

TECHNICAL REVIEW COMMITTEE

STAFF PERSON: Jennifer Keener DATE OF MEETING: January 8, 2020
PROJECT: Shady Side Village Step I Residential Planned Community – Establishment of the RPC Floating Zone - Proposed 37 unit townhouse development, South side of MD Route 707 (Old Bridge Road), west of Greenridge Lane, Tax Map 26, Parcel 157, Tax District 10, R-4 General Residential District

APPLICANT(S) IN ATTENDANCE: _____

TRC MEMBERS IN ATTENDANCE:

- _____ Keener, Zoning Administrator
- _____ Zirkle, DRP Specialist II
- _____ Edwards, Customer Service Rep.
- _____ Miller, Building Plans Reviewer III
- _____ Mitchell, Environmental Programs
- _____ Marsh, Environmental Programs
- _____ Bradford, Environmental Programs
- _____ Birch, Environmental Programs
- _____ Gerthoffer, Environmental Programs
- _____ Mathers, Environmental Programs
- _____ Owens, Fire Marshal
- _____ Adkins, County Roads
- _____ Berdan, County Roads
- _____ Wilson, State Highway Admin.
- _____ Conner, State Highway Admin.
- _____ Ross, W & WW, DPW
- _____ Clayville, Planning Commission Rep.

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X This application is considered to be a Step I RPC plan. Ten copies of the revised concept plan and narrative which address the comments noted within will need to be resubmitted for Planning Commission review. The Technical Review Committee shall prepare a report within 90 days (by March 8, 2020). The applicants are responsible for submitting 10 copies of a revised Step I plan and updated narrative that addresses the Technical Review Committee’s concerns. The applicant and specified representatives will be notified of the tentative date and time at which this application will be considered by the Planning Commission. Should you have any questions regarding the attached comments, please feel free to contact the respective Technical Review Committee member.



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL: 410.632.1200 / FAX: 410.632.3008

<http://www.co.worcester.md.us/departments/drp>

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

### WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE

January 8, 2020

**Jennifer K. Keener, AICP, Zoning Administrator**

Department of Development, Review and Permitting

Worcester County Government Office Building

One West Market Street, Room 1201, Snow Hill, MD 21863

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**Project:** Shady Side Village Step I Residential Planned Community – Establishment of the RPC Floating Zone - Proposed 37 unit townhouse development, South side of MD Route 707 (Old Bridge Road), west of Greenridge Lane, Tax Map 26, Parcel 157, Tax District 10, R-4 General Residential District

#### GENERAL PROCEDURE:

The Technical Review Committee shall review the application and meet with the applicants to provide comments for correction or discussion. The applicants are responsible for submitting 10 copies of a revised Step I plan and updated narrative that addresses the Technical Review Committee's concerns. Following the meeting, they shall prepare a report to be forwarded to the Planning Commission for review within 90 days.

The Planning Commission shall make findings of fact relative to the application and its consistency with the Comprehensive Plan, the terms of the Zoning and Subdivision Control Article, and all other applicable laws and regulations. The seven findings of the Technical Review Committee above must also be addressed by the Planning Commission in their report to the County Commissioners. The Planning Commission shall make a recommendation (favorable or unfavorable) relative to the application which may address the items outlined in the Technical Review Committee Report or other items as appropriate within 90 days.

The County Commissioners shall review the application and the Technical Review Committee Report, the Planning Commission's findings, and hold a public hearing within 90 days of the receipt of the Planning Commission's recommendation. Notice of the public hearing shall have the same procedural formalities as a map amendment. Failure of the County Commissioners to reach a formal decision to approve or disapprove the application within six months of the public hearing shall constitute a denial. Any approval by the County Commissioners must be unconditionally accepted as approved in writing within 90 days.

Step I approval shall be valid for one year and shall automatically terminate if the Step II approval has not been obtained. The County Commissioners may grant a maximum of one additional year provided the request is made a minimum of 60 days in advance of the expiration of the Step I approval and granted prior to the expiration.

Any questions relative to the review process should be directed to Jennifer K. Keener at (410) 632-1200, extension 1123.

