

TECHNICAL REVIEW COMMITTEE

STAFF PERSON: Jessica Edwards DATE OF MEETING: March 11, 2020

PROJECT: Assateague Life Retail - Proposed conversion of an existing dwelling to a 2,995 square foot retail store including associated storage, and conversion of a second existing dwelling for office and storage space, located at 8313 Stephen Decatur Highway (MD Route 611), on the westerly side of Stephen Decatur Highway (MD Route 611), approximately 600 feet south of Assateague Road, Tax Map 33, Parcels 87 & 90, Tax District 10, C-2 General Commercial District

APPLICANT(S) IN ATTENDANCE: _____

TRC MEMBERS IN ATTENDANCE:

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

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



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

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

TEL: 410-632-1200 / FAX: 410-632-3008

<http://www.co.worcester.md.us/departments/drp>

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE  
March 9, 2020

**Jessica Edwards, Customer Service Representative (ext. 1139)**  
Department of Development, Review and Permitting  
Worcester County Government Office Building  
One West Market Street, Room 1201  
Snow Hill, MD 21863  
(410) 632-1200

\*\*\*\*\*

Project: Assateague Life Retail - Proposed conversion of an existing dwelling to a 2,995 square foot retail store including associated storage, and conversion of a second existing dwelling for office and storage space, located at 8313 Stephen Decatur Highway (MD Route 611), on the westerly side of Stephen Decatur Highway (MD Route 611), approximately 600 feet south of Assateague Road, Tax Map 33, Parcels 87 & 90, Tax District 10, C-2 General Commercial District

GENERAL COMMENTS:

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

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

**SPECIFIC COMMENTS:**

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

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

Please note, due to the change of uses and intensification of commercial uses on the property, a comprehensive site plan review under ZS 1-325 is required. The approval issued in 2016 was reviewed administratively as it was seen as a change in tenant from an existing commercial use to a new commercial use (Assateague Surf Shop).

1. The As-Constructed survey dated 12/12/19 can be used as the Existing Conditions Plan, required for site plan review.
2. The 22.3'x26.4' structure is shown as an existing dwelling on the As-Constructed survey. On the site plan provided for this review, the structure is now identified as an office and storage space. Since the site plan review is completed comprehensively, this conversion of use will also be reviewed. A building permit will be necessary for the change in use and any renovations completed;
3. Please updated the zoning district to reflect the current zoning of C-2 General Commercial District, and update the setbacks accordingly. The side yard setback should be reflected as 6';
4. Additionally, please update the setback off Stephen Decatur Highway (MD Route 611) to 50' as this is classified as a Collector Highway per 1-326;
5. Per ZS 1-325(3)G., please update the plan to include the property owner's name, address, the tax account identifier; Please also add the current zoning districts for each of the adjoining properties;
6. Please add the following statement with a signature block for the property owner to sign prior to signature approval: "As the property owner/developer, I am in full agreement with the site plan submitted herewith, and I am responsible for the completion of the improvements as shown on the approved site plan, and I understand that I cannot allow the property or building to be occupied until a Certificate of Use and Occupancy has been issued by the Department of Development, Review and Permitting."
7. With regard to parking, please update the parking calculations to include the use of the storage and office areas; these square footages will need to be accounted for under the use group. For example, if the storage areas are used for the storage of retail inventory, parking would be calculated at the retail parking rate. If the office use is incidental to the retail and café uses, parking for the office would also be calculated at the retail parking rate. If the office use is not associated with the retail and café uses on the property, parking would be calculated at the

office use

8. All parking provided above the minimum must be of a pervious design;
9. Please consider converting the parking space identified as No. 34 or No. 36 into an ADA accessible discharge lane. The existing ADA accessible parking space is not compliant with regulations as it measures 9' wide; however, if an adjacent parking space, is converted to a discharge lane, no less than 8' wide, the space will be ADA compliant;
10. Additionally, please add a note indicating placement and height, or illustrate the placement and height of ADA accessible parking signs
11. The travel way between the parking area located directly in front the proposed retail establishment and the center parking spaces is 21'. To make this code compliant, please consider moving the parking bumpers further toward the edge of the concrete to allow for a 24' travel way. Please note, there is a provision in the code that allows for vehicular overhang up to 2' into the landscape perimeter;
12. Please consider eliminating, or relocating, parking spaces identified as No. 12 and/or No.13 to allow for the required 24' travel way.
13. Per, ZS 1-321, please provide one loading space for the commercial uses on the property. If the parking space/spaces discussed in comment H. are removed, a compliant loading space may fit in the rear of 8315 Stephen Decatur Hwy. (Existing Assateague Surf Shop);  
\*\* Please note, per ZS 1-319(d), the loading space requirement may be modified or waived by the planning commission where it is deemed that strict compliance would cause an undue hardship on the applicant;
14. Per ZS 1-319(c)(3), an twenty foot wide paved interparcel connector is required to Lot 85 as that lot is also zoned C-2. Although the property owner can choose the location of the connector, please consider eliminating parking space No. 39 (and potentially 38) as these spaces are not in compliance with required parking space sizes and the area could potentially be used to meet the code requirement. Please note, when the adjacent lot is developed or redeveloped the site plan review of that project will include connection to the interparcel connector you have supplied;
15. Per ZS 1-320(f)(6), please indicate the placement of the litter receptacle on the site plan;
16. Please provide a detail or note reflecting the bicycle rack requirements as outlined in §ZS 1-320(f)(12);
17. Please eliminate or relocate the parking bumpers located southwesterly edge of the parking area as these spaces, (on the plan these parking bumpers are not identified as parking spaces);
18. As noted at the beginning of these comments, since the comprehensive review is necessary under ZS 1-325, ZS 1-322, Landscaping, buffering and screening requirements, also applies. Per ZS 1-322(d)(4)b.1., please provide landscape screening bordering the southerly and westerly property lines as lot 215, to the south, and Lot 88, to the west, are currently zoned E-1 Estate District.  
\*\*Please note, per ZS 1-322(e)(8) the Planning Commission may modify or waive the requirements noted under this section. Since Lot 88 is not used for residential purposes and is not likely to be used for those purposes in the future, it may be beneficial to review this requirement with the Planning Commission;
19. In accordance with §ZS 1-322(g), a maintenance and replacement bond for required landscaping is mandatory for a period not to exceed two years in an amount not to exceed one hundred and twenty-five percent of the installation cost. A landscape estimate from a nursery

will be required to be provided at permit stage to accurately determine the bond amount;

20. Signage will be addressed at the time of permitting; all signage shall be in accordance with the provisions of §ZS 1-324;
  21. In accordance with §ZS 1-325(e)(3)O. & P., written confirmation that all water and wastewater requirements have been met will be required to be provided from the Department of Environmental Programs and the Department of Public Works prior to signature approval;
  22. According to comments received from the Dept. of Environmental Programs relative to Forestry and Stormwater Management no further information is needed; their comments will act as approval from their division.
  23. Confirmation has been received from State Highway that the existing entrance meets their requirements; no further comment is needed at this time.
-



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

## Memorandum

---

**To:** Technical Review Committee (TRC) for March 11, 2020 Meeting

**From:** Environmental Programs Staff

**Subject:** Assateague Life Retail – Minor Site Plan; TM 33 P 87 & 90

**Date:** February 28, 2020

---

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

1. The existing septic system is rated for 900 GPD. The current café & retail building uses 600 GPD, which was a prior determination for a previous conversion of use at the main building. The other two existing buildings are rated for a combined flow of 300 GPD. With the conversion of these two buildings to office/storage space and retail/storage space, the total combined flow for these two buildings is 195 GPD. The total flow with these three buildings would be 795 GPD.
2. An EDU chart reflective of the above should be added to the site plan.
3. Environmental Programs would note to the owner that there is very limited replacement area for a septic system.
4. There is an existing well on the property that needs to be located and sealed (highlighted and attached).
5. If changes to existing plumbing were part of this conversion, plumbing permits would be required before any building permits could be signed.
6. Plumbing Code is the 2018 International Plumbing Code (IPC) Illustrated (National). The Gas Code is the 2018 International Fuel Gas Code (IFGC), for natural gas.

