

**WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE
AGENDA**

Wednesday, December 14, 2022 at 1:00 p.m. via teleconference

Please review the attached page following the agenda that outlines the call number and procedures for the meeting

I. Call to Order

II. § ZS 1-325 Site Plan Review

A. Showell Mini Storage – Major Site Plan Review

Proposed construction of a 60' x 80' (4,800 sq. ft.) pad site for future development and four (4) storage buildings consisting of thirty-six (36) 20' x 50' storage units (36,000 sq. ft. total), with an existing dwelling and accessory structures to be used as an owner/caretaker residence. Located at 11564 Worcester Highway, Tax Map 15, Parcel 122, Tax District 03, C-2 General Commercial District, Green Acres Showell, LLC, owner / Parker and Associates, Inc., engineer.

III. § ZS 1-315 Residential Planned Communities

A. Sea Oaks Village – Preliminary Plat

Preliminary Plat review of Phase 2 of Sea Oaks Village, consisting of 76 townhome units and active recreation courts. Located on the west side of MD Route 611 (Stephen Decatur Highway), north of Sinepuxent Road on Sea Oaks Lane, Tax Map 26, Parcel 274, Lot 3A, R-3 Multifamily Residential, Tax District 10, Sea Oaks, LLC, owner / Carpenter Engineering, LLC, engineer.

B. The Refuge at Windmill Creek – Step 1 Concept Plan Review

Request for Establishment of the RPC Floating Zone – Proposed 90 single-family lot subdivision Located on the 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, The Refuge at Windmill Creek, LLC, owner/ Carpenter Engineering, LLC, engineer.

IV. Adjourn

**Technical Review Committee
Conference Call Directions
December 14, 2022 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.

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.

TECHNICAL REVIEW COMMITTEE

STAFF PERSON: _____ DATE OF MEETING: 12/14/2022

Showell Mini Storage – Major Site Plan Review

Proposed construction of a 60' x 80' (4,800 sq. ft.) pad site for future development and four (4) storage buildings consisting of thirty-six (36) 20' x 50' storage units (36,000 sq. ft. total), with an existing dwelling and accessory structures to be used as an owner/caretaker residence. Located at 11564 Worcester Highway, Tax Map 15, Parcel 122, Tax District 03, C-2 General Commercial District, Green Acres Showell, LLC, owner / Parker and Associates, Inc., engineer.

APPLICANT(S) IN ATTENDANCE: _____

TRC MEMBERS IN ATTENDANCE:

- _____ Tremblay, Zoning Administrator
- _____ White, DRP Specialist
- _____ 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
- _____ Lynch, County Roads
- _____ Berdan, County Roads
- _____ Wilson, State Highway Admin.
- _____ Conner, State Highway Admin.
- _____ Clasing, W & WW, DPW
- _____ Clayville, Planning Commission Rep.





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

December 14, 2022

Project: Showell Mini Storage – Major Site Plan Review

Proposed construction of a 60' x 80' (4,800 sq. ft.) pad site for future development and four (4) storage buildings consisting of thirty-six (36) 20' x 50' storage units (36,000 sq. ft. total), with an existing dwelling and accessory structures to be used as an owner/caretaker residence. Located at 11564 Worcester Highway, Tax Map 15, Parcel 122, Tax District 03, C-2 General Commercial District, Green Acres Showell, LLC, owner / Parker and Associates, Inc., 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 \$300 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

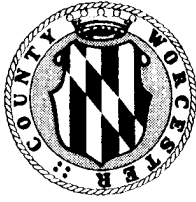
*This project is also subject to the *Design Guidelines and Standards for Commercial Uses*.

1. The proposed boat storage area is not permitted in the 100' setback from Rt. 113.
2. Please provide a proposed use for the pad site for future development. Any proposed use would need to be permitted in C-2 zoning.
3. Parking calculations for the pad site cannot be determined until a proposed use is provided.
4. The parking calculations indicate that the number of spaces provided exceeds the maximum allowable for the proposed mini storage according to §ZS1-320A. All parking spaces greater than the required minimum must have pervious paving. See Section §ZS1-320(f)(1).
5. Please adjust the accessible parking dimensions to either 8' x 20' with an 8' x 20' access strip between or 11' x 20' with a 5' access strip between.
6. In accordance with §ZS 1-320(f)(1), the gravel drives may be permitted by the Planning Commission as long as they are supplied and maintained with a binding agent to stabilize the surface and prevent dust.
7. 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.
8. Freestanding and on-building signage meeting the requirements of §ZS 1-324 shall be reviewed and approved during the permitting process.

9. In accordance with §ZS 1-327(b)(1), please show the 15' maintenance easement around the stormwater facility/ water quality feature on the site plan.
10. This property is located within the Seaside Architectural Tradition. Building plans printed to-scale and with more detail need to be provided (specific dimensions, all roof pitches, all façades, color of the building materials, etc.). Until such time, a full review of the plans in relation to the requirements of the *Design Guidelines and Standards* is unable to be performed.
11. Under Section 2(b) of the *Design Guidelines and Standards for Commercial Uses*, the Planning Commission is able to grant a waiver to the requirements contained within where it finds that the proposed alternative building or site design features generally achieves the overall objectives of the guidelines or standards that apply to the waiver being requested. Please keep in mind that if a similar standard is listed in the Zoning Code and does *not* allow for a waiver, that standard cannot be waived.