## SPECIFIC COMMENTS:

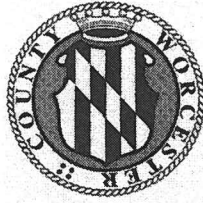
The Step I plan for a similar project for duplex units and a single-family dwelling was approved by the Worcester County Commissioners in January 2018, but has since expired.

1. In your open space chart, please include the amount of Natural Open Space required (50%) and provided (1.91 acres);
2. Under the parking provided, please update the quantity to illustrate a total provided of 81 spaces. Any parking provided over the minimum will need to be of a pervious design per §ZS 1-320(f)(1) and included on any stormwater management plans/approvals;
3. Unless these units are to become fee simple, handicap accessible parking will need to be provided;
4. One bike rack will be required meeting the requirements of §ZS 1-320(f)(12);
5. The note on sheet C 200 states that this is to be a 26' wide "public roadway" per Worcester County Roads Standards. Please identify the particular road standard utilized.
  - a. Is this to be a public road with fee simple lots? Or will you be requesting an approved private road (and also possibly proposing a road standard)?

In general, the Planning Commission shall determine the lot requirements as part of their Step II review. In addition, buffering type landscaping will be required along the side property lines per §ZS 1-322(e)(5)A.2, and screening is required along the collector highway per §ZS 1-322(e)(6).

The Technical Review Committee shall make findings relative to the items listed below. If any member has additional comments relative to regulations under their purview that they feel need to be further expounded upon, please notify me in writing no later than **Wednesday, January 15, 2020** so that the Technical Review Committee Report may be prepared.

- a. The residential planned community's conformance with the goals, objectives and recommendations of the Comprehensive Plan, compliance with the zoning regulations and other established development policy guidelines, and with the Comprehensive Plan, zoning regulations, development policy guidelines and annexation policies of any municipality within one mile of the proposed project's boundaries.
- b. The general location of the site, a description of existing and anticipated land use in the immediate vicinity and the residential planned community's compatibility with those land uses.
- c. The availability and adequacy of public facilities, services and utilities to meet the needs of the residential planned community and the long-term implications the project would have on subsequent local development patterns and demand for public facilities and services.
- d. The consistency of the residential planned community with the general design standards as contained in Subsections (j)(1) through (j)(5) hereof.
- e. The relationship of the residential planned community's proposed construction schedule, including any phasing, and the demand for and timely provision of public facilities, services and utilities necessary to serve the project.
- f. The capacity of the existing road network to provide suitable vehicular access for the residential planned community, the appropriateness of any existing or proposed improvements to the transportation network, the adequacy of the pedestrian and bicycle circulation, and the proposed means of connectivity of the project to surrounding residential, commercial and recreational development and uses.
- g. The relationship of the proposed method of wastewater disposal and provision of potable water service with the goals, objectives and recommendations of the Comprehensive Plan, Comprehensive Water and Sewer Plan, and other established policy guidelines.



## Worcester County

Department of Environmental Programs  
Environmental Programs Division

### Memorandum

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**To:** Technical Review Committee (TRC) for January 8, 2020 Meeting

**From:** Environmental Programs Staff

**Subject:** Shady Side Village, RPC, TM 26 P 157  
Step I RPC Plan

**Date:** December 20, 2019

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Environmental Programs comments are based on the plans submitted. These comments are subject to change every time a change is made to the plans that affect water and/or sewage for this site.

1. Water & sewer are described in the narrative, but not shown on the site plan. Please show where they will come from & show connections. There are currently 28 sewer EDUs from the West Ocean City Sanitary Service Area for this property and these plans require an additional nine (9) EDUs to be purchased and transferred into this property as this is not in the Mystic Harbour Sanitary Service Area for sewer. An EDU Chart will need to be placed on the site plan and will also need to identify the sanitary areas that will supply service to this RPC.
2. There is a water main available to the property, but no water EDUs have been purchased. You would need to purchase thirty-seven (37) water EDUs from the Mystic Harbour Sanitary Service Area and pay hook-up fees. Please contact Jessica Wilson, the Enterprise Fund Controller at (410)632-0686 ext. 1217 for these applications and fees.
3. A natural gas main has been installed and is available to this community. Gas permits will be needed if gas utilized within the community.
4. Plumbing permits will also be needed. As part of site utility work, a plumbing permit will need to be obtained.
5. Plumbing Code is the 2015 National Standard Plumbing Code (NSPC) Illustrated (National Association of Plumbing-Heating-Cooling Contractors). The Gas Code is National Fuel Gas Code, ANSI Z223.1, NFPA 54, 2015 Edition, for natural gas.

