

# Collinson, Oliff & Associates, Inc.

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## Memo

**To:** John Hofmann, NB Zoning Admin [Memo & Full Set](#)

**From:** Dan Kelsh

**CC:** David Gleason, Arch. [Memo & Full Set](#)

**Date:** 07/20/07

**Re:** Town Center Plaza ~ Phase 2  
8930 Chesapeake Ave.  
COA #: 1-8628

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Please review these point-by-point responses ([underlined blue text](#)) to your comments dated 10/26/06 for approval of the referenced site:

1. The parking table should be revised to reflect the following: [Parking Chart has been revised.](#)
  - A. Retail requires 1 space / 500 gsf not 400 gsf.
  - B. The Town Commitment to CMH for the Medical Building is 9 spaces on-site and 9 spaces on the Town Center Apartment Site.
  - C. 4 Spaces are needed for the existing RAR space attached to the MOB.
  - D. Do not include any parking on MD 260 as part of the required off street parking.
2. The site area statistics in the Site Data Block on Sheet No. 1 need to be revised. [Data revised per request. Area = Total Site {Phase 1 + Phase 2}.](#)
3. The Zoning Ordinance requires 15% of the site or 4,500 sf for "Open Space". The plan only shows 3,800 sf. This item needs to be addressed with the PC. [The Open Space provided is 6,315 \(16.8%\). {See copy of small color site plan}. Large copy to be brought to the PC meeting.](#)
4. The two handicap parking spaces do not meet regulatory dimensions. [The HC spaces have been revised as requested.](#)
5. The orientation of the bike rack needs to be changed so bikes do not overhang into the parking lot or walkway. [The bike rack was turned 90 degrees.](#)

6. The trash container size should be specified and it should be determined if it is adequate for all the uses on the property. Also, is the trash receptacle in a place where it can be unloaded?  
The owner consulted with the trash contractor and has arranged for an appropriate container. The scheduled pick up will be determined once the project is complete and tenants are in place which will determine frequency.
7. The roof leaders out the south side of the building need to be extended to the storm drain system.  
The roof leaders are noted to connect to the storm drain system as requested.
8. In addition to the above, the following comments from my 9/22/05 Memo need to be addressed:
  - A. Sheet #5 - #'s 1 & 2:  
All utility connections and metering will be coordinated with the Town Engineer.
  - B. Other Comments - #'s 2 & 4:  
10% IDA Calculations will be reviewed and approved by Calvert County DPW & Chesapeake Bay CAC.