

AGENDA

WORCESTER COUNTY COMMISSIONERS

Worcester County Government Center, Room 1101, One West Market Street, Snow Hill, Maryland 21863

January 2, 2018

- | | <u>Item #</u> |
|---|----------------|
| 9:00 AM - Meet in Commissioners' Conference Room - Room 1103 Government Center, One West Market Street, Snow Hill, Maryland - Vote to Meet In Closed Session | |
| 9:01 - Closed Session: Discussion regarding hiring a Roads Worker I for the Roads Division and a Landfill Operator I and Transfer Station Attendant for the Solid Waste Division of Public Works; receiving legal advice from Counsel; and performing administrative functions | |
| 10:00 - Call to Order, Prayer, Pledge of Allegiance | |
| 10:01 - Report on Closed Session; Review and Approval of Minutes | |
| 10:02 - Presentation of Proclamation Declaring January as Mentoring Month in Worcester County | 1 |
| 10:10 - Chief Administrative Officer: Administrative Matters
(Memorandum of Understanding (MOU) with Peninsula Regional Medical Center and County Jail; MOU with State Department of Information Technology for Connectivity to Fiber Optic Backbone; No Cost Extension of Funding Agreement with MDE for Production of Coastal Bays Watershed Plan; Letter of Support for Diakonia's Supportive Services for Veterans Families Grant Application; Emergency Vehicle Lift Replacement for Fleet Management Division of Public Works; Proposed Yield Signs at Railroad Crossings on Unused Portions of Track; Out-of-State Travel Request for 2018 American Planning Association National Conference; Pending Board Appointments; and potentially other administrative matters) | 2-9 |
| 10:20 - | |
| 10:30 - Public Hearing - Requested Five-Year Capital Improvement Plan FY19 through FY23 | 10 |
| 10:40 - Public Hearing - Establishment of a Residential Planned Community (RPC) Floating Zone for Shady Side Village RPC - located on the South Side of Old Bridge Road (MD Rt. 707) West of Greenridge Lane in West Ocean City | 11 |
| 10:50 - | |
| 11:00 - Chief Administrative Officer: Administrative Matters | 2-9, continued |
| 11:10 - | |
| 11:20 - | |
| 11:30 - | |
| 11:40 - | |
| 11:50 - | |
| 12:00 - Questions from the Press | |
| Lunch | |
| 1:00 PM - Chief Administrative Officer: Administrative Matters (If Necessary) | |
| 1:10 - | |
| 1:20 - | |
| 1:30 - | |

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

Hearing Assistance Units Available - see Kelly Shannahan, Asst. CAO.

Please be thoughtful and considerate of others.

Turn off your cell phones & pagers during the meeting!

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Minutes of the County Commissioners of Worcester County, Maryland

December 19, 2017

Diana Purnell, President
Theodore J. Elder, Vice President
Anthony W. Bertino, Jr.
Madison J. Bunting, Jr.
James C. Church
Merrill W. Lockfaw, Jr.
Joseph M. Mitrecic

Following a motion by Commissioner Bertino, seconded by Commissioner Elder, with Commissioner Lockfaw initially absent from the vote, the Commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions Article of the Annotated Code of Maryland and to perform administrative functions. Also present at the closed session were Harold L. Higgins, Chief Administrative Officer; Kelly Shannahan, Assistant Chief Administrative Officer; Maureen Howarth, County Attorney; Kim Moses, Public Information Officer; and Stacey Norton, Human Resources Director. Topics discussed and actions taken included: hiring Beth Forsyth, Walter Donoway, Kelly Adkins, John Bunting, and Damel Scott as Correctional Officer Trainees at the Jail; posting to fill vacancies for an Office Assistant IV in the Maintenance Division of Public Works and a part-time Document Imager II for the Document Imaging Division of the Treasurer's Office, and reclassifying the position of Assistant Support Services Manager to Assistant Manager of the Berlin Branch Library for the Worcester County Library; receiving legal advice from counsel; and performing administrative functions.

After the closed session, the Commissioners reconvened in open session. Commissioner Purnell called the meeting to order and announced the topics discussed during the morning closed session.

The Commissioners reviewed and approved the open and closed session minutes of their December 5, 2017 meeting as presented.

Pursuant to the request of Housing Program Administrator Jo Ellen Bynum and upon a motion by Commissioner Bertino, the Commissioners unanimously approved bid specifications for the overall rehabilitation of a single-family home in the Stockton area, which is to be funded by a combination of Community Development Block Grant (CDBG), Accessible Homes for Seniors Program (AHSP), and Shore Up! grant funds. Also in attendance was Dave Walter, owner of Lifestyle Home Inspections of Berlin, Maryland, who was recently awarded the bid to provide Housing Rehabilitation Program inspection services for the County.

Pursuant to the request of Ms. Bynum and upon a motion by Commissioner Lockfaw, the

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Commissioners unanimously approved bid specifications for the installation of a new septic drainfield at a property located in the Berlin area, which is to be funded with the County's CDBG funds.

Pursuant to the written request of Superintendent of Schools Louis H. Taylor and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized the Board of Education (BOE) to utilize \$70,000 of the projected balance of FY18 School Construction funding of \$157,000 for the energy management project at Buckingham Elementary School (BES) to help offset the cost of roof repairs at the Worcester Technical High School (WTHS).

Pursuant to the request of Recreation and Parks Superintendent Lisa Gebhardt and upon a motion by Commissioner Church, the Commissioners unanimously approved out-of-state travel for Kelly Rados, Special Events & Marketing Coordinator for Recreation and Parks, to attend the National Association of Sports Commission (NASC) Symposium from April 23-26, 2018 in Minneapolis, Minnesota at a cost of \$1,530 for registration, flights, lodging and meals. Ms. Gebhardt advised that this conference is a valuable tool in gaining exposure for Worcester County and booking tournaments, and as part of Team Maryland, the County receives two free conference registrations. The Commissioners also authorized an additional \$1,530 in the event that a new Recreation and Parks Director is appointed and that individual is available to attend the symposium.

The Commissioners reviewed a letter from Kevin G. Wagner, Natural Resources Planner for the Maryland Department of the Environment (MDE), inviting them to attend a Community Assistance Visit (CAV) he scheduled with Development Review and Permitting Director Ed Tudor and County Engineer Bill Bradshaw on December 20, 2017 to discuss the County's participation in the National Flood Insurance Program (NFIP) and to address any questions the County may have about the program and its responsibilities and to review records related to the County's floodplain permitting, development, and variance activity, and tour the Special Flood Hazard Area (SFHA) in the County. The Federal Emergency Management Agency (FEMA), or MDE, the NFIP State Coordinating Office, conducts these visits for the purpose of maintaining periodic contact with communities participating in the NFIP to assess their needs for technical assistance and coordination, and to assess the effectiveness of local floodplain management ordinances and enforcement practices.

The Commissioners met with Assistant Chief Administrative Officer Kelly Shannahan to review the Worcester County Sewer Committee report regarding a request from Attorney Hugh Cropper, on behalf of Sun Frontier, LLC, for allocation of an additional 71 equivalent dwelling units (EDUs) of sewer capacity from the Mystic Harbour Sanitary Service Area (SSA) for a proposed expansion of the Frontier Town Campground. Mr. Shannahan advised that Frontier Town Campground purchased 166 EDUs on March 30, 2017 to remove their septic system and serve the existing campground with public sewer. This allocation, though it reflects an increase of six additional EDUs as requested by Sun Frontier, LLC to reflect the current 584 campsites, is in keeping with the original 160 EDUs (130 EDUs for campsites and 30 EDUs for commercial) allocated to the campground by the County as part of planning for the expansion of the Mystic

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Harbour Wastewater Treatment Plant (WWTP) to reduce septic flow in the Atlantic Coastal Bays Critical Area. This plan is documented in the EDU Allocation Table, which the Maryland Department of the Environment (MDE) required to be incorporated into the County's Water and Sewer Plan for the Mystic Harbour Sanitary Service Area (SSA) when the plan was amended to add Frontier Town. This expansion was enabled by the expansion of the Mystic Harbour Wastewater Treatment Plant (WWTP) approved in 2008, and project funding by the United States Department of Agriculture (USDA) in 2009 was predicated on the need for infill and intensification of properties along the U.S. Rt. 50 commercial corridor and vicinity; service to vacant or multi-lot properties, single-family dwellings converting from septic systems to public sewer, and commercial properties. The Planning Commission recommended a rating system to rank priority allocations of the additional EDUs with highest priority to (1) infill lots, (2) expansion of existing facilities, then (3) replacement of septic tanks, and last (4) new development. Once EDUs are transferred from one category to another and sold, they will no longer be available for the originally intended purpose. Therefore, any transfer of allocations should be in keeping with the original intent of the Planning Commission and the County Commissioners in 2008, when the Mystic Harbour WWTP expansion was approved and upon which the USDA committed project funding. Mr. Shannahan advised that, while drafting the SSA sewer EDU Allocation Process, staff understood that the 30 EDUs previously designated for the Commercial Portion of the Frontier Town Campground were transferred and added to the original allocation of 130 EDUs for the Frontier Town Campground category, plus a transfer of 6 EDUs from the "Infill and Intensification of Properties in Area 1" category to serve the existing 584-site campground. Mr. Shannahan advised that there are currently 55 EDUs available in Area 2 (south of the Ocean City Airport) in which no additional EDUs are allocated for Frontier Town, and 298 EDUs available in Area 1 (north of the airport).

Mr. Shannahan reviewed the two options available to address Mr. Cropper's request. Option one is to deny the request for allocation, since there is currently no remaining allocation available for Frontier Town in Area 2 in accordance with the Water and Sewer Plan. Option 2 is to approve all or part of the requested allocation by transferring EDUs from among the following use categories with remaining allocations: Area 2 (south) - 20 EDUs for commercial infill, 4 EDUs for vacant or multi-lot properties, 6 EDUs for Assateague Greens Executive Golf Course, 5 EDUs for the church property, and 20 EDUs for single-family dwellings to convert from septic to public sewer; and Area 1 (north) - 148 EDUs for infill and intensification, 80 EDUs for vacant or multi-lot properties, 17 EDUs for single-family dwellings, and 53 EDUs for commercial development. In response to a question by Commissioner Bertino, Mr. Shannahan advised that when all the available Mystic Harbour SSA sewer EDUs have been allocated, the only option to accommodate future growth would be to modify the existing Mystic Harbour WWTP to increase capacity and identify a disposal site to accommodate the additional flow, which proved most challenging for the current expansion. Public Works Deputy Director John Ross stated that such a project would take at least three to five years, to include the permit process, design phase, bidding and project construction. In response to a question by Commissioner Elder, Environmental Programs Director Bob Mitchell advised that, if there are no EDUs to serve properties with failing septic systems, property owners with failing septic systems would be required to utilize a holding tank, a costly alternative, until such time that additional EDUs became available. In response to an additional question by Commissioner Bertino, Mr.

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Shannahan advised that in Worcester County sewer EDUs dictate how and where the County will grow. He stated that the EDUs will sell, but how the Commissioners choose to allocate the available EDUs will dictate how the County will grow now and in the future.

Commissioner Purnell recognized Attorney Hugh Cropper.

Mr. Cropper stated that there are currently 353 EDUs available within the Mystic Harbour SSA, which the County must sell at a cost of \$7,700 per EDU to repay the USDA loan of approximately \$8 million. He stated that, though the County is in the business of selling EDUs, it is his understanding that not many EDUs have been sold to date, and his client would like to purchase an additional 71 EDUs to expand the campground. He further stated that his client has spent nearly \$1 million on plans to expand the campground, and these plans include funding a sewer line and pump station that will serve the campground, and other properties within the vicinity of the sewer pipe, which represents smart growth. In closing, he urged the Commissioners to approve this request. Commissioner Elder stated that the County is not in the business of selling EDUs. Rather their responsibility is to care for the citizens, remove properties from drainfields, and clean up the bay.

Commissioner Mitrecic supported the request and stated that 71 EDUs represents 20% of the EDUs available within the Mystic Harbour SSA, which would leave 282 EDUs available for other purposes. Commissioner Mitrecic stated concern that those residing in the Mystic Harbour SSA would be stuck repaying the USDA loan if the County is not able to sell enough EDUs, and he too supported Mr. Cropper's request. In response to a follow-up question by Commissioner Bertino, Enterprise Fund Controller Jessica Wilson advised that the County has sold enough EDUs to meet the USDA loan payments through 2019, after which the County must either sell 20 EDUs per year to continue to meet this obligation or provide the Mystic Harbour SSA with a short-term loan from the General Fund to cover the debt if the Commissioners wish to avoid passing this cost on to the current SSA customers.

Commissioner Bunting stated that he could not support the request for 71 additional EDUs, as doing so would require amending the allocation table in the water and sewer plan that would eliminate all EDUs in the South and diminish available EDUs in the North as well. He stated that the available EDUs, as outlined in the EDU Allocation Table within the County's Water and Sewer Plan, were required by MDE as a condition to their approval of the Mystic Harbour SSA expansion. He pointed out that the Allocation Table only allocated 160 EDUs to Frontier Town for the existing campground, and none had been allocated for future expansion of the campground. Likewise, he pointed out that the other EDUs in the south are for specific purposes, including the church, golf course, and single-family homes currently served by septic systems. He urged the Commissioners to remain consistent with the plan when determining how to allocate EDUs, and he cautioned that any proposed revisions may require MDE approval through an amendment to the water and sewer plan.

Mr. Cropper urged the Commissioners to approve his client's request, noting that Sun TRS Frontier, LLC is funding the cost of an expensive pump station and sewer force main to the Mystic Harbour WWTP, which will make it possible for property owners to abandon their septic systems and connect to sewer. He stated that his clients are great citizens, but that they should not be expected to foot the cost of extending sewer down MD Rt. 611 to serve adjacent properties if their request for additional EDUs is denied.

Commissioner Lockfaw stated that the Commissioners should seriously consider the

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request before them, noting that they built a larger WWTP with additional capacity with the intention of selling the EDUs. He stated that the request before them represents a need for those EDUs. He stated that despite the plan the Commissioners adopted previously, the County is constantly changing, and they should be willing to amend the plan to meet those changes.

A motion by Commissioner Mitrecic to approve the request to allocate 71 Area 1 EDUs, 10 from Commercial and 61 from Infill and Intensification, for the Frontier Town Campground expansion failed 3-4, with Commissioners Church, Lockfaw, and Mitrecic voting in favor of the motion and Commissioners Bertino, Bunting, Elder, and Purnell voting in opposition.

A subsequent motion by Commissioner Bunting passed 4-3, with Commissioners Bertino, Bunting, Elder, and Purnell voting in favor of the motion and Commissioners Church, Lockfaw, and Mitrecic voting in opposition, to deny the application for the allocation of 71 EDUs of sewer service, since there is no remaining allocation available for the Frontier Town Campground in Area 2 south of the airport in accordance with the allocation table included in the Water and Sewer Master Plan and to return the EDU deposit of \$71,000.

The Commissioners met with Finance Officer Phil Thompson and Chris Hall of TGM Group, LLC, Certified Public Accountants to review the County's Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ending June 30, 2017. Also in attendance were Budget Officer Kathy Whited, Assistant Finance Officer Jennifer Swanton, Enterprise Fund Controller Jessica Wilson, and Budget Accountant Kim Reynolds. Mr. Thompson stated that this audit, on which staff spent thousands of hours and TGM staff spent more than two months onsite, represents the County's fiscal report card, the holy grail of all things finance for the County. He stated that page 87 includes the Total Real and Personal Property Revenues, with a budget total of \$129.79 million, while the actual revenue totaled \$130.27 million (this represents nearly two-thirds of the County's total annual revenue stream), and this represents a total revenue variance of just \$479,000 or 3/10 of one percent or 99.7% accuracy regarding staff's budget estimated for this one line. Mr. Hall stated that the goal of the independent audit is to provide reasonable assurance that the County's financial statements are free of material misstatements. He directed the Commissioners to the Independent Auditor's report, the Analysis, Income Statement, Governmental and Enterprise funds, and Fiduciary Funds, which include roughly \$46 million for Other Post Employment Benefits (OPEB), Financial Statements, and Statistical Information, which includes a 10-year history of information, including trends, net assets, and permits. Mr. Hall stated that, based upon their audit, TGM has issued Worcester County an unmodified opinion (previously referred to as a "clean opinion"), which represents the highest assurance TGM can give.

In response to a question by Commissioner Bertino, Mr. Hall stated that TGM prepares CAFRs for roughly 75 county and municipal governments, and the Commissioners should be extremely proud of the County's strong financial management team for their hard work and dedication, which is also reflected in the County's exceptional bond rating, which results in low interest bonds for County capital projects. The Commissioners thanked Mr. Hall for his presentation. Mr. Thompson announced that the CAFR would be available on the County website at www.co.worcester.md.us for interested citizens to view.

The Commissioners met with Mr. Shannahan to discuss a proposal to send up to 14 staff

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members and two Commissioners to the National Hurricane Conference in Orlando, Florida from March 26-29, 2018. Mr. Shannahan stated that the regular early registration fee is \$350 per person; however, he hopes to negotiate a group discount of \$50 per person, provided at least 10 County staff are registered. Therefore, the estimated cost of registration, travel, lodging, and meals is \$2,050 per person for 2018. Mr. Shannahan stated that funding is available in the Travel and Training Account to allow the staff and Commissioners to attend the conference.

Following some discussion and upon a motion by Commissioner Elder, the Commissioners unanimously approved out-of-state travel with funding in the Travel and Training Account to send up to 14 staff members and two County Commissioners to the 2018 Hurricane Conference, with a final list of staff members and Commissioners to be approved by the Commissioners at a later date.

Development Review and Permitting Director Ed Tudor updated the Commissioners on the requirements for Transportation Priority Letters under new State Chapter 30 requirements. Mr. Tudor stated that earlier this year the General Assembly passed Senate Bill 307, Chapter 30 of the Acts of 2017 that requires the Maryland Department of Transportation (MDOT) to develop a project-based scoring system for major transportation projects (those estimated to exceed \$5 million), excluding only projects that are solely for system preservation. He stated that this legislation followed 2016 legislative changes that the Administration referred to as the Road Kill Bill. Mr. Tudor advised that the Chapter 30 document, which was developed with input from MDOT and representatives from the Maryland Association of Counties (MACo) and the Maryland Municipal League, is in draft form and may change prior to its submission to the Legislative Committee for approval on January 2, 2018. However, he has a number of concerns. First, the system for submitting priority letters has changed to a two-tier system, whereby system preservation, safety, and highway capacity or enhancement projects under \$5 million are due by April 1, 2018. All other major projects will have to comply with the submission requirements of Chapter 30, which will entail the County submitting a feasibility study that defines the project improvements and limits, along with a detailed cost estimate, six completed checklists, a statement of funds available from all sources, and local priority point allocations, all of which must be submitted by March 31, 2018 for inclusion in next year's Consolidated Transportation Plan (CTP). He stated that another large component of the process requires coordination with the towns, meaning scoring well will require unanimity in the priorities of the County and towns. Mr. Tudor further stated that the timeline as outlined for any major projects during this application period will be virtually impossible to meet in 2018, considering that there will not be a release of the final Technical Guide, the checklists, and other supporting documentation until early January 2018 at the earliest. Additionally, the proposing entities must either coordinate with MDOT State Highway Administration (SHA) to fund preliminary planning for the project in the Development and Evaluation Program of the CTP or conduct their own feasibility studies, which could not be completed in eight short weeks. He concluded that the Commissioners can still include Major Transportation Projects in the County's priority letter, but they will not be evaluated and considered for funding without the Chapter 30 submission requirements. He stated that this process has become unnecessarily complicated, but he agreed to continue following the progress of the Technical Guide, and he urged the Commissioners to begin thinking about what major and minor projects they may wish to pursue once this process is finalized.

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In response to a question by Commissioner Bunting, Mr. Tudor estimated that it would cost a minimum of \$200,000 to undertake the necessary studies required to submit any major project, such as the MD Rt. 90 dualization project. He further advised that Town of Ocean City officials were the only municipal representatives who responded to his request for input on the transportation priority letters last year. Commissioner Mitrecic stated that Ocean City Mayor Rick Meehan had made a strong case for making the dualization of MD Rt. 90 the next priority project; yet, rather than advocating for the County to undertake a feasibility study for this project, he urged the Commissioners to work with State officials to fund the feasibility study that is needed to move forward with plans to dualize this State highway.

The Commissioners reviewed and discussed various board appointments.

Upon a nomination by Commissioner Mitrecic, the Commissioners unanimously agreed to reappoint Lauren Taylor to the Tourism Advisory Committee for a four-year term expiring December 31, 2021.

Upon nominations by Commissioner Mitrecic, the Commissioners unanimously approved the following two appointments to the Drug and Alcohol Abuse Council for their knowledge of substance abuse issues: reappointment of Colleen Wareing for a four-year term expiring December 31, 2021; and appointment of Roy W. Cragway, Jr. for the remainder of a four-year term expiring December 31, 2020 to replace Karen Johnson who resigned.

Upon nominations from the Board of Library Trustees and a motion by Commissioner Elder, the Commissioners unanimously agreed to the following appointments to the Board of Library Trustees: to reappoint Rosemary Keech to a five-year term expiring December 31, 2022; and to appoint Leslie Mulligan for the remainder of a five-year term expiring December 31, 2018 to replace Frederick Grant who resigned.

Upon a nomination by Commissioner Bunting, the Commissioners unanimously agreed to appoint Michael Poole to the Building Code Appeals Board for a four-year term expiring December 31, 2021 to replace Richard Mueller whose term will expire December 31, 2017.

Upon a nomination by Commissioner Bertino, the Commissioners unanimously agreed to appoint the following individuals to the Adult Public Guardianship Board: Thomas Donoway and LuAnn Siler for three-year terms each expiring December 31, 2020 to replace Dean Perdue and Debbie Ritter whose terms will expire December 31, 2017; to appoint Nancy Howard for the remainder of a three-year term expiring December 31, 2019 to replace Reverend Guy H. Butler who passed away; and to reappoint Jack Ferry as a professional in the field of disabilities member and Brandy Trader as a nonprofit social services representative member for three-year terms each expiring December 31, 2020.

Upon nominations by Commissioner Lockfaw, the Commissioners unanimously agreed to appoint Tamara White to the Commission for Women for a three-year term expiring December 31, 2020 to replace Laura McDermott who resigned.

The Commissioners recessed until 11:30 a.m.

Maryland Department of Planning (MDP) Acting Secretary Rob McCord conducted a listening session in Worcester County, as part of the initial outreach for the State development plan, "A Better Maryland," to engage and connect with the public, local governments, State

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agencies, and other stakeholders to solicit feedback about vital resources and information that A Better Maryland might include, and how such a plan can help local governments and State agencies better meet their planning needs. Also in attendance were MDP Assistant Secretary Pat Keller, Local Assistance and Planning Manager Joe Griffiths, and Senior Regional Planner Tracey Gordy. Local elected officials in attendance were Ocean City Mayor Rick Meehan, Berlin Mayor W. Gee Williams, Snow Hill Mayor Charlie Dorman, and Pocomoke Councilman George Tasker. Secretary McCord stated that MDP representatives met with planning staff from Worcester, Wicomico, and Somerset Counties and a number of municipalities on December 12, 2017 in Princess Anne. He stated that today his staff is here to listen to the concerns of County and town elected officials. He stressed that A Better Maryland will be neither a regulatory document nor a Statewide Comprehensive Plan. Rather it will represent a collaborative effort that reflects the needs of the counties and Baltimore City.

Mayor Williams stated that there is great diversity in Maryland's 157 municipalities, and any plans should encourage responsible development while remaining respectful of the numerous differences that exist not only between cities and counties but even within them.

Mayor Rick Meehan stated that the Town of Ocean City seeks to be a good partner and to work with State and local partners, but he stressed the importance that any planning document reflect the priorities of individual areas. He pointed out, for example, that the Town of Ocean City is categorized by the State as a rural area based solely on year-round Census data, but such a categorization does not accurately represent the summer population. This rural designation adversely affects Ocean City's funding requests. He stated that town officials have developed and implemented plans to redevelop areas of the resort in stages to provide the infrastructure needed to support the town's goals in 2018 and beyond to reinvest in the town to provide needed infrastructure to maintain a first-class, family resort and to continue to make it a more livable, viable year-round community. He concluded that proper ingress and egress to ensure public safety and the smooth flow of traffic is the town's greatest priority, and they hope to continue to work closely with the State to coordinate their efforts to address that priority.

Councilman Tasker thanked MDP staff and the County Commissioners for including the towns in the listening session and expressed his hope that they can all work together to address the various priorities that exist in the towns and County.

Commissioner Church applauded Governor Larry Hogan for recognizing that planning should begin with county governments, a bottom-up rather than top-down method of determining planning priorities. He stated that this approach is a real step forward, and he thanked Governor Hogan and MDP officials for the approach they are taking on behalf of the local jurisdictions.

Commissioner Elder stated that Worcester County is unique, due to its topography and economy, both of which are based on agriculture and tourism, and he reminded State officials that the best planning occurs at the local level by municipal and county officials, not at the State level where officials are removed from the diversity and needs of the local jurisdictions. He stressed that the Commissioners look forward to continuing to work closely with the State.

Commissioner Bunting also applauded Governor Hogan's bottom-up approach to planning, and he thanked MDP staff for meeting with them. He stressed his hope that A Better Maryland would remain a tool based on suggestions rather than mandates to improve coordination between the State and local jurisdictions and not become a Statewide Land Use Plan. He stressed that planning and zoning authority must remain at the local level where

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representatives understand the unique needs of their individual jurisdictions. He noted that not only is Worcester County a good example of proper planning, but it has also been referenced by State agencies as a model for numerous planning initiatives.

Commissioner Purnell expressed her appreciation for the honesty and transparency displayed by Governor Hogan and the MDP staff and stressed that she looks forward to continuing to have an outstanding working relationship with the State as they work together to develop A Better Maryland.

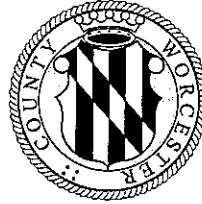
Commissioner Lockfaw thanked MDP officials for taking the time to meet with and listen to the concerns of the County and towns. He stated that this is how teamwork happens, not through State mandates, but with planning decisions being made at the local level instead of being mandated by the State.

Mr. Griffiths thanked local officials for the positive feedback they provided and asked them to encourage their constituents to take part in an online survey and to sign up for updates about this and future listening sessions at Abetter.Maryland.gov.

On behalf of the Commissioners, Commissioner Mitrecic extended best wishes for a Merry Christmas and a happy and safe New Year to those in attendance at the meeting and those who will view the meeting online and encouraged residents to keep watching.

The Commissioners answered questions from the press, after which they adjourned to meet again on January 2, 2018.

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CHIEF ADMINISTRATIVE OFFICER
MAUREEN F.L. HOWARTH
COUNTY ATTORNEY

COMMISSIONERS
MADISON J. BUNTING, JR., PRESIDENT
DIANA PURNELL, VICE PRESIDENT
ANTHONY W. BERTINO, JR.
JAMES C. CHURCH
THEODORE J. ELDER
MERRILL W. LOCKFAW, JR.
JOSEPH M. MITRECIC

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

PROCLAMATION

WHEREAS, this January, National Mentoring Month, we reflect on the power of mentors to transform young lives, and we honor those whose time, talents, and availability help unlock the potential in young lives, empowering them to reach for their goals and inspiring them to give back to their communities; and

WHEREAS, whether helping mentees study for tests, learn new skills, or shake off setbacks, mentors provide the advice, encouragement, and opportunities area youth need to move forward and set their sights ever higher, inspiring them in the process to reach back and give that same support to other youth in need of mentoring.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, partner with representatives from Big Brothers Big Sisters of the Eastern Shore to proclaim January as **National Mentoring Month** and to encourage those looking to make a positive difference in the community to become mentors.

Executed under the Seal of the County of Worcester, State of Maryland, this 2nd day of January, in the Year of Our Lord Two Thousand and Eighteen.



Diana Purnell, President

Theodore J. Elder, Vice President

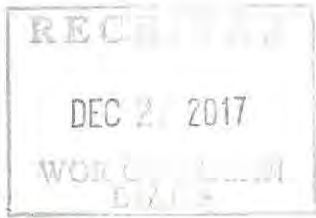
Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Merrill W. Lockfaw, Jr.

Joseph M. Mitrecic



DONNA J. BOUNDS
WARDEN



Worcester County Jail

P.O. BOX 189
SNOW HILL, MARYLAND
21863

TEL: 410-632-1300
FAX: 410-632-3002

2

QUINTIN L. DENNIS
SECURITY

FULTON W. HOLLAND JR.
CLASSIFICATION

December 19, 2017

Harold Higgins, Chief Administrative Officer
Worcester County Administration
Room 1103 Government Center
One West Market Street
Snow Hill, MD 21863

RE: Memorandum of Understanding with Peninsula Regional Medical Center – PREA

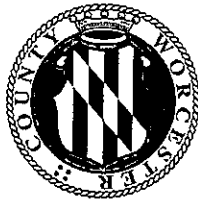
Dear Mr. Higgins,

I am submitting this request to enter into a Memorandum of Understanding with Peninsula Regional Medical Center to provide forensic services for the Worcester County Jail to fulfill the Prison Rape Elimination Act standards. Sexual assault victims are required to be examined by certified forensic personnel for the collection of potential evidence. Peninsula Regional Medical Center has certified forensic medical staff available to complete the examination and collection of potential evidence. This Memorandum would allow the Worcester County Jail to meet the PREA standard for the collection of evidence for sexual assault. I request this Memorandum be continuous and be approved by the Warden of the Worcester County Jail and Peninsula Regional Medical Center as needed. Please contact me if you have any questions or concerns.

Sincerely,

Donna J. Bounds, Warden
Worcester County Jail

1a



DONNA J. BOUNDS
WARDEN

**Worcester County
Jail**

P.O. BOX 189
SNOW HILL, MARYLAND
21863

TEL: 410-632-1300
FAX: 410-632-3002

QUINTIN L. DENNIS
SECURITY

FULTON W. HOLLAND JR.
CLASSIFICATION

**Memorandum of Understanding
Between the County Commissioners of Worcester County, Maryland and
Peninsula Regional Medical Center**

This Memorandum of Understanding ("MOU") dated December 13, 2017 (the "Effective Date") sets forth the principal objectives and understanding by and between the County Commissioners of Worcester County, Maryland on behalf of the Worcester County Jail (hereinafter "WCJ") and Peninsula Regional Medical Center on behalf of the Forensic Program (hereinafter "PRMC") wherein, PRMC will provide a sexual assault examination, to include evidence collection, from the alleged victim of sexual assault as determined by an investigation conducted by the Worcester County Bureau of Investigations (hereinafter "WCBI") for incidents alleged to have occurred at the WCJ. This MOU applies only to examinations of alleged victims who are Inmates, defined as a person incarcerated or otherwise confined to a correctional institution.

1. In accordance with the 2003 PREA Act, upon receipt of a report of an alleged violation of this Act it shall be investigated, initially by a certified investigator from the WCJ, and if the allegation is substantiated, it will be forwarded to WCBI. In the course of the investigation and evidence collection by WCBI, the alleged victim shall be transported to PRMC for a sexual assault examination and evidence collection.
2. The WCJ and WCBI will provide PRMC any and all information that would be helpful in completing the forensic examination.
3. The forensic personnel at PRMC will conduct a complete forensic sexual assault examination and evidence collection. At the completion of this examination by PRMC, the forensic personnel will provide documents of the exam to the Warden of the WCJ and a member of WCBI.

4. This MOU shall be binding upon the parties hereto and shall remain in effect until the delivery of written notice by either party to the other terminating this MOU. Said notice shall be given thirty (30) days prior to the termination of the Agreement.
5. If either party does not fulfill its obligations under this MOU or violates any material provision of this MOU, the non-defaulting party may terminate the MOU by giving the defaulting party written notice of termination; provided that, a party shall not be in default under this MOU unless and until the non-breaching party provides it with notice of such default and the defaulting party shall have failed to cure the same within thirty (30) days after receipt of notice.
6. The law of Maryland shall govern the interpretation and enforcement of this MOU.
7. The parties shall not assign or otherwise transfer this MOU, or any portion thereof, or lease, license, sublease, sublicense or engage in any other form of transfer of the license, rights, or responsibilities, in whole or in part, in any manner. Any attempted assignment or transfer in violation of this section shall be void.
8. Neither party assumes liability for the acts or omissions of the other party or its agents. Nothing in this MOU shall be construed to extend the immunities of one party and its agents to the other party or its agents.
9. This MOU may not be amended or modified in any manner other than by an agreement in writing approved by the parties and duly signed by authorized persons on behalf of the parties.
10. Nothing in this MOU, nor any action taken by any party hereto, nor any document arising out of this MOU shall constitute or be construed as a waiver of either the sovereign immunity or governmental immunity of the parties.
11. PRMC shall obtain and maintain the proper liability insurance to cover the service provided in this MOU.
12. This MOU, and the terms, covenants, warranties and conditions hereof, shall be binding upon and inure to the benefit of the parties hereto and their respective authorized heirs, beneficiaries, administrators, executors, receivers, trustees, successors and permitted assigns. Unless otherwise expressly stated herein, nothing in this MOU shall be construed as

an authorization or right of any party to transfer or assign its rights in or delegate its duties under this MOU without the prior written consent of the other party.

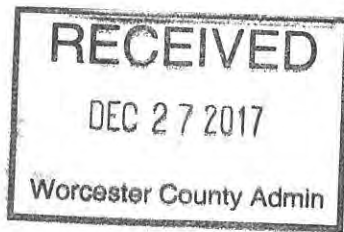
13. This MOU contains the entire agreement between the parties with respect to the matters set forth herein. No representations, inducements or agreements, oral or otherwise, between the parties not contained herein shall be of any force or effect.
14. All notices and communications hereunder shall be in writing and shall be deemed given when sent postage prepaid by registered or certified mail, return receipt requested, and, if intended for the County Commissioners, shall be addressed to the attention of its President, at Room 1103, Government Center, One West Market Street, Snow Hill, Maryland and if intended for PRMC, shall be addressed to its attention at, Peninsula Regional Medical Center, Attn Legal Department 100 East Carroll St Salisbury, MD 21801.
15. Email/Fax/Electronic Version: The Parties agree that any electronic version of a fully executed document shall be valid as if an original.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the Effective Date.

Donna J. Bounds, Warden

Diana Purnell
President, County Commissioners of
Worcester County, Maryland


Steve Leonard, FACHE
President/CEO Designate



3

FRED E. WEBSTER, JR.
DIRECTOR

EMERGENCY SERVICES
Worcester County
GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1002
SNOW HILL, MARYLAND 21863-1193
TEL: 410-632-1311
FAX: 410-632-4686

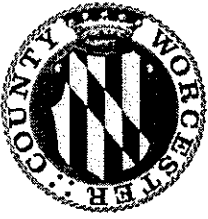
To: Harold Higgins, Chief Administrative Officer
From: Fred Webster, Director of Emergency Services 
Re: State of Maryland DoIT Agreement
Date: 26 December 2017

Please find attached a copy of a memo from Assistant Director James Hamilton regarding the pending agreement between Worcester County and the Maryland Department of Information Technology (DoIT). This agreement allows the county to use part of the existing Maryland fiber optic network in the county. DoIT provides a critical link with the fiber, at certain locations, that the County has recently paid to have installed by Skyline Technology Solutions.

