



# City of Salisbury – Wicomico County

DEPARTMENT OF PLANNING, ZONING AND COMMUNITY DEVELOPMENT

P.O. BOX 870

125 NORTH DIVISION STREET, ROOMS 203 & 201

SALISBURY, MARYLAND 21803-4860

410-548-4860

FAX: 410-548-4955



JACOB R. DAY  
MAYOR

JULIA GLANZ  
CITY ADMINISTRATOR

BOB CULVER  
COUNTY EXECUTIVE

R. WAYNE STRAUSBURG  
DIRECTOR OF ADMINISTRATION

---

## MINUTES

---

The Salisbury-Wicomico Planning and Zoning Commission met in special session on September 21, 2017 in Room 301, Council Chambers, Government Office Building, with the following persons in attendance:

**COMMISSION MEMBERS:**

- Charles "Chip" Dashiell, Chairman
- Scott Rogers
- Marc Kilmer
- James McNaughton
- Jack Heath
- James Thomas (Absent)

**CITY STAFF:**

- Anne Roane
- Brian Wilkins

**PLANNING STAFF:**

- Jack Lenox, Director
- Gloria Smith, Planner
- Keith Hall, Planner
- Marilyn Williams, Technical Services Review



The meeting was called to order at 1:30 p.m. by Mr. Dashiell, Chairman.



**ANNOUNCEMENTS:**

Mr. Dashiell introduced and welcomed Anne Roane, new City Planner in the City's Infrastructure and Development Department.

Mr. Dashiell noted that Mr. Newell Quinton had resigned from the Commission for family reasons. The Commission appreciated his service and thoughtful contributions to the Commission. The search is underway for a County representative as a replacement



**MINUTES:**

Upon a motion by Mr. Rogers, seconded by Dr. McNaughton, and duly carried, the Commission APPROVED the minutes of the August 10, 2017 meeting as submitted. Mr. Heath abstained due to his absence at that meeting.



**#SP-1706-17A - PUBLIC HEARING – SALISBURY ZONING MAP AMENDMENT – To further Amend the Camden Historic District Boundaries.**

Mr. Dashiell recused himself for this request. Mr. Rogers assumed the Chair for this item.

Mrs. Susan Phillips, Director of Salisbury Housing and Community Development came forward. Mr. Lenox read the ad, administered the oath. Mrs. Gloria Smith presented the staff report explaining that the Commission had reviewed proposed boundary amendments for the Camden Historic District in August. Certain properties were proposed for removal from the regulatory requirements of the District.

At the August meeting, Mrs. Cheryl Meadows, Executive Director of Salisbury Neighborhood Housing Service had proposed also removing the houses on both sides of Smith Street to near Newton Street. She noted that these affected structures were also not contributing structures to the district. She explained that SNHS had been working in this area for many years to upgrade houses and that the Historic requirements were a deterrent to investments in these properties.

Mrs. Phillips added that the houses on both sides of Smith Street had had many changes such as vinyl siding and three-tab shingles so that they are no longer contributing structures to the District.

Upon a motion by Mr. Heath, seconded by Mr. Kilmer and duly carried, the Commission forwarded a favorable recommendation to the Mayor and City Council for approval of the amended Camden Historic District boundaries.



**#SP-1607-17B      SIGN PLAN APPROVAL – T-Mobile**, rep. by TriStar Sign Management - 1305 South Salisbury Blvd. Shopping Center - M-117, P-3120, G-3

Mr. Ken Gioffre of TriStar Sign Management came forward. Mrs. Gloria Smith presented the Staff Report and explained that the applicant proposes a wall sign for T-Mobile is 3 ft. tall by 18 ft. 1 3/8 inches long (54.34 sq. ft.) and is proposed with white faces and aluminum returns.

The proposed wall sign is 14.34 sq. ft. larger than the wall sign approved for Your Doc's In. Materials submitted by the applicant indicates that 30 inch tall letters would yield a sign that is 15 ft. 1 1/8 inch in length for a total surface area of 37.74 sq. ft.

