



Request for Information (RFI)
Howard County Circuit Courthouse Campus (“Properties”)
Ellicott City, MD
Repurposing the Properties

Due Date: April 13, 2021



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I. Executive Summary

Howard County, Maryland (the “County”) will vacate its current Circuit Courthouse (“Courthouse”) located at 8360 Court Avenue in Ellicott City, MD, and relocate to a newly developed state-of-the-art Circuit Courthouse which will deliver in the Summer of 2021. The County’s vacating of its historic Courthouse which opened in 1843, presents a unique reuse opportunity of the County-owned Courthouse and adjacent properties that have supported the Courthouse functions which has operated for more than 175 years.

The County is seeking information in how an interested party could repurpose or redevelop the following subject properties:

- Circuit Courthouse located at 8360 Court Avenue, Ellicott City, MD 21043 (“Courthouse”)*
- Parking Lot used for the Courthouse (“Parking Lot”)*
- Former Detention Center or Old Jail House (“Detention Center”)*
- Office building located at 3716 Court Place, Ellicott City, MD 21043 (“Office Building”)*

**Collectively the “Properties”*

The County’s objectives for the Request for Information (RFI) include the following:

1. Identify market interest and opportunities in the reuse of the Properties,
2. Inform the rezoning process underway by the County for the Properties,
3. Explore ownership structures (e.g., retention, sale, ground lease, etc.),
4. Determine if the Properties shall be addressed collectively or individually

This RFI is issued solely for information and planning purposes. The County is not at this time seeking proposals and will not accept unsolicited proposals. Respondents are advised that the County will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party’s expense. Not responding to this RFI does not preclude participation in any future Request for Proposal (RFP), if any is issued.

II. Overview of Location and Properties

The Properties for reuse are within the Historic District of Ellicott City established in 1772. The Properties are located on a prominent knoll above Ellicott City’s Historic Main Street, the main artery connecting Baltimore County and Howard County. Ellicott City is 11 miles west of Downtown Baltimore and 30 miles northeast of Washington D.C. in Howard County. The location of the Properties, just off Main Street and in proximity to Route 29 and Route 40 provides convenient access from throughout Howard County, surrounding Counties and the I-95 corridor. Ellicott City offers dining, studios and galleries, outdoor activities, shopping, museums and historical sites, beauty and wellness shops and general businesses among other attractions and activities.



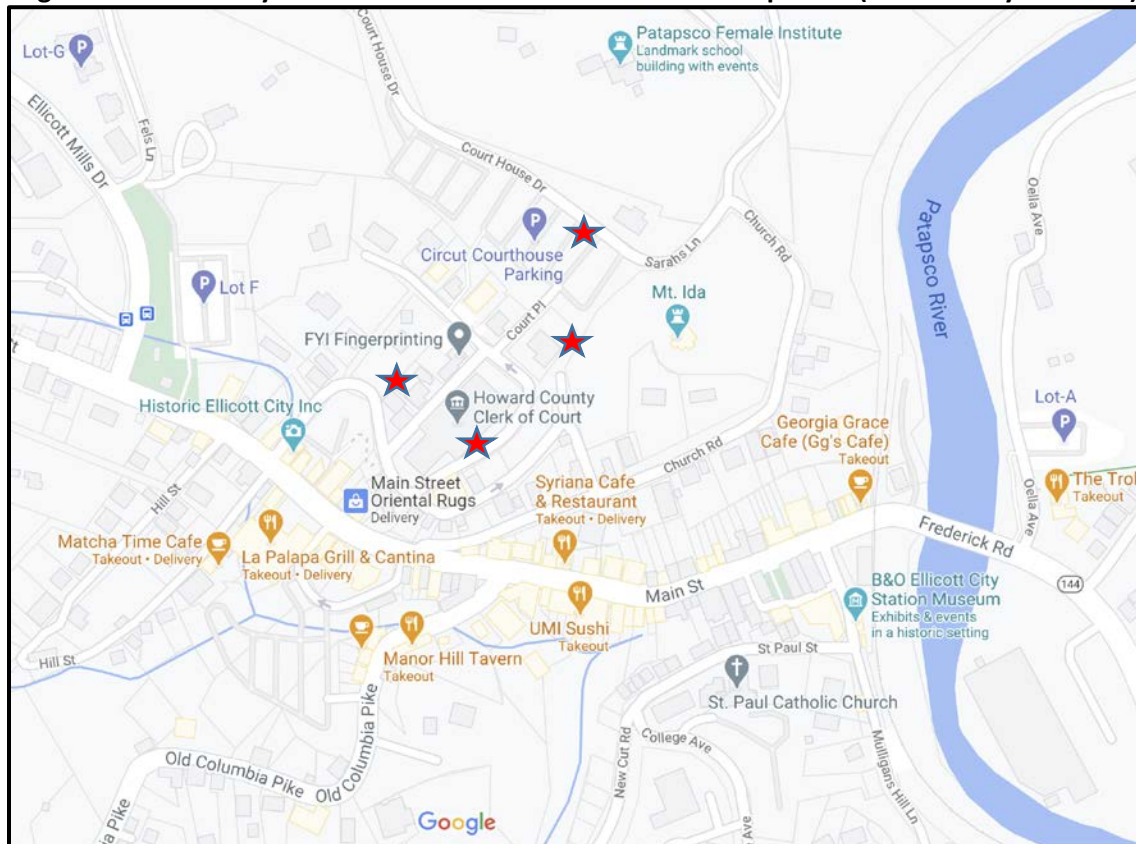
Please see Figure 1 which shows the Courthouse location in Ellicott City and the surrounding areas.

