

**WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE
AGENDA**

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

Wednesday, October 9, 2019

Est. Time

- 1:00 P.M. I. Call to Order
- II. §ZS 1-325 Site Plan Review
- 1:00 P.M. A. Ocean Pines Admin. Building Addition (Ocean Pines Police Building) - Proposed construction of a 3,640 square foot addition to the existing Administration Building to be used as the Ocean Pines Police Department, located at 239 Ocean Parkway, on the westerly side of Ocean Parkway, approximately 509 feet north of St. Martins Lane, in the Ocean Pines subdivision, Tax Map 16, Parcel 10, Lot A1, Tax District 3, R-3 Multi-family Residential District, Ocean Pines Association Inc., owner & applicant/ Davis, Bowen & Friedel, Inc., Engineer;
- III. §ZS 1-315 Residential Planned Communities
- 1:10 P.M. A. The Refuge at Windmill Creek (formerly Evergreen Village) Step II Master Plan Review - Proposed 90 single-family lot subdivision, northwest side of Beauchamp Road, north of Racetrack Road (MD Route 589), Tax Map 15, Parcels 127 and 259, Tax District 3, R-1 Rural Residential and RP Resource Protection Districts, Evergreen, LLC, owner/ R.D. Hand & Associates, Inc., land planner/ Carpenter Engineering, LLC, engineer;
- 1:20 P.M. IV. Adjourn

****All site plans and plats are available for review during normal business hours, 8 A.M. to 4:30 P.M. in the Department of Development, Review and Permitting, One West Market Street, Room 1201, Snow Hill, MD 21863.****

TECHNICAL REVIEW COMMITTEE

STAFF PERSON: Jessica Edwards DATE OF MEETING: October 10, 2019
PROJECT: Ocean Pines Admin. Building Addition (Ocean Pines Police Building) - Proposed construction of a 3,640 square foot addition to the existing Administration Building to be used as the Ocean Pines Police Department, located at 239 Ocean Parkway, on the westerly side of Ocean Parkway, approximately 509 feet north of St. Martins Lane, in the Ocean Pines subdivision, Tax Map 16, Parcel 10, Lot A1, Tax District 3, R-3 Multi-family Residential District, Ocean Pines Association Inc., owner & applicant/ Davis, Bowen & Friedel, Inc., Engineer

APPLICANT(S) IN ATTENDANCE: _____

TRC MEMBERS IN ATTENDANCE:

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

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



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863

TEL: 410.632.1200 / FAX: 410.632.3008

<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

October 10, 2019

**Project:** Ocean Pines Admin. Building Addition (Ocean Pines Police Building) - Proposed construction of a 3,640 square foot addition to the existing Administration Building to be used as the Ocean Pines Police Department, located at 239 Ocean Parkway, on the westerly side of Ocean Parkway, approximately 509 feet north of St. Martins Lane, in the Ocean Pines subdivision, Tax Map 16, Parcel 10, Lot A1, Tax District 3, R-3 Multi-family Residential District, Ocean Pines Association Inc., owner & applicant/ Davis, Bowen & Friedel, Inc., Engineer;

**Prepared by:** Jessica Edwards, Customer Service Representative

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

#### GENERAL COMMENTS:

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

**SPECIFIC COMMENTS:**

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


|          |                                                                                |
|----------|--------------------------------------------------------------------------------|
| ZS 1-207 | R-3 Multi-family Residential 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 1-322 | Landscaping and buffering requirements                                         |
| ZS 1-323 | Exterior lighting                                                              |
| ZS 1-324 | Signs                                                                          |
| ZS 1-325 | Site plan review                                                               |
| ZS 1-327 | Additional setbacks from drainage ditches and stormwater management facilities |

