

**WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE
AGENDA**

**Wednesday, February 14, 2024 at 1:00 p.m.
Worcester County Government Center, Room 1102, One West Market Street,
Snow Hill, Maryland 21863**

- I. Call to Order

- II. Site Plan Review (§ ZS 1-325)
 - a. **Orange Tree Limited Self Storage** – Minor site plan review
Proposed 2,975 square foot, 3 bay self-storage building and an existing 1,166 square foot building to be used for self-storage. Located on the east side of Holly Grove Road at the intersection with Samuel Bowen Boulevard, Tax Map 26, Parcel 259, Tax District 10, C-2 General Commercial District, Orange Tree Limited, c/o Cullen Burke, owner / Frank Lynch, surveyor.

 - b. **Scarborough Oil Company** – Minor site plan review
Relocate oil terminal from 5330 Snow Hill Road site to 5512 Snow Hill Road site. Tax Map 55, Parcel 6, Tax District 02, C-2 General Commercial District, Betty Scarborough, owner / Somerset Engineering, engineer.

- III. Adjourn

TECHNICAL REVIEW COMMITTEE

DATE OF MEETING: February 14, 2024

PROJECT: Orange Tree Limited Storage

APPLICANT(S) IN ATTENDANCE:

TRC MEMBERS IN ATTENDANCE:

- _____ Tremblay, Zoning Administrator
- _____ White, DRP Specialist
- _____ Miller, Building Plans Reviewer III
- _____ Mitchell, Environmental Programs
- _____ Evans, Environmental Programs
- _____ Bradford, Environmental Programs
- _____ Birch, Environmental Programs
- _____ Long, Environmental Programs
- _____ Mathers, Environmental Programs
- _____ Owens, Fire Marshal
- _____ Lynch, County Roads
- _____ Berdan, County Roads
- _____ Wilson, State Highway Admin.
- _____ Ezzat, State Highway Admin.
- _____ Clasing, W & WW, DPW
- _____ Knight, Planning Commission Rep.

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DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL: 410.632.1200 / FAX: 410.632.3008  
<http://www.co.worcester.md.us/departments/drp>

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

### WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE MEETING

February 14, 2024

#### **Orange Tree Limited Self Storage – Minor Site Plan Review**

Proposed 2,975 square foot, 3 bay self-storage building and an existing 1,166 square foot building to be used for self-storage. Located on the east side of Holly Grove Road at the intersection with Samuel Bowen Boulevard, Tax Map 26, Parcel 259, Tax District 10, C-2 General Commercial District, Orange Tree Limited, c/o Cullen Burke, owner / Frank Lynch, surveyor.

**Prepared by:** Stuart White, DRP Specialist

**Contact:** [swhite@co.worcester.md.us](mailto:swhite@co.worcester.md.us) or (410) 632-1200, extension 1139

#### **General Requirements:**

1. In order to obtain a Building Permit, the applicant must submit the following to the Department:
  - a. A complete Building Permit Application along with the initial fee of \$350 made payable to “Worcester County.”
  - b. Four (4) sets of complete construction plans (footing, foundation, framing, floor plan and building elevations (front, rear and sides)). The construction plans must be sealed by an architect and prepared in accordance with the applicable International Building Code, Energy Code, and ADA Code.
  - c. Four (4) site plan sets as approved by the Technical Review Committee.
2. Once the permit is issued, the applicant must coordinate all necessary inspections with the respective Building/Housing/Zoning Inspector. The Department requires 24-hour notice for all inspections. The inspector may require special or additional inspections as needed.
3. In order to obtain a Certificate of Use and Occupancy, all of the necessary inspections must be completed and approved by the various inspections’ agencies (building, zoning, plumbing, electrical, water, sewage, health, roads, etc.). Two (2) sets of As-Builts (illustrating all lighting, landscaping, parking, signs etc.) must be submitted at least one (1) week prior to the anticipated occupancy of the building, structure, or use of land. **Please note that it is unlawful to occupy a structure (employees or patrons) without the benefit of a Certificate of Use and Occupancy.**