Figure 1: Ellicott City and Surrounding Areas



Source: Google Maps

Figure 2: Ellicott City Historic Main Street and Location of Properties (indicated by red stars)



Source: Google Maps



The Properties are situated on four separate tax parcels on a total of 6.19 acres. The following is a table with information on the four tax parcels:

Table 1: Properties Information

Property	Tax ID Number	Parcel Acreage	Building SF/stories	Zoning
County Circuit Courthouse	02-255995	1.63	69,660/3-stories	Historic Office
Former Detention Center	02-255979	0.23	4,400/2-stories	Historic Office
Office Building	02-224534	0.19	6,000/4-stories	Historic Office
Parking Lot	02-255863	4.14	N/A	Historic Office

Please see Figures 3, 4 and 5 displaying aerial views of the Properties.

Figure 3: Properties



Source: Google Earth

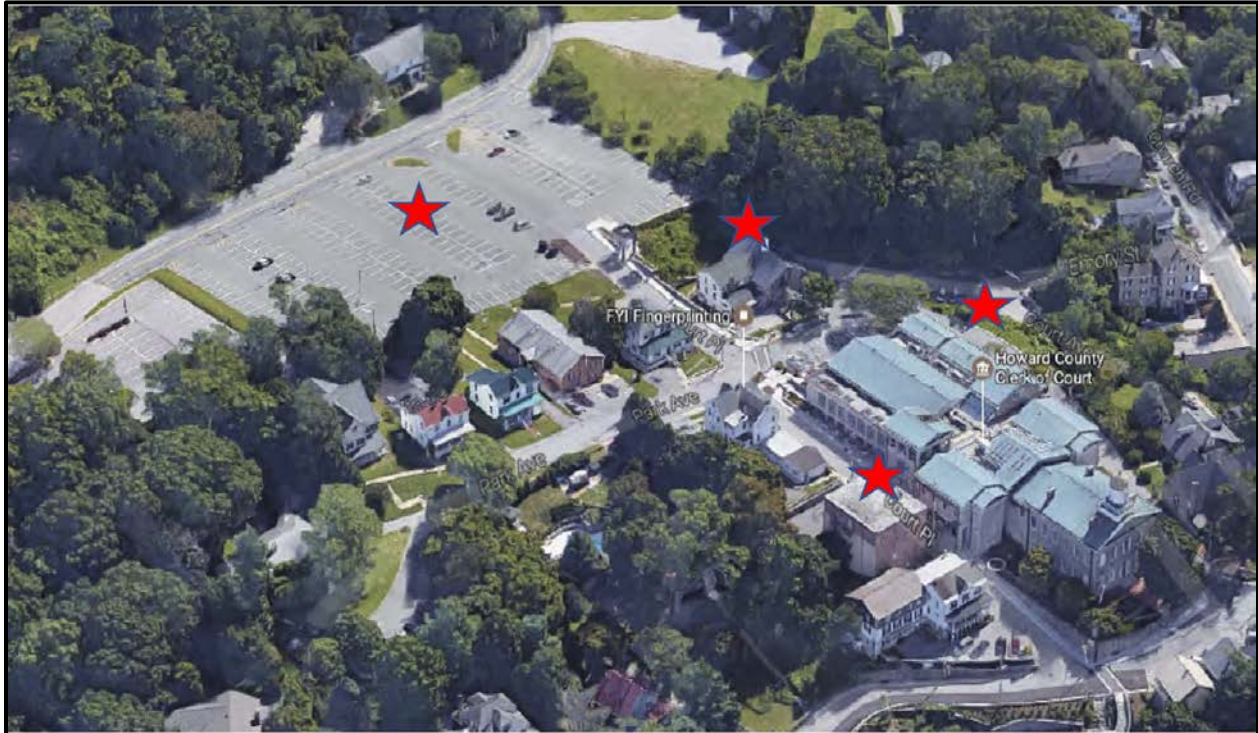


Figure 4: General Property Boundaries (outlined in yellow and indicated by red stars)





Figure 5: Properties (indicated by red stars)



Source: Google

III. Master Plan and Zoning Overview

On December 7, 2020, the County Council approved the adoption of the Ellicott City Watershed Master Plan (ECMP) as an amendment to the Howard County General Plan, Plan Howard 2030.

The following is a link to the ECMP:

<https://www.howardcountymd.gov/LinkClick.aspx?fileticket=WCxFwv56gWc%3d&portalid=0>

The ECMP provides guidance on i) the reuse of the Courthouse building and the subject Properties of this RFI in its separate section (i.e., III.12: Courthouse Area) and ii) considerations for the interaction of this site and historic Main Street. Furthermore, the ECMP and Courthouse Area section provide parking guidance in the reuse of the Properties, specifically the Parking Lot used for Courthouse functions during the day and by the public visiting Main Street when the Courthouse is closed (i.e., evenings and weekends).

