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COUNTY COMMISSIONERS

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CHIEF ADMINISTRATIVE OFFICER
CANDACE I. SAVAGE, CGFM
DEPUTY CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

PROCLAMATION

WHEREAS, January is National Mentoring Month, an annual campaign to promote and recruit volunteers to mentor youth countywide. Youth mentors invest their time, talents, and resources to cultivate supportive relationships that positively impact the lives of area youth; and

WHEREAS, whether helping youth study for tests, learn new skills, or shake off setbacks, mentors play a pivotal role by providing the guidance needed to open the eyes of area youth to the endless opportunities available to them as well as the paths open to them to achieve their goals.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, stand with Big Brothers Big Sisters of the Eastern Shore to proclaim January as **National Mentoring Month** and to encourage area residents to learn more about how they can play a role in changing a life for the better by visiting <https://shorebiglittle.org>.

Executed under the Seal of the County of Worcester, State of Maryland, this 6th day of January, in the Year of Our Lord Two Thousand and Twenty-Six.



Theodore J. Elder, President

Madison J. Bunting, Jr., Vice President

Caryn G. Abbott

Anthony W. Bertino, Jr.

Eric J. Fiori

Joseph M. Mitrecic

Diana Purnell

Citizens and Government Working Together



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COMMENDATION

WHEREAS, Gary Serman has contributed 40 years of dedicated service to the Water and Wastewater Division of Public Works where he began his career on January 7, 1985; and

WHEREAS, Mr. Serman's expertise, experience, and leadership as the shared facilities supervisor have been instrumental in the overall management of the Water and Wastewater Division, where he planned, coordinated, and directed the operation, maintenance, and improvement of the county's water and wastewater treatment plants and systems by providing technical leadership, overseeing projects and budgets, and working with staff, vendors, and the community to ensure safe, efficient, and reliable water and sewer system operations.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Gary Serman** for his years of outstanding service, and we wish him a long, happy, and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 6th day of January, in the Year of Our Lord Two Thousand and Twenty-Six.



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Diana Purnell

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Worcester County Recreation & Parks
6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | www.PlayMarylandsCoast.org

TO: Weston S. Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer
FROM: Kelly Rados, Director of Recreation & Parks
DATE: December 19, 2025
RE: Out of State Travel Request - Tri-State Summer Camp Conference

Out of State Travel Request

Recreation	2	100.1601.400.7000.040
Department	# of Attendees	GL Account Code
Atlantic City, NJ	3/9/2026	3/12/2026
Destination	Depart	Return

Purpose of Travel: I am requesting authorization for (2) Recreation Program Managers to attend the Tri-State CAMP Conference held at the Atlantic City Convention Center in Atlantic City, NJ March 10 - 12, 2026. This conference is the largest summer camp conference for those in the summer camp industry. It is the hub for learning, networking and inspiring camp and recreation professionals and also serves as a showcase for the latest trends in summer camp. There will be over 170 educational sessions, top-tier keynote speakers, and numerous networking opportunities. County vehicle will be used for travel. Funding is available within our FY26 budget for this request.

Estimated Costs:	Airfare	\$0
	Lodging	\$470
	Meals	\$476
	Registration Fees	\$1,550
	Car Rental	\$0
	Other Transportation	\$0
	Other	\$150
	Total	\$2,646



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

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

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Weston S. Young, Chief Administrative Officer
From: Jennifer K. Keener, AICP, Director
Date: December 30, 2025
Re: Request to Bid – Qualifications for Housing Rehabilitation Contractors

Staff were recently notified that we have been awarded \$300,000 in a Community Development Block Grant (CDBG) for housing rehabilitation services. Each grant cycle, the local jurisdiction is required to update their pool of qualified contractors lists for services rendered per the State's Procurement Manual (attached). Attached for your review and approval are Request for Qualification documents for housing rehabilitation contractors. It requires formal advertising in at least one local newspaper at the beginning of the grant term. Funding for the advertisement is available in Account No. 100.1008.6180.010 CDBG Advertising.

Awarding individual contracts exceeding \$25,000 under the terms of the grant will still be sent to the County Commissioners for approval.

**REQUEST FOR QUALIFICATIONS
FOR COUNTY-WIDE
HOUSING REHABILITATION PROGRAM
QUALIFIED CONTRACTOR LIST**

The Worcester County Commissioners are requesting qualifications from licensed contractors to establish a list that will be used for bidding on Requests for Proposals associated with the rehabilitation or renovation of dwellings funded under the Community Development Block Grant and managed by the Worcester County Housing Rehabilitation Program. This program provides grant and loan funding to owner-occupied properties for general rehabilitation, septic and well installation, HVAC, and lead abatement services.

The following Maryland licensed contractors are requested:

General rehabilitation – MHIC
Lead Abatement – MDE
HVAC Installers
Septic Installers
Well Installers

Bidders may quote to fulfill any of the listed functions with the appropriate license. Worcester County's review process, selection criteria, and award and proposal format guidelines are also described in this Request for Qualifications (RFQ).

Proposal submission deadline is **Monday, February 2, 2026**. The County's Housing Program Coordinator and the Worcester County Commissioners will review Proposals. Two (2) copies of the Proposal must be received in the Worcester County Commissioners Office at the address shown below no later than **1:00 p.m. on Monday, February 2, 2026**. Envelopes shall be marked "County-Wide Housing Rehabilitation Program Qualified Contractor List" in the lower left-hand corner. Handwritten, email and facsimile transmissions, as well as proposals received after the deadline, will not be considered.

Address all submissions to:

Worcester County Commissioners Office
Worcester County Government Center
One W. Market Street, Room 1103
Snow Hill, MD 21863

BACKGROUND

The Worcester County Housing Rehabilitation Program was created in 1987 to provide low to moderate income homeowners with the means to rehabilitate their substandard housing structures throughout the County. The Program is designed to give priority consideration to disabled, extremely low income and/or over age 62 County residents as well as to those structures posing health or safety hazards. The Housing Rehabilitation Program is primarily funded by Community Development Block Grant monies, the State Special Loans Program.

DUTIES AND STANDARDS

- 1) The Contractor shall coordinate all work in progress with the homeowner so as not to severely disrupt living conditions. Inside work which is disruptive, or displaces the use of the kitchen, bathroom, or bedrooms, shall be pursued continuously on normal working days.
- 2) The Contractor shall be responsible for removing and replacing furniture and other articles, to and from other storage areas on premises, as needed to allow work space or to protect such possessions. Provide plastic film protection over all furniture (if not removed), carpets, finished floors, etc. – also install film at doorways as required.
- 3) The Contractor shall remove all excess material, construction debris, and other existing debris and material specified herein, to an approved dumpsite off premises. Work area shall be broom swept at the end of each work day.
- 4) The Contractor shall contact the Program Inspector or Program Administrator for direction in the event that coordination or clarification problems arise with the homeowner or other contractors.
- 5) The Contractor shall coordinate closely with the homeowner as to which possessions are considered “junk and debris” and which are valuable before hauling anything away.
- 6) The Contractor shall leave all work areas on the premises in a neat and clean condition, and shall instruct the homeowner in the care and use of all installed equipment and appliances. Owner’s manuals and warranty booklets are to be provided to the homeowner for all applicable equipment, appliances, and materials.
- 7) The Contractor shall not undertake or engage in any additional work intended to be billed to the Program as an “extra” or as additional cost to the original contract without a written change order signed by the Program Inspector, Program Administrator, and homeowner. A written change order as outlined above is also required for substitutions or additions to the original scope of work not involving additional costs.
- 8) The Contractor shall obtain and pay for all building, plumbing, electrical, well, septic and other permits required for specified work.
- 9) The Contractor shall call for all inspections required by County law as well as inspections to receive draw payments and any special inspections required by the Program Inspector. All work shall conform to code.

10) All of the above general conditions shall be adhered to unless otherwise specifically described in the following scope of work.

CONTRACTOR PROFILE FORMAT

The Contractor Profile shall consist of two separate parts comprised of a Qualification Form and Conflict of Interest Disclosure.

The Qualification Form shall be submitted with the following documents attached.

1. Copy of license for area of expertise
2. MD Letter of Good standing
3. Proof of liability insurance
4. A list of all services available on company letter head

The Contractor may also include any other information he or she considers relevant to the request of qualifications; of especial interest is any past experience with Municipal, County, State or Federal housing rehabilitation programs and/or an example of a work write-up written by the bidder.

SELECTION CRITERIA AND AWARD

Basis of Award

The County Housing Program Coordinator and the Worcester County Commissioners will review proposals. The award of any contract as a result of this request will be based on an assessment of each proposal against three evaluation factors: 1) Experience and Credentials 2) Completion Times 3) Price.

Source Selection Evaluation Priority

Worcester County will select the best offer based on Experience and Credentials, Completion Times and Price. These three factors are of equal importance.

Award Without Discussions

The Worcester County Commissioners intend to evaluate proposals and award a contract without discussion with bidders. Therefore, the bidder's initial offer should contain the best terms from a price and completion time standpoint. However, the Worcester County Commissioners reserve the right to conduct discussions if during the review process this is deemed to be necessary.

Evaluation Factors

The proposals will be evaluated by evaluation of three factors: Past Performance, Completion Time, and Price.

Experience and Credentials: Experience and Credentials will be evaluated as a measure of Worcester County's confidence in the ability to successfully perform the inspector function based on comparable inspection and work write-up experience as well as any industry certifications or qualifications. To achieve this level of confidence, the County may employ the following approaches including: 1) Reviewing the past experience listed in the proposal 2) Seeking additional performance information; to include requests for sample rehabilitation work write-ups 3) using data obtained from other relevant sources.

Completion Times: The satisfaction of this factor will be based upon the bidder's ability to provide initial inspections and final work write-ups in a timely manner. Completion time is defined to be an estimate of time lapse between service request by County and delivery of requested service.

Price: Price will be assessed with regard to affordability, fairness and reasonableness.

**WORCESTER COUNTY HOUSING REHABILITATION PROGRAM
CONTRACTOR QUALIFICATION FORM**

Contractor _____
Address _____

Phone Number _____
Federal I.D. or S.S. # _____

Insurance Company, Agent, & Coverages: _____

List of Company Officers: _____

List of Licenses Currently Held:

MHIC Number Exp. Date _____

MBR Number Exp. Date _____

MDE Lead Cert. Exp. Date _____

EPA Lead Cert. Exp. Date _____

HVACR License Number Exp. Date _____

Well Driller License Number Exp. Date _____

Septic Installer License Number Exp. Date _____

Trade References (2) _____
Name Phone _____

_____ Name Phone _____

Client References (2) _____
Name Phone _____

_____ Name Phone _____

Is contractor in a State of Bankruptcy? _____ Yes _____ No

Is contractor on HUD's debarred list? _____ Yes _____ No

Is contractor any of the following? (not required to qualify)

_____ Minority Business Enterprise
_____ Women's Business Enterprise
_____ Disadvantaged Business Enterprise
_____ Section 3 Employer

Contractor Conflict of Interest Disclosure

All businesses submitting bids for projects and activities which include funding through the Maryland Community Development Block Grant Program must disclose any potential conflict of interest. A conflict of interest may occur if the business owner/principals are related to or have a business relationship with an employee, officer or elected official of **Worcester County**. If it is determined there is a conflict of interest or potential conflict of interest, you may not be selected even if your bid is determined to be the lowest, most qualified. The **County** can request for the State of Maryland CDBG Program to review and make a determination which could result in a waiver allowing for approval.

1. Are owner(s)/principal(s) ever been an employee, agent, consultant, officer, elected official or appointed official of _____? Yes No
If yes, please identify: _____
2. Are owner(s)/principal(s) related (including through marriage or domestic partnership) to an employee, agent, consultant, officer, elected or appointed official of _____? Yes No
If yes, please identify: _____
3. Do owner(s)/principal(s) have a business or professional relationship with anyone identified under Question #1? Yes No
If yes, please identify: _____

I/We certify that the above information is true and correct. I/We understand that providing false statements or information is grounds for termination of assistance and is punishable under federal law.

Signed: _____
Date: _____

Name: _____ (Print)

Signed: _____
Date: _____

Name: _____ (Print)

**For all non-construction contracts and for single family housing rehabilitation only
9/2017*

For Grantee Use Only:

CDBG Grant Number:		Date Received:
<input type="checkbox"/> Conflict of Interest does not exist		<input type="checkbox"/> Conflict of Interest exists
Date Sent to State:	<input type="checkbox"/> Waiver Granted	<input type="checkbox"/> Waiver Denied



Worcester County Government
One West Market Street | Room 1103 | Snow Hill MD 21863-1195
(410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

MEMORANDUM

TO: Worcester County Commissioners
FROM: Charlene Sharpe, Legislative Analyst
DATE: December 30, 2025
RE: Request for Letter of Support

The Town of Snow Hill is seeking a letter of support for a grant application. The grant, through the Maryland Energy Administration, would allow for an energy infrastructure assessment and improvement plan for the town. The town needs a support letter to accompany its proposal submission by Jan. 9, 2026.

From: [Len Jornlin](#)
To: [Weston S. Young](#)
Cc: [Michael Wright](#)
Subject: Re: Letter of support for MEA grant -- extended to January 9th
Date: Monday, December 29, 2025 5:31:13 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[A - Snow Hill Letter of Support - Worcester County 2025-12-19 V01\[8\].docx](#)

Hello Weston: I hope you and yours had a relaxing holiday. Yes, it is a Pre-construction Planning Grant in the first stage (so called Area of Interest 1) of the MEA's Resilient Maryland program referred to in this link for details: <https://energy.maryland.gov/business/pages/ResilientMaryland.aspx>

The MEA has extended the deadline to submit the Snow Hill AOI-1 grant proposal we are writing for the Town to January 9th. The draft support letter is a very recent, new requirement by the MEA to accompany the full proposal submission before or by January 9th and is attached for review and execution per your County's process.

The creation of the above referenced technical/financial/resiliency Plan is the intended outcome of this initial grant. I welcome to speak by phone if it's more efficient for you and am available before or on January 6th as needed. My cell is 302-293-1082.

Thanks,
Len

From: Weston S. Young <weston.young@worcestermd.gov>
Date: Monday, December 22, 2025 at 2:00 PM
To: Len Jornlin <ljornlin@optimizerenewables.com>
Cc: Michael Wright <mwright@optimizerenewables.com>
Subject: RE: Letter of support for MEA grant -- by or before Dec 29th please

Len:

Do you have details on what is being proposed? Is it just a plan?

Typically for county support I'd need the commissioners to vote on this, so I wouldn't get that until January 6.

Weston

Weston S. Young, P.E., ICMA-CM
Chief Administrative Officer

Worcester County Administration
Room 1103 Government Center
One West Market Street
Snow Hill, MD 21863-1195

410-632-1194
410-632-3131 (fax)

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From: Len Jornlin <ljornlin@optimizerenewables.com>
Sent: Monday, December 22, 2025 12:09 PM
To: Weston S. Young <weston.young@worcestermd.gov>; Diana Purnell <dpurnell@worcestermd.gov>; Rick Pollitt, Jr. <townmanager@snowhillmd.com>
Cc: Michael Wright <mwright@optimizerenewables.com>
Subject: Letter of support for MEA grant -- by or before Dec 29th please

Hello Commissioner Purnell and Chief Administrative Officer Young:

I am writing to request the attached letter of support from each of you in support of the Town of Snow Hill for an energy project grant opportunity. Sincerest thanks in advance for your support during the holidays with this letter as the recently announced MEA grant process for 2026 added these letters of support to the grant package.

My request is on behalf of and in support of the Town of Snow Hill's Rick Pollitt to complete a grant proposal for submission by or before Dec 31 2025 for an energy infrastructure assessment and improvement plan within the Resilient Maryland program. This opportunity has been presented to and approved by the Snow Hill Town Council on December 2nd. We have mostly completed the writing of the grant for the Town already.

Our specific request is to please sign and return separate letters of support to this email distribution list. My colleague, Michael Wright (copied), is completing the grant proposal this week and can support you as needed. We are working through the holiday and available as needed.

Best Regards,
Len Jornlin
Co-founder, President & Chief Executive Officer



Optimize Renewables, LLC
Optimize Water Solutions, LLC
10312 Governor Lane Boulevard, Suite 5012
Williamsport, MD 21795
www.OptimizeRenewables.com

www.OptimizeWaterSolutions.com

C: 302-293-1082

W: 301.778.9300

<https://www.linkedin.com/in/len-jornlin-b7a7715/>



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MEMORANDUM

To: Weston S. Young, Chief Administrative Officer
From: Jennifer K. Keener, AICP, Director
Date: December 29, 2025
Re: Racetrack Village Residential Planned Community Step I

I am requesting that the Worcester County Commissioners schedule the required public hearing associated with the request to establish the Residential Planned Community (RPC) floating zone as part of the Step I Concept Plan review of the Racetrack Village project. A draft public hearing notice is attached.

The project consists of a 137-unit multi-family development with a commercial/ retail component located on the easterly side of MD Route 589 (Racetrack Road) at the intersection with Taylorville Lane, Tax Map 21, Parcel 66, Lot 1, Tax District 3, R-3 Multi-family Residential District.

The project was reviewed by the Planning Commission at its meeting on December 4, 2025, and was given a unanimous favorable recommendation. The Planning Commission's written Findings of Fact and Recommendation are attached.

Please advise our department of the public hearing date at your earliest convenience so that our department can ensure that the mandatory public notice of 15 days is met via posting on the site and mailings to adjoining property owners.

**WORCESTER COUNTY
NOTICE OF PUBLIC HEARING**

The Worcester County Commissioners will hold a public hearing and receive public comment on the following request for the establishment of a Residential Planned Community (RPC) floating zone on **Tuesday, _____, 2026, at _____ AM** in the Worcester County Government Center, Room 1101, 1 West Market St, Snow Hill, MD:

Racetrack Village RPC, filed by MD Medical Owners III, LLC for a proposed 137-unit multi-family residential development with a commercial component, located on the east side of Racetrack Road (MD Route 589) at Taylorville Lane, Tax Map 21, Parcel 66, Lots 1 and B, in the 3rd Tax District of Worcester County, MD.

A map of the area, staff file and Planning Commission's recommendation to be entered into record at the hearing are available to view online at www.co.worcester.md.us or during normal business hours at the Dept of Development Review and Permitting, 1 West Market Street, Room 1201, Snow Hill, MD.

THE WORCESTER COUNTY COMMISSIONERS

WORCESTER COUNTY
PLANNING COMMISSION

FINDINGS OF FACT

AND

RECOMMENDATION

RACETRACK VILLAGE

RESIDENTIAL PLANNED COMMUNITY

STEP I

Planning Commission Meeting Date: December 4, 2025
Technical Review Committee Meeting Date: November 12, 2025

December 29, 2025

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

I. GENERAL INFORMATION:

Date of Planning Commission Review: December 4, 2025

Date of TRC Review: November 12, 2025

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

Project Description: Proposed construction of 136 multi-family dwelling units and one (1) single-family dwelling unit, and a commercial/retail component. Per §ZS1-315(2)(A), a maximum of twenty percent (20%) of the total gross lot area can be devoted to commercial uses.

Location: Tax Map 21, Parcel 66, Lot 1, Tax District 3, R-3 Multi-family Residential District.

Owner: Maryland Medical Owners III, LLC
5220 Hood Road, Suite 110
Palm Beach Gardens, FL 33418

Land Planner: Vista Design, Inc.
11634 Worcester Highway
Showell, MD 21862

Existing Conditions: The majority of the 22.86-acre is either wooded or cleared, with 4.91 acres of Forest Conservation easement in the rear of the property adjacent to the Ocean Pines Community. 1.18 acres of wetlands are also located on the site. Adjacent to the site is the AGH/Tidal Health medical campus. The site is accessed from one (1) point of access from Racetrack Road (MD Rt. 589).

Proposed Project: The Racetrack Village RPC as shown on the Step I plan is proposed to be a residential planned community comprised of 137 multi-family units as well as a commercial/retail component. Proposed open space totals approximately 15.78 acres, with 4.67 acres of passive recreation space provided and 0.69 acres of active recreation space provided. The Step I plan indicates there will be one (1) point of access from Racetrack Road (MD. Route 589) via a shared entrance with the AGH/Tidal Health medical campus. A traffic light was recently installed at this entrance, and the applicants' written narrative states that there is adequate capacity in the existing road network to handle the proposed 137 units.

II. COMMENTS RELATIVE TO COMPLIANCE WITH BASIC RPC REQUIREMENTS:

Zoning: A development is required to meet the major RPC standards when consisting of greater than 20 proposed units. RPC's are permitted in the R-3 Multi-family Residential District.

Permitted Uses: Single family and multi-family dwelling units are permitted uses in the R-3 District. For major RPC's, retail and services uses are permitted, but the maximum use area can only be 20% of the total gross lot area, and the uses are limited to the permitted principal and special exception uses cited in the C-2 District regulations.

Density: In the R-3 District, a maximum of (6) units per net acre are allowed. The total lot area is 22.86 acres. The net lot area is 22.86 acres. The total permitted density is 137 units (6 units per acre), and the applicant is proposing 137 units – thus, the proposed density is 6 units per acre.

Maximum limitation of 70% for residential uses: The project proposes 6.42 acres of its land area (28.1%) for residential uses including building footprints, roads, and sidewalks.

Maximum limitation of 20% of retail and service uses: The project proposed 2.53 acres of its land area (11.1%) for retail and service uses.

Minimum requirement of 30% for common use open space and recreational areas: The project proposes 10.27 acres of its land area (44.9%) for common open space.

Open space is required to have a certain amount of active and passive recreational features, as well as lands preserved in their natural state. The requirements are as follows:

- **Minimum of 50% of required open space shall be retained in its natural state:** The project is proposing 4.91 acres of the total open space in a natural state- therefore, this requirement has been met.
- **Minimum of 10% of required open space shall be for active recreation:** The project is proposing to provide 0.69 acres (10%) of open space for active recreation. A minimum of 10% is required - therefore this requirement has been met. Active recreation is defined as uses, areas or activities that are oriented towards potential competition and involving special equipment. A swimming pool and pool house have been proposed.

- **Minimum of 20% of required open space shall be for passive recreation:** The project is proposing to provide 4.67 acres (68.1%) of the total open space in passive recreation. A minimum of 20% is required - therefore this requirement has been met. Passive recreation is defined as uses, areas or activities oriented to noncompetitive activities which typically require no special equipment.

III. FINDINGS AND RECOMMENDATIONS OF THE PLANNING COMMISSION

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

The subject property is currently in the “Existing Developed Areas” land use category of the Comprehensive Plan. The EDA category recognizes the importance of maintaining the neighborhood character and strongly encourages mixed-use developments.

The Comprehensive Plan encourages the use of low impact development and cluster techniques to reduce overall impervious surface and maintain wildlife habitat.

Relative to consistency with the zoning regulations, the Planning Commission finds that the project site is zoned R-3 Multi-family with the R-3 District being a zoning classification in which residential planned communities are permitted. It also finds that the project as proposed complies with those requirements cited in §ZS 1-315 relative to maximum density, maximum limitation for residential uses, minimum requirement for common use open space and recreational areas, and types of permitted uses.

Furthermore, the Planning Commission finds that the submittals relative to the proposed project comply with the requirements cited in §ZS 1-315(k)(2)A1. For individual structures, there shall be no minimum lot area, setback, bulk, lot width, or road frontage requirements. Such standards shall be approved by the Planning Commission during the Step II (Master Plan) review.

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

The subject properties are located on the easterly side of MD Route 589 (Racetrack Road), adjacent to the AGH/Tidal Health medical campus. The

Planning Commission finds that this area can best be characterized as a mix of residential and commercial land uses. The neighboring developments of Ocean Pines and Triple Crown Estates consist of single-family dwellings.

The proposed development consists of multi-family units, one (1) single-family dwelling, and a commercial/retail component. Overall, the development provides a transition zone between the single-family residential uses and the commercial use at AGH/Tidal Health. The R-3 Multi-family Residential District encourages infill development and the highest allowable density. Additionally, this district is intended to accommodate diverse types of housing and ranges of affordability.

Landscape ‘screening’ will need to be provided along Racetrack Road as it is considered a collector road per ZS1-322(e)(6). “Screening” is defined as vegetation that is thickly planted and of such species that it will provide a complete visual barrier and thus obscure the use or structure from sight from adjacent properties once the vegetation reaches maturity or within five (5) years, whichever comes first. A landscaping plan will need to be provided for Step II review.

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

The Planning Commission finds that the properties proposed to be developed into the Racetrack Village RPC are presently zoned R-3 Multi-family. The surrounding developed lands are primarily zoned residential (R-1 Rural Residential and R-2 Suburban Residential) and commercial (C-2 General Commercial). According to the R-3 Multi-family Residential district, multi-family residential development at a density of six (6) dwelling units per net acre is permitted by zoning. Furthermore, RPC’s of the same density are permitted by that zoning district. Thus, the proposed density of six (6) dwelling units per acre is allowable under the zoning ordinance. The multi-family dwelling units are consistent with the surrounding residential and commercial developments located within this area.

Therefore, the Planning Commission concludes that the proposed Racetrack Village RPC will not have an adverse long-term implication on development patterns in the area.

All private roads within the development shall be constructed to one of the RPC road standards and must be reviewed and approved by the County Roads Division of the Department of Public Works. Should the applicant propose approved private roads, they should include the RPC Approved Private Road Standard WO 200-06 on future plans. Approved private roads will require review and approval by the County Commissioners under the provisions of §ZS 1-123 ‘Approved Private Roads.’ The applicant should ensure that the preliminary layout of the travelways as shown on the plan will be able to accommodate one of the road standards.

Parking spaces will need to be provided for the pool amenity in accordance with §ZS1-320, including ADA spaces.

Relative to certain public facilities, according to the applicants’ written narrative, the developer is requesting that the dwelling units be served by public water and sewer from the Greater Ocean Pines Sanitary Service Area, and that there are adequate EDU’s available in the service area for the development. Environmental Programs noted in their Step I TRC comments that the applicant will need to acquire the Ocean Pines sewer EDUs and have them secured before this project can receive final site plan approval.

In consideration of their review, the Planning Commission finds that there will be no negative impacts to public facilities and services resulting from the proposed RPC.

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

Relative to the protection of key environmental features, the Planning Commission finds that the open space provided exceeds or meets the minimum required under the RPC regulations.

This project is subject to the Worcester County Forest Conservation Law and is subject to Forest Conservation Plan #21-13. This project has met compliance through the establishment of on-site Forest Conservation easements and off-site mitigation.

Relative to the general layout and clustering of the development, the Planning Commission finds that the proposed RPC minimizes land impacts, while maximizing contiguous open spaces.

The traffic circulation patterns promote connectivity within the proposed development, and limit access to the public road system to one commercial entrance that will be designed to meet the State Highway Administration (SHA) standards. Subsection (j)(4) of the design standards encourage limiting the number of dead-end streets. This development will not have any dead-end streets.

The Fire Marshal's Office has stated in their comments letter that the turning radius shall meet the most restrictive fire apparatus turning radius which is 33 feet inside and 55 feet outside. Approved turnarounds or cul-de-sacs shall be provided on roadways exceeding 150 feet in length.

A traffic light was recently installed at this entrance, and the applicants' written narrative states that there is adequate capacity in the existing road network to handle the proposed 136 multi-family units and the one (1) single family dwelling. A traffic study was submitted along with this application.

Overall, the Planning Commission finds that the RPC has demonstrated consistency with the general design standards contained in §ZS 1-315(j)(1) through (j)(5). **However, the County Commissioners may require additional information if they believe it is necessary, as well as the Planning Commission during their Step II Master Plan Review.**

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

Within the narrative, the applicant states that there are adequate EDU's in the Greater Ocean Pines Sanitary Service Area to serve the project, and that the infrastructure will be designed as to be consistent with other proposed future uses in the area. Construction of the water and sewer facilities will be undertaken by the Owner and dedicated to Worcester County when completed.

The applicant's narrative has stated that the development will most likely be developed in "one unified development," and much of the infrastructure is already in place, i.e. a signalized traffic entrance and access road.

The Planning Commission finds that the project would meet this metric.

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

Access will be via one (1) commercial entrance onto MD Route 589. The narrative and traffic study that was provided by the applicant states that there is adequate capacity in the existing road network to serve the proposed development. The Maryland State Highway Administration (SHA), per Jeff Fritts, Regional Engineer for District 1, had no comments on the proposed RPC and stated that the project “will have no negative impact to the state roadways.”

Information regarding whether the internal roads will be public or private was not provided. Regarding pedestrian and bicycle circulation, a 5' concrete sidewalk is proposed within the development. No sidewalk is proposed along Racetrack Road. Bicycle racks were not proposed, and three (3) bicycle racks will need to be placed within the development.

The Planning Commission finds that the access points to MD Route 589 (Racetrack Road), will not have a significantly adverse impact on traffic patterns in the area, provided they meet all standards. **However, the County Commissioners may require additional information if they believe it is necessary, as well as the Planning Commission during their Step II Master Plan Review.**

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

The Comprehensive Plan notes that “[s]ewer service...is one of the county’s most powerful growth management tools” (Chapter 6). The Water and Wastewater Division of the Department of Public Works has no concerns with the proposal in their TRC comments. The Department of Environmental Programs stated that plumbing permits for each residence is required, but in general had no objects of concerns with the project.

Environmental Programs noted in their Step I comments that there is one (1) Ocean Pines Sanitary District sewer EDU allocated to lot B and a need for 136 to serve the proposed development. The applicant will need to acquire the additional Ocean Pines sewer EDUs and have them secured before the project can receive final site plan approval from Environmental Programs.

The Planning Commission finds that the project is aligned with this standard of the Residential Planned Community provisions.

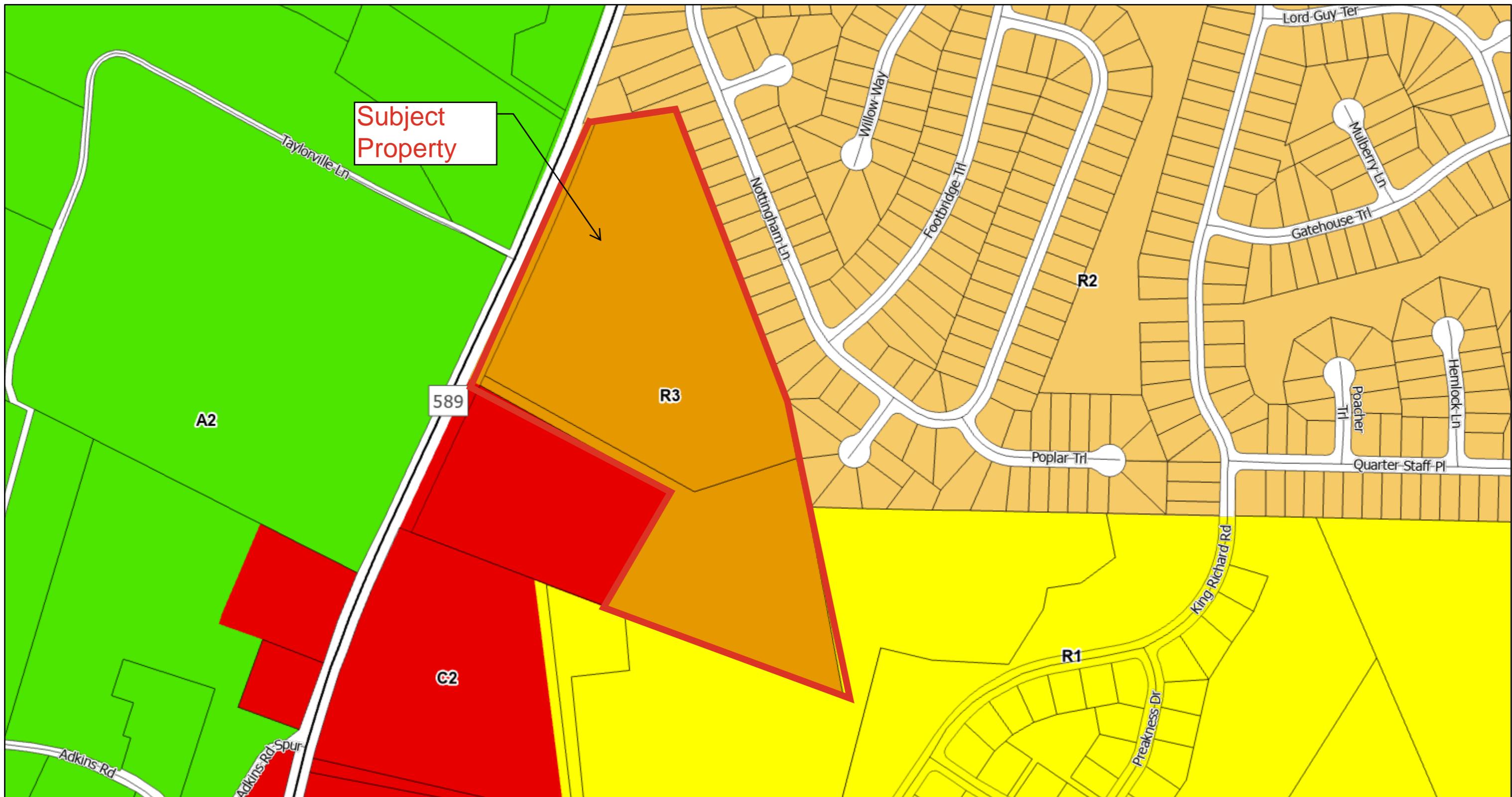
IV. THE RECOMMENDATION OF THE PLANNING COMMISSION

Based upon its findings, the Planning Commission finds that the area in which the subject property is located is currently in the “Existing Developed Areas” land use category of the Comprehensive Plan. The R-3 Multi-family District as well as the Existing Developed Area recommends infill development and higher densities to encourage a diverse range of housing types and affordability within a traditional neighborhood development while still utilizing conservation features in its design. The R-3 Multi-family District has a recommended density of six (6) units per one acre and therefore the Planning Commission concludes that the proposed Racetrack Village RPC, which has a density of six (6) units per acre, is thus in accordance with the Comprehensive Plan.

Additionally, the proposed project as submitted complies with the regulations as set forth in §ZS 1-315 relative to RPC’s. The Planning Commission notes that the proposed project maintains sensitive non-tidal wetlands and existing wooded areas to the maximum extent practicable. The Planning Commission also concludes that the project will not have an adverse impact on local traffic and transportation patterns, and that it has an adequate number of water and sewer EDU’s.

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

Racetrack Village RPC



Worcester Roads

Major

Local

Property Lines

Worcester Zoning

A2 - Agricultural

R1 - Rural Residential

R2 - Suburban Residential

R3 - Multi-family Residential

C2 - General Commercial

0 0.04 0.09 0.17 mi
0 0.05 0.1 0.2 km

Originally, Spatial Systems Associates, Inc.
Worcester County GIS. Since receiving back from SSA,
Worcester County GIS and then in 2019/2020 Datamark
Inc., Then back to Worcester GIS for maintenance and
managing/QC., Federal Emergency Management

RACETRACK VILLAGE

RPC STEP 1 TAX MAP 21, PARCEL 66, LOT 1 & LOT B THIRD TAX DISTRICT, WORCESTER COUNTY MARYLAND

SITE DATA

OWNER
Maryland Medical Owners II, LLC
5220 Hood Rd., Suite 110
Palm Beach Gardens, FL 33418
Attn: Wayne Yelman
Ph: 561-627-8730

CONSULTANT
Vista Design, Inc.
Concept Studios Engg., R.L.A.
11534 Business Highway
Shoreline, Maryland 21862
Phone: (410) 352-3874
Fax: (410) 352-3875

Applicant
Stafford Street Capital, LLC
179 Rehoboth Avenue, Suite 1081
Rehoboth Beach, DE 19971
Attn: Joel Sens

Premises Address:
Racetrack Road
Berlin, MD 21811

SITE INFORMATION

Tax Map 000
Parcels
66 Lot 1
66 Lot B
Existing Land Use
Proposed Land Use
Site Area

Parcel 66, Lot 1
Parcel 66, Lot B
Total

Max Allowable Density
Proposed Density
Max Bldg. Height
Unit Width & Length
Interior Units
Exterior Units
Site Setbacks

Front
Side Yard
Rear Yard

OPEN SPACE

Required
Common Open Space
Natural Open Space
Passive Open Space
Active Open Space
Provided
Common Open Space
Natural Open Space
Passive Open Space
Active Open Space

WATER & SEWER PROVIDER

Ocean Pines Sanitary & Water Service Area

Required
• One (1) EDU / Unit = 137 EDUs

NON-TIDAL WETLANDS

Non-Tidal Wetlands, Waters and Their Buffers are Present on This Site Delineated by Environmental Resources, Inc. Edward Launay, PWS No. 875, as Referenced from Recorded Plat SRB 250-40 in the Land Records of Worcester County, Maryland.

FLOOD ZONE

This property is Located Within Flood Zone X per FEMA Map # 24047C0160H, Dated July 16, 2015

WORCESTER COUNTY ATLANTIC COASTAL BAYS CRITICAL AREA LAW

This property is not located in the Atlantic Coastal Bays Critical Area (ACBCA) program boundary designated Intensely Developed Area (IDA) and is non-waterfront as Shown On Atlantic Coastal Bays Critical Area Program Map Sheet 21, Revised September 12, 2012

PROPOSED LAND USE

EXISTING LAND USE

Asphalt/Curing
Stormwater Area
Open Space
TOTAL EXISTING

PROPOSED LAND USE

Townhomes
Pool & Pool Deck
Asphalt, Curb & Sidewalks
Stormwater Area
Open Space
TOTAL PROPOSED

TOTAL PROPOSED IMPERVIOUS

OFF STREET PARKING REQUIREMENTS

REQUIRED
137 Units
2 per Unit (min)
274 Spaces (min)
2.5 per Unit (max)
343 Spaces (max)

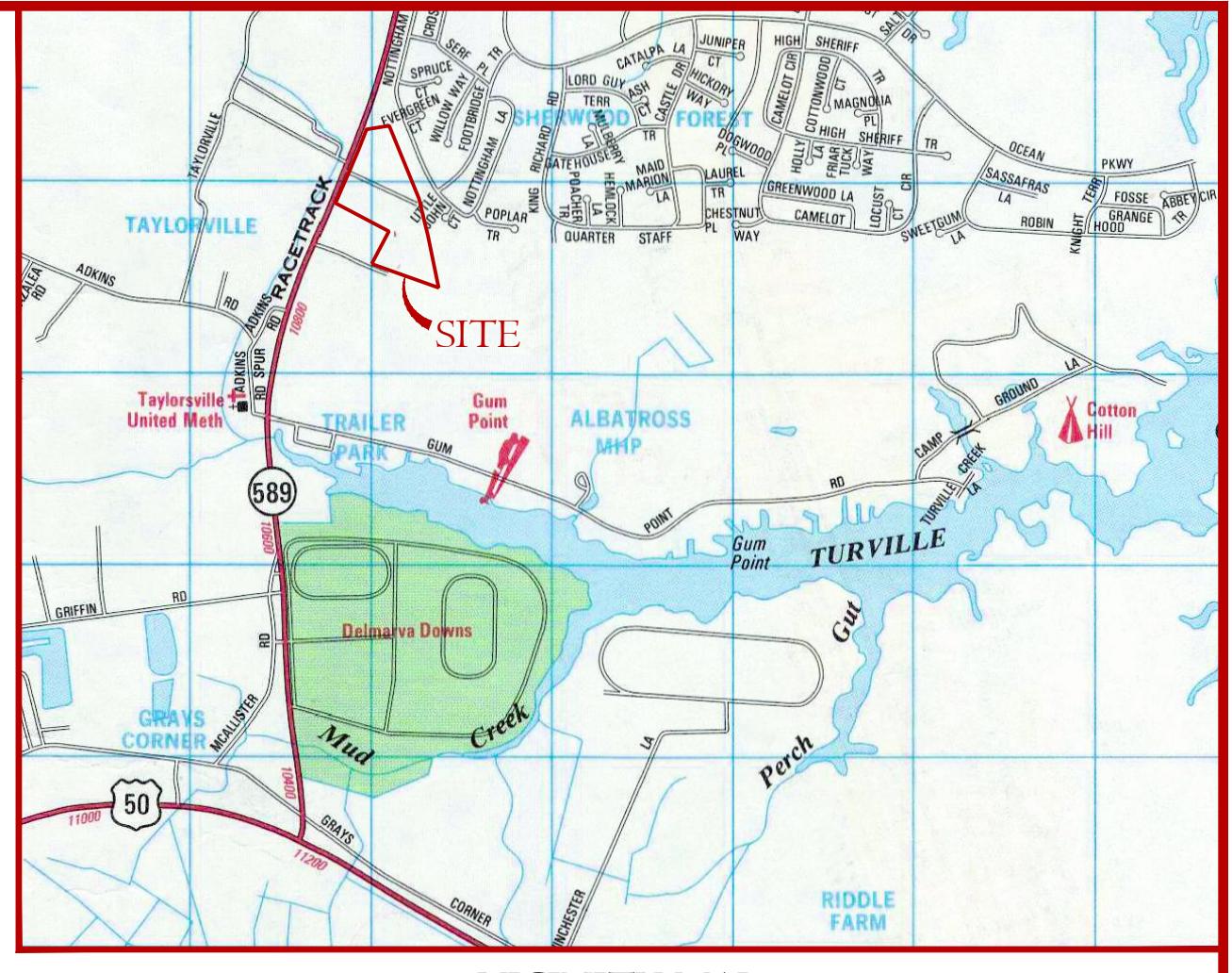
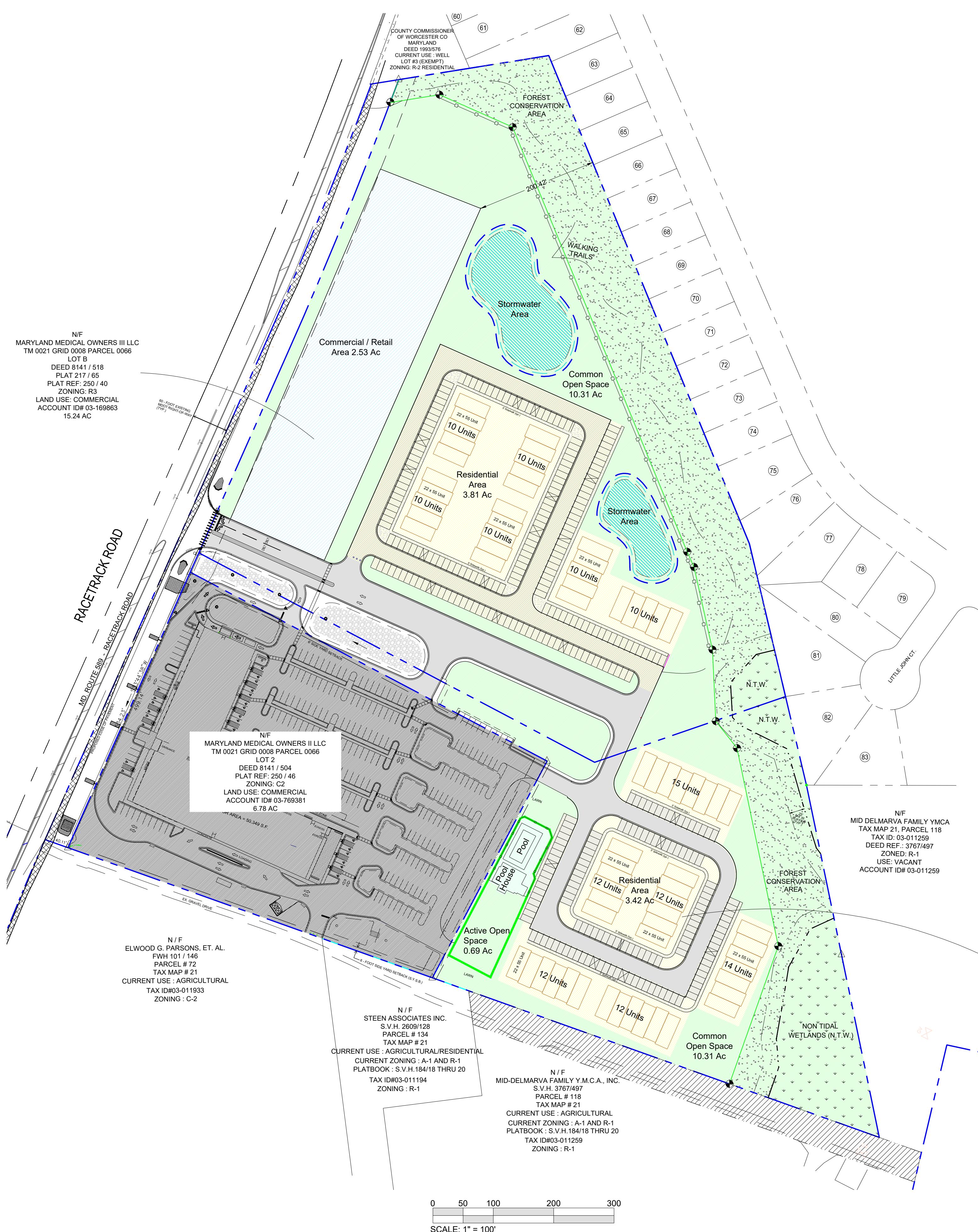
PROPOSED
2 Spaces per Unit 10' x 20'
Additional Spaces Provided 10' x 20'
TOTAL
274 Spaces
344 Spaces
618 Spaces

FOREST CONSERVATION STATEMENT

This site is subject to the Worcester County Forest Conservation Law. This site is subject to Forest Conservation Plan No. 21-13 per Record Plat SRB 250-46, Recorded July 22, 2021, in the Land Records of Worcester County, Maryland.

