

**WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE  
AGENDA**

Worcester County Government Center, Room 1102, One West Market Street, Snow Hill, Maryland 21863

**July 10, 2019**

Est. Time

- 1:00 P.M.     I.     Call to Order
- II.     §ZS 1-325 Site Plan Review
- 1:00 P.M.     A.     Comfort Inn Hotel Addition - Proposed construction of a 10,506 square foot addition for 16 rooms, a gym and an indoor pool, located on the southerly side of US Route 50 (Ocean Gateway), east of MD Route 611 (Stephen Decatur Highway), Tax Map 27, Parcel 145, Lot 6, Tax District 10, C-2 General Commercial District, K.W. Ocean City, LLC, owner/ Axia Management, applicant/ McCrone, engineer;
- 1:10 P.M.     B.     Island Resort Campground Addition – Proposed construction of 34 additional cooperative campsites, located at the eastern terminus of Cropper Island Road, east of Worcester Highway (US Route 113), Tax Map 40, Parcel 241, Lot C, Tax District 4, A-2 Agricultural District, Island Resort Park, Inc., owner/ Vista Design, Inc., surveyor;
- 1:20 P.M.     C.     Sea Oaks Village Commercial – Proposed construction of a 12,000 square foot building for contractor shops and a 12,570 square foot building for office and retail space, on the West side of Stephen Decatur Highway (MD Route 611) North of Sinepuxent Road, Tax Map 26, Parcel 274, Lot 3A, Tax District 10, R-3 Multi-family Residential District and C-1 Neighborhood Commercial District (RPC Overlay Zone), Sea Oaks Village LLC, owner/ R.D. Hand and Associates, Inc, land planner/ Frank Lynch, Jr., surveyor/ Ron Carpenter, engineer/ Hugh Cropper, IV, legal counsel;
- III.     Preliminary Plat Review
- 1:30 P.M.     A.     Sea Oaks Village Residential Planned Community Step III – Proposed 60 lot subdivision consisting of 59 townhouse lots and 1 commercial lot, on the West side of Stephen Decatur Highway (MD Route 611) North of Sinepuxent Road, Tax Map 26, Parcel 274, Lot 3A, Tax District 10, R-3 Multi-family Residential District and C-1 Neighborhood Commercial District (RPC Overlay Zone), Sea Oaks Village LLC, owner/R.D. Hand and Associates, Inc, land planner/ Frank Lynch, Jr., surveyor/ Ron Carpenter, engineer/ Hugh Cropper, IV, legal counsel;
- 1:40 P.M.     IV.     Adjourn