Other Agency Approvals:

1. Information relative to the water and wastewater facilities are required to be provided on the plans per §ZS 1-325(e)(3)(O&P). 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.
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.



WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE

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

Project: Showell Mini-Storage 11564 Worcester Highway

Date: 12/14/2022

Tax Map: 15 Parcel: 122 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 Energy Conservation Code
2018 International Mechanical Code
2017 NEC
Maryland Accessibility Code
2010 ADA Standards for Accessible Designs

Maryland Codes Administration is in the process of adopting the 2021 edition of the International Codes.

2. Wind Design: 114 MPH (assumed); Risk category I; Exposure "C"
3. Are mini storage units conditioned or non-conditioned space
4. Soils report at time of permit application.
5. Maximum of 2500 ft² allowable for mini-storage that is not provided with sprinkler system or rated wall assemblies.

There is not enough information provided at this time to provide additional comments. Additional information may be requested at time of plan review.



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: December 14, 2022 - Technical Review Committee Meeting

Date: November 15, 2022

- **Showell Mini Storage - Major Site Plan Review**

Proposed construction of a 60' x 80' (4,800 sq. ft.) pad site for future development and four (4) storage buildings consisting of thirty-six (36) 20' 50' storage units (36,000 sq. ft. total), with an existing dwelling and accessory structures to be used as an owner/caretaker residence. Located at 1564 Worcester Highway, Tax Map 15, Parcel 122, Tax District 03, C-2 General Commercial District, Green Acres Showell, LLC, owner / Parker and Associates, Inc., engineer. This is located outside of the Atlantic Coastal and Chesapeake Bay Critical Area Program. No Comment.

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Worcester County
Department of Environmental Programs
Environmental Programs Division

Memorandum

To: Technical Review Committee (TRC) for an August 10, 2022 Meeting

From: Environmental Programs Staff

Subject: **Major Site Plan: Sea Oaks Village RPC – Step II Phase II;
TM 26, P 274, L 3A**

Date: August 4, 2022

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 \$100 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. The proposed 10,000 square foot sewage area has not been tested & approved. This area will need to go through a seasonal soil evaluation prior to this division giving any approvals.
3. The existing well shown is an Ag well. Please add the well tag number to this well. There is also an existing potable well that is not shown that serves the existing dwelling.
4. Please show the existing tank & drainfield that serves the dwelling.
5. The existing well(s) need to be labeled differently from the proposed well.
6. The proposed well must meet all required setbacks set forth by Maryland Department of the Environment.
7. There is no proposed tank location, only a pump station shown. Please show both of these to ensure there is adequate room for both in this location.

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8. The proposed forcemain to the proposed sewage area will be driven over to get to & from the different storage units. What are the plans to protect this from getting damaged?
9. There is no flow chart shown for the existing & proposed uses.
10. The Plumbing Code is the 2018 International Plumbing Code (IPC) illustrated.
11. The Gas Code is the International Fuel Gas Code (IFGC), 2018 edition, for natural gas.
12. Plumbing permits, & potentially gas permits, will be required.



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

TECHNICAL REVIEW COMMITTEE COMMENTS

PROJECT: Showell Mini Storage
LOCATION: Tax Map 15; Parcel 122
CONTACT: Green Acres Showell, LLC
MEETING DATE: December 14, 2022

TRC #: 2022600

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 construction of a 60 x 80 (4800 square foot) pad site for future development and four storage buildings consisting of thirty-six 20 x 50 storage units (36000 square feet), with an existing dwelling and accessory structures to be used as an owner/caretaker residence.

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. Location and marking of fire lanes shall be coordinated with our office.
3. An automatic fire sprinkler system shall be installed throughout all mini-storage buildings greater than 2500 square feet. (NFPA 1 - 13.3.2.25.4)
4. If a gated access is provided, fire department access shall be provided to the gated entrance through the use of an approved device or system.
5. 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: November 21, 2022

Date of Meeting: December 14, 2022

Project: Showell Mini Storage

Location: 11564 Worcester Hwy; Tax Map: 15; Parcel: 122

Owner: Green Acres Showell, LLC

Engineer: Parker & Associates, Inc.

This project is subject to the Worcester County Forest Conservation Law. A Forest Conservation Application, fee, and concept plan have been submitted. A Forest Conservation Plan and/or off-site mitigation bank utilization agreement must be approved prior to this project receiving signature plan approval.

With a net tract area of 4.21 acres, which is not forested, and an afforestation threshold of 15 percent and conservation threshold of 15 percent, there is a total afforestation requirement of 0.63 acres. If off site retention or mitigation bank is used to comply with the Forest Conservation Law, the required afforestation will be increase to a 2:1 ratio, or 1.26 acres. Any off-site areas must be within the same watershed as the project property.