The use of Maryland fiber is a critical part of the path to providing connectivity for both the Next Generation 911 and Harris P25 radio projects. The agreement/contract has been vetted between the Maryland Attorney General's office and County Attorney Howarth in regard to wording.

We have reached the point where if we are unable to provide a signed agreement by 3 January 2018 DoIT will withdraw the agreement. This will cause us to renegotiate with the State and set back both the telephone and radio projects causing monetary penalties in both of those contracts.

I am available to answer any questions that may arise at your convenience.



**Worcester County
Department of Emergency Services
1 West Market Street, Room 1002
Snow Hill, MD 21863
410-632-1311
410-632-2141 fax**

MEMORANDUM

DATE: December 21, 2017

TO: Fred Webster, Director

FROM: James Hamilton, Assistant Director

RE: DoIT Agreement

As you are aware, we have been working with the State of Maryland DoIT and Skyline Technology Solutions for approximately two years to develop and deploy a countywide fiber optic network, known as Worcester County Public Network, in support of multiple public safety projects, general county government, the library system and the Board of Education. The substantial portion of this work has been completed for several months now. This includes operational connectivity of all 9-1-1 communications positions, the new radio system and initial testing connections by the library system and Board of Education.

In order to be able to fully commission these network services, we still need to execute the Memorandum of Understanding with the State of Maryland Department of Information Technology. This agreement is required for use of the State of Maryland fiber optic network and access to State of Maryland IP services. We have been working with the County Attorney and State of Maryland AG to iron out the language of this agreement and I believe that it is now satisfactory. Please note that in order to achieve scheduled cut-over of 9-1-1 services we must have State of Maryland IP services turned on no later than January 3rd and as such it is imperative that we finalize this agreement for execution by the County Commissioners at their January 2nd meeting.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE STATE OF MARYLAND
AND WORCESTER COUNTY, MARYLAND**

THIS MEMORANDUM OF UNDERSTANDING (the “MOU”) is made as of this ____ day of _____, 2017, to be effective as of _____ (“Effective Date”) by and between the **DEPARTMENT OF INFORMATION TECHNOLOGY** (“Department”), a principal department of the State of Maryland (the “State”), and the **COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND** (“**BOARD**”), whose address is 1 W. Market St. Snow Hill, MD 21863.

WHEREAS, the Department has a fiber optic backbone, including middle mile fiber built through a Broadband Technology Opportunity Program (“BTOP”) grant all as part of its State-wide high-speed data network known as networkMaryland™;

WHEREAS, the Department will provide the Board connectivity to the Statewide Government Intranet (“SwGI”), Internet Service Provider (“ISP”) bandwidth and other services as detailed in this MOU; and

WHEREAS, the parties desire to formalize their understandings with respect to the foregoing.

NOW, THEREFORE, in consideration of the mutual promises made herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged,

The parties agree as follows:

1. Services to be Provided

(a) The Department shall provide to the Board:

- i. 1GB ISP bandwidth at no cost to the Board for the term of this MOU.
- ii. 100 Mbps of SwGI service, at no cost to the Board for the term of this MOU.
- iii. Use of Department-owned fiber optic cabling as identified and at the cost outlined in Attachment A.
- iv. Reasonable access to fiber constructed by the Department in the future, with the Board sharing in such incremental installation costs as may be reasonably negotiated by the parties.

(b) The Board shall provide to the State:

- i. Payment for use of the fiber optic cabling as outlined in Attachment A.
- ii. Access to Board rights-of-way useful in the construction, maintenance and operation of State/Department fiber in Worcester County.
- iii. Reasonable access to fiber constructed by the Board in the future, with the State/Department sharing in such incremental installation costs as may be reasonably negotiated by the parties.

2. **Fees.** The Board shall pay the annual fee set forth in Attachment A. The fee is due on July 1st for services to be rendered for the then-current State fiscal year.
3. **Term of MOU.** This MOU is effective as of the Effective Date and, unless otherwise agreed by the parties, shall continue through June 30, 2022. This MOU will automatically renew for additional five-year periods at the end of the initial term and all future renewal terms (the initial term and any renewal term is referred to herein as the "Term"), unless either party gives notice (i) of its intent not to renew or (ii) that it requires changes. Such notice shall be made in writing to the other party no less than one hundred eighty (180) days prior to the date the then-current Term is to expire.
4. **Program Officer.** Department designates Stan Kizior (410-697-9460), 100 Community Place, Crownsville, MD 21232 or his successor, to serve as Program Officer for this MOU. The Board designates James Hamilton (410-632-3080), _____ or his successor, as its authorized representative. All contact between Department and Board regarding all matters relative to this MOU shall be coordinated through the Program Officer and the Board's authorized representative. Such designations may be changed upon written notice to the other party.
5. **Termination for Default.** If either party does not fulfill its obligations under this MOU or violates any material provision of this MOU, the non-defaulting party may terminate the MOU by giving the defaulting party written notice of termination; provided that, a party shall not be in default under this MOU unless and until the non-breaching party provides it with notice of such default and the defaulting party shall have failed to cure the same within thirty (30) days after receipt of notice. Termination under this paragraph does not relieve the defaulting party of liability for any damages caused to the Department, the Board or the State. Damages incurred by the Department, the Board and/or the State include, but are not limited to, funds provided for construction and the cost of the fiber optic cable provided for the physical fiber path.
6. **Liability.** A party shall not be liable for damages to the other party should access or service be disrupted or terminated through no fault of the party providing the access or service.
7. **Termination for Non-appropriation.** If funds are not appropriated or otherwise made available to support continuation of the networkMaryland system or the Board system in any fiscal year succeeding the first fiscal year, this MOU shall be terminated automatically as of the beginning of the fiscal year for which funds are not available.
8. **Maryland Law Prevails.** The law of Maryland shall govern the interpretation and enforcement of this MOU.
9. **Non-Assignment.** The parties shall not assign or otherwise transfer this MOU, or any portion thereof, or lease, license, sublease, sublicense or engage in any other form of transfer of the license, rights, or responsibilities, in whole or in part, in any manner. Any attempted assignment or transfer in violation of this section shall be void.

10. Insurance. Neither party assumes liability for the acts or omissions of the other party or its agents. Nothing in this MOU shall be construed to extend the immunities of one party and its agents to the other party or its agents. Each party shall insure the equipment that it owns and/or operates.

11. Changes. This MOU may not be amended or modified in any manner other than by an agreement in writing approved by the parties and duly signed by authorized persons on behalf of the parties. Amendments may not change significantly the scope of the MOU (including the price).

12. Permitted uses of the networkMaryland™ and Board system and services. Connectivity to and use of the networkMaryland™ system and services granted to the Board under this MOU shall at all times conform to such restrictions and terms and conditions of use that the State may post from time-to-time at www.networkMaryland.gov. The State shall have the right to terminate the Board's connection to and use of networkMaryland™ without terminating this MOU or any of the rights granted the State hereunder if the Board fails to conform to such restrictions, terms and conditions.

Connectivity to and use of the Board system and services granted to the State under this MOU shall at all times conform to such restrictions and terms and conditions of use that the Board may impose. The Board shall have the right to terminate the State's connection to and use of the Board network without terminating this MOU or any of the rights granted the Board hereunder if the State fails to conform to such restrictions, terms and conditions.

13. No Waiver of Sovereign Immunity. Nothing in this MOU, nor any action taken by any party hereto, nor any document arising out of this MOU shall constitute or be construed as a waiver of either the sovereign immunity or governmental immunity of the parties.

14. Successors and Assigns. This MOU, and the terms, covenants, warranties and conditions hereof, shall be binding upon and inure to the benefit of the parties hereto and their respective authorized heirs, beneficiaries, administrators, executors, receivers, trustees, successors and permitted assigns. Unless otherwise expressly stated herein, nothing in this MOU shall be construed as an authorization or right of any party to transfer or assign its rights in or delegate its duties under this MOU without the prior written consent of the other party.

15. Captions. All headings contained in this MOU are for reference purposes only and shall not in any way affect the meaning or interpretation of the MOU.

16. Entire Agreement. This MOU contains the entire agreement between the parties with respect to the matters set forth herein. No representations, inducements or agreements, oral or otherwise, between the parties not contained herein shall be of any force or effect. This MOU shall supersede and replace any other agreements for fiber optic services between the Board and Department.

17. Counterparts. This MOU may be signed in multiple counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument;

and in pleading or proving any provision of this MOU, it shall not be necessary to produce more than one complete set of such counterparts.

DEPARTMENT OF INFORMATION TECHNOLOGY

By: _____

Maryland Department of Information Technology

Approved as to Form and Legal Sufficiency:

Assistant Attorney General

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

Witness:

_____ by : _____ (SEAL)
President- County Commissioners

Approved as to Form and Legal Sufficiency:

Board Attorney

Attachment A- Fiber Mileage and Rates

Fiber Mileage

DoIT Existing Infrastructure Mileage: 33.4 miles

DoIT UG Fiber Mileage: 16.91 miles

DoIT Aerial Fiber Mileage: 3.92 miles

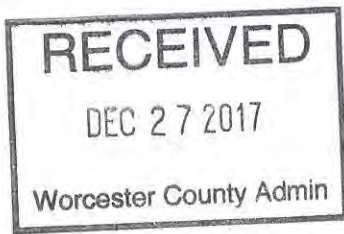
Rates

Existing Infrastructure and Aerial: \$1400 per route mile per year

Underground: \$2100 per route mile per year

Annual Fee

\$87,759.00



Worcester County
Department of Environmental Programs

4

Memorandum

To: Harold L. Higgins, Chief Administrative Officer

From: Robert J. Mitchell, LEHS

Subject: Memorandum of Agreement – No Cost Extension
Coastal Bays Watershed Plan

Date: December 26, 2017

We are writing to present another extension of the FY 2015 Memorandum of Agreement for the funding of a watershed plan for the Maryland Coastal Bays Watershed in Worcester County. The extension we are working under expires at the end of 2017 and there is still work to complete on the project.

As Ms. Munson's memo details, we delivered a final draft of the plan to MDE and EPA earlier this year for comments and have been working with both parties to revise and rework the plan to complete the a-thru-I EPA watershed objectives. The newest developments include a potential work scope increase to analyze additional area-specific implementation activities and re-input them back into the plan, a concentration on just one or two watersheds with the rest added later, and a reconsideration of monitoring data and State of Maryland monitoring activities for inclusion in the plan.

We would respectfully request that the County Commissioners authorize President Purnell to sign this no-cost extension so we may continue our work on this plan.

As always, both Ms. Munson and I will be available to discuss the matter with you and the County Commissioners at your convenience.

Attachments

cc: David Bradford
Katherine Munson
Maureen Howarth
Kim Watts

Citizens and Government Working Together



DEPARTMENT OF
ENVIRONMENTAL PROGRAMS

Worcester County

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

AGRICULTURAL PRESERVATION
CONSERVATION PROGRAM
WATER & SEWER PLANNING
SHORELINE COMMISSION

WELL & SEPTIC
NATURAL RESOURCES
PLUMBING & GAS
COMMUNITY HYGIENE

Memorandum

TO: Robert Mitchell, Director

FROM: Katherine Munson, Planner V *KM*

SUBJECT: Memorandum of Agreement—No Cost Extension: Coastal Bays Watershed Plan

DATE: December 22, 2017

Attached please find, for signature, a "No Cost Extension" for the FY-2015 Memorandum of Agreement with Maryland Department of the Environment (MDE) for funding of a watershed plan for the Maryland Coastal Bays drainage in Worcester County.

The purpose of the extension is to provide additional time to complete the funded work. The original term of the Agreement was August 1, 2015 to December 31, 2016. An extension was granted that expires December 31, 2017. Earlier this year a final draft of the plan was prepared (by Center for Watershed Protection) which after internal review, was shared with MDE and EPA. The review process was lengthy as was discussion of next steps that would result in an approved/Section 319-compliant plan.

Additional work will need to be completed with an emphasis on Newport Bay.

I am available as needed to provide additional information. Thank you for your attention to this matter.

Attachments

CONTRACT NUMBER: U00P6400389
AMENDMENT #3
TO THE TERMS OF THE MEMORANDUM OF AGREEMENT
BETWEEN THE
MARYLAND DEPARTMENT OF THE ENVIRONMENT
AND
COUNTY COMMISSIONERS OF WORCESTER COUNTY

RE: Worcester County Watershed Plan for Priority Watersheds within the Maryland Coastal Bays Drainage Area FFY-2015 GRTS#8

PURPOSE: To provide a no-cost extension to the term of the Memorandum of Agreement U00P6400389 ("Agreement") by and between the Maryland Department of the Environment (hereinafter "Department") and County Commissioners of Worcester County (hereinafter "Grantee").

WHEREAS: The original term of the Agreement was August 1, 2015 to December 31, 2017 as amended in Amendment #2 and the Grantee has requested additional time to complete the work specified in the scope of work, and the Department has agreed to this request.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Department and the Grantee agree as follows:

1. The term of the Agreement is hereby extended from December 31, 2017 to June 30, 2018 with no additional cost to the Department.
2. All other terms and conditions of the Agreement shall remain unchanged and in full force and effect, except that:
 - (a) The Grantee shall submit a quarterly report within 15 days after the end of each calendar quarter during the additional term of the Agreement in accordance with Attachment B of the Agreement, and
 - (b) The due date for the final report and final invoice as specified in Attachment B of the Agreement shall be June 30, 2018.
3. This Amendment shall be effective on the date that it is signed by the Department.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this Agreement by causing the same to be signed by its duly authorized officials.

COUNTY COMMISSIONERS OF WORCESTER COUNTY

By _____
Diana Purnell Date
President, County Commissioners of Worcester County

**STATE OF MARYLAND
Department of the Environment**

By _____
Thomas J. French, Director Date
Operational Services Administration (or designee)

Approved for Legal Form and Sufficiency
this ____ day of _____, 2018

Assistant Attorney General

TEL: 410-632-1194
FAX: 410-632-3131
E-MAIL: admin@co.worcester.md.us
WEB: www.co.worcester.md.us



OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

MEMORANDUM

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HAROLD L. HIGGINS, CPA
CHIEF ADMINISTRATIVE OFFICER
MAUREEN F.L. HOWARTH
COUNTY ATTORNEY

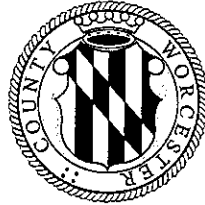
COMMISSIONERS
MADISON J. BUNTING, JR., PRESIDENT
DIANA PURNELL, VICE PRESIDENT
ANTHONY W. BERTINO, JR.
JAMES C. CHURCH
THEODORE J. ELDER
MERRILL W. LOCKFAW, JR.
JOSEPH M. MITRECIC

TO: Worcester County Commissioners
FROM: Kim Moses, Public Information Officer
DATE: December 27, 2017
RE: Letter supporting Diakonia's grant application for Supportive Services for Veterans Families

Diakonia staff are applying for a Supportive Services for Veterans Families (SSVF) Program grant to allow them to continue serving veterans on the Lower Eastern Shore of Maryland. They have applied for and received this grant for five consecutive years, and they have requested Commission President Purnell sign the attached letter of support on behalf of the Commissioners for continued grant funding.

In the past, Diakonia has been able to support veterans on the Lower Shore through the SSVF Program grant, a cornerstone of their veterans' services program, by providing housing stabilization services, case management, and other supportive services. From January to October of this year alone, Diakonia has helped more than 65 veteran households through the program, served 25 veterans through emergency housing, and provided food for 142 veterans through Diakonia's food pantry.

TEL: 410-632-1194
FAX: 410-632-3131
E-MAIL: admin@co.worcester.md.us
WEB: www.co.worcester.md.us



OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

January 2, 2018

HAROLD L. HIGGINS, CPA
CHIEF ADMINISTRATIVE OFFICER
MAUREEN F.L. HOWARTH
COUNTY ATTORNEY

COMMISSIONERS
MADISON J. BUNTING, JR., PRESIDENT
DIANA PURNELL, VICE PRESIDENT
ANTHONY W. BERTINO, JR.
JAMES C. CHURCH
THEODORE J. ELDER
MERRILL W. LOCKFAW, JR.
JOSEPH M. MITRECIC

Mrs. Claudia Nagle, Exec. Dir
Diakonia, Inc.
12747 Old Bridge Road
Ocean City, Maryland, 21842

Dear Director Nagle,

We write in support of Diakonia, Inc.'s application for continued funding through the Supportive Services for Veterans Families (SSVF) Program grant from the U.S. Department of Veterans Affairs. This program began on October 1, 2013 and has become an integral part of the services offered in community, and is essential to the goal of ending veteran homelessness. This grant will fund the 6th year of this outstanding program.

We believe Diakonia, Inc.'s strategies, as outlined below, are proving to be very successful at providing a strong safety net for our veterans:

- Outreach to veterans in need through existing county agencies and veterans organizations
- Assistance with finding and securing housing
- Linking veterans and their families with existing support available in the community

We will continue to work with you on this project by helping to identify those in need and the services that can benefit our local veterans. We support Diakonia, Inc. in this endeavor, as it works to build a foundation for veterans in crisis to maintain a lifestyle without homelessness by providing security and stability and enhancing their quality of life. We applaud the successes this program has had over the past five and a half years.

Diakonia is a long time member of our local nonprofit community, serving individuals and families in Worcester, Wicomico, and Somerset counties by providing shelter, food, clothing, and resources to rebuild their lives, all while striving to provide the utmost respect and dignity to the veterans they serve. We are proud to support this successful program benefiting local veterans.

Sincerely,

Diana Purnell
President

Kim Moses

From: faith@diakoniaoc.org
Sent: Friday, December 22, 2017 10:38 AM
To: Kim Moses
Subject: Following up: Letter of support request for Diakonia
Attachments: SSVF letter of support for Diakonia.docx

Good morning Kim!

I tried to catch you at the office and left a (semi-disjointed) voicemail, but wanted to follow up with you here as well. I'm writing to ask for your support to help Diakonia secure continued funding through the Supportive Services for Veterans Families (SSVF) Program grant so we can continue serving veterans on the Lower Eastern Shore of Maryland.

Since 2013, Diakonia has been able to support veterans on the Lower Shore by providing housing stabilization services, case management, and other supportive services in large part due to the SSVF Program grant. From January to October of this year alone, we have helped more than 65 veteran households through the program. We have also been able to serve 25 veterans through our emergency housing, as well as provide food for 142 veterans through our food pantry. Your support would mean the continuation of our funding through SSVF, the cornerstone of all our veterans services.

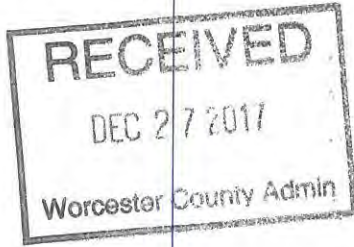
For reference, I've attached a sample letter that is similar to ones submitted in past years. Please feel free to use this as a template or craft a letter of your own.

Upon completion, all SSVF letters of support should be sent to **Supportive Services for Veteran Families (SSVF) Program Office, National Center on Homelessness Among Veterans, 4100 Chester Avenue, Suite 201, Philadelphia, PA, 19104**. We would be very grateful to receive a copy of the letter as well.

If you have any questions, please feel free to call me at 443-783-9098. We thank you for your time, as well as your commitment to the veterans of the Lower Shore.

Sincerely,
Faith Tarpley

—
Faith Tarpley
Communications Coordinator at Diakonia, Inc.
(443) 783-9098 ◦ www.DiakoniaOC.org
Find me on Twitter, LinkedIn & Contently



6

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: Harold L. Higgins, Chief Administrative Officer
FROM: John H. Tustin, P.E., Director *JHT*
DATE: December 27, 2017
SUBJECT: Emergency Vehicle Lift Replacement

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

On December 4, 2017, Stop and Go Equipment Repair, LLC inspected Fleet Management's two 4 post vehicle lifts. Upon completion of the inspection it was recommended the Rotary SM 300 lift be taken out of service immediately due to age, corrosion and normal wear and tear along with other issues. Attached you will find the recommendation suggesting the Rotary SM121 also be replaced.

Funds for an unplanned emergency expense to replace the Rotary SM300 lift are not in the approved FY 18 operating budget. Attached you will find a competitively bid contract from National Joint Power Alliance (NJPA) and a quote from Salisbury Automotive Inc., for a 30,000 pound rotary lift with two 15,000 pound rolling jacks. The prices include removal of the old lift and installation of the new lift. NJPA contract price is \$33,421.75 and Salisbury Automotive Inc., is \$33,926.77.

We are therefore requesting an authorized over expenditure and your approval for the purchase of this lift. It is recommended the lift be purchased under the NJPA contract and installation will be done by an approved Rotary installer.

If you have any questions in the mean time, please feel free to contact me

Attachments

cc: Fleet

STOP AND GO EQUIPMENT REPAIR, LLC
PO BOX 185
HURLOCK, MD 21643
(410) 253-8208 FAX: (410) 572-2882

Date: 12/4/17

Customer name/address: Wor Co. Public Works
Fleet Maintenance Facility
Fax: Snow Hill, MD

QTY	JOB DESCRIPTION	UNIT PRICE	TOTAL
1	Rotary SM300 4 post lift. S# SJA95A0005 Due to age, corrosion + normal wear + tear in combination with numerous other issues, it is recommended that this lift be taken out of service immediately		

QTY	JOB DESCRIPTION	UNIT PRICE	TOTAL
1	Rotary SM121 4 post lift S# SRA94C0100 Due to age, corrosion + normal wear + tear, it is recommended that this lift be replaced in lieu of repairs		

Alan Collier
Authorized signature

12/4/17
Date

William Powell

Rotary Lift

NJPA Contract Quotation

Contract Number: 061015-RRL



Quote # : 2017636
 Date: 12/5/2017
 Requested By: William Powell
 Quote Expires: 1/5/2018
 Payment Terms: 1/2%-15th,NET 30
 Warranty: 1yr. Parts & Labor

Prepared By: Christine Bilz

***If the completion of the installation is delayed more than one month due to governmental entity delays (i.e. electrical etc.), then Rotary can request partial payment for the portion of work completed (both equipment and installation).**

Note: Quote for equipment and installation.

Project Name: County of Worcester NJPA Member #21046

Model No.	Description	Unit Price Ea	Qty	Extended Price
SM30-S	Heavy Duty 4 Post Surface Lift 235" Wheelbase	\$ 15,285.21	1	\$ 15,285.21
RJ150BK	15,000lb Rolling Jacks	\$ 6,615.77	2	\$ 13,231.54
XXX01CTT	Installation includes removal of existing lift and leave on site, install new lift, labor and travel, forklift rental, re-work the existing electric and reconnect new lift, delivery of lift to site and tolls to site	\$ 4,905.00	1	\$ 4,905.00
	*does not include any concrete work			
	*does not include any applicable sales tax			
Freight	Pre Paid By Rotary Lift			
Total Price:				\$ 33,421.75

ADDITIONAL TERMS AND CONDITIONS: By submitting a purchase order to Vehicle Service Group, LLC. (VSG), customer accepts and agrees to these terms and conditions as additional terms to the existing agreement between the parties referenced on the face of this quotation (Existing Agreement), notwithstanding anything to the contrary contained therein. All additional or different terms and conditions contained in Customer's purchase order are hereby rejected. No additional or different terms or conditions, or any modifications, changes, or amendments to these terms of the existing agreement shall be binding on VSG, unless expressly accepted by VSG in writing.

DISCLAIMER: Notwithstanding anything to the contrary in the Existing Agreement, VSG shall not be liable for any loss, damage or additional costs arising from unforeseen conditions affecting installation, including but not limited to contaminated soil, bed rock,

in-floor heating system, high water conditions, or any othertype of in-ground conditions. Customer acknowledges and agrees that Customer shall be responsible for any additional costs due to such conditions, in addition to the installation price set forth herein.

DELAY: Notwithstanding anything to the contrary in the Existing Agreement, if delivery of the equipment or completion of the work is delayed by more than thirty (30) days due to the acts or omission of Customer or any third party other than VSG or its sub-contractors, VSG may require Customer to render payment for equipment manufactured or delivered, and portions of the work completed, within thirty (30) days from the date of VSG's invoice, in the amounts set forth in such invoice.

*Cancelled orders are subject to 20% restocking fee.

NJPA Contract #:	061015-RRL	Rotary Lift
CAGE #:	7K311	2700 Lanier Dr.
Tax ID #:	90-0501347	Madison, IN 47250
DUNS #:	00-638-2634	Christine Bilz, Government Sales Leader

*** QUOTE ***

Salisbury Automotive Inc
651 Roland Street
Salisbury, MD 21804

ACCT #	SOLD TO	DATE	TIME
32706	Worcester County Public Works 6113 Timmons Road	12/12/2017	10:28
SR #	Fleet Maint Division Snow Hill, MD 21863	STORE #	EMP #
62		990003610	7025 Eric

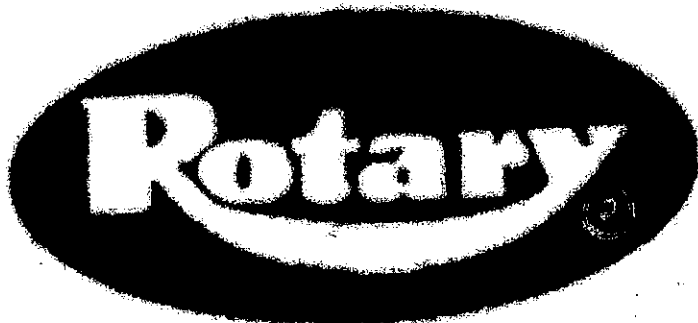
PART NUMBER	LN	DESCRIPTION	QUANTITY	LIST	PRICE	TOTAL
SM30N010BL	RTY	ROTARY LIFT-30000 LBS	1.00	31,426.00	15713.0000	15,713.00
RJ150BK	RTY	ROLLING JACK, 15000LB	2.00	13,726.34	6863.1700	13,726.34
FA2259BK	RTY	AIR / ELEC WORK STATION	1.00	774.86	387.4300	387.43
	MIS	INSTALLATION	1.00		4100.0	4,100.00
1YR MANUFACTURERS WARRANTY						

TOTAL -----> 33,926.77

*** Plus Applicable Taxes. ***
*** Prices Subject to Change Without Notice. ***

*** THIS IS NOT AN INVOICE ***

5



800-445-5438

MODEL:

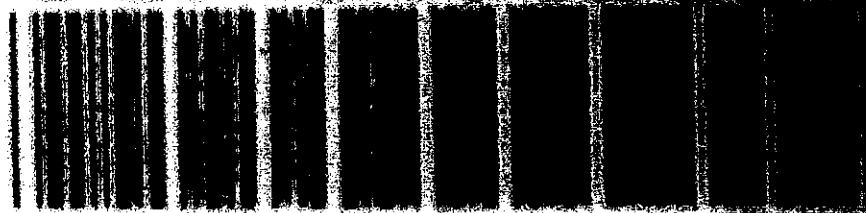
SM300

CAP. LBS.:

30000

SERIAL NUMBER

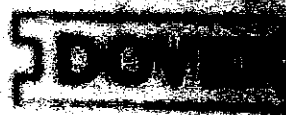
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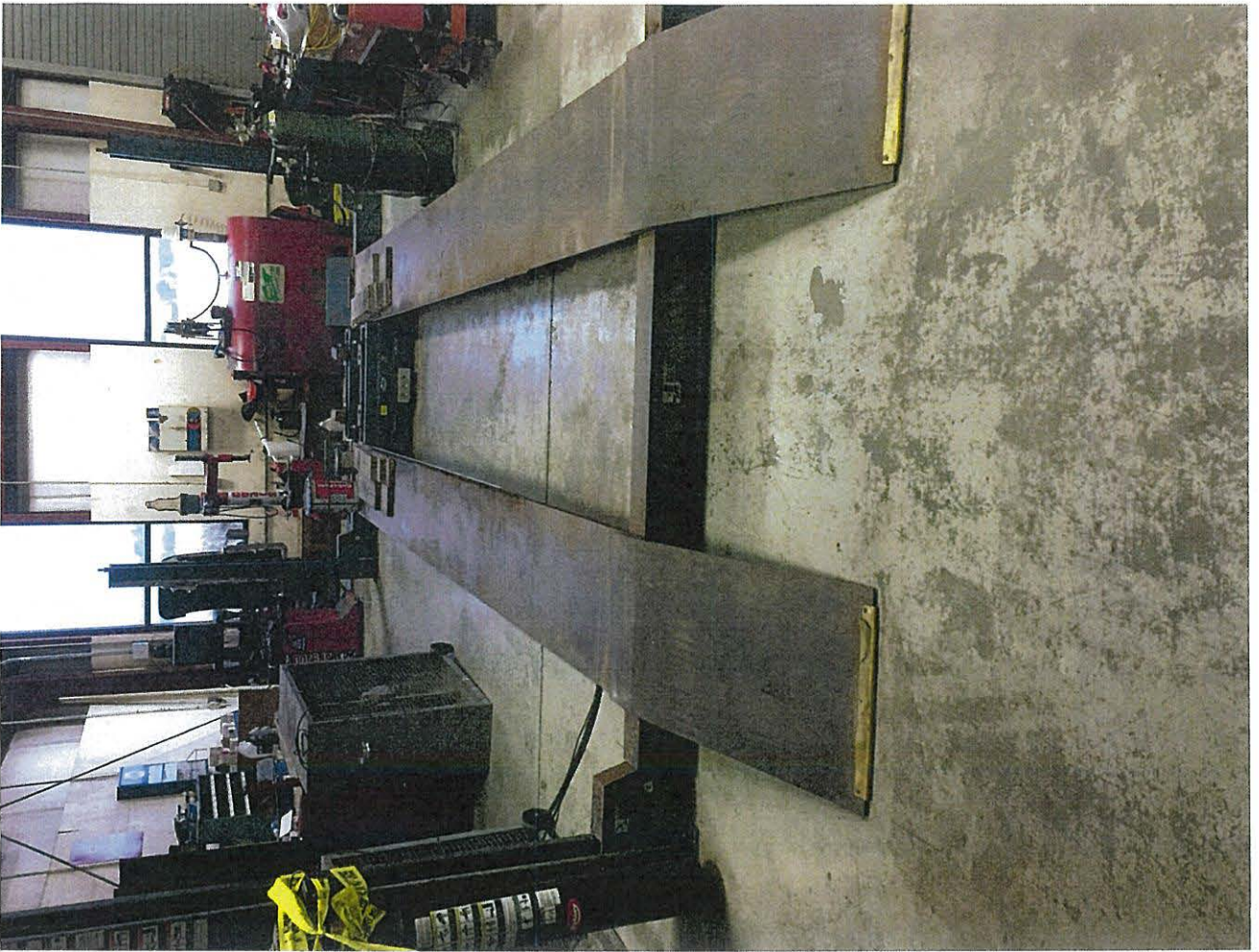


IMPORTANT

**DO NOT REMOVE THIS TA
WARRANTY IDENTIFICATIO**

Rotary Lift [®] **A**







7

RECEIVED
DEC 27 2017
Worcester County Admin

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: Harold L. Higgins, Chief Administrative Officer
FROM: John H. Tustin, P.E., Director *JHT*
DATE: December 21, 2017
SUBJECT: Signs at Railroad Crossings

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

.....
I am writing in response to an email dated December 18, 2017, from Sam Pate who is the General Manager of the Maryland and Delaware Railroad Company. During the summer of 2006, the County installed signs at the request of the Railroad on all "at grade" crossings on County roadways. Since that time, many of the crossings have been upgraded to flashing lights and the Stop signs have been removed.

The Railroad now is requesting that the signs at Cedartown Road be removed and replaced with Yield signs as there has been no traffic on the rails for over three years. In reviewing the Manual on Uniform Traffic Control Devices (MUTCD), I would concur with the Railroad that the Stop signs should be removed and replaced with Yield signs. A Yield sign clearly indicates that the motorist is responsible to Yield to a moving train. We have two other remaining crossings with Stop signs – Basket Switch Road and Timmons Road. I would also suggest that those Stop signs be removed and replaced with Yield signs for uniformity.

If you have any questions in the mean time, please feel free to contact me.

Attachment

cc: Frank Adkins

John Tustin

From: Kelly Shannahan
Sent: Monday, December 18, 2017 1:56 PM
To: John Tustin
Cc: commissioners
Subject: FW: STOP signs at Cedartown RR crossing

JT,

Please review and advise.

Kelly Shannahan
Assistant Chief Administrative Officer

Worcester County Administration
Room 1103 Government Center
One West Market Street
Snow Hill, MD 21863-1195
410-632-1194
410-632-3131 (fax)

-----Original Message-----

From: Sam Pate [<mailto:spate@mdde.com>]
Sent: Monday, December 18, 2017 1:46 PM
To: commissioners <commissioners@co.worcester.md.us>
Subject: STOP signs at Cedartown RR crossing

Commissioners,

I would like to ask the Worcester County Commissioners to approve removal of the "STOP" signs at the railroad crossing at Cedartown Road and replace them with "YIELD" signs. The Maryland and Delaware Railroad has not run that portion of the track for sometime now and believes the "YIELD" signs would be appropriate at this time. When and if traffic starts again, we could revisit the need for "STOP" signs at the Cedartown Railroad crossing. If you have any questions please feel free to call.