**TECHNICAL REVIEW COMMITTEE**

STAFF PERSON: Jennifer K. Keener DATE OF MEETING: July 10, 2019

PROJECT: Comfort Inn Hotel Addition - Proposed construction of a 10,506 square foot addition for 16 rooms, a gym and an indoor pool, located on the southerly side of US Route 50 (Ocean Gateway), east of MD Route 611 (Stephen Decatur Highway), Tax Map 27, Parcel 145, Lot 6, Tax District 10, C-2 General Commercial 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
- \_\_\_\_\_ Klump, Environmental Programs
- \_\_\_\_\_ Bradford, Environmental Programs
- \_\_\_\_\_ Birch, Environmental Programs
- \_\_\_\_\_ Gerthoffer, Environmental Programs
- \_\_\_\_\_ Marsh, 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.

~~~~~  
X Under the terms of Section ZS 1-325(f)(2), this application is considered to be a major site plan. Ten copies of the revised site plan which address the comments noted within must be submitted to this office no later than 4:30 P.M. on the deadline date. Submittal of an application on or before the deadline date is not a guarantee that the project will be placed on the agenda for the next regularly scheduled Planning Commission meeting. All required preliminary approvals must be obtained no later than 4:30 P.M. on the applicable project confirmation deadline, otherwise the application will not be scheduled. The applicant and specified representatives will be notified by mail of the tentative date and time at which this application will be considered by the Planning Commission on the above date. 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

July 10, 2019

**Project:** Comfort Inn Hotel Addition - Proposed construction of a 10,506 square foot addition for 16 rooms, a gym and an indoor pool, located on the southerly side of US Route 50 (Ocean Gateway), east of MD Route 611 (Stephen Decatur Highway), Tax Map 27, Parcel 145, Lot 6, Tax District 10, C-2 General Commercial District

**Prepared by:** Jennifer K. Keener, AICP, Zoning Administrator

**Contact:** [jkkeener@co.worcester.md.us](mailto:jkkeener@co.worcester.md.us) or (410) 632-1200, extension 1123

#### GENERAL COMMENTS:

- A. In order to obtain a Building Permit, the applicant must submit the following to the Department:
1. A complete Building Permit application, along with the initial fee of \$300.00 made payable to "Worcester County";
  2. Four (4) sets of complete construction plans, including footing, foundation, framing, floor plan and building elevations - front, rear and sides. The construction plans must be sealed by an architect. The plans must be prepared in accordance with the applicable International Building Code, Energy Code, and ADA Code;
  3. Any additional information as requested based upon the scope of the project.
- The Department will supply copies of the site plan as approved by the Technical Review Committee or the Planning Commission once signature approval has been obtained.
- B. Once the permit is issued, the applicant must coordinate all necessary inspections with the respective Building or Zoning Inspector as outlined on the Inspection Request Form provided at permit issuance. The Department requires 24 hour notice for all inspections. The inspector, once on site, may require special or additional inspections based upon the scope of the project.
- C. **In order to obtain a Certificate of Use and Occupancy, all of the necessary inspections must be completed and approved by the various inspections agencies (building, zoning, plumbing, electrical, water, sewage, health, roads, etc.). Two sets of As-Builts (illustrating all lighting, landscaping, parking, signs and etc.) must be submitted at least one week prior to the anticipated occupancy of the building, structure or use of land activity. The Department requires a minimum of 72 hours from the last inspection in order to process a Certificate of Use and Occupancy. Please note that it is unlawful to occupy (employees or patrons) a structure without benefit of a Certificate of Use and Occupancy.**

## SPECIFIC COMMENTS:

This project is subject to, but not limited to, the following sections of the Zoning and Subdivision Control Article:

|          |                                                                                |
|----------|--------------------------------------------------------------------------------|
| ZS 1-210 | C-2 General Commercial District                                                |
| ZS 1-305 | Lot requirements generally                                                     |
| ZS 1-306 | Access to structures                                                           |
| ZS 1-317 | Commercial development, industrial development and industrial parks            |
| ZS 1-319 | Access and traffic circulation requirements                                    |
| ZS 1-320 | Off-street parking areas                                                       |
| ZS 1-321 | Off-street loading spaces                                                      |
| ZS 1-322 | Landscaping and buffering requirements                                         |
| ZS 1-323 | Exterior lighting                                                              |
| ZS 1-324 | Signs                                                                          |
| ZS 1-325 | Site plan review                                                               |
| ZS 1-326 | Classification of highways                                                     |
| ZS 1-327 | Additional setbacks from drainage ditches and stormwater management facilities |

This project is also subject to the *Design Guidelines and Standards for Commercial Uses*.

**NOTE:** Since there are several aspects of the project that were either not submitted, or were not detailed enough to conduct a thorough zoning review as outlined below, please submit one complete set of revised site and building plans that address these requirements for review by the zoning division. After the review is complete and any other outstanding requirements have been addressed from all Departments in order to proceed to the Planning Commission, you may resubmit the project for their review and approval.

1. Please revise the site data as follows:
  - a. Please identify lot number 6 under the parcel description, along with the Tax Account ID of 10-014999;
  - b. Please revise the front yard setback to be 100’;
2. Please add the following statement with a signature block for the property owner to sign prior to final signature approval: “As the property owner/developer, I am in full agreement with this site plan submitted herewith, and I am responsible for the completion of the improvements as shown on the approved site plan, and I understand that I cannot allow the property or buildings to be occupied until a Certificate of Use and Occupancy has been issued by the Department of Development, Review and Permitting.”
3. With respect to the parking provisions:
  - a. The existing parking calculations are off by one space. The total parking provided is 104 spaces, not 105. There are only 14 parking spaces provided in the westerly row across from the new addition, not 15. Please update the total parking

provided on the cover sheet, as well as the parking number referenced on sheet C3;

- b. In accordance with §ZS 1-320(b), a maximum of 40% of the development may be provided with reduced space sizes of 9' by 18' (96 spaces x 40% = 38 spaces maximum – not including the handicap accessible spaces). The remaining 60% (58 spaces) shall be no smaller than 10' by 20'. The plan is currently calling for 80 parking spaces at 9' by 20', though this is not consistent with the as-built survey for the development (see attachment). Is it possible that the numbers were inverted on the cover sheet? If so, please modify the note, and include any additional spaces that may be below the 10' threshold (see item (c) below) excepting the handicap accessible spaces.
  - c. There are two parking spaces shown on the as-built that were non-compliant (one space was 8.8' wide, the other 8.6' wide –see attachment). Have these spaces been modified so that they are a minimum of 9' wide? There was also one additional space at 9.3' by 20' that may have been modified, as it appears to accommodate a 10' wide space;
  - d. The development is short one to three parking spaces (depending on how the non-compliant spaces in item (c) were/ are addressed). However, there appears to be room for an additional parking space to be provided at the southeasterly corner of the rear parking lot, near the interparcel connector, and the ability to address the widening of the two non-compliant spaces if that has not already been done;
  - e. Please add a description to the front parking lot segment at the top of sheet C3 to clearly identify it;
4. Two bike racks are required to be provided. While the existing conditions sheet shows one existing bike rack at the rear of the lot, that area is proposed to be turned into a typical parking space.
    - a. Please remove the label “Ex. Bike Rack” on sheet C3;
    - b. One additional bike rack shall be provided. I would recommend that it be installed close to the front of the building entrance as required by §ZS 1-320(f)(12);
  5. In accordance with the provisions of §ZS 1-321, the loading space must be a minimum of 65' in length. The plan illustrates the proposed loading space to be 45' in length. Please keep in mind, the Planning Commission can modify or waive the requirements of this section if requested;
  6. The as-constructed survey shows that there is a sidewalk that runs along the easterly side of the building connecting to the rear parking lot. Will that sidewalk be reconstructed/ expanded where the addition is being located?
  7. As a result of the proposed addition, the existing rear interparcel connector that adjoins to the Park Place Plaza development (Parcel 146 to the east) is proposed to be relocated. **Prior to review and approval by the Planning Commission**, the Department will require a written document to be provided from TJSF, LLC that they are agreeing to the relocation of the interparcel connector as shown;
  8. A landscaping plan has not been provided with this submission. This project is required to comply with the provisions of §ZS 1-322 as well as the landscaping provisions of Section 17 of the *Design Guidelines and Standards for Commercial Uses*;
  9. In accordance with §ZS 1-322(g), a maintenance and replacement bond for required landscaping is mandatory for a period not to exceed two years in an amount not to exceed

one hundred and twenty-five percent of the installation cost. A landscape estimate from a nursery will be required to be provided at permit stage to accurately determine the bond amount;

10. A lighting plan has not been provided with this submission that illustrates existing and proposed site and on-building lighting. This project is required to comply with the provisions of §ZS 1-323 as well as the lighting provisions of Section 18 of the *Design Guidelines and Standards for Commercial Uses*;
11. With respect to the building elevations:
  - a. Please identify the overall height of the building on elevation sheet SD-4;
  - b. It appears that the façade labels have been swapped on sheet SD-4 for the front and right façades;
  - c. The patio door location is inconsistent on the first floor plans and the building elevation;
12. All major site plans that result in the creation of a new address shall submit the project in electronic format at the time of signature approval per §ZS 1-325(e)(1)F.;
13. Written confirmation that the water and sewer requirements have been met will be required to be provided from the Department of Environmental Programs and the Department of Public Works prior to the Department granting signature approval;
14. Written confirmation will also be required from the Dept. of Environmental Programs Natural Resources Division relative to Forestry and Stormwater Management requirements prior to the Department granting signature approval. Any preliminary approvals associated with these requirements will need to be addressed as applicable prior to the scheduling of this project for Planning Commission review;
15. Written confirmation of approval from the State Highway Administration (SHA) regarding the existing commercial entrance shall be provided to the Department prior to granting signature approval;

Due to the size and scope of this project, it is subject to the *Design Guidelines and Standards for Commercial Uses*. The Department and Planning Commission acknowledge that the original development was constructed prior to these regulations, and that many of the design features in the new addition are meant to blend and harmonize with the existing building. Under Section 2(b), the Planning Commission is able to grant a waiver to the requirements contained within where it finds that the proposed alternative building or site design features generally achieve the overall objectives of the guidelines or standards that apply to the waiver being requested. Please keep in mind that if a similar standard is listed in the Zoning Code and does *not* allow for a waiver, that standard cannot be waived.

Generally, this property is located within the Seaside Architectural Tradition.

16. At this time, the building plans are incomplete. Additional information needs to be provided that would allow review for compliance with this document, including but not limited to the following: roof pitches and features per Section 8; Materials per Section 9; Colors per Section 12, and Details per Section 13;
17. Section 10 Façades outlines the requirements for public and side/ rear façades. While this addition does not front on the public roadway, any façade that is located within 75' of the

property line is considered a public façade. Therefore, the left or east façade is public. Assuming based on the floor plans that the left/east façade will mirror that provided for the right/west façade, the following items are required:

- a. Section 10(b)(1)B. & C. require recesses/ projections for buildings over 60' in length. The existing building has projection depths of approximately 2.8', and lengths of approximately 26'. No projections are proposed on the new addition;
  - b. Section 10(b)(1)E. requires detailing of less than 12" within the first 10' of the building façade;
  - c. Section 10(b)(1)H. requires transparency of at least 25% (16.25% proposed);
18. Will any new mechanicals be proposed on the exterior of the building? If so, they are required to be screened from view;
  19. Section 11 requires public customer entries along any façade facing required parking with the applicable features. This would be applicable on the front/ south façade and the left/ west façade;
  20. Section 16 discusses the requirements for sidewalks and pedestrian access. Currently, the State Highway Administration is preparing to begin a shared 10' wide sidewalk project that will be located within the SHA right-of-way. This sidewalk will be located across the front of the subject property. Therefore, an additional sidewalk along this frontage could be waived by the Planning Commission (as it was for the Hampton Inn project), however it is staff's recommendation that the Planning Commission require a connection to that sidewalk to feed pedestrians into the site. Perhaps a joint connection point could be made where the Park Place Plaza sidewalk terminates at the northeasterly corner of the subject property;







**Worcester County**  
Department of Environmental Programs  
Environmental Programs Division

## Memorandum

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**To:** Technical Review Committee (TRC) for July 10, 2019 Meeting

**From:** Environmental Programs Staff

**Subject:** Comfort Inn Addition, MAJOR SITE PLAN REVIEW,  
TM 27 P 145