This project is subject to the Worcester County Stormwater Ordinance. The project has obtained Stormwater concept plan approval. Site Development approval is required before this project proceeds to Planning Commission. Final Plan approval must be received prior to this project receiving signature plan approval.

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

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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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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: March 11, 2020
TO: Applicant
FROM: Jenelle Gerthoffer, Natural Resources Administrator 
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 Natural Resources Administrator, Jenelle Gerthoffer, at (410) 632-1220, ext. 1147.

**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: December 12, 2022

SUBJECT: TRC Meeting – December 2022 – Roads and Water/Wastewater Comments

Site Plan Review

a) Showell Mini Storage

- i. No comments from DPW at this time.

Residential Planned Communities

a) Sea Oaks Village

- i. No comments from the Roads Division at this time.
- ii. Confirm needed EDUs assigned to the project.
- iii. Please submit a water and sewer utility plan for this phase for review and comment by the Water/Wastewater Division.

b) The Refuge at Windmill Creek

- i. No comments from DPW at this time.

cc: Kevin Lynch, Roads Superintendent
Tony Fascelli, W/WW Superintendent

November 17, 2022

Mr. Stuart White
Department of Developing, Review and Permitting
Worcester County Government Center
One West Market Street, Room 1201
Snow Hill MD 21863

Dear Mr. White:

Thank you for the opportunity to review the submission for the proposed Showell Mini Storage development project, located at 11564 Worcester Highway, approximately 872 feet South of Pitts Road and US 113 in Worcester County. The Maryland Department of Transportation State Highway Administration (MDOT SHA) has reviewed the plans, and we are pleased to respond.

This site plan proposes the construction of four storage buildings consisting of thirty-six storage units, 36,000 square foot and 4,800 square foot pad site for future development. As this project proposes a new development and the reconstruction of an existing access along Worcester Highway US 113, a Commercial Access Permit will be required from this office (Please see the attachments for the Commercial Access Permit Plan Review Requirements and Plan Review Checklist). We also require a proper length deceleration lane.

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

Sincerely,



Mark Crampton
Assistant Secretary of Transportation - Operations

Attachment

cc: Mr. Aws Ezzat, Regional Access Management Engineer, MDOT SHA
Mr. Jeff Fritts, Access Management Inspector, MDOT SHA
Mr. Tony Turner, Resident Maintenance Engineer, MDOT SHA
Mr. Dan Wilson, District 1 Assistant District Engineer - Traffic, MDOT SHA

Required for the Initial Commercial Access Permit Plan Review Submission

- Make sure all the requirements of the county/local jurisdiction have been fulfilled. Provide documentation of project approval from the county/local jurisdiction to the District 1 Access Management office.
- The initial submittal should contain: four sets of plans, two sets of the Stormwater Management Report, and a CD containing the plans and supporting documentation in PDF format; mailed directly to Mr. Mark Crampton at 660 West Road, Salisbury, MD 21801, attention of Mr. Aws Ezzat.
- If you are unable to make a hard copy submission or would prefer to submit electronically, you can make an electronic project submittal by logging into:
<https://mdotsha.force.com/accesspermit/login?ec=302&inst=4v&startURL=%2Faccesspermit>
- The MDOT SHA Plan submittal should include a **Cover Sheet**, an **Existing Conditions/Sediment Control/Demolition Plan Sheet** (with a sequence of construction), a **Site/Utility/Landscape Plan Sheet** (with color coding of all utilities in plan-view, according to the Miss Utility color code and illustrations of all landscaping proposed in the MDOT SHA right of way), an **Entrance Plan Sheet**, a **Stormwater Management/Grading Plan Sheet**, a **Signing and Pavement Marking Sheet**, and a **Cross Sections Sheet**. The plan sheets are not required to be sequenced in this order, but the information generally provided on these sheets needs to be depicted in the plan set in some format.
- Please keep in mind that you can view the project status and identify who conducted the review process via the MDOT SHA Access Management web page
<https://roads.maryland.gov/mdotsha/pages/amd.aspx?Pageid=876>
- Please consult the MDOT SHA Access Manual for Entrance and Design specifications, at: <https://roads.maryland.gov/mdotsha/pages/index.aspx?PageId=400>.
- If you have any questions, please contact Aws Ezzat, the District 1 Access Management Regional Engineer. See below for contact information.

