

## Meeting Summary

**Date:** 01/26/2021

**Time:** 1:30-3:00 PM

**Location:** Virtual Call

The third Zoning Task Force meeting was held on a virtual call on January 26, 2021. The following were in attendance:

NAME	SECTOR	EMPLOYER / ORGANIZATION
Julia Glanz	Acting Mayor	City of Salisbury
Bill Chambers	Chamber of Commerce	
John Foley	Bicycle & Pedestrian Advisory Committee	Becker Morgan
Parisa Gholamvand	Citizen	
Henry Hanna	Real Estate	SVN
Alyssa Hastings	Sustainability Coordinator	City of Salisbury
Daniel Moreno-Holt	Citizen of Salisbury	Design Matters
Blair Rinnier	Development – Commercial	Rinnier Development Company
Nick Simpson	Developer – Residential	Simpson Builders
Lynn Thomas	Salisbury University	Town of Easton P&Z
Hossain (Zoom Name)		
Amanda Pollack	Director, Department of Infrastructure and Development	City of Salisbury
Anne Roane	City Planner	City of Salisbury
Brian Wilkins	Planning Staff	City of Salisbury
Marion Batton	Consultant Team	JMT
Allysha Lorber	Consultant Team	JMT
Jessica Lord	Consultant Team	JMT
April Showers	Consultant Team	JMT

The purpose of this meeting was to update Task Force members on the progress that has been made since the team’s last meeting in September and get feedback on the public survey, public engagement strategies, and the draft new code.

The following items were discussed:

### Recap from Last Meeting

- The last meeting was used to discuss the Best Practices Memo and the framework for the new code.
- The Interactive Story Map webpage was presented and reviewed. This is also linked from the City’s Zoning Rewrite webpage at: <https://salisbury.md/zoning-code-revisions>

- Discussion on potential new names for zones, the allowable use matrix, how land use has changed over time, and agricultural zoning.

## Review of Public Survey

- The survey is comprised of multiple questions in the following categories:
  - General Demographic Questions
    - Do you own your own property, are you a resident, etc.
  - General Understanding Questions
    - General questions to get a better understanding of what knowledge the public has on zoning.
  - Priority Rankings
    - A preferences list on what is most important.
    - The list is randomized for each user, so rankings are not influenced.
  - Residential Use Preferences
    - Preferences on more specific issues such as accessory dwelling units, short term rentals, and the family unit definition.
  - Question 10 is broke into multiple Map-Based Preference Questions
    - Zones are broadly grouped (all residential shown in yellow, all commercial and industrial zones shown as business and employment in red).
    - The same questions are asked for each zone.
    - Pictures included in the questionnaire.
  - Comment Box and Email
    - Question 10 is an unlimited text field for comments. A limit can be added if desired.
    - Question 11 is a field for entering an email address to be put on an informational email list. This field will validate email addresses by looking for specific formatting.
- The survey is meant for the general public, it is not highly technical.
- No fields are required in the survey, so users can skip questions.
- Questions and Suggestions:
  - Alyssa inquired if the entire survey is available on one page or if it will be broken down by pages. Concern was expressed that the length of the survey could be overwhelming.
    - Allysha stated that it is currently all on one page but that it can broken up.
  - Alyssa asked if the survey will be translated in any other languages to ensure accessibility to non-English speakers?
    - Allysha responded that JMT can translate the survey in Spanish and Mandarin in-house and if there are any other languages needed, it can be out-sourced.
  - Julia asked if the survey would ask for racial demographics? How can we make sure we are including input from all people? Homeowner vs. Rental?
    - Allysha responded that the draft survey asks if they own property and if they are a resident of Salisbury. This would provide the requested information. She noted that more demographic questions such as age and race can be included in the survey.
  - Julia noted that she liked the pictures that were included and that she shared concern over the length.

- Marion suggested that she can the categories minimized with a descriptor to make the survey look smaller.
- Allysha further suggested options to make the survey appear less daunting. Options included: breaking up the survey into pages and stating how long the survey is expected to take up front.
- Hossain noted that she also enjoyed the pictures and was curious to incorporating the pictures throughout the survey, not just at the end.
- Daniel suggested reframing some of the questions. For example instead of questions asking should there be a specific service, the survey could ask how do you feel your neighborhood is being serviced.
- Alyssa suggested including educational components.
  - Allysha noted that the Story Map is an educational tool and the survey is meant to be accessed from a link on the Story Map. Additional information can be added to the flier for educational purposes.
- Lynn added that when he originally opened the survey on an iPad he was having problems.
  - Marion said she will test the survey on a few different services and platforms before releasing to the public.
- Daniel asked how the pictures will shape code decisions.
  - Allysha answered that there some consideration to include text descriptions on the pictures to discuss the subtle differences such as the number of stories. She also noted that the urban areas show pictures that are not just vast parking lots and more mixed use. Some of the pictures selected represent similar things, and we can consolidate to reduce the amount. Also, captions can be added to clarify the intent of the images.
- John inquired if the mixed-use pictures can be more of a birds eye viewpoint to show what mixed use is not just the architecture.
- JMT will update the survey and send out updated draft to the Task Force Team

