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MINUTES

The Salisbury-Wicomico County Planning and Zoning Commission ("Commission") met in regular session on November 16, 2023, in Room 301, Council Chambers, Government Office Building with the following persons participating:

COMMISSION MEMBERS:

Charles "Chip" Dashiell, Chairman
Jim Thomas
Mandel Copeland
Joe Holloway
Matt Drew
April Jackson

PLANNING STAFF:

Henry Eure, City of Salisbury, Department of Infrastructure and Development ("DID")
Brian Soper, City of Salisbury, DID
Lori A. Carter, MBA, Wicomico County Department of Planning, Zoning, and Community Development ("PZCD")
Janae Merchant, PZCD

Laura Ryan, City of Salisbury, Department of Law
Andrew Illuminati, Wicomico County, Department of Law

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

Announcement: Chairman Dashiell

Chairman Dashiell announced that one of our members, Mr. Kevin Shertz, was not attending the meeting. I have spoken with Kevin, he has accepted a job offer with a software company that designs products directly related to architectural items. He was very excited about the opportunity, which began on November 13th. He expressed his regrets and was very sorry to leave. Chairman Dashiell thanked Mr. Shertz for his service on the Commission and mentioned his expertise was valuable to the Commission. Chairman Dashiell believed his replacement would be present at December's meeting.

MINUTES: The minutes from October 19, 2023, were brought forward for approval. Mr. Joe Holloway submitted a motion to approve, seconded by Ms. April Jackson and duly carried. The minutes from the October 19, 2023 meeting were **APPROVED** as submitted.

REVISED SIGN PLAN – THE COMMONS SHOPPING CENTER – Selby Sign Company for RCG-Salisbury, LLC/Pop Shelf – 127 E. North Point Drive – General Commercial Zoning District – M-0029, G-0006, P-0078, Lot 3 - #202301364 (H. Eure)

Mr. Henry Eure was joined at the table by Mr. Jamie Covington (Selby Sign Co.). Mr. Eure presented the Staff Report.

The applicant requested to add several colors to the existing Sign Plan for The Commons Shopping Center, located on the northerly side of East Point Drive. The colors included purple, black, white, gray, blue, yellow, and green; purple, gray, and green needed to be added to the currently approved colors.

Staff recommended approval of the Revised Sign Plan for Pop Shelf, including the addition of the colors purple, gray, and green to the approved color palette.

Mr. Covington explained what the colors signify for brand colors.

Mr. Joe Holloway inquired, what was a Pop Shelf store. Mr. Eure stated the store is an upgrade over Dollar General; it is part of Dollar General.

As there were no additional comments, Mr. Jim Thomas entered a motion to approve the Revised Sign Plan for Pop Shelf according to the Staff Report. The motion was seconded by Ms. Jackson and duly carried.

Chairman Dashiell stated the motion was **APPROVED**.

REVISED SIGN PLAN – THE CENTRE AT SALISBURY SHOPPING CENTER – Jones Sign Company for Salisbury Mall Realty Holding LLC/Caliber Collision – 2306 N. Salisbury Blvd – General Commercial Zoning District – M-0119, G-0015, P-0237, Lot-Parcel 5 - #202301366 (H. Eure)

Mr. Eure stated there were no representatives present for Caliber Collision. Mr. Eure presented the Staff Report.

The applicant submitted a Revised Sign Plan for Caliber Collision (formerly Sears Automotive), located on the south side of North Mall Drive, between Centre Drive and East Naylor Mill Road. There are three (3) wall signs proposed for the north, south, and west building elevations.

Staff recommended approval of the Revised Sign Plan for Caliber Collision as submitted.

Mr. Matt Drew inquired if there were any signs on the east side of the building. Mr. Eure mentioned there are none at this time.

As there were no additional comments, Mr. Thomas entered a motion to approve the Revised Sign Plan for Caliber Collision as submitted. The motion was seconded by Mr. Drew and duly carried.

Chairman Dashiell stated the motion was **APPROVED**.

SIGN PLAN – OCEAN AISLE – Rinnier Development/ 1501 Sharen Drive-3 LLC – SE corner of Beaglin Park Drive and Old Ocean City Road – Planned Development District #1 (Robertson Farm) – M-0121, G-0005, P-2582, Lots 12AAA & 23AA - #202301367 (H. Eure)

Mr. Eure was joined at the table by Mr. LB Steele (Rinnier Development). Mr. Eure distributed the sign specifications from Philip Signs that had been received that morning. Mr. Eure presented the Staff Report.