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

|          |                                                                                |
|----------|--------------------------------------------------------------------------------|
| §ZS1-210 | C-2 General Commercial District                                                |
| §ZS1-305 | Lot Requirements Generally                                                     |
| §ZS1-306 | Access to Structures                                                           |
| §ZS1-319 | Access and Traffic Circulation Requirements                                    |
| §ZS1-320 | Off-Street Parking Areas                                                       |
| §ZS1-321 | Off Street Loading Spaces                                                      |
| §ZS1-322 | Landscaping and Buffering Requirements                                         |
| §ZS1-323 | Exterior Lighting                                                              |
| §ZS1-324 | Signs                                                                          |
| §ZS1-325 | Site Plan Review                                                               |
| §ZS1-326 | Classification of Highways                                                     |
| §ZS1-327 | Additional Setbacks from Drainage Ditches and Stormwater Management Facilities |

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

1. Please provide a written narrative and associated site plan notations for the proposed uses of the buildings.
2. In accordance with §ZS 1-320(f)(1), vehicular travelways shall be constructed of materials that provide a hard and durable surface that precludes or limits particulate air pollution. Other paving materials and systems, including gravel, stone, stone dust and crushed oyster or clam shells may be permitted by the Planning Commission where these parking areas are supplied and maintained with a binding agent to stabilize the surface and prevent dust.
3. In accordance with §ZS 1-319(c)(4), an interparcel connector is required to be provided to all adjacent commercially zoned properties or connect to any existing interparcel connectors on those adjacent properties.
4. Please illustrate and provide details for any proposed fencing.
5. Please provide a landscape plan in accordance with §ZS 1-322(d). Additional landscaping will be required along Holly Grove Road.
6. In accordance with §ZS 1-322(g), a maintenance and replacement bond for required landscaping is mandatory for a period not to exceed two (2) years in an amount not to exceed one hundred and twenty-five percent (125%) of the installation cost. A landscape estimate from a nursery will be required to be provided at permit stage to accurately determine the bond amount.
7. According to §ZS 1-322(b)(7), all landscaped areas are required to be readily accessible to a water supply and provided with an automatic irrigation system with rain sensors unless waived by the Planning Commission. Please note method of maintenance for landscaped areas.

8. Please include the method of waste collection on the site plan.
9. Freestanding and on-building signage meeting the requirements of §ZS 1-324 shall be reviewed and approved during the permitting process.

**Other Agency Approvals:**

1. Written confirmation that the water and sewer requirements have been met will be required to be provided from the Department of Environmental Programs prior to the Department granting signature approval.
2. Written confirmation will also be required from the Department of Environmental Programs Natural Resources Division relative to Critical Area and Stormwater Management requirements prior to the Department granting signature approval.
3. Written confirmation of approval from the County Roads Division and/or State Highway Administration regarding the existing, proposed, or modified commercial entrances on all parcels shall be provided to the Department prior to granting signature approval.

**NEXT STEPS:** Final approval of the site plan will not be granted until all comments provided to the applicant by the TRC have been addressed on the site plan and associated documents. Once the site plan and other documents have been adjusted, it will need to be resubmitted to the TRC for final signature approval before building/zoning permits will be issued.

**\*Please provide a detailed listing of all site plan changes along with any resubmission.**



## Worcester County

Department of Environmental Programs  
Natural Resources Division

### Memorandum

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**To:** Worcester County Technical Review Committee

**From:** Joy S. Birch, Natural Resources Specialist III 

**Subject:** February 14, 2024 - Technical Review Committee Meeting

**Date:** January 24, 2024

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- **Orange Tree Limited Self Storage – Minor Site Plan Review**

Proposed 2,975 square foot, 3 bay self-storage building and an existing 1,166 square foot building to be used for self-storage. Located on the east side of Holly Grove Road at the intersection with Samuel Bowen Boulevard, Tax Map 26, Parcel 259, Tax District 10, C-2 General Commercial District, Orange Tree Limited, c/o Cullen Burke, owner / Frank Lynch, surveyor. This is located outside of the Atlantic Coastal and Chesapeake Bay Critical Area Program. **No Comment.**

**Citizens and Government Working Together**



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

## Memorandum

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**To:** Technical Review Committee (TRC) for a February 14, 2024 Meeting

**From:** Environmental Programs Staff

**Subject:** **Major Site Plan: Orange Tree Limited – proposed 2,975 square foot, 3 bay self-storage building & an existing 1,166 square foot building to be used for self-storage.**

**Date:** January 31, 2024

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

1. Environmental Programs requires a **\$150.00** fee for any Technical Review Committee projects submitted on private water & sewer. This fee will need to be submitted prior to Signature Approval being given on this project.
2. Well was abandoned 5/19/23.
3. There are existing septic tanks that we did not receive abandonment reports for when the site was graded. This was a part of the conditions for Environmental Programs signing off on that permit. We will need those reports before we can give Signature Approval or sign off on any permits. We have attached an old site plan from an older septic permit that shows the confluence of tanks and distribution boxes south tot southwest of the existing storage building.
4. The use that is proposed (dry, self-storage) does not require water or sewage at this time. These units cannot be utilized as contractor shops unless water and sewer capacity obtained from the Riddle Farm Sanitary Service Area.