**Citizens and Government Working Together**

WORCESTER COUNTY HEALTH DEPARTMENT

90.00 COPY

BOX 247, SNOW HILL, MARYLAND 21863

PHONE 682-1100

PERMIT NO. 252-74

NON TRANSFERRABLE

EXPIRES 8/1/75

APPLICATION FOR WATER SUPPLY AND/OR SEWAGE SYSTEM PERMIT

OWNER: William D. Shockey PHONE \_\_\_\_\_

ADDRESS: Rt 2, Box 148 Berlin, Maryland ZIP: 21111

PROPERTY LOCATION: Rt 611 west side of road 100' from 376 LOT SIZE: 100 X 200

SUBDIVISION: H.O. Smith (621.00) LOT: 7 BLOCK \_\_\_\_\_ SECTION: B

STRUCTURE: EXISTING \_\_\_\_\_ NEW X REMODELING \_\_\_\_\_ ADDITION \_\_\_\_\_ OTHER \_\_\_\_\_

RESIDENCE: BEDROOMS: 3 BATHS: 1 KITCHEN: 1 AUTO WASHER: ✓ DISHWASHER: ✓ GRG. DISP: \_\_\_\_\_

MOTEL/APTS: BEDROOMS \_\_\_\_\_ BATHS \_\_\_\_\_ KITCHENS \_\_\_\_\_ NO. OF PERSONS \_\_\_\_\_

TRAILER: NO. OF OCCUPANTS \_\_\_\_\_ TRAILER PARK: NO. OF TRAILERS \_\_\_\_\_

COMMERCIAL: NUMBER OF PERSONS USING SANITARY FACILITIES \_\_\_\_\_

CONTRACTOR: Gabriel Jones Baltimore Md PHONE \_\_\_\_\_

PROPOSED SEWAGE DISPOSAL SYSTEM

PUBLIC SEWER \_\_\_\_\_ SEPTIC TANK: X TREATMENT PLANT \_\_\_\_\_ PRIVY \_\_\_\_\_ OTHER \_\_\_\_\_

SEPTIC TANK: CAPACITY: 750 GALS. TYPE \_\_\_\_\_ LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_ LIQUID DEPTH \_\_\_\_\_

TILE FIELD: LENGTH: 150' TRENCH WIDTH: 36" INSTALLED DEPTH: 2 1/2' NO. TRENCHES: 3 SPACING: 9'

DISTANCE FROM: NEAREST PROPERTY LINE: 5' STRUCTURE: 10' WELL: 100'

PERCOLATION TEST: DATE: 7/21/74 TIME: 21 min SOIL MAP NO.: 22 SOIL TYPE: yellow loam w/ clay

SYSTEM INSTALLER: Jim McCabe Bishopville Md PHONE \_\_\_\_\_

PROPOSED WATER SUPPLY SYSTEM

PUBLIC \_\_\_\_\_ INDIVIDUAL: X DRIVEN: X DRILLED \_\_\_\_\_

OTHER: DIAMETER: 1 1/2" DEPTH: 40'

GROUND WATER SOURCE: SHALLOW: ✓ OR CONFINED \_\_\_\_\_

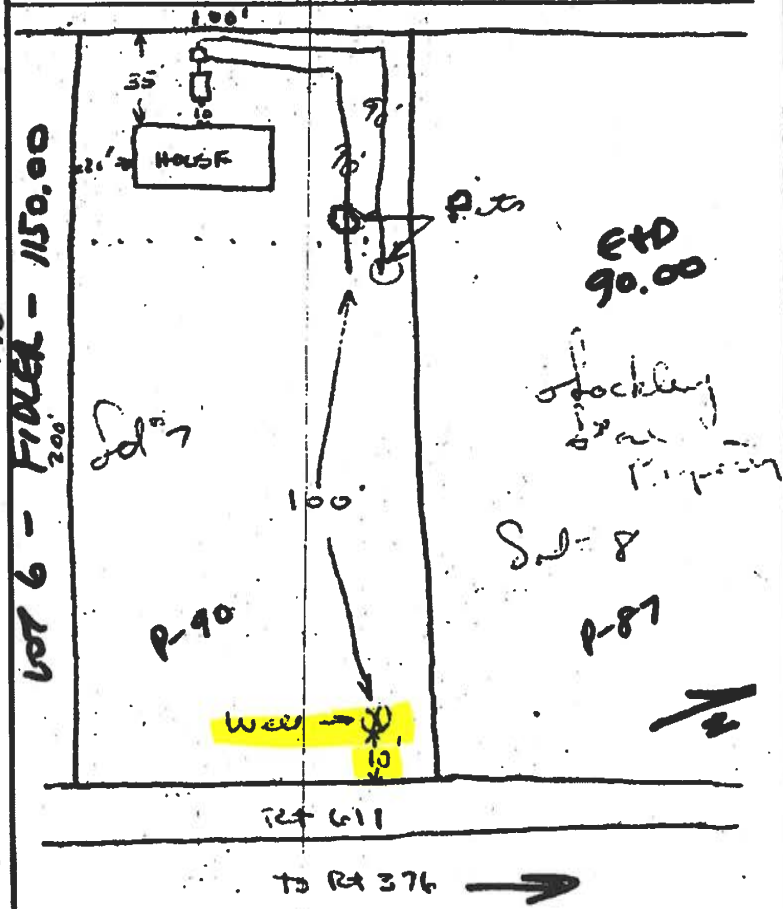
GROUND WATER: WRA PERMIT NO. \_\_\_\_\_

WELL DISTANCE FROM: NEAREST PROPERTY LINE: 10'

STRUCTURE: 150' SEWAGE SYSTEM: 100'

WELL INSTALLER: David Henderson PHONE: 410-633-0141

SKETCH: TO SCALE OF PROPERTY, BUILDING & FACILITIES



This permit is for an interim individual water supply and sewage disposal system.

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

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

APPLICANT: William D. Shockey

DATE: 8/19/74

PLANS APPROVED: 8/19/74

BY: Richard H. Wells EMATL

INSTALLATION APPROVAL: WATER SUPPLY \_\_\_\_\_ PLUMBING \_\_\_\_\_ SEWAGE SYSTEM: 8/19/74 WATER SAMPLE \_\_\_\_\_

HEALTH DEPT.



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

TECHNICAL REVIEW COMMITTEE  
FOREST CONSERVATION REVIEW

STAFF PERSON: David Mathers 

DATE OF MEETING: March 11, 2020

PROJECT: Assateague Life Retail

LOCATION: Tax Map: 33; Parcels: 87 & 90

OWNER: Assateague Life, LLC

SURVEYOR: Russell Hammond

.....  
**This property is not subject to the Worcester County Forest Conservation Law.** According to NR 1-404 General Requirements, the Forest Conservation Law shall apply to any public or private subdivision plan or site plan approval, or grading or sediment erosion control permit by any person, including a unit of State or Local government on areas forty thousand square feet or greater. According to the provided survey, the property in subject is less than 40,000 square feet.

**This project is not subject to the Worcester County Stormwater Ordinance.** The project has proposed a disturbance which is less than five thousand square feet, therefore, the project is exempt from the Worcester County Stormwater Ordinance.





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:** December 11, 2019  
**TO:** Applicant  
**FROM:** Jenelle Gerthoffer, Natural Resources Administrator (JG)  
**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.

If you have any questions, please feel free to contact the Natural Resources Administrator, Jenelle Gerthoffer, at (410) 632-1220, ext. 1147.