1. Per ZS1-325(3)G., under the site data on the cover sheet please identify the following:
  - a. The current zoning district (R-3 Multi-Family Residential District)
  - b. The Lot number (A1)
  - c. And the Tax Account Identifier (03-112470)
2. Also, please update the Proposed Use, under Site Data, from Commercial to Public Building (Police Department)
3. Please use the As Constructed survey from the construction of the Community Hall as the existing conditions plan. This will supply further information about what is onsite and the existing parking.
4. Additionally, please provide a wider view of the property for the proposed site plan. It would be preferable to see the existing building, along with improvements, how the sidewalks will be joined, that the existing parking at the front of the building will remain, how the travel way may be effected, along with any accessibility concerns.
5. Although the calculated parking appears to be within the limitations, the parking calculations simply list the number of parking spaces required and provided on the cover sheet. Please provide the calculations for each use with the minimum and maximum requirements shown as clarified below:
  - a. Public Buildings & Indoor Recreation:
    - Square footage: of Administration Building = 11,672
    - Square footage: Indoor Recreational Building = 13,043
    - Square footage: Crafts Building = 1,039
    - 1. Minimum allowed parking: 1 space per each 400 square feet of public floor area, min. = \_\_\_\_\_,
    - 2. Maximum required parking: 1 per each 200 square feet of public floor area, max. = \_\_\_\_\_
  - b. General Outdoor Recreational Areas: 30 Acres
    - 1. Maximum allowed parking: 4 per each of the first 10 acres plus 2 per each acre thereafter = \_\_\_\_\_

2. Minimum required parking: 2 per each of the first 10 acres plus 1 per each acre thereafter = \_\_\_\_\_

c. Total Parking Provided = \_\_\_\_\_

- i. A total of three bicycle racks are required for these uses, please add a note if they are existing onsite. If they are not, please illustrate their proposed location.
6. As part of the final zoning inspection, the parking lot striping and measurements will be reviewed, as well as the applicable handicap accessible requirements. I would recommend verifying that all signage has been provided as applicable (“Reserved”, “Van Accessible”, “No Parking in Access Aisle” with arrow) and is at the appropriate mounting height (84” above grade) prior to inspection;
7. Is any additional freestanding site or on-building lighting proposed? If so, it shall be shown on the site plan and identified per the requirements of ZS 1-323;
8. Any on-building signage shall be reviewed and approved at the permit stage in accordance with ZS 1-324;
9. The site plan indicates there is a 2 foot wide landscape strip to the west of the addition; please include a note indicating what kind of plants will be contained in the strip and how the area will be irrigated
10. Additionally, the plan shows an area at the front of the addition, to west of the proposed entry, that appears to be a continuation of the landscape area; if this is the case, please label as such and include the aforementioned information regarding plantings;
11. Written confirmation that the water and sewer requirements have been met will be required to be provided from the Department of Environmental Programs and the Department of Public Works prior to the Department granting signature approval;
12. Written confirmation will also be required from the Dept. of Environmental Programs Natural Resources Division relative to Stormwater Management and Critical Area requirements prior to the Department granting signature approval;

|                                                                                   |                                         |          |             |                               |                                     |
|-----------------------------------------------------------------------------------|-----------------------------------------|----------|-------------|-------------------------------|-------------------------------------|
|  | <b>2015 INTERNATIONAL BUILDING CODE</b> |          | Date:       | 9/19/2019                     |                                     |
|                                                                                   | <b>PLAN REVIEW RECORD</b>               |          | Permit No.: | 19-0899                       |                                     |
|                                                                                   |                                         |          | Bldg. Fee:  | 1432.58                       |                                     |
|                                                                                   |                                         |          | Fire Fee:   | 716.29                        |                                     |
| Plan Review No.:                                                                  |                                         | 19-0899  | Reviewer:   | pm                            |                                     |
| Use Group:                                                                        | B                                       | Tax Map: | 16          | Owner:                        | Ocean Pines Association             |
| Constr. Type:                                                                     | V-B                                     | Parcel:  | 10          |                               |                                     |
| Floor Load:                                                                       | 50 PSF                                  | Section: |             | Address:                      | 239 Ocean Parkway, Ocean Pines, Md. |
| Zoning Dist:                                                                      | R-3                                     | A:       | 5596        |                               |                                     |
| Floodplain:                                                                       | X                                       | Lot:     | A-1         | Civic Administration addition |                                     |
| <b>CORRECTION LIST</b>                                                            |                                         |          |             |                               |                                     |

**107.3.4.1 Deferred submittals.**

The deferred submittal items shall not be installed until the deferred submittal documents have been approved by the building official. **Deferred submittals: All shop drawing; Store front glazing and attachment; Roof truss drawings (134 MPH). Inspector may request additional information that is not detailed on plans.**

**716.5.9 Door closing.**

Fire doors shall be latching and self- or automatic-closing in accordance with this section.