**Citizens and Government Working Together**



DEPARTMENT OF  
ENVIRONMENTAL PROGRAMS

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1306  
SNOW HILL, MARYLAND 21863  
TEL: 410.632.1220 / FAX: 410.632.2012

LAND PRESERVATION PROGRAM  
STORMWATER MANAGEMENT  
SEDIMENT AND EROSION CONTROL  
SHORELINE COMMISSION  
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PLUMBING & GAS  
CRITICAL AREAS/FORESTRY  
COMMUNITY HYGIENE

**TECHNICAL REVIEW COMMITTEE**  
**CRITICAL AREA REVIEW**

STAFF PERSON: Jenelle Gerthoffer (JG)

DATE OF MEETING: January 8, 2020

PROJECT: Shady Side Village RPC Step I

LOCATION: Tax Map 26, Parcels 157

OWNER/DEVELOPER: Kathleen Clark

SURVEYOR/ENGINEER: Iott Architecture & Engineering, Inc.

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**Critical Area:**

This project is located in the Atlantic Coastal Bays Critical Area (ACBCA) program boundary designated Intensely Developed Area (IDA) and with a 100' Buffer. Please see following comments:

1. Ensure all items required within a Critical Area site plan NR 3-109(d)(1) have been provided. This includes, but is not limited to, identifying Habitat Protection areas, locating (or stating the lack there of) tributary streams and associated buffers, tidal wetlands, soils, lot coverage calculations, limits of disturbance, proposed clearing, etc.
2. Provide us with a Critical Area Report as defined within NR 3-109(d)(2).
3. Please add the standard Atlantic Coastal Bays Critical Area note: **Worcester County Atlantic Coastal Bays Critical Area Law**: *This property lies within the Worcester County Atlantic Coastal Bays Critical Area. Any and all proposed development activities must meet the requirements of Title 3 (Land and Water Resources), Subtitle I (Atlantic Coastal Bays Critical Area) of the Worcester County Code of Public Local Laws, as from time to time amended, in effect at the time of the proposed development activities.*

4. Provide documents that the site will meet the 10 percent pollution reduction requirements. The Department can provide you with a copy of the worksheet if needed.
5. Illustrate and/or provide documentation that the 15 percent afforestation requirement will be accomplished. If plantings are to be completed to achieve the 15 percent afforestation requirement, a Critical Area planting bond (and calculations) will be required.
6. Please provide our department a copy of the MDE authorization letter, allowing improvement to be within the 25 foot non tidal wetland buffer.
7. Proposed improvements cannot be located within the 100' Buffer without a variance granted from the Board of Zoning Appeals (BZA).
8. This project meets the requirement for the Maryland Critical Area Commission Project Notification parameters, therefore provide additional copies of the plan, Critical Area Report, 10 percent rule compliance details, and all other pertinent documents when submitted, will be forwarded to Commission Staff for review and comment.
9. Please submit the Critical Area review fee of \$320.50. Additional review fees will be collected at each step of the RPC process.

**Stormwater Management & Erosion and Sediment Control:**

Stormwater Management Concept Plan approval has been received. Stormwater Management Site Design approval must be received prior to this project being reviewed by the Planning Commission as a Step II RPC. Please reference additional items below:

1. All Erosion and Sediment controls should comply with the 2011 Maryland Standards and Specifications for Erosion and Sediment Control.
2. All Stormwater Management practices shall be designed to meet the requirements of the 2007 Maryland Stormwater Management Act.
3. All projects over one (1) acre shall be required to file for a General Permit / Notice of Intent (NOI) for construction activity through Maryland Department of Environment. This is mandated through the Environmental Protection Agency's (EPA) National Pollutant Discharge Elimination System (NPDES). Any permits to be issued by Worcester County for disturbance that exceeds one acre will not be issued without NOI authorization being obtained prior to.
4. Please reference the attached memo in regards to Stormwater Phasing.