**Date:** June 27, 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.

- The addition (67.75' x 42') will add 2845.5 square feet per floor. There are three floors with a total of 8536.5 SF x 0.25 gal/SF = 2134 GPD or 8 EDUs. These figures are taken from the Moonlight Floor Plan Drawings. They do not correspond with the McCrone site plan drawings. This discrepancy should be cleared up.
- The property has 54 EDUs of West Ocean City Sanitary Service Area sewer capacity. The hotel is using 46 leaving 8 available for this addition. Again we have discrepancies that need to be cleared up.
- The Plumbing Code is the 2015 National Standard Plumbing Code (NSPC) Illustrated. The Gas Code is the National Fuel Gas Code, ANSI Z223.1, NFPA 54, 2015 Edition, for natural gas.
- It should be noted that natural gas main extensions and service conversions are currently completed in this area and gas is available to this proposed addition.
- Plumbing permits, and potentially gas permits, will be required. As part of this proposed construction, a commercial plumbing plan review will be needed before this office can sign any building permits. Please submit plans with a \$125 review fee.
- Please note the source of public water and sewer on the site plan. This would be Mystic Harbour Sanitary Area for water and the West Ocean City Sanitary Area for sewer.

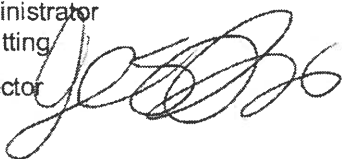
**Citizens and Government Working Together**

**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:** July 5, 2019  
**SUBJECT:** TRC Meeting – July 10, 2019

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**Site Plan Review**



Comfort Inn Hotel Addition - Proposed construction of a 10,506 square foot addition for 16 rooms, a gym and an indoor pool, located on the southerly side of US Route 50 (Ocean Gateway), east of MD Route 611 (Stephen Decatur Highway), Tax Map 27, Parcel 145, Lot 6, Tax District 10, C-2 General Commercial District, K.W. Ocean City, LLC, owner/ Axia Management, applicant/ McCrone, engineer;

1. Confirm that adequate EDUs are assigned to the project
2. No changes to utility connections anticipated with this project

Island Resort Cooperative Campground Expansion – Proposed construction of 34 additional cooperative campsites, located at the eastern terminus of Cropper Island Road, east of Worcester Highway (US Route 113), Tax Map 40, Parcel 241, Lot C, Tax District 4, A-1 Agricultural District, Island Resort Park, Inc., owner/ Vista Design, Inc., surveyor;

1. No Comment - Private water and sewer

Sea Oaks Village Commercial – Proposed construction of a 12,000 square foot building for contractor shops and a 12,570 square foot building for office and retail space, on the West side of Stephen Decatur Highway (MD Route 611) North of Sinepuxent Road, Tax Map 26, Parcel 274, Lot 3A, Tax District 10, R-3 Multi-family Residential District and C-1 Neighborhood Commercial District (RPC Overlay Zone), Sea Oaks Village LLC, owner/ R.D. Hand and Associates, Inc, land planner/ Frank Lynch, Jr., surveyor/ Ron Carpenter, engineer/ Hugh Cropper, IV, legal counsel;

1. Confirm that adequate EDUs are assigned to the project
2. Reserve further comment pending completion of the utility design and the required design report

**Preliminary Plat Review**

Sea Oaks Village Residential Planned Community Step III – Proposed 60 lot subdivision consisting of 59 townhouse lots and 1 commercial lot, on the West side of Stephen Decatur Highway (MD Route 611) North of Sinepuxent Road, Tax Map 26, Parcel 274, Lot 3A, Tax District 10, R-3 Multi-family Residential District and C-1 Neighborhood Commercial District (RPC Overlay Zone), Sea Oaks Village LLC, owner/R.D. Hand and Associates, Inc, land planner/ Frank Lynch, Jr., surveyor/ Ron Carpenter, engineer/ Hugh Cropper, IV, legal counsel

1. Confirm that adequate EDUs are assigned to the project
2. Reserve further comment pending completion of the utility design and the required design report

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



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

TECHNICAL REVIEW COMMITTEE  
FOREST CONSERVATION REVIEW

LAND PRESERVATION PROGRAMS  
STORMWATER MANAGEMENT  
SEDIMENT AND EROSION CONTROL  
SHORELINE CONSTRUCTION  
AGRICULTURAL PRESERVATION  
ADVISORY BOARD

WELL & SEPTIC  
WATER & SEWER PLANNING  
PLUMBING & GAS  
CRITICAL AREAS  
FOREST CONSERVATION  
COMMUNITY HYGIENE

STAFF PERSON: David Mathers 

DATE OF MEETING: July 10, 2019

PROJECT: Comfort Inn Hotel Addition

LOCATION: Tax Map: 27; Parcel: 145; Lot: 6

OWNER/DEVELOPER: K W Ocean City, LLC

APPLICANT: Axia Management

ENGINEER: McCrone



**This project is subject to the Worcester County Forest Conservation Law.** A Forest Conservation Application and fee have been submitted. A Forest Stand Delineation has been submitted and approved. A Forest Conservation Plan must be approved prior to this project being reviewed by the Planning Commission.

With a net tract area of 6.38 acres, 2.38 Acres of which is forested, and an afforestation threshold of 15 percent and conservation threshold of 15 percent, the amount of on-site forest retention required is 1.24 acres.

**This project is subject to the Worcester County Stormwater Ordinance.** The project has obtained Stormwater concept plan approval. Site Design Plan approval must be received prior to this case going to the Planning Commission.



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 CONSTRUCTION  
AGRICULTURAL PRESERVATION  
ADVISORY BOARD

WELL & SEPTIC  
WATER & SEWER PLANNING  
PLUMBING & GAS  
CRITICAL AREAS/FORESTRY  
COMMUNITY HYGIENE

### MEMORANDUM

DATE: June 21, 2019  
TO: Worcester County Technical Review Committee  
FROM: Joy S. Birch, Natural Resources Specialist III   
RE: July 10, 2019 Technical Review Committee Meeting

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- Comfort Inn Hotel Addition – Proposed construction of a 10,506 square foot addition for 16 rooms, a gym and an indoor pool, located on the southerly side of US Route 50 (Ocean Gateway), east of MD Route 611 (Stephen Decatur Highway), Tax Map 27, Parcel 145, Lot 6, Tax District 10, C-2 General Commercial District, K.W. Ocean City, LLC, owner / Axia Management, applicant / McCrone, engineer. This is located outside of the Atlantic Coastal and Chesapeake Bay Critical Area Program. **No Comment.**

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

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

June 27, 2019

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

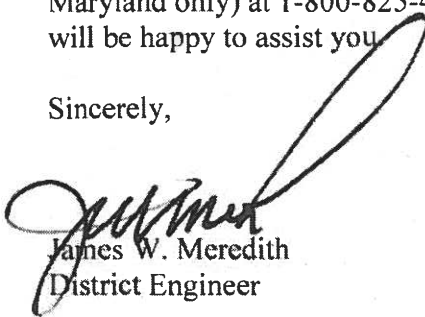
Dear Ms. Keener,

Thank you for the opportunity to review the Major Site Plan for the Comfort Suites Hotel Addition, located on the southerly side of US Route 50, and East of MD Route 611, known locally as 12718 Ocean Gateway, in the Town of Ocean City, Maryland. The Maryland Department of Transportation State Highway Administration (MDOT SHA) has reviewed the plans and we are pleased to respond.

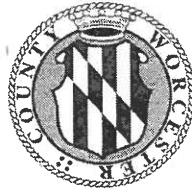
The plan proposes the construction of a 10,506 square foot addition to the Comfort Suites Hotel for 16 hotel rooms, a gym, and an indoor pool. A field review of this property determined an existing access point on US 50, which currently meets MDOT SHA standards and is capable of supporting the increase in trips for the subject development addition. If this site proposes any development in the future, the project will need to be reviewed by MDOT SHA and permitted as necessary. We do not anticipate the project will negatively impact the surrounding State roadway network. Therefore, the MDOT SHA has no objection to the construction as proposed.

If you have any questions or require additional information please contact Mr. Daniel 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@mdot.maryland.gov](mailto:dwilson12@mdot.maryland.gov). He will be happy to assist you.

Sincerely,

  
James W. Meredith  
District Engineer

cc: Mr. Hicham Baassiri, Assistant District Engineer-Project Development, MDOT SHA  
Mr. Don Conner, Access Management Consultant Inspector, MDOT SHA  
Mr. Mike Marvel, Resident Maintenance Engineer, Worcester County, MDOT SHA  
Mr. Daniel Wilson, Access Management Regional Engineer, MDOT SHA



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

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

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

**MEMORANDUM**

**TO:** Jennifer Kenner, Zoning Administrator  
**FROM:** Frank J. Adkins, Roads Superintendent (FA)  
**DATE:** July 2, 2019  
**SUBJECT:** TRC Meeting – July 10, 2019

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 1-325 Site Plan Review

**A. Comfort Suites Hotel Addition**

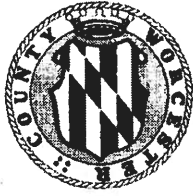
1. No comments at this time. Borders State Highway.

**B. Island Resort Campground Addition**

1. Roads do not meet current Worcester County Campground Standards.

**C. Sea Oaks Village Commercial**

1. Since these roads are listed as private, they will not be accepted into the County inventory nor turned over to the County.
2. Any structures, drainage easements, drainage ponds, drainage pipes, or utilities inside or outside the right-of-way will not be the responsibility Worcester County DPW – Roads Division.
3. Will require (2) commercial entrance permits and posting of a \$5,000.00 bond per entrance prior to construction for the commercial portion of this project on the south side of road.
4. Please provide commercial entrance detail drawing. Commercial entrances must meet Worcester County specifications.
5. A road construction bond will need to be posted and in place prior to construction. All road stabilization must meet 95% compaction and 24 hours notice before paving begins.
6. A geo-tech must be on-site during all phases of road construction. Copies of all written reports from the geo-tech must be submitted to Worcester County DPW – Roads Division on a daily basis and prior to any approvals.



WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE

Department of Development Review & Permitting  
Worcester County Government Center  
1 W. Market St., Room 1201  
Snow Hill, Maryland 21863  
410-632-1200, Ext. 1151  
pmiller@co.worcester.md.us

\*\*\*\*\*

Project: Comfort Suites Hotel

Date: 7/10/2019

Tax Map: 27 Parcel: 145 Section: \_\_\_\_\_ Lot: 6 Block: \_\_\_\_\_

STANDARD COMMENTS

1. Items listed in this review are not required for Technical Review Committee approval.
2. Provide complete code review. List type of construction, use groups, height and area, occupant loads, live, dead and other structural loads.
3. Soils report required at time of building permit application.
4. Compaction reports due at all footings and slab inspections as well as any site work and structural fill.
5. Complete sealed architectural, structural, mechanical, plumbing and electrical plans are required.
6. Provide information for wind, snow and seismic loads.
7. Special inspections (Third party) required per IBC Chapter 17 for steel, concrete, masonry, wood, prepared fill, foundations and structural observations.
8. Provide plan for owner's special inspection program, list inspections and inspection agencies.
9. A Maryland Registered Architect must seal plans. This architect or architectural firm will be considered the architect of record.
10. A pre-construction meeting will be required before any work starts.
11. Provide complete accessibility code requirements and details.
12. List on construction documents all deferred submittals.
13. Truss and other shop drawings will be required prior to installation.
14. **Architect / Engineer to provide verification construction is in accordance with approved plans and specifications prior to final inspection.**
15. **Please provide your design professional with a copy of these comments.**

## SITE SPECIFIC COMMENTS

1. **Current Codes:** 2015 International Building Code  
2015 International Energy Conservation Code  
2015 International Mechanical Code  
2017 NEC  
Maryland Accessibility Code  
2010 ADA Standards for Accessible Designs

Maryland Codes Administration has completed the adoption of the 2018 edition of the International Codes. Worcester County adoption of 2018 I codes is anticipated shortly.

2. Wind Design: 128 MPH (assumed); Risk category II; Exposure "C"
3. Complete sealed architectural, structural, mechanical, plumbing and electrical plans are required.
4. Provide all information per section C103.2: **"Information on construction documents of 2015 IECC"**.
5. Provide an Energy Compliance Report and lighting plan (wattage report).
6. Maryland state permit and engineered plans required for pool.
7. Provide a soils report at time of permit application.
8. ADA: Provide all details and specifications per 2010 ADA design standards.

### **State Modifications to the 2015 International Energy Conservation Code:**

(1) Add a note to Section C101, Scope and General Requirements: Additional requirements concerning energy conservation for buildings and structures may be required by the Energy Conservation Building Standards, Public Utility Companies Article, §§7-401—7-408, Annotated Code of Maryland, as amended.



(2) Add a note to Section 405.2.3 Specific Application Controls: For the new construction of hotels:

(a) Each hotel guest room shall be equipped with a master control device that automatically turns off the power to all of the lighting fixtures in the guest room no more than 30 minutes after the room has been vacated; and

(b) A master control device may also control the heating, ventilation, or air conditioning default settings in hotel guest rooms 30 minutes after a room has been vacated by:

(i) Increasing the set temperature by at least 3 degrees Fahrenheit when in the air conditioning mode; or

(ii) Decreasing the set temperature by at least 3 degrees Fahrenheit when in the heating mode.

**Reserve further comments until time of review of construction documents.**



- 
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. All new buildings must comply with the “Worcester County Public Safety Radio Coverage Code”. It is the purpose of this Code to require, as herein provided, that all persons or entities constructing, erecting or maintaining buildings and structures or equipment in Worcester County do so in a manner which does not interfere with the effective use of the county’s telecommunications network and provides for the appropriate facilities necessary to eliminate interference and provide for adequate public safety radio coverage. Contact the Worcester County Department of Emergency Services (410) 632-1311 to see if this project is subject to potential interference.

#### Specific Comments

1. The proposed addition shall be protected by an automatic sprinkler system in accordance with NFPA 13, *Standard for the Installation of Sprinkler Systems*. Plans shall be submitted and approved by this office prior to the installation of such system.
2. The existing fire alarm system shall be extended into and protect the proposed addition.
3. If the existing hotel is to remain open during the construction of the proposed addition, all means of egress and fire protection systems shall remain in place at all times.
4. Complete set of building plans shall be submitted and approved prior to start of construction.
5. No further comments at this time.

**TECHNICAL REVIEW COMMITTEE**

STAFF PERSON: Jennifer K. Keener DATE OF MEETING: July 10, 2019

PROJECT: Island Resort Cooperative Campground expansion – Proposed construction of 34 additional cooperative campsites, located at the eastern terminus of Cropper Island Road, east of Worcester Highway (US Route 113), Tax Map 40, Parcel 241, Lot C, Tax District 4, A-1 Agricultural 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
- \_\_\_\_\_ Klump, Environmental Programs
- \_\_\_\_\_ Bradford, Environmental Programs
- \_\_\_\_\_ Birch, Environmental Programs
- \_\_\_\_\_ Gerthoffer, Environmental Programs
- \_\_\_\_\_ Marsh, 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.

