

**WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE
AGENDA**

Governor Larry Hogan has issued an Executive Order that limits public gatherings to no more than 10 persons in a further effort to reduce the spread of the COVID-19 virus. Additionally, effective Thursday, March 19, 2020, the Worcester County Government Center is closed to the public. Therefore, the Technical Review Committee will suspend all in-person meetings for the time being.

To facilitate the review of current projects, county staff will be holding a teleconference that will be open to the public during the regularly scheduled meeting time. Directions for joining the conference call will be provided in the TRC packet that is posted on the County website at least one day prior to the meeting.

Wednesday, May 13, 2020

Est. Time

- | | |
|-----------|---|
| 1:00 P.M. | I. Call to Order |
| | II. § ZS 1-325 Site Plan Review |
| 1:00 P.M. | A. Silver Lake Business Center - Proposed construction of a 7, 456 square foot office and retail building, located on the southerly side of Ocean Gateway (US Route 50), west of Jerry Mack Road, Tax Map 26, Parcel 134, Tax District 10, C-2 General Commercial District, Joyce Trimper Living Trust., owner/ Hugh Cropper, applicant/ R.D. Hand and Associates surveyor/ Stephen J. Kansak, Inc., consultant |
| 1:05 P.M. | IV. Adjourn |

WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE AGENDA

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**Technical Review Committee
Conference Call Directions
May 13, 2020 Meeting**

To members of the public dialing in:

- Call **(410) 632-9400**
- You will be prompted for the conference ID: **03#**
- You will then be prompted for the PIN: **123456#**

At approximately 1:00 PM, the Chair will call the meeting to order, and take roll call of all staff present, using the typical order found on each TRC packet cover sheet. Those persons should also identify any additional staff present with them on the call. We will follow the normal procedure for introduction of the project, identification of each of the applicants on the line, and will go through the review comments by department.

For ease of the discussion, zoning staff has numbered each page in the respective comment packet so that staff and the applicants can first refer to the page number, then the particular comment on that page. Please keep in mind that while everyone should have their site plans open and available, you will need to ensure that your method of conveying the comments is tailored to this new discussion format.

If you are listening in but are not participating in the discussion, please mute the call on your end to avoid disruptions.

For Minor Site Plan Review Projects:

The Technical Review Committee is the approving authority for minor projects. If your project qualifies, you will need to address the staff comments outlined in the packet, and submit plan sets to staff for follow-up review. Final signature approval will follow the normal review and email approval process. Once the revised plans have been approved, the zoning staff will direct you to submit the final copies for signature approval, along with any additional information. You may then proceed to permitting.

For Major Site Plan Review Projects:

The Planning Commission is the approving authority for major projects. If your project qualifies, you will need to address the staff comments outlined in the packet, and submit 10 sets of the plans for review by the Planning Commission. We will continue to adhere to our regular application submittal deadline in the event that the restrictions are lifted or modified, or until other solutions are identified.



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

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>

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE
May 1, 2020

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

Project: Silver Lake Business Center - Proposed construction of a 7, 456 square foot office and retail building, located on the southerly side of Ocean Gateway (US Route 50), west of Jerry Mack Road, Tax Map 26, Parcel 134, Tax District 10, C-2 General Commercial District

GENERAL COMMENTS:

- A. In order to obtain a Building Permit, the applicant must submit the following to the Department:
 1. Submit a complete Building Permit application, along with the initial fee of \$300.00 made payable to "Worcester County",
 2. Submit four (4) sets of complete construction plans (footing, foundation, framing, floor plan and building elevations (front, rear and sides). The construction plans must be sealed by an architect. The plans must be prepared in accordance with the applicable International Building Code, Energy Code, and ADA Code;
 3. Submit three (3) sets of the site plan as approved by the Technical Review Committee
- B. Once the permit is issued, the applicant must coordinate all necessary inspections with the respective Building/Housing/Zoning Inspector. The Department requires 24 hour notice for all inspections. The inspector, once on site, may require special or additional inspections than normal.
- C. **In order to obtain a Certificate of Use and Occupancy, all of the necessary inspections must be completed and approved by the various inspections agencies (building, zoning, plumbing, electrical, water, sewage, health, roads, etc.). Two sets of As-Builts (illustrating all lighting, landscaping, parking, signs and etc.) must be submitted at least one week prior to the anticipated occupancy of the building, structure or use of land activity. The Department has 48 hours from the last inspection in which to process a Certificate of Use and Occupancy. Please note that it is unlawful to occupy (employees or patrons) a structure without benefit of a Certificate of Use and Occupancy.**

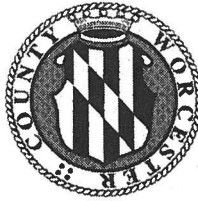
Any questions relative to the permit or bonding process should be directed to Jennifer K. Keener at (410) 632-1200, extension 1123.