DEPARTMENT OF  
ENVIRONMENTAL PROGRAMS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1306  
SNOW HILL, MARYLAND 21863  
TEL:410.632.1220 / FAX: 410.632.2012

LAND PRESERVATION PROGRAMS  
STORMWATER MANAGEMENT  
SEDIMENT AND EROSION CONTROL  
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WELL & SEPTIC  
WATER & SEWER PLANNING  
PLUMBING & GAS  
CRITICAL AREAS  
FOREST CONSERVATION  
COMMUNITY HYGIENE

### MEMORANDUM

DATE: December 11, 2019  
TO: Applicant  
FROM: Jenelle Gerthoffer, Natural Resources Administrator (JG)  
SUBJECT: Stormwater/Sediment Erosion Control Plan/Permit

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Please note, if a Stormwater plan is approved by this office and does not include phasing, the corresponding permit can only receive Stormwater Final approval once all improvements are completed and the entire site is stabilized. This includes properties which have multiple Building or Zoning permits associated with the Stormwater plans. If a Stormwater Bond is required per the permit, the bond will only be released once a Stormwater Final approval takes place.

If you have any questions, please feel free to contact the Natural Resources Administrator, Jenelle Gerthoffer, at (410) 632-1220, ext. 1147.



**MDOT**  
MARYLAND DEPARTMENT  
OF TRANSPORTATION  
STATE HIGHWAY  
ADMINISTRATION

Larry Hogan  
Governor  
Boyd K. Rutherford  
Lt. Governor  
Pete K. Rahn  
Secretary  
Gregory Slater  
Administrator

January 2, 2020

Ms. Jennifer Keener, Zoning Administrator  
Department of Developing, Review and Planning  
Worcester County Government Center  
One West Market Street, Room 1201  
Snow Hill MD 21863

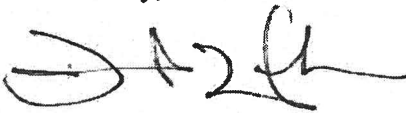
Dear Ms. Keener:

Thank you for the opportunity to review the plan submittal for the proposed Shadyside Village, located on the southerly side of MD 707, west of Greenridge Lane, in Worcester County. The Maryland Department of Transportation State Highway Administration (MDOT SHA) has reviewed the plans and we are pleased to respond.

The plan proposes the construction of a 37 unit townhouse development, with a monumental commercial entrance. As the plan proposes the new construction of a commercial development with a commercial access onto MD 707, it will require a Commercial Access Permit from this office.

Subject to our aforementioned comments, the applicant must submit four sets of approved plans, two sets of the Stormwater Report, and a CD containing the plans and supporting documentation in PDF format directly to James W. Meredith at 660 West Road, Salisbury, MD 21802, attention of Mr. Daniel Wilson. If you are unable to make a hard copy submission or would prefer to submit electronically, you can make an electronic project submittal by logging into:  
<https://mdotsha.force.com/accesspermit/login?ec=302&inst=1B&startURL=%2Faccesspermit>. If you have any questions or require additional information please contact Mr. Dan Wilson, Access Management Regional Engineer, at 410-677-4048, by using our toll-free number (in Maryland only) at 1-800-825-4742 (x4048), or via email at [dwilson12@sha.state.md.us](mailto:dwilson12@sha.state.md.us).

Sincerely,



*For* James W. Meredith  
District Engineer

Attachment

cc: Ms. Jana Potvin, Assistant District Engineer-Traffic, MDOT SHA  
Mr. Mike Marvel, Resident Maintenance Engineer, MDOT SHA  
Mr. Daniel Wilson, Access Management Regional Engineer, MDOT SHA

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## Needed for Initial Plan Review Submittal