DEPARTMENT OF  
ENVIRONMENTAL PROGRAMS

**Worcester County**


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

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

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

---

## MEMORANDUM

DATE: February 26, 2020  
TO: Worcester County Technical Review Committee  
FROM: Joy S. Birch, Natural Resources Specialist III   
RE: March 11, 2020 Technical Review Committee Meeting

---

- Assateague Life Retail – Proposed conversion of an existing dwelling to a 2,995 square foot retail store including associated storage and conversion of a second existing dwelling for office and storage space, located at 8313 Stephen Decatur Highway ( MD Route 611), on the westerly side of Stephen Decatur Highway (MD Route 611), approximately 600 feet south of Assateague Road, Tax Map 33, Parcels 87 & 90, Tax District 10, C-2 General Commercial District, Assateague Life LLC., owner & applicant / Russell Hammond, surveyor. This is located outside of the Atlantic Coastal and Chesapeake Bay Critical Area Program. **No Comment.**

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

Larry Hogan  
Governor  
Boyd K. Rutherford  
Lt. Governor  
Gregory Slater  
Secretary  
Tim Smith, P.E.  
Acting Administrator

March 3, 2020

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

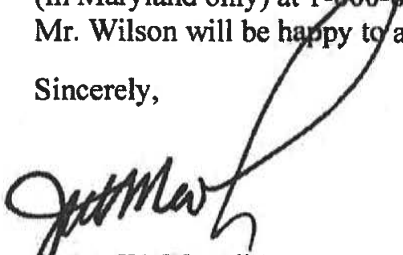
Dear Ms. Keener:

Thank you for the opportunity to review the minor site plan for Assateague Life Retail, located at 8313 Stephen Decatur Highway ( MD 611), on the westerly side of Stephen Decatur Highway (MD 611), approximately 600 feet south of Assateague road, in Worcester County. The Maryland Department of Transportation State Highway Administration (MDOT SHA) has reviewed the plans and we are pleased to respond.

This minor site plan proposes the conversion of an existing dwelling to a 2,995 square foot retail store including storage, and conversion of a second dwelling for office and storage space. A field review of this property determined an existing access point on MD 611. Based on the scale of the development, we do not anticipate the construction as proposed will negatively impact the surrounding State roadway network. If this property is proposed to be developed in the future, the proposed development must be reviewed, approved, and, if necessary, permitted by the MDOT SHA.

Subject to our aforementioned comments, MDOT SHA has no objection to the construction as proposed. If you have any questions, or require anything additional, please contact Mr. Daniel Wilson, Access Management Regional Engineer, at 410-677-4048, by using our toll free number (in Maryland only) at 1-800-825-4742 (x4048), or via email at [dwilson12@mdot.maryland.gov](mailto:dwilson12@mdot.maryland.gov). Mr. Wilson will be happy to assist you.

Sincerely,

  
James W. Meredith  
District Engineer

cc: Mr. Don Conner, Access Management Inspector, Consultant, MDOT SHA  
Mr. Rodney Hubble, Resident Maintenance Engineer-Snow Hill Shop, MDOT SHA  
Mr. Shannon Smith, Transportation Engineer, Project Development, MDOT SHA  
Mr. Daniel Wilson, Access Management Regional Engineer, MDOT SHA



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

JOHN H. TUSTIN, P.E.  
DIRECTOR

**MEMORANDUM**

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

**TO: Jennifer Kenner, Zoning Administrator**  
**FROM: Frank J. Adkins, Roads Superintendent** (FA)  
**DATE: March 2, 2020**  
**SUBJECT: TRC Meeting – March 11, 2020**

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

**DIVISIONS**

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

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

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

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

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

.....  
**Section 1-315 Residential Planned Communities**

**A. The Refuge at Windmill Creek**

1. Will require a commercial entrance permit and posting of a \$5,000 performance bond. Please provide commercial entrance detail on plans.
2. Post statement on front cover sheet that since these roads within this project are private, they will not be accepted into County inventory nor turned over to the County and will be maintained by the owner/homeowners association.
3. A road construction bond will need to be posted prior to the Roads Division signing off on the building permit. All road stabilization must meet 95% compaction and 24 hours' notice before paving begins.
4. Road construction approval pending until approval by the Worcester County Commissioners of the "Approved Private Road" request.
5. Stabilize 1' behind curb – same as road stabilization.
6. A pre-construction meeting will be required.
7. A geo-tech must be on-site during all phases of road construction. Copies of all written reports from the geo-tech must be submitted to Worcester County DPW – Roads Division on a daily basis and prior to any approvals.
8. Please provide on plans the type of curb along with detail.
9. Provide statement on plans that any drainage easements are not the responsibility of Worcester County.

**Section 1-325 Site Plan Review**

**A. Calvert Crossland Tower**

1. If any additional pipe is needed for construction use, it will need to be paid for by owner and installed by the County.

**B. Frontier Town Campground Expansion Phase II**

1. No comments since the roads within this project are being built under stormwater management regulations.

**C. Assateague Life Retail**

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

cc: John H. Tustin, P.E.

FJA:ll  
\\wfile2\users\llawrence\TRC\2020\3.11.2020



**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: Assateague Life Retail; 8313 Stephen Decatur Highway  
Date: 3/11/2020  
Tax Map: 33    Parcel: 87 & 90    Section:    Lot:

Construction plans submitted for review.

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

---

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

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

**DATE:** March 6, 2020

**SUBJECT:** TRC Meeting – March 11, 2020

---

**Residential planned communities**

- A. The Refuge at Windmill Creek - Construction Plan Review - Proposed 90 single-family lot subdivision, Northwest side of Beauchamp Road, north of Racetrack Road (MD Route 589), Tax District 3, R-1 Rural Residential and RP Resource Conservation Districts, Evergreen, LLC, owner/ R.D. Hand & Associates, Inc., land planner / Ronnie Carpenter, engineer/ Hugh Cropper IV, Esquire, attorney;
1. Confirm adequate EDUs are assigned to the project
  2. Public Works Agreement is required for this project
  3. Confirm Spray Irrigation facilities needed to serve this project are completed
  4. Final utility construction comments withheld pending completion of utility drawings

**Site Plan Review**

- A. Calvert Crosslands Tower – Proposed construction of a 195-foot-tall telecommunications monopole, located on the southerly side of Ironshire Station Road, approximately 439 feet west of Downs Road, Tax Map 31, Parcel 40, Tax District 10, A-1 Agricultural District, Martha & Orlando Harrison, owners/ Calvert Crossland, LLC., applicant/ Morris & Ritchie, engineer;
1. No comments, Water and Wastewater not required for this project
- B. Frontier Town Campground Expansion Phase II – Proposed addition of 112 campsites and associated amenities within the campground, located on the easterly side of Stephen Decatur Hwy. (MD Route 611), approximately 705 feet north of Assateague Road, Tax Map 33, Parcel 94, Tax District 10, A-2 Agricultural District, Sun TRS Frontier, LLC., owner/ Hugh Cropper IV, Esquire, attorney/ Atwell Group, engineer;
1. Confirm adequate EDUs are assigned to the project
  2. Confirm compliance with current agreements for service
  3. No further comments, private on-site water and sewer facilities
- C. Assateague Life Retail - Proposed conversion of an existing dwelling to a 2,995 square foot retail store including associated storage, and conversion of a second existing dwelling for office and storage space, located at 8313 Stephen Decatur Highway (MD Route 611), on the westerly side of Stephen Decatur Highway (MD Route 611), approximately 600 feet south of Assateague Road, Tax Map 33, Parcels 87 & 90, Tax

District 10, C-2 General Commercial District, Assateague Life LLC., owner & applicant/  
Russell Hammond, Surveyor;

1. No comments, Private Water and Sewer systems

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





GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1003  
SNOW HILL, MARYLAND 21863-1194  
TEL: 410-632-5666  
FAX: 410-632-5664

---

---

## TECHNICAL REVIEW COMMITTEE COMMENTS

---

---

PROJECT: **Assateague Life Retail** TRC #: **2020133**  
LOCATION: **Tax Map 33; Parcel 87 & 90**  
CONTACT: **Assateague Life LLC**  
MEETING DATE: **March 11, 2020**

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

---

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

### **Scope of Project**

Proposed conversion of an existing dwelling to a 2995 square foot retail store including associated storage and conversion of a second existing dwelling for office and storage space.