Mr. Gioffre explained that they preferred the sign submitted. They understand that another size was previously approved. He submitted an alternative sign proposal using 30 inch letters on a pink backer panel. The sign letters and the backer panel combined would yield a sign with 58.4 sq. ft. of sign surface area.

Mr. Kilmer asked about the Staff reason for recommending a 40 sq. ft. sign. Mrs. Smith explained the Code requirement for a Sign Plan for a shopping center, the signage previously approved for this center, and that the approved signage was used as a benchmark. She added that the Commission could approve a larger sign.

Dr. McNaughton asked about the color pink. Mr. Gioffre explained that it was part of the T-Mobile logo. Extensive discussion followed about the sizing of the proposed sign, the size of the backer board, and the size of the letters on the backer board.

Mr. Kilmer commented that he would not have a problem with a larger sign.

Upon a motion by Mr. Rogers, seconded by Mr. Heath, and duly carried, the Commission approved the proposed T-Mobile Sign as submitted with a maximum sign surface area of 40 sq. ft.

Discussion followed regarding the addition of the color pink, whether the backer was being counted as part of the sign surface area, and whether 30 inch letters could be used on the backer panel.

Upon a motion by Mr. Rogers, seconded by Mr. Kilmer, and duly carried, the Commission approved the addition of the color pink to the approved sign colors for the shopping center. Mr. Heath opposed the motion.



**#SP-9704-17Z      SIGN PLAN AND BUILDING ELEVATIONS AMENDMENT – Target,**  
rep. by Kimley-Horn – 125 E. North Pointe Drive – The Commons  
Shopping Center - M-29, P-78, G-6

Ms. Tracey Lower of Kimley Horn came forward. Mrs. Gloria Smith presented the Staff Report and explained that the applicant proposes amendments to the Sign Plan and building elevations approved for Target in 1998. The proposed signage will consist mostly of the Target logo but will increase the sign surface area. The building color scheme will change to several shades of gray.

Mr. Rogers commented that the proposed changes would be a big improvement.

Upon a motion by Mr. Rogers, seconded by Mr. Kilmer, and duly carried, the Commission approved the Sign Plan Amendment and Building Elevations Amendments for Target in The Commons shopping center.



**I&D #17-015      CONCEPT CERTIFICATE OF DESIGN AND SITE PLAN – Salisbury Town  
Center – Lot 1- Devreco – South Division Street, Camden Street &  
Circle Avenue - M-107, P-1071, G-14**

Mr. Brad Gillis and Mr. Ron Morgan came forward. Ms. Anne Roane presented the Staff Report and explained that the applicants propose two

new 30,000 sq. ft. commercial buildings with a plaza area, proposed water fountain and bench seating with this area fronting South Division Street. There is also new parallel parking proposed along Circle Ave. She noted that a Letter of Intent is needed as well as the items listed in red in the Staff Report. The property is located in the Central Business District, the Downtown Historic District, the Chesapeake Bay Critical Areas, and the Enterprise Zone. More details are needed as well as a conceptual Stormwater Management Plan and a Fire Service Plan. When the full package is received, it will need to be submitted to the Salisbury Historic District Commission and the Fire Department.

Ms. Roane noted that the Staff recommended resubmittal with all of the items being addressed.

Mr. Brad Gillis explained that this was an introduction to the project. The plan would be presented to the City and County Councils in work sessions. They felt it was important to bring the Planning Commission on board as soon as possible.

Mr. Gillis discussed the 1950's Sanborn map found by Jack Lenox and the Central Business District and Urban Renewal project of that time. The City implemented two steps of that Urban Renewal Plan: they purchased the buildings and demolished them. The area has been a parking lot since that time.

He explained that they are seeking input on Phase I. It is planned as a catalyst for development downtown. There have been no new buildings constructed downtown since the Paul Martin (State Office) building.

Mr. Morgan explained that they wanted the Commission's input and explained the Plan. This a large project for Salisbury. He explained that parking is not required because it is in a parking district. They would let the project grow with market demands. He explained the massing plan and that the buildings need to be at least two stories.