STORMWATER MANAGEMENT TREATMENT NARRATIVE

This project proposes to meet Stormwater Management requirements via construction of Two (2) Stormwater Management Ponds located on the property. The subject property is located in the Isle of Wight Bay Watershed, 12-Digit Isle of Wight Bay Watershed Hydraulic Code 021301030887.



GENERAL NOTES

- All work required by these documents (drawings and specifications) shall be new. Wherever the word "proposed" is used it is considered to be interchangeable with the word "new" and is included in the required work.
- The contractor shall examine a copy of said plan(s) and visit the site in order to determine, to his/her satisfaction the requirements of work required to be performed.
- All materials and equipment of construction shall conform to these drawings and specifications and to all applicable Federal, State of Maryland, and Worcester County requirements.
- Any discrepancies between the information provided on these plans and the existing site conditions shall immediately be brought to the attention of the owner and engineer.
- The contractor assumes responsibility for any deviations from the drawings and specifications.
- The contractor shall provide all elevations and grade levels for the construction.
- The contractor shall provide the necessary statement of the intended grade for the construction.
- No information regarding depth to any temporary of permanent ground water table is provided on these drawings. The contractor shall investigate to his satisfaction the site conditions regarding depth to ground water. Generally, piping, trench and structure construction shall be in a de-watered state, consistent with good construction practice. All excavations for manholes and other chamber shall be continually de-watered until the backfill operation is completed.
- Contractor to contact the Worcester County Department of Environmental Programs at 410-632-1220 to schedule a Pre-Construction meeting at least 48 hours prior to commencing any site work. Failure to do so may result in a "Stop Work" order.
- The contractor shall notify the following parties, three (3) days prior to beginning any work shown on these drawings: Wayne Yelman, Sina Companies, LLC
14000 N.W. 10th Street
Vista Design, Inc
410-352-3874
Worcester Soil Conservation District
410-632-3464 ext. 3

The contractor shall be responsible for the means and methods resulting from any earth moving and/or temporary stockpiling of earth or other materials on site.

- These drawings, the design, and construction features disclosed are proprietary to Vista Design, Inc. and shall not be altered or reused without their written permission. Copyright date here on.
- No construction shall begin until a pre-construction meeting is held between the contractor, owner, engineer & the Worcester County Permit Coordinator.
- The contractor and owner shall provide supervision and certification of all construction of Stormwater Management projects and shall provide information and drawings by a Professional Engineer duly licensed in the State of Maryland.
- There are steep slopes within the limits of disturbance.
- There are no streams or stream buffers within the limits of disturbance.
- There are no highly erodible slopes within the limits of disturbance.
- There are no springs, seeps or intermittent streams within the limits of disturbance.
- Fire Lanes shall be provided at the start of a project and shall be maintained throughout construction. Fire lanes shall be a minimum of 10' wide and shall be able to accommodate 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.

LEGEND

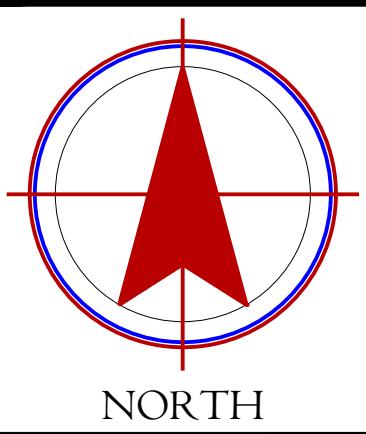
- Property Line
- Property Line To Be Abandoned
- Adjacent Property Line
- MDOT SHA Right of Way
- Existing Structures
- Existing Edge of Pavement
- Existing Curb
- Existing Paint Stripes
- Existing Utility Ease
- Existing Non-Tidal Wetlands (NTW)
- Existing Forest Conservation Area
- Proposed Treeline
- Proposed Building
- Proposed Edge of Pavement
- Proposed Subdivision Curb
- Proposed Sidewalks
- Proposed Open Space Area
- Proposed Residential Area
- Proposed Commercial Area

SHEET INDEX

SHEET 1
COVER - RPC PLAN
SHEET 2
EXISTING CONDITIONS PLAN

NOTE:
This drawing, specifications, and work produced by Vista Design, Inc. (VDI) for this project are instruments of service for this project only, and remains the copyrighted property of VDI. Reuse or reproduction of any of the instruments of service of VDI by the Client or agents without the written permission of VDI will be at the Clients risk and be a violation of the copyright laws of the United States of America and the respective state within which the work was completed.

NOTE:
This Drawing does not include necessary components for construction safety. All construction must be done in compliance with the occupational safety and health act of 1970 and all rules and regulations thereto appurtenant.



REVISIONS

PROJECT DATA
Project No.: 24-101 File Name: CI-011325_Concept K-Plan ROUTE: 589 WORCESTER COUNTY, MARYLAND

COVER SHEET
RACETRACK VILLAGE RPC - STEP 1

MARYLAND MEDICAL OWNERS III, LLC
RACETRACK ROAD WORCESTER COUNTY, MD

VISTA
DESIGN, INC.
Engineers • Architects • Surveyors • Landscape Architects
Land Planning Consultants • GR Services
11634 Worcester Hwy, Showell, MD 21862 • Fax: 410-352-3874 • www.vistadesigninc.com

WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE MEETING**November 12, 2025****Project: Step I Concept Plan – Racetrack Village Residential Planned Community (RPC)**

Proposed 137 multi-family unit Residential Planned Community. Located at Tax Map 21, Parcel 66, Lot 1, Parcel B, Tax District 3, R-3 Multi-family Residential District. Maryland Medical Owners II, LLC, owner / Vista Design, Inc., surveyor/engineer.

Due to recent email scams by an individual impersonating a County employee alleging that unanticipated fees are owed, please know that Development Review and Permitting (DRP) will never require payment by wire transfer. If you receive such an email or call, contact DRP directly at 410-632-1200, and staff will be glad to assist you.

Prepared by: Ben Zito, DRP Specialist

Contact: bmzito@worcestermd.gov or (410) 632-1200, extension 1134

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

§ZS1-207	R-3 Multi-family Residential District
§ZS1-305	Lot Requirements Generally
§ZS1-306	Access to Structures
§ZS1-312	Two-family and Multi-family Development
§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

*The proposed project is also subject to the *Transportation Corridor Plan for Maryland Route 589* adopted by Resolution No. 98-18.

Site Plan and General Comments:

- 1) Please confirm on the site plan that the development will be multi-family units and not townhouses, as the narrative stated that the development will be multi-family units.
- 2) Please provide a detailed time schedule for the implementation and construction of the development, and if appropriate, a plan for phasing the construction of the residential planned community, showing the general geographical coverage of future plats or plans, their approximate sequence of submission, each of which must meet pertinent requirements either on their own or in conjunction with prior phases. <https://ecode360.com/14020791>.
- 3) In phased construction, the first phase shall include the landscaping of property perimeters, entry drives, and stormwater management ponds as well as required parking lot and building landscaping. §ZS1-322(b)(9). <https://ecode360.com/14021091>.
- 4) Please provide more details on the lot, road, and parking requirements for the Step II Master Plan submission. §ZS1-315(g). <https://ecode360.com/14020727>.
- 5) Please show the planned 40-foot MDOT right-of-way widening in the site plan and include it in the legend. The setbacks shall be located as measured from the proposed future right-of-way line as opposed to the current right-of-way line. Please refer to the *Transportation Corridor Plan for Maryland Route 589* adopted by Resolution No. 98-18.
- 6) Please provide more details on the proposed commercial/retail area in the Step II Master Plan submission. Provide details regarding access, as well as the general building and parking locations. Additionally, please provide a percentage calculation of each land use in tabular form.
- 7) Please include the Commercial/Retail area in the Proposed Land Use Table.
- 8) Please provide more details on the 344 additional parking spaces provided.
- 9) Please include the proposed pavement material in the legend.
- 10) Please clarify why the certain portions of the proposed pavement are gray while other areas have a gray and yellow-checkered pattern.
- 11) Please provide three (3) bicycle racks for the residential units, and please provide three (3) bicycle racks for the amenity areas that are incidental to the residential development. §ZS1-320(a). <https://ecode360.com/14021037>. Additional bicycle racks will be needed for the commercial/retail area when more details are provided.
- 12) Please provide a landscaping plan along with the Step II Master Plan submission.
- 13) Please provide landscape screening along MD. Rt. 589. §ZS1-322(e)(6). <https://ecode360.com/14021130>. Screening is defined as vegetation that is thickly planted and of such species that it will provide a complete visual barrier and thus obscure the use or structure from sight from adjacent properties once the vegetation reaches maturity or within five years, whichever comes first. §ZS1-322(e)(1). <https://ecode360.com/14021104>.

- 14) Please provide landscaping within the parking area. Landscaping internal to parking areas shall consist of one (1) tree planted for each six (6) parking spaces. Trees shall be located in islands within the parking lot at intervals of ten contiguous parking spaces or less. Impervious surfaces shall be kept at least four (4) feet away from the tree's trunk. The trees shall be at least ten feet in height and one and one-half inches in caliper and be planted in a minimum eight-foot-by-twenty-foot landscaped area. Planting areas shall be placed at each end of a parking row. The edges of the parking area shall be curbed or buffered and the space between all parking areas. §ZS1-322(f). <https://ecode360.com/14021133>.
- 15) 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 for a nursery will be required to be provided at permit stage to accurately determine the bond amount. §ZS1-322(g). <https://ecode360.com/14021139>
- 16) Each landscaped area must be readily accessible to a water supply. Unless xeriscaping plant material and technologies are employed, all landscaped areas shall provide an automatic irrigation systems with rain sensors. Drip irrigation systems are preferred. If an automatic system is not feasible, the Planning Commission at its discretion may approve an alternate watering system to maintain the plant material. §ZS1-322(b)(7). <https://ecode360.com/14021089>.
- 17) Please provide a lighting plan for the Step II Master Plan submission.
- 18) Please show dumpster locations for the community and include fencing details for screening.
- 19) The proposed pool will need approval from the Worcester County Health Department.
- 20) An additional zoning permit for all site improvements including the landscaping, recreation areas, and signage will be required at the time of building permit submission.
- 21) In the event that short term rentals would ever be pursued, please note that a dedicated third parking space would be required.

Next Steps for Step I Concept Plan Approval. §ZS1-315(k)(2)

- 1) The Technical Review Committee shall write a report known as the "Technical Review Committee Report," which will be issued to the applicant and the Planning Commission.
- 2) The Planning Commission shall then meet with the applicant to review the submission and the Technical Review Committee Report and may as a group visit the site of the proposed project. The Planning Commission shall produce findings based on the items considered under Subsections (k)(2)A1(ix)a through (k)(2)A1(ix)g hereof. The Planning Commission shall also produce a recommendation to the County Commissioners as to approval or disapproval of the residential planned community application, which may address the areas identified in the Technical Review Committee Report and such other areas of concern and such requirements as the Planning Commission may deem necessary and appropriate to advise the County Commissioners. The Planning Commission shall submit its

recommendation within ninety days after receipt of the Technical Review Committee Report, unless extended by the County Commissioners.

- 3) The County Commissioners shall consider the application and recommendation and hold a public hearing within ninety days of receipt of the Planning Commission's recommendation, unless extended by the County Commissioners. The hearing shall have the same procedural formalities as a map amendment as described in § ZS 1-113(c) hereof. Notice of such public hearing shall be as required in § ZS 1-114 hereof. The County Commissioners shall review the application, Technical Review Committee Report and Planning Commission's recommendation and shall, following the public hearing, approve or disapprove the application and, if approved, establish the residential planned community floating zone. Failure of the County Commissioners to reach a formal decision to approve or disapprove the application within six months of the public hearing shall constitute a denial of the application. In granting an approval, the County Commissioners may impose conditions which shall become a part of the approval regulating the residential planned community. In addition, the County Commissioners may require independent reports of consultants, at the expense of the developer, prior to Step I concept plan approval. Any residential planned community approved by the County Commissioners must be unconditionally accepted as approved, in writing, by the applicant requesting such use within ninety days after approval by the County Commissioners. Failure to so accept, in writing, any such residential planned community so approved by the County Commissioners shall be considered a rejection and abandonment by the applicant of the approval, and thereafter any such residential planned community so approved shall be null and void and of no effect whatsoever. Any transfers of the property shall be subject to the approved plan. Step I concept plan approval by the County Commissioners shall be considered a reclassification and subject to appeal as such.
- 4) Step I approval shall automatically expire and terminate unless the Step II approval is obtained within one year from the date of Step I approval. The County Commissioners may extend the Step I approval for a maximum of one additional year, provided the one-year extension is requested not less than sixty days prior to the expiration of the Step I approval and granted prior to expiration as well.



Worcester County

Department of Environmental Programs
Natural Resources Division

Memorandum

To: Worcester County Technical Review Committee

From: Joy S. Birch, Natural Resources Planner III 

Subject: November 12, 2025 - Technical Review Committee Meeting

Date: October 20, 2025

- **Racetrack Village – Step I Residential Planned Community**
Proposed 137 multi-family unit Residential Planned Community. Located at Tax Map 21, Parcel 66, Lot 1, Parcel B, Tax District 03, R-3 Multi-Family Residential District. Maryland Medical Owners II, LLC, owner / Vista Design, Inc, surveyor/engineer. This is located outside of the Atlantic Coastal and Chesapeake Bay Critical Area Program. **No Comment.**



Worcester County

Department of Environmental Programs
Environmental Programs Division

Memorandum

To: Technical Review Committee (TRC) for a November 12, 2025 Meeting

From: Environmental Programs Staff

Subject: **Racetrack Village– Step I Residential Planned Community
Proposed 137 multi-family unit Residential Planned Community. Located
at Tax Map 21, Parcel 66, Lot 1, Parcel B.**

Date: October 24, 2025

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. Environmental Programs notes that there is 1 Ocean Pines Sanitary District sewer EDU allocated to lot B and a need for 136 to serve the proposed development. The applicant will need to acquire the additional Ocean Pines sewer EDUs and have them secured before this project can receive final site plan approval from Environmental Programs. The narrative states that the developers have already met with representatives from the Worcester County Department of Public Works, Environmental Programs, County Attorney, etc. to discuss necessary infrastructure improvements to accommodate water and sewer to the property. Necessary infrastructure improvements and connections/extension or water and sewer will need to meet DPW requirements.
3. We note that natural gas main extensions and service conversions are currently completed in this area & gas is available for this project.
4. A plumbing permit will need to be obtained for the interior work for each unit and a separate one for the site utility work. Gas permits will be needed as well, if utilized for this project.

Citizens and Government Working Together

5. Plumbing Code is the 2021 International Plumbing Code (IPC) Illustrated **ITEM 5**
The Gas Code is the 2021 International Fuel Gas Code (IFGC), for natural gas.



GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1302

SNOW HILL, MARYLAND 21863-1294

TEL: 410-632-5666

FAX: 410-632-5664

TECHNICAL REVIEW COMMITTEE COMMENTS

PROJECT: Racetrack Village RPC**TRC #: 20250441****LOCATION: Tax Map 21, Parcel 66, Lot 1, Parcel B****CONTACT: Vista Design****MEETING DATE: November 12, 2025****COMMENTS BY: Robert Korb, Jr.
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:

Site development consisting of 137 multifamily unit RPC.

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, whichever 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 homes 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 turning radius shall meet the most restrictive Worcester County fire department apparatus turning radius which is 33 feet inside and 55 feet outside. Approved turnarounds or cul-de-sacs shall be provided on roadways exceeding 150 ft. in length.
3. All fire hydrant locations shall be approved by this office.
4. A complete set of building plans shall be submitted and approved prior to the start of construction.
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 IV 
Subject: Forest Conservation & Stormwater Management Review
Date: October 23, 2025
Date of Meeting: November 12, 2025
Project: Racetrack Village RPC
Location: Racetrack Road, Tax Map: 21, Parcel: 66, Lot 1 & Lot B
Owner/Developer: Maryland Medical Owners II, LLC
Surveyor: Vista Design, Inc.

This project is subject to the Worcester County Forest Conservation Law. This project is subject to Forest Conservation Plan #21-13. This project has met compliance with the Worcester County Forest Conservation Law through the establishment of on-site Forest Conservation Easements and off-site mitigation. Forest Conservation Easement areas are to be kept as a natural habitat area, no clearing or grading within these Conservation Easement areas is permitted, and any new structures and improvements must not encroach into the Forest Conservation Easement. Furthermore, all Forest Conservation signs must be in place around the Conservation Easements.

This project is subject to the Worcester County Stormwater Ordinance. Stormwater Concept Plan Plan approval is required prior to RPC step II.

All projects over one acre shall be required to file for a General Permit/Notice of Intent (NOI) for construction activity through Maryland Department of Environment. This is mandated through the Environmental Protection Agency's (EPA) National Pollutant Discharge Elimination System (NPDES). Any permits to be issued by Worcester County for disturbance that exceeds one acre will not be issued without NOI authorization being obtained prior to.



DEPARTMENT OF
ENVIRONMENTAL PROGRAMS

Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1306

SNOW HILL, MARYLAND 21863

TEL: 410.632.1220 / FAX: 410.632.2012

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

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

MEMORANDUM

DATE: January 1, 2024

TO: Applicant

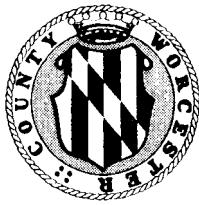
FROM: David M. Bradford, Deputy Director

SUBJECT: Stormwater/Sediment Erosion Control Plan/Permit

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

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

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

**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: Racetrack Village RPC

Date: 11/12/2025

Tax Map: 21

Parcel: 66

Section:

Lot: 1

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. Complete sealed architectural, structural, mechanical, plumbing and electrical plans are required.
4. Provide information for wind, snow, floor, roof and seismic loads.
5. Special inspections (Third party) required per IBC Chapter 17 for steel, concrete, masonry, wood, prepared fill, foundations and structural observations. **These are required in addition to the required Worcester County inspections.**
6. A Maryland Registered Architect must seal plans. This architect or architectural firm will be considered the architect of record.
7. A pre-construction meeting will be required before any work starts.
8. Provide complete accessibility code requirements and details.
9. List on construction documents all deferred submittals.
10. Truss and other shop drawings will be required prior to installation. Design professional in responsible charge shall review and approve all shop drawings.
11. Soils report required at the time of building permit application.
12. Please provide your design professional with a copy of these comments.
13. Compaction reports are due at all footings and slab inspections as well as any site work and structural fill.

Site specific comments

1. Current Codes: 2021 International Building Code
2021 International Residential Code
2021 International Energy Conservation Code
2021 International Mechanical Code
2020 NEC
Maryland Accessibility Code
2010 ADA Standards for Accessible Designs
2. FHA: Residential units are covered under FHA for ground floor units. Design residential units per FHA design guidelines. Provide an accessible route to units.
3. Architect to provide design and approve shop drawings for guardrails (walkway and stairs) prior to installation.



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

ZONING DIVISION
BUILDING DIVISION
LIQUOR LICENSE DIVISION

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

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

To: Ben Zito, DRP Specialist
From: Kelly L. Henry, Technical Services Manager
Date: October 15, 2025
RE: TRC Meeting - November 12, 2025

Community Church: I will assign either a unit address or separate street number to the new building and pavilion at the pickleball court.

Bishopville Volunteer Fire Dept.: The existing address of 10709 Bishopville Road will remain and be assigned to the new building.

Racetrack Village: The interior driveways (private lanes) or approved private or public roads will need to be named. Proposed road names should be submitted to me for review and consideration. These names may or may not require action by the County Commissioners. Once the preliminary site plan is approved, please submit a copy to me so I can start address assignments. Address assignment will not be public until final site plan approval and the receipt of building permits.

KCJ Farms, LLC: The existing address of 6220 Disharoon Road is valid for the dredge spoil site.

Titan Yachts: Question: Is Titan Yachts the only tenant on the parcel? Right now, all the buildings have an address at 13053 Old Stage Road with Units 1-4. If there is only one tenant/business on parcel then the new building will be Unit 5.

**Re: 11/12/25 TRC Meeting Agenda**

From Kevin Lynch <klynch@worcestermd.gov>
Date Mon 10/27/2025 7:08 AM
To Benjamin M. Zito <bmzito@worcestermd.gov>

Ben,

See below for the TRC comments for the Road's Division:

KCJ Farm - No comments at this time.

Race Track Village - No comments at this time.

Titan Yachts - Using existing entrance

Coastal Community Church - No comments at this time.

Kevin A. Lynch
Superintendent
Worcester County Department Of Public Works
Roads Division
5764 Worcester Hwy
Snow Hill, MD 21863
O: (410) 632-2244, ext. 2104
C: 443-783-9731
F: 410-632-0020



From: Benjamin M. Zito <bmzito@worcestermd.gov>
Sent: Friday, October 24, 2025 8:09 AM
To: Kristen Tremblay <ktremblay@worcestermd.gov>; Brian M. Soper <bmsoper@worcestermd.gov>; Cathy Zirkle <czirkle@worcestermd.gov>; Dallas Baker <dbaker@worcestermd.gov>; Dwilson12@sha.state.md.us <Dwilson12@sha.state.md.us>; David M. Bradford <dbradford@worcestermd.gov>; David Mathers <dmathers@worcestermd.gov>; Gary Serman <gserman@worcestermd.gov>; Gary R. Pusey <grpusey@worcestermd.gov>; jfritts@mdot.maryland.gov <jfritts@mdot.maryland.gov>; Jennifer Keener <jkkeener@worcestermd.gov>; Joy Birch <jbirch@worcestermd.gov>; Kevin Lynch <klynch@worcestermd.gov>; Laurie Bew <lbew@worcestermd.gov>; Lisa Lawrence <llawrence@worcestermd.gov>; Mmknight@comcast.net

**RE: TRC Comments**

From Dallas Baker <dbaker@worcestermd.gov>

Date Mon 11/3/2025 11:09 AM

To Tony Fascelli <tfascelli@worcestermd.gov>; Benjamin M. Zito <bmzito@worcestermd.gov>

Cc Kevin Lynch <klynch@worcestermd.gov>; Quinn M. Dittrich <qmdittrich@worcestermd.gov>; Ondrea Starzhevskiy <ostarzhevskiy@worcestermd.gov>

Ben,

For Racetrack Village, the developer still owes the County \$22,733.02 for the inspection escrow from their AGH project.

Dallas

From: Tony Fascelli <tfascelli@worcestermd.gov>

Sent: Monday, November 3, 2025 9:46 AM

To: Benjamin M. Zito <bmzito@worcestermd.gov>

Cc: Kevin Lynch <klynch@worcestermd.gov>; Dallas Baker <dbaker@worcestermd.gov>

Subject: TRC Comments

Ben,

Please see attached below Water and Wastewater Division TRC Comments for November 12th Meeting.

Racetrack Village RPC

1. Please verify EDU's are available with Environmental Programs.
2. Utility plans need to be submitted to Water and Wastewater office for further review, meeting approved GMB 589 study.
3. The pool and pool house will need an EDU and water meter if they are intended to have bathrooms/showers.
4. Looping of water mains where feasible upon request of Public Works.
5. Escrow's are to be paid in full prior to start of review for Water and Wastewater Division. Previous project has still not been accepted due to the escrow balance which is delaying the warranty period and bond release.

Titan Yachts

1. No comment from Water and Wastewater Division, property is to be served by Well and Septic.

Coastal Community Church

1. No comment from Water and Wastewater Division, property is to be served by Well and Septic.

If you have any questions regarding any of the comments feel free to let me know.

Thanks,

Tony Fascelli



RE: 11/12/25 TRC Transmittals and Materials

From Jeffrey Fritts <JFritts@mdot.maryland.gov>

Date Fri 10/17/2025 9:39 AM

To Benjamin M. Zito <bmzito@worcestermd.gov>

Ben,

For the following projects SHA has no comments, Racetrack Village, Bishopville Volunteer Fire Department, Coastal Community Church, KCJ Farms and Titan Yachts. These projects will have no negative impact to the state roadways.

Thanks,



Jeff Fritts

Access Management

Regional Engineer

410.677.4039 **office**

443.397.5063 **mobile**

Jfritts@mdot.maryland.gov

Maryland Department of Transportation

660 West Road, Salisbury, MD 21801

From: Benjamin M. Zito <bmzito@worcestermd.gov>

Sent: Tuesday, October 14, 2025 9:16 AM

To: Kristen Tremblay <ktremblay@worcestermd.gov>; Brian M. Soper <bmsoper@worcestermd.gov>; Cathy Zirkle <czirkle@worcestermd.gov>; Dallas Baker <dbaker@worcestermd.gov>; Daniel Wilson <DWilson12@mdot.maryland.gov>; David M. Bradford <dbradford@worcestermd.gov>; David Mathers <dmathers@worcestermd.gov>; Gary Serman <gserman@worcestermd.gov>; Gary R. Pusey <grpusey@worcestermd.gov>; Jeffrey Fritts <JFritts@mdot.maryland.gov>; Jennifer Keener <jkkeener@worcestermd.gov>; Joy Birch <jbirch@worcestermd.gov>; Kevin Lynch <klynch@worcestermd.gov>; Laurie Bew <lbew@worcestermd.gov>; Lisa Lawrence <llawrence@worcestermd.gov>; Mmknight@comcast.net; Matt Owens <mowens@worcestermd.gov>; Matthew Laick <mlaick@worcestermd.gov>; Paul Miller <pmiller@worcestermd.gov>; Robert Korb Jr. <rkorb@worcestermd.gov>; Robert Mitchell <bmitchell@worcestermd.gov>; Stuart White <swhite@worcestermd.gov>; Tony Fascelli <tfascelli@worcestermd.gov>; Kelly Henry <khenry@worcestermd.gov>

Subject: 11/12/25 TRC Transmittals and Materials

Caution: CAUTION: Suspicious? Double-check! This email is from an external source. If something seems unusual, even from someone you know, verify directly. Forward suspicious emails directly to Email Abuse (abuse@mdot.maryland.gov) or call the MDOT Service Desk at 410-768-7181 for assistance.

All,

ITEM 5

Please see the attached transmittals for our 11/12/25 TRC meeting. I have dropped the site plans in the following OneDrive link. [November 12 2025 TRC Meeting](#)

Hard copies have been sent out this morning as well.

Thank you,

Ben Zito
DRP Specialist III
Dept. of Development, Review and Permitting
Worcester County Government
One West Market Street, Room 1201
Snow Hill, MD 21863
(410) 632-1200, ext. 1134
bmzito@worcestermd.gov



August 4, 2025

Hugh Cropper IV
 Booth, Cropper, and Marriner, P.C.
 9927 Stephen Decatur Highway, Suite F-12
 Ocean City, MD 21842



RE: Sina Rezoning
SUPPLEMENTAL TRAFFIC ANALYSIS
 Worcester County, Maryland
 Our Job No.: 2025-0114

Dear Mr. Cropper:

As a follow-up to the Planning Commission meeting held on June 5, 2025, The Traffic Group, Inc. is pleased to submit this Supplemental Traffic Analysis for Sina Property (Rezoning Case No. 447). Specifically, this document incorporates traffic analysis at additional adjacent intersections with data collected during summer 2025. We will demonstrate that with the proposed rezoning of Sina Property, the adjacent study intersections would maintain adequate levels of service in the future with the full buildout of the site.

Study Intersections

In addition to the proposed site access at MD 589, the following intersections were identified to be included within this analysis:

- MD 589 at Manklin Creek Road
- MD 589 at US 50

These intersections represent the nearest signalized locations to the subject site. A map showing the general area of the intersections with relation to the Sina Property can be found in Figure 1.

To the north of the subject site, the intersection of MD 589 at Manklin Creek Road features one travel lane in each direction along MD 589. There is one separate northbound left turn lane and two separate southbound left turn lanes along the roadway. Separate right turn lanes are also available along both mainline approaches. Each Manklin Creek Road approach provides separate left, thru, and right turn lanes. Crosswalks span the south and east legs of the intersection. In the northeast quadrant of the intersection, there is pedestrian connectivity to a multimodal path/trail.

The site access intersection at MD 589 provides separate left and right turn lanes for all three approaches. Additional details on this intersection can be found within the main Traffic Analysis.

EBO/DIBE Certified

Howard County

MBE Certified

Charles County
 Prince George's County

MFD Certified

Montgomery County

CORPORATE OFFICE **Baltimore, MD**

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 9900 Franklin Square Drive
 Baltimore, Maryland 21236
 410.931.6600
 fax: 410.931.6601
 1.800.583.8411

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To the south, MD 589 terminates at US 50. US 50 contains two travel lanes in the eastbound and westbound directions. There are two separate left turn lanes along eastbound US 50 and a separate left (U-turn) and right turn lane in the westbound direction. MD 589 widens to provide two left turn lanes and one right turn lane at the intersection. Figure 2 summarizes the existing lane use.

Traffic Volumes

Intersection turning movement counts were collected at each of the study intersections on Thursday, July 10, 2025, from 6–9 AM and 3–6 PM and Saturday, July 12, 2025, between the hours of 10 AM to 2 PM. The existing turning movement counts are summarized in Figure 3. Additional details on the turning movement counts can be found in Appendix A.

Background Conditions

Consistent with the previous Traffic Analysis, a 3% annual growth rate was applied to all movements for a three-year period. Figure 4 summarizes the regional growth. Adding the regional growth to the existing traffic volumes results in the background traffic volumes as shown in Figure 5.

Total Traffic Conditions

The Sina Property could be developed with up to 136 townhouse units in conjunction with this proposed rezoning. To project future trips, the Institute of Transportation Engineers (ITE) Trip Generation (11th Edition) was consulted. The details of the trip generation equations and totals can be found in Table 1.

The site trips were distributed and assigned to the road network based on the existing turning movement counts and anticipated future demand. Figure 6 summarizes the future trip assignment.

Adding the site trips to the background volumes results in the total peak hour traffic volumes as shown in Figure 7.

Intersection Capacity Analysis

CLV analysis was undertaken at each of the study intersections to quantify the existing and projected future levels of service. The CLV analysis is summarized in Table 2.

HCM analysis was also prepared for each of the study intersections. The results can be found in Table 3.

HCM's 95th percentile queues are summarized for each intersection in Table 4. Complete capacity worksheets are contained in Appendix B.

As shown within Tables 2 and 3, adequate levels of service are currently available at each of the study intersections. In the future, when accounting for the additional traffic associated with the proposed Sina Rezoning, each of the intersections will maintain adequate levels of service during each of the three studied peak periods during the summer months using either methodology, which demonstrates a minimal site impact.

Summary of Findings and Conclusions

This analysis incorporates summer traffic data to analyze existing and projected future levels of service at key adjacent signalized intersections. As shown within the Traffic Analysis, each intersection currently maintains an adequate level of service using either CLV or HCM methodology. In the future, when considering regional growth and the potential development of the site, each intersection is projected to maintain acceptable operations with minimal site impact.

If you have any questions regarding this information, please do not hesitate to contact me.

Sincerely,



Carl R. Wilson, Jr., P.E., PTOE, RSP
Vice President

CRW:amr

(F:\2025\2025-0114_Sina Rezoning\DOCS\REPORTS\Sina Rezoning_Supplemental Traffic Analysis_Cropper.docx)

Professional Certification – I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland.

License No: 79931 Expiration Date: 11/8/2026

Figure 1 - Location Map For Site And Study Intersections

ITEM 5

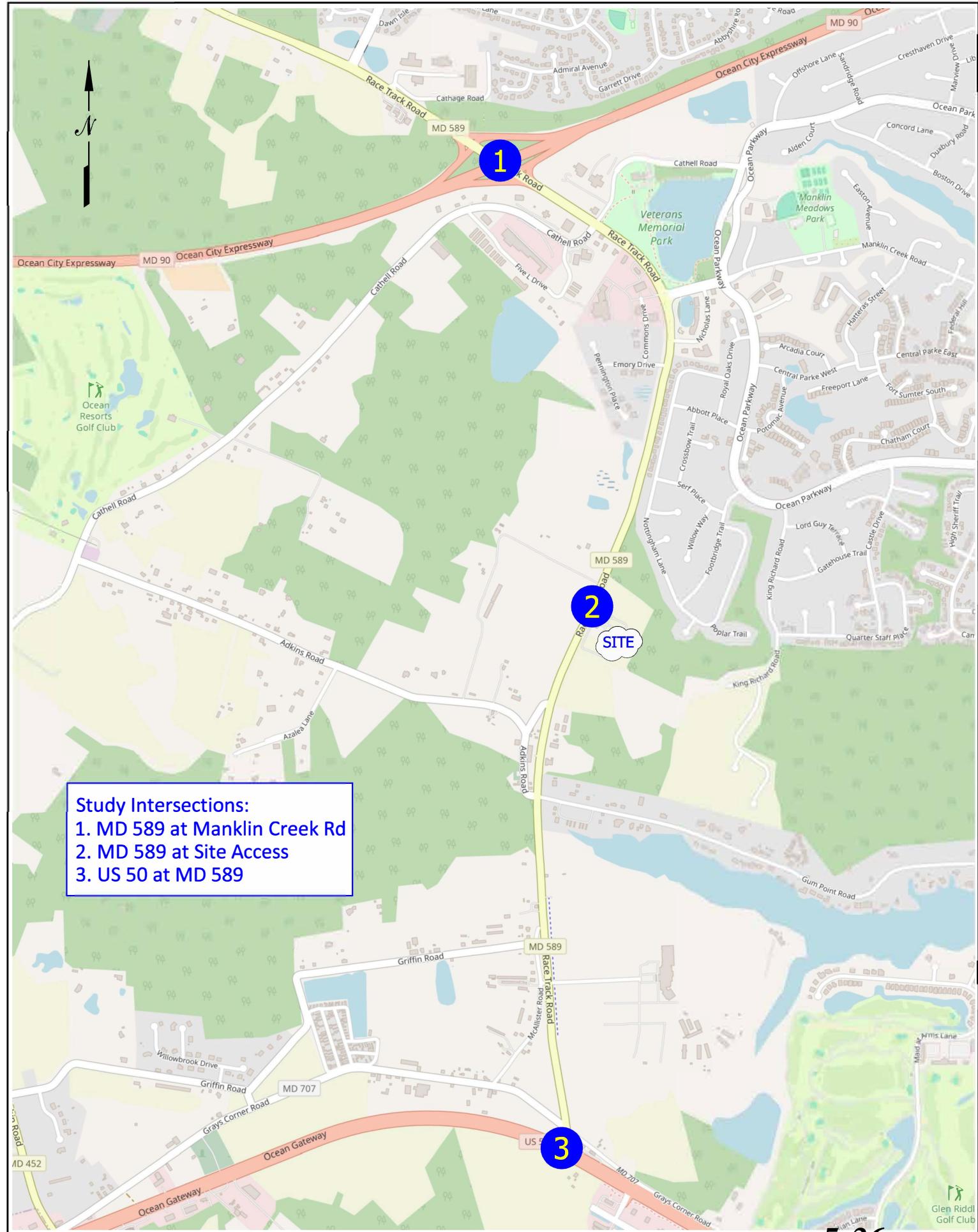


Figure 2 - Existing Lane Use and Traffic Control

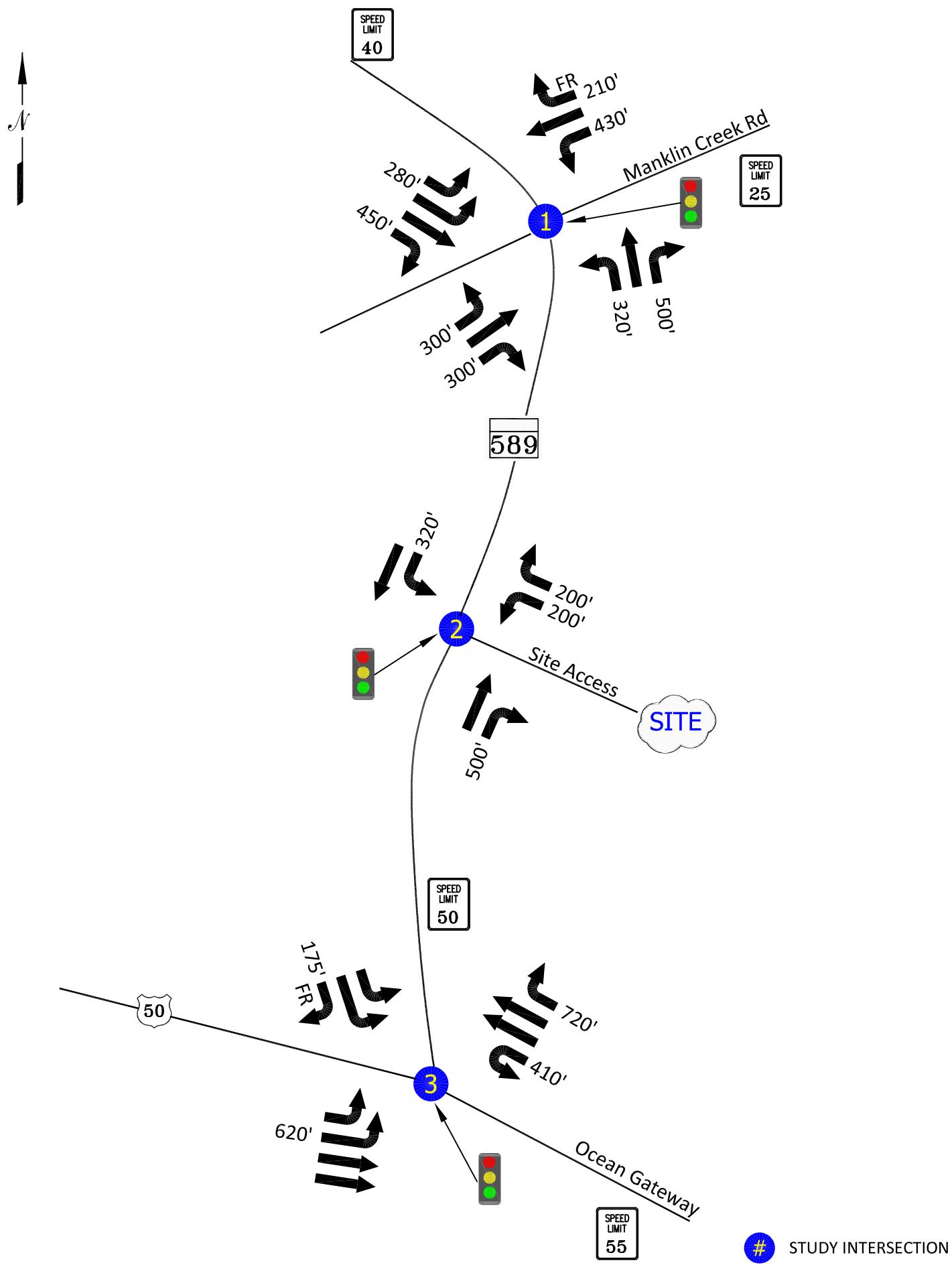


Figure 3 - 2025 Existing Peak Hour Traffic Volumes

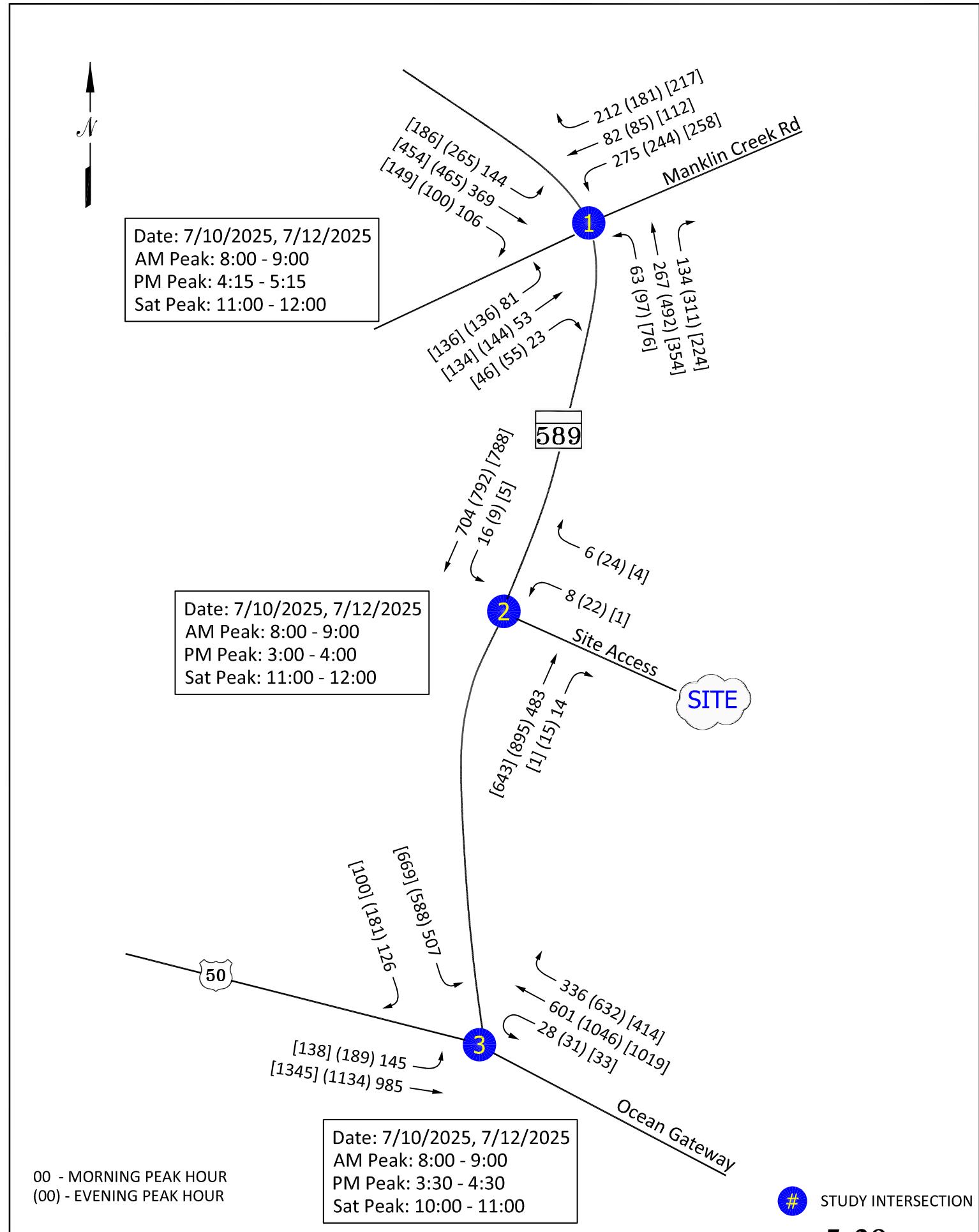
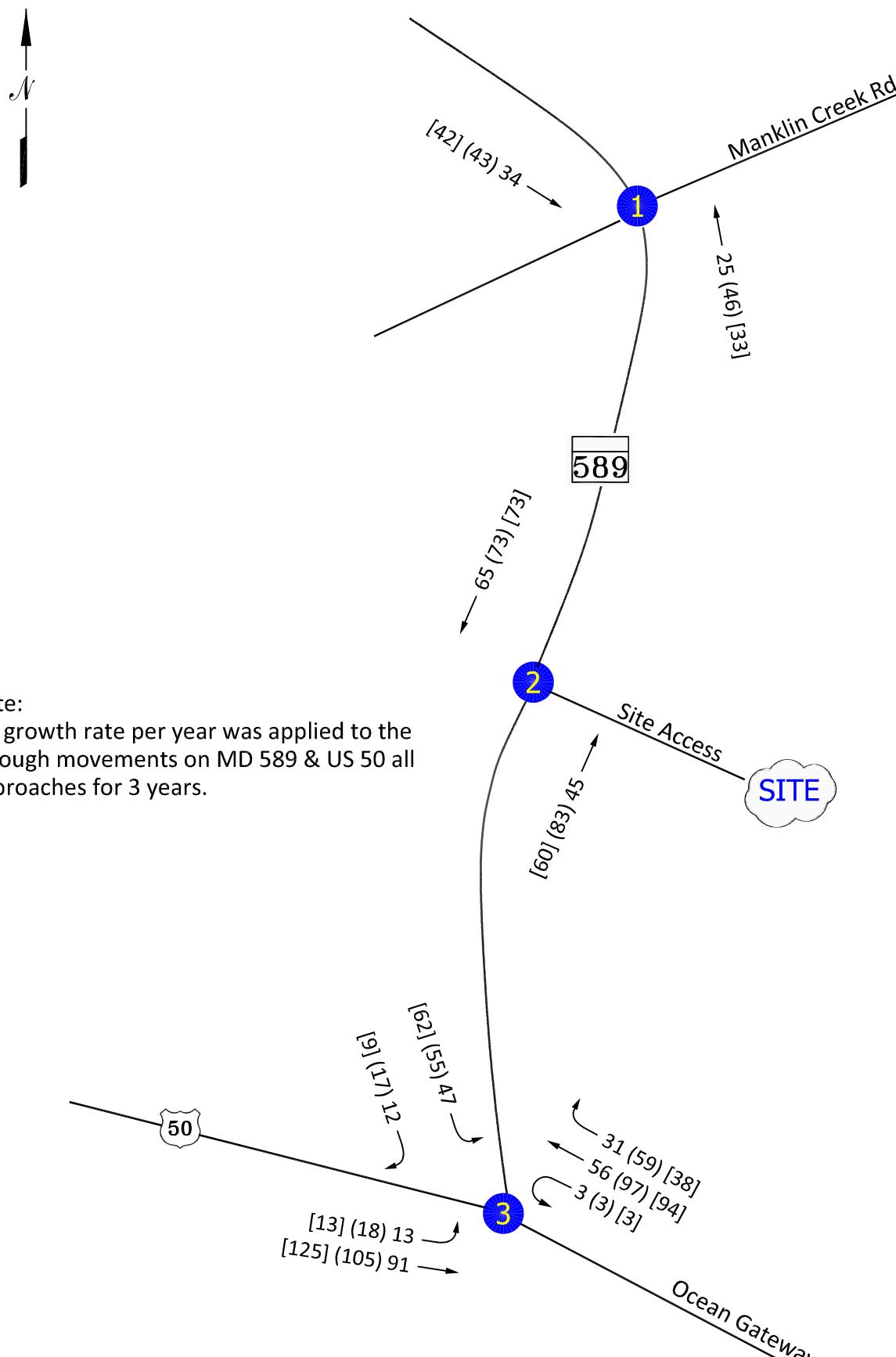