### **General Comments**

1. Coordinate 9-1-1 addressing with Worcester County Department of Emergency Services (410) 632-1311.

### **Specific Comments**

1. Construction plans shall be provided to our office for review and comment.
2. No further comments at this time.

**TECHNICAL REVIEW COMMITTEE**

STAFF PERSON:  Jessica Edwards  DATE OF MEETING:  March 11, 2020

PROJECT:  Calvert Crossland Tower – Proposed construction of a 195-foot-tall telecommunications monopole, located on the southerly side of Ironshire Station Road, approximately 439 feet west of Downs Road, Tax Map 31, Parcel 40, Tax District 10, A-1 Agricultural District

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

TRC MEMBERS IN ATTENDANCE:

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

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



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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

TEL: 410-632-1200 / FAX: 410-632-3008
<http://www.co.worcester.md.us/departments/drp>

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE March 9, 2020

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

Project: Calvert Crossland Tower – Proposed construction of a 195-foot-tall telecommunications monopole, located on the southerly side of Ironshire Station Road, approximately 439 feet west of Downs Road, Tax Map 31, Parcel 40, Tax District 10, A-1 Agricultural District

GENERAL COMMENTS:

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

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

SPECIFIC COMMENTS:

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

ZS 1-201	A-1 Agricultural District
ZS 1-305	Lot requirements generally
ZS 1-306	Access to structures
ZS 1-322	Landscaping and buffering requirements
ZS 1-325	Site plan review
ZS 1-343	Antennas, towers and telecommunications uses

1. There is an existing trailer identified on Sheet C-5; what is the use of this structure? Is it to remain on the lot or be removed?
2. Additionally, there are two trees shown on Sheet C-5; are these existing or will they be added to the existing forested area?
3. With respect to the buffering provisions noted within §ZS 1-343(b)(2)E., the additional screening requirement is to be met with the existing forested area; please include a note indicating these trees shall remain and are necessary to meet the code requirements.
4. Per §ZS 1-343(b)(2)E., a fence with a minimum height of twelve feet shall be installed around the perimeter of the tower base.
5. Additionally, per the above referenced code section, please also provide specifics on the locking mechanism to be used at the gate access point.
6. Please add a note indicating who is responsible for maintenance for the access easement;
7. Please provide written confirmation that all approvals from the Dept. of Environmental Programs have been granted relative to the Forestry and Stormwater Management requirements prior to the Department granting signature approval.
8. Based on the comments provided from the County Roads Division of the Department of Public, the entrance appears to be acceptable. I will consider this as the written confirmation that the plans meet their requirements.



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

TECHNICAL REVIEW COMMITTEE
FOREST CONSERVATION REVIEW

STAFF PERSON: David Mathers *(DM)*

DATE OF MEETING: March 11, 2020

PROJECT: Calvert Crosslands Tower

LOCATION: Tax Map 31; Parcel: 40

OWNER/DEVELOPER: Martha & Orlando Harrison

ENGINEER/ARCHITECT: Morris & Richie

APPLICANT: Calvert Crossland Tower, LLC

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

With a net tract area of .55 acres, which is not forested, and an afforestation threshold of 20 percent and conservation threshold of 50 percent, there is a total afforestation requirement of .11 acres. If off site retention or mitigation bank is used to comply with the Forest Conservation Law, the required afforestation will be increase to a 2:1 ratio, or .22 acres. Any off-site areas must be within the same watershed as the project property.

This project is subject to the Worcester County Stormwater Ordinance. The project has obtained Stormwater concept plan approval. Site Design Plan approval must be received prior to this case going to the Planning Commission.



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

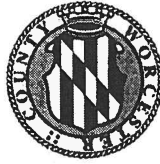
MEMORANDUM

DATE: December 11, 2019
TO: Applicant
FROM: Jenelle Gerthoffer, Natural Resources Administrator (JG)
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.

If you have any questions, please feel free to contact the Natural Resources Administrator, Jenelle Gerthoffer, at (410) 632-1220, ext. 1147.



DEPARTMENT OF
ENVIRONMENTAL PROGRAMS


Worcester County

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

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

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

MEMORANDUM

DATE: February 26, 2020
TO: Worcester County Technical Review Committee
FROM: Joy S. Birch, Natural Resources Specialist III 
RE: March 11, 2020 Technical Review Committee Meeting

- Calvert Crosslands Tower – Proposed construction of a 195-foot-tall telecommunications monopole, located on the southerly side of Ironshire Station Road, approximately 439 feet west of Downs Road, Tax Map 31, Parcel 40, Tax District 10, A-1 Agricultural District, Martha & Orlando Harrison, owners / Calvert Crossland, LLC., applicant / Morris & Ritchie, 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 March 11, 2020 Meeting

From: Environmental Programs Staff

Subject: Calvert Crossing Tower- Major Site Plan; TM 31 P 40

Date: February 28, 2020

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

1. Environmental Programs has no comments on this.

Citizens and Government Working Together



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

MEMORANDUM

TO: Jennifer Kenner, Zoning Administrator
FROM: Frank J. Adkins, Roads Superintendent (FA)
DATE: March 2, 2020
SUBJECT: TRC Meeting – March 11, 2020

JOHN H. TUSTIN, P.E.
DIRECTOR

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

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

DIVISIONS

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

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

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

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

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

.....
Section 1-315 Residential Planned Communities

A. The Refuge at Windmill Creek

1. Will require a commercial entrance permit and posting of a \$5,000 performance bond. Please provide commercial entrance detail on plans.
2. Post statement on front cover sheet that since these roads within this project are private, they will not be accepted into County inventory nor turned over to the County and will be maintained by the owner/homeowners association.
3. A road construction bond will need to be posted prior to the Roads Division signing off on the building permit. All road stabilization must meet 95% compaction and 24 hours' notice before paving begins.
4. Road construction approval pending until approval by the Worcester County Commissioners of the "Approved Private Road" request.
5. Stabilize 1' behind curb – same as road stabilization.
6. A pre-construction meeting will be required.
7. A geo-tech must be on-site during all phases of road construction. Copies of all written reports from the geo-tech must be submitted to Worcester County DPW – Roads Division on a daily basis and prior to any approvals.
8. Please provide on plans the type of curb along with detail.
9. Provide statement on plans that any drainage easements are not the responsibility of Worcester County.

Section 1-325 Site Plan Review

A. Calvert Crossland Tower

1. If any additional pipe is needed for construction use, it will need to be paid for by owner and installed by the County.

B. Frontier Town Campground Expansion Phase II

1. No comments since the roads within this project are being built under stormwater management regulations.

C. Assateague Life Retail

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

cc: John H. Tustin, P.E.

FJA:il

\\wfile2\users\llawrence\TRC\2020\3.11.2020



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: Calvert Crossland Telecommunications Tower

Date: 3/11/2020

Tax Map: 31 Parcel: 40 Section: Lot: Block:

SITE SPECIFIC COMMENTS

1. Current Codes: 2015 International Building Code
 2015 International Energy Conservation Code
 2015 International Mechanical Code
 2017 National Electric Code

Worcester County adoption of 2018 I- codes is anticipated in March.

Building permit application, completed plans and specifications to be received prior to local adoption date of 2018 International codes for acceptance of 2015 code design.

2. Sealed drawings for tower design and construction plans (3 sets).
3. Building permit application along with antenna plans, generator specifications. Structural analysis will be required for all future carriers.
4. Third party inspector (special inspector/ engineering firm) information for tower erection, height verification and foundation.
5. Third party inspector (special inspector/ engineering firm) information for antennas, height verification of antennas and antenna mount.
6. Soils report required at time of building permit application.
7. A pre-construction meeting will be required before any work starts.
8. Please provide your design professional with a copy of these comments.

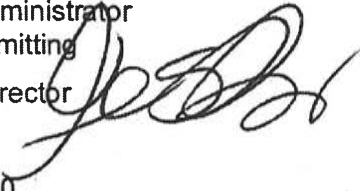
**WORCESTER COUNTY
DEPARTMENT OF PUBLIC WORKS
WATER & WASTEWATER DIVISION
INTEROFFICE MEMORANDUM**

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

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

DATE: March 6, 2020

SUBJECT: TRC Meeting – March 11, 2020



Residential planned communities

- A. The Refuge at Windmill Creek - Construction Plan Review - Proposed 90 single-family lot subdivision, Northwest side of Beauchamp Road, north of Racetrack Road (MD Route 589), Tax District 3, R-1 Rural Residential and RP Resource Conservation Districts, Evergreen, LLC, owner/ R.D. Hand & Associates, Inc., land planner / Ronnie Carpenter, engineer/ Hugh Cropper IV, Esquire, attorney;
1. Confirm adequate EDUs are assigned to the project
 2. Public Works Agreement is required for this project
 3. Confirm Spray Irrigation facilities needed to serve this project are completed
 4. Final utility construction comments withheld pending completion of utility drawings