## Public Engagement

- JMT has put together a flier with a QR Code to the website with the survey.
- Ideas for Public Engagement:
  - Social Media
    - Social media is very important for outreach, especially with COVID-19. The City of Salisbury is active on various social media platforms and can post about the survey.
  - Flier can be posted in shops, offices, boards, and put in mailboxes.
  - Flier can be emailed as a PDF. Each member of the Task Force has a unique network within the City of Salisbury that they can send it out to.
  - Press Releases in local media
  - Discussion at Council Hearings
  - Grass Roots Networking
    - HOAs, faith-based groups, and merchant groups.
    - Input on other relevant community leaders or groups would be helpful
  - In-person Events and Public Meetings

- This is more difficult with COVID-19, however, could be possible with social distancing restrictions.
- Block Parties
- One Stop Shop events
- Community Walks
  - April suggested that community walks could be an opportunity to identify problem sites within communities then see how it can be met with zoning
- Doorhangers
  - Julia noted that the City has utilized this method in the past, can print in multiple languages, and that it is a cost effective option
- Paper versions of the survey can be made available at locations such as the library, firehouse, etc.
- It was discussed how long the survey would be made available. Suggestions included a minimum of 30 days, until a public meeting is held, and mid-February through April.
- Lynn suggested that reaching out to the Census Committee for input.
- Alyssa suggested that reaching out to Salisbury University. She noted that there may be professors interested in involving students.
- Alyssa noted that she currently has an intern working with her that can be involved.

### Review of Draft New Code

- The New Draft Code includes Administrative Sections, an Allowable Uses Matrix, and Form Based Codes for “Mixed Use” Zones.
- Allowable Uses Matrix
  - Four proposed levels
    - Permitted by Right
      - Anything that if it is following what is in the code it is allowed
    - Special Exception
      - Allowed with additional reviews
    - Conditional Uses
      - Typically reserved for larger developments that the Council and Zoning Board would weigh in on
    - Temporary Uses
      - This is not normally included in zoning
      - Need input on defining temporary
  - Allysha went over several proposed uses that are new to the zoning:
    - Poultry and Livestock
      - These are written into the City code and will need to match the zoning code. Definitions on the use should be provided as well.
    - Equestrian Uses
      - Currently not written in the zoning code, however, this could come up in the future.
    - Animal Kennels
    - Boarding Houses

- Looking for more input on this use. Currently, they are permitted by right in General Commercial, Office Service Highway, and CU.
  - The City is currently looking into this topic.
- Shooting Ranges
  - Currently not written in the zoning code, however, this could come up in the future.
- Short Term Rentals
  - Examples: Airbnb and VRBO
  - Currently not written in the zoning code, proposed allowed in any residential zone.
- Accessory Dwelling Units
  - Currently not written in the zoning code, proposed allowed in any residential zone.
- Homeless Shelters
  - Proposed as special exception in residential areas.
  - John asked if they could be allowed in business zones too, closer to jobs and services.
  - Anne suggested they should be allowed in all zones.
- Mobile Dwellings
  - Currently not permitted
  - Need input on defining
  - Container homes, modular homes, etc.
  - April noted that there is case law that follows mobile homes and mobile home parks that needs to be researched more
- Cannabis
  - Cultivation, processing, and dispensaries
  - Henry noted that there is an immediate demand for cultivation and processing in industrial zones
  - Dispensaries would not be allowed in residential zones
- Questions on the New Draft Code
  - John asked about the map on page 3 of the written portion, specifically, Church Street being labeled as a secondary street. He noted that this should be a primary street due to traffic coming from Route 50. He also noted that the east end of Market Street is not used very often by cars.
    - Daniel brought up that the form based code should be based on pedestrian walkability more than car traffic.
    - Allysha noted that the Zoning must be compliance with the Comp Plan, which was adopted ten years ago and will be updated in 2022. The Comp Plan defines Primary streets differently, so this may be an area of conflict to address in the next Comp Plan update.
  - Amanda asked if there will be more technical meetings to go over the new code specifically.
    - Allysha asked that Task Force members submit comments by Friday 2/5 and follow up discussions may be scheduled individually if necessary.

### Next Steps

- Anticipating the group will meet again in April but the team will be in communication in the meantime. Be on the lookout for updates, draft language that we will be looking for feedback on, etc.
- If Task Force members have any thoughts or questions based on today's presentation, please send them to Anne ([aroane@salisbury.md](mailto:aroane@salisbury.md)) and she will make sure they are passed on to the consultant team. Please provide comments on the survey and draft new code by next Friday (February 5, 2021).