Figure 4 - Regional Traffic Growth



00 - MORNING PEAK HOUR
(00) - EVENING PEAK HOUR

Figure 5 - 2028 Background Peak Hour Traffic Volumes

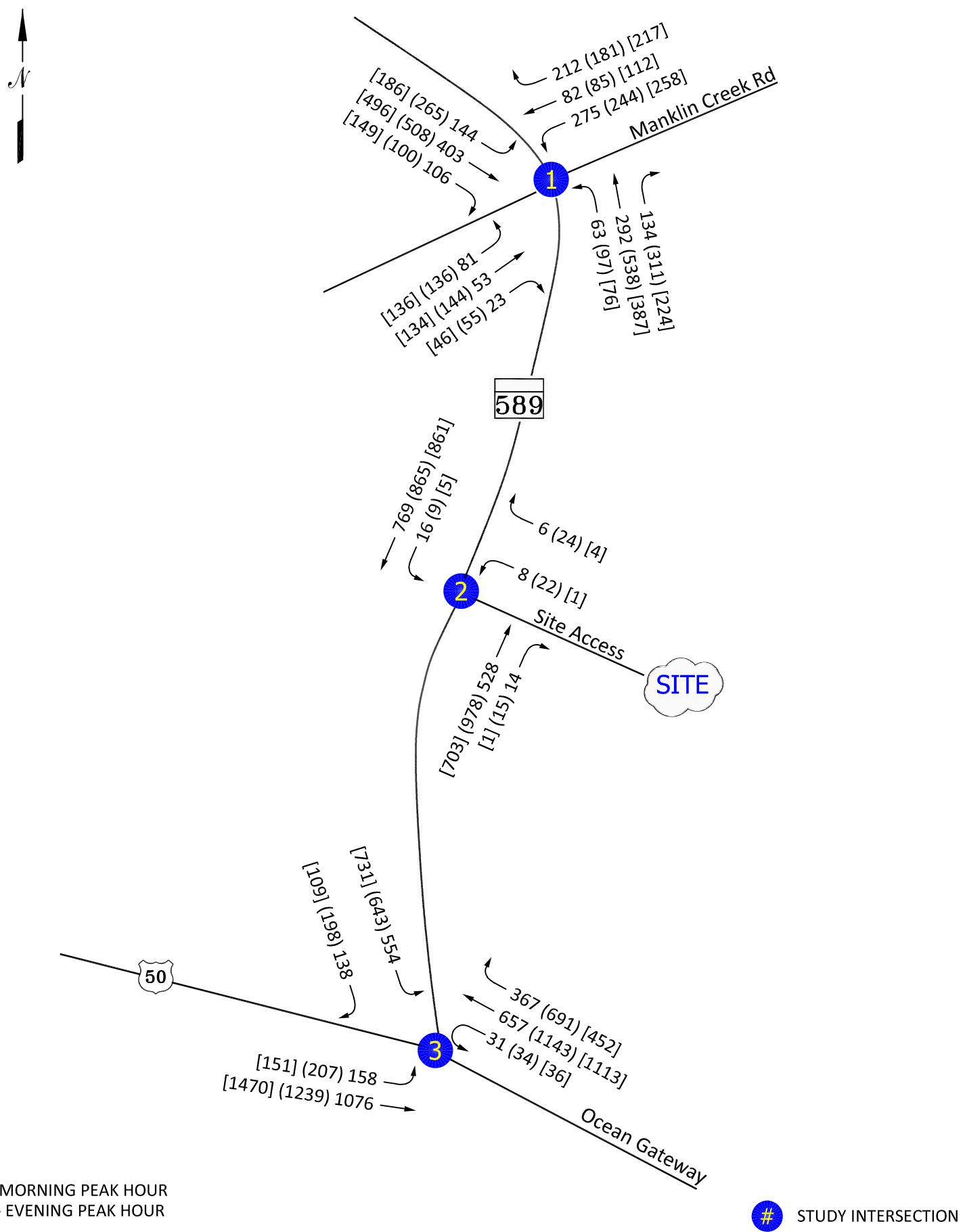


Table 1. Trip Generation Comparison for Sina Property

Land Use (Source)	Formula/Rate	Directional Distribution									
		AM Peak Hour		PM Peak Hour		SAT Peak Hour					
		In	Out	In	Out	In	Out				
Multifamily Housing, Low- Rise (ITE-220)	AM Peak Hour Trips = 0.31 x Units + 22.85										
	PM Peak Hour Trips = 0.43 x Units + 20.55			24%	76%	63%	37%				
	Sat. Midday Peak Hour Trips = 0.41 x Units					51%	49%				
	Daily Trips = 6.41 x Units + 75.31										
Trip Generation for Subject Site											
Land Use	Size	AM Peak Hour			PM Peak Hour			Mid. Sat Peak Hour			Daily
		In	Out	Total	In	Out	Total	In	Out	Total	
Multifamily Housing, Low-Rise	136 Units	16	49	65	50	29	79	29	27	56	947

Figure 6 - Trip Assignment for Site

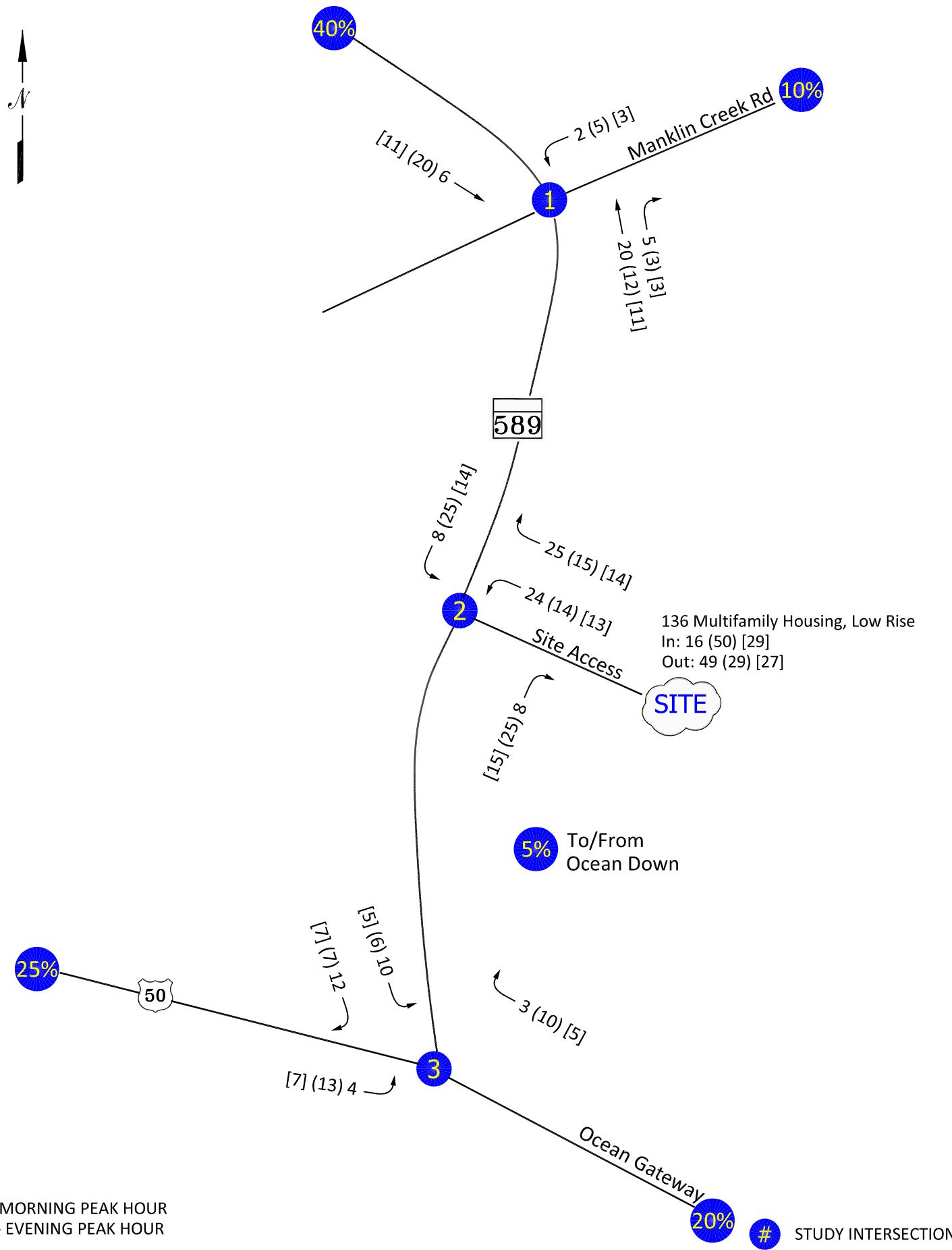
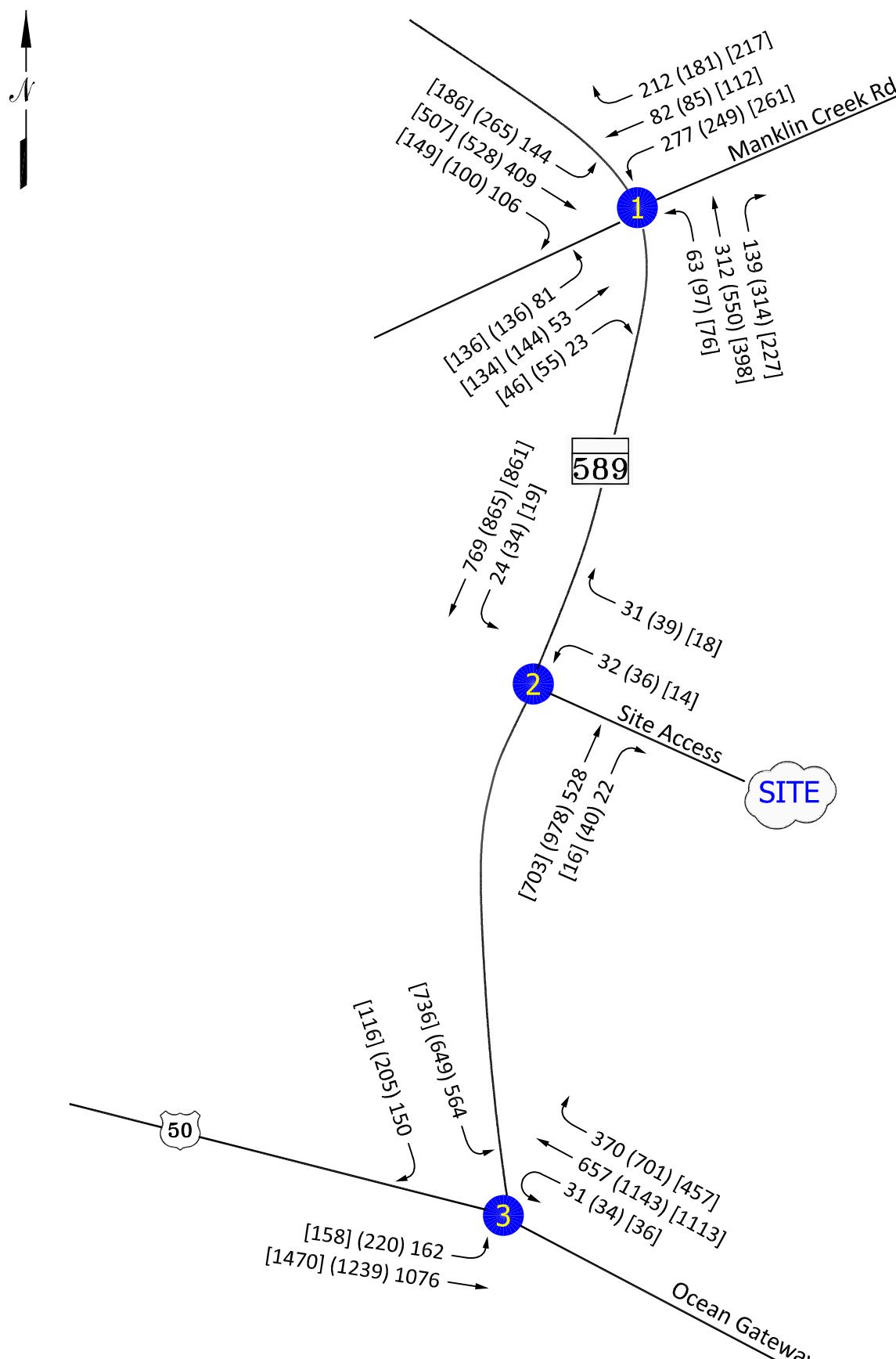


Figure 7 - 2028 Total Peak Hour Traffic Volumes



00 - MORNING PEAK HOUR
(00) - EVENING PEAK HOUR

LAW OFFICES

BOOTH CROPPER & MARRINER

A PROFESSIONAL CORPORATION

CURTIS H. BOOTH
HUGH CROPPER IV
THOMAS C. MARRINER*
LYNDSEY J. RYAN
KRISTINA L. WATKOWSKI
JENNIFER M. DINDINGER

*ADMITTED MD & DC

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EASTON OFFICE

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EASTON, MD 21601
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FAX (410) 820-6586

WEBSITE

www.bbclaw.com

October 3, 2025

Jennifer K. Keener, AICP
Director, Department of Development
Review and Permitting
Worcester County Government Building
One West Market Street, Room 1201
Snow Hill, Maryland 21863

RE: *Maryland Medical Owners III, LLC*
Worcester County Tax Map 21, Parcel 66, Lot 1, Revised Parcel B
22.86 acres

Dear Ms. Keener:

On behalf of my client, referenced above, please accept this correspondence as our written statement in accordance with Section ZS1-315(k)(2)A1(ix).

Introduction – The above referenced properties are located on the easterly side of Racetrack Road (Maryland Route 589) at its intersection with Taylorville Lane. The property consists of two separate parcels, and the total area is approximately 22.86 acres. The property was recently rezoned to R-3, Multi-Family Residential District, pursuant to Rezoning Case No. 447.

The adjacent property (which was part of the original tract) is zoned C-2, General Commercial District, and it is improved by a medical campus associated with Atlantic General Hospital/Tidal Health.

The property owner has proposed a 137 multi-family unit development, as part of a Master Planned Community, with the potential for a Mixed-Use Development. The proposed development will utilize the traffic light at Maryland Route 589, which was specifically built to service this property.

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.

The Petitioned Area is designated Existing Developed Area (EDA) by virtue of the current 2006 Comprehensive Plan. According to the current Comprehensive Plan (p. 13), EDA's are suitable for infill residential development. The infill residential development should recognize existing development in the area and maintain the neighborhood character. In this case, the property is adjacent to the Ocean Pines Subdivision, and the multi-family residential uses will provide a transition between the lower density residential single-family dwellings in Ocean Pines, and the more intense commercial uses along Maryland Route 589. There is an existing recorded Forest Conservation Area along the rear of the property that will buffer the proposed multi-family residential use from the Ocean Pines Subdivision.

There is a strong demand for housing in this area, and the proposed multi-family development will be close to employment centers. The Comprehensive Plan encourages residential uses near employment opportunities. Infill development is a priority in the Comprehensive Plan.

The proposed development is consistent with the R-3 Multi-Family Residential zoning. There are no municipalities within one mile.

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.

The site is located on the east side of Maryland Route 589, north of Gum Point Road, and adjacent to the Ocean Pines Subdivision. The proposed use is 137 multi-family units, on approximately 22 acres. The proposal is compatible with the single-family residential subdivision of Ocean Pines, serving as a transition zone between the single-family residential uses and the busy highway and commercial uses at Atlantic General Hospital and or Maryland Route 589.

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.

Environmental Programs has confirmed that there are adequate EDU's in the Greater Ocean Pines Sanitary Service Area to serve the project. The developers have already met with representatives from the Worcester County Department of Public Works, Environmental Programs, County Attorney, etc. to discuss necessary infrastructure improvements to accommodate water and sewer to the property. In fact, the infrastructure will be designed in such a manner as to be consistent with other proposed future uses in the area.

D. The consistency of the residential planned community with the general design standards as contained in Subsections (j)(1) through (j)(5) hereof.

The developer has already identified key environmental features, and those features will be retained by virtue of an existing Forest Conservation Easement, as well as a condition of Rezoning Case No. 447. The property is generally high, and well-drained. The property represents a clustered, mixed-use development, with pedestrian-scale development.

Because the property will connect to the traffic signal servicing Atlantic General Hospital, there will be no dead-end streets, but instead will have connectivity to the commercial component at Atlantic General Hospital, and there will be synergy between the uses.

As stated, the Forest Conservation Easement has already been recorded on the rear of the property, protecting non-tidal wetlands, and providing a buffer to the single-family lots in the Ocean Pines Subdivision.

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.

Given the fact that much of the infrastructure is already in place, i.e. a signalized traffic entrance, and access road, and the configuration of the property, the property will most likely be developed as one unified development.

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.

In connection with recent Rezoning Case No. 447, the developer's traffic engineer testified that there was adequate capacity in the existing road network to handle the proposed 137 unit multi-family development. In fact, the intersection serving the property was already over-designed, because it was designed in connection with a two-story medical campus, which would have included four operating rooms, and a number of other ancillary uses. The original proposal for the entire property was much more intense than the proposed residential planned community. There will be connectivity to the adjoining commercial 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.

The property is designated S-1 in the Greater Ocean Pines Sanitary Service Area. The provision of water and sewer to the property is set forth in the Worcester County Comprehensive Water and Sewerage Plan. Environmental Programs has confirmed that adequate EDU's exist to serve this project. As stated previously, the property owner has already been in discussions with Department of Public Works with respect to the design of the infrastructure to best serve this project, and the future needs of the surrounding community.

Thank you for your consideration.

Very truly yours,



Hugh Cropper IV

HC/tgb

CC: Wayne Yetman
Steve Engel
Malcolm Sina
Rob Sina

IN THE MATTER OF *
*
THE REZONING APPLICATION OF * REZONING CASE NO. 447
*
MARYLAND MEDICAL OWNERS II, LLC *
*
AND *
*
MARYLAND MEDICAL OWNERS III, LLC*

FINDINGS OF FACT

Subsequent to a public hearing held on August 5, 2025, and after a review of the entire record, all pertinent plans and all testimony, the Worcester County Commissioners hereby adopt the findings of the Worcester County Planning Commission and also make the following additional findings of fact as the County Commissioners' complete findings of fact pursuant to the provisions of Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland.

Regarding the specifics of Rezoning Case No. 447: This case seeks to rezone petitioned areas on Tax Map 21, Parcel 66, Lot 1 and Tax Map 21, Parcel 66, Revised Parcel B, consisting of 22.86 acres. The parcels are located on the easterly side of Racetrack Road (MD Route 589), Berlin, at the intersection of Taylorville Lane. The request is to reclassify the petitioned area from C-2 General Commercial District to R-3 Multi-family Residential District. The petitioned areas are currently unimproved.

Applicant's testimony before the County Commissioners: Mrs. Keener read the Planning Commission's Exhibit No. 1 into the record. The County Commissioners had several questions of Mrs. Keener in regards to the Residential Planned Community (RPC) review and approval process; lighting standards for residential and commercial development; fencing; dumpster location and screening requirements; parking calculations and location; Emergency Services review; access to the Ocean Pines subdivision, and the recorded Forest Conservation Area.

Mr. Hugh Cropper, attorney for the applicant, then introduced the rezoning request, outlining the scope of the petitioned area and reiterating the RPC review and approval processes. He stated that the R-3 Multi-family Residential District classification is less impactful than the C-2 General Commercial District in every respect, including lighting,

parking, traffic, and impervious surface. He stated that multi-family residential uses will allow clustered buildings and more open space. Mr. Cropper explained the history of the 2012 rezoning from A-1 Agricultural District to C-2 General Commercial District, including the appeals and final decision that resulted in the rezoning to C-2 District. Mr. Cropper explained the changes made to the original design of the Atlantic General Hospital (AGH) outpatient facility, specifically to remove the four proposed operating rooms and scale back the building size. The intention was to have the adjacent petitioned areas provide compatible retail and service uses, including food establishments and a pharmacy, with an assisted living component. Those amenities would have been utilized by relatives or caregivers of the patients while they were in surgery. Mr. Cropper stated that the petitioned areas are designated as Existing Developed Area (EDA) on the land use map of the 2006 Comprehensive Plan. They are also in the S-1/ W-1 (Immediate to 2 years) category in the *Master Water and Sewerage Plan*.

Steve Engel, land planner and landscape architect with Vista Design, Inc., concurred with the nine changes in the character of the neighborhood that were listed in the Planning Commission's Findings of Fact. Mr. Cropper stated that they would be proffering the installation of a six-foot-tall vinyl fence (shown on the plan labeled Fence Exhibit) as a condition of approval. In addition, they would proffer that the Forest Conservation Area remain as is and shall not be removed or modified. Upon an inquiry by the Commissioners, Mr. Leslie, County Attorney, stated that the Perpetual Protection Agreement that is recorded with the easement is the strongest form of protection that the County has to ensure that it remains in place. Overall, Mr. Engel concurred with the definition of the neighborhood, the factual changes that have occurred at the AGH facility and supported the requested rezoning.

Mr. Cropper provided excerpts from the current 2006 Comprehensive Plan, as well as from the working draft copies of the proposed Comprehensive Plan, finding the rezoning consistent with both documents. He reiterated that the petitioned areas were designated Existing Developed Area (EDA) on the existing land use maps, and infill development is consistent with this classification. He noted that affordable and workforce housing were needed but was unable to define the price range that qualified as such. In response to a question, Mr. Engel confirmed that single-family dwellings in the R-1 Rural Residential District would inherently generate more traffic than commercial or multi-family residential uses but was unable to explain why. Therefore, he believes that the R-3 District is more suitable and will not increase traffic significantly on MD Route 589.

Regarding a question from Commissioner Bunting regarding calculations for setting aside Forest Conservation Area, it was indeterminable at this time whether

residential zoning would trigger the requirement to protect additional forested areas without running the calculations. Mr. Cropper stated that despite that, he was involved in the mitigation bank purchase of less than one acre that was needed to offset the on-site easement for the commercial zoning calculation.

Mr. Carl Wilson, The Traffic Group, is a Professional Engineer and traffic engineer who does traffic impact studies on a regular basis. The Traffic Group was involved with this property for a long time under Betty Tustin, and Mr. Wilson explained that they both worked on this property before she retired. He prepared a supplemental traffic analysis dated August 4, 2025, an update to Applicant's Exhibit Nos. 6 and 7. Mr. Wilson explained that they originally collected turning movement counts at the site's access point with MD Route 589 in January 2025, which was a timing issue with the rezoning submission. He has updated the traffic counts based on a regular July 2025 weekend. He explained that they did not conduct Fourth of July weekend counts, because holiday traffic is not typically representative of normal summer operations. Overall, he found that the intersection at the petitioned areas, as well as the intersections at Manklin Creek Road and US Route 50 (Ocean Gateway) were all Level of Service (LOS) A. LOS reflects critical lane volumes, and A is optimal, although D is acceptable. Other intersections along MD Route 589 operate at LOS A, B or C and are much busier than this intersection.

Within the updated traffic analysis, a density of 137 dwelling units was evaluated. Mr. Wilson stated that trip generation calculations resulted in the same LOS at all intersections, with or without the development of this site. He noted that the intersection was designed for a much more significant impact with respect to turn lanes and other features. In summary, the R-3 District uses would have much less traffic impact than the C-2 District uses. Furthermore, he explained that residential uses tend to be more level regarding trip activity, whereas commercial uses are variable. He also concluded that multi-family dwelling units will have less trips (6-7 trips per day) than single-family dwelling units (10 trips per day). Mr. Cropper stated that the applicant would proffer an additional condition of approval as requested by the Planning Commission; namely that there shall be no connection from MD Route 589 to Ocean Pines and Triple Crown Estates through the petitioned areas. Commissioner Bertino confirmed that there was no additional traffic light proposed on MD Route 589. Mr. Cropper stated that the analysis does not warrant another light, the State Highway Administration was unlikely to approve another light, and his client wouldn't want to pay for another light.

Mr. Cropper summarized his case, stating that there is no longer synergy between the existing and proposed uses in the commercial zoning district without the operating rooms at AGH. Residential is an appropriate use of land in his opinion, which is supported

by infill development under the EDA land use category, formerly Suburban Residential in a prior Comprehensive Plan.

Yvonne Field, resident of 6 Little John Court in Ocean Pines, testified that she lives on the largest lot directly behind the petitioned area. She is afraid that they will remove the Forest Conservation Area and she will lose the trees that buffer her home from any potential uses on the petitioned area. She is thankful that the County Commissioners are considering conditions of approval such as the retention of the trees and a fence. Commissioner Bunting noted that there are non-tidal wetlands and associated buffer along approximately half of her lot that could not be disturbed, as added protection to the tree buffer.

Roger Bredehorst, resident of 7 Little John Court in Ocean Pines, testified that he has resided here since the 1990's and the area has changed so much in that time. He referenced the AGH facility, with the large parking lot and lighting. He was disturbed that he didn't receive notice of the meeting as an adjoinder. Upon clarification by Mrs. Keener, Mr. Bredehorst was not identified as a contiguous property owner. Mr. Bredehorst was concerned with lighting and access to the proposed development, stating that there wasn't enough room for a multi-family residential development. He mentioned the development of the Triple Crown Estates, which connected to Ocean Pines, and thinks that it could happen here as well. Mr. Bredehorst stressed that there were significant traffic issues and backups from the Food Lion (Pennington Commons) to MD Route 90.

Upon a question from Commissioner Bertino regarding future road improvements on MD Route 589, Mr. Cropper stated that the petitioned area has already offered the required dedication strips. Commissioner Mitrecic was supportive of the rezoning; however, he was concerned that the trip generation analysis provided may not be accurate. However, the County Commissioners concurred with the applicant that there would be significantly less traffic with a residential development in the R-3 District than a shopping center in the C-2 District.

The County Commissioners' findings regarding the definition of the neighborhood: The County Commissioners concur with the applicant's definition of the neighborhood as outlined in Applicant's Exhibit No. 1, which is the same neighborhood defined in Rezoning Case Nos. 392 and 396.

The County Commissioners' findings regarding population change in the area: The County Commissioners agree with the Planning Commission and concluded that there has been population growth in the defined neighborhood by virtue of re-development and infill

of existing lots within the adjoining Ocean Pines subdivision. Additional residential development includes the expansion of the Ocean Pines subdivision with Triple Crown Estates. There is also a high transient population change with demand for needed medical services provided by Atlantic General Hospital and TidalHealth within the defined neighborhood. Overall, there is a high demand for housing in the area, especially since the significant amount of residential real estate transactions occurring during COVID, with additional people moving to the area.

The County Commissioners' findings regarding availability of public facilities: The County Commissioners agree with the Planning Commission and find that the petitioned area has been included in the Greater Ocean Pines Sanitary Service Area and is eligible for public water and sewer. In his memo, Mr. Mitchell has confirmed that adequate EDUs are available. Additionally, there are adequate outpatient medical services to serve the population.

The County Commissioners' findings regarding present and future transportation patterns: Based upon the testimony presented, the County Commissioners find that the petitioned area fronts on Racetrack Road (MD Route 589), a State-owned and -maintained major collector highway. Road upgrades have been completed on MD Route 589, including a signalized intersection at the petitioned areas and the AGH medical complex. The Commissioners reviewed the traffic study and expressed skepticism about the reliability and precision of the traffic counts that it contained. However, the Commissioners independently found that there would be less traffic with a residential development in the R-3 District than a shopping center in the C-2 District.

The County Commissioners' findings regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to waters included on the State's impaired waters list or having an established total maximum daily load requirement: Based upon the Planning Commission's findings and the testimony presented, the County Commissioners find that the petitioned area adjoins the single-family residential subdivision of Ocean Pines. The County Commissioners concurred that a Residential Planned Community would be compatible with existing and proposed development, with the petitioned area serving as a transition zone between the single-family residential uses and the busy highway and commercial uses at AGH. The County Commissioners also found that there is an existing, recorded Forest Conservation Area along the rear of the property that will buffer the lots within the Ocean Pines subdivision, which will not be removed or modified as a condition of approval, and will be further screened with a fence. That area contains non-tidal wetlands that will be protected. Overall, the petitioned areas are well-drained uplands and any run-off would be collected by on-site stormwater management.

The County Commissioners' findings regarding compatibility with the County's Comprehensive Plan: The County Commissioners find that the property is designated as an Existing Developed Area (EDA) on the Land Use Map. There is a strong demand for housing in the neighborhood, and it is located near commercial service areas that also serve as employment centers. Infill development is a priority in the Comprehensive Plan and this development will provide additional housing while keeping the character and density of the neighborhood. In 2009, the Planning Commission had concurred that residential use would be more consistent with the comprehensive plan and had recommended a residential zoning classification (R-1 District). Therefore, the proposed reclassification is consistent with the Comprehensive Plan and in keeping with its goals and objectives.

The County Commissioners' findings regarding the recommendation of the Planning Commission: The County Commissioners find that the Planning Commission gave a favorable recommendation to the rezoning of the petitioned area from C-2 General Commercial District to R-3 Multi-family Residential District. Having made the above findings of fact, the County Commissioners concur with the recommendation of the Planning Commission and generally adopt their findings of fact.

Decision of the County Commissioners: As a result of the testimony and evidence presented before the County Commissioners and the findings set forth above, the County Commissioners find there has been a change in the character of the neighborhood, and that a rezoning of the petitioned area is appropriate. The applicant requests a zoning map amendment from C-2 General Commercial District to R-3 Multi-family Residential District based on a change in the character of the neighborhood since the last comprehensive rezoning on November 3, 2009. This change is demonstrated through the nine points outlined in the testimony presented, summarized here:

1. Approval of Rezoning Case No. 396.
2. The sectional rezoning of lands to the west of the casino along McAllister Road.
3. The Comprehensive Plan amendment to redesignate the sectional rezoning parcels as Commercial Center on the Land Use Map.
4. The adoption of the Casino Entertainment District overlay zone.
5. The development of the AGH outpatient facility.
6. The installation of a traffic signal at the AGH facility and the petitioned area.
7. The installation of a traffic signal at McAllister Road.
8. The establishment of the Triple Crown Estates Residential Planned Community.
9. Several water and sewer plan amendments and sewer service area expansions in the neighborhood.

The County Commissioners further acknowledged that significant road upgrades have been completed on MD Route 589, including a signalized intersection and road improvements at the petitioned areas and the AGH medical complex as well as at McAllister Road in front of the casino. Furthermore, the County Commissioners concurred with the applicant that there would be significantly less traffic with a residential development in the R-3 District than a shopping center in the C-2 District, which is allowed today, despite their uncertainty in the accuracy of the specific trip generation calculations in the supplied traffic study. The County Commissioners found that a Residential Planned Community would be compatible with existing and proposed development, with the petitioned area serving as a transition zone between the single-family residential uses and the busy highway and commercial uses at AGH. Overall, the County Commissioners found that the requested zoning conforms to the Worcester County Comprehensive Plan, which encourages infill within established communities while preserving neighborhood character. Based upon their review, the County Commissioners conclude that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and hereby approve Rezoning Case No. 447 and thus rezone the petitioned areas, Tax Map 21, Parcel 66, Lot 1 and Tax Map 21, Parcel 66, Revised Parcel B, from C-2 General Commercial District to R-3 Multi-family Residential District with the following conditions of approval:

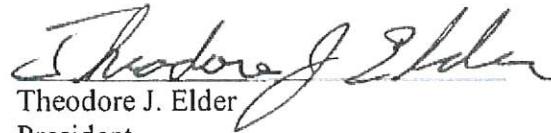
1. Install 6' tall vinyl fence as illustrated on Fence Exhibit rendering, with the homeowners or condominium association responsible for maintenance in perpetuity;
2. The recorded Forest Conservation Area, as illustrated on the plat (SRB Liber 250 Folio 40) shall not be removed or modified; and
3. There shall be no connection from MD Route 589 to Ocean Pines and Triple Crown Estates through the petitioned areas.

Adopted as of August 5, 2025. Reduced to writing and signed August 19, 2025.

Attest:

Worcester County Commissioners


Weston S. Young
Chief Administrative Officer

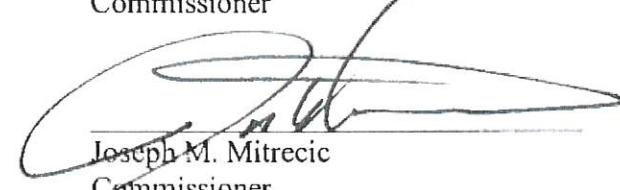

Theodore J. Elder
President

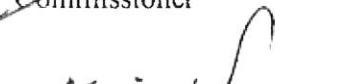

Eric J. Fiori
Vice President


Caryn G. Abbott
Commissioner


Anthony W. Bertino, Jr.
Commissioner


Madison J. Bunting, Jr.
Commissioner


Joseph M. Mitrecic
Commissioner


Diana Purnell
Commissioner

Worcester County Sheriff's Office ^{ITEM 6}

Matthew Crisafulli
Sheriff

Nathaniel Passwaters
Chief Deputy



December 19, 2025

To: Worcester County Commissioners

From: Sheriff Matthew Crisafulli

RE: FY26 Out-of-State Travel Request

Please accept this request for out-of-state travel:

Out of State Travel Request

WCSO	8	100.1101.030.7000.040
Department	# of Attendees	GL Account Code
Moyock N	04/26/2026	05/01/2026
Destination	Depart	Return

Purpose of Travel: This request is to send 8 STAR Team members (1/2 of the team) to Hostage Rescue training. Travel out will be 04/26/26, class is 4/27/26-5/1/26, travel back will be 5/1/26.

Estimated costs: Airfare: n/a

Lodging: incl in overall cost of training

Meals: 408.00 (51\$ x 8 EMPLS x 1 travel days) – all other meals incl in overall cost of training

Registration: incl in overall cost of training

Car Rental: n/a

Other Transportation: County vehicle

Other: 23,266.58 overall cost of training

TOTAL: 23,674.58

Worcester County Sheriff's Office ^{ITEM 6}

Matthew Crisafulli
Sheriff

Nathaniel Passwaters
Chief Deputy



December 19, 2025

To: Worcester County Commissioners

From: Sheriff Matthew Crisafulli

RE: FY26 Out-of-State Travel Request

Please accept this request for out-of-state travel:

Out of State Travel Request

WCSO	8	100.1101.030.7000.040
Department	# of Attendees	GL Account Code
Moyock N	05/03/2026	05/08/2026
Destination	Depart	Return

Purpose of Travel: This request is to send 8 STAR Team members (1/2 of the team) to Hostage Rescue training. Travel out will be 5/03/26, class is 05/04/26-5/8/26, travel back will be 5/8/26.

Estimated costs: Airfare: n/a

Lodging: incl in overall cost of training

Meals: 408.00 (51\$ x 8 EMPLS x 1 travel days) – all other meals incl in overall cost of training

Registration: incl in overall cost of training

Car Rental: n/a

Other Transportation: County vehicle

Other: 23,266.58 overall cost of training

TOTAL: 23,674.58



DEPARTMENT OF
INFORMATION TECHNOLOGY

Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1003

SNOW HILL, MARYLAND 21863

TEL:410.632.5610

www.co.worcester.md.us/departments/it

To: Weston Young, Chief Administrative Officer

From: Brian Jones, IT Director

A handwritten signature of Brian Jones.

Re: Over Expenditure/Joint Department Request

Date: December 18, 2025

The Department of Review and Permitting's plotter/scanner has unexpectedly failed and is no longer operational. The device has been removed from service due to hardware failure and reaching the end of its useful life. This equipment is critical for daily operations, particularly for printing large-scale maps and plans.

To address this, we solicited quotes from multiple vendors to ensure the best possible pricing. After careful review, we believe Delmarva Document Solutions (DDS) offers the most advantageous option. DDS is our current provider for printers across the county offices and has consistently proven to be a reliable partner.

We are requesting approval for an over-expenditure to cover the lease cost of **\$352.99 per month for 60 months**. The monthly maintenance costs are waved for the first year. This would be billed to DRP's GL 100.1008.6110.090.



112 South Blvd.
Salisbury, MD 1804
410-548-5844
www.delmarvadocuments.com

To: Worcester County DRP

From: Bridget Ketcham

Date: 12/18/2025

Re: Wide Format MFP

Item

Canon TZ32000 MFP Z36 Scanner (**NOTE:** This is NOT the Canon TX-3200)

- 5 Color 36-inch Printer
- Speed- Prints at up to 4 D-size prints a minute
- 2 front loading smart media drawers, standard making paper loading easy
- 100 Sheet Top Stacking Output
- Easily changeable print heads
- Smart Automatic Media Detection and loading
- Hot Swap Ink Tanks allows ink swapping while job is running
- The TZ32000 printer is tuned for speed, uptime, and duty capacity giving you more overall productive scanning and printing as a system.

Equipment Pricing

Cash Price: \$17,779.99

Lease Price: 60 months \$352.59 (maintenance billed separately)

Maintenance

\$105 per month which includes labor and materials excluding all customer replaceable items (ink, media, maintenance cartridge, and print heads).

Toner Pricing

Matte Black (high volume 700ml) pigment ink tank \$276.00 each

Matte Black (low volume 330ml) pigment ink tank \$167.00 each

Black, Cyan, Yellow, or Magenta (high volume 700ml) pigment ink tank \$318.00 each

Black, Cyan, Yellow, or Magenta (low volume 330ml) pigment ink tank \$167.00 each

Print Head \$523.00 each

Maintenance Cartridge \$122.00

Accessory Pricing available upon request.

Please let me know if you have any questions.

Bridget Ketcham

410-548-5844 x 111

Your #1 Delmarva Source for
TECHNOLOGY!



bketcham@delmarvadocuments.com



Your #1 Delmarva Source for
TECHNOLOGY!

WHERE PRECISION MEETS PRODUCTIVITY



imagePROGRAF TZ-32000 MFP Z36

INNOVATION

imagePROGRAF

TZ-32000

36"
printerUp to
243
D-size
prints/hour**Dual Roll
Standard

imagePROGRAF

TZ-32000 MFP Z36

Scan up to
13 ips B/W
6 ips ColorScan up to
1200 dpi15.6"
ControllerTHE FASTEST
imagePROGRAF EVER

Designed for optimal production, efficiency, and versatility, the imagePROGRAF TZ large-format printer is a cutting-edge hybrid solution. It stands out in the production aqueous inkjet market with its capability to print a wide range of output from monochrome line drawings to vibrant full-color posters on various media substrates.

Key Features:

- **LUCIA TD 5-Color Pigment Ink System**—the Magenta ink and improved line clarity help produce detailed lines and sharp text for CAD designs, signage, and more.
- **Intelligent Media Handling** offers automatic media switching capabilities, feeding and type/length/width detection for enhanced operation that is approximately 34 percent faster than previous generations.
- **Integrated Top Output Stacker** for easy handling of up to 100 ARCH E prints from the front of the printer.
- **Twin Carriage Motors and parallel processing** included for maximum productivity.



ARCHITECTURE



ENGINEERING



CONSTRUCTION



MANUFACTURING

GOVERNMENT
OFFICESCORPORATE
OFFICESPROFESSIONAL
PRINT SHOPSHIGHER
EDUCATION/
UNIVERSITIES

Have more confidence knowing Canon's innovative patented technology and advanced security features will help lead to more productive printing.

LUCIA TD 5-Color Pigment Ink System

Now featuring newly developed magenta ink, the imagePROGRAF TZ Series is designed to deliver outstanding red color reproduction. With the ability to create eye-catching posters, as well as fine-detailed CAD documentation, these devices are suitable for a wide range of applications. The use of pigment ink for all colors helps to ensure prints are resistant to fading, making them ideal for poster output, but also provides water resistance for outdoor prints such as technical documents and line drawings.

Improved Line Clarity

New image processing improvements and LUCIA TD ink help to enhance CAD drawings, blueprints, AEC documentation, and poster reproductions with a large color gamut and improved text and line quality. This makes output more crisp, defined, and clear.

Color Calibration

Now available in the imagePROGRAF TZ Series, the ability to calibrate your printer helps ensure your output is color consistent over time and across multiple TZ-32000 devices.

Speed*

At up to 4 D-size prints a minute, this is the fastest imagePROGRAF ever! In addition, the imagePROGRAF TZ Series has faster media loading from the previous model by approximately 34 percent.

Ease of Use

The imagePROGRAF TZ Series has been built with production and efficiency in mind with an easy-to-use dual-roll design, front top output stacker—fitting up to 100 ARCH E sheets—and 4.3" user interface screen. The user interface screen displays the ink and sub-ink tank levels, media indicator levels, and other setting prompts all on the home screen!

Intelligent Media Handling

Simply place a roll of media on the opened drawer and slide the media into the printer with ease! Once the media is loaded into the imagePROGRAF TZ Series, the printer will automatically find the leading edge and feed the media. From there, the imagePROGRAF TZ Series will automatically determine the media type, length, and width, which will be shown on the display panel.

Z36 Scanner

The 36" lightweight Z36 scanner sits on top of the device acting as a single-footprint which helps make your workflow easy and seamless.