**717.3.2 Damper rating.**

Damper ratings shall be in accordance with Sections 717.3.2.1 through 717.3.2.4.

**717.3.2.4 Corridor damper ratings.**

Corridor dampers shall have the following minimum ratings:

1. One hour fire-resistance rating.
2. Class I or II leakage rating as specified in Section 717.3.2.2.

**1020.1 Construction.**

Corridors shall be fire-resistance rated in accordance with Table 1020.1. The corridor walls required to be fire-resistance rated shall comply with Section 708 for fire partitions.

**1704.6 Structural observations**

At the conclusion of the work included in the permit, the structural observer shall submit to the building official a written statement that the site visits have been made and identify any reported deficiencies which, to the best of the structural observer's knowledge, have not been resolved.

**1705.2 Steel construction**

The special inspections for steel elements of buildings and structures shall be as required by AISC 360 and Table 1705.2.3.

**1705.3 Concrete construction**

The special inspections and verifications for concrete construction shall be as required by this section.

**1705.4 Masonry construction.**

Special inspections and tests of masonry construction shall be performed for masonry, reinforcement and grouting of cells.

**1705.6 Soils.**

Special inspections and tests of existing site soil conditions, fill placement and load-bearing requirements shall be performed in accordance with this section and Table 1705.6.

**1705.11.3 Wind-resisting components.**

Periodic special inspection is required for fastening of the following systems and components:

- (1.) Roof cladding.
- (2.) Wall cladding

**2303.4.2 Truss placement diagram.**

The truss manufacturer shall provide a truss placement diagram that identifies the proposed location for each individually designated truss and references the corresponding truss design drawing.

**2015 International Energy Conservation Code  
C408.2.5.3 System balancing report.**

Submit balancing report to building inspector prior to final inspection.

**2015 International Mechanical Code  
106.4.1 Approved construction documents.**

Work shall be done in accordance with the approved construction documents and shall not be changed, modified or altered without authorization from the Mechanical Engineer of record.

|                                  |                |             |          |           |          |
|----------------------------------|----------------|-------------|----------|-----------|----------|
| <b>2015 IBC PLAN REVIEW NO.:</b> | <b>19-0899</b> | <b>PAGE</b> | <b>2</b> | <b>OF</b> | <b>2</b> |
| <b>CORRECTION LIST</b>           |                |             |          |           |          |



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: September 20, 2019  
TO: Worcester County Technical Review Committee  
FROM: Joy S. Birch, Natural Resources Specialist III   
RE: October 9, 2019 - Technical Review Committee Meeting

---

**Ocean Pines Administration Building Addition (Ocean Pines Police Building) – Proposed construction of a 3,640 square foot addition to the existing Administration Building to be used as the Ocean Pines Police Department, Tax Map 16, Parcel 10, Lot A1, 239 Ocean Parkway.**

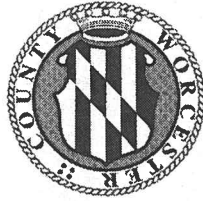
**Critical Area:** This project is located in the Atlantic Coastal Bays Critical Area (ACBCA) program boundary designated Intensely Developed Area (IDA) and within buffer management area A-15. Please see following comments:

1. Please add the existing and proposed lot coverage calculations
2. Please add the Critical Area designation “IDA” Intensely Developed Area and the buffer management area of A-15 to the plan.
3. Revise Atlantic Coastal Bays Critical Area note to read: **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. Please submit the Critical Area review fee of \$100.00 for this review.



**Storm Water Management & Erosion and Sediment Control:**

The project is proposing a disturbance of less than 5,000 square feet and also requiring less than 100 cubic yards of fill material. These totals negate the need to address these regulations. Further comment is reserved until time of permit submission.



