLIANCE – REASONABLE ACCOMODATION**
  - a. Raise floor elevations in Lobby/Reception and Break Room/Files
  - b. Wing of building for reasonable accommodation for employees
  - c. **TOTAL ESTIMATED COST** **\$65,000.00**
- 7. ADA COMPLIANCE – MAIN ENTRY ACCESS**
  - a. Provide ramp access to main entrance with ramp and railings
  - b. **TOTAL ESTIMATED COST** **\$14,000.00**



**CROSBY &  
ASSOCIATES**

Architecture + Planning + Interiors + Product Design

<b>8. STRUCTURAL REPAIRS – MAIN FLOOR SYSTEM</b>	
a. Sister damaged floor joists with new floor joists (25% damage assumed)	
<b>b. TOTAL ESTIMATED COST</b>	<b>\$ 9,500.00</b>
<b>9. WEATHERIZATION – CRAWL SPACE</b>	
a. Install encapsulated crawl space system including seal sump pumps and	
b. Dehumidification system	
<b>c. TOTAL ESTIMATED COST</b>	<b>\$17,650.00</b>
<b>10. BUILDING SYSTEMS – HVAC SYSTEM</b>	
a. Install new VRF heating and cooling system throughout existing	
b. building. Install new building control system	
<b>c. TOTAL ESTIMATED COST</b>	<b>\$26,000.00</b>
<b>11. BUILDING MATERIALS &amp; FINISHES – REPLACE EXISTING FINISHES</b>	
Repair and replace damaged or worn interior floor, wall and ceiling	
finishes as required (Allowance)	
<b>TOTAL ESTIMATED COST</b>	<b><u>\$35,000.00</u></b>
<b>TOTAL OVERALL ESTIMATED COST</b>	<b>\$233,150.00</b>

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**The Preliminary Project Program** was created through in depth interviews with current department leadership and review of similar projects. This program was required both to identify the space needed for a new town hall and to identify the amount of space that would need to be added to the existing building to correct the operational deficiencies identified in previous sections of this report.

The preliminary program shows that if a new Town Hall were to be constructed a total of 3,269 square feet would be required. No space was added to meet future growth needs because the Town has determined that no additional employee positions would be required.

The program also identifies that the same amount of space would be required to address the current operational deficiencies. The existing building contains approximately 2,400 square feet of space. Therefore approximately 869 square feet would have to be added to the existing building. A preliminary floor plan was created to show how the building would be expanded and is included in this report.

The Project Program identifies each space to be constructed, the approximate size and square footage, what adjacencies are appropriate and details design notes to be included when the space is laid out in a physical plan.

All spaces identified are net areas. A 20% core factor is added to the space total to account for wall thickness and unaccounted for spaces.