Sam Pate
General Manager
The Maryland and Delaware Railroad Company
O: 410-754-5735, Ext. 101
C: 443-521-5430
spate@mdde.com

TEL: 410-632-1194
FAX: 410-632-3131
E-MAIL: admin@co.worcester.md.us
WEB: www.co.worcester.md.us



8

HAROLD L. HIGGINS, CPA
CHIEF ADMINISTRATIVE OFFICER
MAUREN F.L. HOWARTH
COUNTY ATTORNEY

COMMISSIONERS
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OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

December 27, 2017

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Kelly Shannahan, AICP, Assistant Chief Administrative Officer *KL*
SUBJECT: Request for Out-of State Travel - American Planning Association (APA)
National Conference - April 21-24, 2018 - New Orleans

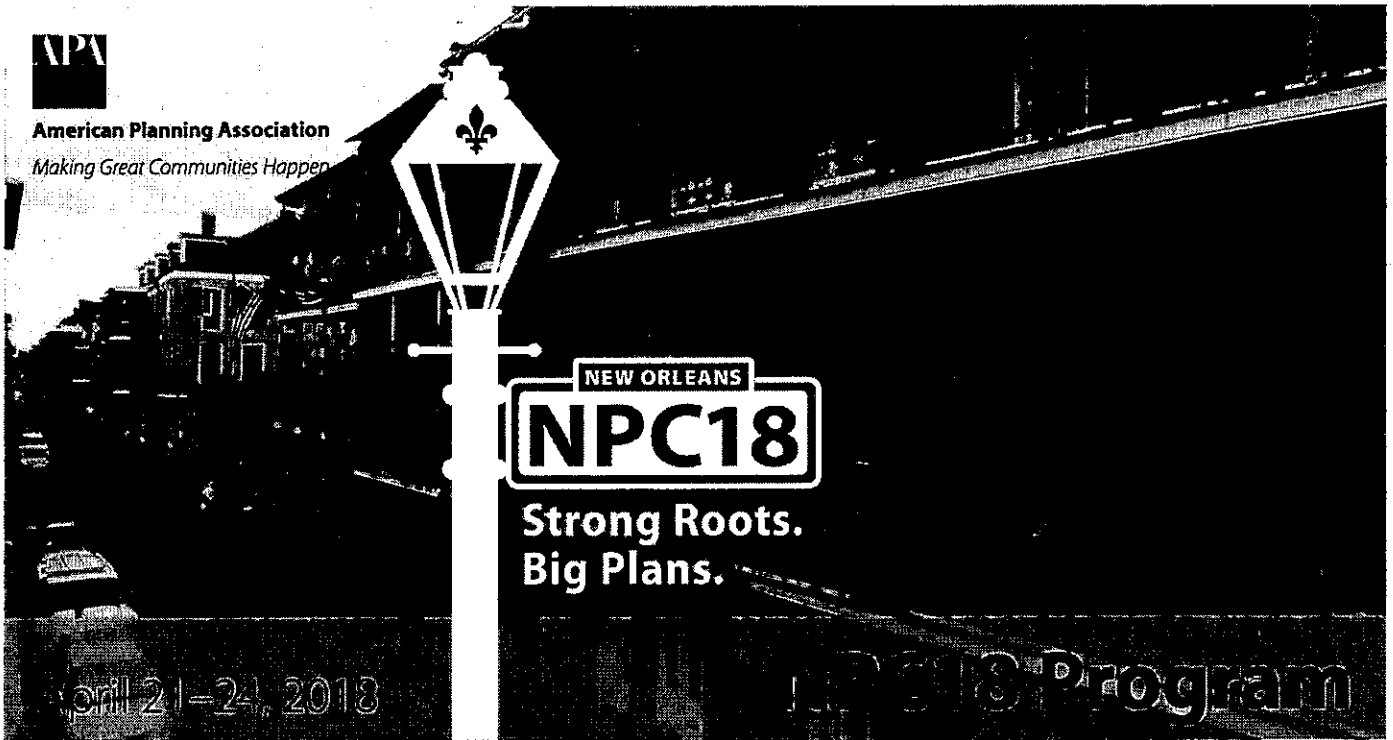
The American Planning Association (APA) National Planning Conference is being held in New Orleans next year with workshops and sessions scheduled for Saturday, April 21 - Tuesday, April 24, 2018. As you are aware, I have attended the last two National APA Conferences in Phoenix, Arizona and New York City in order to earn Continuing Professional Development (CPD) credits to maintain my Certified Planner status with the American Institute of Certified Planners (AICP). A new 2-year CPD reporting period begins January 2018 and through my attendance in New Orleans I will be able to satisfy the entire 2-year CPD requirements through 2019. This year's sessions fall under 12 major tracks focusing on current topics and emerging issues in planning, many of which may be of special interest to Worcester County including: Climate Change and Resiliency; Development and the Natural Environment; Managing Change in Communities; Planning, Economic Development and the Economy; Planning and Innovative Government; Public Health and Planning; Technology and Big Data; and Transportation. My plan is to maximize my time spent at the National APA Conference attending as many sessions and mobile workshops as possible to expand my planning knowledge and earn sufficient continuing professional development credits to meet my 2018-2019 requirements to retain my AICP certification.

I estimate the total cost of the conference, including registration, travel (flying Friday night, April 20 to arrive in time for Saturday morning session), hotel and meals will be \$2,595. There are sufficient funds in the travel and training account to cover this expense.

In summary, I am requesting that the Commissioners authorize out-of-state travel for me to attend the 2018 National APA Conference in New Orleans from April 20-24, 2018 at a total cost of up to \$2,595. If you should have any questions or concerns with regard to this matter, please feel free to contact me.



American Planning Association
Making Great Communities Happen



April 21-24, 2018

NPC18 Program

With so many educational sessions, mobile workshops, and events to choose from, your National Planning Conference schedule won't have a dull moment. Don't forget to download the APA NPC18 app for easy access to your schedule onsite or bring this print out with you for a physical copy.

NPC18 Program: 2018 National Planning Conference

Wednesday, April 18

Wednesday, April 18 | 3 p.m.

Wednesday, April 18 | 3 p.m. - 6 p.m.

Foundation Board Meeting (Invite Only)

Activity Type: Meetings

#NPC184016

Wednesday, April 18 | 7 p.m.

Wednesday, April 18 | 7 p.m. - 9 p.m.

Foundation Board Dinner (Invite Only)

Activity Type: Meetings

#NPC184024

Know Before You Go

Conference Location

Ernest N. Morial Convention Center 900 Convention Center Blvd New Orleans, LA 70130

Download the APA NPC18 App

Download the app and carry the conference with you. Easily view your own conference schedule and get the latest updates. Download the APA NPC18 app now from the App Store or Google Play.

Or bring this print out with you for a physical copy of the program. As a part of our ongoing green initiative, APA will not offer a printed program onsite.

Packing List

Wondering what to bring with you? We've got you covered.

- The **conference packet** from APA. It will include your badge and event tickets. User tip: Go to MyAPA now and make sure your mailing address is up to date.
- **Business cards**. You'll meet lots of people — help them remember you!
- **Resumes**. Your next career move could be waiting for you at NPC18. Bring resumes even if you don't think you're job hunting.
- **Phone, laptop, tablet**. Free Wi-Fi will be available. Use your mobile device(s) to use the app, stay connected, take notes, tweet about #NPC18, and more. Remember your chargers, too! User tip: APA will provide a free charging station at the APA Pavilion.
- **Business-casual attire**. And comfortable shoes — you'll do a lot of walking. Also, if you're going on mobile workshops, read the event descriptions and consider the mode of travel.

NEW ORLEANS
NPC18

**Strong Roots.
Big Plans.**



American Planning Association

Member since 1922

CONFERENCE AT A GLANCE

	SATURDAY, APRIL 21	SUNDAY, APRIL 22	MONDAY, APRIL 23	TUESDAY, APRIL 24
7:00 a.m.	Mobile Workshops	Mobile Workshops	Mobile Workshops	Mobile Workshops
8:00 a.m.	Opening Keynote	Educational Sessions Exhibit Hall Open	Educational Sessions Exhibit Hall Open	Educational Sessions Exhibit Hall Open
9:00 a.m.	Educational Sessions			
10:00 a.m.		Deep Dive Sessions	Deep Dive Sessions	Deep Dive Sessions
11:00 a.m.	Welcome Reception			
12:00 p.m.		Networking Receptions & Social Events	Networking Receptions & Social Events	Networking Receptions & Social Events
1:00 p.m.	Networking Receptions & Social Events			
2:00 p.m.		Networking Receptions & Social Events	Networking Receptions & Social Events	Networking Receptions & Social Events
3:00 p.m.	Networking Receptions & Social Events			
4:00 p.m.		Networking Receptions & Social Events	Networking Receptions & Social Events	Networking Receptions & Social Events
5:00 p.m.	Networking Receptions & Social Events			
6:00 p.m.		Networking Receptions & Social Events	Networking Receptions & Social Events	Networking Receptions & Social Events
7:00 p.m.	Networking Receptions & Social Events			
8:00 p.m.		Networking Receptions & Social Events	Networking Receptions & Social Events	Networking Receptions & Social Events
9:00 p.m.	Networking Receptions & Social Events			
10:00 p.m.		Networking Receptions & Social Events	Networking Receptions & Social Events	Networking Receptions & Social Events

APA Leadership, Division, and other allied meetings are scheduled throughout the conference; please check the online program or the APA NPC18 app for specific times.

Hello Kelly |  [\(/myapa/\)](/myapa/)

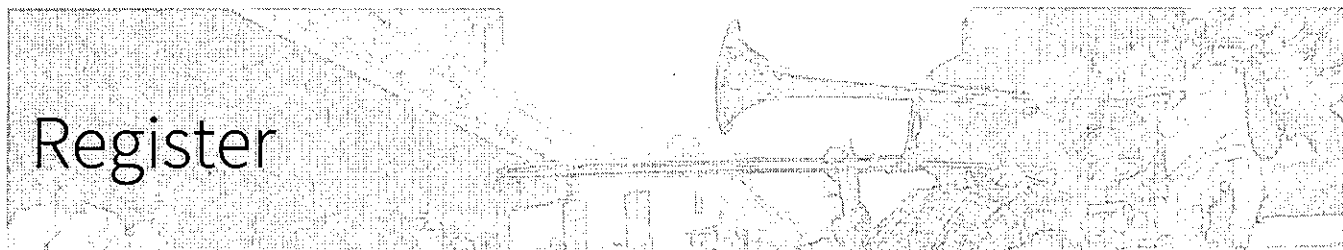


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[National Planning Conference \(/conference/\)](/conference/) > [Register](#)

Register

NPC18 Registration Rates

APA's National Planning Conference offers high-level education and unmatched networking opportunities that return extraordinary professional value for every dollar spent.

Register by February 22, 2018 for the early bird rate.

[Register for NPC18 \(/registrations/9135594/\)](/registrations/9135594/)

REGISTRATION RATES

APA Member	Early Register Bird by Rate - February 22, 2018	This registration is for standard APA memberships.	Registration- Full program access includes: <ul style="list-style-type: none"> - Welcome Reception - Exhibitor Meet and Greet Reception - Awards luncheon invitation - Access post-conference to presentations/recordings 	Additional fees may apply to ticketed events.
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Anticipated Expenses - 2018 APA Conference

Registration = \$835

\$735 - early registration - by 2/22/18

\$100 - mobile workshops (optional)

Travel = \$404

Air fare = \$312

Airport Parking = \$48

Transfers = \$44

Hotel Accommodations = \$1,100

- 4 nights (Friday-Monday) at \$275 per night (includes 14.25% tax)

Meals = \$256

- 4 days at \$64 per day (federal per diem)

Total Anticipated Expenses = \$2,595

TEL: 410-632-1194
FAX: 410-632-3131
E-MAIL: admin@co.worcester.md.us
WEB: www.co.worcester.md.us



9

COMMISSIONERS
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COUNTY ATTORNEY

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

December 27, 2017

TO: Worcester County Commissioners
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *K.S.*
SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2018

Attached, please find copies of the Board Summary sheets for the remaining County Boards or Commissions (16) which have current or upcoming vacancies (28 total). They are as follows: Commission on Aging Board (5), Agricultural Reconciliation Board (1), Drug & Alcohol Abuse Council (2), Housing Review Board (2), Local Management Board/Initiative to Preserve Families Board (1), Local Development Council for the Ocean Downs Casino (3), Lower Shore Workforce Investment Board (1), Planning Commission (1), Property Tax Assessment Appeal Board (1, with 3 nominees to Governor), Recreation Advisory Board (1), Social Services Board (2), Soil Conservation District Supervisors (1), Solid Waste Advisory Committee (1), Tourism Advisory Committee (1), Water and Sewer Advisory Council - Ocean Pines (2), and Commission for Women (3). I have circled the members whose terms have expired or will expire on each of these boards.

Most of these Boards and Commissions specify that current members' terms will expire on December 31st. Current members will continue to serve beyond their term until they are either reappointed or a replacement is named. Please consider these reappointments or new appointments as soon as possible so I can notify the board members and staff contacts as soon as possible as they are planning their meetings for the new calendar year.

Pending Board Appointments - By Commissioner

- District 1 - Lockfaw** p. 11 - Local Development Council for Ocean Downs Casino (Ron Taylor - for remainder of term through 2018) - 4-year
p. 16 - Social Services Board (Tracey Cottman) - 3-year

District 2 - Purnell All District Appointments received. Thank You!
Please consider nominations for At-Large positions listed below - "All Commissioners"

District 3 - Church All District Appointments received. Thank You!
Please consider nominations for At-Large positions listed below - "All Commissioners"

- District 4 - Elder** p. 9 - Housing Review Board (Scott Tingle) - 3-year
p. 13 - Planning Commission (Brooks Clayville) - 5-year

- District 5 - Bertino** p. 9 - Housing Review Board (Donna Dillon) - 3-year
p. 11 - Local Development Council for Ocean Downs Casino (Jim Rosenberg) - 4-year
p. 16 - Social Services Board (Cathy Gallagher) - 3-year
p. 22 - Tourism Advisory Committee (Teresa Travatello) - 4-year
p. 23 - Water and Sewer Advisory Council - Ocean Pines (Frederick Stiehl and Michael Reilly) - 4-year
p. 24 - Commission for Women (Charlotte Cathell) - 3-year

- District 6 - Bunting** p. 15 - Recreation Advisory Board (Chris Klebe) - 4-year
p. 23 - Water and Sewer Advisory Council - Ocean Pines (Frederick Stiehl and Michael Reilly) - 4-year

District 7 - Mitreic All District Appointments received. Thank You!
Please consider nominations for At-Large positions listed below - "All Commissioners"

All Commissioners

- p. 6 - (1) Agricultural Reconciliation Board (Betty McDermott - At-Large) - 4-year
p. 7 - (1) Drug and Alcohol Abuse Council (Rev. Bill Sterling - Knowledge on Substance Abuse Issues) - 4-year
p. 10 - (1) Local Management Board (Eloise Henry Gordy) - 3-year
p. 11 - (1) Local Development Council for Ocean Downs Casino (David Massey - At-Large - business or institution representative in immediate proximity to Ocean Downs) - 4-year
p. 12 - (1) Lower Shore Workforce Investment Board (Donna Weaver - Business Representatives) - 4-year
p. 14 - Property Tax Assessment Appeal Board (Robert D. Rose - Pocomoke area) - must submit 3 nominees to Governor for his consideration in making this appointment - 5-year
p. 18 - Soil Conservation District Supervisors (Eugene Magee) - 5-year
p. 23 - (2) Water and Sewer Advisory Council - Ocean Pines (Frederick Stiehl and Michael Reilly) - 4-year
p. 24 - (2) Commission for Women (Alice Jean Ennis - At-Large-Pocomoke, and Eloise Henry Gordy - At-Large-Snow Hill) - 3-year

All Commissioners (Awaiting Nominations)

- p. 3 - (5) Commission on Aging Board (George "Tad" Pruitt and Bonnie C. Caudell - Snow Hill, Lloyd Parks - Girdletree, Larry Walton - Ocean Pines, and Clifford Gannett - Pocomoke) - self-appointed by Commission on Aging & confirmed by County Commissioners- 3-year to Sept 30
p. 20 - (1) Solid Waste Advisory Committee (Steve Brown - upon nomination from Town of Ocean City) - 4-year

COMMISSION ON AGING BOARD

Reference: By Laws of Worcester County Commission on Aging
- As amended July 2015

Appointed by: Self-Appointing/Confirmed by County Commissioners

Function: Supervisory/Policy Making

Number/Term: Not less than 12; 3 year terms, may be reappointed
Terms Expire September 30

Compensation: None

Meetings: Monthly, unless otherwise agreed by a majority vote of the Board

Special Provisions: At least 50% of members to be consumers or volunteers of services provided by Commission on Aging, with a representative of minorities and from each of the senior centers; one County Commissioner; and Representatives of Health Department, Social Services and Board of Education as Ex-Officio members

Staff Contact: Worcester County Commission on Aging, Inc. - Snow Hill
Rob Hart, Executive Director (410-632-1277)

Current Members:

<u>Member's Name</u>	<u>Resides/Represents</u>	<u>Years of Term(s)</u>
George "Tad" Pruitt	Snow Hill	05-08-11-14, 14-17
Lloyd Parks	Girdletree	08-11-14, 14-17
Larry Walton	Ocean Pines	*13-14, 14-17
Bonnie C. Caudell	Snow Hill	*09-11-14, 14-17
Clifford Gannett	Pocomoke	*12-14, 14-17
Tommy Tucker	Snow Hill	09-12-15, 15-18
Tommy Mason	Pocomoke	15-18
Helen Whaley	Berlin	*16-18
Fred Grant	Snow Hill	*15-16, 16-19
Joyce Cottman	Berlin	*16, 16-19
Cynthia Malament	Berlin	07-10-13-16, 16-19
Rebecca Cathell	Agency - Maryland Job Service	
Lou Taylor	Agency - Worcester County Board of Education	
Roberta Baldwin	Agency - Worcester County Department of Social Services	
Rebecca Jones	Agency - Worcester County Health Department	
Madison J. Bunting, Jr.	Worcester County Commissioners' Representative	

* = Appointed to fill an unexpired term

Prior Members:

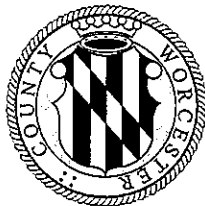
Since 1972

Virginia Harmon
 Maude Love
 Dr. Donald Harting
 John C. Quillen
 Violet Chesser
 William Briddell
 Harrison Matthews
 John McDowell
 Mildred Brittingham
 Maurice Peacock
 Father S. Connell
 Rev. Dr. T. McKelvey
 Samuel Henry
 Rev. Richard Hughs
 Dorothy Hall
 Charlotte Pilchard
 Edgar Davis
 Margaret Quillen
 Lenore Robbins
 Mary L. Krabill
 Leon Robbins
 Claire Waters
 Thelma Linz
 Oliver Williams
 Michael Delano
 Father Gardiner
 Iva Baker
 Minnie Blank
 Thomas Groton III
 Jere Hilbourne
 Sandy Facinoli
 Leon McClafin
 Mabel Scott
 Wilford Showell
 Rev. T. Wall
 Jeaninne Aydelotte
 Richard Kasabian
 Dr. Fred Bruner
 Edward Phillips
 Dorothy Elliott
 John Sauer
 Margaret Kerbin
 Carolyn Dorman
 Marion Marshall
 Dr. Francis Ruffo
 Dr. Douglas Moore
 Hibernia Carey
 Charlotte Gladding
 Josephine Anderson
 Rev. R. Howe
 Rev. John Zellman
 Jessee Fassett
 Delores Waters
 Dr. Terrance A. Greenwood
 Baine Yates
 Wallace T. Garrett
 William Kuhn (86-93)
 Mary Ellen Elwell (90-93)
 Faye Thornes

Mary Leister (89-95)
 William Talton (89-95)
 Sunder Henry (89-95)
 Josephine Anderson
 Saunders Marshall (90-96)
 Louise Jackson (93-96)
 Carolyn Dorman (93-98)
 Constance Sturgis (95-98)
 Connie Morris (95-99)
 Jerry Wells (93-99)
 Robert Robertson (93-99)
 Margaret Davis (93-99)
 Dr. Robert Jackson (93-99)
 Patricia Dennis (95-00)
 Rev. C. Richard Edmund (96-00)
 Viola Rodgers (99-00)
 Baine Yates (97-00)
 James Shreeve (99-00)
 Tad Pruitt (95-01)
 Rev. Walter Reuschling (01-02)
 Armond Merrill, Sr. (96-03)
 Gene Theroux
 Blake Fohl (98-05)
 Constance Harmon (98-05)
 Catherine Whaley (98-05)
 Wayne Moulder (01-05)
 Barbara Henderson (99-05)
 Gus Payne (99-05)
 James Moeller (01-05)
 Rev Stephen Laffey (03-05)
 Anne Taylor (01-07)
 Jane Carmean (01-07)
 Alex Bell (05-07)
 Inez Somers (03-08)
 Joanne Williams (05-08)
 Ann Horth (05-08)
 Helen Richards (05-08)
 Peter Karras (00-09)
 Vivian Pruitt (06-09)
 Doris Hart (08-11)
 Helen Heneghan (08-10)
 Jack Uram (07-10)
 Robert Hawkins (05-11)
 Dr. Jon Andes
 Lloyd Pullen (11-13)
 John T. Payne (08-15)
 Sylvia Sturgis (07-15)
 Gloria Blake (05-15)
 Dr. Jerry Wilson (Bd. of Ed.)
 Peter Buesgens (Social Services)
 Deborah Goeller (Health Dept.)

* = Appointed to fill an unexpired term

TEL: 410-632-1194
FAX: 410-632-3131
E-MAIL: admin@co.worcester.md.us
WEB: www.co.worcester.md.us



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COUNTY ATTORNEY

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

November 13, 2017

Rob Hart, Executive Director
Commission on Aging
4767 Snow Hill Rd
Snow Hill, MD 21863

RE: Nominations for Members of the Commission on Aging Board

Dear Mr. Hart:

As I believe you are aware, the terms of the following five members of the Worcester County Commission on Aging Board of Directors expired on September 30, 2017:

Tad Pruitt	Snow Hill
Lloyd Parks	Girdletree
Larry Walton	Ocean Pines
Bonnie Caudell	Snow Hill
Clifford Gannett	Pocomoke City

Please discuss this matter with the Commission on Aging Board and submit their nominations for new appointments or reappointments to fill these vacancies as soon as possible in order to restore full membership to the Commission on Aging Board of Directors.

Thank you for your attention to this matter. If you should have any questions or concerns, please feel free to contact me at this office.

Sincerely,

Kelly Shannahan
Assistant Chief Administrative Officer

KS/fac
cc: Worcester County Commissioners
Board Book
H:\CCBOARDS\Commission on Aging request for nominations.wpd

AGRICULTURAL RECONCILIATION BOARD

Reference: Public Local Law § ZS 1-346 (Right to Farm Law)

Appointed by: County Commissioners

Function: Regulatory
Mediate and arbitrate disputes involving agricultural or forestry operations conducted on agricultural lands and issue opinions on whether such agricultural or forestry operations are conducted in a manner consistent with generally accepted agricultural or forestry practices and to issue orders and resolve disputes and complaints brought under the Worcester County Right to Farm Law.

Number/Term: 5 Members/4-Year Terms - Terms expire December 31st

Compensation: None - Expense Reimbursement as provided by County Commissioners

Meetings: At least one time per year, more frequently as necessary

Special Provisions: - All members must be County residents
- Two Members chosen from nominees of Worcester County Farm Bureau
- One Member chosen from nominees of Worcester County Forestry Board
- Not less than 2 but not more than 3 members shall be engaged in the agricultural or forestry industries

Staff Contact: Dept. of Development Review & Permitting
- Edward A. Tudor, Director (410-632-1200, ext. 100)
County Agricultural Extension Agent - As Consultant to the Board
- Doug Jones, District Manager, Resource Conservation District - (632-3109, x112)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Ag/Forest Industry</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Betty McDermott	At-Large	No	Ocean Pines	*09-09-13, 13-17
Tom Babcock	At-Large	No	Whaleyville	14-18
Dean Ennis	Farm Bureau	Yes	Pocomoke	06-10-14, 14-18
Stacey Esham	Forestry Bd.	Yes	Berlin	12-16, 16-20
Brooks Clayville	Farm Bureau	Yes	Snow Hill	00-04-08-12-16, 16-20

Prior Members: Since 2000

Michael Beauchamp (00-06)
Phyllis Davis (00-09)
Richard G. Holland, Sr. (00-12)
Rosalie Smith (00-14)

DRUG AND ALCOHOL ABUSE COUNCIL

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

Functions: Advisory
Develop and implement a plan for meeting the needs of the general public and the criminal justice system for alcohol and drug abuse evaluation, prevention and treatment services.

Number/Term: At least 18 - At least 7 At-Large, and 11 ex-officio (also several non-voting members)
At-Large members serve 4-year terms; Terms expire December 31

Compensation: None

Meetings: As Necessary

Special Provisions: Former Alcohol and Other Drugs Task Force was converted to Drug and Alcohol Abuse Council on October 5, 2004.

Staff Contact: Jack Orris, Council Secretary, Health Department (410-632-1100, ext. 1038)
Doug Dods, Council Chair, Sheriff's Office (410-632-1111)

Current Members:

<u>Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
<u>At-Large Members</u>		
Rev. Bill Sterling	Knowledge of Substance Abuse Issues	13-17
Eric Gray (Christina Purcell)	Substance Abuse Treatment Provider	*15-18
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14, 14-18
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (advisory), 10-14, 14-18
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19
Jennifer LaMade	Knowledgeable on Substance Abuse Issues	*12-15, 15-19
Kat Gunby	Substance Abuse Prevention Provider	*16-19
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16, 16-20
Dr. Roy W. Cragway, Jr.	Knowledgeable on Substance Abuse Issues	*17-20
Colleen Wareing	Knowledge of Substance Abuse Treatment	*06-09-13-17, 17-21

moved / Replace

<u>Ex-Officio Members</u>		
Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Spencer Lee Tracy, Jr.	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Trudy Brown	Parole & Probation, Regional Director	Ex-Officio, Indefinite
Beau Oglesby	State's Attorney	Ex-Officio, Indefinite
Burton Anderson	District Public Defender	Ex-Officio, Indefinite
Sheriff Reggie Mason (Doug Dods)	County Sheriff	Ex-Officio, Indefinite
William Gordy (Eloise Henry Gordy)	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Thomas Groton (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite
Judge Gerald Purnell (Tracy Simpson)	District Court Administrative Judge	Ex-Officio, Indefinite
Donna Bounds	Warden, Worcester County Jail	Ex-Officio, Indefinite

* Appointed to a partial term for proper staggering, or to fill a vacant term

Advisory Members

Lt. Earl W. Starnier	Maryland State Police	Since 2004
Charles "Buddy" Jenkins	Business Community - Jolly Roger Amusements	
Chief Ross Buzzuro (Lt. Rick Moreck)	Ocean City Police Dept.	
Leslie Brown	Hudson Health Services, Inc.	

Prior Members:

Since 2004

Vince Gisriel	Aaron Dale
Michael McDermott	Garry Mumford
Marion Butler, Jr.	Sharon Smith
Judge Richard Bloxom	Jennifer Standish
Paula Erdie	Karen Johnson (14-17)
Tom Cetola	
Gary James (04-08)	
Vickie Wrenn	
Deborah Winder	
Garry Mumford	
Judge Theodore Eschenburg	
Andrea Hamilton	
Fannie Birckhead	
Sharon DeMar Reilly	
Lisa Gebhardt	
Jenna Miller	
Dick Stegmaier	
Paul Ford	
Megan Griffiths	
Ed Barber	
Eloise Henry-Gordy	
Lt. Lee Brumley	
Ptl. Noal Waters	
Ptl. Vicki Fisher	
Chief John Groncki	
Chief Arnold Downing	
Frank Pappas	
Captain William Harden	
Linda Busick (06-10)	
Sheriff Chuck Martin	
Joel Todd	
Diane Anderson (07-10)	
Joyce Baum (04-10)	
James Yost (08-10)	
Ira "Buck" Shockley (04-13)	
Teresa Fields (08-13)	
Frederick Grant (04-13)	
Doris Moxley (04-14)	
Commissioner Merrill Lockfaw	
Kelly Green (08-14)	
Sheila Warner - Juvenile Services	
Chief Bernadette DiPino - OCPD	
Chief Kirk Daugherty - SHPD	
Mike Shamburek - Hudson Health	
Shirleen Church - BOE	
Tracy Tilghman (14-15)	
Marty Pusey (04-15)	
Debbie Goeller	
Peter Buesgens	

HOUSING REVIEW BOARD

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

Function: Regulatory/Advisory
To decide on appeals of code official's actions regarding the Rental Housing Code. Decide on variances to the Rental Housing Code. Review Housing Assistance Programs.

Number/Term: 7/3 year terms
Terms expire December 31st

Compensation: \$50 per meeting (policy)

Meetings: As Needed

Special Provisions: Immediate removal by Commissioners for failure to attend meetings.

Staff Support: Development Review & Permitting Department
Jo Ellen Bynum, Housing Program Administrator - 410-632-1200, x 1171

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Terms(s)</u>
Scott Tingle	D-4, Elder	Snow Hill	14-17
Donna Dillon	D-5, Bertino	Ocean Pines	08-11-14, 14-17
Sharon Teagle	D-2, Purnell	Ocean Pines	00-12-15, 15-18
Jake Mitrecic	D-7, Mitrecic	Ocean City	15-18
C. D. Hall	D-1, Lockfaw	Pocomoke	10-13-16, 16-19
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16, 16-19
John Glorioso	D-3, Church	Ocean Pines	*06-11-14-17, 17-20

Prior Members:

Phyllis Mitchell	Albert Bogdon (02-06)
William Lynch	Jamie Rice (03-07)
Art Rutter	Howard Martin (08)
William Buchanan	Marlene Ott (02-08)
Christina Alphonsi	Mark Frostrom, Jr. (01-10)
Elsie Purnell	Joseph McDonald (08-10)
William Freeman	Sherwood Brooks (03-12)
Jack Dill	Otho Mariner (95-13)
Elbert Davis	Becky Flater (13-14)
J. D. Quillin, III (90-96)	Ruth Waters (12-15)
Ted Ward (94-00)	
Larry Duffy (90-00)	
Patricia McMullen (00-02)	
William Merrill (90-01)	
Debbie Rogers (92-02)	
Wardie Jarvis, Jr. (96-03)	

* = Appointed to fill an unexpired term

WORCESTER COUNTY'S INITIATIVE TO PRESERVE FAMILIES BOARD

Previously - Local Management Board; and Children, Youth and Family Services Planning Board

Reference: Commissioners' Resolution No. 09-3, adopted on January 6, 2009

Appointed by: County Commissioners

Functions: Advisory/Policy Implementation/Assessment and Planning
 - Implementation of a local, interagency service delivery system for children, youth and families;
 - Goal of returning children to care and establishment of family preservation within Worcester County;
 - Authority to contract with and employ a service agency to administer the State Service Reform Initiative Program

Compensation: \$50 Per Meeting for Private Sector Members

Number/Term: 9 members/5 Public Sector, 4 Private Sector with 3-year terms
 51% of members must be public sector
 Terms expire December 31st

Meetings: Monthly

Staff Contact: Jessica Sexauer, Director, Local Management Board - (410) 632-3648
 Jennifer LaMade - Local Management Board - (410) 632-3648

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides/Representing</u>	<u>Years of Term(s)</u>
Eloise Henry Gordy	At-Large - J. Purnell	Snow Hill	*07-08-11-14, 14-17
Mark Frostrom	At-Large - Lockfaw	Pocomoke City	*99-12, 12-15, 15-18
Ira "Buck" Shockley	At-Large - D. Purnell	Snow Hill	03-09-12, 13-16, 16-19
Amy Rothermel	At-Large - Mitrecic	Ocean City	17-20
Jennifer LaMade	<i>Ex officio</i>	Core Service Agency	Indefinite
Rebecca Jones	<i>Ex officio</i>	Health Department	Indefinite
Sheila Warner	<i>Ex officio</i>	Juvenile Justice	Indefinite
Louis H. Taylor	<i>Ex officio</i>	Board of Education	Indefinite
Roberta Baldwin	<i>Ex officio</i>	Department of Social Services	Indefinite

Prior Members (since 1994):

Tim King (97)	Rev. Pearl Johnson (05-07)	Jerry Redden
Sandra Oliver (94-97)	Peter Fox (05-07)	Jennifer Standish
Velmar Collins (94-97)	Lou Etta McClafin (04-07)	Anne C. Turner
Catherine Barbierri (95-97)	Bruce Spangler (04-07)	Marty Pusey
Ruth Geddie (95-98)	Sharon DeMar Reilly	Virgil L. Shockley
Rev. Arthur George (94-99)	Kathy Simon	Dr. Jon Andes (96-12)
Kathey Danna (94-99)	Vickie Stoner Wrenn	Dr. Ethel M. Hines (07-13)
Sharon Teagle (97-99)	Robin Travers	Deborah Goeller
Jeanne Lynch (98-00)	Jordan Taylor (09)	Andrea Watkins (13-17)
Jamie Albright (99-01)	Aaron Marshall (09)	
Patricia Selig (97-01)	Allen Bunting (09)	
Rev. Lehman Tomlin (99-02)	LaTrele Crawford (09)	
Sharon Doss	Sheriff Charles T. Martin	
Rick Lambertson	Joel Todd, State's Attorney	
Cyndy B. Howell	Ed Montgomery (05-10)	
Sandra Lanier (94-04)	Edward S. Lee (07-10)	
Dr. James Roberts (98-04)	Toni Keiser (07-10)	
Dawn Townsend (01-04)	Judy Baumgartner (07-10)	
Pat Boykin (01-05)	Claudia Nagle (09-10)	
Jeannette Tresler (02-05)	Megan O'Donnell (10)	
Lou Taylor (02-05)	Kiana Smith (10)	
Paula Erdie	Christopher Bunting (10)	
	Simi Chawla (10)	

**LOCAL DEVELOPMENT COUNCIL
FOR THE OCEAN DOWNS CASINO**

Reference: Subsection 9-1A-31(c) - State Government Article, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory
Review and comment on the multi-year plan for the expenditure of the local impact grant funds from video lottery facility proceeds for specified public services and improvements; Advise the County on the impact of the video lottery facility on the communities and the needs and priorities of the communities in the immediate proximity to the facility.

Number/Term: 15/4 year terms; Terms Expire December 31

Compensation: None

Meetings: At least semi-annually

Special Provisions: Membership to include State Delegation (or their designee); one representative of the Ocean Downs Video Lottery Facility, seven residents of communities in immediate proximity to Ocean Downs, and four business or institution representatives located in immediate proximity to Ocean Downs.

Staff Contacts: Kim Moses, Public Information Officer, 410-632-1194
Maureen Howarth, County Attorney, 410-632-1194

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Ron Taylor °	Dist. 1 - Lockfaw	Resident - Pocomoke	*09-10, 10-14
Jim Rosenberg °	Dist. 5 - Boggs	Resident - Ocean Pines	09-13, 13-17
David Massey °	At-Large	Business - Ocean Pines	09-13, 13-17
Cam Bunting °	At-Large	Business - Berlin	*09-10-14, 14-18
James N. Mathias, Jr. °		Maryland Senator	09-10-14, 14-18
Mary Beth Carozza		Maryland Delegate	14-18
Charles Otto		Maryland Delegate	14-18
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15, 15-19
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
Mayor Charlie Dorman	Dist. 4 - Elder	Resident - Snow Hill	12-16, 16-20
Rod Murray °	Dist. 6 - Bunting	Resident - Ocean Pines	*09-12-16, 16-20
Mayor Rick Meehan °	At-Large	Business - Ocean City	*09-12-16, 16-20
Mayor Gee Williams °	Dist. 3 - Church	Resident - Berlin	09-13-17, 17-21
Bobbi Sample	Ocean Downs Casino	Ocean Downs Casino	17-indefinite

Prior Members:

J. Lowell Stoltzfus ° (09-10)	Todd Ferrante ° (09-16)
Mark Wittmyer ° (09-11)	Joe Cavilla (12-17)
John Salm ° (09-12)	
Mike Pruitt ° (09-12)	
Norman H. Conway ° (09-14)	
Michael McDermott (10-14)	
Diana Purnell ° (09-14)	
Linda Dearing (11-15)	

* = Appointed to fill an unexpired term/initial terms staggered
° = Charter Member

LOWER SHORE WORKFORCE INVESTMENT BOARD
 (Previously Private Industry Council Board - PIC)

Reference: Workforce Investment Act of 1998, Section 117

Appointed by: County Commissioners

Functions: Advisory/Regulatory
 Provide education and job training opportunities to eligible adults, youth and dislocated workers who are residents of Somerset, Wicomico and Worcester counties.