SPECIFIC COMMENTS:

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

ZS 1-210	C-2 General Commercial District
ZS 1-305	Lot requirements generally
ZS 1-306	Access to structures
ZS 1-319	Access and traffic circulation requirements
ZS 1-320	Off-street parking areas
ZS 1-321	Off-street loading spaces
ZS 1-322	Landscaping and buffering requirements
ZS 1-323	Exterior lighting
ZS 1-324	Signs
ZS 1-325	Site plan review
ZS 1-326	Classification of highways

1. State Assessment records reflect this parcel is owned by Joyce Trimper. Is 02 LLC planning to purchase the lot, working with the property owner or has there been a previous transfer that is not reflecting in the state records?
2. Please adjust the landscaping chart to reflect a total of 17 Shenandoah Switch grasses as reflected on the site plan;
3. Per ZS 1-321(a)(1), one 10'x65' loading space is required for commercial uses over 5,000 square feet. Please note, Planning Commission has the authority to modify or waive this requirement.
4. Please indicate ADA accessible sidewalks and provide a cut detail illustrating the accessibility;
5. Although signage will be addressed at the time of permitting, signage shall be in accordance with the provisions of §ZS 1-324;
6. In accordance with §ZS 1-322(g), a maintenance and replacement bond for required landscaping is mandatory for a period not to exceed two years in an amount not to exceed one hundred and twenty-five percent of the installation cost. A landscape estimate from a nursery will be required to be provided at permit stage to accurately determine the bond amount;
7. In accordance with §ZS 1-325(e)(3)O. & P., written confirmation that all water and wastewater requirements have been met will be required to be provided from the Department of Environmental Programs and the Department of Public Works prior to signature approval;
8. Approvals will be required from the Dept. of Environmental Programs relative to Critical Area and Stormwater Management prior to the Department granting signature approval.
9. Written confirmation of approval from the State Highway Administration (SHA) regarding the proposed commercial entrance has been provided by means of TRC comments. Please note, SHA comments reflect a new access permit will be necessary if the entrance is not constructed by July 11, 2020.



Worcester County

Department of Environmental Programs
Environmental Programs Division

Memorandum

To: Technical Review Committee (TRC) for May 13, 2020 Meeting

From: Environmental Programs Staff

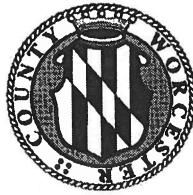
Subject: Minor Site Plan: Silver Lake Business Center – TM 26 P 134

Date: April 30, 2020

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. The square footages on the site plan do not match the square footages on the floor plans. The floor plans show more square footage which means sewage flow would be more based off of the square footage for the floor plans.
2. Existing well has been sealed. Please label this as an abandoned well.
3. The well shown below the south side of the proposed building, is this a proposed well? If so, please label as proposed well.
4. A sanitary construction permit will need to be issued for the septic system before this Division signs off on the building permit.
5. A well permit will need to be issued for the proposed well and a certificate of potability will need to be obtained before this Division signs the CO.
6. Commercial Plumbing Plans will need to be submitted for plan review with the building permit and a \$125 review fee submitted. A plumbing permit will need to be obtained for the interior work and a separate one for the site utility work. Gas permits will be needed as well, if utilized for this project.
7. The Plumbing Code is the 2018 International Standard Plumbing Code (IPC).
8. The Gas Code is the International Fuel Gas Code (IFGC), 2018 Edition.

Citizens and Government Working Together



Worcester County
Department of Environmental Programs
Natural Resources Division

Memorandum

To: Worcester County Technical Review Committee

From: Joy S. Birch, Natural Resources Specialist, III (JB)

Subject: May 13, 2020 – Technical review Committee Meeting

Date: May 4, 2020

Silver Lake Business Center – Proposed construction of a 7,456 square foot office and retail building, Tax Map 26, Parcel 134.

Critical Area: This project is located in the Atlantic Coastal Bays Critical Area (ACBCA) program boundary designated Intensely Developed Area (IDA) and is a Non-waterfront. There is some Resource Conservation Area (RCA) in the rear of the property that is not being developed. Please see following comments:

1. Address all requirements of the Critical Area Site Plan see NR 3-109 (d) (1).
2. Provide us with a Critical Area Report see NR 3-109 (d) (2).
3. 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.
4. Please provide a copy of the MDE authorization for the disturbance to the NTW and associated buffers.
5. 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.
6. Please provide a Critical Area Review Fee of \$100.00 for the Minor Site Plan.

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

Storm Water Management & Erosion and Sediment Control:

This project is subject to the Worcester County Stormwater Ordinance. The project has obtained Final Storm water Approval that will expire on June 28, 2020. The Storm water will need to be renewed prior to that date.

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.



Worcester County

Department of Environmental Programs
Natural Resources Division

Memorandum

To: Technical Review Committee

From: David Mathers, Natural Resources Planner (DM)

Subject: Forest Conservation Review

Date: April 23, 2020

Date of Meeting: May 13, 2020

Project: Silver Lake Business Center

Location: Ocean Gateway, Tax Map 26; Parcel 134

Owner/Developer: Joyce Trimper Living Trust

Applicant: Mark Cropper, Esq.