- Scan monochrome documents at up to 13" per second and color documents at up to 6" per second
- 15.6" Controller
- Scan up to 1200 dpi

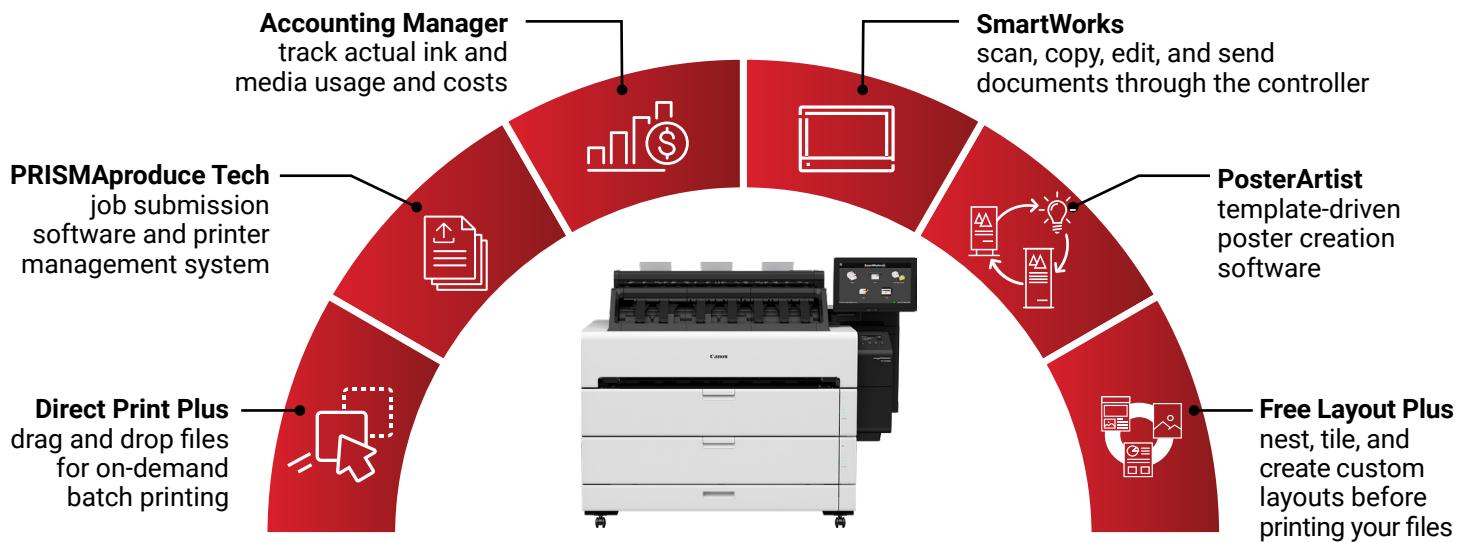
Security Features

The imagePROGRAF TZ Series has a bevy of security features to help provide peace of mind when it comes to the privacy of your documentation.

- PIN Printing
- Self-encrypting hard drive with AES 256 technology
- IPSec, 802.1x compatible; TLS enabled
- Capabilities to disable USB port, Ethernet Port, and USB Direct Thumb Drive

Environmentally Conscious

Currently registered as EPEAT® Gold—a first in the imagePROGRAF TZ Series—and as ENERGY STAR® certified, these large format printers are replacing EPS packaging materials with cardboard packaging and reducing power consumption.



Printer Specifications

Printhead PF-06	Operating System Windows 7 (32/64-bit), Windows 8.1 (32/64-bit), Windows 10 (32/64-bit), Windows 11 (64-bit), Windows Server 2008R2, 2012, 2012R2, 2016, 2019, 2022 (64-bit), MacOS v10.15.7 - MacOS 14	Digital Imaging Technology Contact Image Sensor (CIS) Technology (SingleSensor Assembly)
Technology FINE (Photolithography Inkjet Nozzle Engineering)	Print Language SGRaster, HP-GL/2, HP RTL, PDF, JPEG, CALS G4	• 24-bit RGB • 16-bit grayscale image capture • Panchromatic monochrome and black and white • Bi-directional LED light system for optimum object illumination and instant-on scanning capability
Print Resolution (Max.) 2400 x 1200 dpi	Interface USB B Port: Hi-Speed USB (12 Mbit/sec, 480 Mbit/sec) USB A Port: USB thumb drive Gigabit Ethernet: IEEE 802.3u/ab/x (100/1000Base-T, Full Duplex), SNMP, HTTP, TCP/IP (IPv4/IPv6), FTP Wi-Fi: IEEE 802.11n/g/b	Included Software SmartWorks MFP Scan-to-Copy/File/Email with Real-time Image Viewer; supports TIFF, JPEG, and PDF
Line Accuracy¹ ±0.1% or Less	Power Supply AC 100 - 240 V (50 - 60 Hz)	Operating System Windows 11 Enterprise LTSC (x64)
Minimum Line Weight² 0.02 mm	Power Consumption Maximum: Approx. 111 W Standby: Approx. 1.6 W Power Off: Approx. 0.1 W	Scanner Interface Kit 3x USB 3.2 and 1x USB 2.0 rear and 1x USB 3.2 front, all type A
Number of Nozzles Total: 15,360 Nozzles Matte Black: 5,120 Nozzles Other Colors: 2,560 Nozzles per Color	Certifications International ENERGY STAR® Program (WW), TUV, CB, EPEAT Gold®	Operating Environments 10°C - 35°C, 10 - 90% RH, Non-condensing
Droplet Size 5 Picoliter	Operational Environment Temperature: 59° F - 86° F (15°C - 30°C) Relative Humidity: 10 - 80% (No Condensation)	External Power Supply 100 - 240 VAC Autosensing +/- 10%, 50 - 60 Hz
Ink Type Pigment: Matte Black (MBK), Cyan (C), Magenta (M), Yellow (Y), Black (BK)	Printer Dimensions (W x D x H) and Weight 60.9" x 37.8" x 46.8"; 454.2 lb. (Approx.)	Scanner Power Consumption • Controller Power: 35W • Sleep: 0.2 W • Idle: 12.4 W • Scanning Color/Grayscale at 200 dpi: 22.7 W/23.3 W
Nozzle Pitch (Head Resolution) 1200 dpi x Two Rows	Package Dimensions (W x D x H) and Weight 67.1" x 37.2" x 54.1"; 612.9 lb. (Approx.)	Compliances ENERGY STAR®, CB(62368-1), CE, FCC(EMC), Cul/UL, CCC, NOM-019, EAC, C-TICK, VCCI, BIS, EMC +LOA, UL AR, WEEE, REACH, RoHS, EU - Tier 3 of Lot 6
Ink Tank Shipped with Printer: 330 ml MBK; 160 ml BK, C, Y, M Replacement: M: PFI-341(330 ml)/PFI-741(700 ml), MBK/BK/C/Y: PFI-340 (330 ml)/PFI-740 (700 ml)	Options • 2"/3" Roll Holder Set (RH2-34)	Scanner Package Dimensions (W x D x H) and Weight (With Stand, Pallet, and Scanner) 50" x 17" x 19.5", 75 lb. (Approx.)
Ink Supply Method Tubing System with Sub-tanks for Continuous Ink Supply	User-Replaceable Items • Ink Tank (MBK/BK/C/Y: PFI-340/PFI-740; M: PFI-341/PFI-741) • Printhead (PF-06) • Maintenance Cartridge (MC-30)	What's In The Box? Z36 Scanner with Power Cord, USB 3.0 Cable (2 m), 15.6" System Controller, 3:1 Trident Power Cord, Power Supply, Mount for Printer and System Controller, (2) Paper Edge Guides, (3) Document Return Guides, Calibration Target, Assembly and Startup Guide
Nozzle Recovery System Non-firing Nozzle Detection and Compensation	What's In The Box? Includes Main Unit with Top Output Stacker, Basket, 2" Roll Holder with 3" Adapters, 1 Printhead, 1 Maintenance Cartridge (Installed), Starter Ink Tanks BK/C/M/Y (160 ml) MBK (330 ml), Installation Guide 1&2, User Registration Card, Printer Warranty Statement, Print Head Warranty Statement, Call Center Notice, Media Compatibility Flyer, PosterArtist Web Notice Flyer, iWR Service Terms Leaflet, Safety and Environmental Information, USB port (High Speed), Power Cable and Screw, Gigabit Ethernet (Built-In)	• 14 seconds for an ANSI D print and 4 ANSI D prints/minute speed measured after first print in Fast Q5 mode, using plain paper. Print speed is based on internal testing. Print speed may vary depending on the number of copies selected, as well as on the settings for size, type, and orientation of paper.
Printer Controller L-COA PRO		• All speeds measured using plain paper, Fast Q5 mode. The 243 ANSI D prints/hour is measured from when the first print begins printing. Print speed is based on internal testing. Print speed may vary depending on the number of copies selected, as well as on the settings for size, type, and orientation of paper.
Printer RAM 128 GB (Virtual), 2 GB (Physical)		• Line accuracy repeatability is guaranteed after a user performs necessary adjustment and under the same environmental conditions. Applies to media for line drawing (Plain Paper, Coated Paper, CAD Translucent Matte Film, and CAD Tracing Paper) only.
Hard Drive 500 GB (Encrypted)		• Theoretical value based on data resolution.
Media Feed Roll Feed: Two Rolls, Front Loading Cut Sheet: Front Loading		• The maximum printable length varies depending on the application, OS, and RIP used.
Media Width Roll Feed: 8" - 36" (203.2 mm - 917 mm) Cut Sheet: 8" - 36" (203.2 mm - 917 mm)		• Wireless printing requires a working network with wireless 802.11b/g or 802.11n capability. Wireless performance may vary based on terrain and distance between the printer and wireless network clients.
Printable Margins Roll Feed: All Sides: 0.12" (3 mm) or 0" for Borderless		• The scan rate is proportional across the full range of resolutions supported by the scanner. Actual scan times will depend on the host system performance. Quoted top speeds may be limited by the effective bandwidth of the USB 2 and is not guaranteed for all media types.
Maximum Print Length³ Roll Feed: 59" (18 m) Cut Sheet: 24" (610 mm)		• The quoted scan accuracy may vary depending on the operating environment and the thickness of the media.
Borderless Printing Widths (Roll Media Only) Custom roll width 8" - 36" with micro margin technology		Note: The ImagePROGRAF TZ Series MFP Z36 systems contain multiple components, some of which are manufactured by third parties. To the extent that such third-party offerings come with limited warranties, such limited warranties are hereby passed to the purchaser, and Canon shall have no obligation or any liability with respect to such third-party offerings.
Media Cutter Automatic horizontal rotary cutter		
Media Thickness 0.07 mm - 0.8 mm		
Media Core Sizes 2" with 3" Core Adapters Included		
Maximum Roll Outer Diameter 6.9" or Less		
Media Output Front Output: Basket Top Output: Stacker		
Printing Software Utilities Accounting Manager, Canon Print Service, Device Management Console, Direct Print Plus, Printer Driver Extra Kit, Free Layout Plus, Media Configuration Tool, PosterArtist, CPP PRISMA Tech Suite, Canon Printer Driver, CPP Driver Select, Optimized Driver for AutoCAD, Canon PRINT Inkjet/SELPHY		

Z36 Scanner Specifications

Scan Speed⁵ • 24-bit Color @ 200 dpi: Up to 3" per second • 8-bit Grayscale and Monochrome @ 200 dpi: Up to 13" per second	Copy Speed 24-bit Color @ 200 dpi: Up to 6" per second
Color Space sRGB	Maximum Resolution 1200 dpi (Optical)
	Scan Accuracy⁶ +/- 0.1% : +/- 1 pixel
	Maximum Scan Width/Maximum Media Width 36"/38"
Maximum Scan Length 164' (PDF); 315" (JPEG); 598" (TIFF)	
Maximum Media Thickness 0.003" - 0.04" (0.07 mm - 1.0 mm)	



Canon

1-844-50-CANON | usa.canon.com/business

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Worcester County Department of Environmental Programs
Worcester County Government Center, 1 West Market Street, Rm 1306 Snow Hill MD 21863
Tel: (410) 632-1220 Fax. (410) 632-2012

Memorandum

To: Weston S. Young, P.E., Chief Administrative Officer
Candace Savage, CGFM, Deputy Chief Administrative Officer

From: Robert J. Mitchell, LEHS, REHS RS 
Director, Environmental Programs

Subject: Over-Expenditure Request
Additional Intern Hours

Date: 12 29 2025

Due to the upcoming extended sick leave expected with surgery for an existing fulltime employee, we have been more reliant on our Environmental Programs Intern for field services including sampling, well site visits, and other monitoring tasks. The allotted hours for the intern within the FY 26 budget are currently being drawn down due to the inability of the full-time staffer to conduct certain field sampling visits where access to basements, crawlspaces and smaller enclosed areas are needed for sample collection. These sampling visits are necessary to place replacement and new drinking water wells in service and allow issuance of potability certificates which are necessary for occupancy permits. We are also coming into the 2026 wet season and monitoring of the County's well network, property water table monitoring, and other field assistance will also be required of the intern.

As such, we are respectfully requesting an over-expenditure for the current fiscal year to Account # 100.1010.6000.100 in the amount of \$13,959.68 in salary plus \$3,295.88 in benefits to provide the additional hours for the intern for the remaining months in FY 26. This will provide at least 4 days per week of coverage for the intern to work through the end of the fiscal year.

As always, I will be available to answer any questions regarding this request.

cc: Stacey Norton/HR Director
Kim Reynolds/Budget Officer

**Worcester County Recreation & Parks**

6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | www.PlayMarylandsCoast.org

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer
FROM: Kelly Rados, Director of Recreation & Parks
Jacob Stephens, Deputy Director of Recreation & Parks
DATE: December 12, 2025
SUBJECT: NWAC Sewer Request

Our Department is seeking permission to begin conversations with the Town of Berlin to seek water and sewer access for the concession stand located on the east parcel of Northern Worcester Athletic Complex.

Currently the concession stand and restrooms are served by an extremely old septic system and a private well. The septic system is nearing the end of it's useful life and the well produces water with high iron and sulfur. The concession stand 300 yards away, located on the West side of the property is served by public sewer from the Town of Berlin.

Our Department is currently seeking master planning services for Northern Worcester Athletic Complex and we feel it is best to acquire public sewer and water prior to any renovations being completed on the property.

Please find attached some additional information provided by Bob Mitchell, Director of Environmental Programs. Please do not hesitate to contact me at 410-632-2144 x2502 if you have any questions or need additional information.

Attachment: Recommendations from Environmental Programs

Cc: Bob Mitchell, Director of Environmental Programs

Jacob Stephens

From: Robert Mitchell
Sent: Thursday, December 18, 2025 4:37 PM
To: Jacob Stephens; Kelly Rados
Subject: NWAC Sewer and Water

Kelly and Jacob-

You have an extremely old septic system there that you would have to dig into a ballfield to replace. The water source just has iron and sulfur smell from intermittent use. You have newer 4" well with Culligan exchange tanks. I believe you also use the well for irrigation.

Property is mapped W-6/S-6 in the Master Water and Sewer Plan denoting no planned service, but that could be remedied and service provided if you wanted it. We have designated the land use as institutional in new draft land use maps and the Town designated it future growth area in tier maps and their comprehensive plan.

While the Town of Berlin does not allow water and sewer service without annexation, they do have a provision in their Town code that allows such service to governmental and institutional facilities with Mayor and Council approval. This would entail charges that are greater to a certain extent than the typical service charges for W&S if outside corporate limits. The Town has the capacity to serve this property.

Bottom line

I would recommend getting public water and sewer and keeping your well for irrigation if you would like to continue to utilize it for that purpose. You would make the request for service outside of Town. They have given you capacity for the other part of the complex that is currently served. It should not be a large allocation of W&S here as the baseball fields are seasonal unlike the other side that has fields for fall/early winter sports.

Getting out of the water and sewer business would be less expensive in the long run in case you had a failure of the septic and had to come up with budget funding to replace (\$20k+ or so) outside the normal budget cycle. The failure would most likely be during your operating season and you would have to pump and haul wastewater while awaiting a septic installer to permit and install a replacement that would undoubtably involve going into one of your baseball fields as well.

Let me know if you have any additional questions or need more information.

Bob

Robert J. Mitchell, LEHS, REHS/RS
Director
Department of Environmental Programs
Worcester County Government Center
1 W. Market Street, Rm. 1306
Snow Hill, MD 21863
Phone: 410-632-1220, ext. 1601
Fax: 410-632-2012

TEL: 410-632-5623
FAX: 410-632-1753
WEB: co.worcester.md.us



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

DALLAS BAKER JR., P.E.
DIRECTOR

MEMORANDUM

TO: Weston Young P.E., Chief Administrative Officer
Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr*
DATE: December 30, 2025
SUBJECT: Payment for Landfill FY 24 Groundwater Monitoring

Public Works is requesting Commissioner approval to make payment to EA Engineering, Science, & Technology for ground water monitoring services at Central Landfill (\$30,643.68) and the closed landfills (\$30,000) conducted in FY 24. EA has indicated the FY 24 invoices were submitted to the County late due to issues associated with their transition to a new financial tracking/management software, see the attached letter.

Public Works has reviewed the FY 24 budget and found Central Landfill Consulting Services account 680.7002.6530.040 had \$132,837.47 remaining at the end of the fiscal year which would have been used to pay the \$30,643.68 invoice if it were received on time. The unused funds reverted back to the Solid Waste reserve account and are available to pay the invoice.

The FY 24 budget for the closed landfill groundwater monitoring account 100.1203.200.6530.070 had a remaining balance of \$8,030.31 at the end of the fiscal year. However, in reviewing the records it was discovered that three invoices for landfill gas monitoring totaling \$4,069.92 were incorrectly charged to the groundwater account. In addition, an FY 23 invoice in the amount of \$18,200.80 was also incorrectly charged to the FY 24 account. After correcting the errant charges, the remaining balance should have been \$30,301.30 which would have been used to pay for the \$30,000.00 invoice. The closed landfill groundwater monitoring is funded through the general fund; therefore, an over expenditure of the current FY 26 budget is needed for \$30,000.00 from account 100.1203.200.6530.070 to cover the late invoice.

All work associated with these invoices has been verified as complete and the associated reports to the Maryland Department of the Environment were submitted on time and approved by the State. EA has indicated the financial software transition is complete and they have taken steps to ensure future invoices are received in a timely manner. Recently invoices from EA have become consistent and the issue appears to have been addressed.

Please let me know if there are any questions.

Attachment
CC: Ondrea Starzhevskiy, Quinn Dittrich, David Candy



December 29, 2025

Worcester County Department of Solid Waste
Director of Public Works
Mr. Dallas Baker
6113 Timmons Road
Snow Hill, Maryland 21863

Subject: Worcester County Central Landfill and Closed Landfills
FY24 Groundwater Monitoring Invoicing Request

EA Engineering, Science, and Technology, Inc., PBC (EA) would like to acknowledge our delay in our invoicing for Groundwater and Landfill Gas Monitoring and Reporting Contracts encompassing Fiscal Year (FY) 2024 and 2025. In 2024, EA transitioned to a new financial tracking/management software. Due to the volume of projects EA manages, the data transfer and quality control of the transfer took much longer than anticipated. This resulted in pauses and delays in invoicing, and less visibility and tracking of invoicing for managers during that time. This impacted EA's groundwater and landfill gas monitoring invoicing with Worcester County. On behalf of EA, the transition is complete, and EA is committed to preparing and submitting regular invoices with the County moving forward.

Due to EA's delay, invoicing for two projects included effort for FY 2024. While the effort and amount are under the County Acceptance Package and Contract Amount, EA understands that the approval to transfer funds between County accounts may be required. Below is a summary of the projects encompassing FY 24 Effort requested for approval and to process the balance of the associated invoice.

- Central Landfill Groundwater Monitoring and Reporting, County Acceptance Package
March 8, 2023, EA Invoice No 2025-00008885 \$30,643.68
- Closed Landfills Groundwater Monitoring and Reporting, County Acceptance Package
February 26, 2024, EA Invoice No 2025-00008886 \$38,000.00

EA understands that the County's review of the FY24 budget that the Central Landfill Groundwater Monitoring Budget had sufficient funds for the \$30,643.68 effort. EA understands that the Closed Landfill Groundwater Monitoring Budget had available funds of \$30,000 resulting in a shortfall of \$8,000. While EA requests full reimbursement from the County, we acknowledge the limitations of the available FY24 funds.

EA values its longstanding relationship with Worcester County and remains committed to delivering the required groundwater monitoring services. Please call me at 410-491-0429 if you have any questions.

Sincerely,
EA ENGINEERING, SCIENCE, AND TECHNOLOGY, INC., PBC

Darl Kolar, P.E., BCEE
Senior Project Manager

cc: Laura Oakes, P.E. (EA)

TEL: 410-632-5623
FAX: 410-632-1753
WEB: co.worcester.md.us



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

DALLAS BAKER JR., P.E.
DIRECTOR

MEMORANDUM

TO: Weston Young P.E., Chief Administrative Officer
Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr.*
DATE: December 29, 2025
SUBJECT: Lewis Road Sewer Intergovernmental Loan

Public Works is requesting Commissioner approval of a \$618,000 intergovernmental loan for the Lewis Road Sewer Project. Currently the project is funded through the sources listed below:

\$1,518,000.00 – USDA Grant (2021)
\$507,000.00 – ARPA Grant (County match to 2021 USDA grant)
\$1,855,000.00 – USDA Grant (2025)
\$618,000.00 – USDA Loan (2025)
\$4,498,000.00 – Total Available Funding

USDA requires the funding to be spent in the following order: 1) County match; 2) USDA loan; 3) USDA grants. In addition, USDA loans are structured such that the County does not receive the money until after the \$618,000 is spent. This methodology requires that the County forward fund the loan, either through interim financing from a 3rd party, or financing it ourselves through an intergovernmental loan from the general fund. Financing from a 3rd party would come with additional interest charges, and since this a short term loan (6-8 months), it is recommended the funding come from a short term, interest free, intergovernmental loan (promissory note attached). Without the loan funding, the project will not be able to take advantage of the \$3.3 Million grant financing USDA is also providing and the project would need to seek funding elsewhere, with potentially less favorable conditions and significantly more delay before starting.

As a reminder, the Commissioners have previously awarded Teal Construction the Lewis Road Sewer construction contract in the amount of \$3,860,000. Teal is currently submitting material sheets for approval and preparing to mobilize. Actual construction work is expected to start in February 2026, contingent upon USDA approval of the material sheets and other required documentation.

Please let me know if there are any questions.

Attachment

CC: Ondrea Starzhevskiy
Quinn Dittrich
Lee Beauchamp

**PROMISSORY NOTE
FOR INTER-GOVERNMENTAL LOANS**

\$618,000
Amount

Snow Hill, Maryland

January 6, 2026
Date

For value received, the undersigned, The Lewis Road Sub-Area of the Landings Service Area, promises to pay to the order of the County Commissioners of Worcester County, Maryland, General Fund at County Government Center, Room 1103, One West Market Street, Snow Hill, Maryland 21863, the sum of Six Hundred and Eighteen Thousand Dollars (\$618,000) with no interest.

The loan is due and payable as follows:

This loan is to cover the forward funding of the Lewis Road Sewer Service Project. Once the funds are spent, USDA will disburse their loan funding which will be used to repay the General Fund. Due to the anticipated short-term nature of this agreement, no interest shall be accrued and paid.

Principal on the loan shall be paid when USDA fund disbursement has occurred.

ATTEST:

By: _____ (Seal)

Theodore J. Elder.
President

TEL: 410-632-5623
FAX: 410-632-1753
WEB: co.worcester.md.us



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

MEMORANDUM

TO: Weston Young P.E., Chief Administrative Officer
Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr*
DATE: December 29, 2025
SUBJECT: Sunset Ave. Sewer – Extra Work Order

Public Works is requesting Commissioner approval of the attached Sunset Avenue Sewer Extra Work Order for JW Salm Engineering in the amount of \$22,150.00 and approval to overspend the following accounts to fund the work:

- Assateague Point Capital Equipment Other WWW Equipment 520.9010.090 by \$9,081.50
- Landings Capital Equipment Other WWW Equipment 535.9010.090 by \$13,068.50

The additional work is related to the connection of the Landings and Assateague Point sewer systems to the West Ocean City sewer system and includes survey, design, downstream hydraulic analysis, and the creation of contract documents for construction bidding, see attached proposal. JW Salm previously designed the Sunset Avenue Relief Sewer (\$30,215.00) which this extension would connect into. Contracting with them directly saves the County time and money by tying into existing survey data and piggybacking on previous permitting efforts. If approved, costs would be split between Landings (59% of debt based on 100/170 gpd) and Assateague Point, (41% of debt based on 70/170 gpd).

Per the Enterprise Fund Controller, there are funds in these two service areas to cover the work. Assateague Point currently has \$109,000.00 in their cash account and no investment account. The Landings has \$442,000.00 in their cash account also with no investment account.

Please let me know if there are any questions.

Attachment

CC: Ondrea Starzhevskiy
Quinn Dittrich
Lee Beauchamp

P.O. Box 397
9842 Main Street, Suite 3
Berlin, MD 21811

phone: 410.641.0126
fax: 410.641.0128
e-mail: comments@jwse.com

December 23, 2025

Dallas Baker, P.E.
Director
Worcester County DPW
1000 Shore Lane, Ocean Pines, MD 21811
Email: dbaker@co.worcester.md.us

Re: Sunset Avenue Relief Line – Engineering and Construction Permitting Additional Services – Mystic Harbor Service Area, Berlin, Worcester County, Maryland

Dear Mr. Baker:

We are writing at the request of Mr. Tony Fasceslli of your Department who requested analysis of an additional connection west of the proposed initial work area of the above referenced project.

Task 5A: Additional Connection Design

JWSE will subcontract a Professional Land Surveyor licensed in the State of Maryland to produce a supplement to the previous linear elevation survey along the additional force main route for this project in order to proceed with the requested profile design. This task will consist of performing a field survey along Sunset Avenue to the intersection with Stephen Decatur Highway (MD Route 611).

This task includes drawing updates and force main analysis for the interconnection of an additional 170,000 GPD from Sunset Avenue's intersection with Stephen Decatur Highway (MD Route 611). This additional connection is proposed to connect to the existing force main coming from the (Mystic Harbor) Pump Station A, which then connects to the proposed force main from the previous work Tasks. This work shall be suitable for submittal to your office for review. This task is estimated to take approximately one month to complete.

Task 5B: Downstream Analysis

This task includes force main analysis of sections of force main downstream from existing Pump Station No. 4 for the interconnection of an additional 170,000 GPD. This work shall be suitable for submittal to your office for review. This task is estimated to take approximately one month to complete.

Task 6: Engineering Services During Bidding

JWSE will prepare bidding documents for your review that can be used to solicit contractor bids. These specifications will be suitable to evaluate solicited contractor services. One pre-bid meeting attendance is included with this Task.

JWSE will perform all Engineering Tasks on a Time and Expenses basis, in accordance with the attached Standard Provisions. The estimated budget amount for these tasks is as follows:

Task 5A: Additional Connection Design	: \$ 13,750
Task 5B: Downstream Analysis	: \$ 6,000
<u>Task 6: Engineering Services During Bidding</u>	: \$ 2,400
	Total: \$ 22,150

These estimates are provided in good faith; however, any adjustment in the scope of work during design may affect this estimate. These estimates do not include any regulatory review fees or plan copying expenses. Post design and/or construction phase services, subsurface investigations, surveying, water supply permits, pollution prevention plans or wetland delineation are not included in this scope of work. Should these or other additional services, public hearing and public meetings, other investigations or any other meeting attendance, be required, they will be performed by **JWSE** only with your prior approval and will be billed on a Time and Expenses basis; any such billings are not included in the above budgetary estimate.

JWSE will begin work on this project upon receipt of written authorization from you below. Please feel free to contact **JWSE** should you have any questions or comments.

Very truly yours,

J. W. SALM ENGINEERING, INC.

By: *Justin J. Redding*

Justin J. Redding, E.I.
President

Att: Standard Provisions (February 2024)

Please indicate acceptance by signing below and return to **JWSE**.

Owner or Authorized Representative Date Organization

(Print Name) Street Address

Town, State, Zip

STANDARD PROVISIONS

GENERAL: The letter Proposal from J.W. Salm Engineering, Inc. (**JWSE**), outlining the scope of work, fees and times for completion, together with the terms and conditions contained herein, shall constitute the Agreement for services to be rendered. These Standard Provisions are fully binding upon Clients accepting proposals just as if they were fully set forth in such Proposals. However, in the event that terms and conditions set forth in the Proposal contradict terms set forth here, the Proposal shall govern. Upon acceptance by the Client, the Proposal and these Standard Provisions shall constitute the entire Agreement between the parties. No service outside the scope of this Agreement shall be performed without notification to the Client. Should there be any future revisions, dictated by changes in the governing authorities requirements or changes of scope of the project made by the Client, fees shall be adjusted accordingly. Fees shall be in accordance with the "Fees for Professional Services" prevailing at the time the work is performed. Although it is the policy of **JWSE** to complete all professional services in a timely manner, there is no guarantee expressed or implied as to when work will be completed or when work will be reviewed or approved by the applicable governing agencies. Each party reserves the right to terminate this Agreement at any time upon written notification. In such event, the Client shall pay for all work performed to date. The Client shall pay the costs of all fees, permits, bond premiums, and other charges not expressly covered by the terms of this Agreement.

SCOPE : **JWSE** shall only be obligated to perform those services expressly described in this Agreement or those services necessarily implied by the work undertaken by **JWSE** pursuant to the Agreement. In no event, unless expressly set forth in the Agreement, shall **JWSE** be obligated:

- a. To furnish or certify as to the correctness of a legal description or title report as to real property which is the subject of, or related to, **JWSE's** services.
- b. To furnish or certify as to the correctness of a topographical survey, as-built survey, land survey, boundary survey, utility survey, street survey, or other survey which reflects real property which is the subject of, or related to, **JWSE's** services
- c. To furnish legal, accounting, insurance, or other consulting services not customarily undertaken by **JWSE**.
- d. To provide professional services pertinent to off-site requirements or considerations.
- e. To locate or verify the location of underground utilities.
- f. To furnish or verify specifications or requirements related to PCB transformer removal or disposal, radon level evaluations, asbestos, or related services.
- g. To assure the Client of favorable results on the submission of zoning, appeal, exception, waiver or any other applications made on behalf of the Client to Local, State or Federal agencies or bodies.
- h. To provide any geotechnical services, including, but not limited to, core borings, probing, subsurface explorations, inspections, testing, the preparation of soils reports, or soils-related design improvements unless specifically included in the Agreement. These services shall be performed by others.
- i. To issue stop work directives to the Client's contractors or subcontractors.

In the event such services or actions are necessary for the performance of **JWSE's** services, they shall be furnished by the Client at the Client's expense. The Client shall also inform **JWSE** of any special criteria or requirements related to **JWSE's** services and shall furnish **JWSE** with all existing information, including reports, plans, drawings, surveys, deeds, and other documents. **JWSE** shall not be responsible for errors or omissions or additional costs arising out of its reliance upon such information or materials furnished by the Client.

FEES FOR PROFESSIONAL SERVICES : The Client agrees to pay **JWSE** for professional services rendered in connection with the scope of services provided in the Proposal. Unless specified as a Lump Sum fee (LS), any cost estimate included in the Proposal is for budgetary purposes only. Payment, if specified as Time and Expense (T&E), shall be based upon actual time and expense charged per the schedule below:

Project Manager/Principal	:	\$150-\$250/hr.	Copies:	\$0.20 each letter size
Senior/Project Engineer & Surveyor	:	\$100-\$175/hr.	Fax:	\$2.00 / page
Staff Engineer/Survey Crew	:	\$65-\$95/hr.	Mileage:	Federal Rate
Designer	:	\$70-\$100/hr.	Contract Labor:	Cost plus 15%
Clerical	:	\$50-\$70/hr.	Other expenses:	Cost plus 15%

Fees for expert witness testimony and preparation shall be billed at one and one-half times the normal fee for professional services.

INVOICES AND PAYMENTS : Lump Sum services will be invoiced periodically, based on a percentage completion basis. Time and Expense services will be invoiced periodically, based on work completed to date. Payment is due upon receipt of the invoice. A final invoice will be submitted upon the completion of all work and payment is due upon receipt of the invoice. A ONE AND ONE-HALF PERCENT (1-1/2%) PER MONTH SERVICE CHARGE WILL BE ADDED TO ALL ACCOUNTS THAT BECOME DELINQUENT BY THIRTY (30) DAYS OR MORE. **JWSE** reserves the right, at **JWSE's** discretion, to suspend work on any of the Client's projects should the past due balance fall 45 days behind. Client payment of **JWSE** invoices implies that all work has been performed to the Clients satisfaction.

CHOICE OF LAWS: The Contract shall be construed in accordance with the laws in the State of Maryland. The parties shall agree that the venue for all conflicts arising out of this Contract shall be Worcester County, Maryland.

COLLECTION : The continuation of work during payment negotiation in no way forfeits **JWSE's** future rights of collection. In the event that **JWSE** shall be successful in any arbitration or suit for damages for breach of this Agreement, including non-payment of invoices, or the enforcement of this Agreement or to enjoin the other party from violating this Agreement, **JWSE** shall be entitled to recover as part of its damages, its reasonable legal costs, including attorney fees, collection fees, collection agency fees and expenses for bringing and maintaining any such action.

ITEM 12

INSURANCE : Insurance Certificates will be furnished upon request. Within the limits of said insurance, **JWSE** agrees to hold the Client harmless from and against loss, damage, injury or liability arising directly from the negligent acts or omissions of **JWSE**, its employees, agents, subcontractors and their employees and agents. If the Client places greater responsibilities upon **JWSE** or requires further extraordinary insurance coverage, **JWSE**, if specifically directed by the Client in writing, will take out additional insurance (if procurable), at the Client's expense; but **JWSE** shall not be responsible for property damage from any cause, including fire and explosion, beyond the amounts and coverage of this insurance.

OWNERSHIP OF DOCUMENTS : All documents, including but not limited to original drawings, specifications, reports, sketches, and electronic files, prepared or to be prepared by **JWSE** for the Client, contain creative, artistic, and original ideas which the Client agrees are a valuable property right of **JWSE**. It is understood by and between the parties that all such documents, or any reasonable facsimile thereof, are and shall remain the property of **JWSE** whether used by Client or not, and shall not be used by or provided to any third party in any manner whatsoever by the Client except for the purposes of and according to the provisions set forth in this Agreement. The Client agrees not to make copies; reasonable facsimile, artists renditions or the like of said documents without procuring **JWSE**'s prior written approval and further agrees not to alter in any manner said documents. In the event of default or termination of this Agreement, the Client shall be entitled to use information contained in said documents only when fees for the same have been paid in full.

UNAUTHORIZED CHANGES : In the event the Client, the Client's contractors or subcontractors or anyone from whom the Client is legally liable makes or permits to be made any changes to any reports, plans, specifications or other construction documents prepared by **JWSE** without obtaining **JWSE**'s prior written consent, the Client shall assume full responsibility for the results of such changes. Therefore, the Client agrees to waive any claim against **JWSE** and to release **JWSE** from any liability arising directly or indirectly from such changes. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless **JWSE** from any damages, liabilities or costs, including reasonable attorneys' fees and costs of defense, arising from such changes. In addition, the Client agrees to include in any contracts for construction appropriate language that prohibits the Contractor or any subcontractors of any tier from making any changes or modifications to **JWSE**'s construction documents without the prior written approval of **JWSE** and that further requires the Contractor to indemnify both **JWSE** and the Client from any liability or cost arising from such changes made without such proper authorization.

ELECTRONIC MEDIA : **JWSE** regularly uses electronic media in generating, revising, plotting and transmitting its design capabilities. **JWSE**'s electronic files are proprietary and, while they are made available to the Client under provisions of the Agreement, the Client shall not permit any unauthorized reuse of the electronic files such as use on later project phases, another project or for Facility Management Systems, and shall not permit any unauthorized modifications to the electronic files, either by the Client or third parties. The Client shall indemnify and hold harmless **JWSE** against any claims or damages resulting from subsequent unauthorized use or modification of the electronic files. **JWSE** assumes no responsibility for errors in the electronic transfer of data, either in sending or receiving, or in alteration or damages to the wireless, wired, disks, tapes or other media transmission. **JWSE** cannot guarantee the archive use of electronic files due to limited life expectancy of the media. Hardcopy sealed plans take precedence over electronic files. Electronic files are provided for the Client's convenience only.

LIMITATION OF PROFESSIONAL LIABILITY : **JWSE** does not assume any responsibility or guarantee for information or work completed by other consultants or for approval or other actions by and of government agencies. The Client agrees to limit any and all liability or claim for damages, cost of defense, or expenses, due to design defects, errors, omissions, or professional negligence, levied against **JWSE**, **JWSE** officers, directors, partners, employees or any **JWSE** subconsultants to a sum not to exceed eighty Percent (80%) of the amount of **JWSE**'s applicable fee or fifty thousand dollars (\$50,000.00), whichever is lesser. Further, the Client agrees to notify any contractor or subcontractor who may perform work in connection with any design, report, or study prepared by **JWSE**, or any **JWSE** subconsultants of such limitation of liability for design defects, errors, omissions, or professional negligence, and agrees to require, as a condition precedent to their performing the work, a like limitation of liability on their part as against **JWSE**, or any **JWSE** subconsultant. In the event that the Client fails to obtain a like limitation provision as to design defects, errors, omissions, or professional negligence, any liability of the Client and **JWSE** to such contractor or subcontractor arising out of design defects, errors, omissions, or professional negligence, shall be allocated between the Client and **JWSE** in such a manner that the aggregate liability of **JWSE** for such defects to all parties, including the Client, shall not exceed eighty Percent (80%) of the amount of **JWSE**'s applicable fee or fifty thousand dollars (\$50,000.00), whichever is lesser. Additional limits of liability of fifty thousand dollars (\$50,000.00), may be made part of this agreement for an additional fee of five Percent (5%) of the total fees included herein.

EXTENSION OF PROTECTION : The Client agrees that any and all limitations of **JWSE**'s liability and indemnifications by the Client to **JWSE** shall include and extend to those individuals and entities **JWSE** retains for performance of the services under this Agreement, including but not limited to **JWSE**'s officers and employees and their heirs and assigns, as well as **JWSE**'s subconsultants and their officers, employees, heirs and assigns.

INTERPRETATION : Limitations on liability, waivers and indemnities in this Agreement are business understandings between the parties and shall apply to all legal theories of recovery, including breach of contract or warranty, breach of fiduciary duty, tort (including negligence), strict or statutory liability, or any other cause of action, provided that these limitations on liability, waivers and indemnities will not apply to any losses or damages that may be found by a trier of fact to have been caused by **JWSE**'s sole or gross negligence or **JWSE**'s willful misconduct. The parties also agree that the Client will not seek damages in excess of the contractually agreed-upon limitations directly or indirectly through suits against other parties who may join **JWSE** as a third-party defendant. "Parties" means the Client and **JWSE**, and their officers, directors, partners, employees, subcontractors and subconsultants.

STANDARD OF CARE : In providing services under this Agreement, **JWSE** will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. **JWSE** makes no warranty, either express or implied, as to the professional services rendered under this Agreement.

BETTERMENT : If, due to **JWSE**'s negligence, a required item or component of the Project is omitted from **JWSE**'s construction documents, **JWSE** shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will **JWSE** be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

ITEM 12

CORPORATE PROTECTION : It is intended by the parties to this Agreement that **JWSE**'s services in connection with the Project shall not subject **JWSE**'s individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against **JWSE**, a Maryland corporation, and not against any of **JWSE**'s individual employees, officers or directors.

CONFIDENTIAL COMMUNICATIONS : **JWSE** may be required to report on or render confidential opinions about the past or current performance and/or qualifications of others engaged or being considered for engagement directly or indirectly by the Client. Those about whom reports and opinions are rendered may as a consequence initiate claims against **JWSE**. To help create an atmosphere in which **JWSE** may freely report or express such opinions candidly in the interest of the Client, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless **JWSE** against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising or allegedly arising from the rendering of such confidential opinions and reports by **JWSE** to the Client or to the Client's agents.

SURVIVAL : All limitations of liability, indemnifications, warranties and representations contained in the Agreement shall survive the completion or termination of this Agreement and shall remain in full force and effect.

FAST-TRACK DESIGN AND CONSTRUCTION : **JWSE** will determine, at **JWSE**'s sole discretion, if and when a project is proceeding on a fast-track basis, i.e. where some or all of **JWSE**'s design services overlap the construction work and are out-of-sequence with traditional project delivery methods. If so determined by **JWSE**, and in consideration of the benefits of fast-tracking to the Client and in recognition of the inherent risk of fast-tracking to **JWSE**, the Client agrees to waive all claims against **JWSE** for design changes and modifications to portions of work already constructed necessitated by the fast-track process. The Client further agrees, to the fullest extent permitted by law, to indemnify and hold harmless **JWSE** against all claims, damages, liabilities or costs, including attorney's fees and defense costs, arising out of or in any way connected with the fast-track nature of a project. Additionally, the Client agrees to compensate **JWSE** for all additional services required to modify, correct or adjust the Construction Documents and coordinate them in order to meet the scheduling requirements of the fast-track process.

SAFETY : Any construction observation by **JWSE** of any of the Client's contractor's performance is not intended to include review of the adequacy of the contractor's safety measures in, on, or near the construction site. The Client's contractor(s) shall be solely and completely responsible for working conditions of the job site, including safety of all persons and property during performance of the work. This requirement shall apply continuously and not be limited to normal working hours.

ASSIGNMENT : Except as provided herein or otherwise previously agreed in writing by the parties hereto, any assignment, hypothecation or transfer of this Agreement or any rights or duties where under shall be void.

SCOPE OF AUTHORITY : The person signing this Agreement on behalf of the Client warrants that he or she has the authority to do so; and if a corporation, is an officer of same; if a joint venture, is a party of same; or if a limited partnership, is a general partner of same.

PROPOSAL TIME LIMIT : Time is of the essence in the performance of this Agreement. This Proposal shall be in effect for a period of 60 days from its date. If the Agreement for services extends beyond one year from the date of acceptance of this Proposal, the Proposal is subject to renegotiation and inflationary increases in costs.

CONSTRUCTION COSTS : Construction costs are defined as the total actual cost or estimated cost to the Client of all elements of the project designed or specified by **JWSE**, excluding **JWSE** fees. **JWSE** assumes no responsibility for any project or construction cost estimates or opinions given herein as **JWSE** has no control over the cost of labor, materials, equipment, and services furnished by others, or over competitive bidding and market conditions.

EARTH AND QUANTITY TAKE-OFF : If provided for in the scope, **JWSE** will establish preliminary earth take-off estimates after basic design and preliminary grading have been established. Such take-off estimates are only approximations and there is no guarantee of accuracy or that cut and fill will balance. Upon approval of final design, **JWSE** will provide, if included in scope, any detailed quantity take-off at Client's expense.

MEETINGS AND CONFERENCES : **JWSE** will attend all meetings and conferences as requested by the Client. Furthermore, **JWSE** will meet with public agencies that might be involved in the development of the project on an as needed basis. Since the need and nature of these meetings and conferences cannot be accurately forecast at the outset, **JWSE**, unless stipulated otherwise in the Proposal, will perform these services on a Time and Expense basis.

TEL: 410-632-5623
 FAX: 410-632-1753
 WEB: co.worcester.md.us



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

DALLAS BAKER JR., P.E.
 DIRECTOR

TO: Weston Young P.E., Chief Administrative Officer
 Candace Savage, CGFM, Deputy Chief Administration Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr.*
DATE: December 26, 2025
SUBJECT: Water & Wastewater Over Expenditure Request

Public Works is requesting Commissioner approval of the following over expenditures for Water and Wastewater. The Current Balance column is as of 12/4/2025. The additional funding requested could be supplied from the respective service areas cash account, with the exception of Riddle Farm. The balances are listed below:

	FY26 Budget	Current Balance Remaining	Additional Funds Requested
Mystic Harbour			
545.9010			
Capital Equipment	\$330,937.00	\$228,552.20	\$20,000.00

Mystic Harbour Wastewater Treatment Plant had to order a replacement mixer for the flow equalization tank. The mixer has been in place since 2015 and without it, the tank would build up solids on the bottom and cause treatment quality issues. Currently, the budget is in good standing, this additional funding is to cover the cost of the replacement pump \$19,500.44 that was unanticipated. Per the Enterprise Fund Controller, as of 12/15/25, Mystic Harbour has \$223,000 in their cash account and \$1.5 Million in their investment account to cover the repairs the without outside assistance.

Ocean Pines			
555.8004.6550.020			
Building Site Expenses			
Building & Grounds			
Maint.	\$2,000.00	(\$3,646.26)	\$4,000.00

Ocean Pines Pump Station B had a leaking roof and needed immediate repair due to the leak's proximity to an electrical control panel. The total cost of the repair was \$3,995.00. The additional funds will cover the unanticipated cost of the repair and provide additional funding for the remainder of the Fiscal Year.