Number/Term: 24 - 5 Worcester County, 7 At-Large (by Tri-County Council), 12 Other
 2, 3 or 4-year terms; Terms expire September 30

Compensation: None

Meetings: Quarterly (January, April, July, October) on the 2nd Wednesday

Special Provisions: Board must be at least 51% business membership.
 Chair must be a businessperson

Staff Contact: Lower Shore Workforce Alliance
 Milton Morris, Workforce Director (410-341-3835, ext 6)
 One-Stop Job Market, 31901 Tri-County Way, Suite 215, Salisbury, MD 21804

Current Members (Worcester County - also members from Wicomico, Somerset and Tri-County Council):

<u>Name</u>	<u>Resides/Agency</u>	<u>Term</u>	<u>Representing</u>
Donna Weaver	Berlin	*08-09-13, 13-17	Business Rep.
Geoffrey Failla	Whaleyville	*15-18	Business Rep.
Jason Cunha	Pocomoke	*16-18	Business Rep.
Walter Maizel	Bishopville	*12, 12-16, 16-20	Private Business Rep.
Robert "Bo" Duke	Ocean City	*17, 17-21	Business Rep.

Prior Members: Since

Baine Yates	Heidi Kelley (07-08)
Charles Nicholson (98-00)	Bruce Morrison (05-08)
Gene Theroux (97-00)	Margaret Dennis (08-12)
Jackie Gordon (98-00)	Ted Doukas (03-13)
Caren French (97-01)	Diana Nolte (06-14)
Jack Smith (97-01)	John Ostrander (07-15)
Linda Busick (98-02)	Craig Davis (13-17)
Edward Lee (97-03)	
Joe Mangini (97-03)	
Linda Wright (99-04)	
Kaye Holloway (95-04)	
Joanne Lusby (00-05)	
William Greenwood (97-06)	
Gabriel Purnell (04-07)	
Walter Kissel (03-07)	

PLANNING COMMISSION

Reference: Public Local Law ZS §1-112

Appointed by: County Commissioners

Functions: **Advisory/Regulatory**
 Make investigations and recommendations regarding zoning text and map amendment applications; recommend conditional rezoning; make recommendations to the Board of Zoning Appeals; review public projects, proposed facility development plans, regulations and standards; review and approve site plans; review and make recommendations regarding residential planned communities; review and approve subdivision plats.

Number/Term: 7/5 years; Terms expire December 31st

Compensation: \$50 per meeting (policy)

Meetings: 1 regular meeting per month; additional meetings held as necessary

Special Provisions: Historically - one member from each Commissioner District, plus two At-Large members; one member per district once expanded to seven districts.

Staff Contact: Department of Development Review & Permitting
 Edward A. Tudor, Director (410-632-1200, ext. 1100)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Brooks Clayville	D-4, Shockley	Snow Hill	02-07-12, 12-17
Marlene Ott	D-5, Boggs	Ocean Pines	08-13, 13-18
Betty M. Smith	D-2, Purnell	Berlin	*07-09-14, 14-19
Jay Knerr	D-7, Mitrecic	Berlin	14-19
Jerry Barbierrri	D-1, Lockfaw	Pocomoke	*12-15, 15-20
Mike Diffendal	D-3, Church	Berlin	10-15, 15-20
Richard L. Wells	D-6, Bunting	Bishopville	11-16, 16-21

Prior Members:

Since 1972

David L. Johnson
 N. Paul Joyner
 Daniel Trimper, IV
 Hugh F. Wilde
 Warren Frame
 Roland E. Powell
 Harry Cherrix
 W. David Stevens
 Granville Trimper
 J. Brad Aaron
 Lester Atkinson
 Paul L. Cutler
 Edward R. Bounds
 Edward Phillips
 Vernon McCabe

R. Blaine Smith
 Edward A. Tudor
 Terry Bayshore
 Larry Widgeon
 Charles D. "CD" Hall
 Ernest "Sandy" Coyman
 Rev. Donald Hamilton
 Dale Stevens
 Marion L. Butler, Sr.
 Ron Cascio (96-97)
 Louie Paglierani (90-99)
 Robert Hawkins (96-99)
 Ilia Fehrer (94-99)
 Rob Clarke (99-00)
 W. Kenny Baker (97-02)

James Jarman (99-03)
 Harry Cullen (00-03)
 Ed Ellis (96-04)
 Troy Purnell (95-05)
 Larry Devlin (04-06)
 Tony Devereaux (03-07)
 Wilbert "Tom" Pitts (99-07)
 Doug Slingerland (07-08)
 Carolyn Cummins (90-94, 99-09)
 Madison "Jimmy" Bunting (05-10)
 Jeanne Lynch (06-11)
 H. Coston Gladding (96-12)
 Wayne A. Hartman (09-14)

* = Appointed to fill an unexpired term

PROPERTY TAX ASSESSMENT APPEAL BOARD

Reference: Annotated Code of Maryland, Tax-Property Article, §TP 3-102

Appointed by: Governor (From list of 3 nominees submitted by County Commissioners)
- Nominees must each fill out a resume to be submitted to Governor
- Nominations to be submitted 3 months before expiration of term

Function: Regulatory
- Decides on appeals concerning: real property values and assessments, personal property valued by the supervisors, credits for various individuals and groups as established by State law, value of agricultural easements, rejection of applications for property tax exemptions.

Number/Term: 3 regular members, 1 alternate/5-year terms
Terms Expire June 1st

Compensation: \$15 per hour (maximum \$90 per day), plus travel expenses

Meetings: As Necessary

Special Provisions: Chairman to be designated by Governor

Staff Contact: Department of Assessments & Taxation (410-632-1196)

Current Members:

<u>Robert D. Rose</u>	<u>Pocomoke City</u>	<u>*06-07, 07-12, 12-17</u>
Howard G. Jenkins	Ocean Pines	03-04, *04-08, 08-13, 13-18
Gary M. Flater (Alternate)	Snow Hill	13-18
Larry R. Fry	Ocean Pines	*10-13-14 (alt.), 14-19

C) = Chairman

Prior Members: Since 1972

Wilford Showell	Mary Yenney (98-03)
E. Carmel Wilson	Walter F. Powers (01-04)
Daniel Trimper, III	Grace C. Purnell (96-04)
William Smith	George H. Henderson, Jr. (97-06)
William Marshall, Jr.	Joseph A. Calogero (04-09)
Richard G. Stone	Joan Vetare (04-12)
Milton Laws	
W. Earl Timmons	
Hugh Cropper	
Lloyd Lewis	
Ann Granados	
John Spurling	
Robert N. McIntyre	
William H. Mitchell (96-98)	
Delores W. Groves (96-99)	

* = Appointed to fill an unexpired term

Updated: June 3, 2014
Printed: June 6, 2014

RECREATION ADVISORY BOARD

Reference: County Commissioners' Action 6/13/72 and Resolution of 12/27/83 and Resolution 97-51 of 12/23/97 and Resolution 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory
Provide the County with advice and suggestions concerning the recreation needs of the County and recommendations regarding current programs and activities offered.
Review and comment on proposed annual Recreation Department budget.

Number/Term: 7/4-year term
Terms expire December 31st

Compensation: \$50 per meeting expense allowance, subject to funding

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Support: Recreation Department - Lisa Gebhardt (410) 632-2144

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Chris Klebe	D-6, Bunting	Bishopville	*11-13, 13-17
Alvin Handy	D-2, Purnell	Ocean City	06-10-14, 14-18
John Gehrig	D-7, Mitrecic	Ocean City	14-18
Shawn Johnson	D-4, Elder	Snow Hill	15-19
Mike Hooks	D-1, Lockfaw	Pocomoke	12-16, 16-20
Missy Denault	D-5, Bertino	Berlin	*15-16, 16-20
Norman Bunting, Jr.	D-3, Church	Berlin	*16-17, 17-21

Prior Members: Since 1972

Howard Taylor	Cyrus Teter	Gregory Purnell (83-96)	Sonya Bounds (12-15)
Arthur Shockley	Warren Mitchell	Vernon Redden, Jr. (83-98)	Burton Anderson (05-15)
Rev. Ray Holsey	Edith Barnes	Richard Ramsay (93-98)	William Regan (02-16)
William Tingle	Glen Phillips	Mike Daisy (98-99)	
Mace Foxwell	Gerald Long	Cam Bunting (95-00)	
Nelson Townsend	Lou Ann Garton	Charlie Jones (98-03)	
J.D. Townsend	Milton Warren	Rick Morris (03-05)	
Robert Miller	Ann Hale	Gregory Purnell (97-06)	
Jon Stripling	Claude Hall, Jr.	George "Eddie" Young (99-08)	
Hinson Finney	Vernon Davis	Barbara Kissel (00-09)	
John D. Smack, Sr.	Rick Morris	Alfred Harrison (92-10)	
Richard Street	Joe Lieb	Janet Rosensteel (09-10)	
Ben Nelson	Donald Shockley	Tim Cadotte (02-12)	
Shirley Truitt	Fulton Holland (93-95)	Craig Glover (08-12)	
		Joe Mitrecic (10-14)	

* = Appointed to fill an unexpired term

SOCIAL SERVICES BOARD

Reference: Human Services Article - Annotated Code of Maryland - Section 3-501

Appointed by: County Commissioners

Functions: Advisory
 Review activities of the local Social Services Department and make recommendations to the State Department of Human Resources.
 Act as liaison between Social Services Dept. and County Commissioners.
 Advocate social services programs on local, state and federal level.

Number/Term: 9 to 13 members/3 years
Terms expire June 30th

Compensation: None - (Reasonable Expenses for attending meetings/official duties)

Meetings: 1 per month (Except June, July, August)

Special Provisions: Members to be persons with high degree of interest, capacity & objectivity, who in aggregate give a countywide representative character.
Maximum 2 consecutive terms, minimum 1-year between reappointment
 Members must attend at least 50% of meetings
 One member (ex officio) must be a County Commissioner
 Except County Commissioner, members may not hold public office.

Staff Contact: Roberta Baldwin, Director of Social Services - (410-677-6806)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Tracey Cottman	D-1, Lockfaw	Pocomoke City	*15-17
Cathy Gallagher	D-5, Boggs	Ocean Pines	*13-14, 14-17
Diana Purnell	ex officio - Commissioner		14-18
Faith Coleman	D-4, Elder	Snow Hill	15-18
Harry Hammond	D-6, Bunting	Bishopville	15-18
Voncelia Brown	D-3, Church	Berlin	16-19
Maria Campione-Lawrence	D-7, Mitreic	Ocean City	16-19
Mary White	At-Large	Berlin	*17-19
Nancy Howard	D-2, Purnell	Ocean City	(09-16), 17-20

* = Appointed to fill an unexpired term

SOCIAL SERVICES BOARD
(Continued)

Prior Members: (Since 1972)

James Dryden	Naomi Washington (01-02)
Sheldon Chandler	Lehman Tomlin, Jr. (01-02)
Richard Bunting	Jeanne Lynch (00-02)
Anthony Purnell	Michael Reilly (00-03)
Richard Martin	Oliver Waters, Sr. (97-03)
Edward Hill	Charles Hinz (02-04)
John Davis	Prentiss Miles (94-06)
Thomas Shockley	Lakeshia Townsend (03-06)
Michael Delano	Betty May (02-06)
Rev. James Seymour	Robert "BJ" Corbin (01-06)
Pauline Robertson	William Decoligny (03-06)
Josephine Anderson	Grace Smearman (99-07)
Wendell White	Ann Almand (04-07)
Steven Cress	Norma Polk-Miles (06-08)
Odetta C. Perdue	Anthony Bowen (96-08)
Raymond Redden	Jeanette Tressler (06-09)
Hinson Finney	Rev. Ronnie White (08-10)
Ira Hancock	Belle Redden (09-11)
Robert Ward	E. Nadine Miller (07-11)
Elsie Bowen	Mary Yenney (06-13)
Faye Thornes	Dr. Nancy Dorman (07-13)
Frederick Fletcher	Susan Canfora (11-13)
Rev. Thomas Wall	Judy Boggs (02-14)
Richard Bundick	Jeff Kelchner (06-15)
Carmen Shrouck	Laura McDermott (11-15)
Maude Love	Emma Klein (08-15)
Reginald T. Hancock	Wes McCabe (13-16)
Elsie Briddell	Nancy Howard (09-16)
Juanita Merrill	Judy Stinebiser (13-16)
Raymond R. Jarvis, III	Arlette Bright (11-17)
Edward O. Thomas	
Theo Hauck	
Marie Doughty	
James Taylor	
K. Bennett Bozman	
Wilson Duncan	
Connie Quillin	
Lela Hopson	
Dorothy Holzworth	
Doris Jarvis	
Eugene Birckett	
Eric Rauch	
Oliver Waters, Sr.	
Floyd F. Bassett, Jr.	
Warner Wilson	
Mance McCall	
Louise Matthews	
Geraldine Thweat (92-98)	
Darryl Hagy (95-98)	
Richard Bunting (96-99)	
John E. Bloxom (98-00)	
Katie Briddell (87-90, 93-00)	
Thomas J. Wall, Sr. (95-01)	
Mike Pennington (98-01)	
Desire Becketts (98-01)	

* = Appointed to fill an unexpired term

SOIL CONSERVATION DISTRICT SUPERVISORS

Reference: PGL - Agriculture, §8-302 - Annotated Code of Maryland

Appointed by: 1 member appointed by County Commissioners
 4 members appointed by State Soil Conservation Committee

Function: Supervisory
 Conduct surveys, investigation, research relating to soil erosion prevention and control; disseminate information; conduct demonstration projects; carry out preventive measures; provide financial aid; acquire and maintain property; provide contracting services to landowners.

Number/Term: 5/5 years
 Terms expire December 31st

Compensation: \$25 per meeting plus mileage (set by State Soil Conservation Committee)

Meetings: 1 per month

Special Provisions: Must attend at least 50% of regular meetings

Staff Contact: Doug Jones, District Manager, Maryland Dept. of Agriculture (632-5439, ext.112)

Current Members:

Anthony DiPaulo	Stockton	02-07, 07-12
David Hudson, Chair	Bishopville	90-94, 94-98, 98-03, 03-08, 08-13
Edward Phillips	Snow Hill	03-08, 08-13
W. Dan Redden	Pocomoke	61-63* 63-65 65-67 67-69 69-71 71-75 75-79 79-83 83-87 87-91 91-96 96-01 01-06 06-11, 11-16
<u>Eugene Magee**</u>	Bishopville	16-21

-Replace

Prior Members: Since 1972

Roger Richardson
 Curtis Shockley
 Lester Shockley
 Richard Jones
 Clinton Hudson
 Elwood Waters (86-06)
 William Sirman (94-99)
 Gerald Holloway (60-00)
 Lester Shockley, Jr. (06-10)
 Kirk Carmean (10-16)

* = Appointed to fill an unexpired term
 ** = Commissioners' Appointment (others appointed by other bodies)



Maryland Department of Agriculture

Agriculture | Maryland's Leading Industry

Office of Resource Conservation

Lawrence Hogan, Governor
Boyd K. Rutherford, Lt. Governor
Joseph Bartenfelder, Secretary
James P. Eichhorst, Deputy Secretary

The Wayne A. Cawley, Jr. Building
50 Harry S Truman Parkway
Annapolis, Maryland 21401
Internet: www.mda.maryland.gov

410.841.5863 Baltimore/Washington
410.841.5734 Fax
800.492.5590 Toll Free

State Soil Conservation Committee

November 16, 2017

Eugene Magee
11515 Mumford Road
Bishopville, MD 21813

Dear Mr. Magee:

The Soil Conservation District's Law provides that any Soil Conservation District supervisor who fails to attend at least 50% of the regular meetings of the district during any consecutive twelve-month period shall be considered to have resigned. This means that any supervisor who misses seven meetings shall be considered to have resigned under Agriculture Article 8-302 (e). No action to terminate the appointment is required. An appointment to fill an unexpired term is made in the same manner as for a full term.

The State Committee policy is to send a letter to any supervisor and the District Board of Supervisors whenever a supervisor misses five meetings in the previous twelve months to inform them of this provision in the law in order to give warning of the consequences of further absences.

Our records indicate that you have missed seven meetings. You may petition the Worcester County Commissioners with justification for reinstatement. If we do not hear from you by December 14, 2017, we will request an appointment from Worcester County Government to fill your vacancy.

I am looking forward to continued association with you and thank you on behalf of the State Soil Conservation Committee for your contributions to soil conservation district programs.

Sincerely,

Louise Lawrence
Chief

LL/sb

c: Hans Schmidt, Assistant Secretary
Worcester Soil Conservation
Worcester County Commissioners
Dave Mister, Area Coordinator

NOV 20 2017

SOLID WASTE ADVISORY COMMITTEE

Reference: County Commissioners' Resolution 5/17/94 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory
Review and comment on Solid Waste Management Plan, Recycling Plan, plans for solid waste disposal sites/facilities, plans for closeout of landfills, and to make recommendations on tipping fees.

Number/Term: 11/4-year terms; Terms expire December 31st.

Compensation: \$50 per meeting expense allowance, subject to annual appropriation

Meetings: At least quarterly

Special Provisions: One member nominated by each County Commissioner; and one member appointed by County Commissioners upon nomination from each of the four incorporated towns.

Staff Support: Solid Waste - Solid Waste Superintendent - Mike Mitchell - (410-632-3177)
Solid Waste - Recycling Coordinator - Mike McClung - (410-632-3177)
Department of Public Works - John Tustin - (410-632-5623)

Current Members:

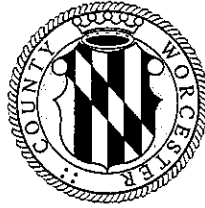
<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Steve Brown	Town of Ocean City		*10-13, 13-17
George Linvill	D-1, Lockfaw	Pocomoke	14-18
George Dix	D-4, Elder	Snow Hill	*10-10-14, 14-18
James Rosenberg	D-5, Bertino	Ocean Pines	*06-10-14, 14-18
Mike Poole	D-6, Bunting	Bishopville	11-15, 15-19
Michael Pruitt	Town of Snow Hill		*15, 15-19
Bob Augustine	D-3, Church	Berlin	16-20
Granville Jones	D-7, Mitrecic	Berlin	*15-16, 16-20
George Tasker	Town of Pocomoke City		*15-16, 16-20
Wendell Purnell	D-2, Purnell	Berlin	97-09-13-17, 17-21
Jamey Latchum	Town of Berlin		*17, 17-21

Prior Members: (Since 1994)

Ron Cascio (94-96)	Richard Malone (94-01)	John C. Dorman (07-10)
Roger Vacovsky, Jr. (94-96)	William McDermott (98-03)	Robert Hawkins (94-11)
Lila Hackim (95-97)	Fred Joyner (99-03)	Victor Beard (97-11)
Raymond Jackson (94-97)	Hugh McFadden (98-05)	Mike Gibbons (09-14)
William Turner (94-97)	Dale Pruitt (97-05)	Hank Westfall (00-14)
Vernon "Corey" Davis, Jr. (96-98)	Frederick Stiehl (05-06)	Marion Butler, Sr. (00-14)
Robert Mangum (94-98)	Eric Mullins (03-07)	Robert Clarke (11-15)
Richard Rau (94-96)	Mayor Tom Cardinale (05-08)	Bob Donnelly (11-15)
Jim Doughty (96-99)	William Breedlove (02-09)	Howard Sribnick (10-16)
Jack Peacock (94-00)	Lester D. Shockley (03-10)	Dave Wheaton (14-16)
Hale Harrison (94-00)	Woody Shockley (01-10)	

* = Appointed to fill an unexpired term

TEL: 410-632-1194
FAX: 410-632-3131
E-MAIL: admin@co.worcester.md.us
WEB: www.co.worcester.md.us



OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103
SNOW HILL, MARYLAND
21863-1195

November 9, 2017

HAROLD L. HIGGINS, CPA
CHIEF ADMINISTRATIVE OFFICER
MAUREEN F.L. HOWARTH
COUNTY ATTORNEY

COMMISSIONERS
MADISON J. BUNTING, JR., PRESIDENT
DIANA PURNELL, VICE PRESIDENT
ANTHONY W. BERTINO, JR.
JAMES C. CHURCH
THEODORE J. ELDER
MERRILL W. LOCKFAW, JR.
JOSEPH M. MITRECIC

Honorable Richard W. Meehan
Mayor & Council of Ocean City
P. O. Box 158
Ocean City, MD 21842

RE: Nomination of Ocean City Representative on the Worcester County Solid Waste Advisory Committee

Dear Mayor Meehan:

Please be advised that the Worcester County Commissioners recently began to consider appointments to various County boards and commissions for which members' terms are scheduled to expire at the end of this year. Upon review of our records, we recently determined that Steve Brown, the Town of Ocean City's representative on the Worcester County Solid Waste Advisory Committee, is scheduled to expire on December 31, 2017. Since the establishing resolution for the Solid Waste Advisory Committee provides that one member shall be nominated from each of the incorporated towns, we would appreciate receiving your nomination for this upcoming vacancy as soon as possible so that the Commissioners can make this appointment in November or December of this year.

Thank you for your attention to this matter. If you should have any questions or concerns, please feel free to contact either me or Kelly Shannahan, Assistant Chief Administrative Officer, at this office.

Sincerely,

Madison J. Bunting, Jr.
President

MJB/KS/fac
cc: Kelly Shannahan, Assistant Chief Administrative Officer
Board Book
H:\CCBOARDS\OC Request for Solid Waste Board.wpd

TOURISM ADVISORY COMMITTEE

Reference: County Commissioners' Resolution of May 4, 1999 and 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory
Advise the County Commissioners on tourism development needs and recommend programs, policies and activities to meet needs, review tourism promotional materials, judge tourism related contests, review applications for State grant funds, review tourism development projects and proposals, establish annual tourism goals and objectives, prepare annual report of tourism projects and activities and evaluate achievement of tourism goals and objectives.

Number/Term: 7/4-Year term - Terms expire December 31st

Compensation: \$50 per meeting expense allowance

Meetings: At least bi-monthly (6 times per year), more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Contact: Tourism Department - Lisa Challenger (410-632-3110)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)²</u>
Teresa Travatello	D-5, Boggs	Ocean Pines	09-13, 13-17
Gregory Purnell	D-2, Purnell	Berlin	14-18
Barbara Tull	D-1, Lockfaw	Pocomoke	03-11-15, 15-19
Molly Hilligoss	D-4, Elder	Snow Hill	*15, 15-19
Isabel Morris	D-6, Bunting	Bishopville	11-15, 15-19
Elena Ake	D-3, Church	West Ocean City	*16, 16-20
Lauren Taylor	D-7, Mitrecic	Ocean City	13-17, 17-21

Resigned / Replace

Prior Members: Since 1972

Isaac Patterson ¹	Barry Laws (99-03)
Lenora Robbins ¹	Klein Leister (99-03)
Kathy Fisher ¹	Bill Simmons (99-04)
Leroy A. Brittingham ¹	Bob Hulburd (99-05)
George "Buzz" Gering ¹	Frederick Wise (99-05)
Nancy Pridgeon ¹	Wayne Benson (05-06)
Marty Batchelor ¹	Jonathan Cook (06-07)
John Verrill ¹	John Glorioso (04-08)
Thomas Hood ¹	David Blazer (05-09)
Ruth Reynolds (90-95)	Ron Pilling (07-11)
William H. Buchanan (90-95)	Gary Weber (99-03, 03-11)
Jan Quick (90-95)	Annemarie Dickerson (99-13)
John Verrill (90-95)	Diana Purnell (99-14)
Larry Knudsen (95)	Kathy Fisher (11-15)
Carol Johnsen (99-03)	Linda Glorioso (08-16)
Jim Nooney (99-03)	

* = Appointed to fill an unexpired term
 1 = Served on informal ad hoc committee prior to 1990, Committee abolished between 1995-1999
 2 = All members terms reduced by 1-year in 2003 to convert to 4-year terms

**WATER AND SEWER ADVISORY COUNCIL
OCEAN PINES SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

Function: Advisory
Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review annual budget for the service area.

Number/Term: 5/4-year terms
Terms Expire December 31

Compensation: Expense allowance for meeting attendance as authorized in the budget.

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

Staff Support: Department of Public Works - Water and Wastewater Division
John Ross - (410-641-5251)

Current Members:

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Frederick Stiehl	Ocean Pines	*06-08-12, 12-16
Michael Reilly	Ocean Pines	*14-17 ← Resigned / Replace
James Spicknall	Ocean Pines	07-10-14, 14-18
Bob Poremski	Ocean Pines	*17-19
Gregory R. Sauter, P.E.	Ocean Pines	17-21

Prior Members: (Since 1993)

- Andrew Bosco (93-95)
- Richard Brady (96-96, 03-04)
- Michael Robbins (93-99)
- Alfred Lotz (93-03)
- Ernest Armstrong (93-04)
- Jack Reed (93-06)
- Fred Henderson (04-06)
- E. A. "Bud" Rogner (96-07)
- David Walter (06-07)
- Darwin "Dart" Way, Jr. (99-08)
- Aris Spengos (04-14)
- Gail Blazer (07-17)
- Mike Hegarty (08-17)

* = Appointed to fill an unexpired term

COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

Number/Term: 11/3-year terms; Terms Expire December 31

Compensation: None

Meetings: At least monthly (3rd Tuesday at 5:30 PM - alternating between Berlin and Snow Hill)

Special Provisions: 7 district members, one from each Commissioner District
 4 At-large members, nominations from women's organizations & citizens
 4 Ex-Officio members, one each from the following departments: Social Services, Health & Mental Hygiene, Board of Education, Public Safety
 No member shall serve more than six consecutive years

Contact: Eloise Henry-Gordy, Chair
 Worcester County Commission for Women - P.O. Box 1712, Berlin, MD 21811

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Charlotte Cathell	D-5, Bertino	Ocean Pines	*09-11-14, 14-17
Alice Jean Ennis	At-Large	Pocomoke	14-17
Eloise Henry-Gordy	At-Large	Snow Hill	08-11-14, 14-17
Teola Brittingham	D-2, Purnell	Berlin	*16-18
Michelle Bankert	D-3, Church	West Ocean City	*14-15, 15-18
Bess Cropper	D-6, Bunting	Berlin	15-18
Nancy Fortney	D-7, Mitrecic	Ocean City	12-15, 15-18
Lauren Mathias Williams	At-Large	Berlin	*16-18
Hope Carmean	D-4, Elder	Snow Hill	*15-16, 16-19
Mary E. (Liz) Mumford	At-Large	Ocean City	*16, 16-19
Julie Phillips	Board of Education		13-16, 16-19
Shannon Chapman	Dept of Social Services		*17-19
Tamara White	D-1, Lockfaw	Pocomoke City	17-20
Kelly O'Keane	Health Department		17-20
Cristi Graham	Public Safety - Sheriff's Office		17-20

Prior Members: Since 1995

Ellen Pilchard ^c (95-97)	Carole P. Voss (98-00)	Gloria Bassich (98-03)
Helen Henson ^c (95-97)	Martha Bennett (97-00)	Carolyn Porter (01-04)
Barbara Beaubien ^c (95-97)	Patricia Ilczuk-Lavanceau (98-99)	Martha Pusey (97-03)
Sandy Wilkinson ^c (95-97)	Lil Wilkinson (00-01)	Teole Brittingham (97-04)
Helen Fisher ^c (95-98)	Diana Purnell ^c (95-01)	Catherine W. Stevens (02-04)
Bernard Bond ^c (95-98)	Colleen McGuire (99-01)	Hattie Beckwith (00-04)
Jo Campbell ^c (95-98)	Wendy Boggs McGill (00-02)	Mary Ann Bennett (98-04)
Karen Holck ^c (95-98)	Lynne Boyd (98-01)	Rita Vaeth (03-04)
Judy Boggs ^c (95-98)	Barbara Trader ^c (95-02)	Sharyn O'Hare (97-04)
Mary Elizabeth Fears ^c (95-98)	Heather Cook (01-02)	Patricia Layman (04-05)
Pamela McCabe ^c (95-98)	Vyolatus Ayres (98-03)	Mary M. Walker (03-05)
Teresa Hammerbacher ^c (95-98)	Terri Taylor (01-03)	Norma Polk Miles (03-05)
Bonnie Platter (98-00)	Christine Selzer (03)	Roseann Bridgman (03-06)
Marie Velong ^c (95-99)	Linda C. Busick (00-03)	Sharon Landis (03-06)

* = Appointed to fill an unexpired term
 c = Charter member

Prior Members: Since 1995 (continued)

Dr. Mary Dale Craig (02-06)
Dee Shorts (04-07)
Ellen Payne (01-07)
Mary Beth Quillen (05-08)
Marge SeBour (06-08)
Meg Gerety (04-07)
Linda Dearing (02-08)
Angela Hayes (08)
Susan Schwarten (04-08)
Marilyn James (06-08)
Merilee Horvat (06-09)
Jody Falter (06-09)
Kathy Muncy (08-09)
Germaine Smith Garner (03-09)
Nancy Howard (09-10)
Barbara Witherow (07-10)
Doris Moxley (04-10)
Evelyne Tyndall (07-10)
Sharone Grant (03-10)
Lorraine Fasciocco (07-10)
Kay Cardinale (08-10)
Rita Lawson (05-11)
Cindi McQuay (10-11)
Linda Skidmore (05-11)
Kutresa Lankford-Purnell (10-11)
Monna Van Ess (08-11)
Barbara Passwater (09-12)
Cassandra Rox (11-12)
Diane McGraw (08-12)
Dawn Jones (09-12)
Cheryl K. Jacobs (11)
Doris Moxley (10-13)
Kutresa Lankford-Purnell (10-12)
Terry Edwards (10-13)
Dr. Donna Main (10-13)
Beverly Thomas (10-13)
Caroline Bloxom (14)
Tracy Tilghman (11-14)
Joan Gentile (12-14)
Carolyn Dorman (13-16)
Arlene Page (12-15)
Shirley Dale (12-16)
Dawn Cordrey Hodge (13-16)
Carol Rose (14-16)
Mary Beth Quillen (13-16)
Debbie Farlow (13-17)
Corporal Lisa Maurer (13-17)
Laura McDermott (11-16)

TEL: 410-632-1194
FAX: 410-632-3131
E-MAIL: admin@co.worcester.md.us
WEB: www.co.worcester.md.us



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HAROLD L. HIGGINS, CPA
CHIEF ADMINISTRATIVE OFFICER
MAUREEN F.L. HOWARTH
COUNTY ATTORNEY

COMMISSIONERS
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OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND
21863-1195

December 5, 2017

FAXED
12/5/17 @ 11:30pm

TO: *The Daily Times Group and The Ocean City Today Group*
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*
SUBJECT: Worcester County Requested Capital Improvement Plan for FY 2019 through FY 2023

Please print the attached notice as a display ad at the legal advertising rates per our agreement in *The Daily Times/Worcester County Times/Ocean Pines Independent and Ocean City Digest/Ocean City Today* on December 14, 2017 and December 28, 2017. Please make the advertisement approximately 3 columns wide with a prominent border and place the ad in a part of the newspaper other than the legal ads. Thank you.

Notice of Public Hearing
REQUESTED Five-Year Capital Improvement Plan
FY 2019 through FY 2023
Worcester County, Maryland

The Worcester County Commissioners will conduct a public hearing on the REQUESTED Five-Year Capital Improvement Plan (CIP) for fiscal year (FY) 2019 through FY2023. The CIP is a planning document the County will use in preparing future operating budgets, to anticipate future financial needs of the County and to identify possible funding resources. Inclusion of a project in the CIP does not constitute a guarantee of funding from the County. Some capital projects will be added, deleted and/or amended as necessary. As with the Operating Budget, the projects for each fund have to be balanced with the resources available in that fund. Copies of the Worcester County REQUESTED Capital Improvement Plan for FY2019 through FY2023 summary may be obtained from the Worcester County Administration Office, Room 1103 - Government Center, One West Market Street, Snow Hill, Maryland 21863 or online at www.co.worcester.md.us. For additional information, please contact the County Administration Office at (410) 632-1194.

The public hearing will be held on:

Tuesday, January 2, 2018
at 10:30 A.M.

in the
County Commissioners Meeting Room
Room 1101 - Government Center
One West Market Street
Snow Hill, Maryland 21863

Worcester County

Requested

5 Year Capital Improvement Plan
FY 2019 to FY 2023



NOTE: The proposed Capital Improvement Plan is a planning document to anticipate future financial needs of the County. Inclusion of a project in the plan does not constitute a guarantee of funding from the county. Some capital projects will be added, deleted and or amended as necessary. As with the Operating Budget, the projects for each fund have to be balanced with the resources available in that fund.