- Make sure all the requirements of the county/local jurisdiction have been fulfilled.
- The initial submittal should contain: four sets of plans, two sets of the Stormwater Management Report, and a CD containing the plans and supporting documentation in PDF format directly to Mr. James W. Meredith at 660 West Road, Salisbury, MD 21801, attention of Mr. Daniel Wilson.
- MDOT SHA Plan submittal should include a **Cover Sheet**, an **Existing Conditions/Sediment Control/Demolition Plan Sheet** (with a sequence of construction), a **Site/Utility/Landscape Plan Sheet** (with color coding of all utilities in plan view, according to the Miss Utility color code and illustrations of all landscaping proposed in the MDOT SHA right of way), an **Entrance Plan Sheet**, a **Stormwater Management/Grading Plan Sheet**, a **Signing and Pavement Marking Sheet**, and a **Cross Sections Sheet**. The plan sheets aren't required to be sequenced in this order, but the information generally provided on these sheets needs to be depicted in the plan set in some format.
- If you are unable to make a hard copy submission or would prefer to submit electronically, you can make an electronic project submittal by logging into:  
<https://mdotsha.force.com/accesspermit/login?ec=302&inst=1B&startURL=%2Faccesspermit>.
- Please keep in mind that you can view the project status and identify who conducted the review process via the SHA Access Management web page  
<http://www.roads.maryland.gov/pages/amd.aspx>.
- Please consult the MDOT SHA Access Manual for Entrance and Design specifications, at:  
<https://www.roads.maryland.gov/Index.aspx?PageId=393>.
- If you have any questions, please contact Daniel Wilson, Access Management Regional Engineer. See below for contact information.

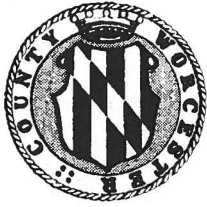
Thanks,

Daniel Wilson  
Maryland Department of Transportation  
State Highway Administration  
Regional Engineer  
Access Management  
District 1  
660 West Road  
Salisbury, MD 21801

Office: 410-677-4048

Cell: 410-251-9571

Email: [dwilson12@mdot.maryland.gov](mailto:dwilson12@mdot.maryland.gov)



WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE

Department of Development Review & Permitting  
Worcester County Government Center  
1 W. Market St., Room 1201  
Snow Hill, Maryland 21863  
pmiller@co.worcester.md.us

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Project: Shady Side Village Townhomes

Date: 1/8/2020

Tax Map: 26 Parcel: 157 Section: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

SITE SPECIFIC COMMENTS

Items listed in this review are not required for Technical Review Committee approval.

1. Current Codes: 2015 International Residential Code  
2015 International Energy Conservation Code  
2017 NEC

**\* Worcester County anticipates adoption of the 2018 I-Codes in March of 2020 \***

2. Comply with Worcester County Floodplain Regulations (where applicable).
3. Footings shall be supported on undisturbed natural soils or engineered fill.  
Soils report and compaction testing required prior at permit submittal.
4. Townhouse units to provide architect sealed plans for design and review.

**There is not enough information provided at this time to provide additional comments.**



**Worcester County**  
**DEPARTMENT OF PUBLIC WORKS**  
6113 TIMMONS ROAD  
SNOW HILL, MARYLAND 21863

**MEMORANDUM**

**JOHN H. TUSTIN, P.E.**  
DIRECTOR

**JOHN S. ROSS, P.E.**  
DEPUTY DIRECTOR

TEL: 410-632-5623  
FAX: 410-632-1753

**TO: Jennifer Kenner, Zoning Administrator**  
**FROM: Keith Berdan, Roads Supervisor** *KB*  
**DATE: December 26, 2019**  
**SUBJECT: TRC Meeting – January 8, 2020**

**DIVISIONS**

**MAINTENANCE**  
TEL: 410-632-3766  
FAX: 410-632-1753

**ROADS**  
TEL: 410-632-2244  
FAX: 410-632-0020

**SOLID WASTE**  
TEL: 410-632-3177  
FAX: 410-632-3000

**FLEET  
MANAGEMENT**  
TEL: 410-632-5675  
FAX: 410-632-1753

**WATER AND  
WASTEWATER**  
TEL: 410-641-5251  
FAX: 410-641-5185

.....  
**Section 1-315 Residential Planned Communities**

**A. Shady Side Village**

1. Reserve comments pending further review of construction drawings.

cc: John H. Tustin, P.E.