**Citizens and Government Working Together**

# WORCESTER COUNTY HEALTH DEPARTMENT

BOX <sup>249</sup> SNOW HILL, MARYLAND 21863

1948  
PHONE 632-1400

PERMIT NO. 251-77

NON TRANSFERRABLE

EXPIRES 7/25/78

## APPLICATION FOR WATER SUPPLY AND/OR SEWAGE SYSTEM PERMIT

TAX MAP 26 PARCEL 59

OWNER: GEORGE J. GALKAS PHONE 641-3471  
 ADDRESS: P.O. Box 117 - Ocean City, Md. 21842 ZIP 21842  
 PROPERTY LOCATION: HOLLY GROVE ROAD - off Rt. 50 LOT SIZE 208' x 208'  
 SUBDIVISION: \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SECTION \_\_\_\_\_  
 STRUCTURE: EXISTING  NEW \_\_\_\_\_ REMODELING \_\_\_\_\_ ADDITION \_\_\_\_\_ OTHER \_\_\_\_\_  
 RESIDENCE: BEDROOMS \_\_\_\_\_ BATHS \_\_\_\_\_ KITCHEN \_\_\_\_\_ AUTO WASHER \_\_\_\_\_ DISHWASHER \_\_\_\_\_ GRBG. DISP \_\_\_\_\_  
 MOTEL/APTS: BEDROOMS \_\_\_\_\_ BATHS \_\_\_\_\_ KITCHENS \_\_\_\_\_ NO. OF PERSONS \_\_\_\_\_  
 OWNERS TRAILER: NO. OF OCCUPANTS 2 TRAILER TYPE EMPLOYERS TRAILER NO. OF TRAILERS 4  
 COMMERCIAL: NUMBER OF PERSONS USING SANITARY FACILITIES SEATING CAPACITY 178  
EMPLOYEES ETC. 12

### PROPOSED SEWAGE DISPOSAL SYSTEM

PUBLIC SEWER \_\_\_\_\_ SEPTIC TANK  TREATMENT PLANT \_\_\_\_\_ PRIVY \_\_\_\_\_ OTHER \_\_\_\_\_  
 SEPTIC TANK: CAPACITY 1000 GALS: TYPE CONCRETE LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_ LIQUID DEPTH \_\_\_\_\_  
 TILE FIELD: LENGTH 1000 TRENCH WIDTH 36" INSTALLED DEPTH 18" - 24" NO. TRENCHES 3 SPACING 10' G.C.  
 DISTANCE FROM: NEAREST PROPERTY LINE 50' STRUCTURE 75' WELL 75'  
 PERCOLATION TEST: DATE 6/10/77 TIME 15 MIN. SOIL MAP NO. \_\_\_\_\_ SOIL TYPE CLAY-SAND  
 SYSTEM INSTALLER: ALAN R. KRICK PLUMBING & HEATING - O. CITY, Md. PHONE \_\_\_\_\_

### PROPOSED WATER SUPPLY SYSTEM

- EXISTING -

PUBLIC \_\_\_\_\_ INDIVIDUAL \_\_\_\_\_ DRIVEN \_\_\_\_\_ DRILLED \_\_\_\_\_  
 OTHER \_\_\_\_\_ DIAMETER \_\_\_\_\_ DEPTH \_\_\_\_\_  
 GROUND WATER SOURCE: SHALLOW \_\_\_\_\_ OR CONFINED \_\_\_\_\_  
 GROUND WATER: WRA PERMIT NO. \_\_\_\_\_  
 WELL DISTANCE FROM: NEAREST PROPERTY LINE \_\_\_\_\_  
 STRUCTURE \_\_\_\_\_ SEWAGE SYSTEM \_\_\_\_\_  
 WELL INSTALLER: \_\_\_\_\_ PHONE \_\_\_\_\_