~~~~~

X Under the terms of Section ZS 1-325(f)(2), this application is considered to be a major site plan. Ten copies of the revised site plan which address the comments noted within must be submitted to this office no later than 4:30 P.M. on the deadline date. Submittal of an application on or before the deadline date is not a guarantee that the project will be placed on the agenda for the next regularly scheduled Planning Commission meeting. All required preliminary approvals must be obtained no later than 4:30 P.M. on the applicable project confirmation deadline, otherwise the application will not be scheduled. The applicant and specified representatives will be notified by mail of the tentative date and time at which this application will be considered by the Planning Commission on the above date. 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

July 10, 2019

**Project:** Island Resort Cooperative Campground expansion – Proposed construction of 34 additional cooperative campsites, located at the eastern terminus of Cropper Island Road, east of Worcester Highway (US Route 113), Tax Map 40, Parcel 241, Lot C, Tax District 4, A-1 Agricultural District

**Prepared by:** Jennifer K. Keener, AICP, Zoning Administrator

**Contact:** [jkkeener@co.worcester.md.us](mailto:jkkeener@co.worcester.md.us) or (410) 632-1200, extension 1123

#### GENERAL COMMENTS:

- A. In order to obtain a Building Permit, the applicant must submit the following to the Department:
1. A complete Building Permit application, along with the initial fee of \$300.00 made payable to "Worcester County";
  2. Four (4) sets of complete construction plans, including footing, foundation, framing, floor plan and building elevations - front, rear and sides. The construction plans must be sealed by an architect. The plans must be prepared in accordance with the applicable International Building Code, Energy Code, and ADA Code;
  3. Any additional information as requested based upon the scope of the project. The Department will supply copies of the site plan as approved by the Technical Review Committee or the Planning Commission once signature approval has been obtained.
- B. Once the permit is issued, the applicant must coordinate all necessary inspections with the respective Building or Zoning Inspector as outlined on the Inspection Request Form provided at permit issuance. The Department requires 24 hour notice for all inspections. The inspector, once on site, may require special or additional inspections based upon the scope of the project.
- C. **In order to obtain a Certificate of Use and Occupancy, all of the necessary inspections must be completed and approved by the various inspections agencies (building, zoning, plumbing, electrical, water, sewage, health, roads, etc.). Two sets of As-Builts (illustrating all lighting, landscaping, parking, signs and etc.) must be submitted at least one week prior to the anticipated occupancy of the building, structure or use of land activity. The Department requires a minimum of 72 hours from the last inspection in order to process a Certificate of Use and Occupancy. Please note that it is unlawful to occupy (employees or patrons) a structure without benefit of a Certificate of Use and Occupancy.**

SPECIFIC COMMENTS:

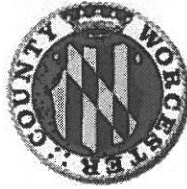
This project is subject to, but not limited to, the following sections of the Zoning and Subdivision Control Article:

ZS 1-201	A-1 Agricultural District
ZS 1-305	Lot requirements generally
ZS 1-306	Access to structures
ZS 1-318	Campgrounds
ZS 1-319	Access and traffic circulation requirements
ZS 1-320	Off-street parking areas
ZS 1-321	Off-street loading spaces
ZS 1-322	Landscaping and buffering requirements
ZS 1-323	Exterior lighting
ZS 1-324	Signs
ZS 1-325	Site plan review
ZS 1-326	Classification of highways
ZS 1-327	Additional setbacks from drainage ditches and stormwater management facilities

1. Please have the property owner sign and submit the attached site plan review/ subdivision application;
2. As an expansion to the cooperative campground, this project will be required to be recorded in the Worcester County Land Records once all approvals have been obtained. The Department will maintain a full plan set for signature approval, and a separate submission for the plat itself. References to the plat notes and pages that shall be included with that submission can be found at Liber 241 Folio 13;
3. Please re-title the plan "Further Expansion of Cooperative Campground, Lands of..."
4. Please update the Parcel number and add the lot (Parcel 241, Lot C);
5. Please add the applicable Board of Zoning Appeals cases to the plan (refer to Liber 241 Folio 14 for the list);
6. Please add the 500' setback from the R-1 District to the site plan;
7. The site plan sheet needs to illustrate the lot width and setbacks on the individual sites (or provide a separate page if it would be too confusing) along with the metes and bounds for each proposed site, and a table with the proposed lot areas for each campsite. Staff will verify that the required 40' by 40' square area per §ZS 1-318(e)(4)A.3. has been met;
8. The parking spaces must dimension a full 20' in depth on the site itself, not partially within the road right-of-way;
9. Please provide the open space calculation on the cover sheet. A minimum of 25% of the parcel is required to be maintained in open space and/or recreation as a common area per §ZS 1-318(e)(4)A.4. The last expansion provided 38.2% open space per the record plat;
10. All roads shall comply and be constructed in accordance with a County road specification for private campground subdivisions as adopted by the County Commissioners in accordance with §ZS 1-318(e)(4)A.7. As stated in the March 6, 2019 pre-submittal meeting, the gravel roads that are currently proposed (and exist as Road A, B and D) are not meeting the minimum standards. This matter needs to be resolved with the Department of Public Works, County Roads Division prior to review and approval by the Planning Commission;

11. Please add the following statement with a signature block for the property owner to sign prior to final signature approval: “As the property owner/developer, I am in full agreement with this site plan submitted herewith, and I am responsible for the completion of the improvements as shown on the approved site plan, and I understand that I cannot allow the property or buildings to be occupied until a Certificate of Use and Occupancy has been issued by the Department of Development, Review and Permitting.”
12. For the record plat, the applicable owner, surveyor, Planning Commission and Department of Environmental Programs statements and signature blocks will be required;
13. Written confirmation that the water and sewer requirements have been met will be required to be provided from the Department of Environmental Programs and the Department of Public Works prior to the Department granting signature approval;
14. Written confirmation will also be required from the Dept. of Environmental Programs Natural Resources Division relative to Forestry and Stormwater Management requirements prior to the Department granting signature approval. Any preliminary approvals associated with these requirements will need to be addressed as applicable prior to the scheduling of this project for Planning Commission review;
15. Permit No. 14-1019 that was issued on 12/4/2017 does not yet have a valid Certificate of Use and Occupancy. Resolution of this matter includes outstanding issues regarding the roads as outlined in Item 10 above, as well as the final inspection for Electrical Permit No. 17-218, which was issued to an electrician that no longer has a valid license. Please be advised that no additional permits will be issued for this development until these matters are resolved;

Worcester County, Maryland  
One West Market Street  
Room 1201, Government Center  
Snow Hill, MD 21863-1070  
(410) 632-1200



OFFICE USE ONLY:

Date Filed: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

**APPLICATION TO THE DEPARTMENT – DRP, TECHNICAL REVIEW COMMITTEE,  
AND/OR PLANNING COMMISSION**

**APPLICATION BEING MADE FOR:**

\_\_\_\_\_ Administrative Waiver  
\_\_\_\_\_ Minor Site Plan/ Subdivision  
\_\_\_\_\_ Major Site Plan  
\_\_\_\_\_ Site Plan Revision

\_\_\_\_\_ Sketch Plan  
\_\_\_\_\_ Preliminary Plat  
\_\_\_\_\_ Construction Plans  
\_\_\_\_\_ Final Plat

**TO THE DEPARTMENT – DRP, TECHNICAL REVIEW COMMITTEE, AND/OR  
PLANNING COMMISSION:**

A request is hereby made for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOCATION OF PROPERTY:**

Tax Map: \_\_\_\_\_ Parcel: \_\_\_\_\_ Section: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Physical Address: \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

Owner's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT INFORMATION:**

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

**ENGINEER, SURVEYOR, OR LAND PLANNER INFORMATION:**

Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person & Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person & Email: \_\_\_\_\_  
Signature: \_\_\_\_\_





**Worcester County**  
Department of Environmental Programs

## Memorandum

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**To:** Technical Review Committee (TRC) for May 7<sup>th</sup> meeting

**From:** Environmental Programs Staff

**Subject:** **Island Resort Cooperative Campground  
Major Site Plan  
TM 40 Parcel 93  
Coop Campground Expansion – 34 Lots**

**Date:** July 3, 2019

---

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 and other disciplines under our purview for this site.

