

REVISED PLAN SUBMITTAL

TO: Town of New Market

FROM: Jody Walker

DATE: May 22, 2024

SUBJECT: **Preliminary Town Staff Comments on Permit #1864-B E Main St. TRC
Combined Preliminary Plan of Subdivision (PPofS) and
Preliminary Site Plan (PSP)**

Please find below responses to your comments on East Main, dated April 23, 2024.

STAFF REPORT

General Comments

1. **COMMENT: Plan and submission naming shall follow LDO guidelines. Please clarify if this submission is both:**
 - a. **Preliminary Plat of Subdivision**
 - b. **Site Plan**

Response: Yes this submission is both a Preliminary Plat and a Site Plan.

2. **COMMENT: Sheet 2- Update Alley name in Note 25.**

Response: Alley name updated.

3. **COMMENT: Update LOD on all sheets to encompass utility work in Main Street.**

Response: LOD updated.

4. **COMMENT: Provide evidence that appropriate county agencies were contacted and consulted and if required comments and approvals were provided per LDO Article VI section 1.1.2.**

Response: County DWSU comments addressed further down in this response letter. All other County agencies will be addressed through the IP process.

Site Plan Requirements

1. COMMENT: 8.1.1. Procedure for preparation

- a. Site plans shall be prepared and certified by an engineer, architect, landscape architect, or land surveyor duly registered to practice in the State of Maryland or equivalent certification.
 - Complete
- b. All site plans shall clearly show the information required by this section.
 - See comments below
- c. If such plans are prepared in more than one sheet, match lines shall clearly indicate where the several sheets join, and an index sheet shall be provided.
 - N/A
- d. Every site plan shall show the name and address of the owner and developer, North point, date, scale of the drawing, and the number of sheets. Six clearly legible copies of all site plans shall be submitted to the New Market Planning Commission (which may require that additional copies be provided when necessary).
 - Applicant shall provide six hard copies of plans to the PZC once Town staff adds item to agenda.

Response: 6 hard copies to be plotted and delivered with this digital submission.

2. COMMENT: 8.1.2 General Requirements: The following information is required for the site plan:

- a. An area or vicinity map at a scale of not smaller than one-inch equals two thousand feet, and showing such information as the names and numbers of adjoining roads, streams, bodies of water, railroads, subdivisions, election districts, or other landmarks sufficient to clearly identify the location of the property.
 - Complete
- b. A boundary survey plat of the entire site at a scale not smaller than one inch equals one hundred feet, unless otherwise specified by the Planning Commission, showing the following:
 - (1) Existing topography at two- or five-foot contour intervals.
 - Complete
 - (2) Existing and proposed regraded surface of the land.
 - Complete
 - (3) The location of natural features, such as streams, major ravines, forests, wetlands, and drainage patterns within the area to be disturbed by construction.
 - Complete

(4) Floodplain boundaries:

- **N/Ac. A detail drawing showing:**

c. Locations of:

(1) The location, proposed use and height of all building (delineate all existing buildings and structures).

- **Height Restrictions noted. Add proposed height of typical units.**

(1) The location of all parking and loading areas with ingress drives thereto.

- **Complete**

(2) The location of outdoor storage (if any).

- **N/A**

(3) The location and type of recreational facilities and open spaces (if any).

- **Complete**

(4) The location of all existing or proposed site improvements, including storm drains, culverts, retaining walls, fences, and stormwater management facilities, as well as any sediment and erosion control structures.

- **Complete**

(5) Description, method and location of water supply and sewerage disposal facilities.

- **Complete**

(6) The location, size, and type of all signs.

- **Add sign locations to plan. Add sign detail with dimensions, sign and post materials.**

Response: Sign locations added to the plan, and a detail sheet has been added to the set.

(7) The location, size, and type of vehicular entrances to the site.

- **Complete**

d. Computations of:

(1) Total lot area.

- **Complete**

(2) Building floor area for each type of proposed use.

- **Information required.**

Response: Floor area for each type of proposed use has been added to the notes.

(3) Building ground coverage

- **Information required.**

Response: Building ground coverage percentage added to the notes.

(4) Road area.

- **Information required.**

Response: Road area breakdown added to the notes.

(5) Number and area of off-street parking and loading spaces.

- **Complete**

e. Commercial or industrial uses must include:

(1) Specific types of uses proposed.

- **Complete**

(2) The maximum number of employees for which buildings are designed.

- **Information required.**

Response: A note has been added to the plan stating, "The maximum number of employees for which buildings are designed shall be determined at building permit, not to exceed the provided parking above."

(3) The type of energy to be used for any manufacturing processes.

- **N/A**

(4) The type of wastes or by-products to be produced by any manufacturing process.

- **N/A**

(5) The proposed method or disposal of such wastes or by-products.

- **N/A**

(6) The location and type of outdoor lighting facilities.

- **Information required.**

Response: Lighting details to be provided at IPs.

f. In addition to the information above, site plans shall be accompanied by the following:

(1) A stormwater management plan.

- **Information required.**

Response: Stormwater management plan has been submitted to the County. A copy of the concept plan is included w/ this submittal.