555.8004.9010.090

Capital Equipment	\$285,000.00	\$141,025.20	\$32,000.00
Collection System			

Ocean Pines Collection System has two, 8-year-old vacuum pumps needing to be repaired. In-house staff perform routine oil changes and in-field services but, due to continuous running, several wear components in the pumps have failed. The pumps have been sent to the manufacturer's rep for repairs.

Per the Enterprise Fund Controller, as of 12/15/25, Ocean Pines has \$2.4 Million in their cash account and \$540,000 in their investment account to cover the repairs the without outside assistance.

Lighthouse Sound

540.6500.010

System Maintenance

Collection System Maint.	\$5,500.00	(\$5,323.51)	\$19,000.00
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Lighthouse Sound service area has one pump station and both pumps in the station have failed. The pumps were original to the station when it was built in 1999. Replacement pumps have been purchased and installed. Without replacements, an overflow could have occurred, and the County would have been subject to fines from the Maryland Department of the Environment. The additional cost increase requested covers the cost of the replacement pumps. Per the Enterprise Fund Controller, as of 12/15/25, Lighthouse Sound has \$86,000 in their cash account to cover the repairs the without outside assistance. Lighthouse Sound does not have an separate investment account.

Riddle Farm

570.9010.090

Capital Equipment

Other WWW Equipment	\$0.00	(\$79,907.40)	\$25,795.00
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Riddle Farm Wastewater Treatment Plant had approved electrical work performed on the plant in Spring 2025 (FY 25). Purchase Order 2025-00000175 was issued to electrical contractor Lywood in the amount of \$73,700.00. The purchase order was prematurely closed on 5/7/25 before the work was complete. The final invoice of \$25,795.00 was received and paid on 10/23/25. Because the purchase order was closed before the work was complete, the FY 25 funding was not encumbered into FY 26, which has resulted in the over expenditure. The remaining (\$54,112.240) is related to the purchase of the membranes associated with the treatment plant upgrades which have an approved encumbrance. Per the Enterprise Fund Controller, as of 12/15/25, Riddle Farm has negative \$38,000 in their cash account and \$2.57 Million in their investment account. It is recommended funds be moved from the investment account to cover the overage.

West Ocean City

580.6700.100

Other Maint. & Svcs

Payment to Sewer Utility \$700,000 (\$65,844.50) \$65,844.50

The volume of sewer sent to Ocean City for the treatment of West Ocean City sewer was greater than anticipated. Consequently, the actual payment to Ocean City exceeded the budgeted amount. The payment is a one time, annual expense. Per the Enterprise Fund Controller, as of 12/15/25, West Ocean City has \$816,000 in their cash account and \$2.96 Million in their investment account.

Please let me know if there are any questions.

CC: Ondrea Starzhevskiy
 Quinn Dittrich
 Lee Beauchamp
 Tony Fascelli



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

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

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
FROM: Jennifer K. Keener, AICP, Director
DATE: December 30, 2025
RE: Annexation Request – 46.26 acres, Snow Hill

The Department is in receipt of the attached documentation from the Town of Snow Hill relative to the proposed annexation and zoning classification of land consisting of approximately 46.26 acres located on the easterly side of MD Route 394 (Market Street). It includes:

- Tax Map 63, Parcel 177 (543 Coulbourne Lane), owned by the Mayor and Council of Snow Hill, improved with a water well.
- Tax Map 201, Parcel 1708, improved with Snow Hill Middle School and Cedar Chapel School.
- Tax Map 63, Parcel 144, improved with Snow Hill Elementary School.
- Tax Map 201, Parcel 1711, Lot 1 (410 Coulbourne Lane), owned by Donna and Charles Bowen, consisting of 0.27 acres, remainder improved with a single-family dwelling.
- Coulbourne Lane, between Market Street and the Town of Snow Hill municipal limit.

Annexation will bring the Town's domestic groundwater production well and property into the Town limits to be eligible for grant funding. Additionally, it will bring in three properties that were previously in the town in 2005 but were the subject of a detachment in 2019. It also corrects the boundary error for Lot 1. Coulbourne Lane is a private lane and will be annexed by the Town, who will be responsible for future maintenance. Attached is a memo with additional comments provided by Bob Mitchell, Director, Department of Environmental Programs.

Findings: Section 4-416 of the Local Government Article of the Annotated Code of Maryland requires that the County find the uses within the Town's proposed zoning classification upon annexation (R-1 Low-Density Residential and R-2 Medium-Density Residential Districts) are generally consistent with the uses within the County's existing zoning classification (R-1 Rural Residential District). **Based upon my review, I find that the proposed annexation is consistent with the land uses of the Comprehensive Plan and with existing zoning and land use in the area.** Should the County Commissioners concur with these findings, a draft letter to that effect has been prepared for signature by the President.

Background: I would like to offer the following comments in support of this position.

Section 4-416 of the Local Government Article of the Annotated Code of Maryland states in part that “(W)without the express approval of the county commissioners or county council of the county in which the municipality is located, for 5 years after an annexation by a municipality, the municipality may not allow development of the annexed land for land uses substantially different than the authorized use, or at a substantially higher density, not exceeding 50%, than could be granted for the proposed development, in accordance with the zoning classification of the county applicable at the time of annexation” and that “....if the county expressly approves, the municipality may place the annexed land in a zoning classification that allows a land use or density different from the land use or density specified in the zoning classification of the county or agency with planning and zoning jurisdiction over the land prior to its annexation applicable at the time of annexation.”

The properties are zoned R-1 Rural Residential District in the County’s Zoning Code. The draft Annexation Plan submitted by the Town of Snow Hill states that the proposed town zoning classification to be assigned to the property is R-1 Low-Density Residential District, with the 0.27 acre portion of Lot 1 to be R-2 Medium-Density Residential District. The County’s R-1 District permits a maximum density of one dwelling per net acre, with a minimum lot area of 40,000 square feet, while the Town’s code permits minimum lot areas of 10,000 square feet. Theoretically, if these parcels were to be redeveloped, this would increase the density over the 50% threshold that requires County Commissioner approval. However, the parcels in question are already developed with the Town’s production well and the schools. Therefore, it is extremely unlikely that these parcels will be redeveloped for residential use within the next five years. Additionally, Lot 1 is primarily located within the town limits, and is already zoned R-2 District. It would be inconsistent to change the zoning designation for a small portion of a lot which is already improved with a single-family dwelling.

The subject properties are shown as being within the Institutional Land Use Category on the Land Use Map associated with the County 2006 Comprehensive Plan, as well as the Town of Snow Hill’s 2010 Future Land Use Map. This category is designated for major public properties and facilities to provide sufficient area to provide for anticipated needs for schools, libraries, post offices, parks and community buildings. Schools and public utility structures are special exception uses in the R-1 District. Therefore, it is my conclusion that the proposed zoning designation is consistent with these recommendations of the Comprehensive Plan.

As a result of the de-annexation, the State of Maryland has removed the subject properties from the Priority Funding Area. The town should pursue re-certification upon annexation through Maryland Department of Planning. The subject properties are already served by public water and sewer, and the proposed annexation would meet the State’s Sustainable Growth principles.

Should you require additional information or have any questions, please do not hesitate to contact me.



Worcester County Department of Environmental Programs
Worcester County Government Center, 1 West Market Street, Rm 1306 | Snow Hill MD 21863
Tel: (410) 632-1220 | Fax: (410) 632-2012

Memorandum

To: Jennifer Keener, AICP
Director, DDRP

From: Robert J. Mitchell, LEHS, REHS/RS
Director, Environmental Programs

Subject: **Annexation Resolution No 2025-07 – Town of Snow Hill**
Annexation Petition - 46.26 Acres

Date: 12/29/25

This proposed annexation by the Town of Snow Hill brings back into corporate limits the schools and pump station properties that were previously de-annexed upon the cessation of plans to develop the Summerfield properties as they were originally proposed. The prior de-annexation left these essential institutional facilities outside Town limits, and subsequently, the Maryland Department of Planning (MDP) currently does not have these lands designated as a Priority Funding Area (PFA). This lack of designation severely hinders the Town in their applications for funding of infrastructure improvements, specifically water and sewer projects. Funding for projects in municipalities, other existing communities, industrial areas and planned growth areas designated by counties receive priority for state funding over other projects. This proposed annexation corrects that inconsistency.

The following comments are more for the Town's information as we move forward in the comprehensive update of the County's master plans, as the Town considers future annexations in their proposed growth areas south of the corporate limits.

We would point out that all lands included in the original Summerfield development are not addressed by this action. While the Town has requested the properties be included as growth areas in the comprehensive update of the *Comprehensive Plan*, they have not been considered in any official annexation or development proposals to date. Regarding those properties east and west of Market Street, south of the Town limits, we have three different land use designations in the *Comprehensive Plan*: Growth Area, Agriculture, and Resource Protection. With respect to the remaining lands of the Summerfield property owners, specifically Parcels 88 and 90 on the western side of Market Street, if the properties are not going to be annexed back into Town, the corresponding water and sewer designations in the *Master Water and Sewer Plan* will need to revert back to a designation other than S-1/W-1 to provide consistency with the *Comprehensive Plan*. This is especially applicable within the areas on the parcels designated Agriculture and Resource Protection.

With respect to the lands located on the eastern side of Market Street, specifically Parcels 21 and 20, while the underlying land use is Growth Area, the zoning designation is A-1. That may cause the Town to seek approval of the County Commissioners in any future annexations as the zoning classifications for any residential or commercial development would be substantially different than the existing county plan. Similarly, the corresponding water and sewer designations in the *Master Water and Sewer Plan* for these parcels will need to revert to a designation other

than S-1/W-1 to provide consistency with the *Comprehensive Plan*. Those will be done during the comprehensive update of the *Master Water and Sewer Plan*, which is currently underway.

If you have any questions about these comments, please do not hesitate to contact me.



Mayor and Council of Snow Hill

Municipal Building
Post Office Box 348
Snow Hill, Maryland 21863
410.632.2080

December 17, 2025

Michelle Koenig
Director, Eastern Maryland Planning Region
Maryland Department of Planning
201 Baptist Street, Suite 24
Salisbury, MD 21801

Re: Annexation Petition of 46.26 acres of properties owned by the Town of Snow Hill, Worcester County Board of Education, Charles and Donna Bowen and a segment of Coulbourne Lane located in Worcester County, MD.

Dear Ms. Koenig:

The Mayor and Council of Snow Hill are pleased to forward a copy of the Annexation Resolutions No. 2025-07 with Annexation Plan and Resolution 2025-08 (first reading) regarding the annexation of the above referenced properties. Pursuant to Local Government Article §4-414 and §4-415 (c) we are submitting this information to the required state agencies for comment within the 30-day review period. We have also included the advertisement for the public hearing scheduled for Tuesday, January 20, 2026.

This annexation will bring three properties back into Town (the Town's production well and two Board of Education properties) that were previously annexed to the Town limits in 2005 but later detached from the Town in 2019. In addition, it will correct a boundary error for an individual lot (Lot 2) partially in the Town limits. It will also annex an existing street segment known as Coulbourne Lane. The properties are located on the southwest side of Snow Hill, adjacent to existing Town boundaries.

The main impetus behind this annexation to bring the Town's domestic groundwater production well and property back inside Town limits to secure much needed grant assistance. The production well serves a large portion of this area and is connected to the existing utility network.

In addition to this submittal, we are sending the Annexation Plat as a separate attachment for ease of viewing (shown as Attachment B in the Annexation Plan).

The Annexation Plan provides information on the existing and proposed land use and zoning patterns for the subject properties. Both the Town's current 2010 Comprehensive Plan and the Worcester County's 2006 Comprehensive Plan recognize that the Town parcel and Board of Education parcels as "Institutional" land uses and will remain so upon annexation. The existing County zoning for the properties is R-1 Rural Residential and upon annexation will be zoned to R-1 Low Density Residential. A portion of Lot 2 that is already built upon will be zoned R-2. These properties were recognized in both Comprehensive Plans as being within municipal growth areas.

All properties are recognized in the County's Water and Sewer plan as being served with existing utilities and currently receive water and sewer treatment services from the Town of Snow Hill. No extension of utilities is planned as a result of this annexation. The Town does not intend to ask the County for a waiver for development purposes as no development is contemplated as a result of this annexation.

We look forward to hearing any comments from the Maryland Department of Planning on this annexation petition. Should you have any questions, please don't hesitate to call me at 410-632-2080 or to contact Dan Brandewie, Planning Director at 410-632-2080 ext. 104.

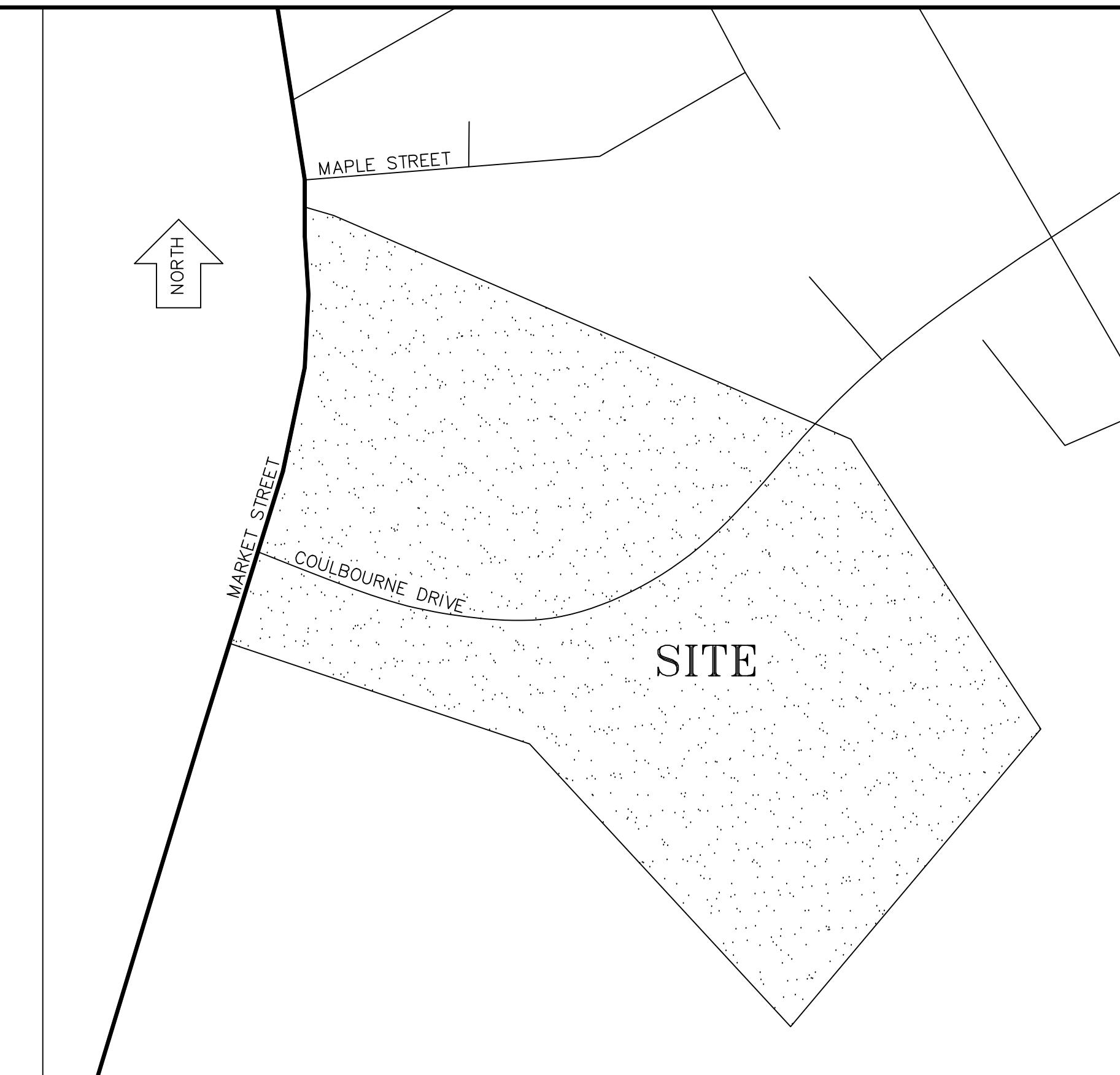
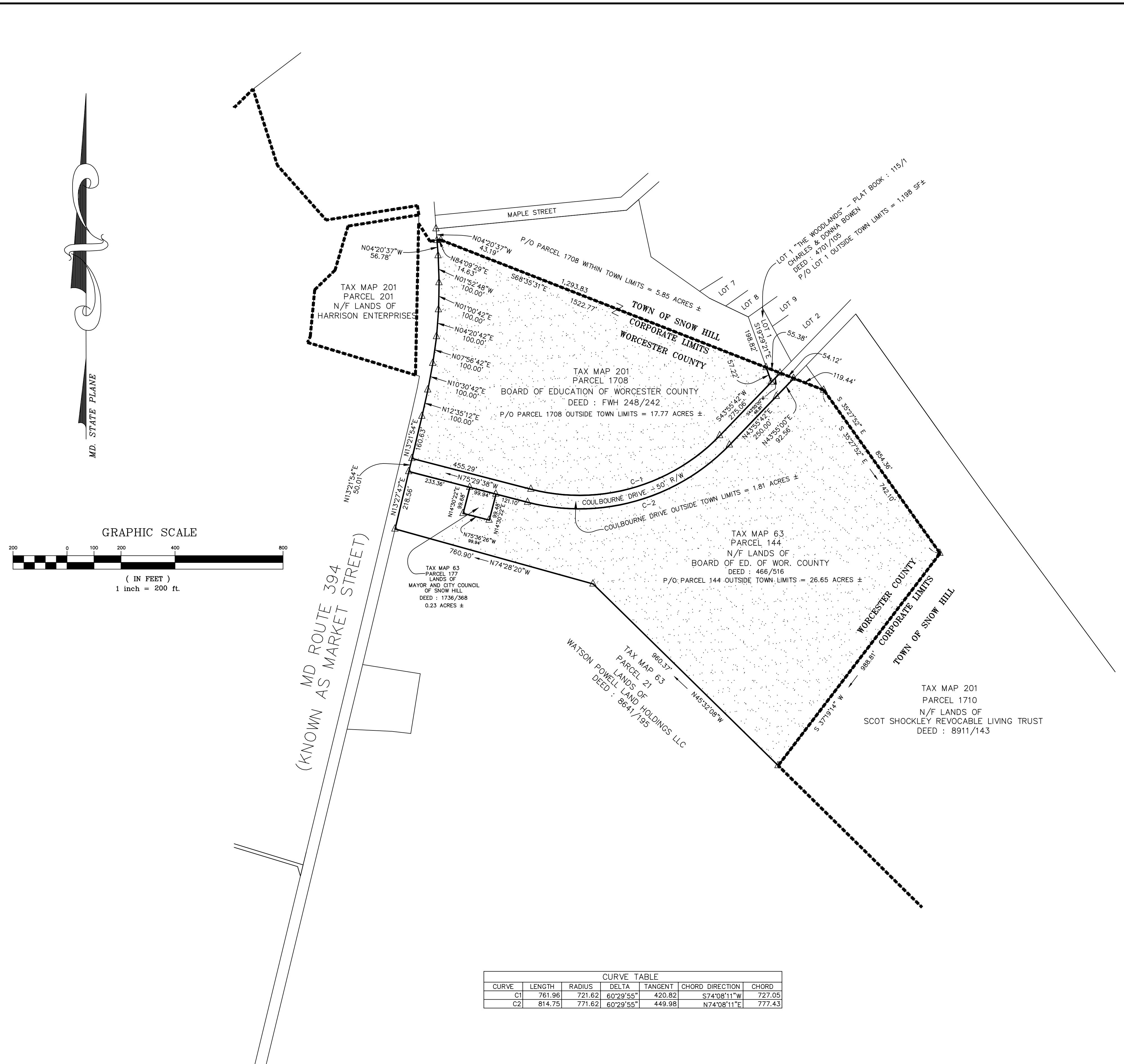
Sincerely,



Rick Pollitt

Town Manager

Cc: Daniel L. Brandewie, Planning/Zoning/Code Official, Snow Hill
Maureen Howarth, Town Attorney, Snow Hill
Robert Mitchell, Director of Environment Programs. Worcester County
Jennifer Keener, Director, Worcester County Development Review and Permitting
Weston Young, Worcester County Chief Administrative Officer
Dr. Annette Wallace, Superintendent, Worcester County Board of Education
Kevin A Lynch, Superintendent, Worcester County Dept. of Public Works, Road Division.



PROPOSED ANNEXATION AREAS

1 CHARLES & DONNA BOWEN
DEED : 4701/105
PARCEL 1711 – TAX MAP 201
PART OF LOT 1 OUTSIDE TOWN LIMITS = 1,198 SF±

2 MAYOR AND CITY COUNCIL OF THE TOWN OF SNOW HILL
DEED : 1736/368
PARCEL 177 – TAX MAP 63
AREA = 0.23 ACRES

3 BOARD OF EDUCATION OF WORCESTER COUNTY
DEED : 248/242
PARCEL 1708 – TAX MAP 201
AREA OUTSIDE TOWN LIMITS = 17.77 ACRES

4 BOARD OF EDUCATION OF WORCESTER COUNTY
DEED : 466/516
PARCEL 144 – TAX MAP 63
AREA OUTSIDE TOWN LIMITS = 26.65 ACRES

5 COULBOURNE DRIVE
AREA OUTSIDE TOWN LIMITS = 1.81 ACRES

DENOTES AREA OF ANNEXATION = 46.49 ACRES ±

----- DENOTES EXISTING TOWN CORPORATE LIMITS
SFF PLAT IN F.W.H. 7/55

FRANK G. LYNCH JR., PROFESSIONAL LAND SURVEYOR MD. #10782
PROFESSIONAL SEAL EXPIRES 2-21-2026

CURVE TABLE							
CURVE	LENGTH	RADIUS	DELTA	TANGENT	CHORD	DIRECTION	CHORD
C1	761.96	721.62	60°29'55"	420.82	S74°08'11" W		727.05
C2	814.75	771.62	60°29'55"	449.98	N74°08'11" E		777.43

PROJECT	AFFECTED PROPERTIES
	LANDS OF BOARD OF EDUCATION - PARCEL 144 - TAX MAP 63
	LANDS OF BOARD OF EDUCATION - PARCEL 1708 - TAX MAP 201
	LANDS OF MAYOR & CITY COUNCIL OF SNOW HILL - PARCEL 177 - TAX MAP 63
	LANDS OF CHARLES & DONNA BOWEN - P/O PARCEL 1711 - TAX MAP 201 (LOT 1)
	COULBOURNE DRIVE BETWEEN MARKET STREET AND TOWN OF SNOW HILL TOWN LIMITS
	SECOND TAX DISTRICT WORCESTER COUNTY MARYLAND

TITLE

TOWN OF SNOW HILL ANNEXATION PLAT

Frank G. Lynch, Jr.
& Associates, Inc.

SURVEYING · LAND PLANNING
10535 RACETRACK ROAD · BERLIN, MARYLAND 21811
(410) 641-5353 · 641-5773

/A	SURVEYED BY	FILE NO.:	12586-25
L. JR.	DATE	10-14-2025	
C. LYNCH	SCALE	1" = 200'	
		SHEET	1 OF 1

**MAYOR AND COUNCIL OF SNOW HILL****RESOLUTION 2025-07****A Resolution Adopting an Annexation Plan For A Certain Parcel of Land Contiguous To and Binding Upon the Corporate Limits of the Town of Snow Hill**

WHEREAS, Section 4-401 et. seq., *Local Government Article*, of the Maryland Annotated Code, provides a Maryland municipality the power to enlarge municipal boundaries by annexation; and

WHEREAS, the Mayor and Council of Snow Hill has received an annexation petition filed by itself for annexation of the Town of Snow Hill's water well located on Coulbourne Lane, specifically Tax Map 63, Parcel 177; with the consent of the Board of Education of Worcester County for the Snow Hill Middle School and Cedar Chapel School (Tax Map 201, Parcel 1708), and Snow Hill Elementary School (Tax Map 63, Parcel 144); and with the consent of Donna and Charles Bowen, 410 Coulbourne Lane (Tax Map 201, Parcel 1711, Part of Lot 1, approximately .027 acres); and Coulbourne Lane between Market Street and the Town of Snow Hill municipal limit; and it has been verified that the Mayor and Council of Snow Hill, the Board of Education of Worcester County and Donna and Charles Bowen are the sole owners of the properties to be annexed; and

WHEREAS, the Mayor and Council of Snow Hill has determined the land to be annexed is contiguous to and binding upon the corporate limit of the Town; and

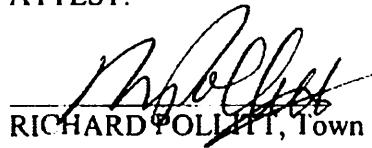
WHEREAS, the Town of Snow Hill is required to adopt an annexation plan for the proposed area of land pursuant to Section 4-415, *Local Government Article*, of the Maryland Annotated Code.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF SNOW HILL, THAT:

Section 1. The annexation plan in the attached Exhibit "1" is adopted for the following land: Tax Map 63 Parcel 177; the Snow Hill Middle School and Cedar Chapel School (Tax Map 201, Parcel 1708); Snow Hill Elementary School (Tax Map 63, Parcel 144); 410 Coulbourne Lane (Tax Map 201, Parcel 1711, Part of Lot 1, approximately .027 acres); and Coulbourne Lane between Market Street and the Town of Snow Hill municipal limit; all of which is contiguous to and binding upon the corporate limits of the Town of Snow Hill.

RESOLVED AND EFFECTIVE this 9th day of December 2025.

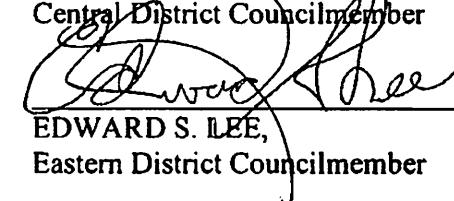
ATTEST:


RICHARD P. POLLETT, Town Manager

Approved as to form:

Maureen Howarth
MAUREEN HOWARTH
Ayres, Jenkins, Gordy & Almand, P.A.
Office of Town Solicitor


JANET SIMPSON, Mayor

AARON LUMPKINS,
Central District Councilmember

EDWARD S. LEE,
Eastern District Councilmember

MARGARET ANN FLETCHER,
Western District Councilmember

**MAYOR AND COUNCIL OF SNOW HILL****RESOLUTION 2025-08****CHARTER AMENDMENT****A RESOLUTION FOR THE PURPOSE OF ANNEXING CERTAIN LAND DESCRIBED
HEREIN AND TO AMEND THE TOWN OF SNOW HILL CHARTER SECTION 3
ENTITLED "DESCRIPTION OF CORPORATE BOUNDARIES" BY ADDING SAID
CERTAIN LANDS TO THE CORPORATE BOUNDARIES OF THE TOWN OF SNOW HILL**

A RESOLUTION BY THE MAYOR AND COUNCIL OF SNOW HILL, a municipal corporation in the State of Maryland (hereinafter the "Town of Snow Hill") pursuant to the authority of Article XI-E of the Constitution of Maryland and Subtitle 3, Title 4 of the Local Government Article of the Annotated Code of Maryland for the purpose of amending Section 3 of the Charter of the Town of Snow Hill (hereinafter "the Town Charter").

WHEREAS, pursuant to Local Government §4-402(1), the Mayor and Council of Snow Hill is initiating and proposing to annex into the Town of Snow Hill a certain area of land consisting of 46.26 acres more or less contiguous to and binding upon the south and southwest corporate limits of the Town of Snow Hill bounded on the east and southeast by Tax Map 201, Parcel 1710, south by Tax Map 63, Parcel 21, west by MD Route 394/Market Street and north by a portion of Tax Map 201, Parcel 1708; and

WHEREAS, the Mayor and Council of Snow Hill is the petitioner for the annexation as it is the owner of Tax Map 63, Parcel 177 (locally known as 543 Coulbourne Lane), one of the four properties involved in the annexation; and

WHEREAS, two of the four properties are owned by the Board of Education and County Commissioners of Worcester County, Maryland and said entities consent to the annexation (See Attached Exhibit A); and

WHEREAS, the fourth property (Tax Map 201, Parcel 1711, Lot 1, locally known as 410 Coulbourne Lane) is owned by Donna and Charles Bowen, and while the vast majority of the property is already in the Town of Snow Hill municipal limits, .027 acres of Lot 1's southernmost corner, is not in the Town of Snow Hill municipal limits and the Bowens also consent to the annexation (See Attached Exhibit B); and

WHEREAS, the Mayor and Council of Snow Hill also wishes to annex Coulbourne Lane between Market Street and the Town of Snow Hill municipal limits as it bisects the Town Board of Education properties; and

WHEREAS, with all the property owners involved consenting to the annexation the petition meets the requirement that at least 25% of the registered voters and 25% of the assessed valuation of the real property in the area to be annexed have consented to the annexation; and

WHEREAS, the petition for annexation meets all the requirements of the law; and

WHEREAS, the purpose of this annexation is to include in the corporate limits the Town of Snow Hill's water well located on Coulbourne Lane, specifically Tax Map 63, Parcel 177; the Snow Hill Middle School and Cedar Chapel School (Tax Map 201, Parcel 1708); Snow Hill Elementary School (Tax Map 63, Parcel 144); 410 Coulbourne Lane (Tax Map 201, Parcel 1711, Part of Lot 1, approximately .027 acres) to correct specifically that the entirety of Lot 1 located at 410 Coulbourne Lane be located in the Town of Snow Hill municipal limits, and Coulbourne Lane between Market Street and the Town of Snow Hill municipal limits; and

WHEREAS, all four properties are already served by Town of Snow Hill water and wastewater, thus this annexation will not affect the Town of Snow Hill's water and wastewater treatment plant or require any more EDUs; and

WHEREAS, the current zoning of the properties in the County is R-1 and the Mayor and Council of Snow Hill propose the new zoning to also be R-1 and R-2 for Lot 1 only; and

WHEREAS, adding the Coulbourne well property allows the Town of Snow Hill to seek grant funding for the property; and

WHEREAS, adding Tax Map 201, Parcel 1711, Part of Lot 1, approximately .027 acres, brings the entirety of the property into the Town limits instead of how it exists today with a small portion of the property being outside municipal limits; and

WHEREAS, the Planning Commission met on Monday, December 1, 2025, and upon review, endorsed the annexation request and recommended approval of the zoning changes further identified in Section 2.

SECTION 1. NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF SNOW HILL, THAT it is hereby proposed and recommended that the boundaries of the Town of Snow Hill be changed and Section 3 of the Town Charter be amended so as to annex and include within the Town of Snow Hill all that certain area of land together with the persons residing therein and their property, contiguous to and binding upon the Town's south and southwest corporate limits, and more particularly described as follows:

BEGINNING FOR THIS DESCRIPTION at the northwest intersection of Coulbourne Lane and Market Street; thence along the easterly line of Maryland Route 394, known locally as Market Street the eight following courses: (1) N. 13° 21' 54" E. - 160.63 feet to a point; thence (2) N. 12° 35' 12" E. - 100.00 feet to a point; thence (3) N. 10° 30' 42" E. - 100.00 feet to a point; thence (4) N. 07° 56' 42" E. - 100.00 feet to a point; thence (5) N. 04° 20' 42" E. - 100.00 feet to a point; thence (6) N. 01° 00' 42" E. - 100.00 feet to a point; thence (7) N. 01° 52' 48" W. - 100.00 feet to a point; thence (8) N. 04° 20'

37" W. - 56.78 feet to a point; thence across Parcel 1708 - Tax Map 201, being the lands of Board of Education of Worcester County, deed reference: Liber 248, folio 242 et.seq. and along the corporate limits of the Town of Snow Hill, the two following courses: (1) N. 84° 09' 29" E. -14.63 feet to a point; thence (2) S. 68° 35' 31" E. -1,293.83 feet to a point; thence across Lot 1 of "The Woodlands" Subdivision, said subdivision as recorded in Plat Book Liber 115, folio 1, and along the corporate limits of the Town of Snow Hill, S. 68° 35' 31" E. - 55.38 feet to a point; thence across Coulbourne Lane and along the corporate limits of the Town of Snow Hill, S. 68° 35' 31" E. - 54.12 feet to a point; thence across Parcel 144 -Tax Map 63, Lands of Board of Education of Worcester County and along the corporate limits of the Town of Snow Hill, S. 68° 35' 31" E. - 119.44 feet to a point; thence along the lands of Scot Shockley Revocable Living Trust, deed reference: Liber 8911, folio 143 et.seq. the two following courses: (1) S. 35° 27' 52" E. - 742.10 feet to a point; thence (2) S. 37° 19' 14" W. - 988.81 feet to a point; thence along the lands of Watson Powell Land Holdings LLC, deed reference: Liber 8641, folio 195 et.seq., the two following courses: (1) N. 45° 32' 08" W. - 960.37 feet to a point; thence (2) N. 74° 28' 20" W. - 760.90 feet to a point; thence along the easterly line of Maryland Route 394, also known as Market Street, N. 13° 27' 47" E. - 218.56 feet to a point at the southwest intersection of Market Street and Coulbourne Lane; thence continuing along Market Street, N. 13° 21' 54" E. - 50.01 feet to the POINT OF BEGINNING.

CONTAINING 46.26 acres more or less.

SECTION 2. AND BE IT FURTHER RESOLVED BY THE MAYOR AND COUNCIL OF SNOW HILL, that the subject properties to be annexed shall have a zoning classification as follows:

1. Tax Map 201, Parcel 708- R-1
- 2, Tax Map 63, Parcel 144- R-1
3. Tax Map 301, Parcel 711, Lot 1- R-2 as it is today
4. Tax Map 63, Parcel 177 (Town well)- R-1
5. Coulbourne Lane between Market Street and the Town of Snow Hill municipal limits

SECTION 3. AND BE IT FURTHER RESOLVED BY THE MAYOR AND COUNCIL OF SNOW HILL, that a public hearing on the annexation proposed be held on January 20, 2026 at 5:30 P.M., in the Worcester County Government Center, Room 1102, One West Market Street, Snow Hill, upon a public notice of the time and place of said hearing being published not fewer than 4 times at not less than weekly intervals, in a newspaper of general circulation in the Town of Snow Hill, and the area to be annexed, accurately describing the proposed annexation and the conditions and circumstances applicable thereto, which said notice shall specify the date, time and place of the public hearing on this Resolution.

SECTION 4. AND BE IT FURTHER RESOLVED BY THE MAYOR AND COUNCIL OF SNOW HILL THAT this Resolution shall take effect upon the expiration of 45 days following its final passage unless a petition for a referendum satisfying the requirements of Maryland Code Annotated, Local Government Article § 4-304(d) shall be filed by _____. An exact copy the Resolution shall be posted in the Town offices for forty-five (45) days following adoption of this Resolution and a fair summary of this Resolution shall be published in a newspaper having general circulation in the Town not less than four (4) times at weekly intervals within forty (40) days of the date of adoption.

SECTION 5: That, within ten (10) days after the Charter Amendment hereby enacted becomes effective either as herein provided or following a referendum, the Town Manager shall send by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the

Department of Legislative Services, the State Department of Planning, the clerk or similar official of the Town of Snow Hill, and the Clerk of the Court for Worcester County a copy of the complete text of the Resolution with a statement of the new boundaries, the date of any referendum, the number of votes cast for and against the annexation by the Mayor and Council of Snow Hill or in a referendum, and the effective date of the Charter Amendment for the annexation.

SECTION 6: That the Town Manager be, and he/she is specifically enjoined and instructed to carry out the provisions of Sections 4 and 5, and as evidence of compliance herewith, the said Town Manager shall cause to be affixed to the Minutes of this meeting: 1) an appropriate certificate of publication of the newspaper in which the fair summary of the Resolution shall have been published; and, 2) records of mailing referred to in Section 5 and shall further complete and execute a Certificate of Compliance.

INTRODUCED by the Town Council, at a Regular Meeting on December 9, 2025, at which meeting copies were available to the public for inspection.

ADOPTED by the Town Council, at a Regular Meeting on _____, at which meeting copies were available to the public for inspection.

RICHARD POLLITT, Town Manager

JANET SIMPSON, Mayor

Approved as to form:

AARON LUMPKINS, Central District
Council Person

MAUREEN HOWARTH
Ayres, Jenkins, Gordy & Almand, P.A.
Office of Town Solicitor

EDWARD S. LEE, Eastern District
Council Person

MARGARET ANN FLETCHER,
Western District Council Person



NOTICE OF PUBLIC HEARING
MAYOR & COUNCIL
OF SNOW HILL, MARYLAND

Tuesday, January 20th, 2026
at 5:30 PM

Pursuant to the provisions of the Local Government Article Section 4-406 of the Annotated Code of Maryland notice is hereby given that a PUBLIC HEARING is scheduled on Tuesday, January 20th, 2026, at 5:30 p.m. at the meeting of the Mayor and Council of Snow Hill at Worcester County Government Center, Boardroom, Room 1102, One West Market Street, Snow Hill, MD 21863. The purpose of the hearing is to consider a resolution to:

ANNEX CERTAIN LAND DESCRIBED HEREIN AND TO AMEND THE TOWN OF SNOW HILL CHARTER SECTION 3 ENTITLED "DESCRIPTION OF CORPORATE BOUNDARIES" BY ADDING SAID CERTAIN LANDS TO THE CORPORATE BOUNDARIES OF THE TOWN OF SNOW HILL, specifically the Town of Snow Hill's water well located on Coulbourne Lane, Tax Map 63, Parcel 177; the Snow Hill Middle School and Cedar Chapel School (Tax Map 201, Parcel 1708); Snow Hill Elementary School (Tax Map 63, Parcel 144); 410 Coulbourne Lane (Tax Map 201, Parcel 1711, Part of Lot 1, approximately .027 acres) to correct specifically that the entirety of Lot 1 located at 410 Coulbourne Lane be located in the Town of Snow Hill municipal limits, and Coulbourne Lane between Market Street and the Town of Snow Hill municipal limits.

The proposed zoning for the properties is as follows:

1. Tax Map 201, Parcel 708- R-1
2. Tax Map 63, Parcel 144- R-1
3. Tax Map 301, Parcel 711, Lot 1- R-2 as it is today
4. Tax Map 63, Parcel 177 (Town well)- R-1

All properties owners have consented to the annexation. All properties are already served by Town of Snow Hill water and wastewater

The public is cordially invited to attend and offer comments. For further information concerning this public hearing, for a copy of the annexation resolution or the annexation plan please contact the Town Manager's Office, 103 Bank Street, Snow Hill, Maryland, 21863, #410-632-2080.

Annexation Plan

For the Annexation in to the Town of Snow Hill, Maryland

Prepared by: Snow Hill Planning, Zoning and Building Department

December 3, 2025

Background

Pursuant to the Local Government Article, Division II. Municipalities, Title 4. In General, Subtitle 4. Annexation. §4-415 of the Annotated Code of Maryland, an annexation plan shall be adopted by the legislative body for the area to be annexed. The annexation plan shall:

- (1) contain a description of the land use pattern proposed for the area to be annexed, which may include a county master plan already in effect for the area;
- (2) describe the schedule to extend each municipal service performed in the municipality at the time of the annexation to the area to be annexed;
- (3) describe the general methods by which the municipality anticipates financing the extension of municipal services to the area to be annexed; and
- (4) be presented so as to demonstrate the available land for public facilities that may be considered reasonably necessary for the proposed use, including facilities for schools, water or sewage treatment, libraries, recreation, or fire or police services.
- (5) demonstrate that the proposed annexation is consistent with the Municipal Growth element of the Comprehensive Plan of the municipality.

This Annexation Plan is prepared as a result of an owner/legislative body-initiated request (the Mayor and Council of Snow Hill) to annex land into Snow Hill by petition of four (4) properties and a segment of Coulbourne Lane. The following attachments are associated with this annexation plan.

Attachments

- A. Cover Letter
- B. Annexation Plat (including large foldout)
- B-1 Legal Description of the boundary of area to be annexed.
- C. (1-4) Petition for Annexation, Legal Description, SDAT listing and map: Town of Snow Hill, 543 Coulbourne Lane-Parcel 177 (Municipal Well Property)
- D. (1-4) Petition for Annexation, Legal Description, SDAT listing and map: Worcester County Board of Education Property, 522 Coulbourne Lane-Parcel 1708 (Middle School and Cedar Chapel Special School)
- E. (1-4) Petition for Annexation, Legal Description, SDAT listing and map: Worcester County Board of Education Property, 515 Coulbourne Lane-Parcel 144 (Elementary School)
- F. (1-4) Petition for Annexation, Legal Description, SDAT listing and map: Donna and Charles Bowen, 410 Coulbourne Lane, Parcel 1711 (single family residential)
- G. Legal Description of Part of Coulbourn Drive, A 50 ft. Wide Right-of-Way
- H. Aerial View of Land Use of Properties.

- I. Worcester County Land Use Plan Map-2006 Comprehensive Plan
- J. Worcester County Land Use Plan (2006) Enlargement.
- K. Worcester County Zoning Map 63 (existing zoning on properties)
- L. Town of Snow Hill Proposed Zoning Map (for illustration)
- M. Town of Snow Hill 2010 Comprehensive Plan Map 5 Growth Area Map
- N. Worcester County 2006 and 2025 draft Growth Area Map

General Information

Petitioners:

MAYOR AND COUNCIL OF SNOW HILL

Authorized Agent: Rick Pollitt, Town Manager

Mailing Address: 103 Bank St., MD 21863

THE BOARD OF EDUCATION OF WORCESTER COUNTY, MARYLAND

6270 Worcester Hwy

Newark MD 21841

DONNA AND CHARLES BOWEN

410 Coulbourne Lane

Snow Hill MD 21863

Attorney of Record for Mayor and Council of Snow Hill:

Maureen Howarth

The Law Office of Ayers, Jenkins, Gordy & Almand, P.A.

6200 Coastal Highway, Suite 200

Ocean City, Maryland 21842

Office) 410-723-1400

Location and Description:

This annexation petition encompasses four properties and a portion of Coulbourne Lane located on the south side of Snow Hill MD with access from West Market Street (County Road 394/State Highway US 113 Business Loop) and Coulbourne Lane as shown in the Annexation Plat (**Attachment B**). The area of annexation is 46.26 acres. This annexation is initiated by the Mayor and Council of Snow Hill who own a 10,000 square foot (.23 ac.) parcel containing a groundwater well. This property is located on Coulbourne Lane outside of Town limits. It is necessary to bring this property into the municipal boundaries to make it eligible for existing and future grant funds thus ensuring long-term maintenance and upgrades to this key infrastructure facility.

Two additional properties owned by the Worcester County Board of Education are included with this annexation to make all properties contiguous to Town limits and to eliminate both inaccurate municipal boundary lines and confusion over provision of services. These properties consist of the Worcester County Middle School and Cedar Chapel Special School (25.28 total acres of which 17.77 acres is being annexed) and the Worcester County Elementary School (26.42 acres-per survey).

A fourth residential property consisting of a portion of Lot 1 of the Woodlands Subdivision is occupied by an existing single-family dwelling owned by Donna and Charles Bowen. A very small corner of this lot containing 1,198 square feet (.027 acres) was discovered to be outside Town limits while researching boundaries for this annexation petition. While the remainder of Lot 1 is already located within Town limits, the annexation of this unincorporated remnant parcel will correct an inaccuracy of the corporate boundary line.

Upon annexation of the four properties, a portion of Coulbourne Lane containing 1.81 acres, and classified as a collector street, will be back into the Town limits and be subject to Town maintenance and jurisdiction. The remaining segment of Coulbourne Lane is currently within Town boundaries as it extends to South Church Street.

Historically, the Town property, the two Board of Education properties and the Coulbourne Lane segment were annexed into Town limits on December 13, 2005 by Resolution No. 2005-5 as part of the Summerfield residential development initiative. These properties were subsequently "detached" from the incorporated area of Snow Hill by Resolution No. 2019-01 on May 14, 2019. At the point in time when the Town of Snow Hill adopted its Comprehensive Plan in 2010, the properties were all considered within the corporate limits of the Town.