Thanks,

Aws Ezzat
Maryland Department of Transportation
State Highway Administration
Regional Engineer
Access Management
District 1
660 West Road
Salisbury, MD 21801
Office: 410-677-4048
Email: AEzzat@mdot.maryland.gov

Access Management Plan Submission Checklist

- North Arrow
- Location Map of 1"=2000'
- Plan dimension of 22" x 34"
- Scale of Drawing:**
 - Between 1" = 10' to 1" = 50'
 - 1" = 30' (preferred)
- Plans sealed and signed by a Professional Engineer (With PE Certification Note) or Professional Land Surveyor (as their licensing permits). This information must be shown on each sheet.
- Legend on the plan to indicate all symbols
- All plan revisions noted in the revision block and plan view, with date and symbol
- Type of existing roadway:
- Posted speed limit:
- Show and label existing and proposed right of way line and easements, include right of way plat numbers. Provide access control data (Right of Way line of Through Highway or Denial of Vehicular Access) if applicable.
- Show centerline of existing highway
- Show dimension of property in bearings and distances
- Show location and dimension of existing and proposed buildings, as indicated on the approved site plan
- Identify limit of work on plans
- Show elevations/contours existing and proposed
- Provide dimensions on all proposed improvements whenever typical section changes
- Identify lane assignments and widths
- Show limit of disturbance / top of cut / toe of fill
- Typical sections provided on plan showing existing and proposed conditions.
- Show all existing and relocated utility locations
- Show all existing entrances, public or private streets on adjacent properties and on opposite side of the roadway (this includes medians, crossover location, and median break if applicable)
- Show all existing & proposed curb and gutter/edge of paving
- Show all existing and proposed storm drain structures
- Show all ditches with flow directional arrows
- Roadside safety grading is 4:1 or flatter for appropriate distance
- Grading for curb backing is per AASHTO Roadside Design Guidelines
- Show all traffic signs, signal equipment and street lighting
- Show all existing and proposed traffic barrier (reference appropriate end treatment)
- Show all existing and proposed landscaping
- Show all topography
- Provide ADA compliant pedestrian ramps and sidewalk (5 FT Minimum Width)
- Provide pedestrian & ADA mobility during construction
- Reference appropriate SHA standard numbers on plan
- Show SHA paving specifications
- Clearly identify full depth paving, saw cuts, milling, overlays and wedge/leveling on typical sections and plan view
- Provide shoulder slope transitions

- Provide pavement core analysis (if applicable)
- Provide cross sections every 25'
- Historical, cultural and Archeological impacts (**check if "Yes"**)

Traffic Impact Study

- Required
- Not Required
- Submitted

Traffic Signal

- Existing
- Proposed
- Not applicable

Roundabout Analysis

- Required
- Not Required
- Submitted

- Streetscape or landscaping proposed (**check if "Yes"**)
- Structures: retaining walls, structure fills, supporting slopes, etc.
- All retaining walls are located outside SHA right-of-way
- Sight distance profile (Required on all projects)

Type of commercial entrance:

- Radius type
- Depressed type
- Full movement
- Directional
- One-way
- Stabilized construction entrance
- Other:

Type of Street Connection:

- Public
- Private
- Monumental

Frontage improvement:

- Deceleration lane *Length:* *Width:*
- Acceleration lane *Length:* *Width:*
- Left turn lane *Length:* *Width:*
- By-pass lane *Length:* *Width:*
- Channelization type: A B C

Roadway improvement:

- Widening along a normal section
- Widening along super-elevated section
- Shifted centerline on travel lanes
- Typical closed section
- Typical open section

TECHNICAL REVIEW COMMITTEE

STAFF PERSON: _____ DATE OF MEETING: 12/14/2022

Sea Oaks Village – Preliminary Plat

Preliminary Plat review of Phase 2 of Sea Oaks Village, consisting of 76 townhome units and active recreation courts. Located on the west side of MD Route 611 (Stephen Decatur Highway), north of Sinepuxent Road on Sea Oaks Lane, Tax Map 26, Parcel 274, Lot 3A, R-3 Multifamily Residential, Tax District 10, Sea Oaks, LLC, owner / Carpenter Engineering, LLC, engineer.

APPLICANT(S) IN ATTENDANCE: _____

TRC MEMBERS IN ATTENDANCE:

- _____ Tremblay, Zoning Administrator
- _____ White, DRP Specialist
- _____ 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
- _____ Lynch, County Roads
- _____ Berdan, County Roads
- _____ Wilson, State Highway Admin.
- _____ Conner, State Highway Admin.
- _____ Clasing, W & WW, DPW
- _____ Clayville, Planning Commission Rep.

~~~~~



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>

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

### WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE

December 14, 2022

Cathy Zirkle, DRP Specialist III (ext. 1136)

\*\*\*\*\*

**Project:** Sea Oaks Village Phase II Preliminary Plat – Proposed 79 lot subdivision consisting of 76 townhouse lots and 3 outlots, on the West side of Stephen Decatur Highway (MD Route 611) North of Sinepuxent Road, Tax Map 26, Parcel 274, Lot 3A, Tax District 10, R-3 Multi-family Residential District (RPC Overlay Zone)

#### **SPECIFIC COMMENTS:**

1. Add the boundary survey sheet the cover sheet per §ZS 2-403(b)(2)A.3
2. Provide a detailed legend per §ZS 2-403(b)(2)A.4;
3. Provide the property acreage on the boundary survey per §ZS 2-403(b)(2)C.2;
4. Show the location of all existing survey monuments per §ZS 2-403(b)(2)C.6;
5. Provide an outline of all wooded areas per §ZS 2-403(b)(2)C.9;
6. Show all easements and/or rights-of-way per §ZS 2-403(b)(2)D.8;
7. Road names shall be reviewed and approved prior to signature approval of the preliminary plat, by the Department of Emergency Services;
8. The applicant should consider starting the Approved Private Road process per §ZS 1-123 soon, as it must be complete prior to construction plan approval;
9. Indicate the angle of all intersections per §ZS 2-502(c)(7)E. and §ZS 2-502(d)(2);
10. Please clarify if there will be 3 outlots or 1;
11. Correct/elaborate Note 10.



**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:** December 14, 2022 - Technical Review Committee Meeting

**Date:** November 15, 2022

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- **Sea Oaks Village – Preliminary Plat**

Preliminary Plat review of Phase 2 of Sea Oaks Village, consisting of 76 townhome units and active recreation courts. Located on the west side of MD Route 61 (Stephen Decatur Highway), north of Sinepuxent Road on Sea Oaks Lane, Tax Map 26, Parcel 274, Lot 3A, R-3 Multifamily Residential, Tax District 10, Sea Oaks, LLC, owner / Carpenter Engineering, LLC, engineer. 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 an August 10, 2022 Meeting

**From:** Environmental Programs Staff

**Subject:** Major Site Plan: Sea Oaks Village RPC – Step II Phase II;  
TM 26, P 274, L 3A

**Date:** August 4, 2022

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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 \$60 fee for any Technical Review Committee projects submitted on public water & sewer. This fee will need to be submitted prior to Signature Approval being given on this project.
2. The proposed construction will require the acquisition of Mystic sanitary sewer capacity. The allocated EDUs for this phase must be paid for before building permits can be signed.
3. We again note that natural gas main extensions & service conversions are currently completed in this area & gas is available.
4. Please show the proposed number of lots & required EDUs for this phase under the EDU flow chart.
5. The Plumbing Code is the 2018 International Plumbing Code (IPC) illustrated.
6. The Gas Code is the International Fuel Gas Code (IFGC), 2018 edition, for natural gas.
7. Plumbing permits, & potentially gas permits, will be required.
8. Please note the source of public water & sewer on the site plan. This would be the Mystic Harbour Sanitary Area.

**Citizens and Government Working Together**



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: Sea Oaks Village Preliminary Plat – Phase 2 TRC #: 2022601**

**LOCATION: Tax Map 26; Parcel 274; Lot 3A**

**CONTACT: Sea Oaks Village, LLC**

**MEETING DATE: December 14, 2022**

**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 preliminary plat review of Phase 2 of Sea Oaks Village, consisting of 76 townhome units and active recreation courts.

### 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. **A fire hydrant shall be located within 100 feet of fire department connection for sprinkler system.**
2. Multifamily 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.
3. Provide the appropriate code compliant fire rated separation between 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 Environmental Programs  
Natural Resources Division

## Memorandum

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**To:** Technical Review Committee

**From:** Jenelle Gerthoffer, Natural Resources Administrator 

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

**Date:** November 30, 2022

**Date of Meeting:** December 14, 2022

**Project:** Sea Oaks Village RPC Preliminary Plat – Phase II

**Location:** Stephen Decatur Highway; Tax Map: 26; Parcel: 274

**Owner/Developer:** Sea Oaks Village, LLC

**Engineer:** Carpenter Engineering, LLC

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**This project is exempt from the Worcester County Forest Conservation Law per NR 1-403(b)(15).** The area of forested non-tidal wetland, including any regulated buffer, is greater than or equal to the area of reforestation and afforestation required. **The Forestry Calculation sheet and summary of approved non-tidal wetland impacts must be included on all plans and plats to ensure that all stages of the project support this exemption.** Furthermore, a voluntary easement is recommended for all remaining forested non-tidal wetlands. If changes are made, and reforestation/afforestation requirements are greater than the area of remaining forested non-tidal wetlands, compliance with the Forest Conservation Law will be required.

