

# NOTICE

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## Planning & Growth Management

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Government

Department of  
Planning & Growth  
Management

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Equal Opportunity  
County  
Say No To Drugs

### Technical Review Committee (TRC) Process Changes (2014)

This notice is to advise the public and the development community that the Department of Planning & Growth Management has established a new review process for the Technical Review Committee (TRC) related to Preliminary Plans, Final Plats, Site Development Plans and the associated project submittal application packages.

*The purpose of establishing this process is:*

- To ensure that projects can be processed in a timely manner.
- To allow applicants to plan ahead in anticipation of completion dates of their projects.
- To allow the county staff to better manage their work loads and to finalize project reviews in a timely manner.
- To reduce inconsistent and/or overlapping review agency comments.
- To eliminate repetitive requests for information based on the available information.
- To comply with county requirements for complete and accurate project information.

The Technical Review Committee (TRC) will adhere to the following process:

1. Once projects are found to be sufficient for review, they will be distributed to the applicable TRC members for review and comments by the designated Project Manager.
2. The TRC members will review the projects and make comments in writing to the designated Project Manager. The Project Manager will provide these technical comments to the applicant who is then requested to respond to each comment and resubmit the project – if needed.
3. Once the project is re-submitted, the revisions and responses will be re-distributed to the TRC members along with any design changes.
4. After the second round of TRC review comments are completed, and if there remain unresolved issues, a Technical Review Committee meeting will be scheduled by the Project Manager and include pertinent TRC members, the applicant, and consultants, as needed.
5. The applicant will be provided the second round of comments at least ten (10) working days prior to the TRC meeting. The applicant shall request, to the Project Manager of the project, which members of the TRC should be in attendance at the TRC meeting. Members that are requested must attend. If they are not available, a new TRC date will be scheduled at the request and the option of the applicant.

6. The TRC meeting will be held to discuss resolution of any outstanding issues.
7. If needed, after the TRC meeting is held, a final re-submittal is required by the applicant and a final staff review is held. This review will result in one of three staff TRC options: recommendation for approval, recommendation for approval of conditions, or a recommendation for denial. The project will then be forwarded to the deciding administrator or agency.
8. After the TRC recommendations are made, the project will not be considered for additional TRC reviews unless a new application and fee is submitted and it will then be reviewed as a new project.

Please note that existing timeframes for responding to review comment letters by the county are not being adjusted. Applicants currently have 6 months to respond to the initial review letter, and may request up to two, three-month extensions per review cycle. In order to receive an extension, the request must clearly indicate that substantial progress is being made, by the applicant, to address all outstanding comments and issues.

These changes will become effective on October 1, 2014, and shall apply to new applications. Projects that have already had three (3) reviews will be entitled to one last TRC meeting to resolve any outstanding issues prior to a final recommendation by the TRC members.

"Those citizens with special needs, please contact Theresa Pickeral, Charles County Department of Planning and Growth Management, Planning Division, voice phone number @ (301)645-0540 or Maryland Relay Service TDD 1-800-735-2258."

## **Development & Technical Review Projects: Staff Areas of Expertise & Responsibilities** *(updated September 17, 2014)*

*This information is distributed to designate areas of responsibilities and contact persons for projects that participate in the Technical Review Committee (TRC) process in Charles County. Participation is based on the type and magnitude of the project.*

*In particular, it applies to the following type of projects only: 1) Site Development Plans for commercial, office and multi-family developments,, 2) Subdivision Plans or Preliminary Plans, 3) Final Plats, 4) Site Development Plans related to Special Exceptions, 5) Special Exception Applications, 6) Variances to codes, 7) Rezoning Requests – including Planned Developments, 8) Comprehensive Plan Amendments.*

### **Adequate Public Facilities – Project Impacts Related to Demand for Services:**

Jason Groth, Chief, Resource & Infrastructure Management – Conducts first review for potential impacts on county capital facility projects and infrastructure demand. Advises Capital Services staff if new development projects have the potential to impact county facilities, projects. Approves staff comments and conditions regarding Adequate Public Facility reviews.

John Mudd (Resource Manager, Resource Infrastructure Management) – Coordinates and performs Adequate Public Facility and Subdivision Regulation reviews for roads, schools, public water and sewer and rural fire suppression issues.

Tony Puleo (Senior Planner, Resource Infrastructure Management) – Reviews Preliminary Adequate Public Facility Applications and Traffic Impact Studies associated with APF Ordinance and Manual requirements, Subdivision Regulations, road access issue review, Rural Fire Suppression review.

### **Architecture & Site Design Reviews:**

Kirby Blass (Planner II, Subdivision/Planning) – Coordinates Site Design & Architectural Review in accordance with the Charles County Architectural and Site Design Guidelines and Standards and other related Zoning Ordinance requirements. Confirms ADA/MAC parking and access compliance in association with State/Federal requirements. Confirms compliance with applicable Board of Appeals, Planning Commission and St. Charles PDRB conditions of approval.