**ST. MICHAELS TOWN HALL  
PRELIMINARY PROJECT PROGRAM**

ROOM NAME	FLOOR	SIZE (FT)	SQ. FT	ACCESS & ADJACENCIES	DESIGN NOTES
VESTIBULE	1	6X8	48	MAIN ENTRANCE. ACCESS TO LOBBY	
LOBBY/WAITING	1	8X10	80	ACCESS TO RECEPTION WINDOW AND BILL PAY WINDOS	HAVE A DOCUMENT SHELF AT PASS THRU WINDOW?
RECEPTION OFFICE (DOROTHY)	1	8X10	80	RECEPTION DESK WINDOW AND PRINTING	
INTERVIEW ROOM/CONFERENCE ROOM	1	12X12	144	DIRECT LOBBY ACCESS. ACCESS FROM ADMINISTRATION AREA.	SMALL CONFERENCE TABLE. MAXIMUM 6 PEOPLE.
PRINTING AREA	1	8X10	80	CENTRAL PRINTING AREA. STORAGE CABINETS	
TOILET 1	1	6x7	42	DIRECT ACCESS FROM LOBBY/CONFERENCE ROOM	HANDICAP ACCESSIBLE
CENTRAL FILES	1	12X18	216	CENTRALIZE AS POSSIBLE	REVIEW STORAGE AND SHELVING REEQUIREMENTS. HIGH DENSITY FILES
LUNCH ROOM	1	10X10	100	ADJACENT TO FILES AREA	COUNTER, SINK AND REFRIGERATOR.
JANITOR CLOSET	1	4X5	20	ADJACENT TO TOILET 1	FLOOR SINK AND MOP RACKS. PROVIDE OVERHEAD SHELVING.
MECHANICAL/ELECTRICAL	MEZZ	10X23	230	ABOVE GARAGE ADDITION	PULL DOWN STAIR ACCESS
ADMINISTRATION OFFICE (ZONING/HDC)	1	8X11	88	NEXT TO PLANNING DIRECTOR	FILES STORAGE-LAYOUT WORK SPACE
PLANNING DIRECTOR	1	9X11	99	ADJACENT TO ADMIN SUPPORT & CENTRAL FILES	DRAWING FILES & DOCUMENT FILES
TOURISM/MEDIA OFFICE	1	9X11	99	ACCESS TO TOWN MANAGER	LAYOUT AND COLLATION SPACE
TOILET 2	1	6X6	36	ADJACENT MEETING ROOM	HANDICAP ACCESSIBLE
COMMISSIONERS MEETING ROOM	1	20X25	500	EXTERIOR PUBLIC ACCESS	EXISTING MEETING ROOM
MEETING ROOM STORAGE	1	9X8	72	DIRECT ACCESS FROM METING ROOM	STORAGE FOR TABLES AND CHAIRS
CONFERENCE/BREAK OUT ROOM	1	11X16	176	FOLDING WALL BETWEEN MEETING ROOM	CONFERENCE TABLE & CHAIRS.
TOWN MANAGER OFFICE	1	11X16	176	ACCESS TO MEETING ROOM, BREAK OUT ROOMS & SECURED FILES	PROVIDE SHELVING. PROVIDE SEPARATE HVAC UNIT.
ADMINISTRATIVE CLERK	1	10X12	120	ADJACENT TO TOWN MANAGER	SECURED FILES AREA
SECURED FILES ROOM	1	6X11	66	ACCESS FROM CLERK & MANAGER	FILES AND SHELF STORAGE
TOILET 3	1	6X6	36	EXISTING	SOUNDPROOF WALLS/CEILING
WORK/PRINT AREA	1	8X11	88	ADJACENT TO CLERK OFFICE	PRINTERS/CABINETS & WORK STATION
FINANCE/PAYROLL OFFICE	1	10X12	120	ADJACENT TO BILL PAY WORK STATION	CABINETS, COUNTERTOPS AND OVERHEAD CABINETS. MICROWAVE SHELVING.
BILL PAYMENT WORK AREA	1	8X11	88	AT FRONT SERVICE WINDOW	
CORRIDOR	1	4X28	112	NEW CLOSED HALLWAY THROUGH OFFICE	
<b>TOTAL NET FLOOR SPACE</b>			<b>2,916</b>		
<b>TOTAL FIRST FLOOR SPACE</b>			<b>2,686</b>		
<b>TOTAL MEZZANINE FLOOR SPACE</b>			<b>230</b>		
<b>SHELL AND CORE</b>	20%	2,916	<b>583</b>	WALLS, HALLWAYS & CIRCULATION	
<b>TOTAL GROSS FIRST FLOOR SPACE</b>			<b>3,269</b>		
<b>EXISTING GROSS FIRST FLOOR SPACE</b>			<b>2,400</b>		

Based on the completed Preliminary Project Program and the deficiency report, detailed proposed floor plans showing how the existing building could be renovated and expanded were developed.

The plan developed and the subsequent estimate of probable construction cost show how the existing building can be expanded and in the process correct all of the physical and operational deficiencies identified in this report.

This plan is based on replacing all of the MEP systems in the building with new systems and making the entire building compliant with the Americans with Disabilities act. In addition, this plan would also require that the building be compliant with the Critical Area regulations and be raised to be a minimum of 2' above the current flood plain level.

Realization of this proposed design would require that the Town Hall operations be relocated to another facility for the duration of the building renovations.

This plan will accommodate all of the growth needs identified by the St. Michaels Town Manager without the need to expand the facility.