INSTALLATIONS MUST BE INSPECTED AND APPROVED BY HEALTH DEPARTMENT BEFORE COVERAGE 74 IN NOTICE

This Permit is for an interim SEPTIC TANK SEWAGE DISPOSAL SYSTEM CORRECTION

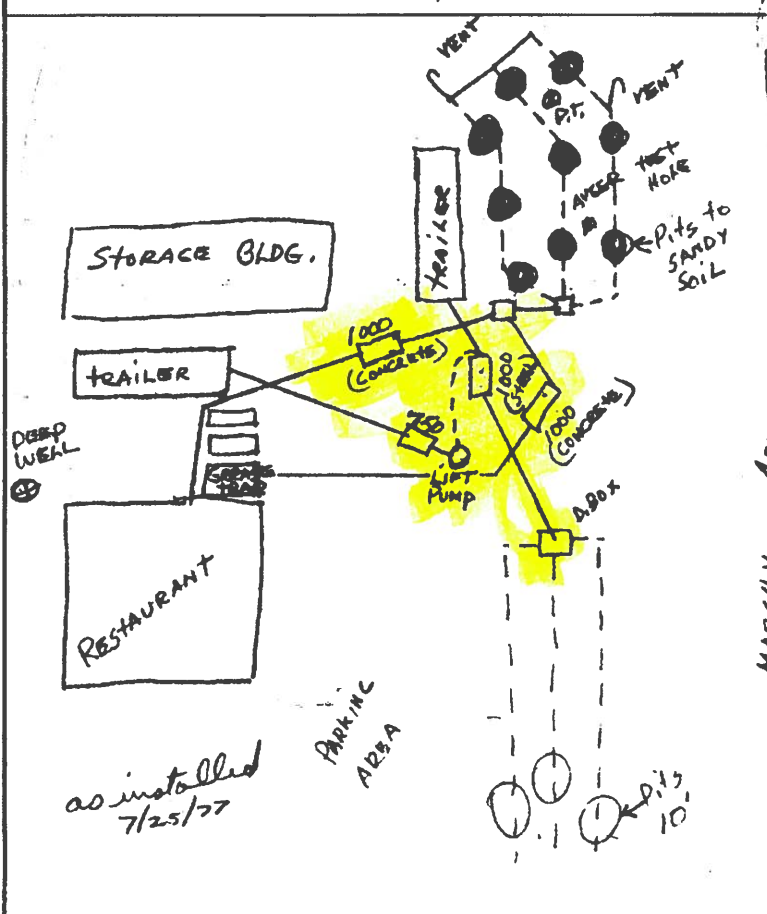
The applicant or any future owner must discontinue use of individual systems and connect to community systems when community systems become available. This permit runs with the land.

Applicant agrees to adhere to approved plans and regulations of State Dept. of Health, Mental Hygiene.

APPLICANT: George J. Galkas  
 DATE: 7/28/77  
 PLANS APPROVED: \_\_\_\_\_  
 BY: E.P. Morgan 7/29/77  
 INSTALLATION APPROVAL: WATER SUPPLY \_\_\_\_\_

PLUMBING \_\_\_\_\_  
 SEWAGE SYSTEM 7/29/77 J. Selzer  
 WATER SAMPLE \_\_\_\_\_

### SKETCH: TO SCALE OF PROPERTY, BUILDING & FACILITIES



as installed 7/25/77

Holly Grove Road to Rt. 50



**WORCESTER COUNTY  
DEPARTMENT OF PUBLIC WORKS  
INTEROFFICE MEMORANDUM**

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**TO:** Stuart White, DRP Specialist  
Development Review and Permitting

**FROM:** Christopher S. Clasing, P.E., Deputy Director

**DATE:** February 5, 2024

**SUBJECT:** TRC Meeting – February 2024 – Roads and Water/Wastewater Comments

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- I Orange Tree Limited Self Storage
  - a) No comments from DPW at this time.
  
- II Scarborough Oil Company
  - a) No comments from DPW at this time.



GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1302  
SNOW HILL, MARYLAND 21863-1294  
TEL: 410-632-5666  
FAD: 410-632-5664

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## TECHNICAL REVIEW COMMITTEE COMMENTS

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**PROJECT: Orange Tree Limited**  
**LOCATION: Tax Map 26; Parcel 259**  
**CONTACT: Cullen Burke**  
**MEETING DATE: February 14, 2024**

**TRC #: 20240039**

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

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

### **Scope of Project**

The proposed construction of a 2975 square foot, 3 bay self-storage building and an existing 1166 square foot building to be used for self-storage.