1. A commercial plumbing plan review will be required prior to signoff on the building permit. Please submit two (2) sets of the plumbing drawings for the infrastructure with the building permit for review. Review fee will be \$125.00. A plumbing permit will also be required to be applied for after the building permit.
2. In accordance with the Shared Facility Agreement and the Operating Agreement that Island Resort has signed with the County, construction expansion drawings and specifications should be shared with the Department of Public Works for concurrence.
3. Regarding the sewer capacity to serve the proposed expansion, the campground will need to receive approval to undertake the 34 lot expansion with proposed new sewer disposal infrastructure and additions to the spray fields. That would be covered by an MDE construction permit for spray and process equipment changes for the new 34 campsites.
4. For this expansion and for MDE to process a construction permit, the campground would also request an amendment to *The Master Water and Sewerage Plan* for the additional 34 sites. The campground is served by a package wastewater plant with a discharge limit of 8 mg/l for nitrogen. The amendment, approved locally by the Worcester County Planning Commission and the Worcester County Commissioners will need final state approval for the expansion plat to be signed by Environmental Programs.

**Citizens and Government Working Together**

5. In accordance with the requirements found in § ZS 1-318 of the Worcester County Zoning Regulations:
1. Environmental Programs is not aware at this time of any compliance issues regarding the wastewater plant and that the facility is being operated in accordance with MDE regulations.
  2. The campground plan provides adequate sanitary facilities, save for the wastewater expansion proposal and details for the expansion spray fields with reserve area and any WWTP improvement upgrades needed. These submittals will need to be made and any approvals from MDE will need to be secured before the expansion can be constructed.
  3. The campground, for the current configuration before expansion, is in compliance with the DOH campground permit and regulations that are delegated locally to Environmental Programs. The operating permit will have to be upgraded to reflect the new site total upon approval of the plat and completion of the construction.

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

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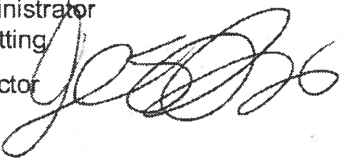
**TO:** Jennifer K. Keener, Zoning Administrator  
Development Review and Permitting

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

**DATE:** July 5, 2019

**SUBJECT:** TRC Meeting – July 10, 2019


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**Site Plan Review**

Comfort Inn Hotel Addition - Proposed construction of a 10,506 square foot addition for 16 rooms, a gym and an indoor pool, located on the southerly side of US Route 50 (Ocean Gateway), east of MD Route 611 (Stephen Decatur Highway), Tax Map 27, Parcel 145, Lot 6, Tax District 10, C-2 General Commercial District; K.W. Ocean City, LLC, owner/ Axia Management, applicant/ McCrone, engineer;

1. Confirm that adequate EDUs are assigned to the project
2. No changes to utility connections anticipated with this project

 Island Resort Cooperative Campground Expansion – Proposed construction of 34 additional cooperative campsites, located at the eastern terminus of Cropper Island Road, east of Worcester Highway (US Route 113), Tax Map 40, Parcel 241, Lot C, Tax District 4, A-1 Agricultural District, Island Resort Park, Inc., owner/ Vista Design, Inc., surveyor;

1. No Comment - Private water and sewer

Sea Oaks Village Commercial – Proposed construction of a 12,000 square foot building for contractor shops and a 12,570 square foot building for office and retail space, on the West side of Stephen Decatur Highway (MD Route 611) North of Sinepuxent Road, Tax Map 26, Parcel 274, Lot 3A, Tax District 10, R-3 Multi-family Residential District and C-1 Neighborhood Commercial District (RPC Overlay Zone), Sea Oaks Village LLC, owner/ R.D. Hand and Associates, Inc, land planner/ Frank Lynch, Jr., surveyor/ Ron Carpenter, engineer/ Hugh Cropper, IV, legal counsel;

1. Confirm that adequate EDUs are assigned to the project
2. Reserve further comment pending completion of the utility design and the required design report

**Preliminary Plat Review**

Sea Oaks Village Residential Planned Community Step III – Proposed 60 lot subdivision consisting of 59 townhouse lots and 1 commercial lot, on the West side of Stephen Decatur Highway (MD Route 611) North of Sinepuxent Road, Tax Map 26, Parcel 274, Lot 3A, Tax District 10, R-3 Multi-family Residential District and C-1 Neighborhood Commercial District (RPC Overlay Zone), Sea Oaks Village LLC, owner/R.D. Hand and Associates, Inc, land planner/ Frank Lynch, Jr., surveyor/ Ron Carpenter, engineer/ Hugh Cropper, IV, legal counsel

1. Confirm that adequate EDUs are assigned to the project
2. Reserve further comment pending completion of the utility design and the required design report

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



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  
SHORELINE CONSTRUCTION  
AGRICULTURAL PRESERVATION  
ADVISORY BOARD

WELL & SEPTIC  
WATER & SEWER PLANNING  
PLUMBING & GAS  
CRITICAL AREAS  
FOREST CONSERVATION  
COMMUNITY HYGIENE

TECHNICAL REVIEW COMMITTEE  
FOREST CONSERVATION REVIEW

STAFF PERSON: David Mathers 

DATE OF MEETING: July 10, 2019

PROJECT: Island Resort Campground Addition

LOCATION: Tax Map: 40; Parcel: 241

OWNER: Island Resort Park, Inc.

SURVEYOR: Vista Design, Inc.

.....  
**This project is subject to the Worcester County Forest Conservation Law.** This property is subject to Forest Conservation Plan 03-01 and Forest Conservation Plan 08-09. Forest Conservation Easement areas are to be kept as a natural habitat area, no clearing or grading within these Conservation Easement areas is permitted, and any new structures and improvements must not encroach into the Forest Conservation Easement. Furthermore, all Forest Conservation signs must be in place around the Conservation Easements.

**This project is subject to the Worcester County Stormwater Ordinance.** The project has obtained Stormwater concept plan approval. Site Design Plan approval must be received prior to this case going to the Planning Commission.



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 CONSTRUCTION  
AGRICULTURAL PRESERVATION  
ADVISORY BOARD

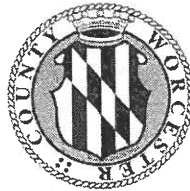
WELL & SEPTIC  
WATER & SEWER PLANNING  
PLUMBING & GAS  
CRITICAL AREAS/FORESTRY  
COMMUNITY HYGIENE

### MEMORANDUM

DATE: June 21, 2019  
TO: Worcester County Technical Review Committee  
FROM: Joy S. Birch, Natural Resources Specialist III *JB*  
RE: July 10, 2019 Technical Review Committee Meeting

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- Island Resort Campground Addition – Proposed construction of 34 additional cooperative campsites, locate at the eastern terminus of Cropper Island Road, east of Worcester Highway (US Route 113), Tax Map 40, Parcel 241, Lot C, Tax District 4, A-2 Agricultural District, Island Resort Park, Inc., owner / Vista Design, Inc., suveyors. This is located outside of the Atlantic Coastal and Chesapeake Bay Critical Area Program. No Comment.



**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: Frank J. Adkins, Roads Superintendent** (FA)  
**DATE: July 2, 2019**  
**SUBJECT: TRC Meeting – July 10, 2019**

**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 1-325 Site Plan Review**

**A. Comfort Suites Hotel Addition**

1. No comments at this time. Borders State Highway.

\* **B. Island Resort Campground Addition**

1. Roads do not meet current Worcester County Campground Standards.

**C. Sea Oaks Village Commercial**

1. Since these roads are listed as private, they will not be accepted into the County inventory nor turned over to the County.
2. Any structures, drainage easements, drainage ponds, drainage pipes, or utilities inside or outside the right-of-way will not be the responsibility Worcester County DPW – Roads Division.
3. Will require (2) commercial entrance permits and posting of a \$5,000.00 bond per entrance prior to construction for the commercial portion of this project on the south side of road.
4. Please provide commercial entrance detail drawing. Commercial entrances must meet Worcester County specifications.
5. A road construction bond will need to be posted and in place prior to construction. All road stabilization must meet 95% compaction and 24 hours notice before paving begins.
6. A geo-tech must be on-site during all phases of road construction. Copies of all written reports from the geo-tech must be submitted to Worcester County DPW – Roads Division on a daily basis and prior to any approvals.

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

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

June 27, 2019

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

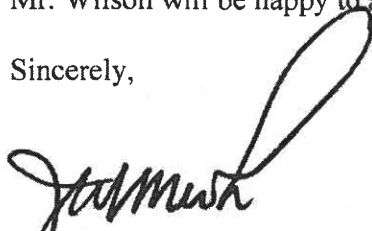
Dear Ms. Keener,

Thank you for the opportunity to review the Major Site Plan for the Island Resort Campground expansion, located at the eastern terminus of Cropper Island Road, east of US 113, in the Town of Newark, Maryland. The Maryland Department of Transportation State Highway Administration (MDOT SHA) has reviewed the plans and we are pleased to respond.

The Site Plan proposes construction of 34 additional cooperative campsites. The expansion as proposed is outside of the jurisdiction of MDOT SHA, and we do not anticipate the construction as proposed will negatively impact the surrounding State roadway network. Therefore, the MDOT SHA has no objection to the construction as proposed.

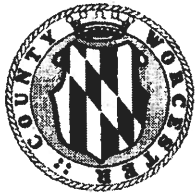
If you have any questions, or require anything additional, please contact Mr. Daniel Wilson, Access Management Regional Engineer, at 410-677-4048, by using our toll free number (in Maryland only) at 1-800-825-4742 (x4048), or via email at [dwilson12@mdot.maryland.gov](mailto:dwilson12@mdot.maryland.gov). Mr. Wilson will be happy to assist you.

Sincerely,



James W. Meredith  
District Engineer

cc: Mr. Hicham Baassiri, Assistant District Engineer-Project Development, MDOT SHA  
Mr. Don Conner, Access Management Consultant Inspector, MDOT SHA  
Mr. Mike Marvel, Resident Maintenance Engineer, Worcester County, MDOT SHA  
Mr. Daniel Wilson, Access Management Regional Engineer, MDOT SHA



WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE

Department of Development Review & Permitting  
Worcester County Government Center  
1 W. Market St., Room 1201  
Snow Hill, Maryland 21863  
410-632-1200, Ext. 1151  
pmiller@co.worcester.md.us

\*\*\*\*\*

Project: Island Resort Campground Addition

Date: 7/10/2019

Tax Map: 40 Parcel: 241 Section: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

**SITE SPECIFIC COMMENTS**

No comments at this time.