The applicant submitted a Revised Sign Plan for Phases 3 and 4 of Ocean Aisle Apartments, located on the east side of Beaglin Park Drive, between Old Ocean City Road and Sharen Drive. The Plan was for two (2) freestanding signs, consisting of white letters mounted on a stone veneer wall and externally illuminated.

Staff recommended approval of the Revised Sign Plan for Ocean Aisle as submitted, with the following one (1) condition:

1. Provide landscaping along the sign's base to match the existing sign landscaping.

Mr. Steele mentioned the new signs will look similar to the existing sign in front of the Community Center. The new signs will have a straight sign with wings turned at angles. He also said the lettering will be off-white for Ocean Aisle and the seahorse will be more of a brown color; these are compatible with the rest of the development.

Chairman Dashiell asked what landscaping they planned on using near the new signs. Mr. Steele indicated it would be similar to the plants around the other signs, the plants are liriopse.

Mr. Drew inquired if the sign caused any sightline concerns. Mr. Eure responded there is a sight triangle of both intersections, therefore not causing any concerns.

Ms. Jackson wanted to know how the lighting would look for the new signs. Mr. Steele indicated there will be a couple of small spotlights in the grass that shine light on the sign and the structure, there will not be any back illumination.

As there were no additional comments, Mr. Thomas entered a motion to approve the Revised Sign Plan for Ocean Aisle, Phases 3 and 4, with the condition that landscaping be provided along the base of the sign to match the existing signs. The motion was seconded by Ms. Jackson and duly carried.

Chairman Dashiell stated the motion was **APPROVED**.

Announcement: Chairman Dashiell

Chairman Dashiell announced a guest in the audience, Mr. Mike Dunn, the President/CEO of

the Greater Salisbury Committee. Mr. Dunn was present to hear about the new Comprehensive Plan being worked on for the City of Salisbury. Chairman Dashiell thanked him for being present and said we appreciate his interest and perspective on this topic.

MEET AND GREET – Consultant for a Comprehensive Plan Update (B. Soper)

Mr. Brian Soper, Ms. Allysha Lorber (Urban Planner with Mead and Hunt), and Ms. Amanda Pollock (Engineer with Center for Watershed Protection) approached the table. Ms. Lorber and Ms. Pollock have been working on compiling background material and demographics; they have prepared a presentation for the Commission.

Ms. Lorber stated the City's Comprehensive Plan has not been updated since 2010. She utilized a slide presentation to talk about the following items:

- Planning Requirements
- Project Schedule
- Previous Plans and Existing Conditions
- SWOT Analysis and Goals ("Strengths, Weaknesses, Opportunities, and Threats")

Ms. Lorber discussed their next steps:

- Launch Project Website
- Host First Public Meeting
- Develop a Vision and Goals
- Supplement the Existing Conditions Analysis with Stakeholder Input

(The presentation is available electronically if requested.)

Chairman Dashiell thanked Ms. Lorber and Ms. Pollock for the presentation and for getting everyone acquainted with the issues that are in front of us.

Mr. Thomas added the presentation was a good beginning. His concern was with transportation. The Planning Commission has approved several housing cases that required traffic studies. However, the studies were limited to the particular project only and did not look at the overall impact. Mr. Soper said the Move Salisbury Plan is an updated plan to the Bike Master Plan which incorporates more of the pedestrian activity and other types of transit that are not a vehicle. This task is being worked on internally by Staff and the intent is to get a draft together and submit it to the Transportation Manager, then on to the City Council, work through the process, and get public comments.

Ms. Lorber added another suggestion to transportation concerns; the City of Salisbury could consider having a more detailed growth district and transportation study done that would look at all of the growth within the development area. Then each development, as they come in, would have an impact fee assessed based on their contribution to the traffic. This would be an equitable way to say everyone is contributing and not one developer has an unfair distribution on how they were paying for the impact of their development.

Mr. Holloway mentioned there was no mention of crime issues. Ms. Lorber added crime is typically assessed separately but people must think about it when they are deciding where they want to invest or move. There are things that we could incorporate as part of our plan that could be crime prevention strategies. These might include design standards that promote making sure places are visible or there are no dark places for people to hide. It would be good to have someone from the

Police Department be an adviser throughout this process to help identify any issues that might be either preventing or attributing to crime statistics.