### **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. Complete set of building plans shall be submitted and approved prior to start of construction.
2. Fire code compliant tenant separation walls shall be provided.
3. Fire department access shall be provided.
4. No further comments at this time.




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

## Memorandum

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**To:** Technical Review Committee

**From:** David Mathers, Natural Resources Planner 

**Subject:** Forest Conservation & Stormwater Management Review

**Date:** January 30, 2024

**Date of Meeting:** February 14, 2024

**Project:** Orange Tree Limited

**Location:** Holly Grove Road; Tax Map: 26, Parcel: 259

**Owner/Developer:** Orange Tree Limited – Cullen Burke

**Surveyor:** Frank Lynch, Jr.

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**This project is subject to the Worcester County Forest Conservation Law.** This property is subject to Forest Conservation Plan #22-26. This property has met compliance with the Worcester County Forest Conservation Law through the establishment of on-site Forest Conservation easements. Forest Conservation easement areas are to be kept as a natural habitat area, no clearing or grading within these Forest Conservation easement areas is permitted, and any new structures and improvements must not encroach into the Forest Conservation easement. Furthermore, all forest protection signs must be in place around the Forest Conservation easements.

**This project is subject to the Worcester County Stormwater Ordinance.** The project has obtained Stormwater Concept Plan approval. Stormwater Final Plan approval must be received prior to Signature Plan approval.

This project has received Maryland Department of Environment (MDE) Authorization to impact 4,938 square feet of forested nontidal wetland and 13,692 square feet of nontidal wetland buffer. According to the letter provided, the Authorization is valid until May 19, 2027.

**Citizens and Government Working Together**

All projects over one 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.

**Citizens and Government Working Together**

WORCESTER COUNTY GOVERNMENT CENTER 1 WEST MARKET STREET, ROOM 1306 SNOW HILL, MARYLAND 21863  
TEL: 410-632-1220 FAX: 410-632-2012



DEPARTMENT OF  
ENVIRONMENTAL PROGRAMS

**Worcester County**

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

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

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

## MEMORANDUM

DATE: January 1, 2024  
TO: Applicant  
FROM: David M. Bradford, Deputy Director  
SUBJECT: Stormwater/Sediment Erosion Control Plan/Permit

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

Additionally, if pervious pavement (i.e. asphalt, concrete) is proposed as a Stormwater Best Management Practice (BMP), an engineer will be required to ensure that this BMP is installed per the approved plan and the correct sequence is detailed on approved plans. Furthermore, all site disturbance must be stabilized prior to beginning the BMP installation process to avoid any contamination or performance issues. If components of the BMP become contaminated, excavation may be required. A detail/schematic must be site specific and reflect how associated sub drains are connected to piping and also illustrate all material being used in subgrade when using this BMP.

If you have any questions, please feel free to contact the Deputy Director, David Bradford, at (410) 632-1220, ext. 1143.

## Stuart White

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**From:** Jeffrey Fritts <JFritts@mdot.maryland.gov>  
**Sent:** Monday, January 29, 2024 10:43 AM  
**To:** Stuart White  
**Cc:** Aws Ezzat; Daniel Wilson  
**Subject:** February PC and TRC final agendas

Stu,

After a review of the subject developments, MDOT SHA determined that the proposed Orange Tree Limited Self Storage and Scarborough Oil Company will have no negative impact to the surrounding State roadway network.

Thanks,

Jeff Fritts

Maryland Department of Transportation

State Highway Administration

Access Management

Inspector

District 1

660 West Road

Salisbury, MD 21801

Office: 410-677-4039

Cell: 443-397-5063

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



 Maryland now features 511 traveler information!  
Visit: [www.md511.org](http://www.md511.org)



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**TECHNICAL REVIEW COMMITTEE**

DATE OF MEETING: February 14, 2024

PROJECT: Scarborough Oil

APPLICANT(S) IN ATTENDANCE:

\_\_\_\_\_  
\_\_\_\_\_

TRC MEMBERS IN ATTENDANCE:

- \_\_\_\_\_ Tremblay, Zoning Administrator
- \_\_\_\_\_ White, DRP Specialist
- \_\_\_\_\_ Miller, Building Plans Reviewer III
- \_\_\_\_\_ Mitchell, Environmental Programs
- \_\_\_\_\_ Evans, Environmental Programs
- \_\_\_\_\_ Bradford, Environmental Programs
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- \_\_\_\_\_ Lynch, County Roads
- \_\_\_\_\_ Berdan, County Roads
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- \_\_\_\_\_ Clasing, W & WW, DPW
- \_\_\_\_\_ Knight, Planning Commission Rep.