NOTE:

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 License number: MD-5220-A. Expiration date: 8/17/2017



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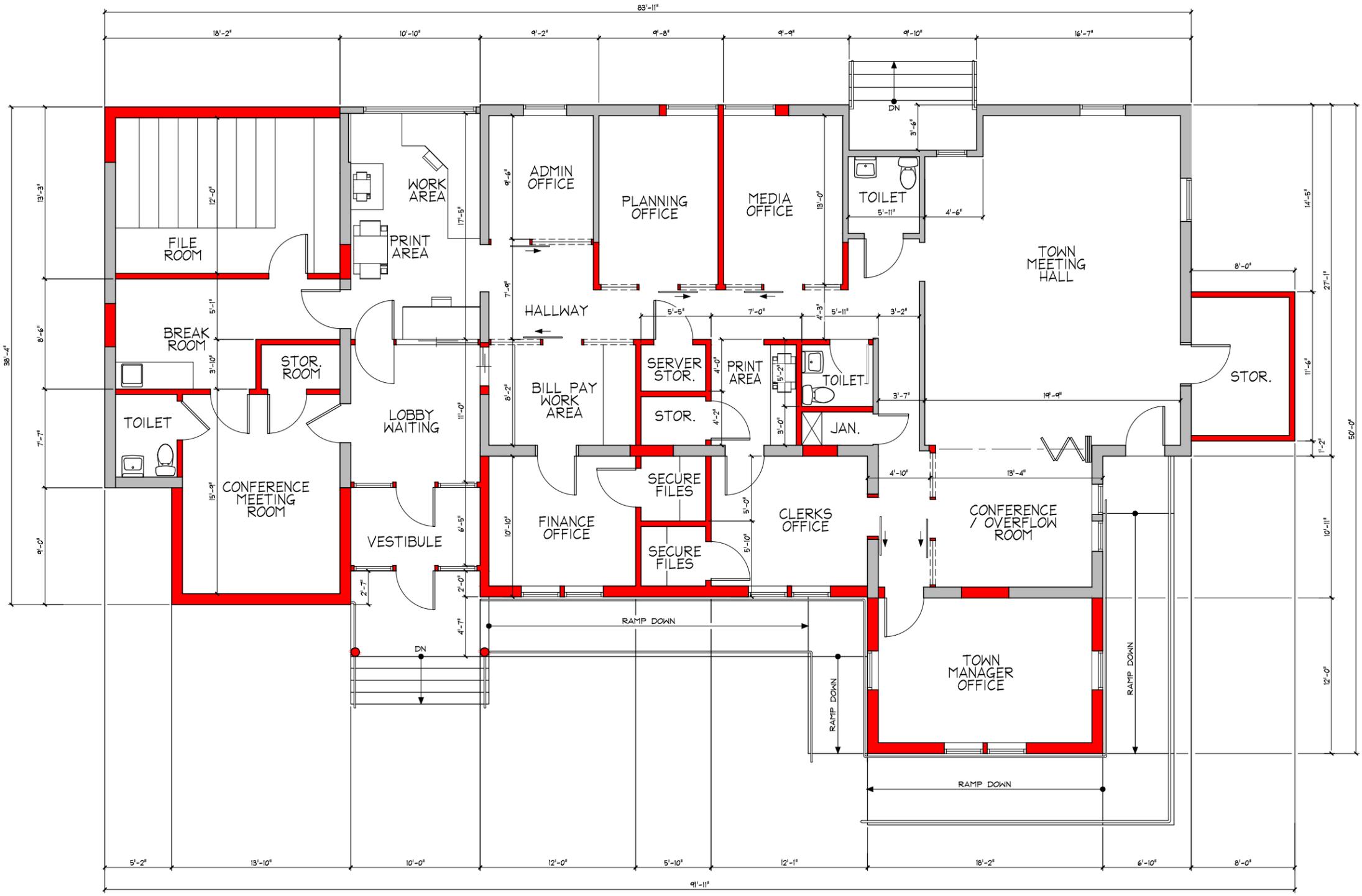
MUNICIPAL BUILDING  
**ST MICHAELS TOWN OFFICE**  
 300 MILL STREET  
 ST MICHAELS, MARYLAND 21663