Surveyor: R.D. Hand and Associates

Consultant: Stephen J. Kansak

This project is not required to comply with the Worcester County Forest Conservation Law. This request is located within the landward limits of the Atlantic Coastal Bays Critical Area and therefore exempt from the Forest Conservation Act. No comment.

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

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April 27, 2020

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

Dear Ms. Keener:

Thank you for the opportunity to review the minor site plan for the proposed Silver Lake Business Center, located on the southerly side of US 50, west of Jerry Mack Road, in Worcester County Maryland. The Maryland Department of Transportation State Highway Administration (MDOT SHA) has reviewed the site plan, and we are pleased to respond.

This minor site plan proposes the construction of a 7,456 square foot office and retail building. This project has previously completed the Access Permit process. No further permitting will be necessary at this time; however, the Access Permit issued for this project is due to expire on July 11, 2020. If construction for this project is not completed by this date, an extension will have to be filed through the District 1 Access Management Office. In order to complete the extension, please contact Don Conner, at 443-521-0075, or by email at dconner.consultant@mdot.maryland.gov. Don can explain what documentation will be necessary and assist you through the extension process.

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

Sincerely,



James W. Meredith
District Engineer

cc: Mr. Dallas Baker, Assistant District Engineer-Project Development, MDOT SHA
Mr. Don Conner, Access Management Inspector, Consultant, MDOT SHA
Mr. Rodney Hubble, Resident Maintenance Engineer-Snow Hill Shop, MDOT SHA
Mr. Tony Turner, Assist. Resident Maintenance Engineer-Snow Hill Shop, MDOT SHA
Mr. Daniel Wilson, Access Management Regional Engineer, MDOT SHA

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: Silver Lake Business Center

Date: 5/13/2020

Tax Map: 26 Parcel: 134 Section: Lot:

STANDARD COMMENTS

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

Site specific comments

1. Current Codes: 2018 International Building Code
2018 International Residential Code
2018 International Energy Conservation Code
2018 International Mechanical Code
2017 NEC
Maryland Accessibility Code
2010 ADA Standards for Accessible Designs
2. Wind Design: 126 MPH (assumed); Risk category II; Exposure "C"
3. Complete sealed architectural, structural, mechanical, plumbing and electrical plans (MEP) are required. MEP Engineer of record to be disciplined in that trade.
4. ADA: Provide all details and specifications per 2010 ADA design standards.
Restroom doors cannot swing in as shown on plans.
Drinking fountains (ADA double bowl), both floors.
Provide an accessible route from parking to building entrance.
5. Soils report at time of permit application
6. IECC: Provide an Energy Compliance Report for mechanical equipment, building envelope and a lighting plan with a wattage report.
Vestibule or an air curtain is needed.
7. Egress: Second floor travel distance exceeds limitation for single means of egress.
Stairs to be enclosed with rated assemblies.
Means of egress (2nd flr.) remotely located.
Exit discharge to exterior of building.
Provide an egress plan.
8. Attic access / Draftstopping: attic
9. Medical facilities would not be permitted to occupy the second floor, due to lack of vertical accessibility.

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

Incomplete plan submittals may delay the review process.

Additional information may be requested at time of plan review.



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: **Silver Lake Business Center**
LOCATION: **Tax Map 26; Parcel 134**
CONTACT: **02 LLC**
MEETING DATE: **May 13, 2020**

TRC #: **2020246**

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 proposed construction of a 7456 square foot office and retail building.

General Comments

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

4. Fire hydrants shall be located within 3 ft. of curb line. Placement of fire hydrants shall be coordinated with this office prior to installation.
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. There are several requirements for a single means of egress from a Business Occupancy which are not met on the current plans. A second means of egress shall be provided from the second floor.
 2. A dead end corridor shall not exceed 20 feet. Depending on the arrangement, another egress may need to be provided from the first floor Mercantile Occupancy.
 3. Provide the appropriate code compliant fire rated separation between the first floor and second floor units.
 4. Complete set of building plans shall be submitted and approved prior to start of construction.
 5. No further comments at this time.
-

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

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

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

DATE: May 8, 2020

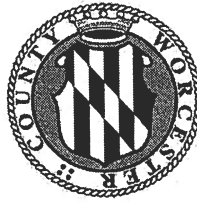
SUBJECT: TRC Meeting – May 13, 2020

Site Plan Review

- A. Silver Lake Business Center – Proposed construction of a 7,456 square foot office and retail building on the southerly side of Ocean Gateway (US Route 50) west of Jerry Mack Road, Tax Map 26, Parcel 134, Tax District 10, C-2 General Commercial District, Joyce Trimper Living Trust, owner/Mark Cropper, Esq. applicant/ R.D. Hand & Associates, Inc., surveyor/Stephen J. Kansak, Inc. consultant /

1. No Comment, private well and septic

cc: John H. Tustin, P.E. 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
FROM: Frank J. Adkins, Roads Superintendent
DATE: April 21, 2020
SUBJECT: TRC Meeting – May 13, 2020

DIVISIONS

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

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

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

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

Section 1-325 Site Plan Review

A. Silver Lake Business Center

1. No comments at this time, borders State Highway.

cc: John H. Tustin, P.E.

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