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DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
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TEL: 410.632.1200 / FAX: 410.632.3008
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ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE MEETING

February 14, 2024

Scarborough Oil – Minor Site Plan Review

Relocate oil terminal from 5330 Snow Hill Road site to 5512 Snow Hill Road site. Tax Map 55, Parcel 6, Tax District 02, C-2 General Commercial District, Betty Scarborough, owner / Somerset Engineering, engineer.

Prepared by: Stuart White, DRP Specialist

Contact: swhite@co.worcester.md.us or (410) 632-1200, extension 1139

General Requirements:

1. In order to obtain a Building Permit, the applicant must submit the following to the Department:
 - a. A complete Building Permit Application along with the initial fee of \$350 made payable to “Worcester County.”
 - b. Four (4) sets of complete construction plans (footing, foundation, framing, floor plan and building elevations (front, rear and sides)). The construction plans must be sealed by an architect and prepared in accordance with the applicable International Building Code, Energy Code, and ADA Code.
 - c. Four (4) site plan sets as approved by the Technical Review Committee.
2. Once the permit is issued, the applicant must coordinate all necessary inspections with the respective Building/Housing/Zoning Inspector. The Department requires 24-hour notice for all inspections. The inspector may require special or additional inspections as needed.
3. In order to obtain a Certificate of Use and Occupancy, all of the necessary inspections must be completed and approved by the various inspections’ agencies (building, zoning, plumbing, electrical, water, sewage, health, roads, etc.). Two (2) sets of As-Builts (illustrating all lighting, landscaping, parking, signs etc.) must be submitted at least one (1) week prior to the anticipated occupancy of the building, structure, or use of land. **Please note that it is unlawful to occupy a structure (employees or patrons) without the benefit of a Certificate of Use and Occupancy.**

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

§ZS1-210	C-2 General Commercial District
§ZS1-305	Lot Requirements Generally
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§ZS1-321	Off Street Loading Spaces
§ZS1-322	Landscaping and Buffering Requirements
§ZS1-323	Exterior Lighting
§ZS1-324	Signs
§ZS1-325	Site Plan Review
§ZS1-326	Classification of Highways
§ZS1-327	Additional Setbacks from Drainage Ditches and Stormwater Management Facilities

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

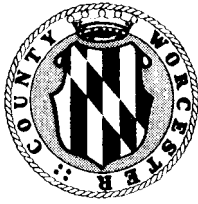
1. In accordance with §ZS 1-325(e)(3)(G), please provide a vicinity map on the site plan.
2. Please include Board of Zoning Appeals case # 16-19 granting approval for bulk storage and wholesale of fuels.
3. Please provide an ADA compliant parking space in accordance with §ZS 1-320(d).

Other Agency Approvals:

1. Written confirmation will be required from the Department of Environmental Programs Natural Resources Division relative to Critical Area and Stormwater Management requirements prior to the Department granting signature approval.
2. Written confirmation of approval from the County Roads Division and/or State Highway Administration regarding the existing, proposed, or modified commercial entrances on all parcels shall be provided to the Department prior to granting signature approval.

NEXT STEPS: Final approval of the site plan will not be granted until all comments provided to the applicant by the TRC have been addressed on the site plan and associated documents. Once the site plan and other documents have been adjusted, it will need to be resubmitted to the TRC for final signature approval before building/zoning permits will be issued.

***Please provide a detailed listing of all site plan changes along with any resubmission.**



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

Project: Scarborough Oil, 5512 Snow Hill Road

Date: 2/14/2024

Tax Map: 55 Parcel: 6 Section: _____ Lot: _____ Block: _____

SITE SPECIFIC COMMENTS

1. Current Codes: 2018 International Building Code
2018 International Energy Conservation Code
2018 International Mechanical Code
2017 National Electric Code (Currently)

Maryland Codes Administration has adopted the 2021 edition of the International Codes. Local jurisdictions will have until 5/29/2024 to adopt the 2021 I-codes.

