



# City of Salisbury – Wicomico County

DEPARTMENT OF PLANNING, ZONING AND COMMUNITY DEVELOPMENT

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## MINUTES

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The Salisbury-Wicomico Planning and Zoning Commission met in regular session on June 15, 2017 in Room 301, Council Chambers, Government Office Building, with the following persons in attendance:

**COMMISSION MEMBERS:**

Charles "Chip" Dashiell, Chairman  
Scott Rogers, Absent  
Marc Kilmer  
Newell Quinton  
James McNaughton  
Jack Heath  
Jim Thomas

**CITY/COUNTY OFFICIALS:**

Henry Eure, Building, Permits, and Inspections Department  
Brian Wilkins, Salisbury Public Works Department

**PLANNING STAFF:**

Jack Lenox, Director  
Gloria Smith, Planner



The meeting was called to order at 1:33 p.m. by Mr. Dashiell, Chairman.



Upon a motion by Mr. Heath, seconded by Mr. Thomas, and duly carried, the Commission **APPROVED** the minutes of the May 18, 2017 meeting as submitted.



**#SP-8713-17NN      REVISED      COMPREHENSIVE      DEVELOPMENT      PLAN      AND  
PALEOCHANNEL/WELLHEAD PROTECTION SITE PLAN** – Building Elevations and Signs – Tuesday Morning - Progressive Architecture & Engineering, P.C. – 2300 North Salisbury Blvd. – General Commercial District - M-119, G-15, P-237,

Mr. Mike Buffalo, representing RPI Salisbury Mall, LLC, came forward. Mrs. Smith presented the Staff report and explained that Tuesday Morning plans to occupy 11,130 sq. ft. of the former JC Penney unit at the Centre at Salisbury. A new façade, entrance, sidewalk modifications, landscaping and parking lot restriping for handicapped parking are proposed.

Mr. Buffalo explained that they are actively trying to lease the remaining space. Regarding the development schedule, he explained that they are doing a turn-key renovation for Tuesday Morning. They are doing the interior demo. Tuesday Morning will install their own fixtures. They are eager to get started during the summer months and turn the space over to Tuesday Morning about Christmas so that it can be open around the first of the year.

Mr. Thomas asked about the building floor area and plantings. Mrs. Smith explained that the floor area in the Staff report included the JC Penney area before HomeGoods. Mr. Buffalo explained that this space did not go all the way to the existing Penney's entrance.

Dr. McNaughton asked for a brief description of Tuesday Morning. Mr. Buffalo explained that they are similar to Big Lots.

Upon a motion by Mr. Thomas, seconded by Dr. McNaughton, the Commission approved the Revised Comprehensive Development Plan for Tuesday Morning, subject to the following Conditions:

**CONDITIONS:**

1. The site shall be developed in accordance with the approved Revised Comprehensive Development Plan and Paleochannel/Wellhead Protection Site Plan, including modifications to the building façade, landscaping, and parking lot striping. Minor Plan adjustments may be approved jointly by the Directors of the Planning and Zoning and Building, Permits, and Inspections Departments.
2. Detailed Signage information shall be submitted prior to installation of signage on the remaining tenant spaces.
3. This approval is subject to further review and approval and any Conditions imposed by the Salisbury Public Works Department, if required.



**#SP-1101-17A      COMPREHENSIVE      DEVELOPMENT      PLAN      AND  
PALEOCHANNEL/WELLHEAD PROTECTION SITE PLAN APPROVAL**  
– Provident State Bank – Mt. Hermon Road -; M-108, P-2166, G-16, L-1B

There was no one present for this request. (Mr. Parker arrived later in the meeting, and advised apologetically of his car problems.) Mrs. Smith presented the Staff report explaining that Parker and Associates, on behalf of the applicant, has submitted a Comprehensive Development Plan for development of this site with drive-thru bank. The site was approved in 2011 as part of a "shopping center" proposed to include approximately 21,239 sq. ft.

This is the final phase of development of the former One Stop Job Market site. Mrs. Smith discussed the existing landscaping that is not shown on the Site Plan. Discussion followed regarding the waivers. Mrs. Smith noted that for a project of this size, it is not unusual for the Commission to waive the submission of the Community Impact Statement and Statement of Intent to Proceed and Financial Capability. Those items were submitted at the time of development of the Walgreen's.