The Properties are currently zoned HO (Historic: Office) and are in designated local and national historic districts. However, the County is currently pursuing a rezoning of the properties to HC (Historic: Commercial) to provide greater flexibility and options for future uses.



The County's proposed timeline for its rezoning process projects a Zoning Board Hearing in the summer of 2021.

The links below provide access to the Zoning Regulation for HO (Historic: Office) District and HC (Historic: Commercial) District:

HO (Historic: Office) District

https://library.municode.com/md/howard_county/codes/zoning?nodeId=HOWARD_CO_ZONING_REGULATIONS_S114.2HOHIOFDI

HC (Historic: Commercial) District

https://library.municode.com/md/howard_county/codes/zoning?nodeId=HOWARD_CO_ZONING_REGULATIONS_S114.3HCHICODI

IV. Site Historic Designation

The Courthouse (HO-51), Old Jail (HO-54), referred to as the “Howard County Jail” in the Maryland Inventory of Historic Properties, and Oak Lawn (HO-284), a former single-family dwelling incorporated into the courthouse, are located within the Ellicott City Historic District, which is both a local historic district and National Register district. The sites are listed on the Howard County Historic Sites Inventory and the Maryland Inventory of Historic Properties. Because it is a local historic district, the buildings and their sites are subject to oversight by the Historic Preservation Commission (HPC), which must approve any exterior changes, such as, new construction, historic building relocation, demolition, repair, or alteration of any structure.