(2) A sediment and erosion control plan

- **Information required.**

Response: Sediment and Erosion Control Plan to be provided at IPs.

(3) A planting plan.

- **Complete**

(4) If the property is schedule for phased development, the proposed layout of the total project development shall be indicated, and each phase's projected scope and time period indicated to the extent possible.

- **If the residential and Non-residential sections will not be developed concurrently add notes to clarify scope and timeframe.**

A note has been added to the plan: "Site development will not be phased. Vertical construction to be completed within 2-4 years after site development is completed."

Preliminary Forest Conservation Plan

1. **COMMENT:** Add a table to display the information stating the 50 streets (broken out by 35 proposed and 15 existing trees) are being used to meet 0.81 acres of the required reforestation. This will clearly show credit for each and eliminate the need to label on the plan sheet.

Response: A table has been added to the plan titled 'Street Tree Credits Proposed'.

2. **COMMENT:** Show boundaries and buffers for resources delineated south of South Alley and add to legend. This should match the July 26, 2023 FSD.

Response: Boundaries and buffers added to the plan and legend.

3. **COMMENT:** Forest Conservation Compliance:

- a. Off-site reforestation/planting area locations need to be included in the plan set.
- b. As discussed during the meeting on 3/11/24, consideration should be given, and is recommended by the Town, to provide a larger easement on the existing Hundred Acre Woods property to meet reforestation requirements.
 - i. As stated in 9.1.2 of the FCO, "*Acquisition of an off-site protection easement on existing forested area not currently protected in perpetuity as a mitigation technique, in which case the afforestation or reforestation credit granted may not exceed 50 percent of the area of forest cover protected.*"

4. Per Article 6.2 – Preliminary Forest Conservation Plan of Ordinance No.2017-05 Forest Conservation, provide additional notes and details to complete the PFCP, which includes off-site areas for reforestation.

- a. As state in the town FCO, 6.2.2 *A preliminary forest conservation plan shall:*
 - a. *Be submitted with the preliminary plan of subdivision or proposed project plan;*
 - b. *Include the approved forest stand delineation for the site;*
 - c. *Include a table that lists the proposed values of the following, in square feet:*
 - i. *Net tract area,*
 - ii. *Area of forest conservation required, and*
 - iii. *Area of forest conservation that the applicant proposes to provide, including both onsite and offsite areas;*
 - d. *Include a clear graphic indication of the forest conservation provided on the site drawn to scale, showing areas where*

retention of existing forest or afforestation or reforestation is proposed;

- e. Include an explanation of how the provisions of Section 6.1 of this FCO have been met;***
- f. In the case of afforestation or reforestation, include a proposed afforestation or reforestation plan;***
- g. Include a proposed construction timetable showing the sequence of forest conservation procedures;***
- h. Show the proposed limits of disturbance;***
- i. Show proposed stockpile areas;***
- j. Incorporate a proposed 2-year maintenance agreement that shows how areas designated for afforestation or reforestation will be maintained to ensure protection and satisfactory establishment; and***
- k. Other information the Town determined is necessary to implement this FCO.***
 - This includes, but limited to:
 - Copies of FSD worksheet including sampling sheets on the plans as “FSD notes”
 - Forest Conservation Worksheet
 - Standard FCP notes
 - Suppression and control of non-native vegetation notes
 - Forest Conservation Summary/Sequence notes
 - Cost Estimate
 - Construction notes
 - Reforestation quantities and how it will be covered under the FIPA
 - Maintenance agreements and protection for both street trees and off-site reforestation
 - Planting schedule
 - Deer protection
 - General notes
 - Including notes summarizing agency coordination for the site
 - Street tree planting notes
 - Tree planting maintenance, protection, preservation, signs, and seedling notes

Response: per discussion w/ staff, the Preliminary Forest Conservation Plan has been retitled to Conceptual Preliminary Forest Conservation Plan. This will allow the current Preliminary / Site Plan to proceed to planning commission w/ the understanding that once an offsite planting area is finalized, the official Preliminary Forest Conservation Plan will be submitted separately in the future.

DIVISION OF PLANNING AND PERMITTING GENERAL COMMENTS

DWSU – Diana Lu

- 1. COMMENT: No SWM within existing or proposed W&S ESMT or water meter easement (check both sides of BLDG#3). Keep SWM ESMT out of WM ESMT.**

Response: SWM areas have been revised to keep SWM ESMTs out of W & SS and WM ESMTs.

- 2. COMMENT: The inadequacy of the downstream sewers (identified by McCrone) shall be addressed. Furnish a Developer Option Letter (Infrastructure Agreement) as allowed in Section 1-20-10 and 1-20-11 for review and approval.**

Response: Acknowledged. The Applicant is working w/ staff to provide an Infrastructure Agreement.

- 3. COMMENT: Label the prop. WL size 12" for WL along East Main St. Reduce on-site 12" WL to 8" and cap the 8-inch after the tee at Stonegarden Ct.**

Response: Proposed WL size along East Main St. has been labeled, and interior 12" WL has been edited to 8". 8" line after the tee at Stonegarden Ct. has been added.

With these revisions, I believe all outstanding comments have been addressed.

Jody L. Walker

cc: HSA/Planning

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