REV #	REVISION	DATE

**PROPOSED FLOOR PLAN**

DRAWN BY:	JL
REVIEWED BY:	
PROJECT NUMBER:	0272016
SCALE:	1/4" = 1'-0"
ISSUE DATE:	1/3/2017
PROJECT STATUS:	SD
DRAWING NUMBER:	

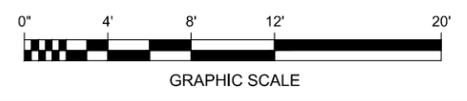
**A101**



EXISTING SQUARE FOOTAGE: 2,400  
 NEW SQUARE FOOTAGE: 925  
 TOTAL SQUARE FOOTAGE: 3,325

**LEGEND**  
 WALL, NEW [Red line]  
 WALL, TO REMAIN [Grey line]

**1**  
**A101** PROPOSED FLOOR PLAN  
 1/4" = 1'-0"



**The Estimate of Probable Construction Cost** was created using information from recently completed projects, costing data provide by R.S. Means, Inc. and physical quantity take offs from the drawings and computed using industry standard unit prices.

Four options were investigated to satisfy the programmatic needs identified in the Preliminary Project Program. Two options dealt with renovating and expanding the existing building and two options were based on constructing a new building and demolishing the existing building. All four options were based on the Town Hall staying on the existing site on Mill Street. A 20% additional cost factor was added to each estimate to cover the softs costs associated with each option.

Option 1 details the estimated costs to renovate and expand the existing building in accordance with the plan developed as part of this study. The renovated building would contain 3,225 square feet. The building would remain in its current location but would be raised to comply with Critical Area requirements.

The total estimated cost of this option would be \$812,100.00. This equals a cost of approximately \$252 per square foot.

Option 2 details the estimated cost to renovate the building as defined in Option 1 and moving the building to a new site adjacent to Mill Street.

The renovated building would include the same square footage as above. This option would require additional costs to demolish and landscape the area of the former building footprint.

The total estimated cost of this option would be \$920,100.00. This equals a cost of approximately \$285 per square foot.

Neither of these options include any costs associated with relocating the operations of the Town Hall during the period of renovation and expansion. It is anticipated that these cost would be significant and should be identified by the Town and incorporated into the costs detailed in this study.

Option 3 details the estimated costs to construct a new one story Town Hall building that would satisfy the space needs outlined in the Preliminary Project Program. The new building would be constructed directly adjacent to Mill street as shown on the proposed site plan included in this report.

The total estimated cost of this option would be \$1,089,300.00. This equals a cost of approximately \$338 per square foot.

This option would not require the relocation of the Town Hall operations. The current operation could be maintained while the new building is being constructed.

Option 4 details the costs to construct a two story Town Hall building. Because of the need for an elevator and two stair towers, this option requires the construction of an additional 600 square feet of space. A total of 3,825 square feet would be constructed. The building would be located in the same area as Option 3.

The total estimated cost of this option would be \$1,269,300.00. This equals a cost of approximately \$331 per square foot.

#### **OPTION DISCUSSION**

All four of the options would correct the physical and operational deficiencies.

Option 1 may be difficult to implement due to program Open Space restrictions on the site regarding expansion of the building area. In

addition, Option 1 will have significant additional implementation costs that have not been identified due to the need to relocate the Town Hall and its operations to an alternate site.

Both Option 1 & 2 provide the lowest first cost for renovating and expanding the current facility. However, both of these Options will result in the investment of significant funds to renovate and existing building. The structural system and many other parts of the renovated building will still be over fifty years old. In the future these un-renovated systems may need repair thus increasing significantly the projected life cycle costs of these two options.

Option 4 is a good option for a new building but only if the Town believes that they will require additional operating area in the future. If the Town does not see the need for space in the future, this option is not cost effective.

Given all of the above, Option 3 will result in a new, purpose built building that will have a projected life cycle of 50 years. All of the systems will be new. The amount spent on yearly maintenance will be less on Option 3 than any of the other options. Finally Option 3 will construct the most energy efficient, green building of all of the options.