Site Plan Review

- A. Calvert Crosslands Tower – Proposed construction of a 195-foot-tall telecommunications monopole, located on the southerly side of Ironshire Station Road, approximately 439 feet west of Downs Road, Tax Map 31, Parcel 40, Tax District 10, A-1 Agricultural District, Martha & Orlando Harrison, owners/ Calvert Crossland, LLC., applicant/ Morris & Ritchie, engineer;
1. No comments, Water and Wastewater not required for this project
- B. Frontier Town Campground Expansion Phase II – Proposed addition of 112 campsites and associated amenities within the campground, located on the easterly side of Stephen Decatur Hwy. (MD Route 611), approximately 705 feet north of Assateague Road, Tax Map 33, Parcel 94, Tax District 10, A-2 Agricultural District, Sun TRS Frontier, LLC., owner/ Hugh Cropper IV, Esquire, attorney/ Atwell Group, engineer;
1. Confirm adequate EDUs are assigned to the project
 2. Confirm compliance with current agreements for service
 3. No further comments, private on-site water and sewer facilities
- C. Assateague Life Retail - Proposed conversion of an existing dwelling to a 2,995 square foot retail store including associated storage, and conversion of a second existing dwelling for office and storage space, located at 8313 Stephen Decatur Highway (MD Route 611), on the westerly side of Stephen Decatur Highway (MD Route 611), approximately 600 feet south of Assateague Road, Tax Map 33, Parcels 87 & 90, Tax



GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1003
SNOW HILL, MARYLAND 21863-1194
TEL: 410-632-5666
FAX: 410-632-5664

TECHNICAL REVIEW COMMITTEE COMMENTS

PROJECT: Calvert Crossing Tower
LOCATION: Tax Map 31; Parcel 40
CONTACT: Calvert Crossing LLC
MEETING DATE: March 11, 2020

TRC #: 2020132

COMMENTS BY: Matthew Owens
Chief Deputy Fire Marshal

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

Scope of Project

Proposed construction of a 195 foot tall telecommunications monopole.

1. Coordinate 9-1-1 addressing with Worcester County Department of Emergency Services (410) 632-1311.
2. Provide adequate access for emergency response equipment.
3. No further comments.

TECHNICAL REVIEW COMMITTEE

STAFF PERSON: Jessica Edwards DATE OF MEETING: March 11, 2020

PROJECT: Frontier Town Campground Expansion Phase II – Proposed addition of 112 campsites and associated amenities within the campground, located on the easterly side of Stephen Decatur Hwy. (MD Route 611), approximately 705 feet north of Assateague Road, Tax Map 33, Parcel 94, Tax District 10, A-2 Agricultural District

APPLICANT(S) IN ATTENDANCE: _____

TRC MEMBERS IN ATTENDANCE:

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

~~~~~

X Under the terms of Section ZS 1-325(f)(2), this application is considered to be a major site plan. Ten copies of the revised site plan which address the comments noted within must be submitted to this office no later than 4:30 P.M. on the deadline date. Submittal of an application on or before the deadline date is not a guarantee that the project will be placed on the agenda for the next regularly scheduled Planning Commission meeting. All required preliminary approvals must be obtained no later than 4:30 P.M. on the applicable project confirmation deadline, otherwise the application will not be scheduled. The applicant and specified representatives will be notified by mail of the tentative date and time at which this application will be considered by the Planning Commission on the above date. Should you have any questions regarding the attached comments, please feel free to contact the respective Technical Review Committee



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

# Worcester County

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

TEL: 410-632-1200 / FAX: 410-632-3008

<http://www.co.worcester.md.us/departments/drp>

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

## WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE March 9, 2020

**Jessica Edwards, Customer Service Representative (ext. 1139)**  
Department of Development, Review and Permitting  
Worcester County Government Office Building  
One West Market Street, Room 1201  
Snow Hill, MD 21863  
(410) 632-1200

\*\*\*\*\*

**Project:** Frontier Town Campground Expansion Phase II – Proposed addition of 112 campsites and associated amenities within the campground, located on the easterly side of Stephen Decatur Hwy. (MD Route 611), approximately 705 feet north of Assateague Road, Tax Map 33, Parcel 94, Tax District 10, A-2 Agricultural District

### GENERAL COMMENTS:

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

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

**SPECIFIC COMMENTS:**

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

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

This project is subject to the *Design Guidelines and Standards for Commercial Uses* as revised and adopted on January 17, 2017. Under Section 2 of the *Design Guidelines and Standards for Commercial Uses*, the Planning Commission is able to grant a waiver to the requirements contained within, as long as the applicant can meet the provisions described. Please keep in mind that if a similar standard is listed in the Zoning Code and does not allow for a waiver, that standard cannot be waived.

1. There are several pages, including pages 13-15, where the wetland information is covering details referencing the proposed bathhouse, bicycle rack, ADA accessible parking, playground and gazebo. Please adjust on updated plans;
2. The Perimeter property lines are required to be screened in accordance with ZS 318( c)(1)C. Is the existing landscaping that will be maintained on the subject property sufficient in width to meet this requirement, or will the forest conservation area noted act as the required screening? Please add a note indicating the chosen option on the plan;
3. Please add a bicycle rack to the playground/gazebo area as each amenity area must be provided with one bicycle rack. The minimum standards for bike racks can be found in ZS 1-320(f)(12);
4. Please note, the owner is required to notify the Department in writing of the months of closure of the campground on an annual basis per ZS 1-318(c)(1)F;
5. The bath house, while subject to the *Design Guidelines and Standards*, are unique in their own purposed use. Therefore, some of the more typical design features would not be utilized or recommended in the bath house design. These include:
  - Per Section 10(c)(1)B. &C., no interrupted façade shall be greater than 60' without providing for recesses or projections. However, given the use of the bath houses, a waiver to this requirement would be supported by staff.
  - Section 10(b)(1)H., which calls for a minimum of 25% transparency;
  - Section 10(b)(1)J. requires that the bath house building be provided with a clearly identifiable base;
  - Section 11 outlining entry requirements
6. FYI: Zoning Permits will be required for the establishment of any new campsites, and building permits will be required for any structure. The Department shall require as-constructed surveys to be provided and must be prepared by a Land Surveyor registered in the state of Maryland



prior to the issuance of any Certificates of Use and Occupancy;

7. In accordance with §ZS 1-322(g), a maintenance and replacement bond for required landscaping is mandatory for a period not to exceed two years in an amount not to exceed one hundred and twenty-five percent of the installation cost. A landscape estimate from a nursery will be required to be provided at permit stage to accurately determine the bond amount;
  8. In accordance with §ZS 1-325(e)(3)O. & P., written confirmation that all water and wastewater requirements have been met will be required to be provided from the Department of Environmental Programs and the Department of Public Works prior to signature approval;
  9. Approvals will be required from the Dept. of Environmental Programs relative to Forestry and Stormwater Management prior to the Department granting signature approval;
  10. Written confirmation shall be provided by the Department of Public Works, County Roads Division that the internal roads have been constructed to one of the private campground standards per ZS 1-318(c)(1)H;
-



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

## Memorandum

---

**To:** Technical Review Committee (TRC) for March 11, 2020 Meeting

**From:** Environmental Programs Staff

**Subject:** Frontier Town Campground Expansion Phase II – TM 33 P 94

**Date:** March 5, 2020

---

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

1. Frontier Town Campground meets the definition of a “camp” in COMAR 10.16.03.01-1.B(2) and is subject to all regulations set forth in COMAR 10.16.03. Before a request to amend the current annual campground DHMH operating permit can be approved and/or a revision to the current operating permit can be made, a layout plan of the current campground showing all existing and new campsites needs to be submitted to Environmental Programs for approval. This is a separate approval process from this site plan approval, and we can work with the owner’s representatives to secure this drawing.
2. Plumbing and gas permits will be required for this proposed expansion. Commercial plumbing plan reviews will be needed prior to issuance of the plumbing permits for the proposed new campground sites’ connections.
3. Septic abandonment reports, if tanks are taken out of service, should be submitted to this office.
4. Please indicate that this project is to be served by the Mystic Harbour Sanitary Service Area for sewer.
5. Plumbing Code is 2018 International Plumbing Code (IPC) 2018. Gas Code is the 2018 International Fuel Gas Code (IFGC). Please identify on the plans.

**Citizens and Government Working Together**

6. While the property is included in the Mystic Harbour Sewer Planning Area, it is not allocated sanitary capacity from the Mystic Harbour Sanitary Area for this phase of the project and there is currently no available sanitary capacity in the southern part of the service area (Area 2) to service the sewer requirements for the proposed addition. This major site plan must have gone thru the TRC review process and have an EDU allocation from the County Commissioners prior to the project applying for final site plan signature approval from the Planning Commission. An application for an EDU allocation will need to be filed with the Enterprise Fund Controller in the Treasurer's office.
7. Please show an EDU chart on the cover of the plan that addresses all uses, their assigned flow calculations and conversions to EDUs. Then indicate how many EDUs are currently assigned to this property and how many will need to be acquired and from which sanitary service area (Mystic Harbour). Existing campsites should be figured as 100GPD/site and that is in conformance with the campground flow listed in Table A of Worcester County Commissioner Resolution # 19-37. Based on the plans and the number of campsites proposed, this project would need thirty eight (38) EDUs at 300 gpd/EDU.
8. If EDUs are allocated to this property by the County Commissioners, fees associated with the purchase of any additional EDUs should be paid before Environmental Programs can sign off on any building permits.

**Citizens and Government Working Together**



DEPARTMENT OF  
ENVIRONMENTAL PROGRAMS

**Worcester County**


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

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

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

---

## MEMORANDUM

DATE: February 26, 2020  
TO: Worcester County Technical Review Committee  
FROM: Joy S. Birch, Natural Resources Specialist III   
RE: March 11, 2020 Technical Review Committee Meeting

---

- Frontier Town Campground Expansion Phase II – Proposed addition of 112 campsites and associated amenities within the campground, located on the easterly side of Stephen Decatur Highway (MD Route 611), approximately 705 feet north of Assateague Road, Tax Map 33, Parcel 94, Tax District 10, A-s Agricultural District, SUN TRS Frontier, LLC., owner / Hugh Cropper IV, Esquire, attorney / Atwell Group, engineer. There is only a portion of this project located within the Atlantic Coastal Critical Area Program, which the requirements were addressed during the expansion project; therefore, we have no further comments.



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:** December 11, 2019  
**TO:** Applicant  
**FROM:** Jenelle Gerthoffer, Natural Resources Administrator (JG)  
**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.

If you have any questions, please feel free to contact the Natural Resources Administrator, Jenelle Gerthoffer, at (410) 632-1220, ext. 1147.



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

**TECHNICAL REVIEW COMMITTEE**  
**FOREST CONSERVATION REVIEW**

STAFF PERSON: David Mathers 

DATE OF MEETING: March 11, 2020

PROJECT: Frontier Town Campground Expansion Phase II

LOCATION: Tax Map: 33; Parcel: 94

OWNER: Sun TRS Frontier, LLC

ENGINEER: Atwell Group

.....

**This project is subject to the Worcester County Forest Conservation Law.** This property is subject to Forest Conservation Plan 17-01. 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.** The project has obtained final Stormwater approval. The project has previously been phased, therefore, a Phase Two permit will be required prior to clearing or grading on site.



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

**MEMORANDUM**

**JOHN H. TUSTIN, P.E.**  
DIRECTOR

**JOHN S. ROSS, P.E.**  
DEPUTY DIRECTOR

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

**TO: Jennifer Kenner, Zoning Administrator**  
**FROM: Frank J. Adkins, Roads Superintendent** (FA)  
**DATE: March 2, 2020**  
**SUBJECT: TRC Meeting – March 11, 2020**

**DIVISIONS**

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

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

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

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

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

.....  
**Section 1-315 Residential Planned Communities**

**A. The Refuge at Windmill Creek**

1. Will require a commercial entrance permit and posting of a \$5,000 performance bond. Please provide commercial entrance detail on plans.
2. Post statement on front cover sheet that since these roads within this project are private, they will not be accepted into County inventory nor turned over to the County and will be maintained by the owner/homeowners association.