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: **Island Resorts Campground Expansion**

TRC #: **2019301**

LOCATION: **Tax Map 40; Parcels 241; Lot C**

CONTACT: **Bob Ewell**

MEETING DATE: **July 10, 2019**

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**

Proposed construction of 34 additional cooperative campsites.

### **Specific Comments**

1. All electric installations and equipment shall comply with NFPA 70, *The National Electric Code*.
2. Each campsite shall be marked for identification and shall be easily readable from the camp road.
3. No further comments at this time.

**TECHNICAL REVIEW COMMITTEE**

STAFF PERSON: Jennifer K. Keener DATE OF MEETING: July 10, 2019

PROJECT: Sea Oaks Village Commercial – Proposed construction of a 12,000 square foot building for contractor shops and a 12,570 square foot building for office and retail space, on the West side of Stephen Decatur Highway (MD Route 611) North of Sinepuxent Road, Tax Map 26, Parcel 274, Lot 3A, Tax District 10, R-3 Multi-family Residential District and C-1 Neighborhood Commercial District (RPC Overlay Zone)

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
- \_\_\_\_\_ Klump, Environmental Programs
- \_\_\_\_\_ Bradford, Environmental Programs
- \_\_\_\_\_ Birch, Environmental Programs
- \_\_\_\_\_ Gerthoffer, Environmental Programs
- \_\_\_\_\_ Marsh, 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.

~~~~~  
X Under the terms of Section ZS 1-325(f)(2), this application is considered to be a major site plan. Ten copies of the revised site plan which address the comments noted within must be submitted to this office no later than 4:30 P.M. on the deadline date. Submittal of an application on or before the deadline date is not a guarantee that the project will be placed on the agenda for the next regularly scheduled Planning Commission meeting. All required preliminary approvals must be obtained no later than 4:30 P.M. on the applicable project confirmation deadline, otherwise the application will not be scheduled. The applicant and specified representatives will be notified by mail of the tentative date and time at which this application will be considered by the Planning Commission on the above date. 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

July 10, 2019

**Project:** Sea Oaks Village Commercial – Proposed construction of a 12,000 square foot building for contractor shops and a 12,570 square foot building for office and retail space, on the West side of Stephen Decatur Highway (MD Route 611) North of Sinepuxent Road, Tax Map 26, Parcel 274, Lot 3A, Tax District 10, R-3 Multi-family Residential District and C-1 Neighborhood Commercial District (RPC Overlay Zone)

**Prepared by:** Jennifer K. Keener, AICP, Zoning Administrator

**Contact:** [jkkeener@co.worcester.md.us](mailto:jkkeener@co.worcester.md.us) or (410) 632-1200, extension 1123

#### GENERAL COMMENTS:

- A. In order to obtain a Building Permit, the applicant must submit the following to the Department:
1. A complete Building Permit application, along with the initial fee of \$300.00 made payable to "Worcester County";
  2. Four (4) sets of complete construction plans, including footing, foundation, framing, floor plan and building elevations - front, rear and sides. The construction plans must be sealed by an architect. The plans must be prepared in accordance with the applicable International Building Code, Energy Code, and ADA Code;
  3. Any additional information as requested based upon the scope of the project.
- The Department will supply copies of the site plan as approved by the Technical Review Committee or the Planning Commission once signature approval has been obtained.
- B. Once the permit is issued, the applicant must coordinate all necessary inspections with the respective Building or Zoning Inspector as outlined on the Inspection Request Form provided at permit issuance. The Department requires 24 hour notice for all inspections. The inspector, once on site, may require special or additional inspections based upon the scope of the project.
- C. **In order to obtain a Certificate of Use and Occupancy, all of the necessary inspections must be completed and approved by the various inspections agencies (building, zoning, plumbing, electrical, water, sewage, health, roads, etc.). Two sets of As-Builts (illustrating all lighting, landscaping, parking, signs and etc.) must be submitted at least one week prior to the anticipated occupancy of the building, structure or use of land activity. The Department requires a minimum of 72 hours from the last inspection in order to process a Certificate of Use and Occupancy. Please note that it is unlawful to occupy (employees or patrons) a structure without benefit of a Certificate of Use and Occupancy.**

SPECIFIC COMMENTS:

This project is subject to, but not limited to, the following sections of the Zoning and Subdivision Control Article:

|          |                                                                                |
|----------|--------------------------------------------------------------------------------|
| ZS 1-210 | C-2 General Commercial District                                                |
| ZS 1-305 | Lot requirements generally                                                     |
| ZS 1-306 | Access to structures                                                           |
| ZS 1-315 | Residential planned communities                                                |
| ZS 1-317 | Commercial development, industrial development and industrial parks            |
| ZS 1-319 | Access and traffic circulation requirements                                    |
| ZS 1-320 | Off-street parking areas                                                       |
| ZS 1-321 | Off-street loading spaces                                                      |
| ZS 1-322 | Landscaping and buffering requirements                                         |
| ZS 1-323 | Exterior lighting                                                              |
| ZS 1-324 | Signs                                                                          |
| ZS 1-325 | Site plan review                                                               |
| ZS 1-326 | Classification of highways                                                     |
| ZS 1-327 | Additional setbacks from drainage ditches and stormwater management facilities |

This project is also subject to the Design Guidelines and Standards for Commercial Uses.

NOTE: As a residential planned community, the development is subject to the conditions of approval and setbacks as granted by the Planning Commission during their review of the Step II Master Plan. Though this portion of the property is zoned C-1 Neighborhood Commercial District, the Residential Planned Community provisions allow any and all permitted and special exception uses as defined in the C-2 General Commercial District, and as approved on the Step I Concept Plan and the Step II Master Plan. The project as submitted is generally consistent with those approvals.

1. According to the preliminary plat submitted, the portion of the driveway that will run through the commercial lot is to be an easement, not an approved private road as labeled on the site plan. Please modify this note accordingly so that both projects are consistent;
2. All road/ driveway and internal entrance designs shall be reviewed and approved by the Department of Public Works, County Roads Division. Written confirmation of their approval will be required prior to the granting of site plan signature approval;
  - a. Their approval may be done in conjunction with the review of the construction plans during the next step of the subdivision review process. Since that will require review and approval by the County Commissioners through the §ZS 1-123 Approved private roads request, it is recommended that you submit the request soon. That way, staff can prepare the item to be considered by the Commissioners prior to or concurrent with the construction plan stage of the subdivision process and prevent further delays;
3. Written confirmation regarding the commercial entrance design and roadway improvements for Stephen Decatur Highway (MD Route 611) shall be obtained from the State Highway Administration prior to site plan signature approval;

4. Please add a one-way sign to the rear of the office/retail building near the dumpster, as well as a Do Not Enter sign on the opposite end of the travelway to designate the one-way travelway;
5. The site plan General Notes say that all travelways are to be constructed of asphalt, however the site plan indicates that the travelway (and possibly also the parking) shall be gravel. Please revise this information as applicable. At a minimum, the handicap space must be of a stabilized surface;
  - a. The Planning Commission has the ability to approve a different type of surface treatment (i.e. gravel) where supplied with a binding agent to prevent dust per the provisions of §ZS 1-320(f)(1);
6. Please provide a detail of the handicap accessible curb/ depressed curbing that notes the slopes to be provided where applicable;
7. The square footages provided on the site plan and the floor plans are slightly different, and Building 1 lists the first level as "Mixed Use Commercial". Please make sure that everything is the same in all locations so that the parking can be properly calculated;
8. Within the parking calculations, please switch the minimum and maximum calculations for the office they have been mislabeled;
9. Please provide a dimension on the depth of the parking spaces at the contractor shop, as I believe those are the only four (4) 10' by 20' spaces on the site;
10. For the handicap accessible detail, please revise the depth of the space to be variable, 18' or 20' long, since the parking by the office/retail building will be 18' in length;
11. In accordance with §ZS 1-319, an interparcel connector shall be provided to all adjacent commercially zoned properties. This would apply to Parcel 274 Lot 2 to the north;
12. Does the dumpster location to the rear of the contractor shop building provide a tractor trailer with enough room to maneuver the turn?
13. In accordance with §ZS 1-322(e)(6), a landscape screen is required to be provided where a residential planned community abuts a collector highway. Alternatively, §ZS 1-322(e)(5) and Section 17(b)(5) of the Design Guidelines and Standards would require a landscape buffer where a commercial development adjoins a residential zoning district. In both cases, the Planning Commission may grant a modification to these requirements where it is deemed that strict compliance would cause an undue hardship on the applicant;
14. In accordance with §ZS 1-322(g), a maintenance and replacement bond for required landscaping is mandatory for a period not to exceed two years in an amount not to exceed one hundred and twenty-five percent of the installation cost. A landscape estimate from a nursery will be required to be provided at permit stage to accurately determine the bond amount;
15. Please identify the 15' maintenance easement from the top of the slope of the proposed stormwater management pond on the site plan. Section ZS 1-327(b)(3) requires that the area beyond the maintenance easement be screened or ornamentally planted. Additional landscaping could be provided to meet this requirement;
16. All major site plans that result in the creation of a new address shall submit the project in electronic format at the time of signature approval per §ZS 1-325(e)(1)F.;
17. Written confirmation that the water and sewer requirements have been met will be required to be provided from the Department of Environmental Programs and the Department of Public Works prior to the Department granting signature approval. This

approval may be done in conjunction with their review and approval of the subdivision construction plans;

18. Written confirmation will also be required from the Dept. of Environmental Programs Natural Resources Division relative to the granting of final Stormwater Management and Sediment Erosion Control approval prior to the Department granting signature approval. Site Development Plan approval with these requirements will need to be addressed as applicable prior to the scheduling of this project for Planning Commission review;
19. Relative to the provisions for on-building and freestanding signage:
  - a. With respect to on-building signage, the Zoning Code bases the allowance of copy area on the unit frontage where the principal entrance is located for each unit. For the second floor offices that only have one principal building access, the copy area for that portion is only counted once. The square footage is then allocated to the development as a whole. At the permitting stage for the buildings when the final entrance locations are determined, the Department will maintain a spreadsheet of the total copy area allowed, and what has been permitted. However, the developer is responsible for determining what amount of copy area each tenant is allowed to permit, and consideration should be given early on so that the final few tenants are not left with little or no signage allowances;
  - b. With respect to the freestanding signage, as an RPC, the residential and commercial signage may be combined onto one freestanding sign at the entrance to the development. Given the amount of road frontage available, only one monument type sign is allowed, and may have a maximum of 100 square feet of copy area, and be a maximum of 7' in height per §ZS 1-324(c)(4)B.2.;

*Design Guidelines and Standards for Commercial Uses:* Generally, this property is located within the Seaside Architectural Tradition.

20. A pedestrian crosswalk should be provided to/from the contractor shop sidewalk across the proposed driveway/ road to connect to the main sidewalk per Section 16(b)(4) and (7);
21. Section 17(b)(8) requires that the side and rear façades of any building be provided with a 10' wide landscape buffer at the foundation.
  - a. Within the scope of Building 1 (retail/office building), there are plantings on the sides, and generally a planting area in the rear, though not provided with buffering type landscaping;
  - b. In addition, Sections 10(b)(2)C. & 11(B)(4) would require a sidewalk and customer entry along the west side façade of Building 1, as it abuts required parking. The Planning Commission would have to decide the trade-off on buffering plantings, a sidewalk and entry, or requiring all items;
  - c. Within the scope of Building 2 (contractor shops), there is no landscaping provided along the northerly side of the building. In addition, the rear of the contractor shop has no landscaping, but cannot feasibly provide a significant buffer due to the nature of the use and the location of overhead roll-up doors;
22. Section 17(b)(10) notes that if the project is to be phased, that all perimeter landscaping is required to be installed within the first phase;
23. Section 18(b)(3) encourages, but does not require, that the freestanding light fixtures be

- located a minimum of 10' from the property line;
24. Additional details need to be provided on the proposed community spaces. Specifically:
    - a. What features are being provided within each space?
    - b. Benches are required to be provided within the space at Building 2 (contractor shops);
    - c. How is the community space being demarcated/ protected? Recommendations would include fencing, large landscape planters, etc.
  25. While color renderings of the proposed buildings have been provided, the property owner/ architect needs to identify the proposed colors on the architectural plans in order to review the project for compliance with Section 12 of the document;
  26. Please identify the overall height of the buildings on the elevations, along with all of the various roof pitches to determine compliance with Section 8;
  27. Section 10(b)(1)I. requires a 24" base below any ground level windows. None is provided on Building 1 (retail/office), and approximately one foot is provided on Building 2 (contractor shops);
  28. In addition, Section 10(b)(1)J. requires the buildings to have a distinct base;
  29. What details are being provided per Section 13(b)(1) for each building?
  30. Section 10(b)(2)B. requires that all mechanicals/ utilities be screened with material in keeping with the façade. The site plan indicates that the screening will consist of brick, which is not consistent with the building design. In addition, there is limited room for placement of mechanicals on this pad site, where will they be located?

The following comments pertain to the elevations of Building 1 (Retail/ Office building):

31. Building 1 has three public façades as defined in the document: front, rear and east/ side. I reviewed each façade for compliance with the recess/projection requirements of Section 10(b)(1)B. & C. The east façade is compliant. The rear façade has no recesses or projections, however it is completely screened from view to the adjoining property with landscaping, and has no public parking nor customer entrances. The front façade would require additional recesses or projections due to the width of the façade, however between the changes in the roof lines and the columns for the decorative second floor balcony, the design overall gives the appearance of significant plane changes. In my opinion, this design meets the purpose and intent of the Design Guidelines and Standards document;
32. With respect to the transparency requirements contained in Section 10(b)(1)H, the front is compliant (40%), the rear has no transparency, and the east façade has 18.6%. A minimum of 25% is required. Given the nature of the rear of the building as outlined in Item 31 above, and the nature of the use as a corridor along the easterly façade, I find that it is in keeping with the overall intent of the document and design of the building;

The following comments pertain to the elevations of Building 2 (Contractor Shop building):

33. Building 2 has three public façades as defined in the document: front, north/ side and south/ side. I reviewed each façade for compliance with the recess/projection requirements of Section 10(b)(1)B. & C. The front façade would require additional recesses/ projections a minimum of 37.5' long (only one proposed at 14' long), and those

would need to be approximately the same depth as the one provided (5.6' deep). No recesses or projections have been provided along the northerly or southerly side façades. To comply, they would require recesses or projections to be a minimum of 12.8' long and 1.9' deep. While the northerly side is screened from view and does not have customer parking, the southerly façade is primarily what will be seen from the driveway/ road. While recesses/projections in the wall surface have not been provided on this façade, the applicant has illustrated that the decorative timber beams are proposed to extend around the corner from the front façade;