November 29, 2016

**ST. MICHAELS TOWN HALL  
PHASE I FEASIBILITY STUDY  
ESTIMATED CONSTRUCTION COSTS**

**OPTION – 1          RENOVATE AND EXPAND EXISTING FACILITY**

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In this option, the existing building would be renovated and expanded per the preliminary proposed floor plan dated 11/29/2016. This option would require the lifting of the existing structure to meet flood plain guidelines.

<b>Area to be renovated</b>	
2,400 square feet x \$150/sq.ft. =	<b>\$360,000.00</b>
<b>New Construction</b>	
825 square feet x \$250/sq.ft. =	<b>\$206,250.00</b>
<b>Flood Plain Compliance</b>	
Lifting Structure	<b>\$ 35,000.00</b>
New foundations, plumbing, electric	<b>\$ 25,000.00</b>
<b>Site Work – Ramps, Walks, Landscaping</b>	
ADA Ramps	<b>\$ 36,000.00</b>
Sidewalks	<b>\$ 6,000.00</b>
Landscaping	<b>\$ 8,500.00</b>
<b>TOTAL HARD CONSTRUCTION COST</b>	<b>\$676,750.00</b>
<b>SOFT COSTS &amp; CONTINGENCY (20%)</b>	<b>\$135,350.00</b>
<b>TOTAL ESTIMATED COST – OPTION 1</b>	<b>\$812,100.00</b>

**OPTION – 2          RENOVATE AND EXPAND EXISTING FACILITY – MOVE TO NEW LOCATION**

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In this option, the existing building would be renovated and expanded per the preliminary proposed floor plan dated 11/29/2016. This option would require the lifting of the existing structure to meet flood plain guidelines and moving structure to new location.

<b>Area to be renovated</b>	
2,400 square feet x \$150/sq.ft. =	<b>\$360,000.00</b>
<b>New Construction</b>	
825 square feet x \$250/sq.ft. =	<b>\$206,250.00</b>
<b>Flood Plain Compliance</b>	
Lifting & moving Structure	<b>\$ 60,000.00</b>
New foundations, plumbing, electric	<b>\$ 45,000.00</b>
<b>Site Work – Ramps, Walks, Landscaping</b>	
ADA Ramps	<b>\$ 36,000.00</b>
Sidewalks	<b>\$ 6,000.00</b>



Architecture + Planning + Interiors + Product Design

Demolition of existing building	\$ 35,000.00
Landscaping	\$ 18,500.00
<b>TOTAL HARD CONSTRUCTION COST</b>	<b>\$766,750.00</b>
<b>SOFT COSTS &amp; CONTINGENCY (20%)</b>	<b>\$153,350.00</b>
<b>TOTAL ESTIMATED COST – OPTION 2</b>	<b>\$920,100.00</b>

**OPTION – 3 NEW ONE STORY BUILDING**

In this option, a new one story building would be constructed adjacent to the existing roadway. Design would be per the preliminary proposed floor plan dated 11/29/2016.

<b>New Construction</b>	
3,225 square feet x \$250/sq.ft. =	\$806,250.00
<b>Site Work – Ramps, Walks, Landscaping</b>	
ADA Ramps	\$ 36,000.00
Sidewalks	\$ 12,000.00
Demolition of existing building	\$ 35,000.00
Landscaping	\$ 18,500.00
<b>TOTAL HARD CONSTRUCTION COST</b>	<b>\$907,750.00</b>
<b>SOFT COSTS &amp; CONTINGENCY (20%)</b>	<b>\$181,550.00</b>
<b>TOTAL ESTIMATED COST – OPTION 1</b>	<b>\$1,089,300.00</b>

**OPTION – 4 NEW TWO STORY BUILDING**

In this option, a new two story building would be constructed adjacent to the existing roadway. Design would be per the preliminary project program but would include an additional 600 square feet for elevator and stair towers.