# Worcester County

Department of Environmental Programs  
Environmental Programs Division

## Memorandum

---

**To:** Technical Review Committee (TRC) for October 9, 2019 Meeting

**From:** Environmental Programs Staff

**Subject:** **Ocean Pines Administration Building Addition**  
TM 16 P 10 L A1  
Minor Site Plan Review

**Date:** September 23, 2019

---

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

1. Ocean Pines Association has allocated forty-nine (49) water and sewer EDUs for this community property. That should be referenced on the cover of the plans for EDUs assigned and the Ocean Pines Sanitary Service Area should also be identified on the plans as the provider of public water and sewer to the property.
2. Natural gas is available to this property.
3. Plumbing Code is the 2015 National Standard Plumbing Code (NSPC) illustrated (National Association of Plumbing-Heating-Cooling Contractors). The Gas Code is National Fuel Gas Code, ANSA Z223.1, NFPA 54, 2015 Edition, for natural gas.
4. 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 another plumbing permit will need to be submitted for the site plan utility work. Gas permits will be needed as well, if utilized for this project.

**Citizens and Government Working Together**



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: Ocean Pines Administration Building (Police Building) TRC #: 2019507**

**LOCATION: Tax Map 16; Parcel 10; Lot A1**

**CONTACT: Ocean Pines Association**

**MEETING DATE: October 10, 2019**

**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 3640 square foot addition to an existing Administration Building to be used as the Ocean Pines Police Department.

### 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 building plans shall be submitted and approved prior to start of construction.
2. Maintain all egress from the existing building during the construction of the proposed addition.
3. No further comments at this time.

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

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

September 30, 2019

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

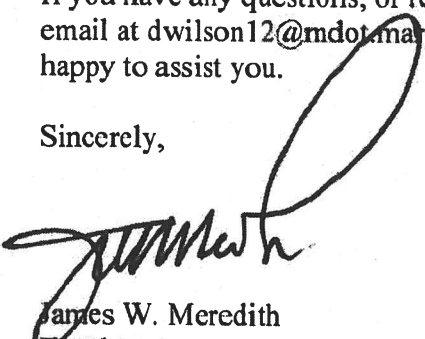
Dear Ms. Keener:

Thank you for the opportunity to review the submittal for the proposed Ocean Pines Administration Building Addition, located at 239 Ocean Parkway, on the westerly side of Ocean Parkway, approximately 509 feet north of St. Martins Lane, in the Ocean Pines Subdivision, in Worcester County. The Maryland Department of Transportation State Highway Administration (MDOT SHA) has reviewed the plans and we are pleased to respond.

This minor site plan proposes the construction of a 3,640 square foot addition to the existing Administration Building to be used as the Ocean Pines Police Department. A field review of the property determined that Clubhouse Drive is not within the jurisdiction of MDOT SHA, and we do not anticipate the project will negatively impact the surrounding State roadway network. Subject to our aforementioned comments, the MDOT SHA has no objection to the construction as proposed.

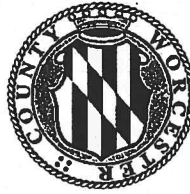
If you have any questions, or require anything additional, please contact Mr. Daniel Wilson, via email at [dwilson12@mdot.maryland.gov](mailto:dwilson12@mdot.maryland.gov), or by calling him directly at 410-677-4048. He will be happy to assist you.

Sincerely,



James W. Meredith  
District Engineer

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




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

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

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

**MEMORANDUM**

**TO:** Jennifer Kenner, Zoning Administrator  
**FROM:** Frank J. Adkins, Roads Superintendent   
**DATE:** September 24, 2019  
**SUBJECT:** TRC Meeting – October 9, 2019

DIVISIONS

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

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

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

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

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

.....  
**Section 1-325 Site Plan Review**

**A. Ocean Pines Admin. Building Addition**

1. No comments at this time.

**Section 1-315 Residential Planned Communities**

**A. The Refuge at Windmill Creek**

1. Since this project is listed as a Residential Planned Community, any roads are to be built to an RPC road standard which may include an RPC Approved Private Road Standard WO 200-06.
2. Reserve comments pending review of construction drawings.

cc: John H. Tustin, P.E.