The following is a list of the properties subject to the annexation petition;

1. Mayor and City Council of Snow Hill
Map 63, Grid 16, Parcel 177
543 Coulbourne Lane
District - 02 Account Identifier – 029243
Property Land Area: 10,000 square feet (.23 acres)
SDAT Link: [SDAT: Real Property Data Search](#)
Land Use: Municipal Well
Current County Zoning: R-1 (rural residential)
2. The Board of Education of Worcester County, Maryland
Map 201, Grid 14, Parcel 1708
522 Coulbourne Lane
District - 02 Account Identifier – 006979
Property Land Area: 25.28 acres
SDAT Link: [SDAT: Real Property Data Search](#)
Land Use: Worcester County Middle School and Cedar Chapel Special School
Current County Zoning: R-1 (rural residential). Current Town Zoning: R-1 (residential).
Note: a portion of the property is currently located inside Town boundaries.
3. The Board of Education of Worcester County, Maryland
Map 63, Grid 16, Parcel 144
515 Coulbourne Lane
District - 02 Account Identifier – 006987
Property Land Area: 26.53 acres per SDAT, 26.42 acres per survey.
SDAT Link: [SDAT: Real Property Data Search](#)
Land Use: Worcester County Elementary School
Current County Zoning: R-1 (rural residential)

4. Bowen, Donna and Charles
Map 201, Grid 16, Parcel 1711
410 Coulbourne Lane, Lot 1, Block A (Woodland Subdivision)
District - 02 Account Identifier - 028247
Total Property Land Area: 19,206 square feet (.44 acres)
Land Area Subject to Annexation: 1,198 square feet. (.0275 acres)
SDAT Link: [SDAT: Real Property Data Search](#)
Land Use: single family residential
Current County Zoning on portion subject to annexation: R-1 (residential);
Current Town Zoning on existing portion in Town limits: R-2 (residential).
5. Coulbourne Lane: consisting of a 50-foot right-of-way containing 1.81 acres extending approximately 1,500 lineal feet from West Market to Coulbourne Lane located in Town limits.

(1) Land use pattern proposed for the area to be annexed, which may include a county master plan already in effect for the area.

The existing land use patterns, shown in an aerial view as **Attachment H**, reflect institutional land uses for the Town-owned municipal well (parcel 177) and two school properties (parcels 1708 and 144). Lot 1 (parcel 1711) is used for residential purposes occupied by a single-family dwelling. While the properties are governed by the current Worcester County's Comprehensive Plan, Zoning Code and Water and Sewer Master Plan it is noted that two of the properties (portions of parcel 1708 and Lot 1) are technically under both the Town and County's zoning and real property tax provisions because they are in both jurisdictions.

The Worcester County Land Use Plan Map (and its enlargement) from the County's 2006 Comprehensive Plan identifies the three properties as "Institutional" land use (**Attachment I and J**).

The Town property and the two Board of Education properties are zoned R-1 Rural Residential District under the Worcester County Code as reflected on Zoning Map 63 (**Attachment K**).

Because all four properties were in the Town limits in 2010, the Town's 2010 Comprehensive Plan's existing and future land use maps also classified the three publicly owned properties as "Institutional" with Lot 1 designated as residential.

Upon annexation, the Town property and two Board of Education properties would be zoned R-1 under the Town's zoning. Lot 1 would remain R-2 (Medium Density Residential). **Attachment L** shows the proposed zoning changes.

(2) Describe the schedule to extend each municipal service performed in the municipality at the time of the annexation to the area to be annexed;

All four properties subject to annexation are currently provided with full utilities and services (water, sewer, fire and police services) by the Town of Snow Hill. There is no anticipated change to municipal services upon annexation.

(3) Describe the general methods by which the municipality anticipates financing the extension of municipal services to the area to be annexed; and

No extension of municipal services is planned as all properties are presently served with municipal utilities and services.

(4) The annexation plan be presented so as to demonstrate the available land for public facilities that may be considered reasonably necessary for the proposed use, including facilities for schools, water or sewage treatment, libraries, recreation, or fire or police services.

No additional land for public facilities is needed as a consequence of this annexation. Water and sewer main service lines, serving the Board of Education properties, are located within Coulbourne Lane's right-of-way. No additional expansion of utility service lines is necessary at the present time. By annexing of a portion of Coulbourne Lane, any confusion and lines of responsibility for traffic control, street and utility maintenance will be eliminated.

(5) The annexation plan demonstrates that the proposed annexation is consistent with the Municipal Growth element of the Comprehensive Plan of the municipality.

The Snow Hill 2010 Comprehensive Plan recognized the Town and Board of Education properties and Lot 1 as being already inside Town boundaries and were considered growth areas. (Attachment M). The County's current draft plan shows this general area to be a "Growth Area". (Attachment N).

As noted above, upon annexation to the Town, the properties will be subject to the Town's Comprehensive Plan, Zoning Code and all applicable laws. The Town of Snow Hill Planning Commission will recommend the Town and School properties be zoned to R-1 Low Density Residential District and the Bowen's property R-2 upon annexation (consistent with past zoning designations). Schools, public utilities and the single-family home on the Bowen's property are permitted uses in these districts. (Article VII, Section 200-42 M, N (1) and (2)).

In summary, the following is relevant to evaluating this annexation petition:

- Annexations will be consistent with the Town's future growth plans. (The annexation of these properties was previously approved by the Town and County in 2005 in anticipation of future growth. The annexation of these properties will recognize existing development patterns).

- Annexations will meet the requirements of applicable state laws, including the Land-Use Article and Article 23A of the Annotated Code of Maryland. *(This annexation will meet the applicable requirements of Local Government Article, Division II. Municipalities, Title 4. In General, Subtitle 4. Annexation).*
- Annexed areas will be contiguous to the corporate limits and create a natural extension of the city's corporate boundaries. *(The subject parcels are adjacent and will be contiguous to the Town's corporate boundaries).*
- Annexations will be coordinated with the State of Maryland and Worcester County. *(Annexation plan will be forwarded to the Maryland Department of Planning and their regional branch office and to the Worcester County Government for review and comment at least 30 days prior to the public hearing. Final annexation documents will be forwarded to appropriate county and state agencies as required by law).*
- Annexation is a condition of Town services and property owners who desire city services must be annexed prior to consideration. *(The properties subject to this annexation already receive full Town services).*
- Proposed annexation areas will be economically self-sufficient and not result in larger municipal expenditures than anticipated revenues that could indirectly burden existing city residents with the costs of services or facilities to support the area annexed. *(There will be no additional burden to additional Town services and expenditures. The Town property and Board of Education properties do not pay property taxes. The residential lot (Lot 1) already pays full property taxes to the Town).*
- Specific conditions of annexation will be made legally binding in an executed annexation agreement. Such agreements will address among other things:
 - consistency with the goals, objectives and recommendations contained in Comprehensive Plans; *(the annexation petition is consistent with the Town's 2010 Comprehensive Plan and will be recognized in future plan updates).*
 - proposed zoning of the property. *The Planning Commission will take action to recommend R-1 and R-2 zoning for the subject properties. The County Zoning Map 63 designates the town property and two Board of Education properties as R-1, Rural Residential District. This map does not recognize the Bowers residential property as being located in the County. The R-1 Rural Residential District permits "Schools" and "Public Utility Structures and Properties", including "Water Treatment Facilities" as a "Special Exception" uses. Likewise, the Town's past zoning designation of this property was R-1 Low Density Residential prior to de-attachment in 2019. This zoning district permits "Schools" and essential "Public Service Facilities" as principal permitted uses. Since no development is anticipated on school properties, the density requirements of the 5 Year Annexation Rule do not apply.*

Source: Worcester County Zoning Code, Subtitle ZS1: II Primary District Regulations.
§ ZS 1-205 R-1 Rural Residential District and Snow Hill Town Zoning Code Table of
Permitted Uses-200 Attachment 1.

Note: Annexation Zoning—The Five-Year Rule

Cities and towns authorized to exercise and exercising planning and zoning powers under Land Use Article of the Annotated Code of Maryland have exclusive authority over planning and zoning in newly annexed areas. However, Subsection 4-416(b) the Local Governments Article of the Annotated Code provides that no city or town may for five years following an annexation allow development of property within an annexed area if the development would be substantially different than the use authorized under county zoning at the time of the annexation. Also, for five years following an annexation, development density of newly annexed property may not be greater than 50% higher than would have been permitted under county zoning at the time of annexation. A county governing body may waive this requirement if its members so desire.

Adequacy of Public Facilities/Services and Infrastructure

Water and Sewer:

The Snow Hill Wastewater and Water treatment plants provide public water and sewer services to the properties. No additional demand is created as a result of this annexation.

Roads:

The subject properties have access to Coulbourne Lane. This street segment is designated as a collector street. Bringing this segment of Coulbourne Lane into municipal boundaries will clarify maintenance and traffic control responsibilities and assign it correctly to the Town's jurisdiction.

Police Services:

Police protection is currently provided by both the Worcester County Sheriff's Department and the Snow Hill Police Department. No changes to the level of service for police protection and traffic control are expected with this annexation.

Fire, EMS and Rescue Services:

There will be no significant impacts on Snow Hill emergency fire and rescue services which already provide service to this area.

Public Schools and Libraries

There will be no impact to either the Snow Hill or Worcester County school facilities as a result of this annexation.

Parks and Recreation/Public Libraries:

Parks and recreation facilities are not impacted by this annexation.

Stormwater Management:

The properties subject to annexation will have no additional stormwater run-off. No development is anticipated.

Impact on sensitive environmental areas:

The site is already developed and no sensitive environmental areas are impacted with this annexation.

Cost to the Town of Snow Hill on having to provide such services:

The Town of Snow Hill will not incur any increases in operational costs as a result of the annexation.

Conclusion

In summary, the proposed area to be annexed is consistent with the Snow Hill and Worcester County Comprehensive Plans and zoning patterns. It is consistent with the Town's Municipal Growth Element as this area was already annexed as part of a larger area tied to the former Summerfield development initiative. The Planning Commission reviewed the Annexation Plan on December 1, 2025 and has recommended approval. The Planning Commission has further recommended the properties be zoned R-1 and R-2, consistent with existing County and Town zoning patterns. A fiscal impact study and an environmental impact assessment that addresses the potential impact of the proposed annexation on the environment of the site and surrounding area is not required.

ITEM 14 A
Attachment
DRAFT

December _____, 2025

**State Department of Legislative Services
Legislative Division
90 State Circle
Annapolis, MD 21401**

**Georgeanne Carter
Legislative Counsel
Municipal Resolution Department of Legislative Services
90 State Circle
Annapolis, MD 21401**

**Susan Braniecki
Clerk of Court
Worcester County Circuit Court
Court House
One W. Market Street, Room 104
Snow Hill, Maryland 21863**

**Maryland Department of Planning
Charles Boyd, Director-Planning Coordination
301 Preston St., Suite 1101
Baltimore, MD 21201**

**Kandice Ringenay
Administrative Coordinator/Town Clerk
103 Bank Street
Snow Hill, MD**

Re: Annexation Petition of 52.48 acres of properties owned by the Town of Snow Hill, Worcester County Board of Education, Charles and Donna Bowen and a segment of Coulbourne located in Worcester County MD

To Whom It May Concern:

The Mayor and Council of Snow Hill are pleased to forward a copy of the Annexation Resolutions No. _____ and Annexation Plan Resolution _____ in addition to supporting documents for the annexation of four properties and a segment of an existing street known as Colbourne Lane located on the south west side of Snow Hill, adjacent to existing Town boundaries. The main impetus behind this annexation

to bring the Town's domestic groundwater production well and property back inside Town limits to secure much needed grant assistance. The production well serves a large portion of this area and is connected to the existing utility network.

The Mayor and Town Council of Snow Hill acted to approve and adopt Resolutions _____ and _____ on _____ 2025 and became effective on _____ 2025. The annexation request is not subject to a referendum petition.

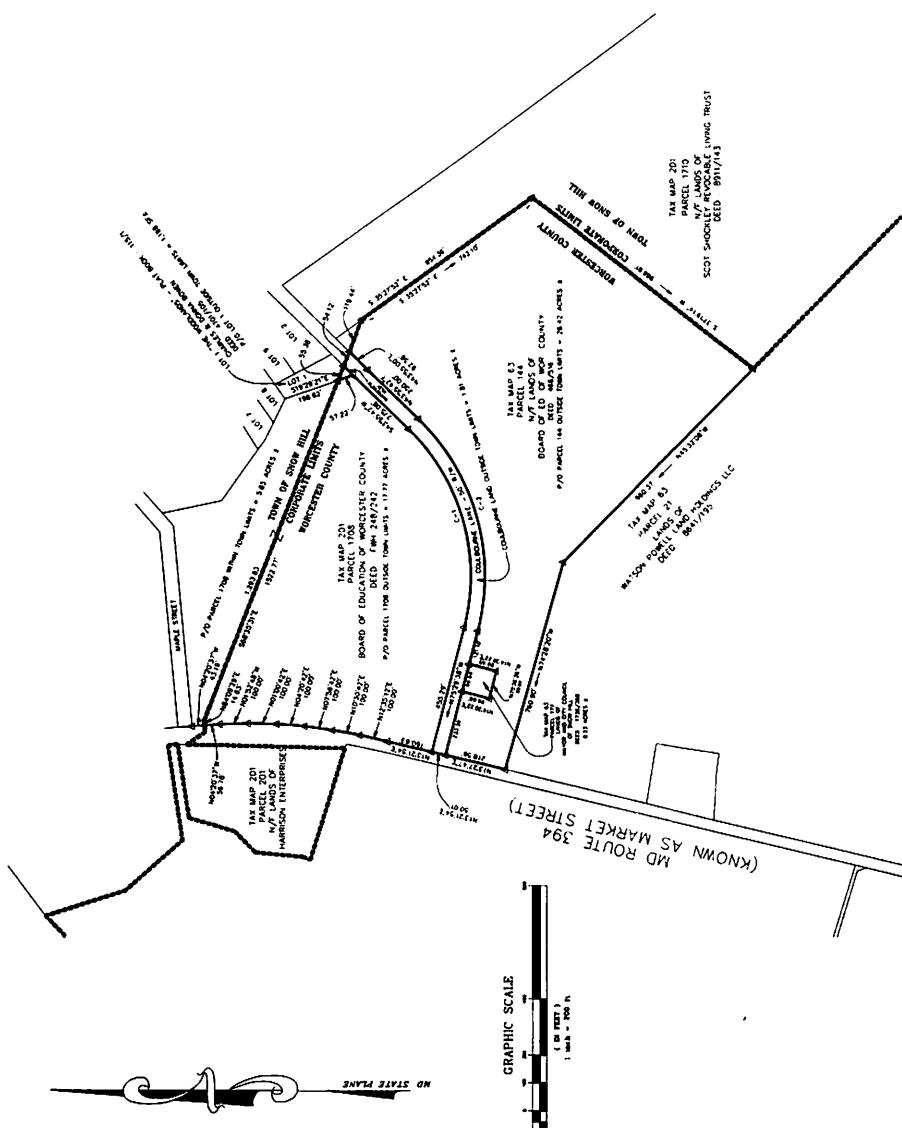
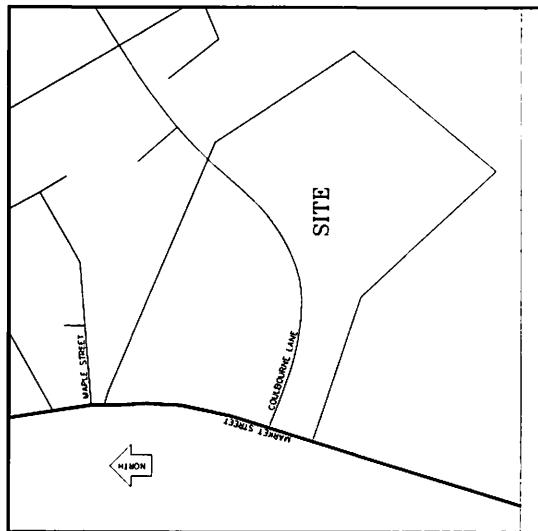
Pursuant to Local Government Article §4-414 we are submitting this information to the required state and local agencies as noted above. Should you have any questions, please don't hesitate to call at 410-632-2080.

Sincerely,

Rick Pollitt
Town Manager

Cc: Daniel L. Brandewie, Planning/Zoning/Code Official, Snow Hill
Maureen Howarth, Town Attorney, Snow Hill
Randy Barfield, Public Works Director, Snow Hill
Lounell Hampstead, Finance Manager, Snow Hill
Michelle Koenig Maryland Department Planning, Eastern Shore Regional Office
Robert Mitchell, Director of Environment Programs. Worcester County
Roscoe Leslie, Legal Counsel for Worcester County
Amy Smith, Supervisor of Assessments, Dept. of Assessments and Taxation
Phil Thompson, Finance Officer, Worcester County
Jennifer Keener, Director, Worcester County Development Review and Permitting
Kelly Henry, Worcester County GIS Services, Technical Services Manager
Weston Young, Worcester County Chief Administrative Officer
Todd Ferrante, Board of Education President

Attachment B



• DENOTES EXISTING TOWN CORPORATE LIMITS
SFC PRACTICALLY IN S. W. 7/53

FRANK G. LYNN, JR., PROFESSIONAL LAND SURVEYOR MD #101282
PROFESSIONAL SEAL EXPIRES 2-21-2026

CHARGE TABLE						
CHARGE	LENGTH	82000	81000	80000	79000	78000
C1	81000	771.62	80222.95	455.82	12400.11	727.65
C2	81000	771.62	80222.95	455.82	12400.11	727.65

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FRANK G. LYNCH, JR. & ASSOCIAT



Surveying - Land Planning

10535 Racetrack Road Berlin, Maryland 21811
410-641-5353 410-641-5773

October 28, 2025

LEGAL DESCRIPTION

Proposed Annexation Area

Town of Snow Hill

Worcester County, Maryland

BEGINNING FOR THIS DESCRIPTION at the northwest intersection of Coulbourne Lane and Market Street; thence along the easterly line of Maryland Route 394, known locally as Market Street the eight following courses: (1) N. 13° 21' 54" E. - 160.63 feet to a point; thence (2) N. 12° 35' 12" E. - 100.00 feet to a point; thence (3) N. 10° 30' 42" E. - 100.00 feet to a point; thence (4) N. 07° 56' 42" E. - 100.00 feet to a point; thence (5) N. 04° 20' 42" E. - 100.00 feet to a point; thence (6) N. 01° 00' 42" E. - 100.00 feet to a point; thence (7) N. 01° 52' 48" W. - 100.00 feet to a point; thence (8) N. 04° 20' 37" W. - 56.78 feet to a point; thence across Parcel 1708 - Tax Map 201; being the lands of Board of Education of Worcester County, deed reference: Liber 248, folio 242 et.seq. and along the corporate limits of the Town of Snow Hill, the two following courses: (1) N. 84° 09' 29" E. - 14.63 feet to a point; thence (2) S. 68° 35' 31" E. - 1,293.83 feet to a point; thence across Lot 1 of "The Woodlands" Subdivision, said subdivision as recorded in Plat Book Liber 115, folio 1, and along the corporate limits of the Town of Snow Hill, S. 68° 35' 31" E. - 55.38 feet to a point; thence across Coulbourne Lane and along the corporate limits of the Town of Snow Hill, S. 68° 35' 31" E. - 54.12 feet to a point; thence across Parcel 144 - Tax Map 63, Lands of Board of Education of Worcester County and along the corporate limits of the Town of Snow Hill, S. 68° 35' 31" E. - 119.44 feet to a point; thence along the lands of Scot Shockley Revocable Living Trust, deed reference: Liber 8911, folio 143 et.seq. the two following courses: (1) S. 35° 27' 52" E. - 742.10 feet to a point; thence (2) S. 37° 19' 14" W. - 988.81 feet to a point; thence along the lands of Watson Powell Land Holdings LLC, deed reference: Liber 8641, folio 195 et.seq., the two following courses: (1) N. 45° 32' 08" W. - 960.37 feet to a point; thence (2) N. 74° 28' 20" W. - 760.90 feet to a point; thence along the easterly line of Maryland Route 394, also known as Market Street, N. 13° 27' 47" E. - 218.56 feet to a point at the southwest intersection of Market Street and Coulbourne Lane; thence continuing along Market Street, N. 13° 21' 54" E. - 50.01 feet to the POINT OF BEGINNING.

CONTAINING 46.26 acres more or less.



Town of Snow Hill

Petition for Annexation

To the Mayor and Council of Snow Hill, Maryland:

I/we request and consent to the annexation of my/our land into the Town of Snow Hill.

Owner of Record: Mayor and City Council of Snow Hill
Map 63, Grid 16, Parcel 177
543 Coulbourne Lane
District - 02 Account Identifier – 029243
Property Land Area: 10,000 square feet (.23 acres)
Deed Reference: 1736/368

SIGNATURE(S)

Aaron W. Lumpkins Title: Central District Councilman
Printed Aaron W Lumpkins Date: 12/9/2025

Edward S. Lee Title: Council Person Eastern District
Printed Edward S. Lee Date: 12/9/2025

Janet T. Simpson Title: Mayor
Printed Janet T. Simpson Date: 12/9/25

Margaret A. Fletcher Title: Western District Council person
Printed Margaret A. Fletcher Date: 12/9/25

Richard M. Piscitelli, Jr. Title: Treasurer
Printed Richard M. Piscitelli, Jr. Date: Dec. 7, 2025

FRANK G. LYNCH, JR. & ASSOCIATES, INC.



Surveying - Land Planning

10535 Racetrack Road Berlin, Maryland 21811
410-641-5353 410-641-5773

October 14, 2025

LEGAL DESCRIPTION

Parcel 177 - Tax Map 63

Lands of Mayor and City Council of Snow Hill

Deed Reference: Liber 1736, folio 368 et.seq.

Second Tax District

Worcester County, Maryland

BEGINNING FOR THIS DESCRIPTION at a point on the southerly line of Coulbourne Drive, said point bears S. 75° 29' 38" E. - 233.36 feet from the easterly line of Market Street; thence along said southerly line of Coulbourne Drive, S. 75° 29' 38" E. - 99.94 feet to a point, thence along the lands of the Board of Education of Worcester County, deed reference: Liber 466, folio 516 et.seq., the three following courses:
(1) S. 14° 30' 22" W. - 99.48 feet to a point, thence (2) N. 75° 36' 26" W. - 99.94 feet to a point, thence
(3) N. 14° 30' 22" E. - 99.68 feet to the POINT OF BEGINNING.

CONTAINING 0.23 acres more or less.

FGI.jr/jal
12586.10.14.25.Parcel 177.legal description

ITEM 14 Attachment C-3

Real Property Data Search ()
Search Result for WORCESTER COUNTY

[View Map](#)

[No Ground Rent Redemption on File](#)

[No Ground Rent Registration on File](#)

Special Tax Recapture: None

Account Number: District - 02 Account Identifier - 029243

Owner Information

Owner Name: MAYOR & CITY COUNCIL OF SNOW HILL Use: EXEMPT COMMERCIAL
Principal Residence: NO
Mailing Address: P O BOX 548 Deed Reference: /01736/ 00368
SNOW HILL MD 21863

Location & Structure Information

Premises Address:	543 COULBOURNE LN SNOW HILL 21863-0000	Legal Description:	10000 SQ FT 0.23 AC COULBOURNE LA SUBDIV OF BOARD OF EDUCATION
Map: Grid:	Parcel:	Neighborhood:	Subdivision:
0063	0016	0177	12081.24
			0000
		Section:	Block:
			2026
		Lot:	Assessment Year:
			130005
			Plat Ref:

Town: None

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
			10,000 SF	

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
							/

Value Information

	Base Value	Value	Phase-in Assessments
		As of 01/01/2023	As of 07/01/2025
			As of 07/01/2026
Land:	17,200	17,200	
Improvements	8,200	8,200	
Total:	25,400	25,400	25,400
Preferential Land:	0		

Transfer Information

Seller: COUNTY COMMISSIONERS OF	Date: 06/07/1991	Price: \$0
Type: NON-ARMS LENGTH OTHER	Deed1: RHO /01736/ 00368	Deed2:
Seller: BOARD OF EDUCATION OF	Date: 06/07/1991	Price: \$0
WORCESTER	Deed1: RHO /01736/ 00366	Deed2:
Type: NON-ARMS LENGTH OTHER		
Seller:	Date:	Price:
Type:	Deed1:	Deed2:

Exemption Information

Partial Exempt Assessments: Class	07/01/2025	07/01/2026
County:	25,400.00	
State:	25,400.00	
Municipal:	0.00	0.00

Special Tax Recapture: None

Homestead Application Information

Homestead Application Status: No Application

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application Date:

District: 02 Account Number: 029243



The information shown on this map has been compiled from deed descriptions and plats and is not a property survey. The map should not be used for legal descriptions. Users noting errors are encouraged to notify the Maryland Department of Planning, Parcel Data & Mapping Unit, 120 E. Baltimore St., Suite 2000, Baltimore, MD 21202. mailto:dlmdpvhelpdesk_mdp@maryland.gov.

If a plat for a property is needed, contact the local Land Records office where the property is located. Plats are also available online through the Maryland State Archives at www.plats.net (<http://www.plats.net>).

Property maps provided courtesy of the Maryland Department of Planning.

For more information on electronic mapping applications, visit the Maryland Department of Planning web site at
<https://planning.maryland.gov/Pages/OurWork/PDM/Property-Maps/Property-Map-Products.aspx>
(<https://planning.maryland.gov/Pages/OurWork/PDM/Property-Maps/Property-Map-Products.aspx>).



Town of Snow Hill

Petition for Annexation

To the Mayor and Council of Snow Hill, Maryland:

I/we request and consent to the annexation of my/our land into the Town of Snow Hill.

Owner of Record: The Board of Education of Worcester County, Maryland
Map 201, Grid 14, Parcel 1708
522 Coulbourne Lane
District - 02 Account Identifier – 006979
Property Land Area: 25.28 acres (per SDAT records)
Property Land Area to be Annexed: 17.77 acres
Deed Reference: 248/242
Note: a portion of the property is currently located inside the Town boundaries.

SIGNATURE(S)

Date: 12/2/25

Mr. Todd Ferrante

Title: President, Worcester County Board of Education

Date: 12/2/25

Dr. Annette Wallace

Title: Superintendent, Secretary, Worcester County

Board of Education

FRANK G. LYNCH, JR. & ASSOCIATES, INC.



Surveying - Land Planning

10535 Racetrack Road Berlin, Maryland 21811
410-641-5353 410-641-5773

October 14, 2025

LEGAL DESCRIPTION

Part of Parcel 1708 - Tax Map 201

Lands of Board of Education of Worcester County

Deed Reference: Liber 248, folio 242 et.seq.

Second Tax District

Worcester County, Maryland

BEGINNING FOR THIS DESCRIPTION on the southwest corner of Lot 1 - The Woodlands Subdivision as recorded in Plat Book Liber 115, folio 1; thence along the northerly line of Coulbourne Drive the three following courses: (1) S. 43° 55' 42" W. - 275.06 feet to a point; thence (2) with a curve to the right, said curve having a radius of 721.62 feet, an arc length of 761.96 feet and a chord bearing and distance of S. 74° 08' 11" W. - 727.05 feet to a point; thence (3) N. 75° 29' 38" W. - 455.29 feet to a point; thence along the easterly line of Maryland Route 394, known locally as Market Street the eight following courses: (1) N. 13° 21' 54" E. - 160.63 feet to a point; thence (2) N. 12° 35' 12" E. - 100.00 feet to a point; thence (3) N. 10° 30' 42" E. - 100.00 feet to a point; thence (4) N. 07° 56' 42" E. - 100.00 feet to a point; thence (5) N. 04° 20' 42" E. - 100.00 feet to a point; thence (6) N. 01° 00' 42" E. - 100.00 feet to a point; thence (7) N. 01° 52' 48" W. - 100.00 feet to a point; thence (8) N. 04° 20' 37" W. - 56.78 feet to a point; thence across Parcel 1708 - Tax Map 201, being the lands of Board of Education of Worcester County, deed reference: Liber 248, folio 242 et.seq. and along the corporate limits of the Town of Snow Hill, the two following courses: (1) N. 84° 09' 29" E. - 14.63 feet to a point; thence (2) S. 68° 35' 31" E. - 1,293.83 feet to a point; thence along the westerly line of Lot 1 - The Woodlands Subdivision, S. 19° 29' 21" E. - 57.22 feet to the POINT OF BEGINNING.

CONTAINING 17.77 acres more or less.

ITEM 14

Attachment D-3

Real Property Data Search ()
Search Result for WORCESTER COUNTY

[View Map](#) **No Ground Rent Redemption on File** **No Ground Rent Registration on File**

Special Tax Recapture: None

Account Number: District - 02 Account Identifier - 006979

Owner Information

Owner Name: BOARD OF EDUCATION OF Use: EXEMPT COMMERCIAL
WORCESTER CO Principal Residence: NO
Mailing Address: 6270 WORCESTER HWY Deed Reference: /00248/ 00242
NEWARK MD 21841

Location & Structure Information

Premises Address: 522 COULBOURNE LN Legal Description: 25.28 ACS
SNOW HILL 21863-0000 EAST SIDE RT 394
S OF SNOW HILL

Map: Grid: Parcel: Neighborhood: Subdivision: Section: Block: Lot: Assessment Year: Plat No:
0201 0014 1708 12081.24 0000 2026 Plat Ref:

Town: None

Primary Structure Built Above Grade Living Area Finished Basement Area Property Land Area County Use
1970 108,293 SF 25.2800 AC

Stories Basement Type Exterior Quality Full/Half Bath Garage Last Notice of Major Improvements
HIGH SCHOOL/ C4

Value Information

	Base Value	Value	Phase-in Assessments		
			As of 01/01/2023	As of 07/01/2025	As of 07/01/2026
Land:	688,900	688,900			
Improvements	6,946,200	6,946,200			
Total:	7,635,100	7,635,100	7,635,100		
Preferential Land:	0				

Transfer Information

Seller: ETHELYN R CHERRIX	Date: 03/24/1969	Price: \$0
Type: NON-ARMS LENGTH OTHER	Deed1: FWH /00248/ 00242	Deed2:
Seller:	Date:	Price:
Type:	Deed1:	Deed2:
Seller:	Date:	Price:
Type:	Deed1:	Deed2:

Exemption Information

Partial Exempt Assessments: Class	07/01/2025	07/01/2026
County: 440	7,635,100.00	
State: 440	7,635,100.00	
Municipal: 440	0.00	0.00

Special Tax Recapture: None

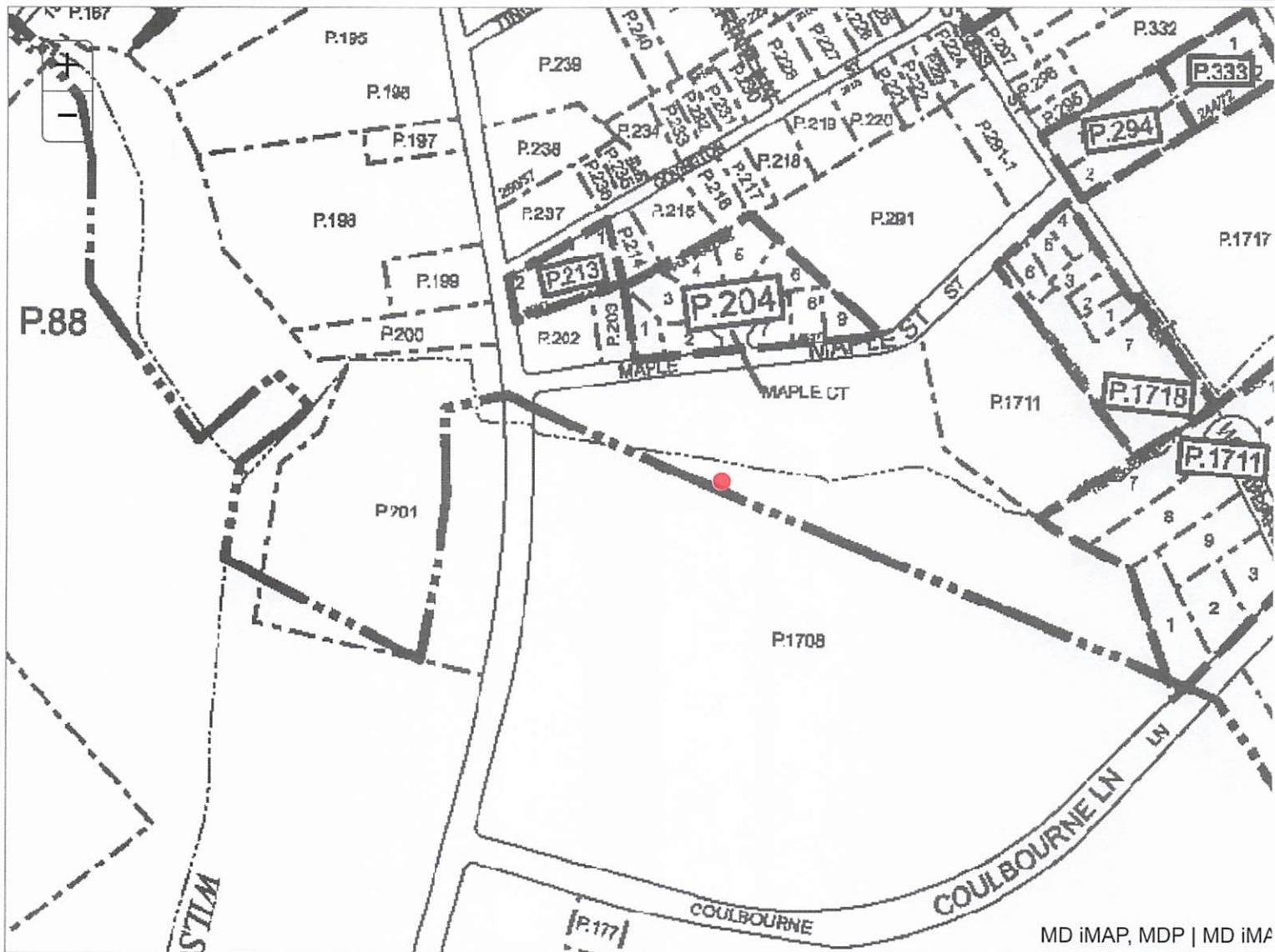
Homestead Application Information

Homestead Application Status: No Application

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application Date:

District: 02 Account Number: 006979



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Property maps provided courtesy of the Maryland Department of Planning.

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Town of Snow Hill

Petition for Annexation

To the Mayor and Council of Snow Hill, Maryland:

I/we request and consent to the annexation of my/our land into the Town of Snow Hill.

Owner of Record: The Board of Education of Worcester County, Maryland

Map 63, Grid 16, Parcel 144

515 Coulbourne Lane

District - 02 Account Identifier – 006987

Property Land Area to be Annexed: 26.42 acres (per survey)

Deed Reference: 466/516

SIGNATURE(S)

Todd Ferrante Title: President
Printed Todd Ferrante Date: 12/8/25

Annette E Wallace Title: Superintendent
Printed Annette E Wallace Date: 12/8/25

FRANK G. LYNCH, JR. & ASSOCIAT

Surveying - Land Planning

10535 Racetrack Road Berlin, Maryland 21811

410-641-5353 410-641-5773

October 14, 2025

LEGAL DESCRIPTION

Part of Parcel 144 - Tax Map 63

Lands of Board of Education of Worcester County

Deed Reference: Liber 466, folio 516 et.seq.

Second Tax District

Worcester County, Maryland

BEGINNING FOR THIS DESCRIPTION at a point on the northeast corner of Parcel 177 - Tax Map 63, Lands of Mayor and City Council of Snow Hill, deed reference: Liber 1736, folio 368 et.seq.; thence along the southerly lines of Coulbourne Lane the four following courses: (1) S. $75^{\circ} 29' 38''$ E. - 121.10 feet to a point; thence (2) with a curve to the left, said curve having a radius of 771.62 feet, an arc length of 814.75 feet and a chord bearing and distance of N. $74^{\circ} 08' 11''$ E. - 777.43 feet to a point; thence (3) N. $43^{\circ} 55' 42''$ E. - 250.00 feet to a point; thence (4) N. $43^{\circ} 55' 00''$ E. - 92.56 feet to a point; thence across Parcel 144 - Tax Map 63, Lands of Board of Education of Worcester County and along the corporate limits of the Town of Snow Hill, S. $68^{\circ} 35' 31''$ E. - 119.44 feet to a point; thence along the lands of Scot Shockley Revocable Living Trust, deed reference: Liber 8911, folio 143 et.seq. the two following courses: (1) S. $35^{\circ} 27' 52''$ E. - 742.10 feet to a point; thence (2) S. $37^{\circ} 19' 14''$ W. - 988.81 feet to a point; thence along the lands of Watson Powell Land Holdings LLC, deed reference: Liber 8641, folio 195 et.seq., the two following courses: (1) N. $45^{\circ} 32' 08''$ W. - 960.37 feet to a point; thence (2) N. $74^{\circ} 28' 20''$ W. - 760.90 feet to a point; thence along the easterly line of Maryland Route 394, also known as Market Street, N. $13^{\circ} 27' 47''$ E. - 218.56 feet to a point; thence along the southerly line of Coulbourne Lane, S. $75^{\circ} 29' 38''$ E. - 233.36 feet to a point; thence along the line of the lands of Mayor and City Council of Snow Hill, deed reference: Liber 1736, folio 368 et.seq., the three following courses: (1) S. $14^{\circ} 30' 22''$ W. - 99.68 feet to a point; thence (2) S. $75^{\circ} 36' 20''$ E. - 99.94 feet to a point; thence (3) N. $14^{\circ} 30' 22''$ E. - 99.48 feet to the POINT OF BEGINNING.

CONTAINING 26.42 acres more or less.

Real Property Data Search ()
Search Result for WORCESTER COUNTY

[View Map](#)

No Ground Rent Redemption on File

No Ground Rent Registration on File

Special Tax Recapture: None

Account Number: **District - 02 Account Identifier - 006987**

Owner Information

Owner Name: **BOARD OF EDUCATION OF WORCESTER CO MD THE** Use: **EXEMPT COMMERCIAL**
Principal Residence: NO
Mailing Address: **6270 WORCESTER HWY** Deed Reference: **/00466/ 00516**
NEWARK MD 21841-

Location & Structure Information

Premises Address: **515 COULBOURNE LN SNOW HILL 21863-0000** Legal Description: **26.53 ACS
S SIDE COULBOURNE LANE
S OF SNOW HILL**

Map: Grid: **0063** Parcel: **0016** Neighborhood: **12081.24** Subdivision: **0000** Section: **Block: 0000** Lot: **Assessment Year: 2026** Plat No: **Plat Ref:**

Town: **None**

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
1979	40,136 SF		26.5300 AC	

Stories	Basement Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
	ELEMENTARY SCHOOL/		C4			

Value Information

	Base Value	Value	Phase-in Assessments		
			As of	As of	As of
		01/01/2023	07/01/2025	07/01/2026	
Land:	691,100	691,100			
Improvements	2,166,400	2,166,400			
Total:	2,857,500	2,857,500	2,857,500		
Preferential Land:	0				

Transfer Information

Seller: ETHELYNE R CHERRIX	Date: 03/18/1975	Price: \$0
Type: NON-ARMS LENGTH OTHER	Deed1: FWH /00466/ 00516	Deed2:
Seller:	Date:	Price:
Type:	Deed1:	Deed2:
Seller:	Date:	Price:
Type:	Deed1:	Deed2:

Exemption Information

Partial Exempt Assessments:	Class	07/01/2025	07/01/2026
County:	440	2,857,500.00	
State:	440	2,857,500.00	
Municipal:	440	0.00	0.00

Special Tax Recapture: None

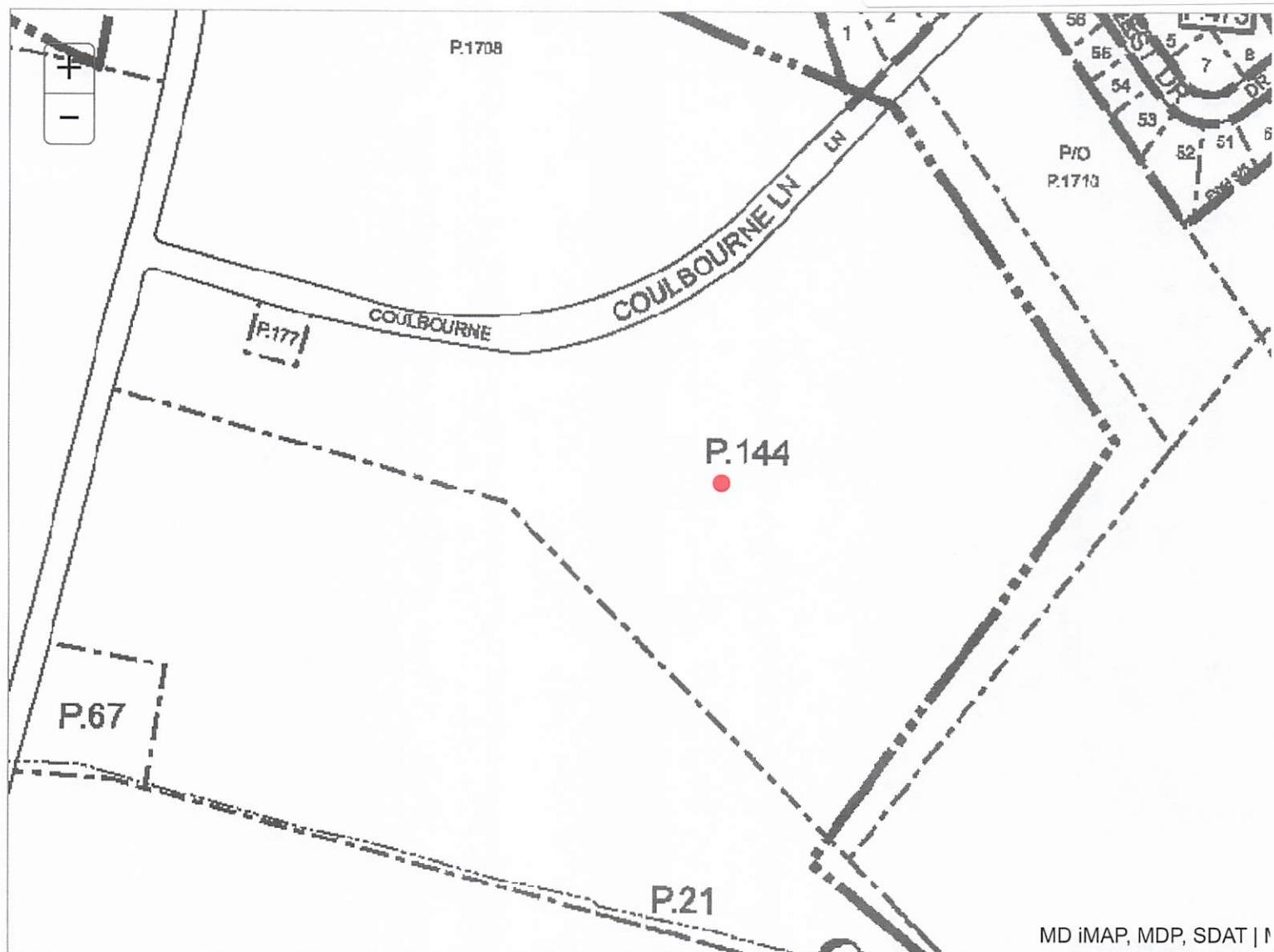
Homestead Application Information

Homestead Application Status: No Application

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application Date:

District: 02 Account Number: 006987



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If a plat for a property is needed, contact the local Land Records office where the property is located. Plats are also available online through the Maryland State Archives at www.plats.net (<http://www.plats.net>).

Property maps provided courtesy of the Maryland Department of Planning.

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<https://planning.maryland.gov/Pages/OurWork/PDM/Property-Maps/Property-Map-Products.aspx>
(<https://planning.maryland.gov/Pages/OurWork/PDM/Property-Maps/Property-Map-Products.aspx>).

5



Town of Snow Hill

Petition for Annexation

To the Mayor and Council of Snow Hill, Maryland:

I/we request and consent to annexation of my/our land into the Town of Snow Hill.

Owner of Record: Bowen, Donna and Charles

Map 201, Grid 16, Parcel 1711

410 Coulbourne Lane, Lot 1, Block A (Woodland Subdivision)

District - 02 Account Identifier - 028247

Total Property Land Area: 19,206 square feet (.44 acres)

Land Area Subject to Annexation: 1,198 square feet (.027 acres)

Deed Reference: 4701/105

Note: a portion of the property is currently located inside the Town boundaries.

SIGNATURE(S)

Donna Bowen Title: 10/15/25

Printed Donna Bowen Date: 10/15/25

I am a registered voter: (✓) yes () no

Charles Bowen Title: _____

Printed Charles Bowen Date: 10/15/25

I am a registered voter: () yes (✓) no

FRANK G. LYNCH, JR. & ASSOCIATES, INC.



