

TECHNICAL REVIEW COMMITTEE

STAFF PERSON: Jessica Casey DATE OF MEETING: June 12, 2019

PROJECT: Ross Retail - Proposed construction of a 4,998 square foot retail establishment, at the southwesterly intersection of Stephen Decatur Highway (MD Route 611) and Whispering Woods Drive, Tax Map 26, Parcel 435, Lots 24A and 25, Tax District 10, C-2 General Commercial District

APPLICANT(S) IN ATTENDANCE: _____

TRC MEMBERS IN ATTENDANCE:

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

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 X  Under the terms of ZS 325(f)(1), this application is considered to be a minor site plan since the square footage of all structural improvements does not exceed 10,000 square feet in area. All minor site plans are reviewed and approved by the Technical Review Committee. The Technical Review Committee shall have the authority to forward an application to the Planning Commission when it is determined the site plan shall have a broad impact on the County or where otherwise deemed appropriate.



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  
June 12, 2019

**Jessica Casey, Customer Service Representative (ext. 1173)**  
Department of Development, Review and Permitting  
Worcester County Government Office Building  
One West Market Street, Room 1201  
Snow Hill, MD 21863  
(410) 632-1200

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Project: Ross Retail - Proposed construction of a 4,998 square foot retail establishment, at the southwesterly intersection of Stephen Decatur Highway (MD Route 611) and Whispering Woods Drive, Tax Map 26, Parcel 435, Lots 24A and 25, Tax District 10, C-2 General Commercial District

GENERAL COMMENTS:

- A. In order to obtain a Building Permit, the applicant must submit the following to the Department:
  - 1. Submit a complete Building Permit application, along with the initial fee of \$300.00 made payable to "Worcester County",
  - 2. Submit four (4) sets of complete construction plans (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. Submit three (3) sets of the site plan as approved by the Technical Review Committee
- B. Once the permit is issued, the applicant must coordinate all necessary inspections with the respective Building/Housing/Zoning Inspector. The Department requires 24 hour notice for all inspections. The inspector, once on site, may require special or additional inspections than normal.
- 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 has 48 hours from the last inspection in which 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.**

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

**SPECIFIC COMMENTS:**

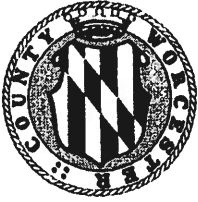
This project is subject to, but not limited to, the following sections of the Zoning and Subdivision Control Article:

|          |                                                                   |
|----------|-------------------------------------------------------------------|
| 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 & industrial parks |
| ZS 1-319 | Access and traffic circulation requirements                       |
| ZS 1-320 | Off-street parking areas                                          |
| 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                                        |

1. Please adjust the tax account numbers listed under Site Data. Lot 24A is assigned 10-389631 and Lot 25 has been assigned 10-376297;
2. Since the project requires a minimum of 17 spaces and 24 spaces have been provided, all parking provided over the minimum shall be of a pervious design;
3. In accordance with §ZS 1-320(f)(6), please provide one litter receptacle and indicate the location on the site plan;
4. The noted boundary line adjustment must be completed prior to signature approval. To combine the separate lots, a consolidation agreement may be completed with the Department and recorded with the Clerk of Court. This may be done temporarily or permanently and requires a \$60 check made payable to the Clerk of Court. Another option is to re-plat the lots, eliminating the property line. Either option must be completed prior to the issuance of any permits;
5. The planting list indicates there will be 54 switch grass plantings; however, only 53 can be counted on the plan. Please adjust or add the additional plant;
6. 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;
7. Please confirm that the proposed structure will be one story. The elevations show what could be second story windows on the end of the building; are these only ornamental or will the area be used as a second story?
8. Although signage will be addressed at the time of permitting, the maximum on-building signage allowed will be approximately 238 square feet of copy area to be shared between tenants. One monument sign will be permitted; however, the copy area of the sign will be based upon the number of tenants at the time of permitting. All signage shall be in accordance with the provisions of §ZS 1-324;
9. In accordance with §ZS 1-325(e)(3)O. & P., written confirmation that all water and wastewater requirements have been met will be required to be provided from the Department of Environmental Programs and the Department of Public Works prior to signature approval;
10. Approvals will be required from the Dept. of Environmental Programs relative to Forestry and

Stormwater Management prior to the Department granting signature approval. Comments from the aforementioned department note that all Forestry concerns and Storm Water Management approvals have been addressed. At this stage I will consider these comments to be the necessary written approval;

11. Although the plan indicates the use of the existing commercial entrance, confirmation from State Highway will be required noting their requirements have been met prior to signature approval. Please note, according to their comments a commercial Access Permit will be required;



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

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Project: Ross Retail Building

Date: 6/12/2019

Tax Map: 26 Parcel: 435 Section: \_\_\_\_\_ Lot: 24A, 25 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 projected adoption date of 2018 I codes 7/1/2019.

2. Wind Design: 127 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. No retaining wall noted on site plan.
7. Provide a soils report at time of permit application.
8. ADA: Provide all details and specifications per 2010 ADA design standards.

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: Ross Retail**

**TRC #: 2019250**

**LOCATION: Tax Map 26; Parcel 435, Lots 24A & 25**

**CONTACT: Barbara Ann Ross Revocable Trust**

**MEETING DATE: June 12, 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 a 68,690 square foot medical office building.

### **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.

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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. Adequate emergency turn-a-round shall be provided for all streets in excess of 150 ft with cul-de-sacs. Cul-de-sacs shall have a minimum centerline radius of 50 ft.
  8. Roadways shall meet current county roadway standards.
  9. 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.
  10. Coordinate 9-1-1 addressing with Worcester County Department of Emergency Services (410) 632-1311.