3. A road construction bond will need to be posted prior to the Roads Division signing off on the building permit. All road stabilization must meet 95% compaction and 24 hours' notice before paving begins.
4. Road construction approval pending until approval by the Worcester County Commissioners of the "Approved Private Road" request.
5. Stabilize 1' behind curb – same as road stabilization.
6. A pre-construction meeting will be required.
7. A geo-tech must be on-site during all phases of road construction. Copies of all written reports from the geo-tech must be submitted to Worcester County DPW – Roads Division on a daily basis and prior to any approvals.
8. Please provide on plans the type of curb along with detail.
9. Provide statement on plans that any drainage easements are not the responsibility of Worcester County.

**Section 1-325 Site Plan Review**

**A. Calvert Crossland Tower**

1. If any additional pipe is needed for construction use, it will need to be paid for by owner and installed by the County.

**B. Frontier Town Campground Expansion Phase II**

1. No comments since the roads within this project are being built under stormwater management regulations.

**C. Assateague Life Retail**

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

cc: John H. Tustin, P.E.

FJA:ll  
\\wfile2\users\llawrence\TRC\2020\3.11.2020



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

Larry Hogan  
Governor  
Boyd K. Rutherford  
Lt. Governor  
Gregory Slater  
Secretary  
Tim Smith, P.E.  
Acting Administrator

March 3, 2020

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

Dear Ms. Keener:

Thank you for the opportunity to review the major site plan for the Frontier Town Campground expansion phase II, located on the easterly side of MD 611, approximately 705 feet south of Assateague Way. The Maryland Department of Transportation State Highway Administration (MDOT SHA) has reviewed the plans and we are pleased to respond.

The plan proposes 112 new campsites and associated amenities within the campground, as an addition to the existing development. A field review of this property determined two preexisting access points to the development, which are acceptable by State standards and are capable of sufficiently accommodating the additional trips generated by the proposed addition. As a result, we do not anticipate the construction as proposed will negatively impact the surrounding State roadway network. If this property is proposed to be developed in the future, the proposed development must be reviewed, approved, and, if necessary, permitted by the MDOT SHA.

Subject to our aforementioned comments, MDOT SHA has no objection to the construction as proposed. If you have any questions, or require anything additional, please contact Mr. Daniel Wilson, Access Management Regional Engineer, at 410-677-4048, by using our toll free number (in Maryland only) at 1-800-825-4742 (x4048), or via email at [dwilson12@mdot.maryland.gov](mailto:dwilson12@mdot.maryland.gov). Mr. Wilson will be happy to assist you.

Sincerely,



James W. Meredith  
District Engineer

cc: Mr. Don Conner, Access Management Inspector, Consultant, MDOT SHA  
Mr. Rodney Hubble, Resident Maintenance Engineer-Snow Hill Shop, MDOT SHA  
Mr. Shannon Smith, Transportation Engineer, Project Development, MDOT SHA  
Mr. Daniel Wilson, Access Management Regional Engineer, MDOT SHA



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  
Email: pmiller@co.worcester.md.us

\*\*\*\*\*

Project: Frontier Town Expansion Phase II  
Date: 3/11/2020  
Tax Map: 33 Parcel: 94 Section:     Lot:     Block:    

SITE SPECIFIC COMMENTS

1. Soils report required at time of permit application.
2. Architect sealed plans (Maryland) required for all buildings and structures.
3. Current Codes: 2015 International Building Code  
2015 International Residential Code  
2015 International Energy Conservation Code  
2015 International Mechanical Code  
2017 NEC  
Maryland Accessibility Code  
2010 ADA Standards for Accessible Designs
4. ADA: Laundry room in comfort stations.

**\*\* Worcester County anticipates adoption of the 2018 I-Codes in March of 2020 \*\***

Additional information may be requested at time of plan review.



GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1003  
SNOW HILL, MARYLAND 21863-1194  
TEL: 410-632-5666  
FAX: 410-632-5664

---

---

## TECHNICAL REVIEW COMMITTEE COMMENTS

---

---

**PROJECT: Frontier Town Campground – Expansion Phase II TRC #: 2020134**  
**LOCATION: Tax Map 33; Parcel 94**  
**CONTACT: Sun TRS Frontier, LLC**  
**MEETING DATE: March 11, 2020**

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

---

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

### Scope of Project

The proposed addition of 112 new campsites and associated amenities within the campground.

### General Comments

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

4. Fire hydrants shall be located within 3 ft. of curb line. Placement of fire hydrants shall be coordinated with this office prior to installation.
5. Obstructions shall not be placed or kept near fire hydrants, fire department inlet connections, or fire protection system control valves in a manner that would prevent such equipment or fire hydrants from being immediately visible and accessible.
6. All underground water mains and hydrants **shall be installed, completed, and in service** prior to construction work or as soon as combustible material accumulates, which ever comes first. A stop work order will be issued if fire hydrants are not in service prior to construction work start.
7. Fire Lanes shall be provided at the start of a project and shall be maintained throughout construction. Fire lanes shall be not less than 20 ft. in unobstructed width, able to withstand live loads of fire apparatus, and have a minimum of 13 ft. 6 in. of vertical clearance. Fire lane access roadways must be established prior to construction start of any structure in the project. Failure to maintain roadways throughout the project will be grounds to issue stop work orders until the roadway access is corrected.
8. Coordinate 9-1-1 addressing with Worcester County Department of Emergency Services (410) 632-1311.

#### **Specific Comments**

1. Complete set of building plans shall be submitted and approved prior to start of construction.
2. Coordinate address marking with our office (proposed new campsites).
3. No further comments at this time.

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

---

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

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

**DATE:** March 6, 2020

**SUBJECT:** TRC Meeting – March 11, 2020

---

**Residential planned communities**

- A. The Refuge at Windmill Creek - Construction Plan Review - Proposed 90 single-family lot subdivision, Northwest side of Beauchamp Road, north of Racetrack Road (MD Route 589), Tax District 3, R-1 Rural Residential and RP Resource Conservation Districts, Evergreen, LLC, owner/ R.D. Hand & Associates, Inc., land planner / Ronnie Carpenter, engineer/ Hugh Cropper IV, Esquire, attorney;
1. Confirm adequate EDUs are assigned to the project
  2. Public Works Agreement is required for this project
  3. Confirm Spray Irrigation facilities needed to serve this project are completed
  4. Final utility construction comments withheld pending completion of utility drawings

**Site Plan Review**

- A. Calvert Crosslands Tower – Proposed construction of a 195-foot-tall telecommunications monopole, located on the southerly side of Ironshire Station Road, approximately 439 feet west of Downs Road, Tax Map 31, Parcel 40, Tax District 10, A-1 Agricultural District, Martha & Orlando Harrison, owners/ Calvert Crossland, LLC., applicant/ Morris & Ritchie, engineer;
1. No comments, Water and Wastewater not required for this project
- B. Frontier Town Campground Expansion Phase II – Proposed addition of 112 campsites and associated amenities within the campground, located on the easterly side of Stephen Decatur Hwy. (MD Route 611), approximately 705 feet north of Assateague Road, Tax Map 33, Parcel 94, Tax District 10, A-2 Agricultural District, Sun TRS Frontier, LLC., owner/ Hugh Cropper IV, Esquire, attorney/ Atwell Group, engineer;
1. Confirm adequate EDUs are assigned to the project
  2. Confirm compliance with current agreements for service
  3. No further comments, private on-site water and sewer facilities
- C. Assateague Life Retail - Proposed conversion of an existing dwelling to a 2,995 square foot retail store including associated storage, and conversion of a second existing dwelling for office and storage space, located at 8313 Stephen Decatur Highway (MD Route 611), on the westerly side of Stephen Decatur Highway (MD Route 611), approximately 600 feet south of Assateague Road, Tax Map 33, Parcels 87 & 90, Tax

District 10, C-2 General Commercial District, Assateague Life LLC., owner & applicant/  
Russell Hammond, Surveyor;

1. No comments, Private Water and Sewer systems

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

**TECHNICAL REVIEW COMMITTEE**

STAFF PERSON: Cathy Zirkle DATE OF MEETING: March 11, 2020

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

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

TRC MEMBERS IN ATTENDANCE:

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

---

X Under the terms of ZS 1-325, this application is considered a minor site plan review. All construction plans are reviewed and approved by the Technical Review Under the terms of ZS 2-404. All minor site plans shall be reviewed and approved by the Technical Review Committee except that the Technical Review Committee shall have the authority to forward any application for a minor site plan to the Planning Commission for its review and final approval where the Technical Review Committee determines that the site plan has broad impact on the County, or where it is otherwise deemed appropriate. If you have any questions regarding the attached comments, please feel free to contact the respective Technical Review Committee member.



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL: 410.632.1200 / FAX: 410.632.3008

<http://www.co.worcester.md.us/departments/drp>

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

### WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE

March 11, 2020

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

Prepared by: Cathy Zirkle, DRP Specialist II

Contact: [czirkle@co.worcester.md.us](mailto:czirkle@co.worcester.md.us) or 410-632-1200 ext. 1136

1. Please provide a landscape plan and planting detail. § ZS 2-404(b)(2)C.7

In accordance with §ZS 1-322(g), a maintenance and replacement bond for required landscaping is mandatory for a period not to exceed two years in an amount not to exceed one hundred and twenty-five percent of the installation cost. A landscape estimate from a nursery will be required to be provided at permit stage to accurately determine the bond amount. Please let me know if I can be of any further assistance.





## Worcester County

Department of Environmental Programs  
Environmental Programs Division

### Memorandum

---

**To:** Technical Review Committee (TRC) for March 11, 2020 Meeting

**From:** Environmental Programs Staff

**Subject:** Evergreen Village, Construction Plans, TM 15 P 127 & 259

**Date:** February 28, 2020

---

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

1. There was no existing conditions plan submitted. All existing wells and septic tanks must be found and either sealed by a well driller or pumped and filled. Abandonment Reports are needed for all. The locations of these wells and septic tanks should be shown on an "Existing Conditions Plan" to prevent the potential for future contamination during demolition and construction activities on the property.
2. The general notes state the required number of EDUs but no EDU chart is shown. There is also no indication on the plan showing that this RPC will be served by River Run Sanitary Service Area for sewage and Ocean Pines Sanitary Service Area for water.