Surveying - Land Planning

10535 Racetrack Road Berlin, Maryland 21811
410- 641-5353 410-641-5773

October 14, 2025

LEGAL DESCRIPTION

Part of Lot 1 - "The Woodlands" Subdivision

Lands of Charles and Donna Bowen

Deed Reference: Liber 4701, folio 105 et.seq.

Second Tax District

Worcester County, Maryland

BEGINNING FOR THIS DESCRIPTION at the southeast corner of Lot 1 - "The Woodlands" Subdivision as recorded in Plat Book Liber 115, folio1; thence along the westerly line of said Lot 1, N. 19° 29' 21" W. - 57.22 feet to a point, thence across said Lot 1 and along the corporate limits of the Town of Snow Hill, S. 68° 35' 31" E. - 55.38 feet to a point, thence along the northerly line of Coulbourne Drive, S. 43° 55' 00" W. - 46.81 feet to the **POINT OF BEGINNING**.

CONTAINING 1,198 square feet more or less.

FGLjr/jal
12586.10.14.25.Lot 1.Woodlands.legal description

Real Property Data Search ()
Search Result for WORCESTER COUNTY

[View Map](#) **No Ground Rent Redemption on File** **No Ground Rent Registration on File**

Special Tax Recapture: None

Account Number: **District - 02 Account Identifier - 028247**

Owner Information

Owner Name: **BOWEN DONNA & CHARLES** Use: **RESIDENTIAL**
Principal Residence: **YES**
Mailing Address: **410 COULBOURNE LN** Deed Reference: **/04701/ 00105**
SNOW HILL MD 21863-1109

Location & Structure Information

Premises Address: **410 COULBOURNE LN** Legal Description: **LOT 1 BLK A**
SNOW HILL 21863-0000 COULBOURNES LANE
THE WOODLANDS SUBDIV

Map: Grid: Parcel: Neighborhood: Subdivision: Section: Block: Lot: Assessment Year: Plat No: 115001
0201 0016 1711 2020046.24 1058 A 1 2026 Plat Ref:

Town: SNOW HILL

Primary Structure Built Above Grade Living Area Finished Basement Area Property Land Area County Use
1997 1,176 SF 19,206 SF

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
1	NO	STANDARD UNIT	SIDING/3	1 full			

Value Information

	Base Value	Value	Phase-in Assessments	
			As of	As of
			01/01/2023	07/01/2025
Land:	46,800	46,800		
Improvements	101,100	101,100		
Total:	147,900	147,900	147,900	
Preferential Land:	0			

Transfer Information

Seller: DEAN ANGELA K	Date: 05/12/2006	Price: \$144,000
Type: ARMS LENGTH IMPROVED	Deed1: SVH /04701/ 00105	Deed2:
Seller: IJAZ MOHAMMAD	Date: 06/03/2003	Price: \$82,000
Type: NON-ARMS LENGTH OTHER	Deed1: SVH /03735/ 00460	Deed2:
Seller: BISHOP GERTRUDE LEE	Date: 09/12/2000	Price: \$60,000
Type: NON-ARMS LENGTH OTHER	Deed1: SVH /02906/ 00200	Deed2:

Exemption Information

Partial Exempt Assessments: Class	07/01/2025	07/01/2026
County:	000	0.00
State:	000	0.00
Municipal:	000	0.00

Special Tax Recapture: None

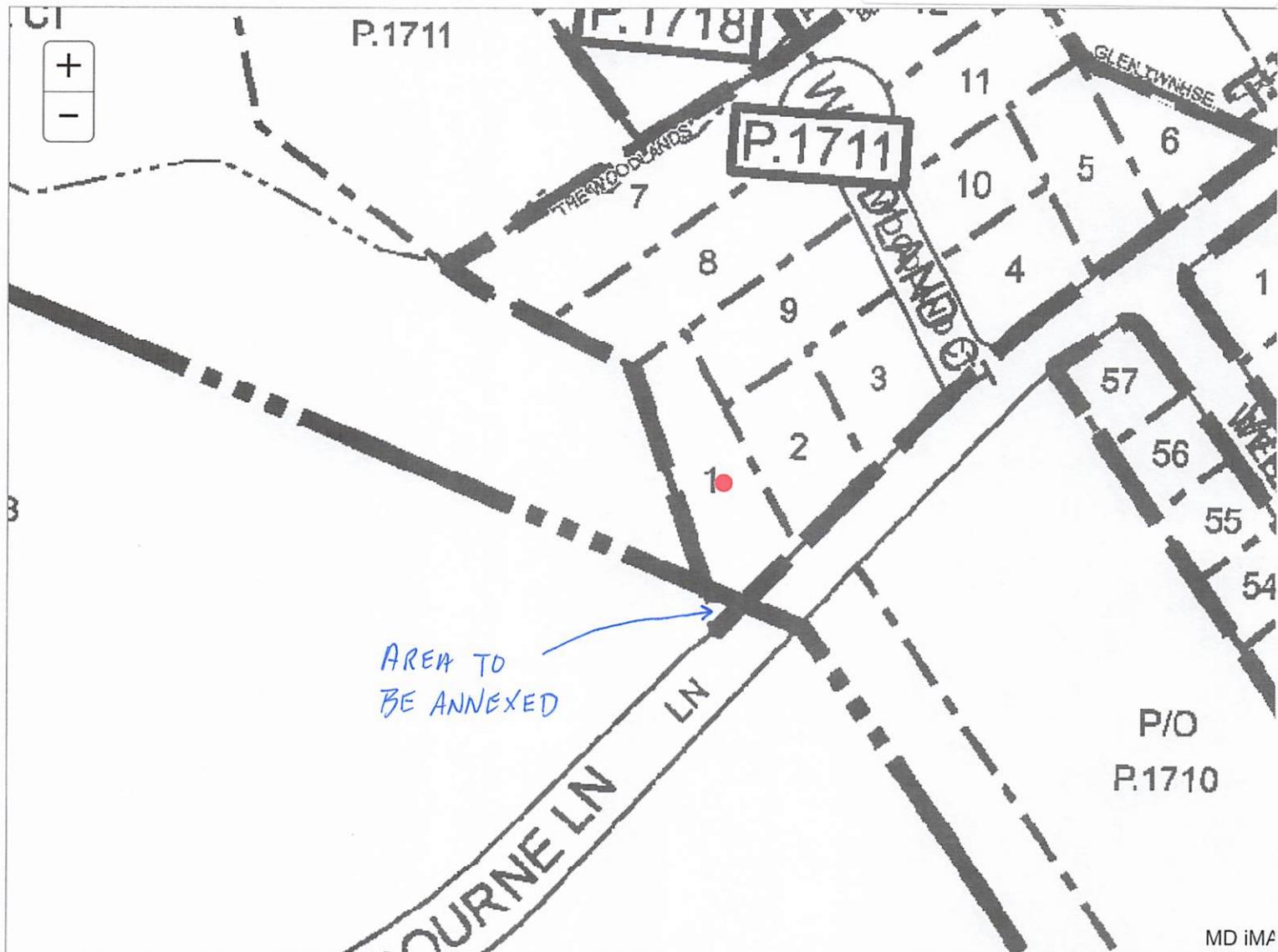
Homestead Application Information

Homestead Application Status: No Application

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application Date:

District: 02 Account Number: 028247



The information shown on this map has been compiled from deed descriptions and plats and is not a property survey. The map should not be used for legal descriptions. Users noting errors are encouraged to notify the Maryland Department of Planning, Parcel Data & Mapping Unit, 120 E. Baltimore St., Suite 2000, Baltimore, MD 21202. mailto:dlmdpvhelpdesk_mdp@maryland.gov.

If a plat for a property is needed, contact the local Land Records office where the property is located. Plats are also available online through the Maryland State Archives at www.plats.net (<http://www.plats.net>).

Property maps provided courtesy of the Maryland Department of Planning.

For more information on electronic mapping applications, visit the Maryland Department of Planning web site at
<https://planning.maryland.gov/Pages/OurWork/PDM/Property-Maps/Property-Map-Products.aspx>
(<https://planning.maryland.gov/Pages/OurWork/PDM/Property-Maps/Property-Map-Products.aspx>).

FRANK G. LYNCH, JR. & ASSOCIATES, INC.



Surveying - Land Planning

10535 Racetrack Road Berlin, Maryland 21811
410-641-5353 410-641-5773

October 14, 2025

LEGAL DESCRIPTION

Part of Coulbourne Drive, A 50 Foot Wide Right-Of-Way

Second Tax District

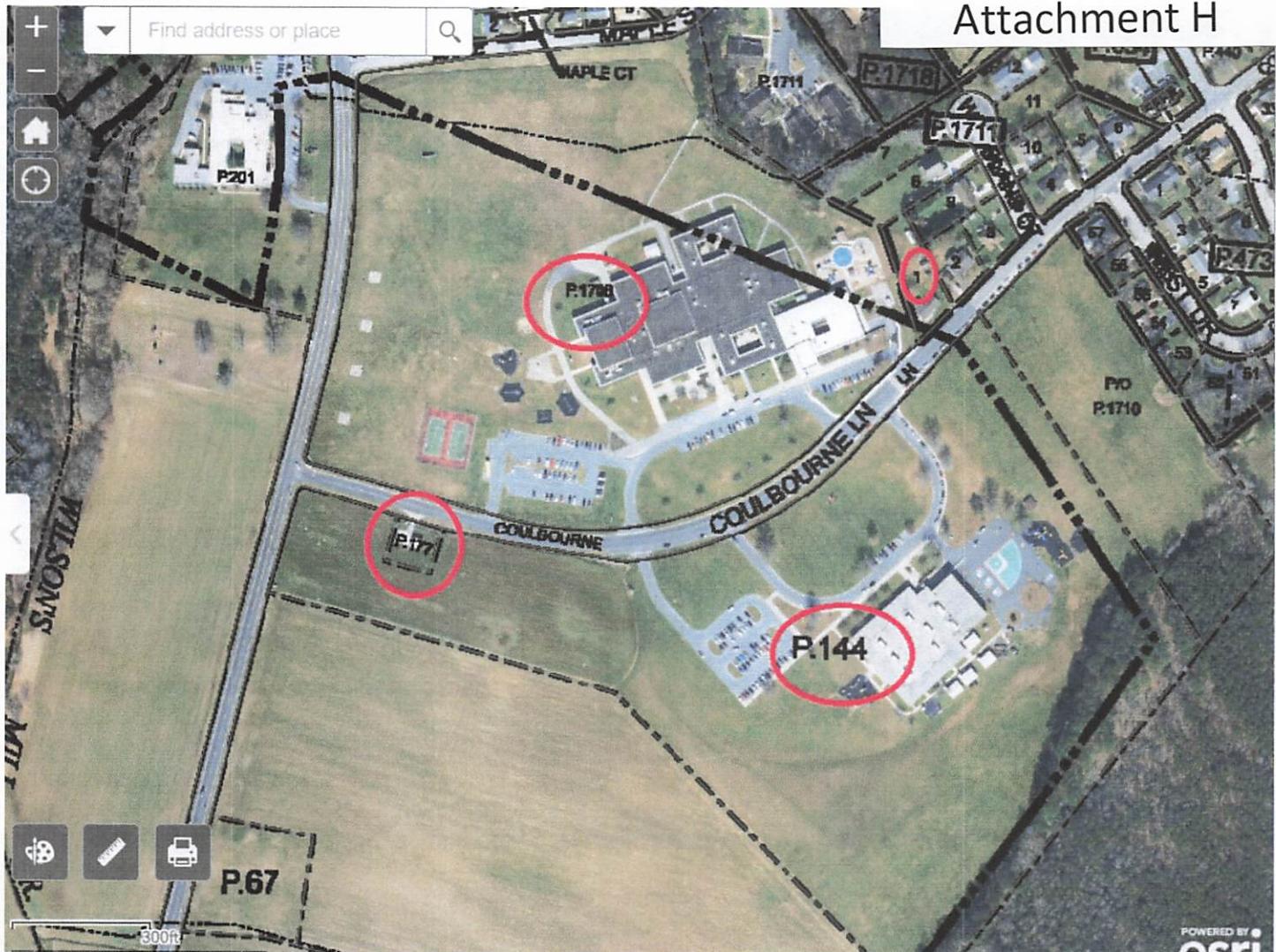
Worcester County, Maryland

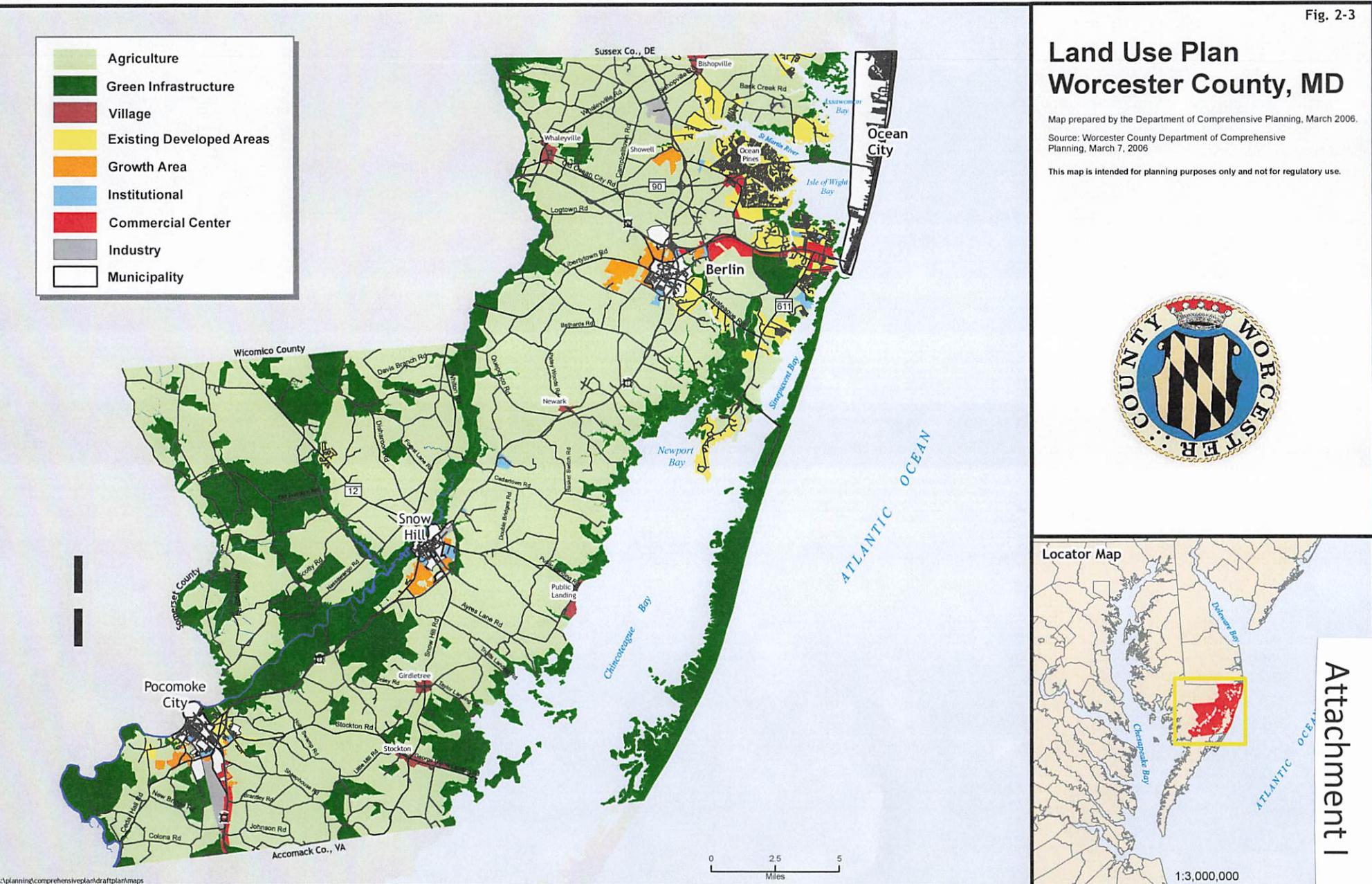
BEGINNING FOR THIS DESCRIPTION on the southwest corner of Lot 1 - The Woodlands Subdivision as recorded in Plat Book Liber 115, folio 1; thence along the northerly line of Coulbourne Drive, N. 43° 55' 00" E. - 46.81 feet to a point; thence across Coulbourne Drive and along the corporate limits of the Town of Snow Hill, S. 68° 35' 31" E. - 54.12 feet to a point; thence along the southerly lines of Coulbourne Drive the four following courses: (1) S. 43° 55' 00" W. - 92.56 feet to a point; thence (2) S. 43° 55' 42" W. - 250.00 feet to a point; thence (3) with a curve to the right, said curve having a radius of 771.62 feet, an arc length of 814.75 feet and a chord bearing and distance of S. 74° 08' 11" W. - 777.43 feet to a point; thence (4) N. 75° 29' 38" W. - 454.40 feet to a point; thence along the easterly line of Maryland Route 394, known locally as Market Street, N. 13° 21' 54" E. - 50.01 feet to a point; thence along the northerly line of Coulbourne Drive the three following courses: (1) S. 75° 29' 38" E. - 455.29 feet to a point; thence (2) with a curve to the left, said curve having a radius of 721.62 feet, an arc length of 761.96 feet and a chord bearing and distance of N. 74° 08' 11" W. - 727.05 feet to a point; thence N. 43° 55' 42" E. - 275.06 feet to the POINT OF BEGINNING.

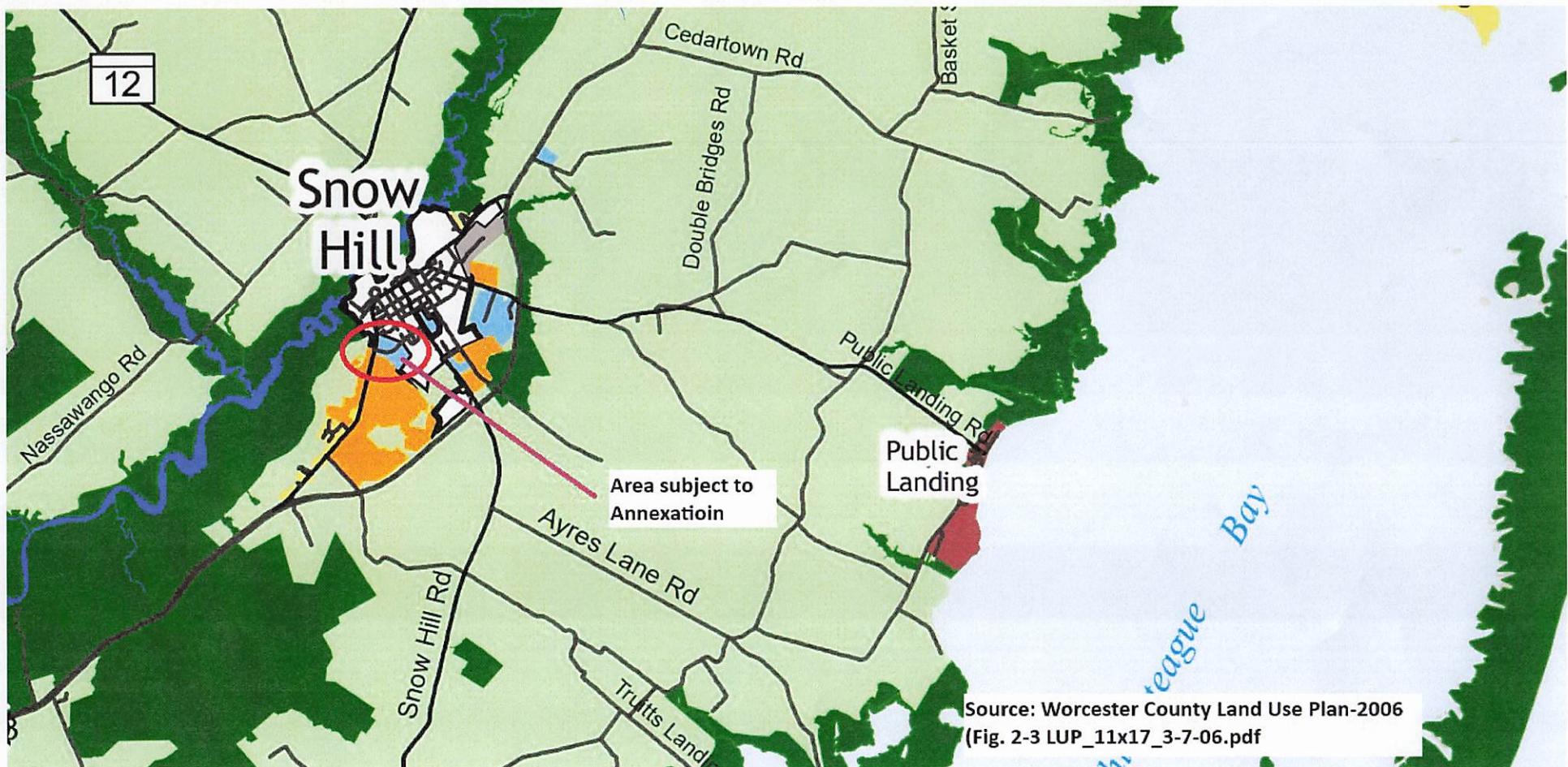
CONTAINING 1.81 acres more or less.

FGLjr/jal
12586.10.14.25.coulbourne.drive.legal description

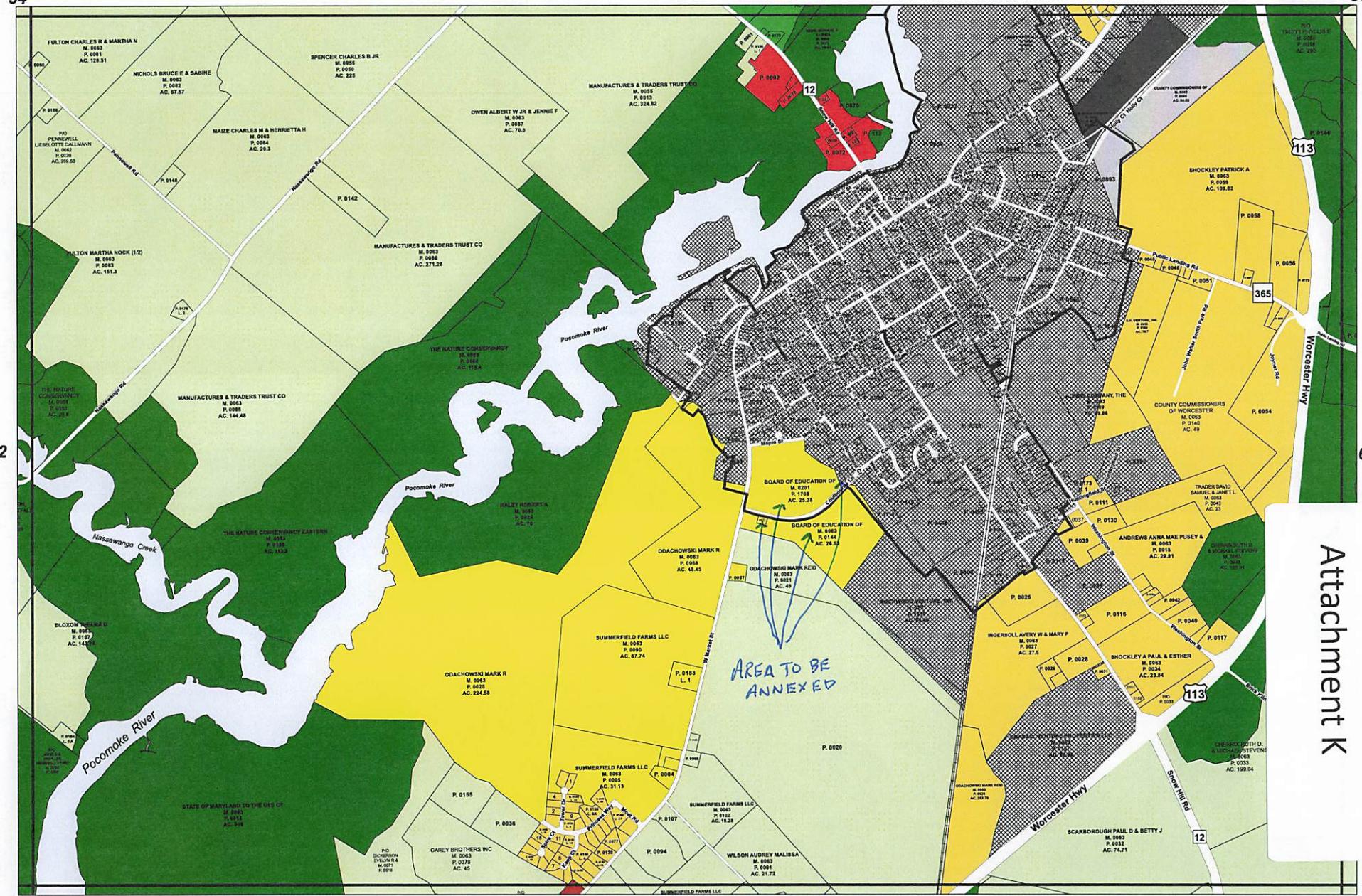
ITEM 14
Attachment H







Attachment J

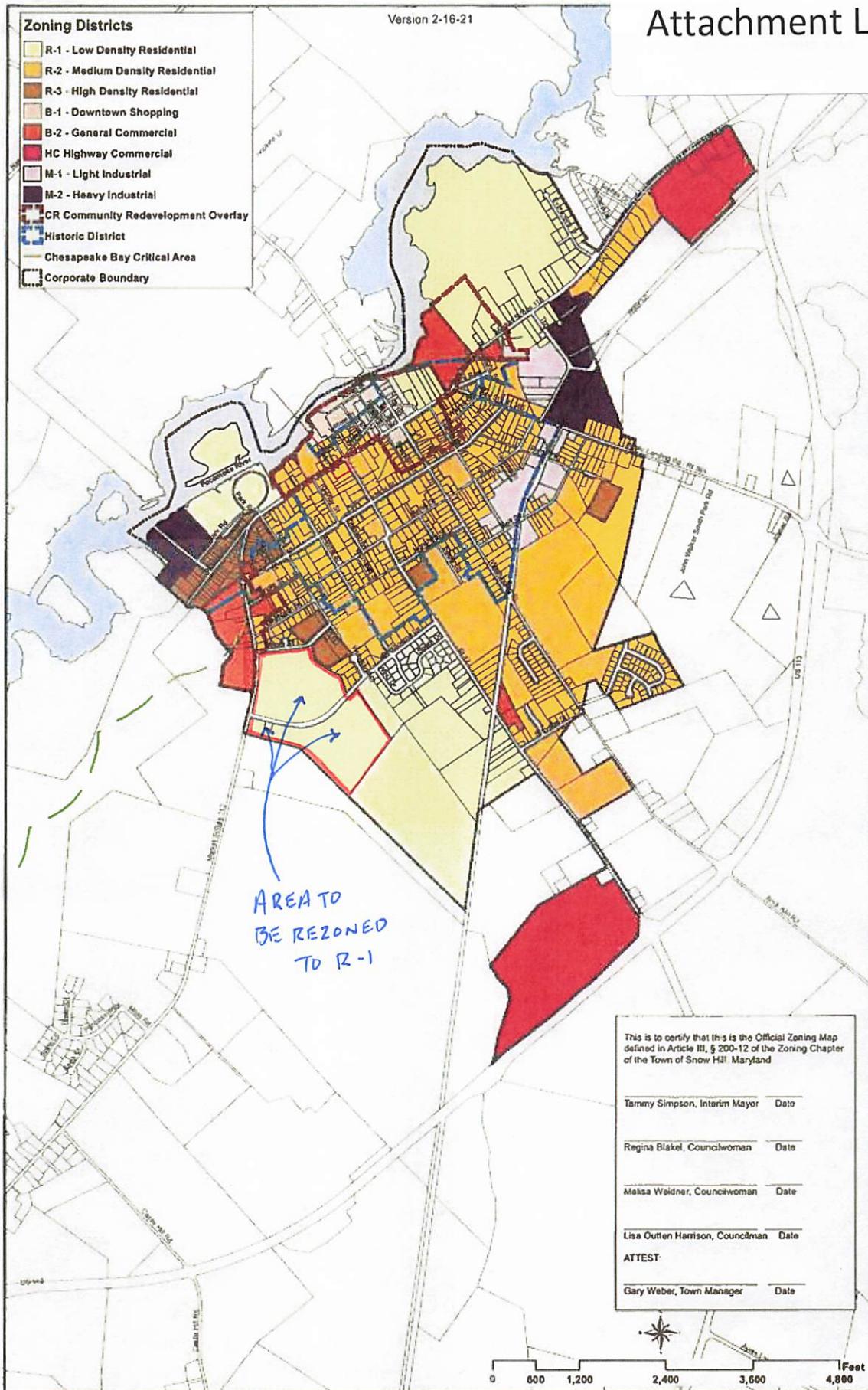


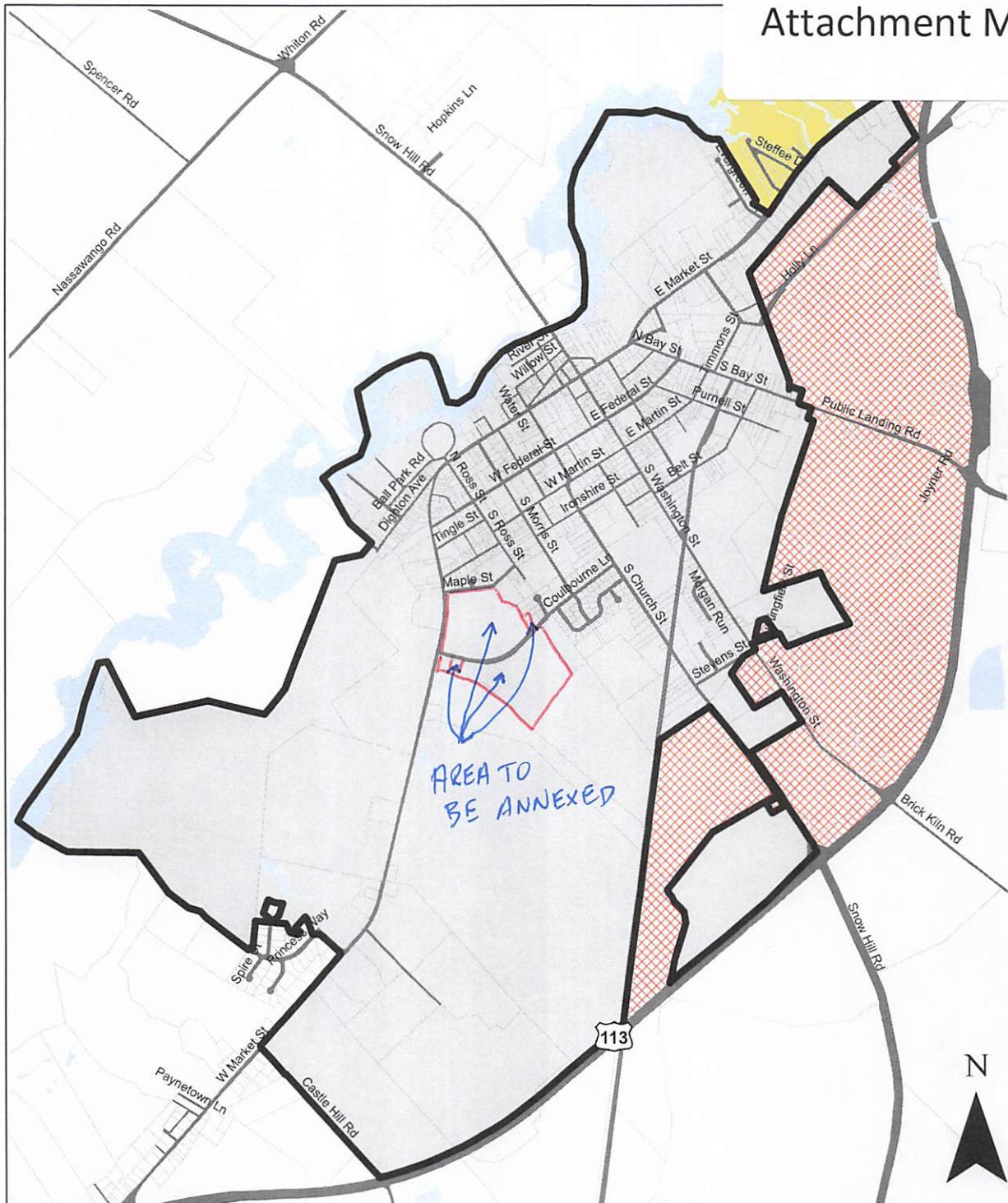
Official Zoning Map

Tax Map 63

A1	RP	R2	I1	C1	V1
A2	E1	RP	I2	C2	MUN
CA	R1	R3	C3	CM	
		R4			

Attachment L





Low Density Residential

Future Planning Area

Town of Snow Hill



2,700

Feet

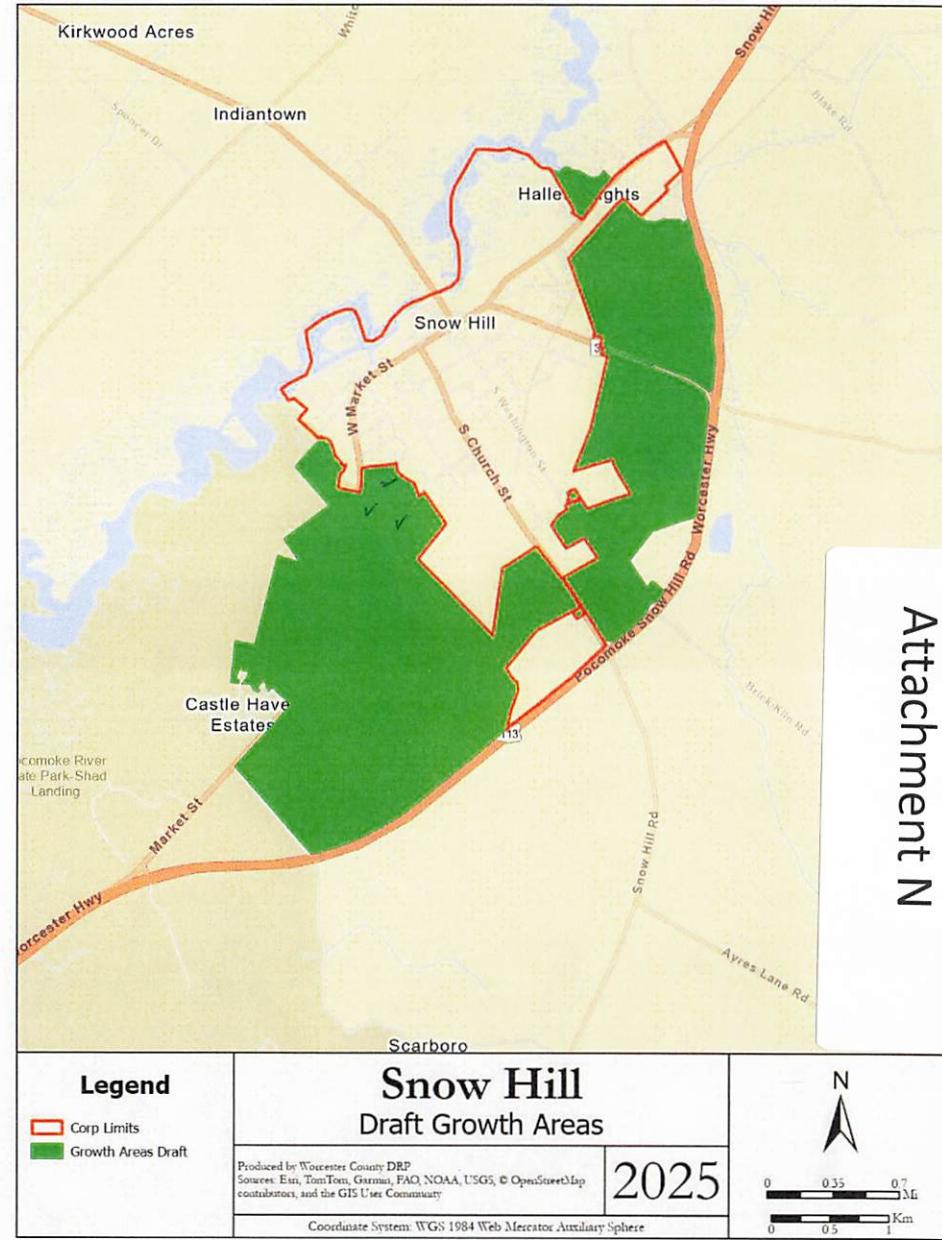
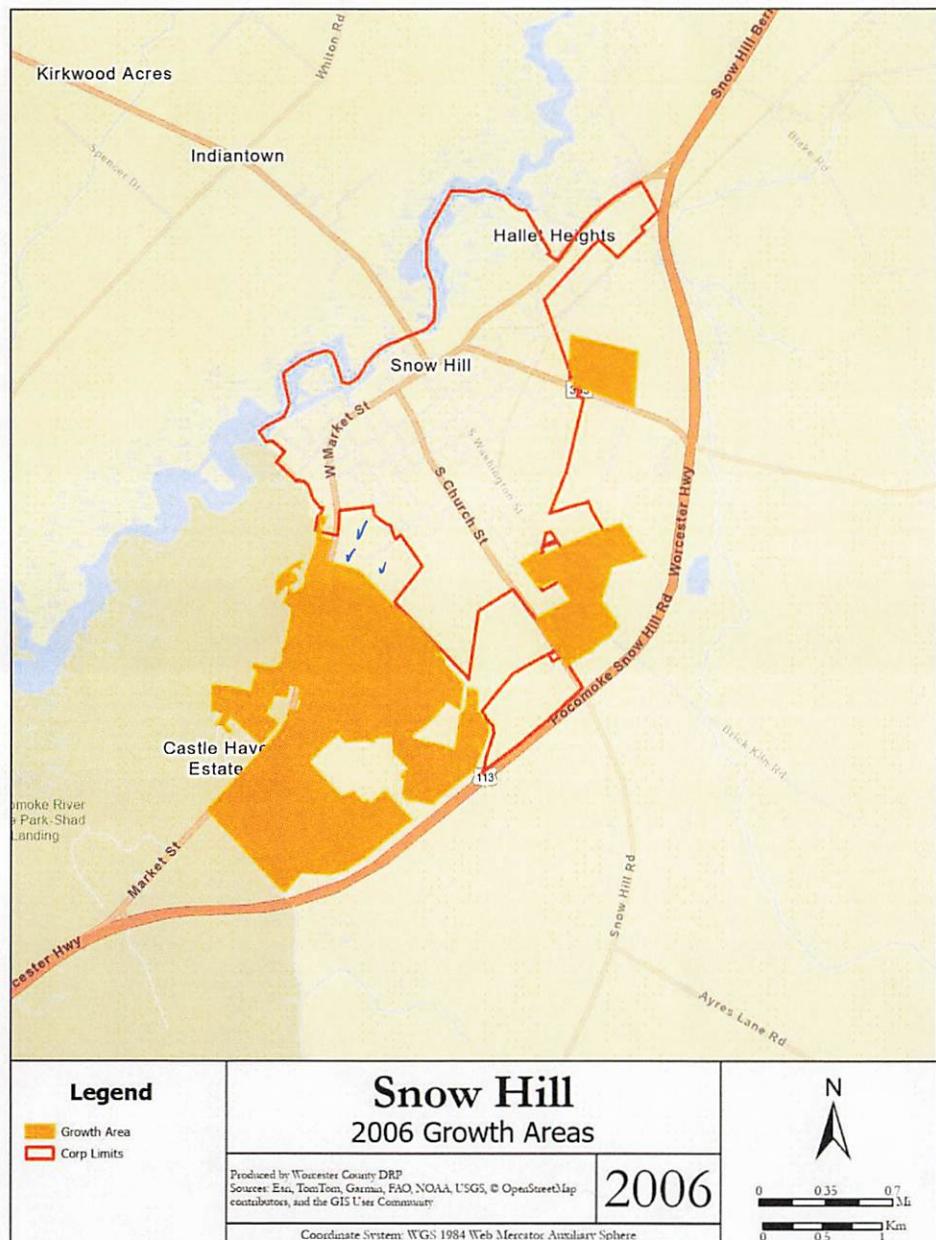
Data Source: Roads, Base Data, Worcester County Department of Development Review and Permitting.
Growth Areas: Worcester County Commissioners in cooperation with the Town of Snow Hill.

Prepared by Worcester County Department of Development Review and Permitting,
Town of Snow Hill Comprehensive Plan, February 1, 2010.

Map 5: Growth Areas

ITEM 14

Planning Commission voted to modify growth areas as requested by the Town of Snow Hill



Attachment N



OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

COMMISSIONERS
Theodore Elder, President
Madison J. Bunting, Jr., V.P.
Caryn G. Abbott
Anthony W. Bertino, Jr.
Eric Fiori
Joseph M. Mitrecic
Diana Purnell

Weston S. Young, P.E.
Chief Administrative Officer

Candace I. Savage, CGFM
Deputy Chief Administrative Officer

Roscoe R. Leslie
County Attorney

December 18, 2025

To: Worcester County Commissioners
From: Karen Hammer, Administrative Assistant V
SUBJECT: Upcoming Board Appointments -Terms Beginning January 1, 2026

Commissioner Bertino – You have Four (4) positions open:

- George Solyak – **Term Ended** – Agricultural Reconciliation Bd.
- J. T. Novak – **Term Ending** – Electrical Examiners Board
- Maria C- Lawrence – **Term Ended** – Housing Review Board
- John Collins – **Term Ending** – W & S Advisory Board – Ocean Pines

Commissioner Purnell – You have Two (2) position open:

- Nancy Howard – **Termed Out** – Social Services Advisory Board
- Darlene Jackson Bowen – **Resigned** - Commission for Women

Commissioner Bunting - You have Two (2) positions open:

- Mike Poole – **Term Ending** – Building Code Appeals Board
- Harry Hammond – **Term Ended** – Social Services Advisory Bd.

Commissioner Abbott – You have Three (3) positions open:

- Kevin Holland – **Term Ended** – Building Code Appeals Bd.
- Keri-Ann Byrd – **Resigned** – Housing Review Board
- Patricia Tomasovic – **Termed Out** – Board of Library Trustees (see attached suggested nomination, page 4)

Commissioner Mitrecic – You have Three (3) positions open:

- Bill Paul – **Resigned** – Building Code Appeals Board
- Kimberly List – **Termed Out** – Commission for Women
- Rebecca Ferguson – **Resigned** – Social Services Advisory Board



Commissioner Elder – All of your positions are fulfilled. Thank you!

Commissioner Fiori - You have Three (3) positions open:

- Bruce Spangler – **Term Ending** – Ethics Board
- Keith Swanton -**Term Ended** - Water & Sewer Advisory Council, West Ocean City
- Blake Haley – **Term Ended** - Water & Sewer Advisory Council, West Ocean City

All Commissioners:

(4)-Adult Public Guardianship Board -

3– Terms Expiring – Dr. Greer, Richard Collins, and Nancy Howard
1 – Vacancy – Psychiatrist

**(4)-Drug and Alcohol Abuse Council –3- Term Ends – Kim Moses, Rev. Jones, and Alyce Marzola
1 – Resignation – Eric Gray – Nomination - Julie Rayne (page 3)**

(2)-Local Development Council for the Ocean Downs Casino–

Previously Expired Terms - **Mark Wittmyer, At-Large** – (Suggested Replacement),
and **David Massey (At-Large-Business O.P.)**.

(1)–Property Tax Assessment Appeal Board - Alternate Seat Vacancy

(1) –Social Services Advisory Board – Commissioner Diana Purnell has served the maximum term.
This Board requires one member to be a commissioner.

(1) –Solid Waste Advisory Board - Town of Berlin member – James Charles's term is ending.

(2)-Water and Sewer Advisory Council- West Ocean City- 1 Term Ended Dec. 2021 –Keith Swanton
and Blake Haley

(4- Total): Commission for Women:

(2)– Laura Morrison – Resigned (At Large); Darlene Jackson Bowen – Resigned (Purnell)

(2) - Currently Termed Out - Kimberly List (Mitrecic),

(Term ends in Dec. 2025), Windy Phillips - (BD. of ED), Nomination

Available from the Bd of Ed. – Sarah Blackburn

ADULT PUBLIC GUARDIANSHIP BOARD

Reference: PGL Family Law 14-402, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory
Perform 6-month reviews of all guardianships held by a public agency.
Recommend that the guardianship be continued, modified or terminated.