### **Clerical Assistance & Public Notices:**

Theresa Pickeral (Office Associate III), Clerk for Planning Commission.- Coordinates meetings, sets PC agendas, distribution of packets, materials, works with Planners on final plats and preliminary plans.

Carrol Everett (Office Associate III), Clerk for the Board of Appeals. Coordinates meetings, sets BOA agendas, distribution of packets, materials, works with Planners on dockets and final orders.

**County Capital Facilities – Impacts on County Projects (only as needed, See Adequate Public Facilities):**

Dan Shannon, P.E. (Program Manager, Capital Services, ADVISORY) - Reviews Capital Services projects regarding sewer and water service and provides comments related to ongoing impacts on County projects

Brian Kagarise, P.E. (Engineer III, Capital Services, ADVISORY) – Reviews Capital Services projects and provides comments related to ongoing impacts on County projects

Art Swann (Program Manager, Capital Services, ADVISORY) - Reviews submittals and provides comments for impact to Capital Transportation Projects.

**Environmental Resources & Compliance:**

Charles Rice (Program Manager, Environmental, Planning) – Assigns plans to staff. Signs off on staff reports for program area. Approves staff comments. Manages Transfer of Development Rights program and Purchase of Development Rights, Conservation easement approvals.

Erica Hahn, Planner I, Environmental, Planning – Reviews for compliance with the Forest Conservation Ordinance, forest stand delineations, conservation plans, wetland delineations, habitat protection plans. Liaison with Maryland Department of Natural Resources regarding species habitat protection and protection measures. Reviews subdivisions and site development plans (SDPs) primarily for compliance. Evaluates projects overall as it relates to environmental impacts.

Aimee Dailey, Planning III, Environmental, Planning - Reviews for compliance with the Chesapeake Bay Critical Area program policies and regulations. Reviews environmental criteria as related to site plans and subdivision plans which may include Habitat Protection Plans, Buffer Management Plans, Stormwater Management Plans/Pollutant Reduction Measures. Reviews for compliance with projects concerning environmental issues in the subdivision regulations and zoning codes.

**Fire Department:**

Fire Department (FD) ADVISORY

Reviews for impacts to fire and emergencies. Specific reviews of Rural Fire Suppression proposals for applicable projects. Provides approval letters for final Rural Fire Suppression facility proposals. Reviews for emergency services road access and site access.

## **Infrastructure Design Review (Roads, Stormwater, Sewer-Water Systems):**

Hamendra Mathur (Engineer IV) – Delegates plans to staff, monitor deadlines, review staff comments and revise it if necessary after discussion with review staff, and forward them to Project/Program Manager in Planning Division.

Donna Daugherty (Engineer III – Roads) - Reviews projects for road design compliance with the Road Ordinance, Subdivision Regulations, and other state and federal regulations. Items for review include, but are not limited to: Road alignment, intersection spacing & location, typical cross-sections, frontage & off-site improvements, timing of road improvements & phasing, road dedication, pedestrian travel ways, entrances, common access driveways, and access management. Assist with geometric design review for Adequate Public facilities (APF) as it relates to roads.

Michael Perrault (Engineer III – Grading, Storm drain, Stormwater Management) – Reviews plans for drainage, grading, floodplain management, 3 step SWM applications for stormwater management for compliance with related County ordinances and other state and federal regulations.

Mehari Abera (Engineer III – Water & Sewer) – Reviews Water & Sewer Systems design requirements in accordance with Water & Sewer Ordinance and other related regulations. Items for review include, but are not limited to: adequacy of on-site & off-site water & sewer system, hydrant locations & spacing, meter sizing, grease interceptor, etc.

Ed Gorham, (Chief of Technical Support, DPW/Utilities) - Reviews the planning and design of water, sewer, and reclaimed water systems and facilities for compliance with, but not limited to, the Charles County Water and Sewer Ordinance, AWWA Standards, the “Ten States Standards,” MDE requirements, and Manuals of Practice for the industries constructability. Reviews all aspects for adequate design and constructability regarding operation and maintenance, capacity, safety, configuration, access, drainage, Right-of-Way, life-cycle cost, and expandability.

## **Legal:**

Elizabeth Theobalds, Deputy County Attorney. Reviews documents, staff reports for legal sufficiency. Advises staff and the Planning Commission on legal issues. Ensures projects follow the legal requirements of codes and county policies.

Matt Clagett, Assistant County Attorney. Reviews documents, staff reports for legal sufficiency. Advises staff and the Board of Appeals on legal issues. Ensures projects follow the legal requirements of codes and county policies.

## **Long Range, Community Plans, Historic Resources:**

Cathy Thompson ( Program Manager, Community Services, Planning) – Delegates plans to staff and signs off on staff report comments for Community Planning. Approves staff comments.