**This project is subject to the Worcester County Stormwater Ordinance.** The project has obtained Stormwater Concept Plan approval and Site Development Plan approval. All projects with a limits of disturbance (LOD) 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.

Attachment: Phasing Memo

**Citizens and Government Working Together**



DEPARTMENT OF ENVIRONMENTAL PROGRAMS


**Worcester County**

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

LAND PRESERVATION 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:** March 11, 2020  
**TO:** Applicant  
**FROM:** Jenelle Gerthoffer, Natural Resources Administrator   
**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 Natural Resources Administrator, Jenelle Gerthoffer, at (410) 632-1220, ext. 1147.

**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:** December 12, 2022

**SUBJECT:** TRC Meeting – December 2022 – Roads and Water/Wastewater Comments

---

**Site Plan Review**

**a) Showell Mini Storage**

- i. No comments from DPW at this time.

**Residential Planned Communities**

**a) Sea Oaks Village**

- i. No comments from the Roads Division at this time.
- ii. Confirm needed EDUs assigned to the project.
- iii. Please submit a water and sewer utility plan for this phase for review and comment by the Water/Wastewater Division.

**b) The Refuge at Windmill Creek**

- i. No comments from DPW at this time.

cc: Kevin Lynch, Roads Superintendent  
Tony Fascelli, W/WW Superintendent

**From:** [Aws Ezzat](#)  
**To:** [Stuart White](#)  
**Cc:** [Daniel Wilson](#); [Jeffrey Fritts](#); [Tony Turner](#); [Mark Gillis](#)  
**Subject:** \*EXTERNAL\*:Re: TRC Draft Agenda  
**Date:** Friday, November 18, 2022 2:27:21 PM  
**Attachments:** [Outlook-zl2dxxhg.png](#)  
[Showell Mini Storage MDOT SHA Letter.pdf](#)  
[Required for the Initial Commercial Access Permit Plan Review Submission.pdf](#)  
[Commercial Access Permit Plan Review Checklist.pdf](#)  
[Refuge at Windmill Creek TRC Letter 03-11-2020.pdf](#)

**CAUTION: This email originated from an external email domain which carries the additional risk that it may be a phishing email and/or contain malware.**

Good afternoon Stu,

Please see attached for the comment letter for the Showell Mini Storage development project along with the corresponding requirements and checklist for a Commercial Access Permit. Additional comments for the Seas oaks Village Phase II and The Refuge at Windmill projects are copied below.

Feel free to reach out if you have any questions or concerns about MDOT SHA recommendations prior to the TRC meeting.

- **Sea Oaks Village Phase II:** We have already commented on this one, this project will have no negative impact to the surrounding State roadway network. We have no further comments at this time.
- **The Refuge at Windmill:** We have already commented on this one, please see the MDOT SHA letter attached.

Thank you,



**Aws Ezzat**  
**Regional Engineer, Access Management**  
District 1  
660 West Road  
Salisbury, MD 21801  
[AEzzat@mdot.maryland.gov](mailto:AEzzat@mdot.maryland.gov)  
(410) 677-4048 (office)

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**From:** Stuart White <[swhite@co.worcester.md.us](mailto:swhite@co.worcester.md.us)>

**Sent:** Thursday, November 10, 2022 4:23 PM

**To:** Aws Ezzat <[AEzzat@mdot.maryland.gov](mailto:AEzzat@mdot.maryland.gov)>; Brooks Clayville ([brooksc88@gmail.com](mailto:brooksc88@gmail.com)) <[brooksc88@gmail.com](mailto:brooksc88@gmail.com)>; Catherine Zirkle <[czirkle@co.worcester.md.us](mailto:czirkle@co.worcester.md.us)>; Chris Clasing <[cclasing@co.worcester.md.us](mailto:cclasing@co.worcester.md.us)>; Dallas Baker <[dbaker@co.worcester.md.us](mailto:dbaker@co.worcester.md.us)>; Daniel Wilson <[DWilson12@mdot.maryland.gov](mailto:DWilson12@mdot.maryland.gov)>; David M. Bradford <[dbradford@co.worcester.md.us](mailto:dbradford@co.worcester.md.us)>; David Mathers <[dmathers@co.worcester.md.us](mailto:dmathers@co.worcester.md.us)>; Gary Serman <[gserman@co.worcester.md.us](mailto:gserman@co.worcester.md.us)>; Janet

Davis <jdavis@co.worcester.md.us>; Jenelle Gerthoffer <jgerthoffer@co.worcester.md.us>; Jennifer Keener <jkkeener@co.worcester.md.us>; Jessica Wilson <jwilson@co.worcester.md.us>; Joy Birch <jbirch@co.worcester.md.us>; Kevin Lynch <klynch@co.worcester.md.us>; Kristi Marsh <kmarsh@co.worcester.md.us>; Lisa Lawrence <llawrence@co.worcester.md.us>; Mark Gillis <MGillis@mdot.maryland.gov>; Matt Owens <mowens@co.worcester.md.us>; Paul Miller <pmiller@co.worcester.md.us>; Robert Mitchell <bmitchell@co.worcester.md.us>; Tony Fascelli <tfascelli@co.worcester.md.us>

**Cc:** Kristen Tremblay <ktremblay@co.worcester.md.us>

**Subject:** TRC Draft Agenda

Good afternoon,

Please see the attached draft agenda for December's TRC meeting. Feel free to contact me with any questions. Review materials will be distributed Monday morning.

Have a great long weekend,

Stu

Stuart White

DRP Specialist

Worcester County Department of Development, Review & Permitting

(410) 632-1200, ext. 1139

swhite@co.worcester.md.us

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**TECHNICAL REVIEW COMMITTEE**

STAFF PERSON: \_\_\_\_\_ DATE OF MEETING: 12/14/2022

**The Refuge at Windmill Creek – Step 1 Concept Plan Review**

Request for Establishment of the RPC Floating Zone – Proposed 90 single-family lot subdivision Located on the 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, The Refuge at Windmill Creek, LLC, owner/ Carpenter Engineering, LLC, engineer.

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

**TRC MEMBERS IN ATTENDANCE:**

- \_\_\_\_\_ Tremblay, Zoning Administrator
- \_\_\_\_\_ White, DRP Specialist
- \_\_\_\_\_ 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
- \_\_\_\_\_ Lynch, County Roads
- \_\_\_\_\_ Berdan, County Roads
- \_\_\_\_\_ Wilson, State Highway Admin.
- \_\_\_\_\_ Conner, State Highway Admin.