Upon a motion by Mr. Thomas, seconded by Mr. Quinton and duly carried, the Commission approved the Comprehensive Development Plan and Paleochannel/Wellhead Protection Site Plan, including waivers from the submission of the Community Impact Statement and Statement of Intent to Proceed and Financial Capability, subject to the following Conditions:

**CONDITIONS:**

1. The site shall be developed in accordance with the approved Comprehensive Development Plan. Minor plan adjustments may be approved jointly by the Directors of the Building, Permits and Inspections and Planning and Zoning Departments.
2. No ground sign shall be permitted for this site.
3. Specific information for the proposed wall signs shall be required prior to installation.
4. Subject to further review and approval by the Salisbury Public Works Department.



**#SP-0601-17D      SIGN PLAN APPROVAL – University Orchard – Integrity Design –**  
S. Division Street - - M-48, P-214, G-9

Mr. John Selby and Ms. Brandy Keech, property manager for University Orchard came forward. Mrs. Smith presented the Staff report and explained that Integrity Design submitted a Sign Plan for two monument signs for the apartment complex and wall signage for the clubhouse.

Mr. Selby explained that there are new owners for the complex. They would like to better identify the clubhouse as the sales office is located there. They are willing to give up the sign at Farmers Market Road. He discussed the setback of that sign and the curve of the curbing. He suggested that the sign there could be changed to a street address sign.

Mr. Eure explained that address signs are permitted in all districts. The Commission could allow a larger street address sign.

Mr. Selby discussed the Dykes Road sign and suggested that it have no logo and be cut back to a 3 ft. sign. Mr. Eure explained with that modification, the sign would be permitted as an instructional sign. Ms. Keech noted that the clubhouse is not visible from the Dykes Road entrance.

Mr. Dashiell suggested addressing the two monument signs first, but noted that he sensed that the wall sign was most important to the new owners. Mr. Selby responded that they could reduce the sign on South Division Street.

Mr. Eure discussed the monument signs. He noted that the options were (a) get rid of the monument signs in favor of the wall sign, (b) change the monuments signs to something different, or (c) the Commission could allow both, but that has not been done before.

Ms. Keech noted that the wall sign is very important. Out of town renters and their families are having trouble locating the leasing office for the complex. The leasing office is in the clubhouse.

Mr. Thomas asked if any of the signs are lighted. Mr. Selby explained that the wall sign will not be internally illuminated. It will be a wash lighting from below.

Mr. Heath commented that he had no problem changing the monument signs in order to approve the wall sign.

Mr. Eure commented that the message on the monument signs should be different. Address signs required no permit. Discussion followed regarding removal of the logos, adding an arrow, and the size of the Dykes Road sign (4 sq. ft.).

Mr. Selby added that on Dykes Road, they could remove the logo, add an arrow, and reduce the sign to 4 sq. ft. Ms. Keech asked for "Leasing Office" with an arrow.

Upon a motion by Mr. Thomas, seconded by Mr. Quinton, and duly carried, the Commission approved the following signs for University Orchard:

1. **Approved** the Wall Sign for the Clubhouse as submitted.
2. **Approved** the Dykes Road sign with "Leasing Office" and an arrow and a maximum of 4 sq. ft.
3. **Approved** the Farmers Market Road sign with the address only.



**OTHER ITEMS:**

**CITY REORGANIZATION UPDATE:**

Mr. Lenox explained that for the time being, he and Gloria Smith would continue to staff the Commission.

**AUGUST MEETING DATE:**

The August meeting date conflicts with the MaCo conference. Some Commission members and some staff will not be available. The Commission concluded that August 10 was their first choice for a meeting date.

**WICOMICO COUNTY COMPREHENSIVE PLAN:**

Mr. Lenox noted that the Wicomico County Comprehensive Plan was adopted by the Wicomico County Council in March. The Plan includes the Tier Map. The Tier Map was forwarded to the Maryland Department of Planning for comments. It has been more than 60 days and the Planning Staff has received no comments back.

Discussion followed regarding scheduling of the Plan for final action by the Commission at the July meeting.

A brief discussion followed regarding the Natural Resources Conservation Advisory Committee and concerns about development over the Paleochannel.



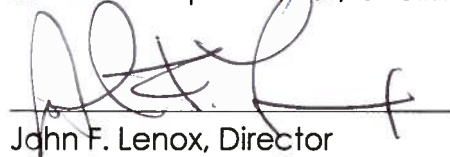
There being no further business, the Commission meeting was adjourned at 2:33 p.m. by Mr. Dashiell.



This is a summary of the proceedings of this meeting. Detailed information is in the permanent files of each case as presented and filed in the Salisbury-Wicomico County Department of Planning, Zoning, and Community Development Office.



Charles "Chip" Dashiell, Chairman



John F. Lenox, Director



Gloria Smith  
Recording Secretary