34. With respect to the transparency requirements contained in Section 10(b)(1)H, a minimum of 25% is required. The front has 19.7%, while the northerly and southerly sides have 10.5% transparency;





**Worcester County**  
Department of Environmental Programs  
Environmental Programs Division

## Memorandum

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**To:** Technical Review Committee (TRC) for July 10, 2019 Meeting

**From:** Environmental Programs Staff

**Subject:** Sea Oaks Village Commercial, MAJOR SITE PLAN REVIEW, TM 26 P  
274 L 3A

**Date:** June 27, 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.

- An EDU chart will need to be provided on the site plan showing each use (contractor shop, office, and retail) square footages multiplied by the respective multiplier for sewage flow.
- The square footages on the site plan do not match the architectural drawings. These must match so that there are no issues when permits are submitted.
- There are 4 EDUs allocated for these uses within the RPC.
- There are 3 old wells on the property that need to be found and sealed by a well driller. One served the trailer and two served the chicken houses. None of these structures currently exist which could make the process of finding these wells more difficult. As of this date, no efforts to locate these wells have been reported to this office.
- It should be noted that natural gas main extensions and service conversions are currently completed in this area and gas is available to this proposed community.
- The Plumbing Code is the 2015 National Standard Plumbing Code (NSPC) Illustrated. The Gas Code is the National Fuel Gas Code, ANSI Z223.1, NFPA 54, 2015 Edition, for natural gas.
- Plumbing permits, and potentially gas permits, will be required. As part of this proposed construction, a commercial plumbing plan review will be needed before this office can sign any building permits. Please submit plans with a \$250 review fee.
- Please note the source of public water and sewer on the site plan. This would be Mystic Harbour Sanitary Area.

**Citizens and Government Working Together**

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

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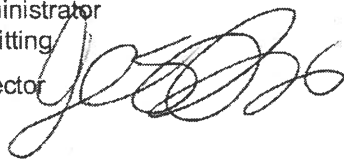
**TO:** Jennifer K. Keener, Zoning Administrator  
Development Review and Permitting

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

**DATE:** July 5, 2019

**SUBJECT:** TRC Meeting – July 10, 2019

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**Site Plan Review**

Comfort Inn Hotel Addition - Proposed construction of a 10,506 square foot addition for 16 rooms, a gym and an indoor pool, located on the southerly side of US Route 50 (Ocean Gateway), east of MD Route 611 (Stephen Decatur Highway), Tax Map 27, Parcel 145, Lot 6, Tax District 10, C-2 General Commercial District, K.W. Ocean City, LLC, owner/ Axia Management, applicant/ McCrone, engineer;

1. Confirm that adequate EDUs are assigned to the project
2. No changes to utility connections anticipated with this project

Island Resort Cooperative Campground Expansion – Proposed construction of 34 additional cooperative campsites, located at the eastern terminus of Cropper Island Road, east of Worcester Highway (US Route 113), Tax Map 40, Parcel 241, Lot C, Tax District 4, A-1 Agricultural District, Island Resort Park, Inc., owner/ Vista Design, Inc., surveyor;

1. No Comment - Private water and sewer

Sea Oaks Village Commercial – Proposed construction of a 12,000 square foot building for contractor shops and a 12,570 square foot building for office and retail space, on the West side of Stephen Decatur Highway (MD Route 611) North of Sinepuxent Road, Tax Map 26, Parcel 274, Lot 3A, Tax District 10, R-3 Multi-family Residential District and C-1 Neighborhood Commercial District (RPC Overlay Zone), Sea Oaks Village LLC, owner/ R.D. Hand and Associates, Inc, land planner/ Frank Lynch, Jr., surveyor/ Ron Carpenter, engineer/ Hugh Cropper, IV, legal counsel;

1. Confirm that adequate EDUs are assigned to the project
2. Reserve further comment pending completion of the utility design and the required design report

**Preliminary Plat Review**

Sea Oaks Village Residential Planned Community Step III – Proposed 60 lot subdivision consisting of 59 townhouse lots and 1 commercial lot, on the West side of Stephen Decatur Highway (MD Route 611) North of Sinepuxent Road, Tax Map 26, Parcel 274, Lot 3A, Tax District 10, R-3 Multi-family Residential District and C-1 Neighborhood Commercial District (RPC Overlay Zone), Sea Oaks Village LLC, owner/R.D. Hand and Associates, Inc, land planner/ Frank Lynch, Jr., surveyor/ Ron Carpenter, engineer/ Hugh Cropper, IV, legal counsel

1. Confirm that adequate EDUs are assigned to the project
2. Reserve further comment pending completion of the utility design and the required design report

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





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

TECHNICAL REVIEW COMMITTEE  
FOREST CONSERVATION REVIEW

LAND PRESERVATION PROGRAMS  
STORMWATER MANAGEMENT  
SEDIMENT AND EROSION CONTROL  
SHORELINE CONSTRUCTION  
AGRICULTURAL PRESERVATION  
ADVISORY BOARD

WELL & SEPTIC  
WATER & SEWER PLANNING  
PLUMBING & GAS  
CRITICAL AREAS  
FOREST CONSERVATION  
COMMUNITY HYGIENE

STAFF PERSON: Jenelle Gerthoffer (JG)

DATE OF MEETING: July 10, 2019

PROJECT: Sea Oaks RPC

LOCATION: Tax Map 26, Parcel 274, Lot: 3A

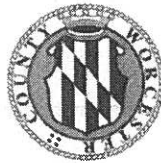
OWNER/DEVELOPER: Sea Oaks Village, LLC

SURVEYOR/ENGINEER: R.D. Hand and Associates, Inc.

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**This project is exempt from the Worcester County Forest Conservation Law per NR 1-403(b)(15).** The area of forested non-tidal wetland, including any regulated buffer, is greater than or equal to the area of reforestation and afforestation required. The Forestry Calculation sheet and summary of approved non-tidal wetland impacts must be included on all plans and plats to ensure that all stages of the project support this exemption. Furthermore, a voluntary easement is recommended for all remaining forested non-tidal wetlands. If changes are made, and reforestation/afforestation requirements are greater than the area of remaining forested non-tidal wetlands, compliance with the Forest Conservation Law will be required.

**This project is subject to the Worcester County Stormwater Ordinance.** The project has obtained Stormwater Concept Plan approval. Site Development Plan approval must be received prior to this project being reviewed by the Planning Commission.



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

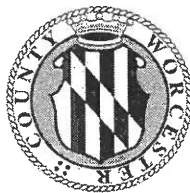
LAND PRESERVATION PROGRAM  
STORMWATER MANAGEMENT  
SEDIMENT AND EROSION CONTROL  
SHORELINE CONSTRUCTION  
AGRICULTURAL PRESERVATION  
ADVISORY BOARD

WELL & SEPTIC  
WATER & SEWER PLANNING  
PLUMBING & GAS  
CRITICAL AREAS/FORESTRY  
COMMUNITY HYGIENE

### MEMORANDUM

DATE: June 21, 2019  
TO: Worcester County Technical Review Committee  
FROM: Joy S. Birch, Natural Resources Specialist III *JB*  
RE: July 10, 2019 Technical Review Committee Meeting

- 
- Sea Oaks Village Commercial – Proposed construction of a 12,000 square foot building for contractor shops and a 12,570 square foot building for office and retail space, on the West side of Stephen Decatur Highway (MD Route 611) North of Sinepuxent Road, Tax Map 26, Parcel 274, Lot 3A, Tax District 10, R-3 Multi –Family Residential District and C-1 Neighborhood Commercial District ( RPC overlay Zone), Sea Oaks Village LLC, owner / R.D. Hand and Associates, Inc., land planner / Frank Lynch, Jr., surveyor / Ron Carpenter, engineer / Hugh Cropper, IV, legal counsel. According to the plan provided dated October 16, 2018 the property and project boundaries are not located within the Atlantic Coastal Bays Critical Area (ACBCA) program; therefore, we have no 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:** Frank J. Adkins, Roads Superintendent (FA)  
**DATE:** July 2, 2019  
**SUBJECT:** TRC Meeting – July 10, 2019

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 1-325 Site Plan Review**

**A. Comfort Suites Hotel Addition**

1. No comments at this time. Borders State Highway.

**B. Island Resort Campground Addition**

1. Roads do not meet current Worcester County Campground Standards.

**C. Sea Oaks Village Commercial**

1. Since these roads are listed as private, they will not be accepted into the County inventory nor turned over to the County.
2. Any structures, drainage easements, drainage ponds, drainage pipes, or utilities inside or outside the right-of-way will not be the responsibility Worcester County DPW – Roads Division.
3. Will require (2) commercial entrance permits and posting of a \$5,000.00 bond per entrance prior to construction for the commercial portion of this project on the south side of road.
4. Please provide commercial entrance detail drawing. Commercial entrances must meet Worcester County specifications.
5. A road construction bond will need to be posted and in place prior to construction. All road stabilization must meet 95% compaction and 24 hours notice before paving begins.
6. A geo-tech must be on-site during all phases of road construction. Copies of all written reports from the geo-tech must be submitted to Worcester County DPW – Roads Division on a daily basis and prior to any approvals.

7. A pre-construction meeting is required before construction begins.
8. Please show construction details for temporary cul-de-sac. This temporary cul-de-sac must be removed if road is extended.
9. Please show detail for the 24" rolled curb CG2 on sheet M-1.
10. The plans from Bob Hand and Frank Lynch do not agree on road cross sections and details.

### **Preliminary Plat Review**

#### **A. Sea Oaks Village RPC Step III**

1. Since these roads are listed as private, they will not be accepted into the County inventory nor turned over to the County.
2. Any structures, drainage easements, drainage ponds, drainage pipes, or utilities inside or outside the right-of-way will not be the responsibility Worcester County DPW – Roads Division.
3. Will require (2) commercial entrance permits and posting of a \$5,000.00 bond per entrance prior to construction for the commercial portion of this project on the south side of road.
4. Please provide commercial entrance detail drawing. Commercial entrances must meet Worcester County specifications.
5. A road construction bond will need to be posted and in place prior to construction. All road stabilization must meet 95% compaction and 24 hours notice before paving begins.
6. A geo-tech must be on-site during all phases of road construction. Copies of all written reports from the geo-tech must be submitted to Worcester County DPW – Roads Division on a daily basis and prior to any approvals.
7. A pre-construction meeting is required before construction begins.
8. Please show construction details for temporary cul-de-sac. This temporary cul-de-sac must be removed if road is extended.
9. Please show detail for the 24" rolled curb CG2 on sheet M-1.
10. Private road specifications do not meet current County Private Road Specifications 200-06.
11. All roads to be stabilized per RPC standards.
12. Upright curb not an option – use CG1 or CG2.
13. Pavement section shall meet or exceed current RPC standards.
14. The plans from Bob Hand and Frank Lynch do not agree on road cross sections and details.

cc: John H. Tustin, P.E.

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

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

June 27, 2019

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:

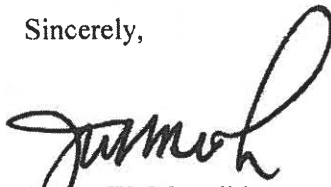
Thank you for the opportunity to review the submittal for the proposed Sea Oaks development, located on the west side of MD 611, north of Sinepuxent Road, in Worcester County. The Maryland Department of Transportation State Highway Administration (MDOT SHA) has reviewed the plans and we are pleased to respond.

This site plan proposes the construction of a 59-unit townhouse development, with 24,570 square feet of mixed commercial use (a 12,000 square foot building for contractors shops and a 12,570 square foot building for office and retail space). As the plan proposes the new construction of a commercial development with a commercial access onto MD 611, a Commercial Access Permit will be required from this office.

Subject to our aforementioned comments, the applicant must submit 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. 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>.

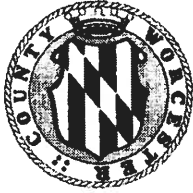
If you have any questions or require additional information please contact Mr. Daniel Wilson, Access Management Regional Engineer, at 410-677-4048, by using our toll free number (in Maryland only) at 1-800-825-4742 (x4048), or via email at [dwilson12@mdot.maryland.gov](mailto:dwilson12@mdot.maryland.gov). He will be happy to assist you.

Sincerely,



James W. Meredith  
District Engineer

cc: Mr. Hicham Baassiri, Assistant District Engineer-Project Development, MDOT SHA  
Mr. Don Conner, Access Management Consultant Inspector, MDOT SHA  
Mr. Mike Marvel, Resident Maintenance Engineer, Worcester County, MDOT SHA  
Mr. Daniel Wilson, Access Management Regional Engineer, MDOT SHA



WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE

Department of Development Review & Permitting  
Worcester County Government Center  
1 W. Market St., Room 1201  
Snow Hill, Maryland 21863  
410-632-1200, Ext. 1151  
pmiller@co.worcester.md.us

\*\*\*\*\*

Project: Sea Oaks

Date: 7/10/2019

Tax Map: 26 Parcel: 274 Section:        Lot: 3A

STANDARD COMMENTS

1. Items listed in this review are **not** required for Technical Review Committee approval.
2. Provide complete code review. List type of construction, use groups, height and area, occupant loads, live, dead and other structural loads.
3. Soils report required at time of building permit application.
4. Compaction reports due at all footings and slab inspections as well as any site work and structural fill.
5. Complete sealed architectural, structural, mechanical, plumbing and electrical plans are required.
6. Provide information for wind, snow, floor, roof and seismic loads.
7. Special inspections (Third party) required per IBC Chapter 17 for steel, concrete, masonry, wood, prepared fill, foundations and structural observations.
8. Provide plan for owner's special inspection program, list inspections and inspection agencies.
9. A Maryland Registered Architect must seal plans. This architect or architectural firm will be considered the architect of record.
10. A pre-construction meeting will be required before any work starts.
11. Provide complete accessibility code requirements and details.
12. List on construction documents all deferred submittals.
13. Truss and other shop drawings will be required prior to installation. Design professional in responsible charge shall review and approve all shop drawings.
14. Please provide your design professional with a copy of these comments.
15. Architect certification prior to final site visits made during construction and in accordance with approved plans and specifications.



## Site specific comments: Commercial

1. Current Codes: 2015 International Building Code  
2015 International Residential Code  
2015 International Energy Conservation Code  
2015 International Mechanical Code  
2017 NEC  
Maryland Accessibility Code  
2010 ADA Standards for Accessible Designs

Maryland Codes Administration has completed the adoption of the 2018 edition of the International Codes. Worcester County adoption of 2018 I codes is anticipated shortly.

2. Wind Design: 128 MPH (assumed); Risk category II; Exposure "C"
3. Complete sealed architectural, structural, mechanical, plumbing and electrical plans are required.
4. ADA: Provide all details and specifications per 2010 ADA design standards.
5. Provide an accessible route from parking to building entrance.
6. Provide all information per section C103.2 and R103.2: "Information on construction documents of 2015 IECC".
7. Provide an Energy Compliance Report and lighting plan (wattage report).

### Building 1

Provide egress plan from second floor (travel distance exceeds 100').

Stairs to discharge directly to exterior.

Separate mixed use from second floor office space with horizontal assembly, supporting construction rated same as horizontal assembly.

Provide drinking fountains (ADA double bowl) and service sinks per code for each specific end use (B or M), unless permitted otherwise plumbing inspector.

Allowable area of 9000 ft<sup>2</sup> per Table 506.2 for V-B construction without a fire suppression system.

## **Building 2**

### **Review of this structure is limited to S-1 use.**

Allowable area of 9000 ft<sup>2</sup> per Table 506.2 for V-B construction without a fire suppression system.

Incidental uses: An area limitation of 10% of each unit is permitted per code for an office incidental to the approved contractor shop.

Provide drinking fountains (ADA double bowl) and service sinks per code for each unit, unless permitted otherwise plumbing inspector.

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



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: Sea Oaks Village**  
**LOCATION: Tax Map 26; Parcel 274, Lot 3A**  
**CONTACT: Sea Oaks Village, LLC**  
**MEETING DATE: July 10, 2019**

**TRC #: 2019302**

**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**

The proposed construction of a 12000 square foot building for contractor shops and a 12570 square foot building for office and retail space.

### **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. A fire hydrant shall be located within 100 feet of fire department connection for sprinkler system.
2. Provide the appropriate code compliant fire rated separation between units.
3. Depending on the commercial use, the proposed commercial units may be required to be protected by an automatic sprinkler system in accordance with NFPA 13.
4. Complete set of building plans shall be submitted and approved prior to start of construction.
5. No further comments at this time.



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

[www.co.worcester.md.us/drp/drpindex.htm](http://www.co.worcester.md.us/drp/drpindex.htm)

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

## WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE

July 10, 2019