Dr. McNaughton asked if they were closing Phase III of the old project. Mr. Gillis responded that this would be step 3.

Mr. Kilmer asked if the project would be commercial or residential. Mr. Gillis responded that they are commercial developers and explained the financing of the project.

Mr. Dashiell asked for insight into the commercial development. Mr. Gillis explained Riverview Commons with the gift shop and Acorn Market and office users above. He wanted to focus on library patrons and the market would dictate the users that are attracted there.

Mr. Dashiell asked about restaurants and retail. Mr. Gillis explained perhaps a coffee shop and bakery. Shoppers today shop online. He discussed destination driven uses.

Mr. Morgan explained that Camden Street is seen as a service street.

Mr. Heath asked if the design could accommodate a third story. He explained that he was thinking of living space. The vacant space that had been downtown is gone and the rents are high. Mr. Gillis explained that this is their starting point. Facing south and east is more marketable.

Mr. Dashiell commented on what might be more marketable and opportunities for bringing the public downtown.

Mr. Kilmer asked about regulatory hurdles. Mr. Gillis explained that stormwater management might be one. They have done soil borings and ground pinning radar.

Dr. McNaughton asked how stormwater management might be addressed. Mr. Morgan explained that it was not defined yet. It was close to the river, green roofs or pervious pavers might be used. The site was all impervious now.

Mr. Dashiell comment that he appreciated the proposed seating and tying into the library was good. It would be a critical improvement to downtown and a terrific project.



## **COUNTY SUBDIVISION:**

**Hidden Ponds Revised Final Plat Open Space Easement and Forest Conservation Area Amendments – M-47; P-782; G-19.**

Mr. Brock Parker came forward. Mrs. Gloria Smith presented the Staff Report. She summarized the report explaining that the modifications proposed to the plat. The applicants originally proposed a Forest Mitigation bank that is no longer needed. Other changes to the plat include modification of rear property lines on six lots, modification of a drainage easement for a relocated ditch, sewage reserve areas being re-established, flood protection setbacks for two lots, revised driveway locations and significant changes to the boundaries of

Lot 1A, Block 'B' to permit the owner to build farther from the road. Further approval of the Forest Conservation and Open Space Area modifications is required by the County Council at a Public Hearing.

Ms. Williams noted that the signatures of the lot owners on lots that are sold were required. Mr. Parker noted that the lot owners were willing to sign the plat.

Mr. Parker noted that the original plat had been recorded. He explained the ditch: the owner wanted to fill it in at the time but the Health Department would not allow that. The next wet season the lots were perked and there was no issue.

He explained the corrected plat. They were moving driveways, and removing additional Forest Conservation Areas. He explained the areas that had been planned as a Mitigation Bank that will now be Ag fields or meadows.

He explained Lot 1A. There are poultry houses nearby and the owner wants to move the house farther back on the lot.

Other minor tweaks are occurring that are housekeeping in nature.

Dr. McNaughton asked if all of these changes will occur. Mr. Parker responded yes, if all approvals are obtained. He added that the plat will be recorded and all actions will occur at one time.

Upon a motion by Mr. Rogers, seconded by Mr. Kilmer, and duly carried, the Commission **APPROVED** the Revised Final Plat for Hidden Pond Subdivision, and recommended approval by the Wicomico County Council for the Open Space Easement and Forest Conservation area modifications, subject to the following Conditions of Approval:

**CONDITIONS:**

1. The Revised Final Plat shall comply with all requirements of the County Subdivision Regulations.
2. Health Department approval is required prior to the recordation of the Revised Final Plat.
3. The Revised Final Plat shall comply with all requirements of the Forest Conservation Program.

- 4. A Homeowners Association will be required to own and maintain all common areas and stormwater management facilities.
- 5. Revised Open space documents shall be required.
- 6. A Revised Long-term Forest Conservation Agreement is required.
- 7. This approval is subject to further review and approval and conditions imposed by the County Department of Public Works.
- 8. This approval is subject to approval by the Wicomico County Council of the Open Space Easement and Forest Conservation Area modifications.




There being no further business, the Commission meeting was adjourned at 2:55 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