Historic Sites Inventories:

Courthouse: <https://mht.maryland.gov/secure/medusa/PDF/Howard/HO-51.pdf>

Jail: <https://mht.maryland.gov/secure/medusa/PDF/Howard/HO-54.pdf>

Oak Lawn: <https://mht.maryland.gov/secure/medusa/PDF/Howard/HO-284.pdf>

As such, they are subject to oversight by the HPC, which must approve any additions, demolitions, or changes to the building exteriors.

Please see the below link which addresses the HPC.

https://library.municode.com/md/howard_county/codes/code_of_ordinances?nodeId=HOCOCO_TIT16_PLZOSULADERE_SUBTITLE_6HIPRCO_S16.600PU



V. Timeline

Tours of the Properties are available by appointment. Please send tour requests to Patti Restrepo with Chartwell Enterprises at patricia.restrepo@chartwellenterprises.com.

There will be a formal, rolling question and answer period regarding the RFI and the reuse of the Property. Questions should be submitted electronically to Patti Restrepo with Chartwell Enterprises at patricia.restrepo@chartwellenterprises.com. Responses to the questions will be distributed to all parties that have given notice to the County and have acknowledged receipt of the RFI with an email to Patti Restrepo. Responses will be posted, as well, to the County website featuring the Properties.

The County website with information regarding the Properties is the following:

<https://www.howardcountymd.gov/Departments/Planning-and-Zoning/Community-Planning/Ellicott-City-Courthouse>

Responses to the RFI are due by Wednesday, April 13, 2021 by 4 p.m. EDT.



VI. Requested Information

a. Requirements

Please address the following information requests and questions:

1. Firm name, brief firm overview and main point of contact (name, email, phone).
2. Identify your firm's role in the proposed repurposing or redevelopment of the Properties, including how to ensure public parking provided by the Properties is not reduced.
3. Which type of uses would you propose for the Properties and why these uses (e.g., market demand, etc.)? The County has initiated a rezoning process; and therefore, one may propose viable and creative uses that are allowed under HO (Historic: Office) and HC (Historic: Commercial) zoning.
4. Provide a brief written narrative of your preliminary concept and site plan.
5. Briefly describe your firm's experience in this type of project (i.e., use and historic in nature, etc.).
6. Identify any challenges that you see or anticipate in repurposing or the redevelopment of the Properties.
7. How would your proposed plan benefit the County and more specifically reinforce the economic importance of Main Street and downtown Ellicott City?
8. Would you/your firm respond to an RFP for redevelopment of the Properties?
9. Provide your thoughts as to a deal structure (i.e., sale, ground lease, etc.) to the reuse of the Properties. Are you interested in a ground lease structure where the County retains ownership and leases the ground for the repurpose or redevelopment of the Properties?
10. The County's intent is to act on the Properties collectively. Provide any thoughts as to the County acting on the Properties individually (i.e., sell or ground lease one of the Properties to one party and another one of the Properties to another unrelated party, etc.).

b. Submission Instructions

Electronic submissions shall be provided in PDF form. Please submit responses by **Wednesday, April 13, 2021 at 4 p.m. EDT**. The subject line of the email shall state: "Howard County Courthouse RFI" and include your firm's name. The RFI responses shall be submitted to both Carl Katenkamp of Real Estate Services Division (RESA), Howard County at the following email ckatenkamp@howardcountymd.gov and Patti Restrepo of Chartwell Enterprises at the following email patricia.restrepo@chartwellenterprises.com in one email.



VII. Miscellaneous

This document is not an offer to enter into an agreement with any party.

The information in the RFI is deemed to be accurate; however, it is the responsibility of the respondent to confirm all relevant information and facts provided in the RFI.

VIII. Expected Next Steps

The County thanks you for your interest and response to this RFI. The County's assessment team will review the submitted information and provide County leadership recommendations for future actions. Possible follow-up steps could include the release of a formal RFP for the sale and redevelopment of the Properties, release of a formal RFP for the ground lease and repurposing of the Properties, a second round of questions seeking further input from stakeholders, or no further action.