Number/Term: 11/3 year terms
Terms expire December 31st

Compensation: None, travel expenses (under Standard State Travel Regulations)

Meetings: Semi-annually

Special Provisions: 1 member must be a professional representative of the local department
1 member must be a physician
1 member must be a psychiatrist from the local department of health
1 member must be a representative of a local commission on aging
1 member must be a representative of a local nonprofit social services organization
1 member must be a lawyer
2 members must be lay individuals
1 member must be a public health nurse
1 member must be a professional in the field of disability
1 member must be a person with a physical disability

Staff Contact: Department of Social Services - Roberta Baldwin (410-677-6872)

Current Members:

<u>Member's Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15-18-21-24-27
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15-18-21-24-27
Dr. William Greer	Physician	07-10-13-16-19-22-25 Term Exp.
Richard Collins	Lawyer	95-16-19-22-25 Term Exp.
Nancy Howard	Lay Person	*17-19, 19-22-25 Term Exp.
Brandy Trader	Comm. On Aging	*15-17, 17-20, 20-23-26
Stephanie James	Wor. Co. Dev. Center	23-26
Vacancy	Psychiatrist	
Tina Dykes	Commission on Aging Rep.	25-28

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

Appointed by: County Commissioners

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

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

Compensation: None - Expense Reimbursement as provided by County Commissioners

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

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

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

Current Members:

Member's Name	Nominated By	Ag/Forest Industry	Resides	Years of Term(s)
George Solyak	At-Large	No	Ocean Pines	18-22
Dean Ennis	Farm Bureau	Yes	Pocomoke	06-10-14-18-22-26
Tom Babcock	At-Large	No	Whaleyville	14-18-22-26
Stacey Esham	Forestry Bd.	Yes	Berlin	12-16-20-24-28
Brooks Clayville	Farm Bureau	Yes	Snow Hill	00-04-08-12-16-20-24-28

Prior Members: Since 2000

Michael Beauchamp (00-06)
Phyllis Davis (00-09)
Richard G. Holland, Sr. (00-12)
Rosalie Smith (00-14)
Betty McDermott *(09-17)

BUILDING CODE APPEALS BOARD

Reference: PGL - Public Safety Article - Section 12-501 - 12-508 - Annotated Code of Maryland
 COMAR 05.02.07 (Maryland Building Performance Standards)
 - International Building Code, International Residential Code

Appointed by: County Commissioners

Function: Quasi-Judicial
 Hear and decide upon appeals of the provisions of the International Building Code (IBC) and International Residential Code for one- and two-family dwellings (IRC)

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

Compensation: \$100 per meeting (by policy)

Meetings: As Needed

Special Provisions: Members shall be qualified by reason of experience, training or formal education in building construction or the construction trades.

Staff Contact: Jennifer Keener, Director
 Development Review & Permitting (410-632-1200, ext. 1123)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Bill Paul	D-7 - Mitrecic	Ocean Pines	15-19-23 Resigned
Kevin Holland	D-1 - Abbott	Pocomoke	96-04-08-12-16-20, 20-24
Mike Poole	D-6 - Bunting	Bishopville	17-21, 21-25
Mark Bargar	D-4 - Elder	Berlin	14-18-22-26
Jim Wilson	D-3 - Fiori	Berlin	02-06-10-14-18-22-26
Elbert Davis	D-2 - Purnell	Snow Hill	*03-07-11-15-19-23-27
James Spicknall	D-5 - Bertino	Ocean Pines	04-08-12-16-20-24-28

Prior Members:

Robert L. Cowger, Jr. (92-95)
 Charlotte Henry (92-97)
 Robert Purcell (92-98)
 Edward DeShields (92-03)
 Sumei Prete (97-04)
 Shane C. Spain (03-14)
 Dominic Brunori (92-15)
 Richard P. Mueller (98-17)

Reference:	PGL Health-General, Section 8-1001
Appointed by:	County Commissioners
Functions:	<p>Advisory</p> <p>Develop and implement a plan for meeting the needs of the general public and the criminal justice system for alcohol and drug abuse evaluation, prevention and treatment services.</p>
Number/Term:	<p>At least 18 - At least 7 At-Large, and 11 ex-officio (also several non-voting members)</p> <p>At-Large members serve 4-year terms; Terms expire December 31</p>
Compensation:	None
Meetings:	As Necessary
Special Provisions:	Former Alcohol and Other Drugs Task Force was converted to Drug and Alcohol Abuse Council on October 5, 2004.
Staff Contact:	<p>Regina Mason, Council Secretary, Health Department (410-632-1100)</p> <p>Doug Dods, Council Chair, Sheriff's Office (410-632-1111)</p>

Current Members:

<u>Name</u>	<u>Representing At-Large Members</u>	<u>Years of Term(s)</u>
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16-20, 20-24
Rev. James Jones	Knowledge of Substance Abuse Issues	*21-25
Alyce Marzola	Knowledge of Substance Abuse Treatment	*24-25
Eric Gray (Designee)	Substance Abuse Treatment Provider	*15-18-22-26 Resigned
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14-18-22-26
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (adv)-14-18-22-26
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19-23-27
Mimi Dean	Substance Abuse Prevention Provider	*18-19-23-27
Michael Trader	Knowledgeable on Substance Abuse Issues	23-27
Matthew Giardina	Knowledgeable on Substance Abuse Issues	24-28

Ex-Officio Members

Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Crystal Duffy	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Travis Knapp	Field Supervisor	Ex-Officio, Indefinite
Kris Heiser	State's Attorney	Ex-Officio, Indefinite
Chasity Simpson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
Todd Ferrante	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Brian Shockley (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite
Hon. Melvin Jews	District Court Administrative Judge	Ex-Officio, Indefinite
Timothy Mulligan	Warden, Worcester County Jail	Ex-Officio, Indefinite

Advisory Members

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

BOARD OF ELECTRICAL EXAMINERS

Reference: Public Local Law BR '2-203

Appointed by: County Commissioners

Function: Regulatory
Regulate licensing of electricians in Worcester County.

Number/Term: 7/3 years
Terms expire December 31st

Compensation: \$100 meeting for expenses (as determined by County Commissioners)

Meetings: As Needed (1 per month)

Special Provisions: 1 must be electrical contractor in Worcester County for 5-years prior.
1 must be electrician in Worcester County.
All must be residents of Worcester County.

Staff Contact: Department of Development Review & Permitting
Deborah Mooney 410-632-1200

Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
J.T. Novak (ME-5)	D-5, Bertino	Ocean Pines	07-10-13-16-19-22-25
Kenneth Lambertson (ME-5)	D-1, Abbott	Pocomoke	96-11-14-17-20-23-26
Michael Patchett (ME-5)	D-7, Mitrecic	West Ocean City	08-11-14-17-20-23-26
Steve Kolarik (ME)	D-6, Bunting	Bishopville	12-21-24-27
Duane Duncan (ME-5)	D-3, Fiori	Berlin	*05-12-15-18-21-24-27
Roy M. Case (ME)	D-2, Purnell	Berlin	10-13-16-19-22-25-28
Carl Smith (ME-5)	D-4, Elder	Snow Hill	98-10-13-16-19-22-25-28

(Key: ME-5 = Master Electrician at least 5-years; ME = Master Electrician; EL = Electrician Limited)

Prior Members: (Since 1972)

Harrison Lambertson	Elwood Bunting
William Molnar	W. Prentiss Howard
Thomas Ashby	Frank Bradshaw (90-96)
Billy Burton Cropper	H. Coston Gladding (90-96)
Alonza Anderson	Willard W. Ward (92-97)
Gus Foltz	Walter Ward (92-98)
Robert Conner	Dale Venable (94-00)
Gus Payne	Gary Frick (96-03)
Robert Farley	Thomas Duncan (02-05)
Mike Costanza	Mike Henderson (00-06)
Herbert Brittingham	Brent Pokrywka (02-07)
Otho Mariner	Joel Watsky (03-08)
Mark Odachowski	Bob Arnold (97-10)
Howard Pusey	Jamie Englishmen (06-12)

ETHICS BOARD

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

Function: Advisory
Maintain all Ethics forms; develop procedures and policies for advisory opinions to persons subject to the Ethics Law and for processing complaints alleging violations of the Ethics Law; conduct a public information program regarding the purpose and application of the Ethics Law; annually certify compliance to the State; and recommend any changes to the Commissioners in order to comply with State Ethics Law.

Number/Term: 7/4 years
Terms expire December 31st

Compensation: \$100 per meeting

Meetings: As Necessary

Special Provisions:

Staff Contact: Roscoe Leslie, County Attorney (410-632-1194)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Bruce Spangler	D-3, Fiori	Berlin	*02-05-09-13-17-21-25
Iola Tariq	D-2, Purnell	Berlin	*22-26
Mickey Ashby	D-1, Abbott	Pocomoke	14-18-22-26
David Deutsch	D-6, Bunting	Ocean Pines	17-21-23-27
Frank Knight	D-7, Mitrecic	Ocean City	*14-19-23-27
Judy Giffin	D-5, Bertino	Ocean Pines	*21-24-28
Joseph Stigler	D-4, Elder	Berlin	16-20-24-28

Prior Members: (Since 1972)

J.D. Quillin, III	Walter Kissel (05-09)
Charles Nelson	Marion Chambers (07-11)
Garbriel Purnell	Jay Knerr (11-14)
Barbara Derrickson	Robert I. Givens, Jr. (98-14)
Henry P. Walters	Diana Purnell (09-14)
William Long	Kevin Douglas (08-16)
L. Richard Phillips (93-98)	Lee W. Baker (08-16)
Marigold Henry (94-98)	Richard Passwater (09-17)
Louis Granados (94-99)	Jeff Knepper (16-21)
Kathy Philips (90-00)	Faith Mumford (14-22)
Mary Yenney (98-05)	
Bill Ochse (99-07)	
Randall Mariner (00-08)	
Wallace D. Stein (02-08)	
William Kuhn (90-09)	

* = Appointed to fill an unexpired term

Updated: December 17, 2024
Printed: December 18, 2024

HOUSING REVIEW BOARD

Reference:	Public Local Law 'BR 3-104
Appointed by:	County Commissioners
Function:	Regulatory/Advisory To decide on appeals of code official=s actions regarding the Rental Housing Code. Decide on variances to the Rental Housing Code. Review Housing Assistance Programs.
Number/Term	7/3-year terms Terms expire December 31st
Compensation:	\$100 per meeting (policy)
Meetings:	As Needed
Special Provisions:	Immediate removal by Commissioners for failure to attend meetings.
Staff Support:	Development Review & Permitting Department Davida Washington, Housing Program Administrator - 410-632-1200
Ext: 1171	

Current Members:

Member=s Name	Nominated By	Resides	Years of Terms(s)
Maria Campione-Lawrence	D-5, Bertino	Ocean Pines	*22-23
Keri-Ann F. Byrd	D-1, Abbott	Pocomoke	22-25
Don Furbay	D-3, Fiori	W. Ocean City	23-26
Charlie Murphy	D-7, Mitrecic	Ocean City	*23-26
Carl Smith	D-4, Elder	Snow Hill	24-27
Felicia Green	D-2, Purnell	Ocean Pines	*21-24-27
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16-19-22-25-28

Prior Members:

Phyllis Mitchell	Albert Bogdon (02-06)	Scot Tingle 14-24
William Lynch	Jamie Rice (03-07)	
Art Rutter	Howard Martin (08)	
William Buchanan	Marlene Ott (02-08)	
Christina Alphonsi	Mark Frostrom, Jr. (01-10)	
Elsie Purnell	Joseph McDonald (08-10)	
William Freeman	Sherwood Brooks (03-12)	
Jack Dill	Otho Mariner (95-13)	
Elbert Davis	Becky Flater (13-14)	
J. D. Quillin, III (90-96)	Ruth Waters (12-15)	
Ted Ward (94-00)	John Glorioso (*06-19)	
Larry Duffy (90-00)	Sharon Teagle (00- 20)	
Patricia McMullen (00-02)	Davida Washington (*21-21)	
William Merrill (90-01)	Donna Dillion (08-22)	
Debbie Rogers (92-02)	C.D. Hall 10-22	
Wardie Jarvis, Jr. (96-03)	Chase Church (*19-22)	
	Jake Mitrecic (15-21)	

* = Appointed to fill an unexpired term

Updated October 21, 2025
Printed: October 27, 2025

BOARD OF LIBRARY TRUSTEES

Reference: PGL Education 23-403, Annotated Code of Maryland

Appointed by: County Commissioners (from nominees submitted by Board of Library Trustees)

Function: Supervisory
Responsible for the general control and development of the County library system. Oversees management of the libraries, assists in preparation of library budget and other fiscal matters, arranges for an annual audit, makes an annual report to the County Commissioners, make recommendations to the County Commissioners regarding library acquisitions/development.

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

Compensation: None

Meetings: 1 per month except July, and August

Special Provisions: Nominees submitted by Library Board; Maximum 2 consecutive terms

Staff Contact: Library Director - Jennifer Ranck (410) 632-2600

Current Members:

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Patricia Tomasovic	Pocomoke	*19, 19-24
Sandra Buchanan	Pocomoke	21-26
Jocelyn Briddell	Newark	21-26
Nancy Howard	Ocean City	16-21, 21-26
Kathryn Culbertson	Snow Hill	*21-23-28
Vicki O'Mara	Ocean Pines	*18-23-28
Jeff Smith	Berlin	19-24-29

Prior Members: Since 1972

Herman Baker	Jere Hilbourn	Beverly Dryden Wilkerson (06-10)
Lieselette Pennewell	Janet Owens	John Staley (97-11)
Edith Dryden	Ruth Westfall	James Gatling (01-11)
Clifford D. Cooper, Jr.	Helen Farlow	Shirley Dale (02-12)
Klein Leister	Judy Quillin	Edith Barnes (07-13)
Evelyn Mumford	Gay Showell	Richard Polhemus (11-16)
Ann Eschenburg	Susan Mariner	Richard Warner Davis (11-16)
Barbara Ward	Jacqueline Mathias	Frederick Grant (13-17)
Donald F. McCabe	Ann S. Coates (88-97)	Rosemary S. Keech (12-18)
Fannie Russell	Jin Dembeck (91-97)	Vivian Pruitt (09-19)
Stedman Rounds	Bill Waters (88-98)	Ron Cascio 09-19
Donald Turner	Geraldine Thweatt (97-98)	Donald James Bailey (16-21)
Sarah Dryden	Martha Hoover (87-99)	Holly Anderson (*10-21)
L. Richard Phillips	Eloise Henry-Gordy (98-00)	Leslie Mulligan (*17-21)
Barbara Bunting	William Cropper (91-01)	
Joanne Mason	Ms. Willie Gaddis (89-01)	
	Leola Smack (99-02)	
	Jean Tarr (94-04)	
	Lois Sirman (01-06)	
	Amanda DeShields (00-07)	
	David Nedrow (04-09)	
	Belle Redden (99-09)	

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

ITEM 15

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

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: At least semi-annually

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

Staff Contacts: Kim Moses, Public Information Officer, 410-632-1194
Roscoe Leslie, County Attorney, 410-632-1194

Current Members:

<u>Member=Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
David Massey ^c	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Jones	Ocean Downs Casino	Ocean Downs Casino	23-indefinite
Mary Beth Carozza	Indefinite	Maryland Senator	14-indefinite
Wayne A. Hartman	Indefinite	Maryland Delegate	18-indefinite
Charles Otto	Indefinite	Maryland Delegate	14-indefinite
Matt Gordon	Dist. 1 – Abbott	Resident - Pocomoke	19-22, 22-26
Ivy Wells	Dist. 3 - Church	Resident - Berlin	22-26
Cam Bunting ^c	At-Large	Business - Berlin	*09-10-14-18-22-26
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15-19-23-27
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19-23-27
Kerrie Bunting	Dist. 4 - Elder	Resident - Snow Hill	*22-24-28
Mayor Rick Meehan ^c	At-Large	Business - Ocean City	*09-12-16-20-24-28
Tina Kolarik	Dist. 6 - Bunting	Resident - Bishopville	24-28
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21, 21-25-29

Prior Members:

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

Since 2009

Joe Cavilla (12-17)
James N. Mathias, Jr. ^c (09-18)
Ron Taylor ^c (09-14)
James Rosenberg (09-19)
Rod Murray ^c (*09-19)
Gary Weber (*19-21)

Charlie Dorman (12-19)
Gee Williams (09-21)
Bobbi Sample (17-23)
Steve Ashcraft (19-24)

SOCIAL SERVICES ADVISORY BOARD

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

Appointed by: County Commissioners

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

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

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

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

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

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

Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Harry Hammond	D-6, Bunting	Bishopville	15-21, 21- 24 Term Expired
Shelly Daniels	D-1, Abbott	Pocomoke City	22-25
Rebecca Colt-Ferguson	D-7, Mitrecic	Ocean City	22-25 Resigned
Janice Chiampa	D-5, Bertino	Ocean Pines	22-25
Diana Purnell	ex officio - Commissioner		14-18-22-25 Term Expired
Margaret Labesky	D-4, Elder	Snow Hill	23-26
Nancy Howard	D-2, Purnell	Ocean City	09-16-17-20-23-26 Term Expired
Mary Beth Quillen	At-Large	Snow Hill	25-28
Aves Ruffin-Jutis	D-3, Fiori	Pocomoke	25-28

Reference:	County Commissioners= Resolution 5/17/94 and 03-6 on 2/18/03
Appointed by:	County Commissioners
Function:	Advisory Review and comment on Solid Waste Management Plan, Recycling Plan, plans for solid waste disposal sites/facilities, plans for closeout of landfills, and to make recommendations on tipping fees.
Number/Term:	11/4-year terms; Terms expire December 31st.
Compensation:	\$100 per meeting expense allowance, subject to annual appropriation
Meetings:	At least quarterly
Special Provisions:	One member nominated by each County Commissioner; and one member appointed by County Commissioners upon nomination from each of the four incorporated towns.
Staff Support:	Solid Waste - Solid Waste Superintendent – David Candy - (410-632-3177) Solid Waste - Recycling Coordinator – Bob Keenan - (410-632-3177) Department of Public Works - Dallas Baker- (410-632-5623)

Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
James Charles	Town of Berlin		21-25
Bob Gilmore	D-5, Bertino	Ocean Pines	*21-22, 22-26
George Linvill	D-1, Abbott	Pocomoke	14-18-22-26
George Dix	D-4, Elder	Snow Hill	*10-18-22-26
John O'Brien	D-6, Bunting	Bishopville	*22-23-27
Don Furbay	D-3, Fiori	Berlin	20-24-28
Granville Jones	D-7, Mitrecic	Berlin	*15-16-20-24-28
Mike Wyatt	Town of Pocomoke City		24-28
Aaron Lumpkins	Town of Snow Hill		25-29
Vaughn White	D-2, Purnell	Berlin	*19-21, 21-25-29
Brain Scarborough	Town of Ocean City		21-25-29

Prior Members: (Since 1994)

Ron Cascio (94-96)	Frederick Stiehl (05-06)	Rodney Bailey *19
Roger Vacovsky, Jr. (94-96)	Eric Mullins (03-07)	Steve Brown *10-19
Lila Hackim (95-97)	Mayor Tom Cardinale (05-08)	Bob Augustine 16-19
Raymond Jackson (94-97)	William Breedlove (02-09)	Michael Pruitt *15-19
William Turner (94-97)	Lester D. Shockley (03-10)	James Rosenburg (*06-19)
Vernon ACorey@ Davis, Jr. (96-98)	Woody Shockley (01-10)	Jamey Latchum *17-19
Robert Mangum (94-98)	John C. Dorman (07-10)	Hal Adkins (*20-21)
Richard Rau (94-96)	Robert Hawkins (94-11)	Mike Poole (11-22)
Jim Doughty (96-99)	Victor Beard (97-11)	Michelle B-El Soloh (*19-24)
Jack Peacock (94-00)	Mike Gibbons (09-14)	Michael Pruitt (*22-24)
Hale Harrison (94-00)	Hank Westfall (00-14)	
Richard Malone (94-01)	Marion Butler, Sr. (00-14)	
William McDermott (98-03)	Robert Clarke (11-15)	
Fred Joyner (99-03)	Bob Donnelly (11-15)	
Hugh McFadden (98-05)	Howard Sribnick (10-16)	
Dale Pruitt (97-05)	Dave Wheaton (14-16)	
	Wendell Purnell (97-18)	
	George Tasker (*15-20)	

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

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

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

Compensation: \$100.00/ Meeting

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

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

Current Members:

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
John F. (Jack) Collins, Jr.	Ocean Pines	*18-21, 21-25
William Gabeler	Ocean Pines	22 - 26
Robert Kane	Ocean Pines	22-26
James Spicknall	Ocean Pines	07-10-14-18-22-26
Frederick Stiehl	Ocean Pines	*06-24, 24-28

Prior Members: (Since 1993)

Andrew Bosco (93-95)
Richard Brady (96-96, 03-04)
Michael Robbins (93-99)
Alfred Lotz (93-03)
Ernest Armstrong (93-04)
Jack Reed (93-06)
Fred Henderson (04-06)
E. A. "Bud" Rogner (96-07)
David Walter (06-07)
Darwin "Dart" Way, Jr. (99-08)
Aris Spengos (04-14)
Gail Blazer (07-17)
Mike Hegarty (08-17)
Michael Reilly (14-18)
Bob Poremski (17-20)
Gregory Sauter (17-21)

**WATER AND SEWER ADVISORY COUNCIL
WEST OCEAN CITY SERVICE AREA**

Reference: County Commissioners= Resolution of November 19, 1993

Appointed by: County Commissioners

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

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

Compensation: \$100.00/Meeting

Meetings: Monthly

Special Provisions: Must be residents/ratepayers of West Ocean City Service Area

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

Current Members:

<u>Member=s Name</u>	<u>Resides/Ratepayer of</u>	<u>Terms (Years)</u>
Keith Swanton	West Ocean City	13-17, 17-21
Blake Haley	West Ocean City	*19-20, 20-24
Gail Fowler	West Ocean City	99-23-27
Deborah Stanley	West Ocean City	95-23-27
Todd Ferrante	West Ocean City	13-17-21-25-29

Prior Members: (Since 1993)

Eleanor Kelly ^c (93-96)	Andrew Delcorro (*14-19)
John Mick ^c (93-95)	
Frank Gunion ^c (93-96)	
Carolyn Cummins (95-99)	
Roger Horth (96-04)	
Whaley Brittingham ^c (93-13)	
Ralph Giove ^c (93-14)	
Chris Smack (04-14)	

COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

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

Compensation: None

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

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

Contact: Coleen Colson, Chair and , Laura Morrison, Co-Chair
 Worcester County Commission for Women - P.O. Box 211, Snow Hill, MD 21863

Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Kimberly List	D-7, Mitrecic	Ocean City	18- 21-24 Termed Out
Jocelyn Briddell	At-Large	Berlin	23-26
Windy Phillips	Board of Education		19-22-25 Will Term Out
Laura Morrison	At-Large	Pocomoke	*19-20-23-26 Resigned
Crystal Bell, MPA	Health Department		*22-23-26
Jeannine Jerscheid	Public Safety – Sheriff's Office		23-26
Sharnell Tull	At-Large	Pocomoke	23 -26
Susan Ostrowski	D-6, Bunting	Berlin	24-27
Dorothy Shelton-Leslie	D-5, Bertino	Ocean Pines	24-27
Dr. Darlene Jackson- Bowen	D-2, Purnell	Pocomoke	*19-21-24-27
Michelle Goad	D-1, Abbott	Pocomoke City	25-28
Cheryl Middleton	At-Large	West O. City	25-28
Kelsey Moran	Dept of Social Services		25-28
Ann Fletcher	D-3, Fiori	Berlin	25-28
Dawn Gears	D-4, Elder	Berlin	25-28

Prior Members: Since 1995

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

* = Appointed to fill an unexpired term

^c = Charter member

Updated: December 2, 2025

Printed: December 2, 2025



Worcester County Administration

One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | www.co.worcester.md.us

TO: *The Salisbury Daily Times* and *OC Today Dispatch Group*
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: December 30, 2025
SUBJECT: Worcester County Public Hearing Notice

.....

Please print the below Public Hearing Notice in *The Salisbury Daily Times* and *Ocean City Digest/OC Today Dispatch* on December 24, 2025 and December 31, 2025. Thank you.

**Notice of Public Hearing
Worcester County
Community Reinvestment and Repair Fund**

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed Community Reinvestment and Repair Fund (CRRF) plan on:

Tuesday, January 6, 2026 at 10:30 a.m.
in the County Commissioners' Meeting Room
Room 1101 Government Center, One West Market Street
Snow Hill, Maryland 21863

The CRRF was established under Maryland's Cannabis Reform Act of 2023 to support community-based initiatives benefiting low-income communities and those disproportionately impacted by cannabis law enforcement. Worcester County's proposed plan outlines the distribution and management of CRRF funds through the Worcester County Local Management Board, including funding priorities such as behavioral health services, education programs, housing initiatives, and workforce development.

Copies of the plan are available in the County Commissioners' Office, Room 1103 of the County Government Center in Snow Hill or online at www.co.worcester.md.us.

THE WORCESTER COUNTY COMMISSIONERS

Worcester County Community Reinvestment and Repair Fund**Plan for Distribution of Funds****December 16, 2025****Background and Overview of the Community Reinvestment and Repair Fund and Worcester County:**

The Community Reinvestment and Repair Fund (CRRF) was established under Maryland's Cannabis Reform Act of 2023. This fund allocates a portion (35%) of adult-use cannabis tax revenue and conversion fees paid by business, to local jurisdictions to support community-based initiatives that benefit low-income communities and those disproportionately impacted by the enforcement of cannabis laws. Implementation of the state CRRF spending is guided by the Maryland Office of Social Equity.

Since the inception of this Act, a total of \$96,291,337.66 was distributed to local counties through the CRRF (occurring in state fiscal years FY24 and FY25, with totals of \$52,102,083.92 and \$40,069,523.11, respectively). The allocation formula took into account the total number of cannabis possession charges in each county compared to the total number of cannabis possession charges in the State over a 20-year period. A total of \$1,173,565.07 was distributed to Worcester County between FY24 and FY25 (\$635,001.94 and \$538,563.13, respectively). In Worcester County the 21811 zip code was identified as a "disproportionately impacted area" based on Maryland cannabis charge data (cannabis charges exceeding 150% of the 10-year state mean (150% of state mean: 250, 10-year period: 2013-2022).

The Community Reinvestment and Repair Fund may be used for the following:

1) funding community-based initiatives intended to benefit low-income communities, including:

- behavioral health crisis services;
- education and after-school programs;
- truancy and absenteeism intervention programs;
- housing and homelessness prevention initiatives;
- transportation improvements in high-density areas that have public transportation;
- job training and workforce development programs;
- community child care and recreational services; and

- programs that benefit individuals and families impacted by incarceration;
- 2) funding community-based initiatives that serve disproportionately impacted areas (a geographic area identified by the Office of Social Equity that has had above 150% of the State's 10-year average for cannabis possession charges); and
- 3) any related expenses incurred by a local government in administering the funds that do not exceed 15% of the funds received in the fiscal year.

These funds may not be used for law enforcement agencies or activities. These funds may also not supplant funding that otherwise would be appropriated for preexisting local government programs.

The Worcester County Government put out a request for applications in late June 2025, with applications due on August 31, 2025. However, state regulations regarding CRRF were expanded during this time. Regulations now require that each county adopt a law establishing the purpose for which money received from the Fund may be used, and that each county shall establish a plan for distribution of funds to community-based organizations (including consultation with stakeholders and being the subject of a public hearing prior to finalization).

Worcester County Commissioners adopted TR3-1 3-101 into law on July 16 2024, to govern CRRF funds in Worcester County. On October 21, 2025, the Worcester County Commissioners voted to shift Community Reinvestment and Repair Funds to the Worcester County Local Management Board to handle grant distribution and ongoing grant management for Worcester County.

Plan for Distribution and Management of Funds:

The Worcester County Local Management Board (LMB) presented on the CRRF and took consultation and feedback with stakeholders at the Worcester County Local Health Improvement Coalition (LHIC) on November 20, 2025. This plan is drafted with consideration given to consultation from those stakeholders and will be the subject of a Public Hearing on December 16, 2025. The plan for distribution of funds will be finalized after that time.

Once the plan for distribution of funds is completed, the LMB will develop and post an addendum to the Worcester County Reinvestment and Repair Grant Program that was put out by Worcester County Government in June 2025. At that time, existing applicants will be given an opportunity to update their applications to best match current CRRF regulations, and new applicants will have the opportunity to apply. Funds will be utilized to support

community-based initiatives that benefit low-income communities and those disproportionately impacted by the enforcement of cannabis laws and will specifically be used in accordance with allowable funding as detailed above. The LMB's plan is to post this Addendum, host a virtual pre-proposal meeting to provide information and answer any questions from prospective applicants in early 2026. Following the closing date, the LMB will develop a review committee to review and score all applications against standardized evaluation criteria and will make determinations about which applicants will be awarded funds.

Once selected applicants have been notified (expected on or before April 2026), the Worcester County LMB will enter into contracts with those grantees, which will detail deliverables and project timelines. The LMB will then engage with grantees throughout the course of their projects, to offer technical assistance and grant monitoring. Grantees will be required to submit ongoing reports of progress to the LMB, who will share that information with the Worcester County Government, who will be responsible for sharing that data with the Maryland Office of Social Equity and/or the Maryland Office of the Comptroller, as required.

As future funds are disbursed to Worcester County (FY26 and beyond), the LMB will post requests for applications and will follow the same process as detailed above, to include a pre-application conference, an impartial review committee, use of a standardized scoring tool, and adherence to state regulations governing the Community Reinvestment and Repair Fund. All requests for applications shall be posted through the Worcester County website.

Conclusion:

The State of Maryland's Cannabis Reform Act of 2023 established a Community Reinvestment and Repair Fund, which allocates funding to local jurisdictions to support community-based initiatives that benefit low-income communities and those disproportionately impacted by the enforcement of cannabis laws. Funds will be disbursed to counties annually, and Worcester County will shift those funds to the Worcester County Local Management Board to follow a standardized and impartial process to select the best qualified and best suited projects for funding, with a focus on CRRF regulations and local needs. Local needs will be informed by key stakeholders, local needs assessments, and the Worcester County Community Health Assessment and Community Health Improvement Plan.

The LMB will also be responsible for ongoing monitoring and evaluation of funded projects, as well as for providing technical assistance to grantees. This will involve in-person monitoring of funded grantees at least once per year, as well as monitoring of ongoing reports, deliverables, and budgets. The Plan for Disbursement of Funds will be updated as needed, to remain aligned with subsequent State directives. The LMB will communicate and coordinate with the Worcester County Commissioners and the Office of Social Equity, as appropriate, throughout the process of distribution and oversight of the CRRF projects. The Worcester County Commissioners reserve the right to alter this plan at any time, acting in the best interests of the constituents of Worcester County.



Matthew Owens
Fire Marshal

Robert Korb, Jr.
Chief Deputy Fire Marshal

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1302

SNOW HILL, MARYLAND 21863-1294

TEL: 410-632-5666

FAX: 410-632-5664

MEMORANDUM

TO: Weston Young, P.E. Chief Administrative Officer
Candace Savage, CGFM Deputy Chief Administrative Officer
FROM: Matt Owens, Fire Marshal
DATE: December 31, 2025
RE: Request for Over-Expenditure to Replace a Totaled FM Vehicle

The Fire Marshal's Office is requesting Commissioner's approval for an over-expenditure in the amount of \$59,559.00 to replace a Fire Marshal Office's emergency response vehicle which was involved in an accident involving a deer that totaled the vehicle (2016 Silverado 1500).

The insurance adjuster examined the damage to the vehicle and totaled the vehicle, giving the county \$11,775.00 for the totaled vehicle (see attachment).

Derrick Babcock was asked to obtain a quote for a replacement vehicle. The replacement vehicle would be a 2026 Chevy Tahoe SSV 4x4 (currently slated to be built on March 9, 2026) and is on the State Contract. The replacement cost is \$56,334.00. The cost for emergency equipment is approximately \$9,100.00 (see attachment). Then there is the cost of computer mounts, rear vault storage, etc. at approximately \$6,000.00. (The Fire Marshal's Office does their own installation.)

Estimated cost:

Vehicle	\$56,334.00
Emergency Equipment	<u>\$15,000.00</u>

Total =	\$71,334.00
Insurance	<u>-11,775.00</u>

Total Cost=	\$59,559.00
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Please let me know if you have any questions.

Thanks,

Matt



October 3, 2025

Ms. Stacey Norton
 Worcester County
 One West Market Street
 Room 1103
 Snow Hill, MD 21863-1213

Re: Date of Loss: September 25, 2025
 Claim No.: AU-2026-0057503-001
 Vehicle Unit No: 1437
 Vin #: 2016 Chevrolet Silverado 15003GCUKNECXGG180007

Dear Ms. Norton:

Based upon an inspection of the above referenced vehicle, we have determined that it is a total loss. In order to finalize the settlement for this vehicle, we will need you to forward the signed title to my attention. In addition, the vehicle must be physically prepared for pickup by a salvage yard. I have detailed the settlement calculation below for your review. Please forward any additional invoices related to this loss to be applied to the final settlement.

Salvage Vehicle

Actual Cash Value:	\$14,175.00
Title Fee:	\$100.00
Other:	\$0.00
Less Deductible:	<u>\$2,500.00</u>
Net Payment to You:	\$11,775.00

Retain Salvaged Vehicle

Actual Cash Value:	\$14,175.00
Title Fee:	\$100.00
Other (Salvage Cost):	\$1,850.00
Less Deductible:	<u>\$2,500.00</u>
Net Payment to You:	\$9,925.00

I have attached the supporting documentation. If you have any questions, please do not hesitate to contact me. Thank you for your time.

Sincerely,

Charise Henderson
 Claims Processor

Enclosures

**ITEM 17****Quotation# 49602**October 24,
2025**Ship To:**

East Coast Emergency Lighting, LLC
200 Meco Dr.

Worcester County Fire Marshals Office
Worcester County Fire Marshals Office

Millstone Township, NJ 08535
732-940-2211

1 West Market Street, RM 1302
Snow Hill, MD 21863

1 West Market Street, RM 1302
Snow Hill, MD 21863

Prepared By: Brandon Cobb**Valid Until:****Scope of Work:**

2025/26 CHEVY TAHOE PPV/SSV
MARYLAND STATE CONTRACT #001B4600396

Part Number	Description	Qty	MSRP	Disc.	Price	Ext. Price
MARYLAND	MARYLAND STATE CONTRACT # 001B4600396					
BSFW54XT	I-E FST WCX TRIO 12-LT TAHOE	1	1,420.00	53.1%	665.98	665.98
ISTRBC	INNER EDGE FST/RST TRIO R/B/W	12	123.00	53.1%	57.69	692.28
BS54Z	I-E RST WCX 10-LT S/D 21 TAHOE	1	1,525.00	53.1%	715.23	715.23
ISDJ	INNER EDGE FST/RST DUO RED/BLU	10	63.00	53.1%	29.55	295.50
TCRWX6	WeCanX TRACER 6-LAMP HOUSING	2	1,364.00	53.1%	639.72	1,279.44
TCRB54A	TRACER MTG KIT 2021 TAHOE OVER	2	110.00	53.1%	51.59	103.18
TCRXXPJC	WCX TRACER PRIMARY TRIO RBW/SM	2	129.00	53.1%	60.50	121.00
TCRXXSJC	WCX TRACER 2NDARY TRIO RBW/SMK	10	129.00	53.1%	60.50	605.00
XI3JC	TRIO ION R/B WHT OVERRIDE SMK	6	257.00	53.1%	120.53	723.18
IONBKT10	ION GRILLE MT 2025 TAHOE PAIR	3	40.00	53.1%	18.76	56.28
SA315P	SA315P SPEAKER, BLACK PLASTIC	2	412.00	53.1%	193.23	386.46
SAK70	SA-315 MT KIT 2021 TAHOE	2	53.00	53.1%	24.86	49.72
U180JCX	U-SERIES SURFACE MT TRIO R/B/W SMK	2	343.00	53.1%	160.87	321.74
U18054	U-SERIES TAHOE MOUNT	1	35.00	53.1%	16.42	16.42
PSJ02FCR	STRIPLITE+ DUO FLASHER RED/BLU	2	218.00	53.1%	102.24	204.48
PSBKT90	STRIP-LITE+ 90 DEG MT KIT	2	32.00	53.1%	15.01	30.02
TMS0JC	MINI-T SERIES SURFACE MT BLK TRIO R/B/W	2	178.00	53.1%	83.48	166.96
VX3RBCX	VXE TRIO DIRECTIONAL RBW/SMK	4	177.00	53.1%	83.01	332.04

Part Number	Description	Qty	MSRP	Disc.	Price	Ext. Price
C399	CENCOM CORE WCX CONTROL CENTER	1	1,411.00	53.1%	661.76	661.76
CCTL6	Whelen WeCanX KNOB/SLIDE CONTROL HEAD	1	473.00	53.1%	221.84	221.84
C399SP	SCANPort Installation Kit for C399	1	189.00	53.1%	88.64	88.64
CEXAMP	WeCan EXTERNAL AMPLIFIER	1	376.00	53.1%	176.34	176.34
CEM24	WeCanX 24 OUTPUT EXPANSION MOD	1	399.00	53.1%	187.13	187.13
CEM8	WeCanX 8 OUTPUT EXPANSION MOD	1	227.00	53.1%	106.46	106.46
CV2V	VEHICLE-TO-VEHICLE SYNC MODULE	1	371.00	53.1%	174.00	174.00
WCXJB12	WeCanX JUNCTION BOX	1	164.00	53.1%	76.92	76.92
WCCBL100	WeCanX COMM CABLE 100' BULK	1	251.00	53.1%	117.72	117.72
C-VSW-1012-TAH-1	Vehicle Specific 12.5" Wide Medium Height Angled 22" Console for 2025 Tahoe PPV/SSV	1	897.00	42.1%	519.36	519.36

Sub Total \$9095.08

Tax \$0.00

Total **\$9,095.08**

Please note that Out-of-Stock and Special Order items are subject to Vendor lead times. Depending on the Vendor and Item lead times could be up to [12] weeks. Please ask your salesperson about current lead times.

Approved By:

Print Name

Signature

Date



Hertrich Fleet Services, Inc.

Worcester County
Emergency Services

Vehicle: [Fleet] 2026 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (✓ Complete)

Selected Model and Options

MODEL

CODE	MODEL	MSRP	Invoice
CK10706	2026 Chevrolet Tahoe 4WD 4dr Commercial	\$57,300.00	\$54,205.80

COLORS

CODE	DESCRIPTION
GAZ	Summit White

*NOTE: 2nd Row
Vinyl- Only Option

OPTIONS

CODE	DESCRIPTION	MSRP	Invoice
—	Active Hill Hold Assist	Inc.	Inc.
—	Seat belts, 3-point, all seating positions	Inc.	Inc.
—	Capless Fuel Fill	Inc.	Inc.
—	Protected idle	Inc.	Inc.
—	Instrumentation, analog	Inc.	Inc.
—	Exterior ornamentation delete	Inc.	Inc.
—	Power supply, 100-amp, auxiliary battery, passenger compartment wiring harness	Inc.	Inc.
—	Power supply, 120-amp, (4) 30-amp circuit, Primary battery, relay controlled, passenger compartment harness wiring	Inc.	Inc.
—	Power supply, 50-amp, power supply, auxiliary battery, passenger compartment wiring harness	Inc.	Inc.
—	Theft-deterrent system, vehicle, PASS-Key III	Inc.	Inc.
1FL	Commercial Preferred Equipment Group	\$0.00	\$0.00
5J3	Calibration, Surveillance Mode interior lighting	Inc.	Inc.
5J9	Calibration, taillamp flasher, Red/White	Inc.	Inc.
5LO	Calibration, taillamp flasher, Red/Red	Inc.	Inc.
5T5	Seats, front cloth and second row vinyl	Inc.	Inc.
5W4	Identifier for Special Service vehicle	\$0.00	\$0.00
5Y1	Front center seat (20% seat) delete	\$0.00	\$0.00
6C7	Lighting, red and white front auxiliary dome	\$170.00	\$154.70
6J3	Wiring, grille lamps and siren speakers	\$92.00	\$83.72
6J4	Wiring, horn and siren circuit	\$75.00	\$68.25

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Hertrich Fleet Services, Inc.

Emergency Serv.

Vehicle: [Fleet] 2026 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (✓ Complete)

OPTIONS

CODE	DESCRIPTION	MSRP	Invoice
6J7	Flasher system, headlamp and taillamp, DRL compatible with control wire	Inc.	Inc.
7X3	Spotlamp, left-hand	\$800.00	\$728.00
AMF	Remote Keyless Entry Package	Inc.	Inc.
ATD	Seat delete, third row passenger	Inc.	Inc.
AX2	Key, unique	Inc.	Inc.
AZ3	Seats, front 40/20/40 split-bench	Inc.	Inc.
BCV	Lock control, driver side auto door lock disable	Inc.	Inc.
BTV	Remote start	Inc.	Inc.
C6G	GVWR, 7600 lbs. (3447 kg)	\$0.00	\$0.00
CTB	Intersection Automatic Emergency Braking	Inc.	Inc.
DRZ	Rear Camera Mirror, inside rearview auto-dimming	Inc.	Inc.
GAZ	Summit White	\$0.00	\$0.00
GU5	Rear axle, 3.23 ratio	\$0.00	\$0.00
H1T	Jet Black, Cloth seat trim	\$0.00	\$0.00
K34	Cruise control, electronic with set and resume speed	Inc.	Inc.
K3W	Battery, 850 cold-cranking amps with 95 amp hour rating	Inc.	Inc.
K6K	Battery, auxiliary, 760 cold-cranking amps with 70 amp hour rating	Inc.	Inc.
KX4	Alternator, 250 amps	Inc.	Inc.
L84	Engine, 5.3L EcoTec3 V8	\$0.00	\$0.00
MHU	Transmission, 10-speed automatic	Inc.	Inc.
NE1	Emissions, Colorado, Connecticut, Delaware, Maine, Maryland, Massachusetts, Minnesota, Nevada, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements	\$0.00	\$0.00
PQA	1FL Safety Package	Inc.	Inc.
QDF	Tires, 265/65R18SL all-season, blackwall	\$0.00	\$0.00
RC1	Skid plate, front	Inc.	Inc.
RCV	Wheels, 18" x 8.5" (45.7 cm x 21.6 cm) Bright Silver painted aluminum	\$0.00	\$0.00
T53	Lamps, alternate flashing Red & Blue rear compartment lid warning	\$565.00	\$514.15
T66	Wiring provision, for outside mirrors and cargo side mirrors	Inc.	Inc.
TQ5	IntelliBeam, automatic high beam on/off	Inc.	Inc.

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Hertrich Fleet Services, Inc.

Emerg. Serv.

Vehicle: [Fleet] 2026 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (✓ Complete)

OPTIONS

CODE	DESCRIPTION	MSRP	Invoice
UD7	Rear Parking Assist	Inc.	Inc.
UEU	Forward Collision Alert	Inc.	Inc.
UFB	Rear Cross Traffic Braking	Inc.	Inc.
UHY	Automatic Emergency Braking	Inc.	Inc.
UKI	Blind Zone Steering Assist	Inc.	Inc.
UKM	Lane Keep Assist	Inc.	Inc.
UKT	Front Pedestrian and Bicyclist Braking	Inc.	Inc.
UOW	Side Bicyclist Alert	Inc.	Inc.
URW	Audio system, 17.7" diagonal advanced color LCD display	\$0.00	\$0.00
UT7	Ground wires, blunt cut cargo area and blunt cut console area	Inc.	Inc.
V53	Luggage rack side rails, delete	Inc.	Inc.
VPV	Ship Thru, Produced in Arlington Assembly and shipped to Kerr Industries and onto Arlington Assembly	\$0.00	\$0.00
VZ2	Speedometer calibration	Inc.	Inc.
WUA	Fascia, front high-approach angle	Inc.	Inc.
ZW7	Suspension, Premium Smooth Ride	\$0.00	\$0.00
Options Total		\$1,702.00	\$1,548.82

Price Summary

PRICE SUMMARY

Pricing per Howard Co
Contract

	MSRP	Invoice
Base Price	\$57,300.00	\$54,205.80
Total Options	\$1,702.00	\$1,548.82
Vehicle Subtotal	\$59,002.00	\$55,754.62
Dealer Advertising Adjustment	\$0.00	\$0.00
Destination Charge	\$2,595.00	\$2,595.00
Grand Total	\$61,597.00	\$58,349.62
	56,334	

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