2. Are relocated tanks to be elevated or at grade?
- 3 Permit application along with 3 sets sealed construction documents for: Tank containment; Tanker containment; Foundation for tanks and Design of the supporting structure for elevated tanks (if applicable).
4. Soils report may be required if questionable soils are encountered.
5. A pre-construction meeting will be required before any work starts.
6. Worcester County inspections required for all construction. Third party inspection will not be accepted without a Worcester County inspection.

Please provide your design professional with a copy of these comments.



Worcester County

Department of Environmental Programs
Natural Resources Division

Memorandum

To: Worcester County Technical Review Committee

From: Joy S. Birch, Natural Resources Specialist III 

Subject: February 14, 2024 - Technical Review Committee Meeting

Date: January 24, 2024

- **Scarborough Oil Company – Minor Site Plan Review**

Relocate oil terminal from 5330 Snow Hill Road to 5512 Snow Hill Road site. Tax Map 55, Parcel 6, Tax District 02, C-2 General Commercial District, Betty Scarborough, owner / Somerset Engineering, engineer. The receiving site is not within a Critical Area; therefore, I have no comments. However, the 5330 Snow Hill Road site is within the Chesapeake Bay Critical Area and we reserve any further comments until permit submission.

Citizens and Government Working Together



Worcester County

Department of Environmental Programs
Environmental Programs Division

Memorandum

To: Technical Review Committee (TRC) for a February 14, 2024 Meeting

From: Environmental Programs Staff

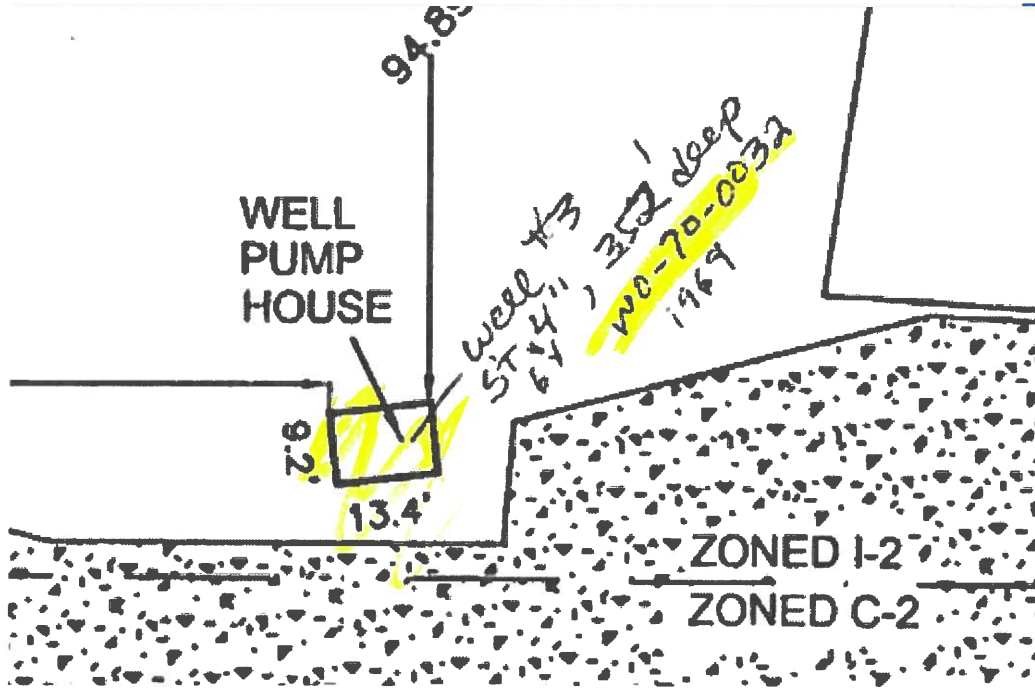
Subject: Major Site Plan: Scarborough Oil Company – relocate oil terminal from 5330 Snow Hill Road site to 5512 Snow Hill Road site.
TM 55 P 6

Date: January 31, 2024

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

1. Environmental Programs requires a **\$150.00** fee for any Technical Review Committee projects submitted on private water & sewer. This fee will need to be submitted prior to Signature Approval being given on this project.
2. Please label well #3 with its tag # WO 70-0032 and scale off with an arrow the distance from the new tanks to the well to confirm separation distance.
3. There are no impacts to existing onsite water or sewerage here, so Environmental Programs has no additional comments.