<b>New Construction</b>	
3,825 square feet x \$250/sq.ft. =	\$956,250.00
<b>Site Work – Ramps, Walks, Landscaping</b>	
ADA Ramps	\$ 36,000.00
Sidewalks	\$ 12,000.00
Demolition of existing building	\$ 35,000.00
Landscaping	\$ 18,500.00
<b>TOTAL HARD CONSTRUCTION COST</b>	<b>\$1,057,750.00</b>
<b>SOFT COSTS &amp; CONTINGENCY (20%)</b>	<b>\$ 211,550.00</b>
<b>TOTAL ESTIMATED COST – OPTION 1</b>	<b>\$1,269,300.00</b>

As a result of the four building options developed in this study, a new site plan was prepared that showed the proposed location of the Town Hall is Options 2,3 or 4 are selected for implementation.

If Option 1 is chosen as the option to proceed with, the renovated building would remain in its current location.

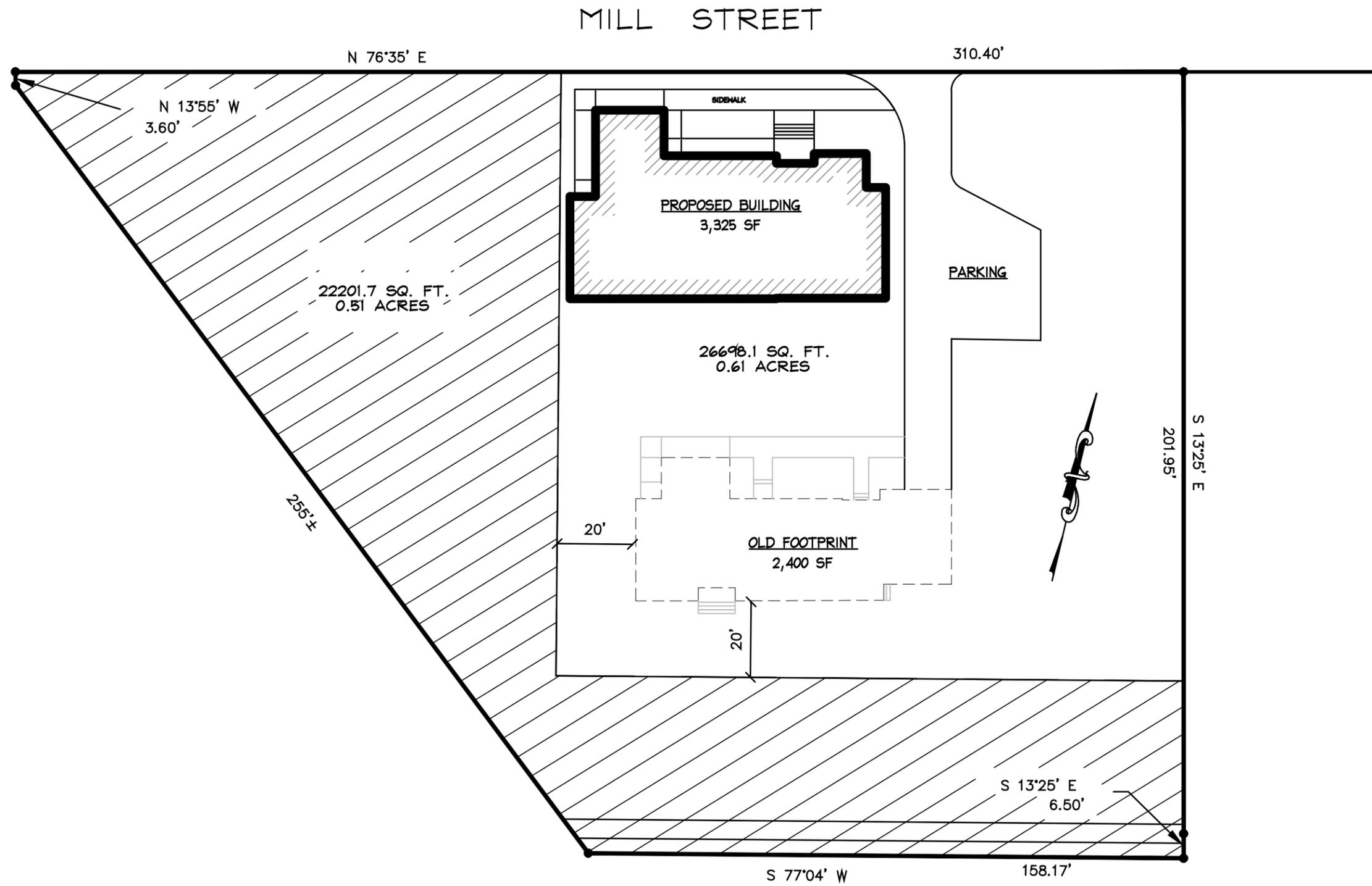
The new plan developed uses a building footprint that coincides with the building shown in the expansion floor plan developed as part of this study. It is attached to this study and labeled as Sheet – A101.