December 5, 2017

REQUESTED PLAN SUMMARY BY CATEGORY

12/4/2017

**WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN
FY 2019 to FY 2023 Project Summary**

Project Category	2019	2020	2021	2022	2023	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Government	1,375,000	500,000	0	0	550,000	2,425,000	2.42%	0	0	2,425,000
Public Safety	2,075,000	500,000	5,500,710	3,800,710	0	11,876,420	11.84%	425,000	0	12,301,420
Public Works	11,239,000	5,120,000	2,420,000	1,500,000	3,578,200	23,857,200	23.79%	9,749,000	0	33,606,200
Recreation & Parks	1,105,000	745,000	1,945,000	5,000	0	3,800,000	3.79%	0	0	3,800,000
Public Schools	10,412,016	19,511,415	10,865,403	6,589,695	8,344,169	55,722,698	55.56%	2,216,838	864,005	58,803,541
Community College	0	0	200,928	2,319,269	91,540	2,611,737	2.60%	0	0	2,611,737
TOTAL	26,206,016	26,376,415	20,932,041	14,214,674	12,563,909	100,293,055	100.00%	12,390,838	864,005	113,547,898

Source of Funds	2019	2020	2021	2022	2023	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete	Total Project Cost
General Fund	110,500	1,774,500	1,895,428	1,500,500	3,578,200	8,859,128	8.83%	1,000,000	0	9,859,128
User Fees	4,111,000	700,000	0	0	0	4,811,000	4.80%	4,054,000	0	8,865,000
Grant Funds	2,724,500	1,210,500	1,910,500	4,500	0	5,850,000	5.83%	0	0	5,850,000
State Match	4,336,000	5,186,000	0	4,548,000	1,952,000	16,022,000	15.98%	0	0	16,022,000
State Loan	570,000	380,000	760,000	0	0	1,710,000	1.71%	2,660,000	0	4,370,000
Designated Funds	2,875,000	1,615,451	433,691	190,000	275,000	5,389,142	5.37%	2,216,838	0	7,605,980
Developer Equity Con	0	0	0	0	0	0	0.00%	0	0	0
Private Donation	0	0	0	0	0	0	0.00%	0	0	0
Enterprise Bonds	3,328,000	0	0	0	0	3,328,000	3.32%	2,035,000	0	5,363,000
General Bonds	8,151,016	15,509,964	15,932,422	7,971,674	6,758,709	54,323,785	54.17%	425,000	864,005	55,612,790
Local Bank Loan	0	0	0	0	0	0	0.00%	0	0	0
TOTAL	26,206,016	26,376,415	20,932,041	14,214,674	12,563,909	100,293,055	100.00%	12,390,838	864,005	113,547,898

* Balance to Complete - Years FY2024 and future

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**FY 2019 TO FY 2023 SUMMARY BY PROJECT
REQUESTED**

12/4/2017

**WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	FY2019	FY2020	FY2021	FY2022	FY2023	Prior Allocation	Balance To Complete	TOTAL
General Government Facilities								
Courthouse Building Improvements	575,000	0	0	0	0	0	0	575,000
Ocean Pines Library Building Repairs	800,000	0	0	0	0	0	0	800,000
Pocomoke Library Building Improvements	0	500,000	0	0	0	0	0	500,000
Snow Hill Library Building Improvements	0	0	0	0	550,000	0	0	550,000
Total General Government Facilities	1,375,000	500,000	0	0	550,000	0	0	2,425,000
Public Safety								
Worcester County Jail Improvement Project	2,075,000	500,000	5,500,710	3,800,710	0	425,000	0	12,301,420
Total	2,075,000	500,000	5,500,710	3,800,710	0	425,000	0	12,301,420
Public Works								
Asphalt Overlay/Pavement Preservation of Roads	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000	0	8,500,000
Bridge Replacement -Bayside Road Bridge	0	2,000,000	0	0	0	0	0	2,000,000
Salt Program	0	0	0	0	2,078,200	0	0	2,078,200
Water Wastewater								
Mystic Harbour Effluent Disposal	630,000		0	0	0	2,570,000	0	3,200,000
Newark Spray Irrigation	1,610,000	380,000	0	0	0	90,000	0	2,080,000
Lewis Road Sewer Extension	60,000	540,000	920,000	0	0	0	0	1,520,000
Solid Waste								
Central Site Cell #5 Construction at Prior Rubblefill	6,639,000	0	0	0	0	6,089,000		12,728,000
Landfill Admin Scale Bldg Renovation & Addition	800,000	700,000	0	0	0	0	0	1,500,000
Total Public Works	11,239,000	5,120,000	2,420,000	1,500,000	3,578,200	9,749,000	0	33,606,200
Recreation & Parks								
Greys Creek Nature Park Development	105,000	230,000	165,000					500,000
Northern Worcester Land Acquisition & Development	1,000,000	515,000	1,780,000	5,000		0	0	3,300,000
Total	1,105,000	745,000	1,945,000	5,000	0	0	0	3,800,000

**FY 2019 TO FY 2023 SUMMARY BY PROJECT
REQUESTED**

12/4/2017

**WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	FY2019	FY2020	FY2021	FY2022	FY2023	Prior Allocation	Balance To Complete	TOTAL
Public Schools								
Showell Elementary School Replacement	10,412,016	19,345,964	10,431,712	0	0	2,216,838	0	42,406,530
Stephen Decatur Middle School Addition	0	165,451	253,691	3,227,695	4,952,169	0	864,005	9,463,011
Pocomoke Middle School - Roof Replacement	0	0	180,000	3,172,000	0	0	0	3,352,000
Snow Hill Middle School - Roof Replacement				190,000	3,392,000	0	0	3,582,000
Total Public Schools	10,412,016	19,511,415	10,865,403	6,589,695	8,344,169	2,216,838	864,005	58,803,541
Wor-Wic Community College								
Wor-Wic New Academic Building	0	0	200,928	2,319,269	91,540	0	0	2,611,737
Total Wor-Wic	0	0	200,928	2,319,269	91,540	0	0	2,611,737
CAPITAL PROJECT SUMMARY - BY SOURCE OF FUNDS								
Source of Funds	FY2019	FY2020	FY2021	FY2022	FY2023	Prior Allocation	Balance to Complete	TOTAL
General Fund	110,500	1,774,500	1,895,428	1,500,500	3,578,200	1,000,000		9,859,128
User Fees	4,111,000	700,000				4,054,000		8,865,000
Grant Funds	2,724,500	1,210,500	1,910,500	4,500				5,850,000
State Match	4,336,000	5,186,000		4,548,000	1,952,000			16,022,000
State Loan	570,000	380,000	760,000			2,660,000		4,370,000
Designated Funds	2,875,000	1,615,451	433,691	190,000	275,000	2,216,838		7,605,980
Developer Equity Contribution								0
Private Donation								0
Enterprise Bonds	3,328,000					2,035,000		5,363,000
General Bonds	8,151,016	15,509,964	15,932,422	7,971,674	6,758,709	425,000	864,005	55,612,790
Local Bank Loan								0
TOTAL	26,206,016	26,376,415	20,932,041	14,214,674	12,563,909	12,390,838	864,005	113,547,898

Project: Courthouse Building Improvements

Dept Head, Title & Phone #: John Tustin, Public Works Director, 410-632-5623

Project Summary: Courthouse - Replacement of heating, ventilation, air conditioning and flooring.

Purpose: To replace a 52 year old (1964 vintage) multizone air handling unit and replacement of excessively worn carpet and floor tiles in high use areas that have not been replaced since 2003.

Location: 1 West Market Street, Snow Hill, MD

Impacts on General Fund Operating, Personnel or Maintenance: No impact to personnel

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	575,000							575,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								
TOTAL	575,000	0	0	0	0	0	0	575,000

SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds	575,000							575,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0
TOTAL	575,000	0	0	0	0	0	0	575,000

NOTE: Multizone Air Handling Unit est. @ \$425,000 + Carpet/Floor Tile est. @ \$150,000

PROJECTED OPERATING IMPACTS								
	0	0	0	0	0	0	0	0

Project: Courthouse Building Improvements

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

• **SCOPE:** The Courthouse received one of three additions in 1964 and a substantial renovation in 2003. The multizone HVAC system installed in the 1964 addition has never been replaced and is beyond its useful life. The Courthouse received a cosmetic renovation in 2003 and the facility has a high volume of Staff and Patrons which has attributed to degradation of the flooring materials. The flooring should be replaced.

1) The obsolete multizone HVAC system, installed in 1964, cannot maintain space cooling requirements so it needs to be replaced.

2) The carpet and vinyl tile flooring installed 2003 has become overly worn from the high volume of foot traffic. The worn flooring materials need to be replaced.

• **SCOPE DEVELOPMENT:** The project scopes and recommendations were developed by the engineering firm of Gipe Associates, Inc. for the HVAC and Becker Morgan Group, Inc. for design of carpet.

• **HISTORICAL INFORMATION:** There is substantial research that has been performed that can support the final engineering recommendations.

• **FEDERAL MANDATES:** Upgrades for the HVAC systems will require that all systems meet all applicable codes for indoor air quality and ozone depleting agents. There are Federal regulations that have to be met.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Currently, the citizens seeking services from this facility experience interruptions in cooling during court proceedings in the Orphan's Court and this highly-charged environment needs and benefits from space temperatures being maintained at stable set points. The loss of adequate cooling to the occupied spaces occurs on a regular basis when ambient temperatures rise to a level where the equipment is unable to perform to meet the requirements. This loss affects the services provided at Family Services, Orphan's Court, Register of Wills and the Clerk of Court areas of the facility. Replacement of the multizone HVAC system will ensure that comfortable operating environments are maintained. The replacement equipment will also address high humidity issues that have been problematic since the 1964 addition was constructed. If this project is not funded then the greatest negative impact to the citizens and County will be the stifling temperatures when loss of cooling occurs. Replacement of the flooring is paramount to maintaining a clean environment for the patrons and staff. Soil and dust laden carpet can create allergens that affect the occupants.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The budgetary estimates for the repairs were developed by the engineering firm of Gipe Associates, Inc., and the architectural firm of Becker Morgan Group, Inc. and the Worcester County Department of Public Works-Maintenance Division. The final project scope with options has not been determined so conservative estimates were provided. Replacement of the multizone air handling unit system is estimated at \$425,000. Replacement of carpet and floor tile is estimated at \$150,000.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

Construction is estimated to take up to a year after formal bidding and project award. This is based on Owner selections, construction sequencing, availability of materials and project commissioning.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

As stated above, replacement of the multizone HVAC system is critical to maintaining proper temperatures in the office and courtroom spaces.

Project: Ocean Pines Library Building Repairs

Dept Head, Title & Phone #: John Tustin, Public Works Director, 410-632-5623

Project Summary: Ocean Pines library building repairs

Purpose: The library was built in 1999 and the current HVAC system needs to be replaced. The roof system has 2 chimneys that need to be repaired, replaced or removed. The roof system is in need of replacement and interior repairs will need to be completed in conjunction with work done on the building envelope.

Location: Ocean Pines Library, 11107 Cathell Road, Berlin, Maryland

Impacts on General Fund Operating, Personnel or Maintenance: No impact to personnel

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	800,000							800,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								
TOTAL	800,000	0	0	0	0	0	0	800,000

SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds	800,000							800,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0
TOTAL	800,000	0	0	0	0	0	0	800,000

PROJECTED OPERATING IMPACTS	0	0	0	0	0	0	0	0
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Project: Ocean Pines Library Building Repairs

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

• SCOPE: The Ocean Pines library was built in 1999 and is in need of the following repairs.

- 1) The roof system leaks and damage is systemic. Roof sheathing, valley flashing and shingles need to be replaced to prevent water intrusion.
- 2) The brick chimneys (2) leak due to original construction deficiencies. The chimneys need to be partially demolished and reconstructed with proper techniques and construction methods.
- 3) Aged HVAC systems (4) cannot maintain space cooling requirements. The R22 condensers and evaporator coils are obsolete and need to be upgraded to R410A equipment.
- 4) Interior drywall repairs to be completed after building improvements.

• SCOPE DEVELOPMENT: The project scopes and final repair recommendations were developed by the engineering firm of Gipe Associates, Inc. for the HVAC and The Whiting-Turner Contracting Company for the building envelope.

• HISTORICAL INFORMATION: There is substantial research that has been performed that can support the final engineering recommendations.

• FEDERAL MANDATES: Upgrades for the HVAC systems will require that all systems meet all applicable codes for indoor air quality and ozone depleting agents. There are Federal regulations that have to be met.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Maintaining the structural integrity of this building is paramount as this facility serves the residents of Ocean Pines and other non-resident patrons such as tourists. The consequences of not funding the repairs described will be short-term and long-term degradation of the structural elements resulting in loss of services to the patrons of this facility. Loss of adequate cooling to the occupied spaces occurs on a regular basis when ambient temperatures rise to a level where the equipment is unable to perform to meet the requirements.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The budgetary estimates for the repairs were developed by the engineering firm of Gipe Associates, Inc., The Whiting-Turner Contracting Company and the Worcester County Department of Public Works-Maintenance Division. The final project scope with options has not been determined so conservative estimates were provided.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

Construction is estimated to take up to a year after formal bidding and project award. This is based on construction sequencing, weather conditions/constraints.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Currently, the facility leaks rain water through the roof and chimneys causing considerable interior damage. The occupants of the facility experience interruptions in cooling due to failing or failed equipment. So services to the staff and patrons are adversely affected.

Project: Pocomoke Library Building Improvements

Dept Head, Title & Phone #: Jennifer Ranck, Library Director, 410-632-2600

Project Summary: Pocomoke Library Building Improvements

Purpose: Replace roof, air conditioning unit and flooring; make energy improvements to plumbing and lighting systems; reallocate space to improve building functionality and staff visibility

Location: Pocomoke Library, 301 Market Street, Pocomoke, Maryland

Impacts on General Fund Operating, Personnel or Maintenance: No impact to personnel; operating and maintenance costs should decrease with more efficient equipment

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design		50,000						50,000
Land Acquisition								0
Site Work								0
Construction		225,000						225,000
Equipment/Furnishings		225,000						225,000
Other								0
EXPENDITURES								
TOTAL	0	500,000	0	0	0	0	0	500,000

SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match		250,000						250,000
State Loan								0
Designated Funds		250,000						250,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0
TOTAL	0	500,000	0	0	0	0	0	500,000

PROTECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Pocomoke Library Building Improvements

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

Worcester County Library completed a Facilities Master Plan in 2013. The Berlin Branch Library replacement project was identified as the first priority; building improvements to the Pocomoke Branch Library were identified as the second priority. The Pocomoke Branch opened in 1970 with an addition constructed in 2004. The addition provided much needed space but much of the library's furniture and shelving was re-used and many of building systems are in need of replacement.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The residents and visitors to Pocomoke City and the surrounding areas will benefit from this project. Many of the building's systems are nearing the "end of useful life" and replacement equipment will help maintain proper temperatures, improve lighting, and reduce the library's overall energy use. New flooring and furnishings will improve overall functionality and enable the library to reallocate collection space, create a dedicated young adult space, reconfigure staff area, and revise public service desk.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Preliminary estimates were calculated in 2012 by Entech Engineers. Figures have been adjusted, using the Berlin library project as a recent comparison. Engineering/Design fees (\$50,000); roof replacement (\$75,000); air conditioning unit replacement (\$75,000); plumbing and lighting improvements (\$75,000); new flooring (\$80,000); new furnishings and shelving (\$145,000).

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This is a new project which has been requested early in order to apply for state funding through the Public Library Capital Grant program.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This project is necessary but not time critical. Building improvements should lower ongoing operating costs.

Project: Snow Hill Library Building Improvements

Dept Head, Title & Phone #: Jennifer Ranck, Library Director, 410-632-2600

Project Summary: Snow Hill Library Building Improvements

Purpose: Replace HVAC system and make energy improvements to plumbing and lighting systems

Location: Snow Hill Library, 307 N. Washington Street, Snow Hill, Maryland

Impacts on General Fund Operating, Personnel or Maintenance: No impact to personnel; operating and maintenance costs should decrease with more efficient equipment

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design					50,000			50,000
Land Acquisition								0
Site Work								0
Construction					500,000			500,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								
TOTAL	0	0	0	0	550,000	0	0	550,000

SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match					275,000			275,000
State Loan								0
Designated Funds					275,000			275,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0
TOTAL	0	0	0	0	550,000	0	0	550,000

PROJECTED OPERATING IMPACTS	0	0	0	0	0	0	0	0
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Project: Snow Hill Library Building Improvements

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

Worcester County Library completed a Facilities Master Plan in 2013. Building improvements to the Snow Hill Branch Library were identified as the third priority after the Berlin Branch Library replacement project and building improvements to the Pocomoke Branch Library. The Snow Hill branch was built in 1974 and is in good shape architecturally but the building's mechanical systems are in need of replacement. Some of the lighting has been upgraded, but improvements are needed in the staff areas and meeting room. The building's plumbing, including domestic water heater and restroom fixtures, need to be upgraded as well.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The residents and visitors to Snow Hill and the surrounding areas will benefit from this project. The Snow Hill branch houses the library's Worcester Room which contains the local history collection and includes some unique and one-of-a-kind items. Replacing the HVAC will help maintain proper temperature to help preserve those items. Improvements made to the lighting and plumbing will reduce the library's overall energy use.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Preliminary estimates were calculated in 2012 by Entech Engineers. Figures have been adjusted, using the Berlin library project as a recent comparison. Engineering/Design fees (\$50,000); HVAC replacement (including air handling units, circulating pumps, and controls (\$275,000); plumbing and lighting improvements (\$225,000).

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This is a new project which has been added to FY 2023. The library will apply for a matching grant Library Capital Grant program through the Maryland State Library.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This project is necessary but not time critical. Building improvements should lower ongoing operating costs.

Project: Worcester County Jail Improvement Project

Dept Head, Title & Phone #: Donna Bounds, Warden, 410-632-1300

Project Summary:

This project is being implemented in multiple phases to improve facility reliability. Phase 1 (FY 19 and prior) includes the replacement of high priority aging infrastructure equipment including electrical switchgear, generator, kitchen HVAC, corridor HVAC, gymnasium HVAC, laundry ventilation, services rooms HVAC and ancillary equipment with modern and more efficient equipment that will utilize the existing hot water boilers for the heating and cooling systems for select areas. Phase 2 (FY21, FY22, FY23) includes equipment for housing facilities, roofing replacement and infrastructure including mechanical piping and safety systems.

Purpose: This project is intended to replace infrastructure equipment based on priorities of need and intended to mitigate future operational outages and disruptions.

Location: The project is located off of Route 113 at the intersection of Bay Street and Joyner Road - Worcester County, Snow Hill, Maryland. Worcester County Jail, 5022 Joyner Road, Snow Hill, MD 21863.

Impacts on General Fund Operating, Personnel or Maintenance: This project does not increase the number of employees required at the Worcester County Jail. Upon completion, this project will result in increased efficiency of the building systems replaced. This project will also result in the reduction of maintenance costs associated with the upkeep of the current 30 yr old system components. Additionally, the project will not increase costs and will only require (1) computer to control the system. This project will incur as a one-time cost of the labor and equipment replacement.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	75,000	500,000	150,000	100,000		250,000		1,075,000
Land Acquisition								0
Site Work								0
Construction	900,000		5,350,710	3,700,710		100,000		10,051,420
Equipment/Furnishings	900,000					50,000		950,000
Other	200,000					25,000		225,000
EXPENDITURES								
TOTAL	2,075,000	500,000	5,500,710	3,800,710	0	425,000	0	12,301,420

SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds	2,075,000	500,000	5,500,710	3,800,710		425,000		12,301,420
								0
								0
TOTAL	2,075,000	500,000	5,500,710	3,800,710	0	425,000	0	12,301,420

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Worcester County Jail Improvement Project

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

The project scope was determined by the HVAC and supporting Electrical Engineering Study/Feasibility Analysis completed by Gipe Associates. Equipment failures during the winter 2016-2017 have escalated the need for replacement of equipment based on operational priority. Therefore the project has been split to multiple years beginning FY 18.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The County saves money by replacing a 30 year old system with a newer, more efficient system components. If this project is not funded, or if it is delayed, the County will continue to pay high maintenance costs and fund emergency repairs.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The cost estimate was developed by Gipe Associates engineering study. The current funding request was developed by priority determination of systems which upon failure disrupt facility operations. An inflationary adjustment of 3% was applied to the 2014 study estimates.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

The original request based on engineering assessment of the entire facility has not been funded. Recent equipment failures and emergency repairs have resulted in a phased plan to address facility systems based on functional loss of use impact prioritization. The current request is \$2,500,000 (FY 18 and FY 19) for limited scope. Future estimates include the escalated balance from the original 2014 engineering study.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

If not completed antiquated equipment will continue to fail, cause the need for emergency repairs and operational disruptions which is more costly than addressing the issues on a planned basis.

Project: Asphalt Overlay/Pavement Preservation of County Roads

Dept Head, Title & Phone #: John H. Tustin, P.E., Public Works Director, 410-632-5623

Project Summary: Asphalt overlay and pavement preservation of County Roads.

Purpose: To preserve and maintain the condition of roads within Worcester County.

Location: Various roads throughout Worcester County.

Impacts on General Fund Operating, Personnel or Maintenance: In FY10 the Highway User Revenue was cut significantly; therefore, the General Fund has been funding the costs of our paving projects. The Highway User Revenue has not been restored to previous allocations which means the General Fund will have to continue to fund our paving projects. This does put a strain on the County's General Fund budget.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction								0
Equipment/Furnishings								0
Other	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000		8,500,000
EXPENDITURES								
TOTAL	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000	0	8,500,000

SOURCES OF FUNDS								
General Fund		1,500,000	1,500,000	1,500,000	1,500,000	1,000,000		7,000,000
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds	1,500,000							1,500,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0
TOTAL	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000	0	8,500,000

PROTECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Asphalt Overlay/Pavement Preservation of County Roads

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

To preserve and maintain the roads within Worcester County to allow for safe travel. It is not mandated by State or Federal Law. We do receive Highway User Revenue funds to cover transportation costs; however, this allocation has been significantly reduced since FY10.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

This would benefit the County in general since the project covers all roads maintained by the County. Delay and discontinued funding will enhance deterioration of roads leading to unsafe vehicular travel. This could ultimately result in major road repairs leading to a more costly alternative than simply preserving the road.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Estimate is based on paving projects prior to HUR funding cuts. Although our estimate is higher than previous funding, we feel that the roads in Worcester County are in need of more preservation and maintenance. The additional funding would result in a regular schedule of surface treatment and overlays which would provide safer transportation for vehicular traffic.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

N/A

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

It is vital to continue to preserve and maintain our County Roads. By addressing the road maintenance/resurfacing issues now it will avoid costly repair in the future. If not continued it can lead to a more significant impact not only financially, but as a safety issue for the traveling public.

Project: Bridge Replacement - Bayside Road Bridge

Dept Head, Title & Phone #: John H. Tustin, P.E., Public Works Director, 410-632-5623

Project Summary: Bridge Replacement

Purpose: To preserve and maintain bridges within Worcester County.

Location: Bayside Road Bridge over Paw Paw Creek

Impacts on General Fund Operating, Personnel or Maintenance: Bridge replacements are typically funded using State Aid and the County General Fund. State Aid covers 80% of the cost, while the County pays 20%. When budgeting for a bridge replacement project, the County budgets 100% of the total cost of the project then submits at the end of the project a reimbursement for 80% from State Aid. Due to several bridge replacements over the last couple of years, the balance available in State Aid has decreased significantly. We do not have sufficient funds in our State Aid to make the 80/20 split.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction								0
Equipment/Furnishings								0
Other		2,000,000						2,000,000
EXPENDITURES								

TOTAL		2,000,000	0	0	0	0	0	2,000,000
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SOURCES OF FUNDS								
General Fund		200,000						200,000
User Fees								0
Grant Funds								0
State Match		600,000						600,000
State Loan								0
Designated Funds		1,200,000						1,200,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	0	2,000,000	0	0	0	0	0	2,000,000
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PROJECT CHIEF								
OPERATING IMPACTS	0	0	0	0	0	0	0	0

Project: Bridge Replacement - Bayside Road Bridge

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

Worcester County bridges are inspected either on an annual or biennial cycle. The engineering consulting firm performs a structural evaluation for each bridge and creates the Bridge Sufficiency Rating (BSR). To be eligible for State funding the BSR must be rated at 50 or below. During the last inspection cycle Bayside Road Bridge (WO203) had a BSR rating of 27.9 making the bridge eligible for State Aid funding. Bridge inspections/replacements are mandated by the State Highway Administration Federal Bridge Program.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The citizens and the County benefit from this project since it serves as a connecting point for property owners within the area. It also benefits the general public since various activities, such as the triathlons, are dependent upon its existence. Delaying this project could possibly cause this section of road to be closed to the public and would cause an inconvenience to property owners and citizens.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The cost estimate was developed by means of a comparison to our latest bridge replacement costs in 2016 and an engineers recommendation. The estimated structure costs is on a per foot basis. This estimate could possibly increase due to the rising costs of material and/or labor.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

N/A

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

It is imperative that this project be completed in a timely manner due to the fact that the rating of this bridge could drop significantly which could cause this structure to be closed to the general public.

Project: Salt Program

Dept Head, Title & Phone #: John H. Tustin, P.E., Public Works Director, 410-632-5623

Project Summary: Implementation of a salt program for Worcester County.

Purpose: To insure the best possible service to the citizens on the most intensely traveled roads of Worcester County during snow storm events.

Location: Various intensely traveled roads throughout Worcester County.

Impacts on General Fund Operating, Personnel or Maintenance: The General Fund will be heavily impacted by supporting this new project with 100% funding since HUR funds have not been restored to previous allocations. This project will require additional personnel, vehicles, equipment, and storage structures that are designed specifically for this project.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition					200,000			200,000
Site Work					10,000			10,000
Construction					600,000			600,000
Equipment/Furnishings					715,000			715,000
Other					553,200			553,200
EXPENDITURES								

TOTAL	0	0	0	0	2,078,200	0	0	2,078,200
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SOURCES OF FUNDS								
General Fund					2,078,200			2,078,200
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	0	0	0	0	2,078,200	0	0	2,078,200
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PROJECTED OPERATING IMPACTS	0	0	0	0	1,012,200			1,012,200
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Project: Salt Program

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

To provide safer travel passages during snow and ice events. This project would require additional trucks, employees, land, salt barns, and salt. It is not mandated by State or Federal Law. We do receive Highway User Revenue funds to cover transportation costs; however, this allocation has been significantly reduced since FY10.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The benefits of this particular project would mainly encompass areas with higher traffic volume and will not be available to the entire County. If this project is not funded, we will continue our snow removal operations as normal.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Estimate is based on similar on-going projects in nearby Counties. There may be other incidentals that are not included into the project costs due to unknown future requests.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

N/A

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Urgency for this project is determined by the demands of the public and the expectations of the County Commissioners.

Project: Mystic Harbour Effluent Disposal

Dept Head, Title & Phone #: John Tustin, P.E. Director of Public Works 410-632-5623

Project Summary: Provide required effluent disposal for the Mystic Harbour Wastewater Treatment Plant by spraying effluent on the Eagle's Landing Golf Course.

Purpose: The new Mystic Harbour Wastewater Treatment Plant has a design capacity of 450,000 gallons per day while the effluent disposal wells are only permitted of 250,000 gpd. This project will increase the plant disposal capacity by constructing facilities to apply the plant effluent to the Eagle's Landing Golf Course.

Location: Mystic Harbour Service Area

Impacts on General Fund Operating, Personnel or Maintenance: As the actual spray activities will be performed by the Golf Course personnel, there will be no change to staffing. However, as more information is developed on monitoring of the system and other potential additional tasks, a need may yet arise.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	80,000					150,000		230,000
Land Acquisition						300,000		300,000
Site Work								0
Construction	450,000					1,800,000		2,250,000
Equipment/Furnishings								0
Other	100,000					320,000		420,000
EXPENDITURES								

TOTAL	630,000	0	0	0	0	2,570,000	0	3,200,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds	630,000							630,000
State Match								0
State Loan (USDA)						2,570,000		2,570,000
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	630,000	0	0	0	0	2,570,000	0	3,200,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Mystic Harbour Effluent Disposal

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

The project involves obtaining the required permits, reconstructing the current golf course irrigation system, making the required piping connections, purchasing the existing effluent holding tank from Sun Castaways and paying the negotiated fees for spray rights at the Eagles Landing Golf Course.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The primary benefit of this project is the need to provide additional disposal to take advantage of the full capacity of the Mystic Harbour Wastewater Treatment Plant for removal of septic systems, infill development and increased commercial development in the service area.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The cost estimate was generated in-house based on similar projects. The cost for the irrigation improvements was provided by the Golf Course Operator.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Without the ability to dispose of treatment plant effluent, there will be no ability to serve additional customers in the service area and no corresponding ability to receive the \$12.8 million expended on the Mystic Harbour Wastewater

Project: Newark Spray Irrigation

Dept Head, Title & Phone #: John Tustin, P.E. Director of Public Works 410-632-5623

Project Summary: Transitioning of the Newark Wastewater Treatment Plant to Spray Irrigation for effluent disposal.

Purpose: Because of the poor quality effluent produced by the Newark Wastewater Treatment plant, it will be necessary to transition this plant from surface discharge to spray irrigation for the effluent disposal. In 2008, the County Commissioners identified this need and purchased a property that is suitable for spray.

Location: Newark Sanitary Service Area

Impacts on General Fund Operating, Personnel or Maintenance: Transitioning to spray irrigation will require additional staff time from the Water Wastewater enterprise fund to be dedicated to this facility.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	60,000	30,000				90,000		180,000
Land Acquisition	750,000							750,000
Site Work								0
Construction	800,000	200,000						1,000,000
Equipment/Furnishings								0
Other		150,000						150,000
EXPENDITURES								

TOTAL	1,610,000	380,000	0	0	0	90,000	0	2,080,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds	1,040,000							1,040,000
State Match								0
State Loan	570,000	380,000				90,000		1,040,000
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	1,610,000	380,000	0	0	0	90,000	0	2,080,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Newark Spray Irrigation

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

The project involves constructing a pipeline between the Newark Treatment Plant and the spray site. This would provide storage for effluent at the spray site, installation of spray piping , sprinkler heads and other features needed at the spray site.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The primary benefit of this project is the reduction in nutrient discharges to the Newport Bay Watershed. If this project is not completed, the Newark Service Area will need to complete significant improvements to the existing wastewater treatment plant to comply with water quality regulations.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The cost estimate was generated in-house and could be subject to significant change as the final scope of the work is defined.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This project may be mandated by orders from MDE.

Project: Lewis Road Sewer Extension

Dept Head, Title & Phone #: John H. Tustin, P.E., Director of Public Works 410-632-5623

Project Summary: Extension of sanitary sewer lines along Lewis Road to serve approximately 50 homes.

Purpose: The project is proposed to eliminate approximately 50 septic systems in an area of high groundwater

Location: Lewis Road behind the Landings Wastewater Treatment Plant

Impacts on General Fund Operating, Personnel or Maintenance: The project have no impact on the general fund Operating, Personnel of Maintenance expenses

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	50,000							50,000
Land Acquisition								0
Site Work		500,000	880,000					1,380,000
Construction								0
Equipment/Furnishings								0
Other	10,000	40,000	40,000					90,000
EXPENDITURES								

TOTAL	60,000	540,000	920,000	0	0	0	0	1,520,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds	60,000	540,000	160,000					760,000
State Match								0
State Loan			760,000					760,000
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	60,000	540,000	920,000	0	0	0	0	1,520,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Lewis Road Sewer Extension

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

The project involves constructing a pipeline along Lewis Road and connecting the homes and businesses in that area to the Landings Wastewater Treatment Plant. Although the project is not currently under a mandate to be constructed, it is consistent with the goal of reducing nutrients to the Coastal Bays.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The primary benefit of this project is the reduction in nutrient discharges to the Coastal Bays Watershed. If this project is not constructed there is no potential for future growth along Lewis Road. It is expected that the project will be funded by outside sources. If no funding is awarded, the project will most likely not be built.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

An estimate was completed as a part of the currently ongoing preliminary Engineering Report. That report developed the scope of the project, cost estimates and potential funding sources.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This project was identified as the top priority project for 2017/18 by the County Commissioners. It is a new addition to the CIP. Timing of the project will depend on available funding.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This project was identified as the top priority project for 2017/18 by the County Commissioners.

Project: Central Site Cell #5 Construction at Prior Rubberfill

Dept Head, Title & Phone #: John H. Tustin, P.E., Director of Public Works - 410-632 - 5623

Project Summary: Central Site Cell #5 Construction at Prior Rubberfill

Purpose: Construct Cell #5 to expand landfill space

Location: Central Landfill

Impacts on General Fund Operating, Personnel or Maintenance: None

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	225,000					225,000		450,000
Land Acquisition								0
Site Work								0
Construction	5,864,000					5,864,000		11,728,000
Equipment/Furnishings								0
Other	550,000							550,000
EXPENDITURES								

TOTAL	6,639,000	0	0	0	0	6,089,000	0	12,728,000
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SOURCES OF FUNDS								
General Fund								0
User Fees	3,311,000					4,054,000		7,365,000
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds	3,328,000					2,035,000		5,363,000
General Bonds								0
								0
								0

TOTAL	6,639,000	0	0	0	0	6,089,000	0	12,728,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0	0	0	0
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Project: Central Site Cell #5 Construction at Prior Rubberfill

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

Construction of Cell #5 to expand space at the landfill.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

This project will benefit the County in general as this is the only landfill. Construction of Cell # 5 is necessary so the County does not run out of landfill space.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

EA Engineering provided the cost estimate which is based on preliminary design and historical costs.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This project was delayed due to MDE permitting issues.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This project needs to be completed within a year to prevent the County from running out of landfill space.

Project: Landfill Administration Scale House Renovation & Addition

Dept Head, Title & Phone #: John H. Tustin, P.E., Director of Public Works 410-632-5623

Project Summary: Administration Scale House Renovation & Addition

Purpose: Renovate and add on to the Landfill Administration Office to increase and modernize space to become ADA compliant.

Location: Central Landfill

Impacts on General Fund Operating, Personnel or Maintenance: None

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	150,000							150,000
Land Acquisition								0
Site Work								0
Construction	650,000	650,000						1,300,000
Equipment/Furnishings		50,000						50,000
Other								0
EXPENDITURES								

TOTAL	800,000	700,000	0	0	0	0	0	1,500,000
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SOURCES OF FUNDS								
General Fund								0
User Fees	800,000	700,000						1,500,000
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	800,000	700,000	0	0	0	0	0	1,500,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0	0	0	0
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Project: Landfill Administration Scale House Renovation & Addition

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

Renovate and construct an addition to the existing scale house/administration office at the landfill.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

This project will benefit the landfill administrative employees. The building has not been renovated in over 20 years. They need updates and additions plus a separation between landfill employees and administrative employees as well as updating the facilities for ADA compliance.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The cost estimate based on proposed scope of work and previous building costs.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This is a new project that was added for FY19 & FY20.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This project is not critical, but it is something that would be good to do if resources are available.

Project: Greys Creek Nature Park Development

Dept Head, Title & Phone #: Lisa Gebhardt, Recreation Superintendent/Bill Rodriguez, Parks Superintendent, 410-632-2144

Project Summary: Greys Creek Nature Park Development

Purpose: The property is planned to be used as a base for environmental education programs in conjunction with the Maryland Coastal Bays Program, Worcester County Recreation & Parks, and Worcester County Public School System. Area school children will utilize the site for potential overnight camps as well as a hands-on classroom for nature study, while kayaking in the properties secluded coves and salt marshes. In addition to its function as an environmental education area, plans are to construct an area of passive recreation with appropriate structures, a parking area, water access and a network of walking and water trails, throughout the property to allow all citizens and visitors of Worcester County access to this beautiful property while minimizing the impact to the environment.

Location: 13236 Rollie Rd. East, Bishopville, MD 21813

Impacts on General Fund Operating, Personnel or Maintenance:

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	5,000							5,000
Land Acquisition								0
Site Work	100,000	100,000	100,000					300,000
Construction		120,000	65,000					185,000
Equipment/Furnishings		10,000						10,000
Other								0

EXPENDITURES

TOTAL	105,000	230,000	165,000	0	0	0	0	500,000
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SOURCES OF FUNDS

General Fund	10,500	23,000	16,500					50,000
User Fees								0
Grant Funds	94,500	207,000	148,500					450,000
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	105,000	230,000	165,000	0	0	0	0	500,000
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PROJECTED OPERATING IMPACTS	0	0	10,000	(15,500)	(15,500)			(21,450)
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Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

The scope is to utilize the 574 acre property for the creation of an environmental education facility and passive park. This usage was mandated in the 2006 MOU between Worcester County and the State of Maryland. Furthering the environment education objective requires extensive renovation of the existing home, boathouse, remaining shoreline bulk heading and the creation of additional site amenities such as a teaching pavilion and public accessible restrooms. The passive park aspect will require public accessible parking, public assessable water craft launches, restrooms, a storm shelter, interpretive signage, observation decking, a network of both upland walking trails, as well as water trails, and limited boardwalk crossings.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The facility will be unique to Worcester County providing passive recreational opportunities such as birding, kayaking, hiking, and programmed overnight campouts. The environmental education aspect would focus on capturing and disseminating data, serve to provide a hands-on classroom for nature study in order to promote a larger understanding of natural systems and environmental stewardship. In addition, by emphasizing sustainable techniques, the project will yield a host of beneficial demonstration projects, while significantly reducing the long term cost of maintenance.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The construction estimates were generated from a itemized list of improvements associated with the existing home site and additional permanent structures required to fulfill the environmental educational aspect. This list was created with the assistance of County Maintenance. The site work estimate is a best guess as it pertains to the creation of the passive park element of the project. It includes clearing for upland trail development, the creation of water access and a trailhead which will account for adequate parking and washroom facilities. In addition, structures such as a pavilion, storm shelter, observation platforms, limited boardwalk crossings, signage (interpretive and otherwise) are typical amenities associated with such projects.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed?