Citizens and Government Working Together



**WORCESTER COUNTY
DEPARTMENT OF PUBLIC WORKS
INTEROFFICE MEMORANDUM**

TO: Stuart White, DRP Specialist
Development Review and Permitting

FROM: Christopher S. Clasing, P.E., Deputy Director

DATE: February 5, 2024

SUBJECT: TRC Meeting – February 2024 – Roads and Water/Wastewater Comments

- I Orange Tree Limited Self Storage
 - a) No comments from DPW at this time.

- II Scarborough Oil Company
 - a) No comments from DPW at this time.



GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1302
SNOW HILL, MARYLAND 21863-1294
TEL: 410-632-5666
FAD: 410-632-5664

TECHNICAL REVIEW COMMITTEE COMMENTS

PROJECT: Scarborough Oil Company
LOCATION: Tax Map 55; Parcel 6
CONTACT: Betty Scarborough
MEETING DATE: February 14, 2024

TRC #: 20240040

COMMENTS BY: Matthew Owens
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 proposed relocation of an oil terminal from 5330 Snow Hill Road to 5512 Snow Hill Road.

General Comments

1. 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.

Specific Comments

1. Complete set of plans shall be submitted and approved prior to start of construction.
2. No further comments at this time.




Worcester County

Department of Environmental Programs
Natural Resources Division

Memorandum

To: Technical Review Committee

From: David Mathers, Natural Resources Planner 

Subject: Forest Conservation & Stormwater Management Review

Date: January 30, 2024

Date of Meeting: February 14, 2024

Project: Scarborough Oil Company

Location: 5330 & 5512 Snow Hill Road; Tax Map: 55, Parcel: 6

Owner/Developer: Betty Scarborough

Engineer: Somerset Engineering

This project is not required to comply with the Worcester County Forest Conservation Law. According to the plan provided, the project will require less than five thousand square feet of disturbance and less than one hundred cubic yards of fill. A sediment and erosion control permit will not be required Forest Conservation will not apply.

This project is not subject to the Worcester County Stormwater Ordinance. According to the plan provided, the project will require less than five thousand square feet of disturbance and less than one hundred cubic yards of fill, therefore, a Stormwater/Sediment Erosion Control Permit is not required.

All projects over one 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.

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DEPARTMENT OF
ENVIRONMENTAL PROGRAMS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1306
SNOW HILL, MARYLAND 21863
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LAND PRESERVATION PROGRAMS
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WELL & SEPTIC
WATER & SEWER PLANNING
PLUMBING & GAS
CRITICAL AREAS
FOREST CONSERVATION
COMMUNITY HYGIENE

MEMORANDUM

DATE: January 1, 2024
TO: Applicant
FROM: David M. Bradford, Deputy Director
SUBJECT: Stormwater/Sediment Erosion Control Plan/Permit

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

Additionally, if pervious pavement (i.e. asphalt, concrete) is proposed as a Stormwater Best Management Practice (BMP), an engineer will be required to ensure that this BMP is installed per the approved plan and the correct sequence is detailed on approved plans. Furthermore, all site disturbance must be stabilized prior to beginning the BMP installation process to avoid any contamination or performance issues. If components of the BMP become contaminated, excavation may be required. A detail/schematic must be site specific and reflect how associated sub drains are connected to piping and also illustrate all material being used in subgrade when using this BMP.

If you have any questions, please feel free to contact the Deputy Director, David Bradford, at (410) 632-1220, ext. 1143.

Stuart White

From: Jeffrey Fritts <JFritts@mdot.maryland.gov>
Sent: Monday, January 29, 2024 10:43 AM
To: Stuart White
Cc: Aws Ezzat; Daniel Wilson
Subject: February PC and TRC final agendas

Stu,

After a review of the subject developments, MDOT SHA determined that the proposed Orange Tree Limited Self Storage and Scarborough Oil Company will have no negative impact to the surrounding State roadway network.

Thanks,

Jeff Fritts

Maryland Department of Transportation

State Highway Administration

Access Management

Inspector

District 1

660 West Road


Salisbury, MD 21801

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Cell: 443-397-5063

Email: jfritts@mdot.maryland.gov



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