Amy Blessinger (Planner III, Community Planning) – Reviews preliminary plans (in the Development District only), zoning map amendments, and Planned Development Zone applications for consistency with the Comprehensive Plan and other long-range plans, including the Waldorf Sub-Area Plan, the WURC Vision Plan, the Bryans Road-Indian Head Sub-Area Plan, the Hughesville Village Revitalization Plan, the Bicycle-Pedestrian Master Plan, and the Blossom Point Joint Land Use Study. I also review applicable plans in the Development District for Superior Design Criteria requirements per Appendix J of the county zoning ordinance.

Beth Groth , Planner III, Community Planning – Cultural Resource review including standing structures, archaeology, Maryland Byways, scenic and historic roads, and the Mount Vernon Viewshed. Also reviews for the Open Space Data Table. Community Planning primarily references Section 55 of the Subdivision Regulations in addition to other relevant codes for Cultural Resource review.

### **Parks:**

Tom Roland (Chief of Parks & Grounds, DPW - ADVISORY) – Considers Park Issues regarding roads, traffic impacts, recreational areas and/or amenities.

### **Planning & Growth Management Director, Division Chiefs:**

Peter Aluotto (Director, PGM) - Reviews projects and assists staff, applicants as needed to problems. Makes final determination on code compliance issues. Main contact for Board of County Commissioners.

Steven Ball (Director, Planning Division) – Reviews projects and assists staff, applicants as needed to resolve problems. Sits as advisor to the Planning Commission. Provides technical guidance on projects as needed.

Jason Groth, Chief, Resource & Infrastructure Management – Distributes projects to Resource, Infrastructure and Management Division. Approves staff comments related to Adequate Public Facilities and infrastructure demand.

John Stevens (Chief, Capital Services) – Delegates submittals to staff for review of capital improvement project impacts. Approves staff comments.

Frank Ward (Chief, Codes, Permits and Inspections Services) – Coordinates with CPIS Division managers on permitting and inspections for completeness. Assigns and distributes projects. Makes final decisions on variances to Road, Water/Sewer, SWM, Grading Ordinance and any Building-related items. Approves Substantial Completion & Final Completion Certificates. Coordinates Bonding issues.

## **Subdivisions & Site Plan – Code Review & Processing:**

Joey Adams-Raczkowski (Subdivision and Site Plan Development Program Manager), Planning. Coordinates intake and review process for preliminary plans, final plats, site development plans, Site Design and Architectural Review (SDAR) submissions, as well as all variance, special exception, and appeal applications heard by the Board of Appeals. Serves as PGM staff representative to the Board of Appeals. Edits of staff reports for Planning Commission and Board of Appeals. Primarily works with applicable portions of zoning and subdivision regulations.

Tetchiana Anderson (Planner II, Subdivision/Planning) – Coordinates Final Plat Review Process (reviews mostly minors). Reviews land use/zoning (lot size, setbacks, & checks that preliminary plan conditions of approval are applied at final plat stage as needed.)

Cyndi Bilbra (Planning Technician, Subdivision/Planning) - Reviews for compliance with the Zoning Ordinance, such as Article II General Provisions, IV Permissible uses, VI base zoning requirements, X Highway Corridor regulations, XIII special conditions for the use, XVIII lighting plan, XIX proposed sign location, XX Parking requirements, XXI landscaping of parking facilities, and XXII bufferyard types and size labeled and shown.

Heather Kelley (Planner III, Subdivision/Planning) – Reviews land use/zoning reviews, density, lot size, and setbacks and conditions. Coordinates Preliminary Plan reviews

## **Soil Conservation District:**

John Downs (Soil Conservation Planning Technician)- Reviews Sediment and Erosion Control Plans for compliance with the current Maryland Standard and Specifications for Soil Erosion and Sediment Control. Reviews impoundment structures for compliance with Maryland Small Pond Approval requirements. Reviews Standard Erosion and Sediment Control Plans for Forest Harvest Operations and Single Family Lot Development plans. Reviews Concept, Site, and Final development plans for compliance with the Charles County Grading Ordinance.

## **Right of Ways:**

Diane Shelton (ROW Agent II/Capital Services) - Tracks and reviews submittals for impact to Capital Projects and right of way issues. Coordinates and compiles staff reviews and drafts comments for approval

Diana Dennin (ROW Agent II/CPIS) – Reviews and coordinates technical document reviews related to Subdivision Plats, Site Development Plans & Development Services Permits. Reviews plats and maintains data base related to right-of-way and cartography.

***Contact Phone Numbers of Divisions or Agency***

1. Capital Services (301) 645-0641
2. Codes, Permits, Inspection Services (CPIS) (301) 645-0692
3. Department of Public Works (DPW)
  - Parks (301) 932-3470
  - Sewer/Water (301) 609-7400
4. Fire Department (301) 934-3581
5. Planning Division (301) 645-0540
6. Planning & Growth Management Administration (301) 645-0627
7. Resource Infrastructure & Management (RIM) (301) 645-0689
8. Soil Conservation (301) 934-9538, ext. 3
9. State Highway Administration (410) 545-0303