3. A natural gas main has been installed and is available to this community. Gas permits will be needed if gas utilized within the community.
4. Plumbing Code is the 2018 International Plumbing Code (IPC) Illustrated (National). The Gas Code is the 2018 International Fuel Gas Code (IFGC), for natural gas.

**Citizens and Government Working Together**



DEPARTMENT OF  
ENVIRONMENTAL PROGRAMS


## Worcester County

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

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

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

### MEMORANDUM

DATE: February 26, 2020  
TO: Worcester County Technical Review Committee  
FROM: Joy S. Birch, Natural Resources Specialist III   
RE: March 11, 2020 Technical Review Committee Meeting

---

- The Refuge at Windmill Creek -- construction Plan review -- Proposed 90 single-family lot subdivision, Northwest side of Beauchamp Road, north of Racetrack Road (MD Route 589), Tax district 3, R-1 Rural Residential and RP Resource Conservation Districts, Evergreen, LLC, owner / R.D. Hand & Associates, Inc., land planner / Ronnie Carpenter, engineer / Hugh Cropper IV, Esquire, attorney. This is located outside of the Atlantic Coastal and Chesapeake Bay Critical Area Program. No Comment.



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: December 11, 2019  
TO: Applicant  
FROM: Jenelle Gerthoffer, Natural Resources Administrator (JG)  
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.

If you have any questions, please feel free to contact the Natural Resources Administrator, Jenelle Gerthoffer, at (410) 632-1220, ext. 1147.

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

Larry Hogan  
Governor  
Boyd K. Rutherford  
Lt. Governor  
Gregory Slater  
Secretary  
Tim Smith, P.E.  
Acting Administrator

March 3, 2020

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

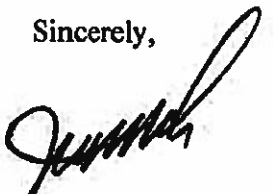
Dear Ms. Keener:

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

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

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

Sincerely,



James W. Meredith  
District Engineer

cc: Mr. Don Conner, Access Management Inspector, Consultant, MDOT SHA  
Mr. Rodney Hubble, Resident Maintenance Engineer-Snow Hill Shop, MDOT SHA  
Mr. Shannon Smith, Transportation Engineer, Project Development, MDOT SHA  
Mr. Daniel Wilson, Access Management Regional Engineer, MDOT SHA



GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1003  
SNOW HILL, MARYLAND 21863-1194  
TEL: 410-632-5666  
FAX: 410-632-5664

---

## TECHNICAL REVIEW COMMITTEE COMMENTS

---

**PROJECT:** The Refuge at Windmill Creek  
**LOCATION:** Tax Map 15; Parcel 127 & 259  
**CONTACT:** Evergreen LLC  
**MEETING DATE:** March 11, 2020

**TRC #:** 2020131

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

---

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

### Scope of Project

Construction plans for proposed 90 unit single family lot subdivision.

### General Comments

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

4. Fire hydrants shall be located within 3 ft. of curb line. Placement of fire hydrants shall be coordinated with this office prior to installation.
5. Obstructions shall not be placed or kept near fire hydrants, fire department inlet connections, or fire protection system control valves in a manner that would prevent such equipment or fire hydrants from being immediately visible and accessible.
6. All underground water mains and hydrants **shall be installed, completed, and in service** prior to construction work or as soon as combustible material accumulates, which ever comes first. A stop work order will be issued if fire hydrants are not in service prior to construction work start.
7. Fire Lanes shall be provided at the start of a project and shall be maintained throughout construction. Fire lanes shall be not less than 20 ft. in unobstructed width, able to withstand live loads of fire apparatus, and have a minimum of 13 ft. 6 in. of vertical clearance. Fire lane access roadways must be established prior to construction start of any structure in the project. Failure to maintain roadways throughout the project will be grounds to issue stop work orders until the roadway access is corrected.
8. Coordinate 9-1-1 addressing with Worcester County Department of Emergency Services (410) 632-1311.

#### **Specific Comments**

1. The proposed single family units shall be protected by an automatic sprinkler system. Plans shall be submitted and approved by this office prior to the installation of such system.
2. The placement and location of fire hydrants shall be coordinated with our office. Our office would like to a fire hydrant located near the entrance to The Refuge at Windmill Creek, near Beauchamp Road.
3. No further comments at this time.



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

**MEMORANDUM**

**JOHN H. TUSTIN, P.E.**  
DIRECTOR

**JOHN S. ROSS, P.E.**  
DEPUTY DIRECTOR

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

**TO: Jennifer Kenner, Zoning Administrator**  
**FROM: Frank J. Adkins, Roads Superintendent** (FA)  
**DATE: March 2, 2020**  
**SUBJECT: TRC Meeting – March 11, 2020**

**DIVISIONS**

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

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

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

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

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

.....  
**Section 1-315 Residential Planned Communities**

**A. The Refuge at Windmill Creek**

1. Will require a commercial entrance permit and posting of a \$5,000 performance bond. Please provide commercial entrance detail on plans.
2. Post statement on front cover sheet that since these roads within this project are private, they will not be accepted into County inventory nor turned over to the County and will be maintained by the owner/homeowners association.
3. A road construction bond will need to be posted prior to the Roads Division signing off on the building permit. All road stabilization must meet 95% compaction and 24 hours' notice before paving begins.
4. Road construction approval pending until approval by the Worcester County Commissioners of the "Approved Private Road" request.
5. Stabilize 1' behind curb – same as road stabilization.
6. A pre-construction meeting will be required.
7. A geo-tech must be on-site during all phases of road construction. Copies of all written reports from the geo-tech must be submitted to Worcester County DPW – Roads Division on a daily basis and prior to any approvals.
8. Please provide on plans the type of curb along with detail.
9. Provide statement on plans that any drainage easements are not the responsibility of Worcester County.

**Section 1-325 Site Plan Review**

**A. Calvert Crossland Tower**

1. If any additional pipe is needed for construction use, it will need to be paid for by owner and installed by the County.

## **B. Frontier Town Campground Expansion Phase II**

1. No comments since the roads within this project are being built under stormwater management regulations.

## **C. Assateague Life Retail**

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

cc: John H. Tustin, P.E.

FJA:ll  
\\wfile2\users\llawrence\TRC\2020\3.11.2020





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

**TECHNICAL REVIEW COMMITTEE**  
**FOREST CONSERVATION REVIEW**

STAFF PERSON: Jenelle Gerthoffer (JG)

DATE OF MEETING: March 3, 2020

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

LOCATION: Tax Map 15, Parcels 127 & 259

OWNER/DEVELOPER: Evergreen, LLC

LAND PLANNER: R.D. Hand & Associates, Inc.

.....

**This project is subject to the Worcester County Forest Conservation Law. This project has obtained Forest Conservation Plan (FCP) approval; however, according to the plans provided, there are Stormwater and Sewer lines/easements running through the approved Forest Conservation Area (FCA). The FCP must be revised to allow these easements/lines to remain as shown on the current plans. Specific to the sewer lines, will these lines be horizontally bored or will trenching be used? Please make a note on each sewer line that falls within the FCA on what installation method will be used. If trenching is proposed to occur, the FCP will need to be revised. If horizontal boring is proposed, the FCP does not need a revision in that specific area.**

**On each plan set, FCAs should be shown to ensure proper compliance. Also on each plan set, it is noted that the site does not lie within the limits of the Chesapeake Bay Critical Area. While this is correct, a note also needs to be added about the Atlantic Coastal Bays Critical Area. Since the FCP will be revised for the items listed above, the revision date noted within the FCP approval statement on all plan sets will need to be revised as well.**

**This project is subject to the Worcester County Stormwater Ordinance. Please provide a copy of the Stormwater Easement Agreement between the developer and the Ocean Pines**


Association showing who is responsible for the line if future maintenance is required. The project has obtained Site Development Plan approval. Final Stormwater approval is required prior to signature plan approval for the Step III RPC process. Final Stormwater approval has not been granted at this time.

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.

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

---

**TO:** Jennifer K. Keener, Zoning Administrator  
Development Review and Permitting  
**FROM:** John S. Ross, P.E., Deputy Director  
**DATE:** March 6, 2020  
**SUBJECT:** TRC Meeting – March 11, 2020



---

**Residential planned communities**

- A. The Refuge at Windmill Creek - Construction Plan Review - Proposed 90 single-family lot subdivision, Northwest side of Beauchamp Road, north of Racetrack Road (MD Route 589), Tax District 3, R-1 Rural Residential and RP Resource Conservation Districts, Evergreen, LLC, owner/ R.D. Hand & Associates, Inc., land planner / Ronnie Carpenter, engineer/ Hugh Cropper IV, Esquire, attorney;
1. Confirm adequate EDUs are assigned to the project
  2. Public Works Agreement is required for this project
  3. Confirm Spray Irrigation facilities needed to serve this project are completed
  4. Final utility construction comments withheld pending completion of utility drawings

**Site Plan Review**

- A. Calvert Crosslands Tower – Proposed construction of a 195-foot-tall telecommunications monopole, located on the southerly side of Ironshire Station Road, approximately 439 feet west of Downs Road, Tax Map 31, Parcel 40, Tax District 10, A-1 Agricultural District, Martha & Orlando Harrison, owners/ Calvert Crossland, LLC., applicant/ Morris & Ritchie, engineer;
1. No comments, Water and Wastewater not required for this project
- B. Frontier Town Campground Expansion Phase II – Proposed addition of 112 campsites and associated amenities within the campground, located on the easterly side of Stephen Decatur Hwy. (MD Route 611), approximately 705 feet north of Assateague Road, Tax Map 33, Parcel 94, Tax District 10, A-2 Agricultural District, Sun TRS Frontier, LLC., owner/ Hugh Cropper IV, Esquire, attorney/ Atwell Group, engineer;
1. Confirm adequate EDUs are assigned to the project
  2. Confirm compliance with current agreements for service
  3. No further comments, private on-site water and sewer facilities
- C. Assateague Life Retail - Proposed conversion of an existing dwelling to a 2,995 square foot retail store including associated storage, and conversion of a second existing dwelling for office and storage space, located at 8313 Stephen Decatur Highway (MD Route 611), on the westerly side of Stephen Decatur Highway (MD Route 611), approximately 600 feet south of Assateague Road, Tax Map 33, Parcels 87 & 90, Tax

District 10, C-2 General Commercial District, Assateague Life LLC., owner & applicant/  
Russell Hammond, Surveyor;

1. No comments, Private Water and Sewer systems

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

---