**Cathy Zirkle, DRP Specialist II (ext. 1136)**

Department of Development, Review and Permitting

Worcester County Government Office Building

One West Market Street, Room 1201

Snow Hill, MD 21863

(410) 632-1200

\*\*\*\*\*

Project: Sea Oaks Village Preliminary Plat – Proposed 60 lot subdivision consisting of 59 townhouse lots and 1 commercial lot, on the West side of Stephen Decatur Highway (MD Route 611) North of Sinexpent Road, Tax Map 26, Parcel 274, Lot 3A, Tax District 10, R-3 Multi-family Residential District and C-1 Neighborhood Commercial District (RPC Overlay Zone)

### SPECIFIC COMMENTS:

1. Move the boundary survey sheet to the front after the cover sheet, provide an index or key sheet on that page per §ZS 2-403(b)(2)A.3
2. Remove proposed structures from the plan. The second set of pages 2-7 can be condensed or removed entirely and required information added to the first set;
3. Provide a detailed legend per §ZS 2-403(b)(2)A.4;
4. Provide the property acreage on the boundary survey per §ZS 2-403(b)(2)C.2;
5. Show any animal containment structures or note the lack of within 200 feet of any new division line per §ZS 2-403(b)(2)C.5 and §ZS 1-305(r);
6. Show the location of all existing survey monuments per §ZS 2-403(b)(2)C.6;
7. Provide an outline of all wooded areas per §ZS 2-403(b)(2)C.9;
8. Provide building setback lines and all required yards for the commercial lot and the residential lots per §ZS 2-403(b)(2)D.4;
9. Add the total amount of linear feet of roadway to the area tabulation per §ZS 2-403(b)(2)D.5;
10. Show all easements and/or rights-of-way per §ZS 2-403(b)(2)D.8;
11. Title as Preliminary Plat – Not to be Recorded” per §ZS 2-403(b)(2)D.11;
12. Provide a draft of deed restrictions and covenants, homeowners association documents for review by the County Attorney –any requested revisions must be made prior to signature approval per §ZS 2-403(b)(2)D.12. and §ZS 2-502(m)(6)D;
13. Add the required Non Tidal Wetlands Statement per §ZS 2-403(b)(2)D.17(ii);
14. Road names shall be reviewed and approved prior to signature approval of the preliminary plat,

by the Department of Emergency Services. A copy of the boundary survey has been sent to emergency services for review and comment. This Department will await their approval.

15. The applicant should consider starting the Approved Private Road process per §ZS 1-123 soon as it must be complete prior to construction plan approval ;
16. If this project will be done in Phases, a phasing plan needs to be provided on the preliminary plat;
17. Dead-end streets and culs-de-sac approval will be needed from the Planning Commission during their review of the preliminary plat per §ZS 2-502(c)(7)A;
18. Indicate the angle of all intersections per §ZS 2-502(c)(7)E. and §ZS 2-502(d)(2);
19. Please refer to §ZS 2-502(c)(7)G in the event that the remaining lands are developed and a cul-de-sac or dead end will be extended;
20. Please work with the Ocean City Airport to complete the Avigation easement and have it recorded prior to the Department signing any permits for the development.



**Worcester County**  
Department of Environmental Programs  
Environmental Programs Division

## Memorandum

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**To:** Technical Review Committee (TRC) for July 10, 2019 Meeting

**From:** Environmental Programs Staff

**Subject:** Sea Oaks Village RPC Step III, PRELIMINARY PLAT REVIEW,  
TM 26 P 274 L 3A

**Date:** June 27, 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.

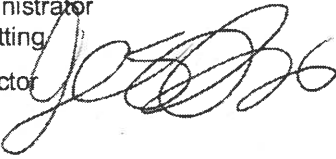
- There are 3 old wells on the property that have a need to be located and sealed by a well driller. One served the trailer and two served the former chicken houses. None of these structures currently exist which could make the process of finding these wells more difficult. As of this date, no efforts to find these wells have been detailed to this office.
- It should be noted that natural gas main extensions and service conversions are currently completed in this area and gas is available to this proposed community.
- The Plumbing Code is the 2015 National Standard Plumbing Code (NSPC) Illustrated. The Gas Code is the National Fuel Gas Code, ANSI Z223.1, NFPA 54, 2015 Edition, for natural gas.
- Plumbing permits, and potentially gas permits, will be required.
- Please note the source of public water and sewer on the site plan. This would be Mystic Harbour Sanitary Area.
- All fees associated with the water and sewer EDUs must be settled before this office can sign off on permits.

**Citizens and Government Working Together**

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

---

**TO:** Jennifer K. Keener, Zoning Administrator  
Development Review and Permitting  
**FROM:** John S. Ross, P.E., Deputy Director  
**DATE:** July 5, 2019  
**SUBJECT:** TRC Meeting – July 10, 2019



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**Site Plan Review**

Comfort Inn Hotel Addition - Proposed construction of a 10,506 square foot addition for 16 rooms, a gym and an indoor pool, located on the southerly side of US Route 50 (Ocean Gateway), east of MD Route 611 (Stephen Decatur Highway), Tax Map 27, Parcel 145, Lot 6, Tax District 10, C-2 General Commercial District, K.W. Ocean City, LLC, owner/ Axia Management, applicant/ McCrone, engineer;

1. Confirm that adequate EDUs are assigned to the project
2. No changes to utility connections anticipated with this project

Island Resort Cooperative Campground Expansion – Proposed construction of 34 additional cooperative campsites, located at the eastern terminus of Cropper Island Road, east of Worcester Highway (US Route 113), Tax Map 40, Parcel 241, Lot C, Tax District 4, A-1 Agricultural District, Island Resort Park, Inc., owner/ Vista Design, Inc., surveyor;

1. No Comment - Private water and sewer

Sea Oaks Village Commercial – Proposed construction of a 12,000 square foot building for contractor shops and a 12,570 square foot building for office and retail space, on the West side of Stephen Decatur Highway (MD Route 611) North of Sinepuxent Road, Tax Map 26, Parcel 274, Lot 3A, Tax District 10, R-3 Multi-family Residential District and C-1 Neighborhood Commercial District (RPC Overlay Zone), Sea Oaks Village LLC, owner/ R.D. Hand and Associates, Inc, land planner/ Frank Lynch, Jr., surveyor/ Ron Carpenter, engineer/ Hugh Cropper, IV, legal counsel;

1. Confirm that adequate EDUs are assigned to the project
2. Reserve further comment pending completion of the utility design and the required design report

**Preliminary Plat Review**

Sea Oaks Village Residential Planned Community Step III – Proposed 60 lot subdivision consisting of 59 townhouse lots and 1 commercial lot, on the West side of Stephen Decatur Highway (MD Route 611) North of Sinepuxent Road, Tax Map 26, Parcel 274, Lot 3A, Tax District 10, R-3 Multi-family Residential District and C-1 Neighborhood Commercial District (RPC Overlay Zone), Sea Oaks Village LLC, owner/R.D. Hand and Associates, Inc, land planner/ Frank Lynch, Jr., surveyor/ Ron Carpenter, engineer/ Hugh Cropper, IV, legal counsel

1. Confirm that adequate EDUs are assigned to the project
2. Reserve further comment pending completion of the utility design and the required design report

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







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

### TECHNICAL REVIEW COMMITTEE FOREST CONSERVATION REVIEW

LAND PRESERVATION PROGRAMS  
STORMWATER MANAGEMENT  
SEDIMENT AND EROSION CONTROL  
SHORELINE CONSTRUCTION  
AGRICULTURAL PRESERVATION  
ADVISORY BOARD

WELL & SEPTIC  
WATER & SEWER PLANNING  
PLUMBING & GAS  
CRITICAL AREAS  
FOREST CONSERVATION  
COMMUNITY HYGIENE

STAFF PERSON: Jenelle Gerthoffer (JG)

DATE OF MEETING: July 10, 2019

PROJECT: Sea Oaks RPC

LOCATION: Tax Map 26, Parcel 274, Lot: 3A

OWNER/DEVELOPER: Sea Oaks Village, LLC

SURVEYOR/ENGINEER: R.D. Hand and Associates, Inc.

.....

**This project is exempt from the Worcester County Forest Conservation Law per NR 1-403(b)(15).** The area of forested non-tidal wetland, including any regulated buffer, is greater than or equal to the area of reforestation and afforestation required. The Forestry Calculation sheet and summary of approved non-tidal wetland impacts must be included on all plans and plats to ensure that all stages of the project support this exemption. Furthermore, a voluntary easement is recommended for all remaining forested non-tidal wetlands. If changes are made, and reforestation/afforestation requirements are greater than the area of remaining forested non-tidal wetlands, compliance with the Forest Conservation Law will be required.

**This project is subject to the Worcester County Stormwater Ordinance.** The project has obtained stormwater site development plan approval. Final Stormwater Plan approval must be received prior to approval of the implementation plan process.



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

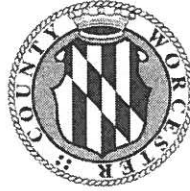
LAND PRESERVATION PROGRAM  
STORMWATER MANAGEMENT  
SEDIMENT AND EROSION CONTROL  
SHORELINE CONSTRUCTION  
AGRICULTURAL PRESERVATION  
ADVISORY BOARD

WELL & SEPTIC  
WATER & SEWER PLANNING  
PLUMBING & GAS  
CRITICAL AREAS/FORESTRY  
COMMUNITY HYGIENE

### MEMORANDUM

DATE: June 21, 2019  
TO: Worcester County Technical Review Committee  
FROM: Joy S. Birch, Natural Resources Specialist III (JB)  
RE: July 10, 2019 Technical Review Committee Meeting

- 
- Sea Oaks Village - Step III- Residential Planned Community – Proposed 60 lot subdivision consisting of 59 townhouse lots and 1 commercial lot, on the West side of MD Route 611 (Stephen Decatur Highway), north of Sinepuxent Road, Tax Map 26, Parcel 274, Lot 3A, Tax District 10, R-3 Multi –Family Residential and C-1 Neighborhood Commercial Districts (RPC Overlay Zone), Sea Oaks Village, LLC, owner/ R.D. Hand & Associates, Inc., land planner / Frank Lynch, Jr., surveyor / Ron Carpenter, engineer / Hugh Cropper, IV, legal counsel. According to the plan provided dated October 16, 2018 the property and project boundaries are not located within the Atlantic Coastal Bays Critical Area (ACBCA) program; therefore, we have no comments.




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

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

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

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

**MEMORANDUM**

**TO:** Jennifer Kenner, Zoning Administrator  
**FROM:** Frank J. Adkins, Roads Superintendent   
**DATE:** July 2, 2019  
**SUBJECT:** TRC Meeting – July 10, 2019

**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 1-325 Site Plan Review**

**A. Comfort Suites Hotel Addition**

1. No comments at this time. Borders State Highway.

**B. Island Resort Campground Addition**

1. Roads do not meet current Worcester County Campground Standards.

**C. Sea Oaks Village Commercial**

1. Since these roads are listed as private, they will not be accepted into the County inventory nor turned over to the County.
2. Any structures, drainage easements, drainage ponds, drainage pipes, or utilities inside or outside the right-of-way will not be the responsibility Worcester County DPW – Roads Division.
3. Will require (2) commercial entrance permits and posting of a \$5,000.00 bond per entrance prior to construction for the commercial portion of this project on the south side of road.
4. Please provide commercial entrance detail drawing. Commercial entrances must meet Worcester County specifications.
5. A road construction bond will need to be posted and in place prior to construction. All road stabilization must meet 95% compaction and 24 hours notice before paving begins.
6. A geo-tech must be on-site during all phases of road construction. Copies of all written reports from the geo-tech must be submitted to Worcester County DPW – Roads Division on a daily basis and prior to any approvals.

7. A pre-construction meeting is required before construction begins.
8. Please show construction details for temporary cul-de-sac. This temporary cul-de-sac must be removed if road is extended.
9. Please show detail for the 24" rolled curb CG2 on sheet M-1.
10. The plans from Bob Hand and Frank Lynch do not agree on road cross sections and details.



### **Preliminary Plat Review**

#### **A. Sea Oaks Village RPC Step III**

1. Since these roads are listed as private, they will not be accepted into the County inventory nor turned over to the County.
2. Any structures, drainage easements, drainage ponds, drainage pipes, or utilities inside or outside the right-of-way will not be the responsibility Worcester County DPW – Roads Division.
3. Will require (2) commercial entrance permits and posting of a \$5,000.00 bond per entrance prior to construction for the commercial portion of this project on the south side of road.
4. Please provide commercial entrance detail drawing. Commercial entrances must meet Worcester County specifications.
5. A road construction bond will need to be posted and in place prior to construction. All road stabilization must meet 95% compaction and 24 hours notice before paving begins.
6. A geo-tech must be on-site during all phases of road construction. Copies of all written reports from the geo-tech must be submitted to Worcester County DPW – Roads Division on a daily basis and prior to any approvals.
7. A pre-construction meeting is required before construction begins.
8. Please show construction details for temporary cul-de-sac. This temporary cul-de-sac must be removed if road is extended.
9. Please show detail for the 24" rolled curb CG2 on sheet M-1.
10. Private road specifications do not meet current County Private Road Specifications 200-06.
11. All roads to be stabilized per RPC standards.
12. Upright curb not an option – use CG1 or CG2.
13. Pavement section shall meet or exceed current RPC standards.
14. The plans from Bob Hand and Frank Lynch do not agree on road cross sections and details.

cc: John H. Tustin, P.E.

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STATE HIGHWAY  
ADMINISTRATION

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

June 27, 2019

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 submittal for the proposed Sea Oaks development, located on the west side of MD 611, north of Sinepuxent Road, in Worcester County. The Maryland Department of Transportation State Highway Administration (MDOT SHA) has reviewed the plans and we are pleased to respond.

This site plan proposes the construction of a 59-unit townhouse development, with 24,570 square feet of mixed commercial use (a 12,000 square foot building for contractors shops and a 12,570 square foot building for office and retail space). As the plan proposes the new construction of a commercial development with a commercial access onto MD 611, a Commercial Access Permit will be required from this office.

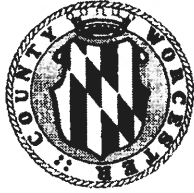
Subject to our aforementioned comments, the applicant must submit four sets of plans, two sets of the Stormwater Management Report, and a CD containing the plans and supporting documentation in PDF format directly to Mr. James W. Meredith at 660 West Road, Salisbury, MD 21801, attention of Mr. Daniel Wilson. 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. Daniel 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@mdot.maryland.gov](mailto:dwilson12@mdot.maryland.gov). He will be happy to assist you.

Sincerely,

James W. Meredith  
District Engineer

cc: Mr. Hicham Baassiri, Assistant District Engineer-Project Development, MDOT SHA  
Mr. Don Conner, Access Management Consultant Inspector, MDOT SHA  
Mr. Mike Marvel, Resident Maintenance Engineer, Worcester County, MDOT SHA  
Mr. Daniel Wilson, Access Management Regional Engineer, MDOT SHA



WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE

Department of Development Review & Permitting  
Worcester County Government Center  
1 W. Market St., Room 1201  
Snow Hill, Maryland 21863  
410-632-1200, Ext. 1151  
pmiller@co.worcester.md.us

\*\*\*\*\*

Project: Sea Oaks

Date: 7/10/2019

Tax Map: 26 Parcel: 274 Section: \_\_\_\_\_ Lot: 3A

STANDARD COMMENTS

1. Items listed in this review are **not** required for Technical Review Committee approval.
2. Provide complete code review. List type of construction, use groups, height and area, occupant loads, live, dead and other structural loads.
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## Site specific comments: Townhomes

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2015 International Energy Conservation Code  
2015 International Mechanical Code  
2017 NEC  
Maryland Accessibility Code  
2010 ADA Standards for Accessible Designs  
Maryland Codes Administration has completed the adoption of the 2018 edition of the International Codes. Worcester County adoption of 2018 I codes is anticipated shortly.
2. Wind Design: 128 MPH (assumed); Risk category II; Exposure "C"
3. Complete sealed architectural, structural, mechanical, plumbing and electrical plans are required.
4. Maryland state permit and engineered plans required for pool and pump house.
5. The overall building height is to be clearly indicated on the construction documents. Maximum 45 feet building height permitted for townhomes, an as-built height certification may be required prior to framing inspection.
6. Townhomes to be signed and sealed by Maryland registered Architect.
7. Soils report and compaction testing required for all building pads, townhome sites and parking areas. Soils report to be submitted with building permit application.

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



GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1003

SNOW HILL, MARYLAND 21863-1194

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## TECHNICAL REVIEW COMMITTEE COMMENTS

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**PROJECT: Sea Oaks Village**  
**LOCATION: Tax Map 26; Parcel 274, Lot 3A**  
**CONTACT: Sea Oaks Village, LLC**  
**MEETING DATE: July 10, 2019**

**TRC #: 2019303**

**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**

The proposed of 60 lot subdivision consisting of 59 townhouse lots and 1 commercial lot.

### **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. A fire hydrant shall be located within 100 feet of fire department connection for sprinkler system.
2. Multifamily 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.
3. Provide the appropriate code compliant fire rated separation between units.
4. Depending on the commercial use, the proposed commercial units may be required to be protected by an automatic sprinkler system in accordance with NFPA 13.
5. Complete set of building plans shall be submitted and approved prior to start of construction.
6. No further comments at this time.