FJA:ll  
\\wfile2\users\llawrence\TRC\2019\10.9.19.doc

**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:** October 2, 2019

**SUBJECT:** TRC Meeting – October 9, 2019

---

**Residential Planned Community**

- A. Ocean Pines Admin. Building Addition (Ocean Pines Police Building)** - Proposed construction of a 3,640 square foot addition to the existing Administration Building to be used as the Ocean Pines Police Department, located at 239 Ocean Parkway, on the westerly side of Ocean Parkway, approximately 509 feet north of St. Martins Lane, in the Ocean Pines subdivision, Tax Map 16, Parcel 10, Lot A1, Tax District 3, R-3 Multi-family Residential District, Ocean Pines Association Inc., owner & applicant/ Davis, Bowen & Friedel, Inc., Engineer;
1. No comments
- B. The Refuge at Windmill Creek (formerly Evergreen Village) Step II Master Plan Review** - Proposed 90 single-family lot subdivision, northwest side of Beauchamp Road, north of Racetrack Road (MD Route 589), Tax Map 15, Parcels 127 and 259, Tax District 3, R-1 Rural Residential and RP Resource Protection Districts, Evergreen, LLC, owner/ R.D. Hand & Associates, Inc., land planner
1. Confirm that adequate EDUs are assigned for this project
  2. Withhold further comments pending receipt of construction drawings

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

**TECHNICAL REVIEW COMMITTEE**

STAFF PERSON: Jennifer Keener DATE OF MEETING: October 9, 2019  
PROJECT: The Refuge at Windmill Creek (formerly Evergreen Village) Step II Master Plan Review - Proposed 90 single-family lot subdivision, northwest side of Beauchamp Road, north of Racetrack Road (MD Route 589), Tax Map 15, Parcels 127 and 259, Tax District 3, R-1 Rural Residential and RP Resource Protection Districts

APPLICANT(S) IN ATTENDANCE: \_\_\_\_\_  
\_\_\_\_\_

TRC MEMBERS IN ATTENDANCE:

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

~~~~~  
X This application is considered to be a Step II RPC plan. Ten copies of the revised master 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

<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

October 9, 2019

Project: The Refuge at Windmill Creek (formerly Evergreen Village) Step II Master Plan Review - Proposed 90 single-family lot subdivision, northwest side of Beauchamp Road, north of Racetrack Road (MD Route 589), Tax Map 15, Parcels 127 and 259, Tax District 3, R-1 Rural Residential and RP Resource Protection Districts

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

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

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 II plan and updated narrative that addresses the Technical Review Committee's concerns. Following the meeting, the Technical Review Committee 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 review the plan, 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 event of approval, the Planning Commission may attach conditions concurrent with the approval of the RPC and impose time limits on the development.

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.

Step III implementation plan approval must be obtained within three years from the date of the Step II approval. The Planning Commission 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 II 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:

1. It appears that there is information that is not associated with this particular RPC, rather the Sea Oaks Village RPC. Please remove the "Residential Density R-3 Area Only" table and the "Area Breakdown – Residential = +/- 35.76 acres" table from the site data on the Master Plan sheet;
2. Under Open Space Provided, the calculations for active open space, passive open space, and natural open space total 60.22 acres, however 0.14 acres of the total outlots are reserved for a lift station. Please remove the 0.14 acres from either passive or natural open space;
3. It appears from the Step I plan to the Step II plan that the amount of passive recreation increased (from 15 acres to 28.36 acres) while the natural state open space was offset (39.18 acres to 25.96 acres). Are walking and bird watching trails proposed for all 28.36 acres? Will there be any other activities provided? This information needs to be provided on the Master Plan;
4. Please provide building elevations that are legible, and include the proposed building materials;
5. Based upon the testimony provided at the Step I Concept Plan review hearing with the Worcester County Commissioners, a row of Red Cedar trees or White Pine trees were proffered along the shared property line with St. John's Neumann church. This provision was not illustrated on the cover sheet or the Forest Conservation Plan sheet;
6. Please provide a sheet to illustrate the proposed stormwater management system showing basic topographic changes in accordance with §ZS 1-315(k)(2)B.2(x);
7. The Lot Requirements for this subdivision shall be set by the Planning Commission during their review and approval of the Step II Master Plan. As illustrated on the Master Plan sheet, it will consist of the following minimum standards:

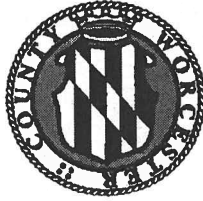
Lot Requirement	Proposed
Lot Area	0.30 acres
Lot Width	100 feet
Lot Depth	130 feet
Front Yard Setback	30 feet
Side Yard Setbacks	10 feet
Rear Yard Setback	30 feet

Buildable Lot Area	Est. 5,600 square feet
Road Frontage	?

8. Please also indicate the minimum road frontage and building envelope under the lot size information. Each lot shall have a minimum of 2,500 square feet of buildable area;
9. All roads within the development shall be constructed to one of the RPC road standards. Approval for approved private roads will have to be given under the provisions of §ZS 1-123 during the Step II or Step III review process (prior to construction plan review);
10. All road names shall be reviewed and approved by the Department of Emergency Services during the subdivision review within Step III. Any references to road names under future reviews are strictly for descriptive purposes only and do not reflect acceptance of a particular name;
11. Please provide the Department with a copy of the wetland and buffer impact approvals when obtained (required during the Step III review);

The Technical Review Committee shall give consideration to the items listed below. If any member has additional comments based upon this discussion that are relative to regulations under their purview that they feel need to be further expounded upon, please notify me immediately. The Technical Review Committee Report is required to be prepared within 90 days of the review for an upcoming Planning Commission meeting.

- (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.



Worcester County

Department of Environmental Programs
Environmental Programs Division

Memorandum

To: Technical Review Committee (TRC) for May 8, 2019 Meeting

From: Environmental Programs Staff

Subject: Evergreen Village, RPC, TM 15 P 127 & 259

Date: May 2, 2019

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

1. There was no existing conditions plan submitted. All existing wells and septic tanks must be found and either sealed by a well driller or pumped and filled. Abandonment Reports are needed for all. A demolition permit has been in house for years waiting for these abandonments. The locations of these wells and septic tanks should be shown on an "Existing Conditions Plan" to prevent the potential for future contamination during demolition and construction activities on the property.
2. The EDU chart for sewer allocations is not shown on the site plan. Please also indicate on the plan that this RPC will be served by River Run Sanitary Service Area for sewage and Ocean Pines Sanitary Service Area for water.
3. The Written Statement accompanying the sketch plan lists the Ocean Pines Sanitary Service Area as the sewer and water provider for the RPC. That should be amended as described in comment #2.
4. A natural gas main has been installed and is available to this community. Gas permits will be needed if gas utilized within the community.
5. Plumbing Code is the 2015 National Standard Plumbing Code (NSPC) Illustrated (National Association of Plumbing-Heating-Cooling Contractors). The Gas Code is National Fuel Gas Code, ANSI Z223.1, NFPA 54, 2015 Edition, for natural gas.