The CIP timing is dictated by the following; The MOU between Worcester County and the State of Maryland was signed in 2006. A proposal for the site will go before the Commissioners in the first half of 2018. As the result of a County's 2017 request for technical assistance, DNR is currently in the process of preparing an analysis/plan for water access. DNR's lag time between planning and performing work is approximately 18 months which is 2019. Furthermore, funding up to \$100,000 may be available from the State for water access and trailhead development which will further reduce county cost.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

The County accepted the responsibilities as stated in the 2006 MOU. In 2008 a RFP for a Greys Creek Master Plan was developed, bid, and in 2009 a plan produced. Concurrently, issues concerning public access were raised by the neighboring communities, and matters associated with a severe economic downturn emerged. Since, a potential alternate access has been identified, and economic concerns have receded to the extent that more funding is now available. The State expects to see a Greys Creek Nature Park and is currently assisting us with the necessary information upon which a thoughtful proposal for Commissioner Approval can be based. If approved, the project would be ready to move forward. The urgency is created due to the fact that 11 years have passed with respect to the 2006 MOU, 6 million plus of state funding was associated with the original purchase, \$65,000 of local POS funds were committed to the Master Plan Development in 2009, and finally, the County can potentially capitalize on an additional \$100,000 in state funding with respect to trailhead/water access development if we make a reasonable attempt to develop sooner rather than later.

Project: Northern Worcester Land Acquisition & Development (NWLA&D)

Dept Head, Title & Phone #: Lisa Gebhardt, Recreation Superintendent/Bill Rodriguez, Parks Superintendent, 410-632-2144

Project Summary: Northern Worcester Land Acquisition & Development

Purpose: To acquire up to 20 acres for the development of additional multi-purpose fields, restroom facilities, parking and concessions in the Northern end of the county. The main purpose for this project is to provide Worcester County residents more recreational programming opportunities, in addition to providing additional field space for local organizational use. The Department would then be able to meet the increasing demand for fields in the densely populated north, increase capacity to host tournaments, while also increasing our potential to drive revenue. It will also allow the Department to expand its partnership with existing organizations for the purpose of attracting more tournament play to the area.

Location: Northern Worcester County

Impacts on General Fund Operating, Personnel or Maintenance: The project would increase our operating cost in the form of utilities, irrigation cost, field maintenance equipment/supplies. We would also need an additional seasonal part-time staff member in order to maintain this new area of fields. Then we would need an additional part-time monitor in order to be available to oversee the tournaments and one to three part-time monitors for the concession stand during operating times.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design		65,000						65,000
Land Acquisition	1,000,000							1,000,000
Site Work		450,000						450,000
Construction			1,675,000					1,675,000
Equipment/Furnishings			90,000					90,000
Other			15,000	5,000				20,000
EXPENDITURES								

TOTAL	1,000,000	515,000	1,780,000	5,000	0	0	0	3,300,000
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SOURCES OF FUNDS								
General Fund	100,000	51,500	178,000	500				330,000
User Fees								0
Grant Funds	900,000	463,500	1,602,000	4,500				2,970,000
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	1,000,000	515,000	1,780,000	5,000	0	0	0	3,300,000
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PROJECTED OPERATING IMPACTS	0	0	105,000	(34,075)	(43,275)			27,650
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Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

Acquisition and development of land in the Northern section of the county for the construction of four high quality fields and complimentary amenities and infrastructure. The need was identified in the latest survey associated with our LPPRP, and supported by the population proximity analysis, which shows a deficiency of field space currently available in the north.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

It increases our capacity to drive 'in house' revenue. Enhances capacity to host tournament play, thereby providing an economic benefit for Worcester County businesses. Rebalances a field space deficit identified in the LPPRP. Finally, it would offer large benefits by creating more programming opportunity for county citizens in the north.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

These estimates are all projections based on similar projects that were completed in other county recreation departments. These projections are geared toward the higher end and could come in under these estimates. In addition, the price of the land acquisition will be based on two state approved appraisals, which is a stipulation of Program Open Space Funding.

CIP Timing.

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

The timing of the project remains the same. However, unknowns with regard to amounts associated with future POS funding allocations may cause an adjustment in the time line.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

The most urgent aspect is identifying and securing a suitable parcel for the project as real estate continues to recover. So a case for the cost benefit of early land acquisition has merit.

Project: Showell Elementary School Replacement

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer, Board of Education, 410 632-5063

Project Summary: Showell Elementary Replacement School

Purpose: Demolish existing school and construct replacement school.

Location: 11318 Showell School Road, Berlin, Md. 21811

Impacts on General Fund Operating, Personnel or Maintenance: The Showell Elementary Replacement School will provide more square footage than the existing 52,610 s.f. school. However, with energy efficiency elements included in the design of the replacement school and new building systems requiring minimum maintenance costs, the impact on general funds is not expected to rise significantly.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	154,472	158,647	753,004			2,036,838		3,102,961
Land Acquisition								0
Site Work	750,000	750,000	1,500,000					3,000,000
Construction	8,535,694	14,996,207	7,210,668					30,742,569
Equipment/Furnishings/Misc.	162,810	2,391,410	356,780					2,911,000
Other (Construction Manager)	809,040	1,049,700	611,260			180,000		2,650,000
EXPENDITURES								

TOTAL	10,412,016	19,345,964	10,431,712	0	0	2,216,838	0	42,406,530
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match	4,336,000	4,336,000						8,672,000
State Loan								0
Designated Funds						2,216,838		2,216,838
Private Donation								0
Enterprise Bonds								0
General Bonds	6,076,016	15,009,964	10,431,712					31,517,692
								0
								0

TOTAL	10,412,016	19,345,964	10,431,712	0	0	2,216,838	0	42,406,530
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PROJECTED OPERATING IMPACTS	0	0	0	0	0	0	0	0
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Project: Showell Elementary School Replacement

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law?

The Showell Elementary School Feasibility Study was completed in April 2014, approved by the Worcester County Board of Education in May 2014 and by the Worcester County Commissioners in August 2014. The Study recommended construction of a replacement school in lieu of renovating the existing school. Current project scope was determined through Conceptual Plan phase of the project completed in August 2016. Schematic Design and Design Development documents have been completed. Construction Documents are currently in progress.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Completion of the construction project will provide current and future students, faculty and Showell Elementary parents and community with a complete upgrade to the existing 41-year-old facility.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Current working construction and project cost estimates were developed during Conceptual Plan design. Both estimates are based on estimates developed by three independent construction management firms and costs provided in the County Pro Forma cost estimate. There are no concerns with the estimate.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

The Showell Elementary School project request timing is consistent with previous Board of Education and County Capital Improvement Programs. The start of the Showell Elementary project determines the start of the school construction project to follow, an addition to Stephen Decatur Middle School.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Showell Elementary is a 41-year-old facility with aging structural/mechanical/electrical systems and nine portable classrooms are utilized for instructional space. Maintenance and repair costs will only increase as the building systems continue to age.

To date, the Worcester County Commissioners have approved design fee requisitions totaling \$1.27 million for the Showell project.

Project: Stephen Decatur Middle School Addition

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer Board of Education, 410 632-5063

Project Summary: Addition to Stephen Decatur Middle School

Purpose: Provide additional classrooms to alleviate overcrowding and eliminate portable classrooms.

Location: 9815 Seahawk Road, Berlin, MD 21811

Impacts on General Fund Operating, Personnel or Maintenance:

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design		165,451	253,691	50,297	398,414		15,883	883,736
Land Acquisition								0
Site Work				399,760	652,240			1,052,000
Construction				2,330,961	3,067,054		736,094	6,134,109
Equipment/Furnishings				91,919	367,674			459,593
Other				354,758	466,787		112,028	933,573
EXPENDITURES								

TOTAL	0	165,451	253,691	3,227,695	4,952,169	0	864,005	9,463,011
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match				2,979,000				2,979,000
State Loan								0
Designated Funds		165,451	253,691					419,142
Private Donation								0
Enterprise Bonds								0
General Bonds				248,695	4,952,169		864,005	6,064,869
								0
								0

TOTAL	0	165,451	253,691	3,227,695	4,952,169	0	864,005	9,463,011
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PROJECTED OPERATING IMPACTS	0	0	0	0	0	0	0	0
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Project: Stephen Decatur Middle School Addition

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

Stephen Decatur Middle School was constructed in 1997. During design of the new school, building systems were provided to allow for a 12-15 classroom addition in anticipation of future population growth in the north end of the county. SDMS currently utilizes nine portable classrooms for instruction. Projected SDMS enrollment projections indicate continued growth from the current 657 students.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Completion of the addition project will provide current and future students and faculty the facilities necessary for high-quality instruction for the SDMS student population and will allow removal of the aging portable classrooms at the SDMS site.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through five major school construction projects over the past fifteen years. There are no concerns with the estimate.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

The Stephen Decatur Middle School Addition project request timing is consistent with previous Board of Education and County Capital Improvement Programs. The start of the Showell Elementary project determines the start of the Stephen Decatur Middle School Addition project.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Enrollment projections through 2026 indicate that the SDMS student population will maintain a total of enrolment from 650-690 students. These students will be enrolled in a school with a local-rated capacity of 584 students and a school at which nine portable classrooms are currently being utilized for additional instructional space.

Project: Pocomoke Middle School - Roof Replacement

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer Board of Ed, 410 632-5063

Project Summary: Replace Roof - Pocomoke Middle School

Purpose: Demolish existing and install 87,600 square feet of new roof.

Location: 800 Eighth Street, Pocomoke, MD. 21851

Impacts on General Fund Operating, Personnel or Maintenance: Ongoing maintenance has escalated over the past few years as the existing roof continues to deteriorate and the Maintenance Department must address alligating, blistering, exposed felt and expansion joint and counter flashing concerns.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design			180,000	34,000				214,000
Land Acquisition								0
Site Work								0
Construction				3,138,000				3,138,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	0	0	180,000	3,172,000	0	0	0	3,352,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match				1,569,000				1,569,000
State Loan								0
Designated Funds			180,000					180,000
Private Donation								0
Enterprise Bonds								0
General Bonds				1,603,000				1,603,000
								0
								0

TOTAL	0	0	180,000	3,172,000	0	0	0	3,352,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Pocomoke Middle School - Roof Replacement

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law?

Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Pocomoke Middle School roof. The deteriorating condition of the Pocomoke Middle roof has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Snow Hill High and Pocomoke High renovation/addition projects. There are no concerns with the estimate.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

The Pocomoke Middle School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. The start of the Showell Elementary Replacement School project and the addition to Stephen Decatur Middle School determine the start of the PMS roof project.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

As stated above, the Pocomoke Middle School roof continues to deteriorate over time. The project is the Board of Education's number one roof replacement priority as deficiencies with the roof system must be addressed in the near term.

Project: Snow Hill Middle School - Roof Replacement

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer Board of Ed, 410 632-5063

Project Summary: Replace Roof - Snow Hill Middle School

Purpose: Demolish existing and install 90,000 square feet of new roof.

Location: 522 Coulbourne Lane, Snow Hill, MD 21863

Impacts on General Fund Operating, Personnel or Maintenance: Ongoing maintenance has escalated over the past few years as the existing roof continues to deteriorate and the Maintenance Department must address alligating, blistering, exposed felt and expansion joint and counter flashing concerns.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design				190,000	39,000			229,000
Land Acquisition								0
Site Work								0
Construction					3,353,000			3,353,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	0	0	0	190,000	3,392,000	0	0	3,582,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match					1,677,000			1,677,000
State Loan								0
Designated Funds				190,000				190,000
Private Donation								0
Enterprise Bonds								0
General Bonds					1,715,000			1,715,000
								0
								0

TOTAL	0	0	0	190,000	3,392,000	0	0	3,582,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Snow Hill Middle School - Roof Replacement

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Snow Hill Middle School roof. The deteriorating condition of the Snow Hill Middle roof has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Snow Hill High and Pocomoke High renovation/addition projects. There are no concerns with the estimate.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

The Snow Hill Middle School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. The start of the Showell Elementary Replacement School project, the addition to Stephen Decatur Middle School and the execution of a roof replacement project at Pocomoke Middle School determine the start of the SHMS roof project.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

As stated above, the Snow Hill Middle School roof continues to deteriorate over time. The project is the Board of Education's number two roof replacement priority as deficiencies with the roof system must be addressed in the near term.

Project: Wor-Wic New Academic Building

Dept Head, Title & Phone #:

Jennifer Sandt, Wor-Wic Community College, Vice President for Administrative Services, 410-334-2911

Project Summary:

New Academic Building

Purpose:

To house academic programs and faculty offices, and to provide student study space

Location:

Wor-Wic Community College, 32000 Campus Drive, Salisbury, MD 21804

Impacts on General Fund Operating, Personnel or Maintenance:

NA

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design			200,928					200,928
Land Acquisition								0
Site Work								0
Construction				2,319,269				2,319,269
Equipment/Furnishings					91,540			91,540
Other								0
EXPENDITURES								
TOTAL	0	0	200,928	2,319,269	91,540	0	0	2,611,737

SOURCES OF FUNDS								
	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
General Fund			200,928					200,928
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds				2,319,269	91,540			2,410,809
								0
								0
TOTAL	0	0	200,928	2,319,269	91,540	0	0	2,611,737

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Wor-Wic New Academic Building

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

The Wor-Wic campus facilities team is currently in the preliminary planning stages of developing the scope of this project.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Citizens attend courses at Wor-Wic.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The estimate for the building was provided by a construction management company a few years ago. A new estimate will be provided in FY 2019 before the project has to be submitted to the State for approval. The State pays for 75% of approved capital projects for Wor-Wic. Wicomico and Worcester Counties share the remaining 25% of the cost.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

NA

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

The college has qualified for a new building for quite some time. The State space allocation guidelines base space needs on enrollment and projected future enrollment.

**RESOLUTION APPROVING AND ADOPTING THE WORCESTER COUNTY
FIVE-YEAR CAPITAL IMPROVEMENT PLAN - FY 2019 TO FY 2023**

WHEREAS, the County Commissioners of Worcester County, Maryland have determined that certain Capital Projects are necessary to be constructed during the period of July 1, 2018 through June 30, 2023 in order to promote the health, safety, and welfare of the citizens of Worcester County and in order to provide adequate public facilities for the proper and efficient delivery of public services to the citizens of Worcester County; and

WHEREAS, the Worcester County Commissioners have conducted a public hearing on January 2, 2018 to receive public comment on the list of Capital Projects proposed for construction during the period of 2018-2023 as identified in the Worcester County Five-Year Capital Improvement Plan - FY 2019 to FY 2023.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the Worcester County Five-Year Capital Improvement Plan - FY 2019 to FY 2023 attached hereto, is hereby adopted.

AND BE IT FURTHER RESOLVED by the County Commissioners of Worcester County, Maryland that funding for the projects identified in the Worcester County Five-Year Capital Improvement Plan - FY 2019 to FY 2023 may be provided from annual tax levies, issuance of public debt, use of reserve funds, or from such other sources as the County Commissioners may from time to time determine.

AND BE IT FURTHER RESOLVED that the County Commissioners of Worcester County, Maryland may, from time to time as deemed to be in the best interest of the County and to meet the needs of its citizens, amend said Capital Improvement Plan by the addition or deletion of projects therefrom.

AND BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage.

PASSED AND ADOPTED this _____ day of _____, 2018.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Merrill W. Lockfaw, Jr.

Joseph M. Mitrecic

NOTICE OF PUBLIC HEARING
FOR
ESTABLISHMENT OF A
RESIDENTIAL PLANNED COMMUNITY (RPC) FLOATING ZONE

11

SHADY SIDE VILLAGE RPC
SOUTHERLY SIDE OF OLD BRIDGE ROAD (MD ROUTE 707)
WEST OF GREENRIDGE LANE
IN WEST OCEAN CITY

TENTH TAX DISTRICT
WORCESTER COUNTY, MARYLAND

Pursuant to Sections ZS 1-114 and ZS 1-315 of the Worcester County Zoning Ordinance, application has been filed with the Worcester County Commissioners by Hugh Cropper, IV on behalf of Kathleen Clark to establish a Residential Planned Community (RPC) on property located on the southerly side of MD Route 707 (Old Bridge Road), west of Greenridge Lane. Located in the Tenth Tax District of Worcester County, Maryland, the property is designated on Tax Map 26 as Parcel 157. The Worcester County Planning Commission has reviewed the Shady Side Village Residential Planned Community application and has given a favorable recommendation to the Worcester County Commissioners that the Residential Planned Community floating zone be established.

Pursuant to Sections ZS 1-114 and ZS 1-315 of the Worcester County Zoning Ordinance, the County Commissioners will hold a

PUBLIC HEARING
ON
TUESDAY, JANUARY 2, 2018
AT 10:40 AM

IN THE COUNTY COMMISSIONERS' MEETING ROOM
ROOM 1101 - GOVERNMENT CENTER
ONE WEST MARKET STREET
SNOW HILL, MARYLAND 21863

At said public hearing the County Commissioners will consider the Residential Planned Community and the recommendation of the Planning Commission, any proposed restrictions, conditions or limitations as may be deemed by them to be appropriate to preserve, improve, or protect the general character and design of the lands and improvements being developed, and the advisability of reserving the power and authority to approve or disapprove the design of building, construction, landscaping or other improvements, alterations and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of applicable State laws and regulations and the County Zoning Ordinance.

A map of the proposed area, the staff file on the Residential Planned Community application and the Planning Commission's recommendation, which will be entered into the record at the public hearing, are on file and available for inspection at the Department of Development Review and Permitting, Worcester County Government Center - Room 1201, One West Market Street, Snow Hill, Maryland, 21863, between the hours of 8:00A.M. and 4:30 P.M., Monday through Friday (except holidays). Interested parties may also call (410) 632-1200.

Diana Purnell, President

la

WORCESTER COUNTY
PLANNING COMMISSION

FINDINGS OF FACT
AND
RECOMMENDATION

SHADY SIDE VILLAGE
RESIDENTIAL PLANNED COMMUNITY

STEP I

November 2, 2017

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a.	Zoning Map	Page 9
b,	The Technical Review Committee Report, including the comments of Individual Committee members, the Applicant's written narrative, and §ZS 1-315	Pages 10 - 43

I. GENERAL INFORMATION:

Date of Planning Commission Review: November 2, 2017

Date of TRC Review: October 11, 2017

Approval requested: Step I Residential Planned Community – Establishment of the RPC Floating Zone

Project Description: Proposed 36 unit duplex and one single-family unit development

Location: South side of MD Route 707 (Old Bridge Road), west of Greenridge Lane, Tax Map 26, Parcel 157, Tax District 10, R-4 General Residential District

Owner: Kathleen Clark
12319 Ocean Gateway, Suite 304
Ocean City, MD 21842

Land Planner: R.D. Hand & Associates, Inc.
12302 Collins Road
Bishopville, MD 21813

Existing Conditions: The 4.82 acre site area is comprised of approximately 4.51 acres of uplands, 0.18 acres of non-tidal wetlands, and 0.06 acres of tidal wetlands. The majority of the property is cleared, with some existing forested areas to the rear.

Proposed Project: The Shady Side Village RPC as shown on the Step I plan is proposed to be a duplex and single-family residential development comprised of a total of 37 residential units. Proposed open space totals approximately 2.2 acres, consisting of 2.02 acres of uplands and 0.18 acres of non-tidal wetlands. Within this total, 0.14 acres of active recreation and 0.5 acres of passive recreation are proposed. The Step I plan indicates that there will be one point of access to the project from Maryland Route 707 (Old Bridge Road).

II. COMMENTS RELATIVE TO COMPLIANCE WITH BASIC RPC REQUIREMENTS:

Zoning: A development is required to meet the major RPC standards when consisting of greater than 20 proposed units. RPC's are permitted in the R-4 General Residential District.

Permitted Uses: In that the proposed RPC is comprised of duplexes and one single-family dwelling, it complies with the RPC regulations relative to permitted uses.

Density: In the R-4 District, a maximum of eight units per one acre of the total gross lot area are allowed. The net lot area is a total of 4.67 acres once tidal wetlands and the road

widening along MD Route 707 (Old Bridge Road) have been deducted. The total permitted density is 37.36 units, and the applicant is proposing 37 units. Thus, the proposed density is approximately 7.92 units per acre.

Maximum limitation of 70% for residential uses: The project proposes to utilize 2.15 acres of its land area for residential uses including streets, or 46%.

Maximum limitation of 20% of retail and service uses: The project does not propose any commercial uses.

Minimum requirement of 30% for common use open space and recreational areas: Given the project's net acreage of 4.67 acres, a total of 1.4 acres is required to be provided for open space. A total of 2.2 acres of the site's acreage is proposed to be set aside in open space. According to the Step I plan, it will consist of 2.02 acres of uplands and 0.18 acres of non-tidal wetlands. Open space is required to have a certain amount of active and passive recreational features, as well as lands preserved in their natural state. The breakdown is required as follows:

- **Minimum of 50% of required open space shall be retained in its natural state:** The project is proposing to provide 1.56 acres of the total open space in a natural state (uplands and wetlands).
- **Minimum of 10% of required open space shall be for active recreation:** The project is proposing to provide 0.14 acres (10%) of the total required open space in active recreation. Active recreation is defined as uses, areas or activities that are oriented towards potential competition and involving special equipment. The project includes features such as croquet and horseshoe areas and a playground (per the applicant's narrative) as active recreation.
- **Minimum of 20% of required open space shall be for passive recreation:** The project is proposing to provide 0.5 acres (35.7%) of the total open space in passive recreation. Passive recreation is defined as uses, areas or activities oriented to noncompetitive activities which typically require no special equipment. The plan provides walkways to a community fishing and crabbing pier which will be provided as passive recreation.

III. FINDINGS AND RECOMMENDATIONS OF THE TECHNICAL REVIEW COMMITTEE:

1. The relationship of the RPC with the Comprehensive Plan, zoning regulations, and other established policy guidelines:

The subject property is currently in the "Existing Developed Areas" land use category of the Comprehensive Plan. One aspect of this land use category is to identify areas to be utilized for infill residential development. The project is consistent with surrounding densities and type of development. It is also

providing protection to the sensitive wetland areas that are an important environmental feature.

Connectivity to main transportation networks are another feature of the proposed development that are consistent with the Comprehensive Plan. Access will be via a single commercial entrance onto MD Route 707 (Old Bridge Road), therefore limiting multiple points of access. An Access Permit will be required from the State Highway Administration, but no further traffic studies are being requested at this time.

Relative to consistency with the zoning regulations, the Planning Commission finds that the project site is zoned R-4 General Residential District, the R-4 District being a zoning classification in which residential planned communities are permitted. It also finds that the project as proposed complies with those requirements cited in §ZS 1-315 relative to maximum density, maximum limitation for residential uses, minimum requirement for common use open space and recreational areas, and types of permitted uses. Furthermore, the Planning Commission finds that the submittals relative to the proposed project comply with the requirements cited in §ZS 1-315(k)(2)A1. For individual structures, there shall be no minimum lot area, setback, bulk, lot width, or road frontage requirements. Such standards shall be approved by the Planning Commission during the Step II review.

2. The general location of the site and its relationship to existing land uses in the immediate vicinity:

The subject property is located on the southerly side of MD Route 707 (Old Bridge Road), west of Greenridge Lane. The Planning Commission finds that this area can best be characterized as mainly residential land uses of varying types. The R-4 General Residential District encourages infill development and higher densities to encourage traditional neighborhood development while still utilizing conservation features in its design. Therefore, the Planning Commission finds that the proposed use as a duplex and single-family development is consistent with existing land uses in the vicinity.

3. The availability and adequacy of public facilities, services and utilities to meet the needs of the RPC and the long-term implications the project would have on subsequent local development patterns and demand for public facilities and services:

The Planning Commission finds that the property proposed to be developed into the Shady Side Village RPC is presently zoned R-4 General Residential District. The surrounding developed lands are similarly zoned for residential uses. Due to the sites' R-4 General Residential District zoning classification, duplex and single-family residential development at a density of eight dwelling units per one acre is permitted by zoning. Furthermore, residential planned communities of the

same density are permitted by that zoning district. Thus, the proposed density of 7.92 dwelling units per acre was anticipated for this immediate vicinity. In addition, the development proposes to cluster the residential dwelling units in an effort to avoid the Critical Area 100' buffer while preserving the existing forested areas and wetlands, which is encouraged by the Comprehensive Plan. Therefore, the Planning Commission concludes that the proposed Shady Side Village RPC will not have an adverse long-term implication on development patterns in the area. Relative to certain public facilities, public water and sewer is available to serve the proposed development.

As proposed, there are no fee simple lots therefore the internal travelways are simply private driveways. Should fee simple lots be requested as part of the Step II plan, an approved private road standard will have to be reviewed and approved by the Worcester County Commissioners. Overall, the Planning Commission finds that there are adequate public facilities, services and utilities to serve the proposed development.

4. The consistency of the RPC with the general design standards as contained in Subsections (j)(1) through (j)(5):

Relative to the protection of key environmental features, the Planning Commission finds that the development has taken steps to protect the sensitive areas on the subject property, such as the tract of existing forested areas and non-tidal wetlands located within the 100' Critical Area buffer. Critical Area Reports are required to be provided during the Step II and III reviews to ensure compliance with the regulations that are outlined in the TRC comments. The open space provided exceeds the minimum required under the RPC regulations. There are minor impacts to the non-tidal wetlands buffer proposed along the westerly property line where the rear landings/ patios are being proposed. Impact approvals will be required to be obtained from the Maryland Department of the Environment and a copy provided to the Department of Environmental Programs during Steps II and III as outlined in the TRC comments.

Relative to the general layout and clustering of the development, the Planning Commission finds that the proposed RPC consists of clustered duplex buildings and minimizing land impacts, especially to environmentally sensitive lands, while maximizing contiguous open spaces. The traffic circulation patterns promote connectivity within the proposed development, and limit access to the public road system to one commercial entrance. A sidewalk is proposed to be provided along the MD Route 707 road frontage for future connections, though it is not illustrated on the site plan. Overall, the Planning Commission finds that the RPC has demonstrated consistency with the general design standards contained in §ZS 1-315(j)(1) through (j)(5).

5. The relationship of the RPC's proposed construction schedule, including any phasing, and the demand for and timely provision of public facilities, services and utilities necessary to serve the project:

Within the narrative, a note relative to the phasing plan states that construction is anticipated to commence in the fall of 2018, with the phasing of the project done based on market demand. The recreational areas will be prorated based on the number of units constructed in the individual phases. The Zoning Division strongly encouraged the Planning Commission to consider how the passive and active recreation will be phased in during their Step II review, to ensure that adequate facilities are being provided as the project is developed, and are not an afterthought as the last improvements to be made.

6. The capacity of the existing road network to provide suitable vehicular access for the RPC, the appropriateness of any existing or proposed improvements to the transportation network, the adequacy of the pedestrian and bicycle circulation, and the proposed means of connectivity of the project to surrounding residential, commercial and recreational development and uses:

The Step I plan indicates that there will be one point of access for vehicular traffic onto MD Route 707 (Old Bridge Road). As previously mentioned, no traffic study is required, just a Commercial Access Permit from the State Highway Administration. Relative to the adequacy of pedestrian and bicycle circulation, the road network appears to serve these functions, and a sidewalk will be provided along the front property line should connectivity be provided for in the future (it shall be required to be illustrated on future submissions). Based on the information provided, the Planning Commission concludes that the access point to MD Route 707 (Old Bridge Road) will not have a significantly adverse impact on traffic patterns in the area.

7. The relationship of the proposed method of wastewater disposal and provision of potable water service with the goals, objectives and recommendations of the Comprehensive Plan, Comprehensive Water and Sewer Plan, and other established policy guidelines:

The Planning Commission finds that, according to the comments provided by the Department of Environmental Programs, the development is currently served by public sewer via the West Ocean City service area. An additional nine (9) sewer EDU's will have to be purchased based on the number of proposed units. Per the applicant's statements at the Planning Commission meeting, they have seven (7) EDU's that can be transferred to the property, and they will be purchasing two (2) EDU's to meet the minimum required as specified by the Department of Environmental Programs.

In addition, per the TRC comments provided by the Department of Environmental Programs, the development has the ability to connect to the Mystic Harbour Sanitary Service Area and will need to submit an application to purchase thirty-seven (37) water EDU's. The applicant's narrative is incorrect in stating that water will be obtained via the West Ocean City service area, as Mr. Mitchell has clarified in emails to staff that no such service area exists for water.

IV. THE RECOMMENDATION OF THE PLANNING COMMISSION

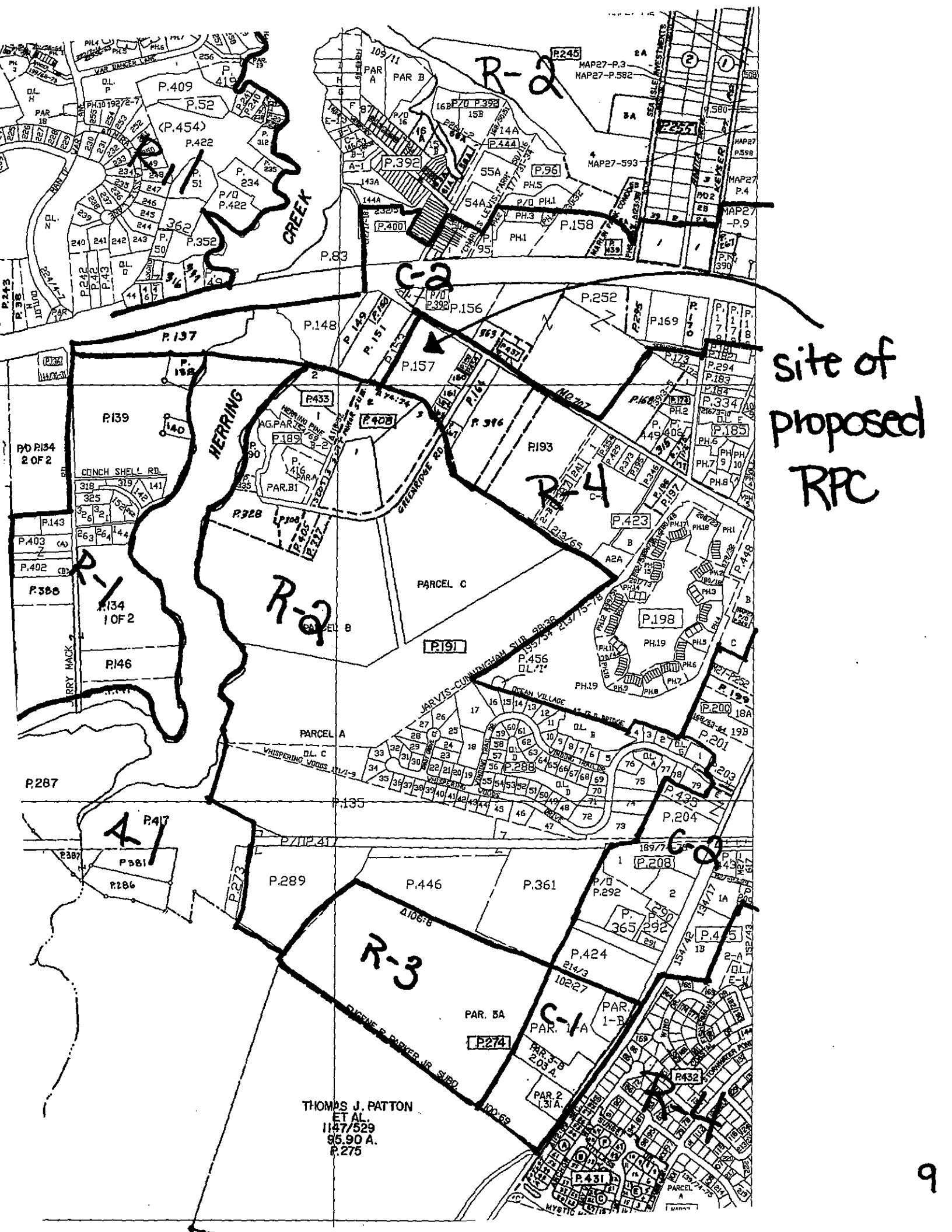
Based upon its findings, the Planning Commission finds that the area in which the subject property is located is currently in the "Existing Developed Areas" land use category of the Comprehensive Plan. The R-4 General Residential District as well as the Existing Developed Area recommends infill development and higher densities to encourage a diverse range of housing types and affordability within a traditional neighborhood development while still utilizing conservation features in its design. The R-4 General Residential District has a recommended density of eight units per one acre and therefore the Planning Commission concludes that the proposed Shady Side Village RPC, which has a density of 7.92 units per acre, is thus in accordance with the Comprehensive Plan. Additionally, the proposed project as submitted complies with the regulations as set forth in §ZS 1-315 relative to residential planned communities. The Planning Commission notes that the proposed project maintains sensitive non-tidal wetlands and existing wooded areas to the maximum extent practicable. The Planning Commission also concludes that the project will not have an adverse impact on local traffic and transportation patterns. The Planning Commission notes that the comments from the Department of Environmental Programs state that there is a water main available to the property for connection and that additional sewer EDUs will need to be transferred and/or purchased. The applicants have agreed to transfer seven (7) of their own EDU's and purchase two (2) additional EDU's per their testimony at the Planning Commission meeting.

Therefore, based upon its review, the Planning Commission favorably recommends that the request for establishment of the residential planned community floating zone for Shady Side Village RPC be approved.

V. ATTACHMENTS

1. Zoning Map.
2. The Technical Review Committee Report, including the comments of Individual Committee members, the applicant's written narrative, and §ZS 1-315 of the Zoning and Subdivision Control Article are attached.

It should be noted that many comments submitted by various TRC members pertain more to later review stages such as the Step II and Step III implementation step, at which time subdivision plats would be submitted, or to the building/zoning permit stage.



site of proposed
RPC

THOMAS J. PATTON
ET AL.
1147/529
95.90 A.
P.275

TECHNICAL REVIEW COMMITTEE

REPORT

SHADY SIDE VILLAGE

RESIDENTIAL PLANNED COMMUNITY

STEP I

October 11, 2017

GENERAL INFORMATION:

Date of TRC Review: October 11, 2017

Approval requested: Step I Residential Planned Community – Establishment of the RPC Floating Zone

Project Description: Proposed 36 unit duplex and one single-family unit development

Location: South side of MD Route 707 (Old Bridge Road), west of Greenridge Lane, Tax Map 26, Parcel 157, Tax District 10, R-4 General Residential District

Owner: Kathleen Clark
12319 Ocean Gateway, Suite 304
Ocean City, MD 21842

Land Planner: R.D. Hand & Associates, Inc.
12302 Collins Road
Bishopville, MD 21813

Existing Conditions: The 4.82 acre site area is comprised of approximately 4.51 acres of uplands, 0.18 acres of non-tidal wetlands, and 0.06 acres of tidal wetlands. The majority of the property is cleared, with some existing forested areas to the rear.