#### **Specific Comments**

1. Complete set of building plans shall be submitted and approved prior to start of construction.
2. Provide and maintain code compliant fire resistance rated separation between all of the tenant spaces.
3. Provide a fire hydrant (connected to the water main) near the entrance to the property from Stephen Decatur Highway.
4. No further comments at this time.





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: June 12, 2019

PROJECT: Ross Retail

LOCATION: Tax Map 26; Parcel: 435 Lots: 24A & 25

OWNER/DEVELOPER: Barbara Ann Ross Revocable Trust

LAND PLANNER: R.D. Hand & Associates, Inc.

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**This project is subject to the Worcester County Forest Conservation Law.** A Forest Conservation Application and fee have been submitted. A Forest Stand Delineation (FSD) has been submitted and approved. A Forest Conservation Plan (FCP) must be submitted and approved prior to permits being issued for this project.

The property has a net tract area of 1.60 acres with 1.17 acres forested. The proposed clearing is .25 acres. With an afforestation threshold of 15 percent and conservation threshold of 15 percent, there is a total retention requirement of .43 acres.

**This project is subject to the Worcester County Stormwater Ordinance.** The project has obtained Stormwater concept plan approval. Final Stormwater Plan approval must be received prior to application for a SWM/SEC permit.



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 5, 2019  
TO: Worcester County Technical Review Committee  
FROM: Joy S. Birch, Natural Resources Specialist III *JB*  
RE: June 12, 2019 Technical Review Committee Meeting

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- Ross Retail – Proposed construction of a 4,998 square foot retail establishment, at the southwesterly intersection of Stephen Decatur Highway (MD Route 611) and Whispering Woods Drive, Tax Map 26, Parcel 435, Lots 24A and 25, Tax District 10, C-2 General Commercial District, Barbara Ann Ross Revocable Trust, owner/ R.D. Hand & Associates, Inc., Land Planner. This is located outside of the Atlantic Coastal and Chesapeake Bay Critical Area Program. **No Comment.**

**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:** June 5, 2019

**SUBJECT:** TRC Meeting – June 12, 2019

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**Site Plan Review**

- A. Ross Retail - Proposed construction of a 4,998 square foot retail establishment at the southwesterly corner of Stephen Decatur Highway and Whispering Woods Drive, Tax Map 26, Parcel 435, Lots 24A and 25, Tax District 10, C-2 General Commercial District. Barbara Ann Ross Revocable Trust, Owner, R.D. Hand and Associates, Inc. Land Planner.
1. Confirm that adequate EDUs are assigned to this project.
  2. Record Drawings show an existing sewer lateral available to the property
  3. Record Drawings show an available water service to the property but the service line may not be adequate to provide needed fire protection
  4. Test pitting will be required to confirm the connection locations
  5. Reserve further comments pending site plan completion

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



STATE HIGHWAY  
ADMINISTRATION

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

June 3, 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 Ross Retail, located on the southwesterly intersection of Stephen Decatur Highway (MD Route 611) and Whispering Woods Drive, in Worcester County. The Maryland Department of Transportation State Highway Administration (MDOT SHA) has reviewed the plans and we are pleased to respond.

This minor site plan proposes the construction of a 4,998 square foot retail establishment. A field review of this property determined an existing access point on MD 611, which is acceptable by State standards and is intended to be utilized for the proposed development. As the plan proposes the new construction of a commercial development, a commercial Access Permit will be required through this office.

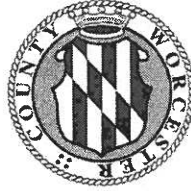
Subject to our aforementioned comments, the applicant must submit four sets of plans, two sets of the Stormwater Report, and a CD containing the plans and supporting documentation in PDF format directly to James W. Meredith at 660 West Road, Salisbury, MD 21801, attention of Mr. Daniel Wilson. You can also choose to 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@sha.state.md.us](mailto:dwilson12@sha.state.md.us). 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. Mike Marvel, Resident Maintenance Engineer, MDOT SHA  
Mr. Daniel Wilson, Access Management Regional Engineer, MDOT SHA



**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: May 21, 2019**  
**SUBJECT: TRC Meeting – June 12, 2019**

DIVISIONS

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

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

SOLID WASTE  
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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

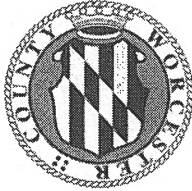
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**Section 1-325 Site Plan Review**

**A. Ross Retail**

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

cc: John H. Tustin, P.E.

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## Worcester County

Department of Environmental Programs  
Environmental Programs Division

### Memorandum

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**To:** Technical Review Committee (TRC) for June 12, 2019 Meeting

**From:** Environmental Programs Staff

**Subject:** Ross Retail, SITE PLAN REVIEW, TM 26 P 435

**Date:** May 16, 2019

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

1. There are adequate water and sewer EDUs for the proposed flow for this project. Water will be provided by 1 EDU from the Mystic Harbor Service Area and sewer will be provided by 1 EDU from the West Ocean City Service Area.
2. Natural gas is available to this property.
3. Plumbing Code is the 2015 National Standard Plumbing Code (NSPC) Illustrated (National Association of Plumbing-Heating-Cooling Contractors). The Gas Code is National Fuel Gas Code, ANSI Z223.1, NFPA 54, 2015 Edition, for natural gas.
4. Commercial Plumbing Plans will need to be submitted for review with building permit and a \$125 review fee submitted. A plumbing permit will be need to be obtained for the interior work and another plumbing permit will be needed for the site utility work. Gas permits will be needed as well, if utilized for this project.

**Citizens and Government Working Together**