KB:ll  
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GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1003  
SNOW HILL, MARYLAND 21863-1194  
TEL: 410-632-5666  
FAX: 410-632-5664

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## TECHNICAL REVIEW COMMITTEE COMMENTS

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**PROJECT: Shady Side Village RPC Floating Zone**  
**LOCATION: Tax Map 26; Parcel 157**  
**CONTACT: Kathleen Clark**  
**MEETING DATE: January 8, 2020**

**TRC #: 2019662**

**COMMENTS BY: Matthew Owens**  
**Chief Deputy Fire Marshal**

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As you requested, this office has reviewed plans for the above project. Construction shall be in accordance with applicable Worcester County and State of Maryland fire codes. This review is based upon information contained in the submitted TRC plans only, and does not cover unsatisfactory conditions resulting from errors, omissions or failure to clearly indicate conditions. A full plan review by this office is required prior to the issuance of a building permit. The following comments are noted from a fire protection and life safety standpoint.

### **Scope of Project**

Establishment of the RPC Floating Zone for a proposed 37 unit townhouse development.

### **General Comments**

1. A water supply for fire protection shall be identified indicating the following:
  - a. Water Source
  - b. Engineering study for reliability of water source
  - c. Size (in gallons) of water source
  - d. Replenishment of water supply
  - e. Diameter of in ground pipe
  - f. Number of hydrants
  - g. Location of hydrants
  - h. Roadway width and surface types
  - i. Distance from hydrant to roadway
2. If public water source, approved plans by the public works department.
3. Water source plans must be approved prior to recording of plat.

4. Fire hydrants shall be located within 3 ft. of curb line. Placement of fire hydrants shall be coordinated with this office prior to installation.
5. Obstructions shall not be placed or kept near fire hydrants, fire department inlet connections, or fire protection system control valves in a manner that would prevent such equipment or fire hydrants from being immediately visible and accessible.
6. All underground water mains and hydrants **shall be installed, completed, and in service** prior to construction work or as soon as combustible material accumulates, which ever comes first. A stop work order will be issued if fire hydrants are not in service prior to construction work start.
7. Fire Lanes shall be provided at the start of a project and shall be maintained throughout construction. Fire lanes shall be not less than 20 ft. in unobstructed width, able to withstand live loads of fire apparatus, and have a minimum of 13 ft. 6 in. of vertical clearance. Fire lane access roadways must be established prior to construction start of any structure in the project. Failure to maintain roadways throughout the project will be grounds to issue stop work orders until the roadway access is corrected.
8. Coordinate 9-1-1 addressing with Worcester County Department of Emergency Services (410) 632-1311.

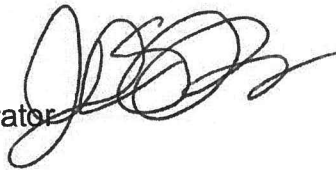
### Specific Comments

1. The proposed residential units shall be protected by an automatic sprinkler system. Plans shall be submitted and approved by this office prior to the installation of such system.
2. The placement and location of fire hydrants shall be coordinated with our office. A fire hydrant shall be located within 100 feet of all Fire Department Connections.
3. Provide the appropriate code compliant fire rated separation between units.
4. Complete set of building plans shall be submitted and approved prior to start of construction.
5. No further comments at this time.

**WORCESTER COUNTY  
DEPARTMENT OF PUBLIC WORKS  
WATER & WASTEWATER DIVISION  
INTEROFFICE MEMORANDUM**

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**TO:** Jennifer K. Keener, Zoning Administrator  
Development Review and Permitting



**FROM:** John S. Ross, P.E., Deputy Director

**DATE:** January 3, 2020

**SUBJECT:** TRC Meeting – January 8, 2020

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**Step III Preliminary Plat Review**

A. Shady Side Village - Request for Establishment of the RPC Floating Zone – Proposed 37 unit townhouse development, South side of MD Route 707 (Old Bridge Road), west of Greenridge Lane, Tax Map 26, Parcel 157, Tax District 10, R-4 General Residential District, Kathleen Clark, owner/ Iott Architecture & Engineering, Inc., architect;

1. Confirm required EDUs are assigned to the project
2. Reserve further comments pending receipt of construction drawings

cc: John H. Tustin, P.E. Director