Proposed Project: The Shady Side Village RPC as shown on the Step I plan is proposed to be a duplex and single-family residential development comprised of a total of 37 residential units. Proposed open space totals approximately 2.2 acres, consisting of 2.02 acres of uplands and 0.18 acres of non-tidal wetlands. Within this total, 0.14 acres of active recreation and 0.5 acres of passive recreation are proposed. The Step I plan indicates that there will be one point of access to the project from Maryland Route 707 (Old Bridge Road).

COMMENTS RELATIVE TO COMPLIANCE WITH BASIC RPC REQUIREMENTS:

Zoning: A development is required to meet the major RPC standards when consisting of greater than 20 proposed units. RPC's are permitted in the R-4 General Residential District.

Permitted Uses: In that the proposed RPC is comprised of duplexes and one single-family dwelling, it complies with the RPC regulations relative to permitted uses.

Density: In the R-4 District, a maximum of eight units per one acre of the total gross lot area are allowed. The net lot area is a total of 4.67 acres once tidal wetlands and the road widening along MD Route 707 (Old Bridge Road) have been deducted. The total

permitted density is 37.36 units, and the applicant is proposing 37 units. Thus, the proposed density is approximately 7.92 units per acre.

Maximum limitation of 70% for residential uses: The project proposes to utilize 2.15 acres of its land area for residential uses including streets, or 46%.

Maximum limitation of 20% of retail and service uses: The project does not propose any commercial uses.

Minimum requirement of 30% for common use open space and recreational areas: Given the project's net acreage of 4.67 acres, a total of 1.4 acres is required to be provided for open space. A total of 2.2 acres of the site's acreage is proposed to be set aside in open space. According to the Step I plan, it will consist of 2.02 acres of uplands and 0.18 acres of non-tidal wetlands. Open space is required to have a certain amount of active and passive recreational features, as well as lands preserved in their natural state. The breakdown is required as follows:

- **Minimum of 50% of required open space shall be retained in its natural state:** The project is proposing to provide 1.56 acres of the total open space in a natural state (uplands and wetlands).
- **Minimum of 10% of required open space shall be for active recreation:** The project is proposing to provide 0.14 acres (10%) of the total required open space in active recreation. Active recreation is defined as uses, areas or activities that are oriented towards potential competition and involving special equipment. The project includes features such as croquet and horseshoe areas and a playground as active recreation.
- **Minimum of 20% of required open space shall be for passive recreation:** The project is proposing to provide 0.5 acres (35.7%) of the total open space in passive recreation. Passive recreation is defined as uses, areas or activities oriented to noncompetitive activities which typically require no special equipment. The plan provides walkways to a community fishing and crabbing pier which will be provided as passive recreation.

FINDINGS AND RECOMMENDATIONS OF THE TECHNICAL REVIEW COMMITTEE:

1. The relationship of the RPC with the Comprehensive Plan, zoning regulations, and other established policy guidelines:

The subject property is currently in the "Existing Developed Areas" land use category of the Comprehensive Plan. One aspect of this land use category is to identify areas to be utilized for infill residential development. The project is consistent with surrounding densities and type of development. It is also providing protection to the sensitive wetland areas that are an important environmental feature.

Connectivity to main transportation networks are another feature of the proposed development that are consistent with the Comprehensive Plan. Access will be via a single commercial entrance onto MD Route 707 (Old Bridge Road), therefore limiting multiple points of access. An Access Permit will be required from the State Highway Administration, but no further traffic studies are being requested at this time.

Relative to consistency with the zoning regulations, the Technical Review Committee finds that the project site is zoned R-4 General Residential District, the R-4 District being a zoning classification in which residential planned communities are permitted. It also finds that the project as proposed complies with those requirements cited in §ZS 1-315 relative to maximum density, maximum limitation for residential uses, minimum requirement for common use open space and recreational areas, and types of permitted uses. Furthermore, the Technical Review Committee finds that the submittals relative to the proposed project comply with the requirements cited in §ZS 1-315(k)(2)A1. The Technical Review Committee reminds the Planning Commission that for individual structures, there shall be no minimum lot area, setback, bulk, lot width, or road frontage requirements. Such standards shall be approved by the Planning Commission during the Step II review.

2. The general location of the site and its relationship to existing land uses in the immediate vicinity:

The subject property is located on the southerly side of MD Route 707 (Old Bridge Road), west of Greenridge Lane. The Technical Review Committee finds that this area can best be characterized as mainly residential land uses of varying types. The R-4 General Residential District encourages infill development and higher densities to encourage traditional neighborhood development while still utilizing conservation features in its design. Therefore, the Technical Review Committee finds that the proposed use as a duplex and single-family development is consistent with existing land uses in the vicinity.

3. The availability and adequacy of public facilities, services and utilities to meet the needs of the RPC and the long-term implications the project would have on subsequent local development patterns and demand for public facilities and services:

The Technical Review Committee finds that the properties proposed to be developed into the Shady Side Village RPC are presently zoned R-4 General Residential District. The surrounding developed lands are similarly zoned for residential uses. Due to the sites' R-4 General Residential District zoning classification, duplex and single-family residential development at a density of

eight dwelling units per one acre is permitted by zoning. Furthermore, residential planned communities of the same density are permitted by that zoning district. Thus, the proposed density of 7.92 dwelling units per acre was anticipated for this immediate vicinity. In addition, the development proposes to cluster the residential dwelling units in an effort to avoid the Critical Area 100' buffer while preserving the existing forested areas and wetlands, which is encouraged by the Comprehensive Plan. Therefore, the Technical Review Committee concludes that the proposed Shady Side Village RPC will not have an adverse long-term implication on development patterns in the area. Relative to certain public facilities, public water and sewer is available to serve the proposed development.

As proposed, there are no fee simple lots therefore the internal travelways are simply private driveways. Should fee simple lots be requested as part of the Step II plan, an approved private road standard will have to be reviewed and approved by the Worcester County Commissioners. Overall, the Technical Review Committee finds that there are adequate public facilities, services and utilities to serve the proposed development.

4. The consistency of the RPC with the general design standards as contained in Subsections (j)(1) through (j)(5):

Relative to the protection of key environmental features, the Technical Review Committee finds that the development has taken steps to protect the sensitive areas on the subject property, such as the tract of existing forested areas and non-tidal wetlands located within the 100' Critical Area buffer. The open space provided exceeds the minimum required under the RPC regulations. There are minor impacts to the non-tidal wetlands buffer proposed along the westerly property line where the rear landings/ patios are being proposed. Impact approvals will be required to be obtained from the Maryland Department of the Environment and a copy provided to the Department of Environmental Programs during Steps II and III.

Relative to the general layout and clustering of the development, the Technical Review Committee finds that the proposed RPC consists of clustered duplex buildings and minimizing land impacts, especially to environmentally sensitive lands, while maximizing contiguous open spaces. The traffic circulation patterns promote connectivity within the proposed development, and limit access to the public road system to one commercial entrance. A sidewalk is proposed to be provided along the MD Route 707 road frontage for future connections. Overall, the Technical Review Committee finds that the RPC has demonstrated consistency with the general design standards contained in §ZS 1-315(j)(1) through (j)(5).

5. The relationship of the RPC's proposed construction schedule, including any phasing, and the demand for and timely provision of public facilities, services and utilities necessary to serve the project:

Within the narrative, a note relative to the phasing plan states that phasing of the project will be done based on market demand, and the recreational areas will be prorated based on the number of units constructed in the individual phases. The Zoning Division strongly encourages the Planning Commission to consider how the passive and active recreation will be phased in during their Step II review, to ensure that adequate facilities are being provided as the project is developed, and are not an afterthought as the last improvements to be made.

6. The capacity of the existing road network to provide suitable vehicular access for the RPC, the appropriateness of any existing or proposed improvements to the transportation network, the adequacy of the pedestrian and bicycle circulation, and the proposed means of connectivity of the project to surrounding residential, commercial and recreational development and uses:

The Step I plan indicates that there will be one point of access for vehicular traffic onto MD Route 707 (Old Bridge Road). As previously mentioned, no traffic study is required, just an Access Permit from the State Highway Administration. Relative to the adequacy of pedestrian and bicycle circulation, the road network appears to serve these functions, and a sidewalk has been provided along the front property line should connectivity be provided for in the future. Based on the information provided, the Technical Review Committee concludes that the access point to MD Route 707 (Old Bridge Road) will not have a significantly adverse impact on traffic patterns in the area.

7. The relationship of the proposed method of wastewater disposal and provision of potable water service with the goals, objectives and recommendations of the Comprehensive Plan, Comprehensive Water and Sewer Plan, and other established policy guidelines:

The Technical Review Committee finds that, according to the comments provided by the Department of Environmental Programs, the development is currently served by public sewer via the West Ocean City service area. An additional nine (9) sewer EDU's will have to be purchased based on the number of proposed units. In addition, per the comments, the development has the ability to connect to the Mystic Harbour Sanitary Service Area and will need to submit an application to purchase thirty-seven (37) water EDU's. The applicant's narrative states that they would connect to the West Ocean City service area for water. Clarification should be made obtained by the applicant from the Department of Environmental Programs before an application for service is submitted.

See
page
44

NOTE: Comments from the individual members of the Technical Review Committee are attached.

It should be noted that many of the comments submitted by various TRC members pertain to Step II and III of the review process at which time site plans and subdivision plats would be submitted, or to the permit submittals.

Comments of particular concern that should be addressed more immediately are as follows:

1. Please provide an EDU chart with identification of the sanitary areas to serve this property per the Department of Environmental Programs.

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

TECHNICAL REVIEW COMMITTEE

COMMENTS

OCTOBER 11, 2017 REVIEW

TECHNICAL REVIEW COMMITTEE

STAFF PERSON: Jennifer K. Keener DATE OF MEETING: October 11, 2017

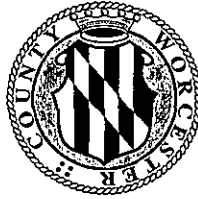
PROJECT: Shady Side Village - Step I Residential Planned Community - Establishment of the RPC Floating Zone - Proposed 36 unit duplex and one single-family unit development, South side of MD Route 707 (Old Bridge Road), west of Greenridge Lane, Tax Map 26, Parcel 157, Tax District 10, R-4 General Residential District

APPLICANT(S) IN ATTENDANCE: Hugh Cropper, Bob Harnd
Laura Stickley

TRC MEMBERS IN ATTENDANCE:

- Keener, Zoning Administrator
- Campbell, DRP Specialist II
- Miller, Building Plans Reviewer III
- Mitchell, Environmental Programs
- Klump, Environmental Programs
- Bradford, Environmental Programs
- Birch, Environmental Programs
- Gerthoffer, Environmental Programs
- Phipps-Dickerson, Environmental Programs
- Owens, Fire Marshal
- Adkins, County Roads
- Berdan, County Roads
- Wilson, State Highway Admin.
- Ross, W & WW, DPW
- Clayville, Planning Commission Rep.

X This application is considered to be a Step I RPC plan. Ten copies of the revised concept plan and narrative which address the comments noted within will need to be resubmitted for Planning Commission review. The Technical Review Committee shall prepare a report within 90 days of the receipt of the revised plans and narrative. The applicant and specified representatives will be notified of the tentative date and time at which this application will be considered by the Planning Commission. Should you have any questions regarding the attached comments, please feel free to contact the respective Technical Review Committee member.



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL: 410-632-1200 / FAX: 410-632-3008
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

October 11, 2017

Jennifer K. Keener, Zoning Administrator
Department of Development, Review and Permitting
Worcester County Government Office Building
One West Market Street, Room 1201, Snow Hill, MD 21863

Project: Shady Side Village Step I Residential Planned Community – Establishment of the RPC Floating Zone - Proposed Proposed 36 unit duplex and one single-family unit development, South side of MD Route 707 (Old Bridge Road), west of Greenridge Lane, Tax Map 26, Parcel 157, Tax District 10, R-4 General Residential District

GENERAL PROCEDURE:

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

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

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

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

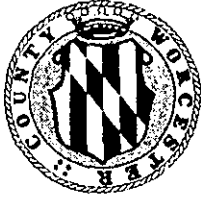
Any questions relative to the review process should be directed to Jennifer K. Keener at (410) 632-1200, extension 1123.

SPECIFIC COMMENTS:

A similar project for townhouse units was approved in 2002 as a major site plan under the previous Zoning Code. Many of the same features have been carried forth in the new proposal. Based on my review of the plans, I have no additional comments for the Step I review.

All of the specific comments as addressed below are more for the Step II review process. Further comments will be provided upon receipt of a more detailed Step II plan.

1. The Planning Commission shall determine the lot requirements as part of the Step II review;
2. I am making an assumption that based on the layout of the units, they will either have garages, or the second parking space will be immediately in front of the unit;
3. One bike rack will be required meeting the requirements of §ZS 1-320(f)(12);
4. Unless these units are to become fee simple, handicap accessible parking will need to be provided;
5. For the 14 parking spaces provided over the minimum, they will have to be of a pervious design per §ZS 1-320(f)(1);
6. Buffering type landscaping will be required along the side property lines per §ZS 1-322(e)(5)A.2, and screening is required along the collector highway per §ZS 1-322(e)(6);



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
Fax: 410-632-3008

Reviewer: Paul F. Miller

Project: Shady Side Village

Date: 10/11/2017

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

SITE SPECIFIC COMMENTS

1. Current Codes: 2015 International Residential Code
2015 International Energy Conservation Code
2014 NEC

(In 2018 the Maryland Codes Administration will begin the process of adopting the 2018 International Codes)

2. Comply with Worcester County Floodplain Regulations (where applicable).
3. 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.
4. Footings shall be supported on undisturbed natural soils or engineered fill. Soils report and compaction testing required prior to footing inspection.

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

TECHNICAL REVIEW COMMITTEE COMMENTS

PROJECT: **Shady Side Village RPC**
LOCATION: **Tax Map 26; Parcel 157**
CONTACT: **Kathleen Clark**
MEETING DATE: **October 11, 2017**

TRC #: **2017499**

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

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 establishment of the RPC Floating Zone – proposed 36 unit duplex and one single family unit development.

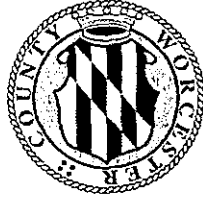
General Comments

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

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

Specific Comments

1. An automatic fire sprinkler system shall be installed in all single family and multi-family proposed structures.
2. The fire hydrant placement shall be approved by the Fire Marshal's Office.
3. Complete set of building plans shall be submitted and approved prior to start of construction.
4. No further comments at this time.



Worcester County
Department of Environmental Programs
Environmental Programs Division

Memorandum

To: Technical Review Committee (TRC) for October 11, 2017 Meeting

From: Environmental Programs Staff

Subject: Shady Side Village RPC, TM 26 P 157

Date: September 26, 2017

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.

- All existing wells and septic tanks have been sealed /filled.
- There are 28 sewer EDUs from the West Ocean City Sanitary Service Area for this property and these plans require nine (9) additional EDUs to be purchased and transferred into this property as this is not in the Mystic Harbour Sanitary Service Area for sewer. An EDU Chart will need to be placed on the site plan and will also need to identify the sanitary areas that will supply services to this RPC.
- There is a water main available to the property but no water EDUs have been purchased. You would need to purchase thirty-seven (37) water EDUs from the Mystic Harbour Sanitary Service Area and pay hook-up fees. Please contact Jessica Wilson, the Enterprise Fund Controller at 410-632-0686 ext. 1217 for these applications and fees.
- Plumbing permits will be needed. Gas permits will be needed as well if utilized. Gas is available to this property. As part of the site utility work, a plumbing permit will need to be obtained.

*Applicant stated they have (7) EDUs to transfer, will purchase (2) additional EDUs

Citizens and Government Working Together



DEPARTMENT OF ENVIRONMENTAL PROGRAMS

Worcester County

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

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

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

MEMORANDUM

DATE: October 2, 2017
TO: Worcester County Technical Review Committee
FROM: Joy S. Birch, Natural Resources Planner (JIB)
RE: October 11, 2017 Technical Review Committee Meeting

Shady Side Village RPC - Proposed 36 unit duplex and one single-family unit development, Tax Map 26, Parcels 157.

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

Not needed for Step I, move II & III

- 1. Ensure all items required within a Critical Area site plan NR 3-109 (d)(1) have been provided.
2. Provide us with a Critical Area Report as defined within NR 3-109 (d)(2).
3. Please add the standard Atlantic Coastal Bays Critical Area note: Worcester County Atlantic Coastal Bays Critical Area Law: This property lies within the Worcester County Atlantic Coastal Bays Critical Area. Any and all proposed development activities must meet the requirements of Title 3 (Land and Water Resources), Subtitle I (Atlantic Coastal Bays Critical Area) of the Worcester County Code of Public Local Laws, as from time to time amended, in effect at the time of the proposed development activities.
4. Provide documents that the site will meet the 10% pollution reduction requirements. The Department can provide you with a copy of the worksheet if needed.

5. Illustrate and/or provide documentation that the 15% afforestation requirement will be accomplished.
6. Please provide our department a copy of the MDE authorization letter, allowing improvement to be within the 25' non tidal wetland buffer.
7. This project meets the requirement for the Maryland Critical Area Commission Project Notification parameters, therefore provide additional copies of the plan, Critical Area Report, 10% rule compliance details, and all other pertinent documents when submitted, will be forwarded to Commission Staff for review and comment.
8. Please submit the Critical Area review fee of \$320.50 for this Major Subdivision; however, there will be additional review fee's collected at each step of the review process.

Storm Water Management & Erosion and Sediment Control:

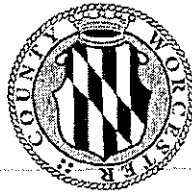
Storm Water Management & Erosion and Sediment Control:

SWM Concept Plan approval has been received.

General Provisions:

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

cc: File;
R. D. Hand & Associates, Inc.;
Jenelle Gerthoffer, NR Administrator;
David Bradford, NR Deputy Director.



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
 Rita Campbell, DRP Specialist II
FROM: Frank J. Adkins, Roads Superintendent (FA)
DATE: October 2, 2017
SUBJECT: TRC Meeting – October 11, 2017

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. Duffie Boatworks

1. No comments – borders State Highway.

Construction Plans/Final Plat Review

A. Triple Crown

1. Will require a road construction bond to be in place before construction may begin.
2. Geo-tech must be on-site at all times during construction and all reports are to be submitted to the Roads Division on a daily basis.

Residential Planned Community

A. Shady Side Village RPC

1. No comments – borders State Highway

cc: John H. Tustin, P.E.

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MDOT
MARYLAND DEPARTMENT
OF TRANSPORTATION
STATE HIGHWAY
ADMINISTRATION

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

October 5, 2017

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

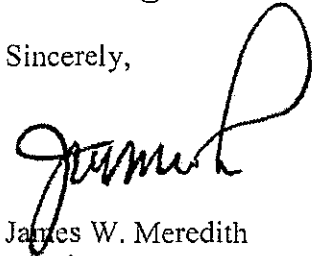
Dear Ms. Keener:

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

The plan proposes the construction of a 36 unit duplex and one (1) single-family unit development, with a commercial two-way entrance. As the plan proposes the new construction of a commercial development with a commercial access onto MD 707, it will require a Commercial Access Permit from this office.

Subject to our aforementioned comments, the applicant must submit four sets of approved plans, two sets of the Stormwater Report, and a CD containing the plans and supporting documentation in PDF format directly to Mr. James W. Meredith at 660 West Road, Salisbury, MD 21801, attention of Mr. Dan Wilson. If you have any questions or require additional information please contact Mr. Dan Wilson, Access Management Consultant, 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.

Sincerely,



James W. Meredith
District Engineer

cc: Ms. Jana Potvin, Assistant District Engineer-Traffic, MDOT SHA
Mr. Dennis Rodgers, Resident Maintenance Engineer, MDOT SHA
Mr. Dan Wilson, Access Management Consultant, MDOT SHA

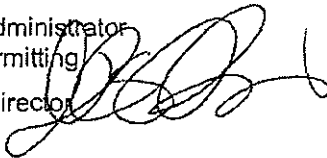
**WORCESTER COUNTY
DEPARTMENT OF PUBLIC WORKS
WATER & WASTEWATER DIVISION
INTEROFFICE MEMORANDUM**

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

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

DATE: September 29, 2017

SUBJECT: TRC Meeting – October 11, 2017



I. Site Plan Review

A. Sketch Plan - Duffie Boatworks- Proposed construction of a 23,050 square foot boat construction and maintenance facility and 6,600 square feet of self-storage units, Tax Map 27, Parcels 628, 464, & 251, Lots 11, 13 & 16, Tax District 10, C-2 General Commercial District, located on the westerly side of Stephen Decatur Highway (MD Route 611), south of Old Bridge Road (MD Route 707), Paglierani Family, LLC, property owner/ Duffie Boatworks, LLC, contract purchaser/ developer/ Vista Design, Inc., land planner;

1. Water and Sewer lines are available along Stephen Decatur Highway
2. Confirm that adequate EDU's are assigned to the properties.
3. Reserve comments pending final site drawings

2. Construction Plans/ Final Plat Review

A. Triple Crown Estates Residential Planned Community – proposed construction of the infrastructure and the creation of 30 two-family lots, located at the southern terminus of King Richard Road, north of Gum Point Road, Tax Map 21, Parcels 67 and 74, Tax District 3, R-1 Rural Residential and RP Resource Protection Districts, Triple Crown Estates, LLC, owner/ developer/ Soule & Associates, P.C., surveyor;

1. Prepare a public works agreement prior to the start of construction
2. Schedule a pre-construction meeting with the Water and Wastewater Division prior to start of construction

3. Residential Planned Community

A. Shady Side Village - Step I Residential Planned Community - Establishment of the RPC Floating Zone - Proposed 36 unit duplex and one single-family unit development, South side of MD Route 707 (Old Bridge Road), west of Greenridge Lane, Tax Map 26, Parcel 157, Tax District 10, R-4 General Residential District, Kathleen Clark, owner/ R.D. Hand & Associates, Inc., land planner;

1. Water and Sewer lines are available along Old Bridge Road
2. Confirm that adequate EDU's are assigned to the property
3. Reserve comments pending final site drawings

Cc: John Tustin

SHADY SIDE VILLAGE
RESIDENTIAL PLANNED COMMUNITY

TAX MAP 26, PARCEL 157
TENTH ELECTION DISTRICT
WORCESTER COUNTY, MARYLAND

PREPARED FOR
MONOGRAM BUILDING AND DESIGN
12319-201 OCEAN GATEWAY
OCEAN CITY, MD 21842

PREPARED BY
R.D. HAND AND ASSOCIATES, INC.
12302 Collins Road
Bishopville, MD 21813
410-352-5623

September 20, 2017

Shady Side Village is a proposed Residential planned Community (RPC) consisting of 36 duplex and 1 single family units, associated parking and recreational amenities consisting of croquet, horse shoes, crabbing/fishing pier, playground and walking/bird watching trails.

The total site area is 4.82 acres gross. After subtracting state tidal wetland and a strip of land dedicated for the widening of Old Bridge Road the net site area is 4.67 acres.

Shady Side Village is consistent with the goals and objectives of the Worcester County Comprehensive plan in that a large portion (+/-70%) of the project is in the Existing Developed Area designation of the Comprehensive plan. The Existing Developed Area (EDA) designation calls for infill development consistent with the character of the surrounding EDA. The balance of the property is in the Commercial Center designation of the Comprehensive plan. There is no commercially zoned area with the property.

Shady Side Village is zoned R-4, General Residential. The R-4 zoning allows single family, multi family and townhouse uses by right. The R-4 density allows 8 units per acre. Shady Side Village proposes 7.89 units per net acre.

Single family, multi-family and townhouses developments consisting of 20 units or more are required to conform to the Residential Planned Community (RPC) criteria and process of the Worcester county zoning ordinance. Shady Side Village's design is consistent with RPC and zoning code criteria and requirements. The design clusters the residential uses while conserving open space. All open space requirements for the project are met or exceeded with the design.

Shady Side Village is located on the south side of Maryland Route 707, locally known as Old Bridge Road, which is designated a minor collector in the Worcester county zoning ordinance. The project proposes one commercial entrance to Old Bridge Road and the entrance is centered on the property frontage.

The State Highway Administration (SHA) deems the project to be minor and will not require a traffic impact study. An access permit will be required from SHA and the project will meet all SHA access and construction standards and criteria. As part of the SHA access requirements bicycle accessibility will be required. A sidewalk along the project frontage is being proposed with perpendicular walks that connect to the internal driveways for pedestrian access.

There are numerous residential subdivision in the neighborhood including West Harbor Village, Whispering Woods, Ocean Village and South Point Village to name a few. Shady Side Village is compatible with the scale, density and uses in the neighborhood. Shady Side Village will be an infill development and will compliment and be consistent with the character of the surrounding neighborhood.

Sewer and water will be provided via the West Ocean city service area facilities which have sufficient capacity for the project. The project will require 37 water and sewer EDU's which are currently available in the service area. The developer will need to buy the EDU's from the county. Sewer and water design and construction will meet county requirements.

Shady Side Village's design has identified key environmental features and avoided disturbances to non tidal wetlands, floodplains, critical, and/or special habitat and aquifer recharge areas. The project clusters residential uses in a pedestrian friendly scale.

The clustered design of Shady Side Village minimizes the consumption of land, optimizes open space and maximizes open space while reducing impervious surfaces.

Shady Side Village is entirely within the Intensely Developed Area designation of the Atlantic Coastal Bays Critical Areas program (ACBCA). As part of the development process the 100' Critical area buffer as measured from the field delineated tidal wetland, will be planted in native vegetation. The entire buffer will be planted with the exception of a required storm water outfall and an access walk to a crabbing/fishing pier. The existing and proposed vegetated buffer will be used for passive recreation for walking and bird watching the ACBCA allows for these passive uses as long as no coverage is proposed.

Shady Side Village construction is anticipated to begin in the fall of 2018. Phasing will consist of construction of all sewer, water and cart ways for the project. Construction of the residential units will be based on market demand. Recreational areas will be provided in accordance with code requirements and prorated based on the number of units constructed in the individual phases. A more detailed phasing plan will be provided during Step 2 review.

Subtitle ZS1:III. Supplementary Districts and District Regulations

§ ZS 1-315. RPC residential planned communities.

- (a) Purpose and intent. Residential planned communities are intended to encourage the best possible design of building forms and site planning for tracts of land under a unified plan of development. Holistic control over an entire development, rather than lot-by-lot regulation, and flexibility in requirements is intended to produce a well-designed development that will provide a variety of housing types, preserve open space and natural vegetation for scenic and recreational uses, reduce impervious surfaces, and have a beneficial effect upon the health, safety and general welfare of the people of the County. The regulations established in this section allow flexibility and thus permit and encourage more imaginative and environmentally sensitive development. To ensure that a residential planned community shall conform to the character and nature of the district in which it is located, achieve a maximum of coordination between the residential planned community and neighboring land uses, promote the intent and purposes of this Title and encourage the most appropriate use of land within the area of the residential planned community, specific and additional standards are established as set forth in this section.
- (b) Classification, location and area requirements. Residential planned communities shall be reviewed and approved by the pertinent body and shall be designated as either minor or major. Major residential planned communities shall be established as floating zones by the County Commissioners. Minor residential planned communities shall be defined as those having twenty or fewer residential units while major residential planned communities shall be those having more than twenty residential units. A series of separate minor residential planned communities created from the same parcel as it existed on the effective date hereof shall be considered a major residential planned community when the cumulative effect of such separate residential planned communities meets the criteria of a major residential planned community. Residential planned communities may be permitted in accordance with the provisions hereof in the E-1, V-1, R-1, R-2, R-3 and R-4 Districts. Land zoned RP which is within the boundaries of the property subjected to a residential planned community may be included within the residential planned community boundaries. Land within the boundaries of the residential planned community which is located in any C or CM District may be included in the residential planned community if the area of the C or CM District does not exceed five percent of the area of the residential planned community.
- (c) Permitted uses and structures. The following uses and structures may be permitted in a residential planned community:
- (1) Minor residential planned communities: Permitted principal uses and structures shall be limited to the permitted principal uses and accessory uses allowed by the district regulations of the underlying zoning district. Any use allowed by special exception is permitted in a minor residential planned community, provided the approval of the Board of Zoning Appeals is obtained. Commercial use up to the maximum percentage cited herein shall be limited to the permitted principal uses cited in the C-1 Neighborhood Commercial District regulations.
 - (2) Major residential planned communities: Permitted principal uses and structures shall be the permitted principal uses, special exception uses and accessory uses allowed by the R-4 General Residential District, regardless of the underlying zoning district. Residential units may be located in, over or as a part of buildings or structures also used for commercial purposes. Commercial use up to the maximum percentage cited herein shall be limited to the permitted principal and special exception uses cited in

the C-2 General Commercial District regulations. Uses cited as special exceptions uses shall not require approval by the Board of Zoning Appeals.

- (3) Any use or structure which is determined by the County Commissioners to be of the same general character as the above-permitted uses or accessory uses not specifically mentioned in another district but is deemed by the County Commissioners to be compatible with the character and intent of the residential planned community.
- (d) Area limitations for uses. Within a residential planned community, the following percentages of the total gross lot area [as defined in § ZS 1-305(a) hereof] but excluding state wetlands [as defined in § ZS 1-103(b) hereof] shall be devoted to the following uses:
- (1) For minor residential planned communities:
- A. Retail and service uses: a maximum of five percent and limited to the permitted principal uses cited in the C-1 District regulations. No retail or service uses are permitted in a residential planned community in the E-1 District.
 - B. Common use open space and recreational areas: While a minimum percentage is not required, common use open space and recreational areas are encouraged. Where possible, those areas contained in the one-hundred-year floodplain should be dedicated as open space or recreational areas.
 - C. Residential uses: There is no maximum percentage. Residential use shall be limited to single-family and two-family dwellings, multi-family dwellings, townhouses, manufactured homes and planned senior developments. Land devoted to residential use shall be deemed to include those streets, alleys and parking and service areas which abut and service primarily the residences or groups of residences.

(2) For major residential planned communities:

- A. Retail and service uses: a maximum of twenty percent and limited to the permitted principal and special exception uses cited in the C-2 District regulations. No retail or service uses are permitted in a residential planned community in the E-1 District.
- B. Common use open space: a minimum of thirty percent and in accordance with the following provisions and requirements:
 - 1. Open space shall be limited to areas for recreation or the growing of trees, vegetable, field or nursery crops or for purposes of conservation of natural resources. Where possible, those areas contained in the one-hundred-year floodplain should be dedicated as open space.
 - 2. Recreational areas shall be limited to public and private noncommercial social and recreational areas, public and private (commercial and noncommercial) golf courses, private (noncommercial) marinas and playgrounds.
 - 3. The terms "open space" and "recreational areas" shall not include space devoted to roads and parking. Except as provided in Subsection (d)(2)B2 hereof, open space shall be free of residential, service, business or industrial structures and uses.
 - 4. Reasonable restrictions and fees may be placed upon the use of active recreation areas.
 - 5. Requirements for open space shall be as follows:
 - (i) A minimum of fifty percent of the required open space must be retained in its natural state and not used to satisfy the requirements for passive or active recreation. No more than fifty percent of this area may be private wetlands.
 - (ii) A minimum of ten percent of the required open space must be for active recreation.
 - (iii) A minimum of twenty percent of the required open space must be for passive recreation.

- (iv) All open space and areas for active and passive recreation required by Subsection (d) (2)B5 hereof shall be dedicated, developed and perpetually protected to satisfy the requirements as contained herein.
6. The Planning Commission may grant waivers to this subsection where it determines that conditions exist such that the full provisions for open space as required by this subsection are otherwise satisfied. The Planning Commission shall consider proximity to public open spaces, lot size and other appropriate factors.
- C. Residential uses: a maximum of seventy percent. Residential use shall be limited to single-family and two-family dwellings, multi-family dwellings, townhouses, manufactured homes and planned senior developments. Land devoted to residential use shall be deemed to include those streets, alleys and parking and service areas which abut and service primarily the residences or groups of residences but may not include usable open space or recreational areas.
- (e) Residential density. The maximum number of residential units which may be permitted in a residential planned community in areas other than those designated as Growth Areas by the Land Use chapter of the Comprehensive Plan shall be as follows. Major fractions of units may be counted as a full unit.
- (1) In the E-1 District, one unit per two acres of the total gross lot area exclusive of any land in the RP, C or CM Districts.
 - (2) In the V-1 District, five units per one acre of the total gross lot area exclusive of any land in the RP, C or CM Districts.
 - (3) In the R-1 District, one unit per one acre of the total gross lot area exclusive of any land in the RP, C or CM Districts.
 - (4) In the R-2 District, four units per one acre of the total gross lot area exclusive of any land in the RP, C or CM Districts.
 - (5) In the R-3 District, six units per one acre of the total gross lot area exclusive of any land in the RP, C or CM Districts.
 - (6) In the R-4 District, eight units per one acre of the total gross lot area exclusive of any land in the RP, C or CM Districts.
 - (7) Land in the RP, C or CM Districts may be included within the residential planned community in accordance with Subsection (b) hereof but the acreage of such land may not be included within the total lot area used for the calculation of permitted density.
- (f) Residential planned communities in areas designated as Growth Areas by the Land Use chapter of the Comprehensive Plan. Such projects shall promote mixed-use community centers with declining density toward the perimeter of the growth area, thus creating a center, an edge and a variety of housing types in between. The average residential density shall be no less than three and one-half dwelling units per acre of the total lot area used for residential, open space and recreation purposes. The core of the growth area should provide a maximum density of up to ten dwelling units per acre and mixed uses to provide commercial services to meet the residents' and visitors' needs and various housing types. Maximum lot sizes at the growth area's core shall not exceed five thousand square feet. Residential densities shall decrease as one moves away from the core of the growth area, to a perimeter density of not more than one dwelling unit per acre. Maximum lot sizes at the growth area's perimeter shall not exceed twenty thousand square feet. A surrounding natural forested or agricultural greenway should be the outermost perimeter of the growth area in order to blend into the surrounding landscape. The densities cited herein are applicable to the growth area as a whole, not to individual parcels within the growth area. Individual projects should be reviewed relative to their placement within the growth area and how their proposed design helps achieve the growth area's design principles and densities cited herein.
- (g) Lot, road and parking requirements. For individual structures, there shall be no minimum lot area, setback, bulk, lot width, area or road frontage requirements. Such standards shall be as approved by the Planning Commission. No structure or group of structures, such as semidetached dwellings or a row of townhouses, shall be erected within ten feet of any other structure or group of structures. The supplemental regulations

contained in Subtitle ZS1:III hereof shall apply. All roads, parking areas and access points shall meet County standards. However, in those areas designated for commercial uses, the parking space dimensions of not less than sixty percent of the required parking shall measure not less than ten feet in width and eighteen feet in length. The parking space dimensions of not more than forty percent of the required parking shall measure not less than nine feet in width and eighteen feet in length.