- \_\_\_\_\_ Clasing, W & WW, DPW
- \_\_\_\_\_ Clayville, Planning Commission Rep.

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DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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TEL: 410.632.1200 / FAX: 410.632.3008

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ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE

December 14, 2022

Project: The Refuge at Windmill Creek (formerly Evergreen Village) Step I Review – Previously approved, yet expired, 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: Kristen M. Tremblay, AICP, Zoning Administrator

Contact: ktremblay@co.worcester.md.us or (410) 632-1200

GENERAL PROCEDURE:

The Technical Review Committee shall review the application and meet with the applicants to provide comments for correction or discussion. The applicants are responsible for submitting 10 copies of a revised Step I plan and updated narrative that addresses the Technical Review Committee's concerns. Following the meeting, 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 make findings of fact relative to the application and its consistency with the Comprehensive Plan, the terms of the Zoning and Subdivision Control Article, and all other applicable laws and regulations. The seven (7) findings of the Technical Review Committee above must also be addressed by the Planning Commission in their report to the County Commissioners. The Planning Commission shall make a recommendation (favorable or unfavorable) relative to the application which may address the items outlined in the Technical Review Committee Report or other items as appropriate within 90 days.

The County Commissioners shall review the application and the Technical Review Committee Report, the Planning Commission's findings, and hold a public hearing within 90 days of the receipt of the Planning Commission's recommendation. Notice of the public hearing shall have the same procedural formalities as a map amendment. Failure of the County Commissioners to reach a formal decision to approve or disapprove the application within six (6) months of the

public hearing shall constitute a denial. Any approval by the County Commissioners must be unconditionally accepted as approved in writing within 90 days.

Step I approval shall be valid for one (1) year and shall automatically terminate if the Step II approval has not been obtained. The County Commissioners may grant a maximum of one additional year provided the request is made a minimum of 60 days in advance of the expiration of the Step I approval and granted prior to the expiration.

Any questions relative to the review process should be directed to Kristen M. Tremblay at (410) 632-1200.

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

§ ZS1-210	R-1 Rural Residential District
§ ZS1-215	RP Resource Protection District
§ ZS1-305	Lot Requirements Generally
§ ZS1-306	Access to Structures
§ ZS1-315	RPC Residential Planned Communities
§ 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

1. Please provide a narrative that addresses the seven (7) items required by ZS1-315(k)(2)A(1)(ix)(a-g) also found on the following page. <https://ecode360.com/14020765>
2. Please update the site plan property ownership from ‘Evergreen LLC’ to ‘The Refuge at Windmill Creek LLC.’ The address is 506 Main Street 3rd Floor Gaithersburg, MD 20818. Sheets one (1) and two (2).
3. Please show percentages of the open space requirements on the Title Sheet as follows below. <https://ecode360.com/14020711>

“5. Requirements for open space shall be as follows:

- (i) A minimum of fifty percent of the required open space must be retained in its natural state and not used to satisfy the requirements for passive or active recreation. No more than fifty percent of this area may be private wetlands.
- (ii) A minimum of ten percent of the required open space must be for active recreation.
- (iii) A minimum of twenty percent of the required open space must be for passive recreation.
- (iv) All open space and areas for active and passive recreation required by Subsection (d)(2)B5 hereof shall be dedicated, developed and perpetually protected to satisfy the requirements as contained herein.” – §ZS1-315(d)(2)(5).

***A written statement addressing the following must be included in submission materials for the Planning Commission’s review:**

- a. The residential planned community's conformance with the goals, objectives and recommendations of the Comprehensive Plan, compliance with the zoning regulations and other established development policy guidelines, and with the Comprehensive Plan, zoning regulations, development policy guidelines and annexation policies of any municipality within one mile of the proposed project's boundaries.
- b. The general location of the site, a description of existing and anticipated land use in the immediate vicinity and the residential planned community's compatibility with those land uses.
- c. The availability and adequacy of public facilities, services and utilities to meet the needs of the residential planned community and the long-term implications the project would have on subsequent local development patterns and demand for public facilities and services.
- d. The consistency of the residential planned community with the general design standards as contained in Subsections (j)(1) through (j)(5) hereof.
- e. The relationship of the residential planned community's proposed construction schedule, including any phasing, and the demand for and timely provision of public facilities, services and utilities necessary to serve the project.
- f. The capacity of the existing road network to provide suitable vehicular access for the residential planned community, the appropriateness of any existing or proposed improvements to the transportation network, the adequacy of the pedestrian and bicycle circulation, and the proposed means of connectivity of the project to surrounding residential, commercial and recreational development and uses.