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

TECHNICAL REVIEW COMMITTEE
FOREST CONSERVATION REVIEW

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

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

STAFF PERSON: Jenelle Gerthoffer (JG)

DATE OF MEETING: October 9, 2019

PROJECT: The Refuge at Windmill Creek (formerly Evergreen Village)

LOCATION: Tax Map 15, Parcels 127 & 259

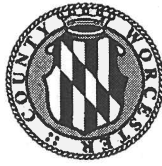
OWNER/DEVELOPER: Evergreen, LLC

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

.....

This project is subject to the Worcester County Forest Conservation Law. This project has obtained Forest Stand Delineation (FSD) approval and must now obtain Forest Conservation Plan (FCP) approval. The FCP must be approved before this project is reviewed by the Planning Commission as a Step II RPC.

This project is subject to the Worcester County Stormwater Ordinance. The project has obtained Concept Plan approval. Site Development Plan approval must be provided before this project is reviewed by the Planning Commission as a Step II RPC. 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.



DEPARTMENT OF
ENVIRONMENTAL PROGRAMS


Worcester County

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

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

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

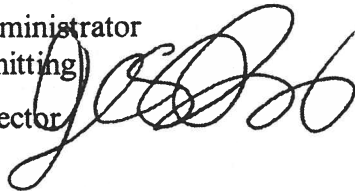
MEMORANDUM

DATE: September 20, 2019
TO: Worcester County Technical Review Committee
FROM: Joy S. Birch, Natural Resources Specialist III 
RE: October 9, 2019 Technical Review Committee Meeting

- The Refuge at Windmill Creek (formerly Evergreen Village) Step II Master Plan Review – Proposed 90 single-family lot subdivision, northwest side of Beauchamp Road, north of Racetrack Road (MD Route 589), Tax map 15, Parcels 127 and 259, Tax District 3, R-1 Rural Residential and RP Resource Protection Districts, Evergreen, LLC, owner / R.D. hand & Associates, Inc., land planner / Carpenter engineering, LLC, engineer. This is located outside of the Atlantic Coastal and Chesapeake Bay Critical Area Program. **No Comment.**

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


TO: Jennifer K. Keener, Zoning Administrator
Development Review and Permitting
FROM: John S. Ross, P.E., Deputy Director
DATE: October 2, 2019
SUBJECT: TRC Meeting – October 9, 2019



Residential Planned Community

A. Ocean Pines Admin. Building Addition (Ocean Pines Police Building) - Proposed construction of a 3,640 square foot addition to the existing Administration Building to be used as the Ocean Pines Police Department, located at 239 Ocean Parkway, on the westerly side of Ocean Parkway, approximately 509 feet north of St. Martins Lane, in the Ocean Pines subdivision, Tax Map 16, Parcel 10, Lot A1, Tax District 3, R-3 Multi-family Residential District, Ocean Pines Association Inc., owner & applicant/ Davis, Bowen & Friedel, Inc., Engineer;

1. No comments

 **B. The Refuge at Windmill Creek (formerly Evergreen Village) Step II Master Plan Review - Proposed 90 single-family lot subdivision, northwest side of Beauchamp Road, north of Racetrack Road (MD Route 589), Tax Map 15, Parcels 127 and 259, Tax District 3, R-1 Rural Residential and RP Resource Protection Districts, Evergreen, LLC, owner/ R.D. Hand & Associates, Inc., land planner**

1. Confirm that adequate EDUs are assigned for this project
2. Withhold further comments pending receipt of construction drawings

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



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: The Refuge at Windmill Creek
LOCATION: Tax Map 15; Parcel 127 & 259
CONTACT: Evergreen LLC
MEETING DATE: October 10, 2019

TRC #: 2019508

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

Step II Master Plan for proposed 90 unit single family lot subdivision.

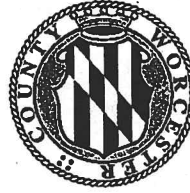
General Comments

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. The proposed single family units shall be protected by an automatic sprinkler system. Plans shall be submitted and approved by this office prior to the installation of such system.
2. The placement and location of fire hydrants shall be coordinated with our office.
3. No further comments at this time.




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: September 24, 2019
SUBJECT: TRC Meeting – October 9, 2019

DIVISIONS

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

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

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

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

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

.....
Section 1-325 Site Plan Review

A. Ocean Pines Admin. Building Addition

1. No comments at this time.

Section 1-315 Residential Planned Communities

A. The Refuge at Windmill Creek

1. Since this project is listed as a Residential Planned Community, any roads are to be built to an RPC road standard which may include an RPC Approved Private Road Standard WO 200-06.
2. Reserve comments pending review of construction drawings.

cc: John H. Tustin, P.E.

FJA:il
\\wcfiler2\users\llawrence\TRC\2019\10.9.19.doc

MDOT
MARYLAND DEPARTMENT
OF TRANSPORTATION
STATE HIGHWAY
ADMINISTRATION

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

September 27, 2019

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

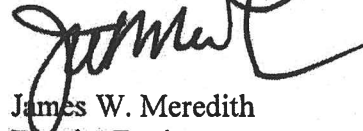
Dear Ms. Keener:

Thank you for the opportunity to review the submittal for the proposed Refuge at Windmill Creek RPC, located on the northwest side of Beauchamp Road, north of MD 589, in Worcester County. The Maryland Department of Transportation State Highway Administration (MDOT SHA) has reviewed the plans and we are pleased to respond.

This step II RPC plan proposes the construction of a 90 single-family lot subdivision. A field review of the property determined that Beauchamp Road is not within the jurisdiction of MDOT SHA, and we do not anticipate the project will negatively impact the surrounding State roadway network. Therefore, the MDOT SHA has no objection to the construction as proposed.

If you have any questions, or require anything additional, please contact Mr. Daniel Wilson, via email at dwilson12@mdot.maryland.gov, or by calling him directly at 410-677-4048. He'll be happy to assist you.

Sincerely,



James W. Meredith
District Engineer

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