- (h) Height regulations. Buildings and structures within two hundred feet of the development perimeter shall be limited to the maximum height permitted by the underlying zoning district. All other buildings in the residential planned community shall be limited to a maximum height of six stories and seventy feet. No accessory structure shall exceed either two stories or twenty-five feet in height.
- (i) Other regulations. In regulating the development of a residential planned community, the provisions of this section shall first apply. When a matter is not specifically regulated by this section, the other provisions of this Title and of the underlying zoning district in which the residential planned community is located shall apply.
- (j) General design standards. In order to provide for more efficient use of land, protection of the environment, more livable communities, and consistency with the Comprehensive Plan, the following design standards shall apply to all residential planned communities:
- (1) All development plans shall first identify key environmental features and then design the development plan in such a manner as to protect and avoid disturbance of these resources. Special consideration shall be given to wetlands, forested areas, existing significant trees, floodplains, source water and aquifer recharge protection areas, areas of critical or special habitat, water bodies on the state's impaired waters list or having an established total maximum daily load requirement and other important environmental features.
 - (2) Particularly for major residential planned communities, provide clustered, mixed use (where appropriate), pedestrian-scale development, preferably taking its design guidance in terms of scale, layout, uses, architectural style and landscaping from existing County towns and villages, to allow convenient access to products and services, improve community vitality and diminish the need for vehicle trips.
 - (3) Cluster residential and commercial land uses to minimize the consumption of vacant lands, maximize open space and reduce impervious surfaces.
 - (4) Limit the use of culs-de-sac and dead-end streets and instead promote street, trail and sidewalk connectivity to reduce vehicle miles traveled and improve community walkability.
 - (5) Preserve existing forested areas and natural areas as greenways within and around developments for environmental and recreational purposes and to blend the man-made and natural environments.
- (k) Review and approval procedure.
- (1) For minor residential planned communities: Review and approval shall take place in two steps. The first step must be completed in its entirety, including the obtaining of all necessary approvals, prior to initiating the second step.
 - A. Step I concept plan approval. In this step the applicant shall submit adequate plans and other pertinent documents sufficiently addressing the required elements for review by the Technical Review Committee and Planning Commission and this submission shall constitute the residential planned community application.
 1. The Step I concept plan shall include the following:
 - (i) A sketch plan at a readable scale. The submitted plan shall show contours at five-foot intervals, except where the average slope is less than three percent, in which case two-foot contours are required, all existing natural and man-made features, existing zoning, a vicinity map, and the Chesapeake or Atlantic Coastal Bays Critical Area boundary and designation, if applicable.

- (ii) A preliminary determination of sensitive areas, including but not limited to a preliminary delineation of any tidal or nontidal wetlands, a delineation of the one-hundred-year floodplain, and a forest stand delineation, particularly existing significant trees.
 - (iii) A conceptual schematic plan generally identifying the type, location, densities and acreage of all proposed land uses.
 - (iv) A requested land use density for the total project.
 - (v) A schematic plan generally identifying the proposed drainage pattern and potential stormwater management measures.
 - (vi) The proposed method and adequacy of wastewater disposal and potable water supply.
 - (vii) A written statement addressing the residential planned community's consistency with the Comprehensive Plan, zoning regulations and other established development policy guidelines, its topography and relationship to existing natural and man-made features, both on site and in the immediate vicinity, efforts to adequately protect sensitive areas, the availability and suitability of vehicular access, and the availability and adequacy of water and sewer facilities.
 - (viii) Such other information as the Technical Review Committee or Planning Commission may require.
2. The Technical Review Committee shall meet with the applicant to review the Step I concept plan and shall subsequently in writing identify areas of concern and issues to be addressed by the Planning Commission. The Technical Review Committee may solicit other agency comments prior to making its recommendation and may require additional information, studies or reports.
 3. The Planning Commission shall then meet with the applicant to review the Step I concept plan and the Technical Review Committee's comments and recommendations. The Planning Commission shall address the areas identified by the Technical Review Committee and such other areas of concern and such requirements as it may deem necessary and appropriate. The Planning Commission shall take action to either approve, with or without conditions, or disapprove the Step I concept plan and thus the residential planned community application. Alternatively, the Planning Commission may remand the residential planned community application back to the Technical Review Committee for further review and refinement and then subsequently consider and act upon the revised application. The Planning Commission's findings and decision shall be made in writing and made a part of the record. Once the Planning Commission has approved the Step I concept plan, the applicant may proceed with seeking approval of the Step II implementation plan.
- B. Step II implementation plan. This step shall guide the project through the customary subdivision process as prescribed in Title 2 of this Article or the site plan review process as prescribed in § ZS 1-325 hereof, as appropriate.
1. The Step II implementation plan consists of detailed subdivision plats or site plans which shall be submitted for review and approval in the manner specified in the subdivision and site plan regulations as applicable. All such plats or plans shall conform to Step I concept plan approvals. The Technical Review Committee or Planning Commission may request such information and details on the plats or plans as is determined necessary. Any construction shall comply with the approved Step II implementation plan.
 2. Requirements relative to action by the Planning Commission on the Step II implementation plan shall be those specified in the subdivision or site plan regulations as applicable.
 3. Expiration of subdivision plats or site plans approved as part of the Step II implementation plan shall be as prescribed in Title 2 of this Article or in § ZS 1-325 hereof, respectively. In the event of the expiration of the Step II approval, all previous residential planned community approvals, including the Step I concept plan approval, are rendered null and void.



- (2) For major residential planned communities: Review and approval shall take place in three sequential steps. Each step must be completed in its entirety, including the obtaining of all necessary approvals, prior to initiating the next step.
- A. Step I concept plan approval. In this step the applicant shall submit adequate plans and other pertinent documents sufficiently addressing the required elements for review by the Technical Review Committee, Planning Commission and the County Commissioners and this submission shall constitute the residential planned community application.
1. The Step I concept plan shall include the following:
 - (i) A sketch plan at a readable scale. The submitted plan shall show contours at five-foot intervals, except where the average slope is less than three percent, in which case two-foot contours are required, all existing natural and man-made features, existing zoning, a vicinity map, and the Chesapeake or Atlantic Coastal Bays Critical Area boundary and designation, if applicable.
 - (ii) A preliminary determination of sensitive areas, including but not limited to a preliminary delineation of any tidal or nontidal wetlands, a delineation of the one-hundred-year floodplain, a forest stand delineation, greenways, areas of critical or special habitat, source water and aquifer recharge protection areas, and proposed methods for protection of important environmental features.
 - (iii) A conceptual schematic plan generally identifying the type, location, densities and acreage of all proposed land uses.
 - (iv) A requested land use density for the total project.
 - (v) A schematic plan generally identifying the proposed drainage pattern and potential stormwater management and minimization of impervious surfaces.
 - (vi) A preliminary capacity and availability analysis of water and wastewater facilities for projects proposed to be served by existing public utilities or; where new facilities are proposed to serve the project, a preliminary feasibility analysis of wastewater disposal capabilities and potable water production.
 - (vii) The existing and proposed circulation patterns for vehicles, pedestrians and bicycles, both internal and external to the project, and a preliminary capacity analysis of the existing road network's ability to serve the project without undue detriment to levels of service.
 - (viii) Such other information as the Technical Review Committee, Planning Commission or County Commissioners may require.
 - (ix) A written statement addressing the following:
 - a. The residential planned community's conformance with the goals, objectives and recommendations of the Comprehensive Plan, compliance with the zoning regulations and other established development policy guidelines, and with the Comprehensive Plan, zoning regulations, development policy guidelines and annexation policies of any municipality within one mile of the proposed project's boundaries.
 - b. The general location of the site, a description of existing and anticipated land use in the immediate vicinity and the residential planned community's compatibility with those land uses.
 - c. The availability and adequacy of public facilities, services and utilities to meet the needs of the residential planned community and the long-term implications the project would have on subsequent local development patterns and demand for public facilities and services.

- d. The consistency of the residential planned community with the general design standards as contained in Subsections (j)(1) through (j)(5) hereof.
 - e. The relationship of the residential planned community's proposed construction schedule, including any phasing, and the demand for and timely provision of public facilities, services and utilities necessary to serve the project.
 - f. The capacity of the existing road network to provide suitable vehicular access for the residential planned community, the appropriateness of any existing or proposed improvements to the transportation network, the adequacy of the pedestrian and bicycle circulation, and the proposed means of connectivity of the project to surrounding residential, commercial and recreational development and uses.
 - g. The relationship of the proposed method of wastewater disposal and provision of potable water service with the goals, objectives and recommendations of the Comprehensive Plan, Comprehensive Water and Sewer Plan, and other established policy guidelines.
 2. The Technical Review Committee shall meet with the applicants and shall review the residential planned community application, including the Step I concept plan and required written statement. The Technical Review Committee shall, subsequent to the meeting and review, identify areas of concern and issues to be addressed by the Planning Commission. It shall report its findings and recommendations to the applicants and to the Planning Commission in writing in a report known as the "Technical Review Committee Report." The Technical Review Committee may solicit other agency comments prior to making its report and may require additional information, studies or reports. The Technical Review Committee shall review the submission and present its report within ninety days after receipt of the applicant's submission of a complete application, unless extended by the Planning Commission.
 3. The Planning Commission shall then meet with the applicant to review the submission and the Technical Review Committee Report and may as a group visit the site of the proposed project. The Planning Commission shall produce findings based on the items considered under Subsections (k)(2)A1(ix)a through (k)(2)A1(ix)g hereof. The Planning Commission shall also produce a recommendation to the County Commissioners as to approval or disapproval of the residential planned community application, which may address the areas identified in the Technical Review Committee Report and such other areas of concern and such requirements as the Planning Commission may deem necessary and appropriate to advise the County Commissioners. The Planning Commission shall submit its recommendation within ninety days after receipt of the Technical Review Committee Report, unless extended by the County Commissioners.
 4. The County Commissioners shall consider the application and recommendation and hold a public hearing within ninety days of receipt of the Planning Commission's recommendation, unless extended by the County Commissioners. The hearing shall have the same procedural formalities as a map amendment as described in § ZS 1-113(c) hereof. Notice of such public hearing shall be as required in § ZS 1-114 hereof. The County Commissioners shall review the application, Technical Review Committee Report and Planning Commission's recommendation and shall, following the public hearing, approve or disapprove the application and, if approved, establish the residential planned community floating zone. Failure of the County Commissioners to reach a formal decision to approve or disapprove the application within six months of the public hearing shall constitute a denial of the application. In granting an approval, the County Commissioners may impose conditions which shall become a part of the approval regulating the residential planned community. In addition, the County Commissioners may require independent reports of consultants, at the expense of the developer, prior to Step I concept plan approval. Any residential planned community approved by the County Commissioners must be unconditionally accepted as approved, in writing, by the applicant requesting such use within ninety days after approval by the County Commissioners. Failure to so accept, in writing, any such residential planned community so

approved by the County Commissioners shall be considered a rejection and abandonment by the applicant of the approval, and thereafter any such residential planned community so approved shall be null and void and of no effect whatsoever. Any transfers of the property shall be subject to the approved plan. Step I concept plan approval by the County Commissioners shall be considered a reclassification and subject to appeal as such.

5. Step I approval shall automatically expire and terminate unless the Step II approval is obtained within one year from the date of Step I approval. The County Commissioners may extend the Step I approval for a maximum of one additional year, provided the one-year extension is requested not less than sixty days prior to the expiration of the Step I approval and granted prior to expiration as well.

- B. Step II master plan approval. Upon completion of Step I, an applicant shall develop and submit to the Technical Review Committee and the Planning Commission a detailed plan which shall serve as a master plan for the entire project and which shall be in accordance with the Step I approval.
 1. The applicant shall meet with the Technical Review Committee and Planning Commission in that order. The Planning Commission shall have the authority to approve or disapprove the application.
 2. The master plan shall conform to the regulations as set forth in this Title and include any details and specifications as may be required by the Technical Review Committee and the Planning Commission. The master plan shall include, at a minimum, the following:
 - (i) An accurate topographic and boundary line survey of the project site, including the survey location of the perimeter of all forested areas, existing significant trees, the one-hundred-year floodplain line, the Critical Area boundary line, where applicable, the tidal and nontidal wetland lines and their buffers, location of important habitat or sensitive areas, and source water and aquifer recharge areas and a location map showing its relationship to surrounding properties.
 - (ii) Proposed extent of forest clearing, wetland and buffer impacts, Critical Area buffer impacts or variances, and the proposed percentage of impervious area.
 - (iii) The use, type, size and location of proposed structures, particularly with regard to the provision of mixed uses and clustering.
 - (iv) The general size, arrangement and location of any lots and proposed building groups.
 - (v) The pattern of existing and proposed access points, public and private roads, vehicular travelways, parking, pedestrian and bicycle paths, internal and external circulation and connectivity, particularly to surrounding residential, commercial and recreational development and uses, and the intended design and construction standards.
 - (vi) The general location, type and size of proposed landscaping.
 - (vii) The location of existing and proposed water and wastewater facilities, including how and when such facilities are to be provided.
 - (viii) Architectural drawings, elevations, sketches or models illustrating the general design, character and pedestrian-scale of the proposed structures and a written description of how they relate to the architectural style and landscape design in the existing County towns, villages, and surrounding development.
 - (ix) The general location of recreational and open space areas and areas reserved or dedicated for public uses, such as schools, community centers, libraries, fire stations and park sites, and any open space to be owned and maintained by a property owners' association. Areas proposed for active and passive recreation shall be shown, along with a description of the facilities and equipment to be provided in these areas.

- (x) The existing topography and drainage pattern and the proposed stormwater management system showing basic topographic changes.
 - (xi) Statistical data on the total size of the project area, density computations, proposed number of residential units by type, compliance with area limitations and requirements for uses, area in streets, area in parking and parking tabulation and any other similar data pertinent to a comprehensive evaluation of the proposed development.
 - (xii) A detailed time schedule for the implementation and construction of the development and, if appropriate, a plan for phasing the construction of the residential planned community, showing the general geographical coverage of future plats or plans, their approximate sequence of submission, each of which must meet pertinent requirements either on their own or in conjunction with prior phases.
3. The Technical Review Committee will meet with the applicant and review the Step II master plan and any associated documents. The Technical Review Committee shall, within ninety days after the submission of a complete application, submit its written findings and recommendation to the Planning Commission. In the review of the application, the Technical Review Committee and, subsequently, the Planning Commission shall be guided by the standards set forth in this Title and principles of good planning and shall also give consideration to whether:
- (i) The plans for the development fulfill the goals and objectives and comply with the recommendations of the Comprehensive Plan and are compatible with and complement the character and nature of existing and anticipated development in the vicinity of the proposed development.
 - (ii) The design of the development will, as its first priority, protect to the greatest extent feasible existing forested areas and greenways, floodplains, the Critical Area, where applicable, tidal and nontidal wetlands, sensitive areas or special habitats, and source water and aquifer recharge areas.
 - (iii) The residential planned community's design lends itself to a clustered, pedestrian scaled development, providing mixed uses where appropriate, and is in keeping with the scale, layout, uses, architectural style and landscape design of existing County towns and villages and blends the natural and built environments.
 - (iv) The residential planned community's design minimizes impervious surfaces and the consumption of vacant lands while maximizing open space.
 - (v) The project's layout and design promote street, trail and sidewalk connectivity within the project and to and through adjoining properties and neighborhoods.
 - (vi) The types and extent of uses and structures in the project will not adversely affect the future development or value of undeveloped neighboring areas or the use, maintenance and value of neighboring areas already developed.
 - (vii) The development will secure for the residents of the County a development which is consistent with the Comprehensive Plan and which is compatible with and complementary to established development in the County.
4. The Planning Commission will meet with the applicant and review the Step II master plan, any associated documents and the Technical Review Committee's recommendations. In its review, the Planning Commission is empowered to request any changes or additional information that it may deem necessary. Following its review, the Planning Commission shall either approve or disapprove the application. In the case of disapproval, the Planning Commission shall present the applicant with a written report of its findings, including the reasons for disapproval. In the case of approval, the Planning Commission may attach conditions concurrent with the approval of the residential planned community and impose time limits on the development.

5. Substantial modification of the plan, as determined by the Department, may only be processed as a new Step II master plan in accordance with the provisions hereof and shall require Planning Commission review and action. Any significant modification to the detailed time schedule will require Planning Commission approval upon a showing of reasonable cause by the developer filed in writing. Minor modifications to the Step II master plan may be approved by the Department when limited to the layout, road alignment, landscaping, and stormwater management. Other amendments to the Step II approval and any conditions which may be imposed thereon may be granted by the Planning Commission upon the request of the applicant. Changes in the density or bulk of the residential planned community's structures may only be approved by the County Commissioners as an amendment to the approved Step I concept plan after a duly advertised public hearing where they determine the change to be of such significance that a public hearing is necessary.
 6. Failure to comply with the conditions and regulations as herein established and as specifically made applicable to a particular project may be cause for cancellation of the approval for said project.
 7. All approvals shall be in writing. An applicant may withdraw an application for a residential planned community at any time within sixty days after Step II master plan approval. In the event of withdrawal, the Step I concept plan and Step II master plan approvals shall be rendered null and void.
 8. Step III implementation plan approval must be obtained within three years from the date of the Step II master plan approval or the Step I concept plan and Step II master plan approvals shall automatically expire. Provided that a request for extension is made in writing no less than sixty days prior to the expiration, the Planning Commission may grant a single one-year extension to the Step II master plan approval. For the purposes of this subsection, Step III implementation plan approval shall be construed to be obtaining the approval of final plats or site plans, as appropriate, for no less than twenty percent of the residential units or residential lots in the residential planned community.
 9. The Department shall delineate and designate approved residential planned communities on the Official County Zoning Maps for informational and reference purposes.
- C. Step III implementation plan approval. This step shall guide the project through the customary subdivision process as prescribed in Title 2 of this Article or the site plan review process as prescribed in § ZS 1-325 hereof, as appropriate, and the project shall be subject to all procedures and requirements as contained therein. All subdivision plats, site plans or other necessary documents submitted as part of the Step III implementation plan shall be in accordance with the approved Step II master plan.
1. Detailed implementation plans consisting of subdivision plats or site plans, as appropriate, shall be submitted to the Technical Review Committee and Planning Commission for review and approval. All such plans shall conform to the approved Step II master plan.
 2. Construction shall not commence until all required approvals and permits have been obtained and all construction must be conducted in accordance with the approved subdivision plats, site plans or other necessary documents that serve as the approved Step III implementation plan.
 3. Limitations on review time and the expiration of subdivision plats or site plans approved as part of Step III implementation plan shall be as prescribed in Title 2 of this Article or in § ZS 1-325 hereof, respectively. In the event of the expiration of the Step III implementation approval, all previous residential planned community approvals, including the Step I concept plan and Step II master plan, are rendered null and void.
- (l) Appeals. There shall be but one opportunity for appeal to the Circuit Court from a decision of the County Commissioners or Planning Commission under this section. That appeal shall be from the action of the County Commissioners or Planning Commission in granting, conditioning or denying the Step I concept plan

application for a major or minor residential planned community, respectively, and shall be subject to appeal in the same manner as a map amendment.

From: Robert Mitchell
Sent: Friday, November 17, 2017 1:00 PM
To: Kelly Shannahan
Subject: FW: Shady Side Village RPC

Kelly-

Just received this from Mr. Cropper on the Shady Side RPC. I can confirm that there is a projected decrease in density in West Harbor Village and that Villa Nova one of the few West OC properties that has large blocks of unencumbered West Ocean City EDUs left that we are aware of (15 total).

They would have to go through the transfer proceed under Resolution 97-1 to place the capacity on the site, but they do have the capacity on these identified accounts that could be transferred.

Robert J. Mitchell, LEHS, REHS, Director
Worcester County Department of Environmental Programs
1 West Market Street, Room 1306
Snow Hill, MD 21863
Phone (410) 632-1220 x 1601
Fax (410) 632-2012

See pages
15-16 and 24

From: Hugh Cropper [mailto:hcropper@bbcmlaw.com]
Sent: Friday, November 17, 2017 12:20 PM
To: Robert Mitchell
Cc: kclark@monogrambuilders.com; Todd Burbage; Bob Hand
Subject: Shady Side Village RPC

Bob:

Kathy Clark has three (3) EDU's attached to account number 10-322553. Kathy Clark has four (4) EDU's from West Harbor Village due to the decrease in density, assigned to account number 10-755689.

This leaves a two (2) EDU deficiency.

Assuming Shady Side Village RPC needs two (2) EDU's, or even if we need up to nine (9) EDU's, Villa Nova Properties, Inc. has agreed to sell those EDU's from account number 10-013615.

Thank you, and have a great day.

Hugh Cropper IV
Booth Booth Cropper & Marriner, P.C.
9923 Stephen Decatur Highway, D-2
Ocean City, Maryland 21842
410-213-2681-Telephone
***Please note my new email address: hcropper@bbcmlaw.com ***
www.bbcmlaw.com

From: Kelly Shannahan
Sent: Tuesday, November 14, 2017 9:17 AM
To: Robert Mitchell
Subject: Sewer Capacity for Proposed Shady Side Village RPC

Bob,

As we just discussed, I need to know where they plan to acquire the additional EDUs before we can present this to the County Commissioners for scheduling of the RPC hearing. If they are unable to demonstrate how they will acquire the EDUs, perhaps they need to revise their plans to reflect a design that utilizes the 28 EDUs that are already assigned to the property.

In the future, perhaps we should require that applicants identify where the additional EDUs will be derived before consideration by the Planning Commission. It seems silly to me to process plans for which insufficient capacity is available. We wouldn't accept plans that do not demonstrate compliance with zoning requirements so why should we accept plans that don't demonstrate that they have adequate sewer capacity? Perhaps we should discuss that matter at our next Sewer Committee meeting.

I look forward to receiving additional information on this application so we can determine how to move forward.

Thanks,

Kelly Shannahan, Assistant Chief Administrative Officer
Worcester County Administration
Room 1103 Government Center
One West Market Street
Snow Hill, MD 21863-1195
410-632-1194; 410-632-3131 (fax)

From: Jennifer Keener
Sent: Tuesday, November 14, 2017 8:41 AM
To: Kelly Shannahan
Subject: TRC Report - Shady Side Village

Kelly,

Attached please find the TRC Report for Shady Side Village. I am in the process of preparing the Planning Commission's report, which I can forward along as soon as it is completed. Relative to your request, the TRC comments start on page 9, and the comments from Environmental Programs with my notation per the applicant's statement at TRC is on page 15.

Please let me know if you need anything else.

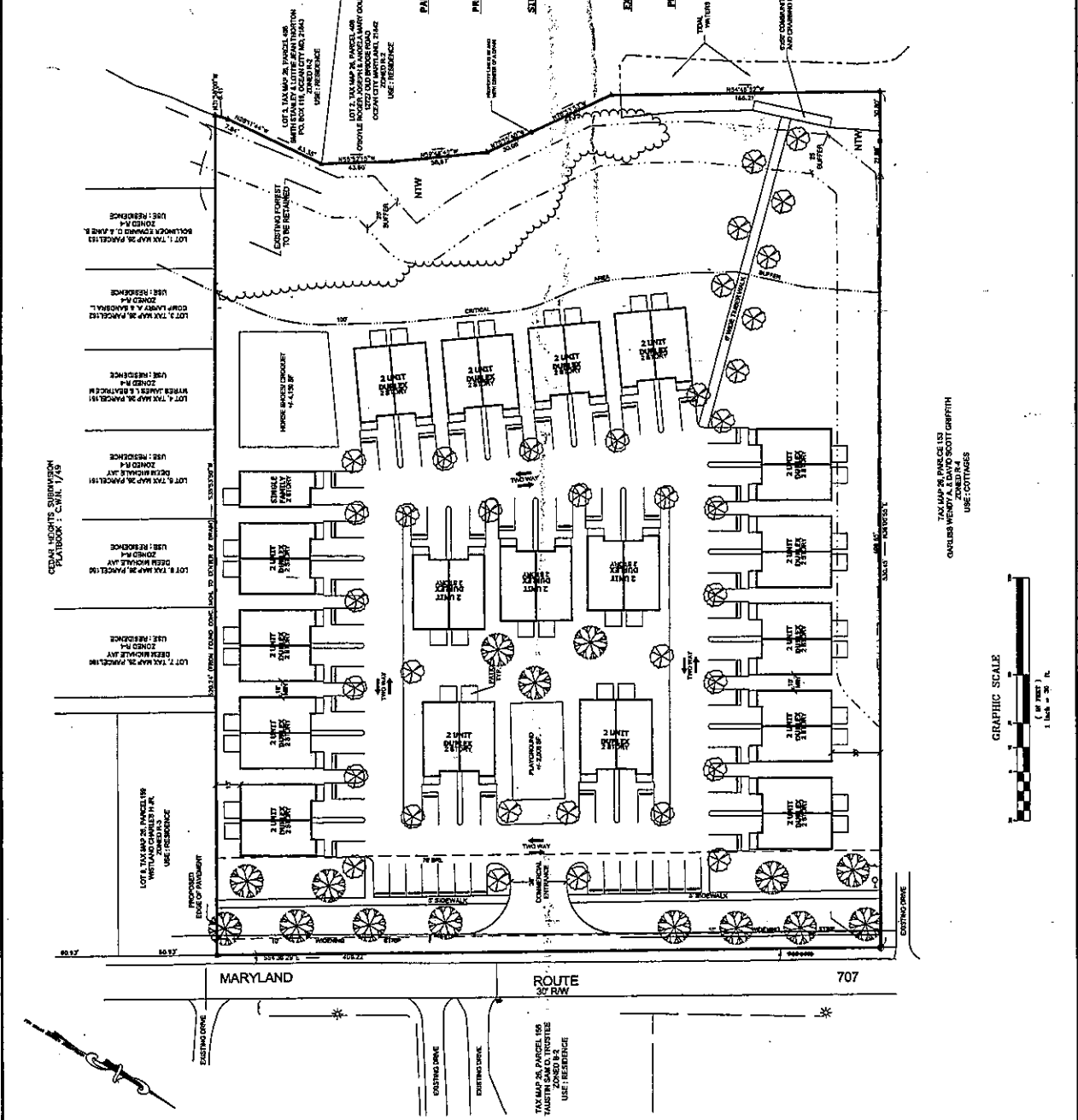
Jennifer K. Keener, Zoning Administrator
One West Market Street, Room 1201
Snow Hill, MD 21863
(410) 632-1200, extension 1123
jkkeener@co.worcester.md.us



VICINITY MAP

SHADYSIDE VILLAGE

A RESIDENTIAL PLANNED COMMUNITY



AREA BREAKDOWN-RESIDENTIALS - 4.14.67 ACRES -
 41- LOTS ACRES UNITS AND WALKS
 41- 0.14 ACRES OPEN SPACE (PARKING AND DRIVE)
 41- 0.14 ACRES OPEN SPACE (PARKING AND DRIVE)
 41- 0.14 ACRES OPEN SPACE (PARKING AND DRIVE)
 41- 0.14 ACRES OPEN SPACE (PARKING AND DRIVE)

OPEN SPACE REQUIRED
 1.4 ACRES TOTAL OPEN SPACE (20% OF TOTAL SITE)
 0.7 ACRES OPEN SPACE
 0.7 ACRES OPEN SPACE

OPEN SPACE PROVIDED
 4.0 ACRES TIDAL WETLAND
 4.0 ACRES NON TIDAL WETLAND
 4.0 ACRES OPEN SPACE (PARKING AND DRIVE)
 4.0 ACRES OPEN SPACE (PARKING AND DRIVE)
 4.0 ACRES OPEN SPACE (PARKING AND DRIVE)

EXISTING
 4.0 ACRES TIDAL WETLAND
 4.0 ACRES NON TIDAL WETLAND
 4.0 ACRES OPEN SPACE (PARKING AND DRIVE)
 4.0 ACRES OPEN SPACE (PARKING AND DRIVE)

EXISTING ZONING
 R-4, GENERAL RESIDENTIAL

PROPOSED USE
 26 SINGLE FAMILY UNITS
 1 SINGLE FAMILY UNIT
 27 UNITS TOTAL (26 UNITS PER ACRE)

CRITICAL AREA
 DEVELOPMENT AREA (AREA OF THE ATLANTIC COASTAL BAYS)
 CRITICAL AREA

FLOOD ZONE
 10-100 YEAR FLOOD IN 100 YEAR FLOOD
 10-100 YEAR FLOOD IN 100 YEAR FLOOD
 10-100 YEAR FLOOD IN 100 YEAR FLOOD

CRITICAL AREA LAW NOTE
 THIS PROPERTY LIES WITHIN THE WORCESTER COUNTY ATLANTIC COASTAL BAYS CRITICAL AREA (AREA OF THE ATLANTIC COASTAL BAYS CRITICAL AREA) OF THE WORCESTER COUNTY CODE OF LOCAL LAWS IN EFFECT AT THE TIME OF THE PROPOSED DEVELOPMENT ACTIVITY.

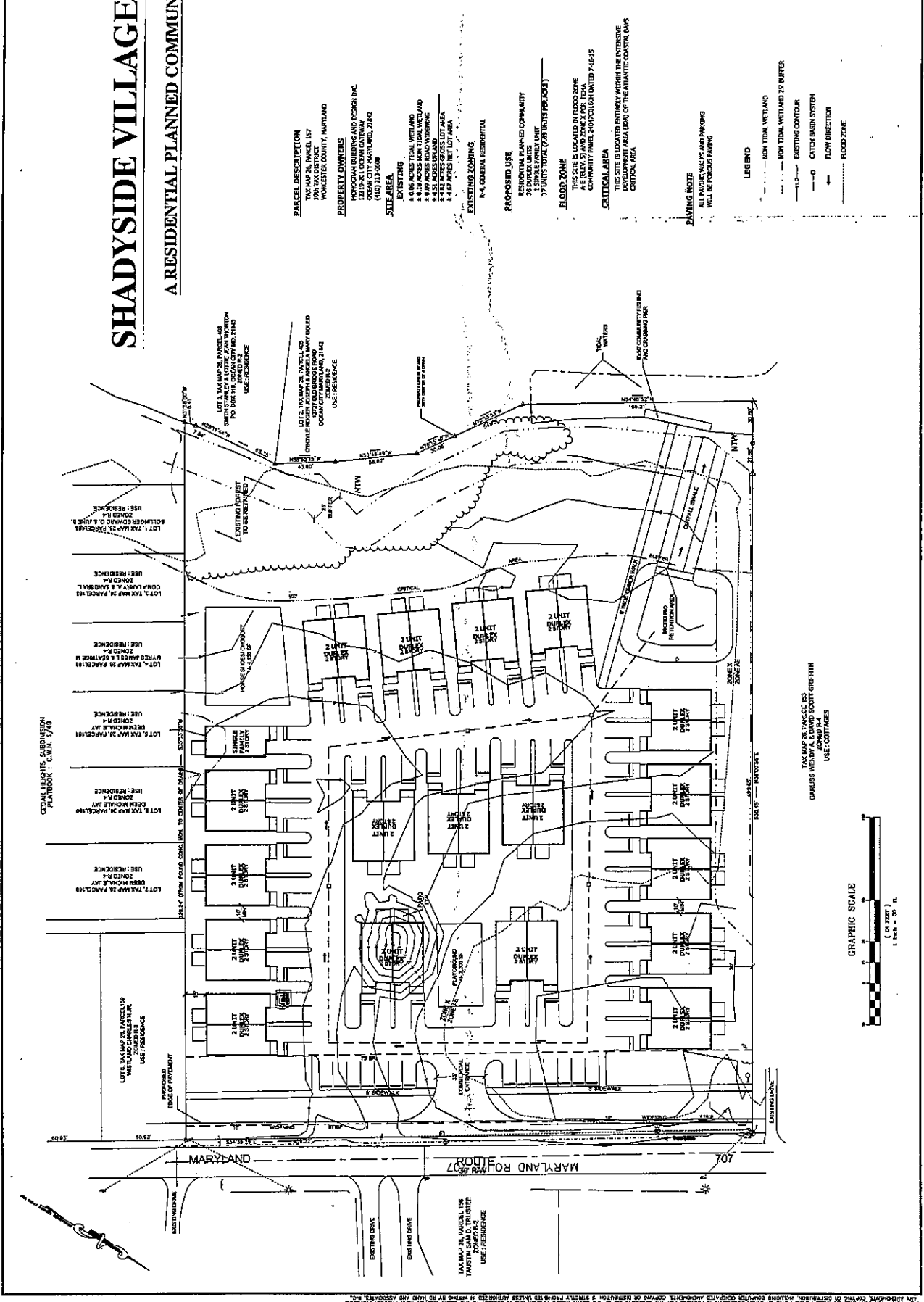
LEGEND
 - - - - - NON TIDAL WETLAND
 - - - - - NON TIDAL WETLAND 25 BUFFER
 - - - - - TREE LINE TO REMAIN
 - - - - - TRAFFIC FLOW

GRAPHIC SCALE
 1 inch = 20 ft.

**TAX MAP 26, PARCELS 153
 CARLIS WENYU A. & DAVID SCOTT GRIFFITH
 USE: COTTAGES**

SHADYSIDE VILLAGE

A RESIDENTIAL PLANNED COMMUNITY



PARCEL DESCRIPTION
 TAX MAP 26, PARCEL 157
 100 ACRES OF LAND
 WORCESTER COUNTY, MARYLAND

PROPERTY OWNERS
 LANDSCAPE ARCHITECTURE, SITE PLANNING AND FEASIBILITY
 12302 COLDRIDGE ROAD
 BISHOPVILLE, MARYLAND, 21033
 (410) 552-5623

SITE AREA
 100 ACRES TOTAL NET AREA
 8.0 ACRES NON-TIDAL WETLAND
 8.0 ACRES TIDAL WETLAND
 8.0 ACRES ROAD WETLAND
 8.0 ACRES CATCH BASIN SYSTEM
 8.0 ACRES FLOOD ZONE
 8.0 ACRES NET LOT AREA

EXISTING ZONING
 R-1, GENERAL RESIDENTIAL

PROPOSED USE
 RESIDENTIAL PLANNED COMMUNITY
 32 HOUSE UNITS
 77 UNITS TOTAL (79 UNITS PROPOSED)

FLOOD ZONE
 THIS SITE IS LOCATED IN FLOOD ZONE
 COMMUNITY PANEL 200400000 UNITS 7-6-15

CRITICAL AREA
 THIS SITE IS LOCATED ENTIRELY WITHIN THE INTENSIVE
 DEVELOPMENT AREA (IDA) OF THE ATLANTIC COASTAL BAYS
 CRITICAL AREA

SAVING NOTE
 THIS PLAN IS FOR INFORMATION AND PURPOSES ONLY.
 IT IS NOT TO BE USED FOR PERMITS OR RECORDS.

LEGEND
 --- NON-TIDAL WETLAND
 --- TIDAL WETLAND AS BUFFER
 --- EXISTING CONTOUR
 --- CATCH BASIN SYSTEM
 --- FLOOD DIRECTION
 --- FLOOD ZONE

GRAPHIC SCALE
 1" = 20'

TAX MAP 26, PARCEL 157
 UNITS 7-6-15
 USE: COMMERCIAL