The new site plan shows the new building located directly adjacent to Mill Street. The existing building would either be moved or demolished.

The new site plan as proposed would require the removal of significant existing landscape but would allow the majority of the site, including the former location of the Town Hall to be converted to a waterfront park.

The building foot print shown on this plan is a one story building sized to include the expansion areas shown on the proposed floor plan.

If a two story option is selected, the new building would be put in the same location and require less area of landscape needing to be removed.



# PROPOSED SITE PLAN

1" = 30'

ARCHITECT  
**TIMOTHY F. CROSBY AIA**  
 513 COURT LANE  
 CAMBRIDGE, MD 21613  
 LICENSE NO. MD-5220-A

I certify that these documents were prepared or approved by me, and that I am a duly licensed Architect under the laws of the State of MD. License number: MD-5220-A. Expiration date: 5/17/2017.

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MUNICIPAL BUILDING  
**ST MICHAELS TOWN OFFICE**  
 600 MILL STREET  
 ST MICHAELS, MARYLAND 21663

**PROPOSED SITE PLAN**

DRAWN BY: **PGA**

REVIEWED BY:

PROJECT NUMBER: **0272016**

SCALE: **1" = 30'**

ISSUE DATE: **1/3/2017**

PROJECT STATUS: **SD**

DRAWING NUMBER:

**C101**

The existing Town Hall building appears to be in fair to good condition and has been well maintained. As a result of this study, however, there are serious physical and operation deficiencies in the existing building that will impact its long term viability as a functioning Town Hall building. This study has identified 11 significant physical deficiencies that should be corrected as soon as possible and will have to be corrected within the next 3-5 years. The estimated cost to correct these items, in 2016 dollars, is \$233,150.00. This amount is almost equal to the current assessed value of the building. If all of these repairs were to be correct in a single phase, additional costs would be incurred to have the renovated building be in compliance with Critical Area regulations. This would potentially add \$35 to \$40,000.00 to the cost outlined in the corrective listing above. It is also concluded that these improvements would be very difficult to implement and continue Town Hall operations in the current facility.

Even if the corrective improvements are made in a single phase as outlined above, none of the operational deficiencies would be addressed and corrected. While this study did not discover any concerns with the level or quality of service given to the citizens of St. Michaels by the Town Hall staff as a result of the operational deficiencies identified, correction of these operational deficiencies would greatly improve the working conditions for the staff.

As a result of this study and the information contained in this report, the following

Conclusions and Recommendations are made:

#### **CONCLUSIONS**

- That the existing facility has very limited long term use as a Town Hall facility as a result of significant physical and operational deficiencies.
- That the capital investments required to renovate and expand the existing facility as outlined in Options 1 & 2 of this study are not good use of the Town's capital funds.
- That the lack of full accessibility of the current facility by persons with handicaps is a serious and ongoing liability to the Town that would have to be corrected if a complaint was filed.
- That the renovation and expansion of the current building on its existing site may not be permitted under current restrictions.
- That the current Town Hall, once renovated and expanded as shown on the proposed plan would still have limitations due to it being a residential structure.

#### **RECOMMENDATIONS**

As a result of the conclusions listed above, we are recommending that the Town of St. Michaels take the following actions regarding the renovation and expansion of the current Town Hall facility:

- That the Town make only the three improvements outlined in this study as recommended and only make

improvements in the future that are absolutely required to maintain the current operations of the Town Hall.

- That the Town leaders begin the process of long term planning for a new Town Hall facility that would be completed within the next 2-3 years.

The writers of this report believe that the information generated herein confirms that the Town needs a new, purpose built Town Hall that will meet the needs of the community for the next fifty years.