- g. The relationship of the proposed method of wastewater disposal and provision of potable water service with the goals, objectives and recommendations of the Comprehensive Plan, Comprehensive Water and Sewer Plan, and other established policy guidelines.



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: December 14, 2022 - Technical Review Committee Meeting

Date: November 15, 2022

- **The Refuge at Windmill Creek – Step 1 Concept Plan Review**
Request for Establishment of the RPC Floating Zone – Proposed 90 single-family lot subdivision. Located on the northwest side of Beauchamp Road, north of Racetrack Road (MD Rote 589), Tax Map 15, Parcels 127 ad 259, Tax District 3, R-1 Rural Residential and RP Resource Protection Districts, The Refuge at Windmill Creek, LLC, owner / Carpenter Engineering, LLC, engineer. 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

To: Technical Review Committee (TRC) for December 14, 2022 Meeting

From: Environmental Programs Staff

Subject: **The Refuge at Windmill Creek – Step I Concept Plan Approval; TM 15 P 127 & 259**

Date: December 8, 2022

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 \$60 fee for any Technical Review Committee projects submitted on public water & sewer. This fee will need to be submitted prior to Signature Approval being given on this project
2. Please note the source of public water & sewer on the site plan. This would be the Run Sanitary Service Area for sewage and Ocean Pines Sanitary Service Area for water.
3. The adequate number of water EDUs will need to be purchased & completely paid for prior to signature approval for this RPC.
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 2018 International Plumbing Code (IPC) Illustrated (National). The Gas Code is the 2018 International Fuel Gas Code (IFGC), for natural gas.

Citizens and Government Working Together



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: The Refuge at Windmill Creek – Step 1 Concept PR

TRC #: 2022602

LOCATION: Tax Map 26; Parcel 274, Lot 3A

CONTACT: The Refuge at Windmill Creek LLC

MEETING DATE: December 14, 2022

**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

Construction plans 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. Our office would like to a fire hydrant located near the entrance to The Refuge at Windmill Creek, near Beauchamp Road.
3. No further comments at this time.



Worcester County
Department of Environmental Programs
Natural Resources Division

Memorandum

To: Technical Review Committee

From: Jenelle Gerthoffer, Natural Resources Administrator (JG)

Subject: Forest Conservation & Stormwater Management Review

Date: November 30, 2022

Date of Meeting: December 14, 2022

Project: The Refuge at Windmill Creek Step I RPC

Location: Beauchamp Road; Tax Map 15, Parcels 127 & 259

Owner/Developer: The Refuge at Windmill Creek, LLC

Engineer: Carpenter Engineering, LLC

This project is subject to the Worcester County Forest Conservation Law. An approved Forest Conservation Plan (FCP), FCP # 19-23 is on file; however, according to the plans provided, the FCP will require an amendment. This amended FCP must be submitted and approved prior to this project being reviewed by the Planning Commission during the Step II RPC review. A review fee of \$150.00 will be charged at each RPC Step review. This fee has not yet been received for Step I.

This project is subject to the Worcester County Stormwater Ordinance. In order to ensure design changes are not needed, this project needs Stormwater Concept plan prior to this project being reviewed by the Technical Review Committee during the Step II RPC review. Prior to the project being reviewed by the Planning Commission during the Step II RPC process, Site Development Plan approval is required. Prior to this Division providing Signature Plan approval, Final stormwater approval is required.

Attachment: Phasing Memo

Citizens and Government Working Together



DEPARTMENT OF ENVIRONMENTAL PROGRAMS


Worcester County

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

LAND PRESERVATION 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: March 11, 2020
TO: Applicant
FROM: Jenelle Gerthoffer, Natural Resources Administrator 
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 Natural Resources Administrator, Jenelle Gerthoffer, at (410) 632-1220, ext. 1147.

**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: December 12, 2022

SUBJECT: TRC Meeting – December 2022 – Roads and Water/Wastewater Comments

Site Plan Review

a) Showell Mini Storage

- i. No comments from DPW at this time.

Residential Planned Communities

a) Sea Oaks Village

- i. No comments from the Roads Division at this time.
- ii. Confirm needed EDUs assigned to the project.
- iii. Please submit a water and sewer utility plan for this phase for review and comment by the Water/Wastewater Division.

b) The Refuge at Windmill Creek

- i. No comments from DPW at this time.

cc: Kevin Lynch, Roads Superintendent
Tony Fascelli, W/WW Superintendent

March 3, 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

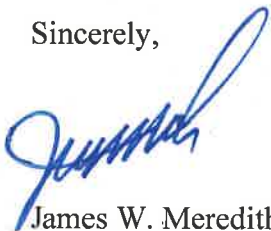
Dear Ms. Keener:

Thank you for the opportunity to review the construction plans for the proposed Refuge at Windmill Creek, 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 Construction 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, Access Management Regional Engineer, 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. Don Conner, Access Management Inspector, Consultant, MDOT SHA
Mr. Rodney Hubble, Resident Maintenance Engineer-Snow Hill Shop, MDOT SHA
Mr. Shannon Smith, Transportation Engineer, Project Development, MDOT SHA
Mr. Daniel Wilson, Access Management Regional Engineer, MDOT SHA