Mr. Holloway also inquired about the increase in truck traffic being listed as a threat in the presentation. If truck traffic is decreased, commerce is decreased and smaller municipalities will not be able to have certain items delivered. Ms. Lorber responded that truck traffic is vital for economic development and we have to make sure that we are accommodating freight movement but freight movement can also have an impact on communities. Trucks have a harder time slowing down if they need to make a quick stop, they are noisy, and they vibrate, so in some places, they might not be appropriate. Ms. Jackson interjected stating the roadways are torn up because of the heavy trucks coming through city streets and at one point they pulled all the electrical wires down from the people's houses and I see large trucks being a problem in residential communities.

Mr. Drew recommended that all the Commissioners review the training module available to Planning Commissioners so all could understand our obligations. He said the Commissioners are available to support Mead and Hunt but also, we are here as Planning Commissioners to make sure this Plan represents what our community wants.

Mr. Holloway asked Ms. Pollock to explain the Utility Extension Policy that was passed this past month. Ms. Pollock stated Salisbury has acknowledged there is an environmental crisis and adopted a new policy. There is a new agreement, an out-of-town service agreement for events of well or septic system failures. The Policy lays out how to obtain services because Salisbury does not have the resources to be the entity extending the services. They will look to Wicomico County or to some other entity to say Wicomico County now can have a Sanitary District so they can apply for Public Funding to extend the services to that area.

Chairman Dashiell added the challenge in these types of efforts rests in being sure we get Community input. It is a considerable challenge because residents, for a variety of reasons, do not seem to step up and participate in this kind of effort, and without input, we are not addressing everyone's needs. Of course, we are not going to reach everyone but we have to be intentional about reaching key partners in this effort. He recognizes that you can do a lot with data if you get it, if you do not get the data and do not get the insights and the perspectives of a vast majority of our citizens, the end product is not going to be as good as it could be. Ms. Lorber indicated they would need the assistance of the Planning Commission to spread the word. They will have a public meeting to talk with people and hear some of their ideas, goals, and priorities. They will also have a website where people can go at any time and it will be interactive. There will be a lot of information and a survey where people will answer questions about their goals, priorities, issues, and concerns.

Ms. Jackson inquired about the residents being able to add their goals, priorities, issues, and concerns. If meetings are held at 1:30 p.m., business owners and working residents will not be able to attend the meetings. Chairman Dashiell agreed and added we want to hear that voice so let's be sure we identify all the people who are affected and do the very best to incorporate as many of the voices that will impact the results of this study.

Chairman thanked both Ms. Lorber and Ms. Pollock for their presentation and Mr. Soper for his leadership and for getting them started on the Comprehensive Plan.

STAFF ANNOUNCEMENTS

Mr. Soper said the City will have a very full agenda for December.

Ms. Lori Carter addressed Mr. Andrew Illuminati. Mr. Illuminati said on Tuesday, Director Carter and he met with the Natural Resources Conservation Advisory Committee which is a County committee. A member of this commission sits on the advisory committee and for a while it was Mr. Copeland; however, his term expired and no one has been reappointed so that is something to consider. If someone is interested, they focus on green infrastructure, and with the coming Comprehensive Plan for the County, they're looking at having a more robust role in the process and part of that would be possibly referring stages of the Comprehensive Plan to them for review. Before exploring what their future role would be having a liaison from this Commission to the committee would be helpful to provide them with the updates this Commission is doing but to also receive the concerns that may come from the committee back to the Commission in approving various projects. I don't believe we're looking for action today but just something to consider. I don't know if Mr. Copeland is interested in being reappointed, that may be a starting position but maybe wait until Mr. Schertz's position is filled. Chairman Dashiell asked Ms. Carter to keep that on our agenda so that we can see if there is interest among any of the Commissioners for serving and if so, we will try to fill that spot or choose to do something else if no one is willing.

Chairman Dashiell wished everyone a Happy Thanksgiving and hoped all had the opportunity to be with family.

As there were no additional comments, Chairman Dashiell asked for a motion to adjourn. Upon a motion by Mr. Holloway, seconded by Ms. Jackson, and carried unanimously, the Commission meeting was adjourned at 3:15 p.m.

The next regular Commission meeting will be on December 21, 2023.

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 Wicomico County Department of Planning and Zoning, and Community Development Office.



Charles "Chip" Dashiell, Chairman



Lori A. Carter, MBA, Secretary



Jande Merchant, Recording Secretary