



# City of Salisbury – Wicomico County

PLANNING AND ZONING COMMISSION

P.O. BOX 870

125 NORTH DIVISION STREET, ROOMS 201 & 203

SALISBURY, MARYLAND 21803-4860

410-548-4860

FAX: 410-548-4955



RANDY TAYLOR  
MAYOR

ANDY KITZROW  
CITY ADMINISTRATOR

JULIE M. GIORDANO  
COUNTY EXECUTIVE

BUNKY LUFFMAN  
DIRECTOR OF ADMINISTRATION

---

## MINUTES

---

The Salisbury-Wicomico County Planning and Zoning Commission ("Commission") met in regular session on September 19, 2024, in Room 301, Council Chambers, Government Office Building, with the following persons participating:

**COMMISSION MEMBERS:**

Charles "Chip" Dashiell, Chairman  
Matt Drew  
Daniel Moreno-Holt  
Mandel Copeland  
Joe Holloway  
D'Shawn Doughty

**PLANNING STAFF:**

Nick Voitiuc, City of Salisbury, Department of Infrastructure and Development ("DID")  
Henry Eure, City of Salisbury, DID  
Amanda Rodriguez, City of Salisbury, DID  
Keith Hall, Wicomico County Department of Planning, Zoning, and Community Development ("PZCD")  
Janae Merchant, Recording Secretary, PZCD

Laura Ryan, City of Salisbury, Department of Law

---

Chairman Dashiell called the meeting to order at 1:30 p.m.

Chairman Dashiell welcomed Ms. Sharon Dashiell, a member of the City Council, to the Planning and Zoning Commission meeting.

---

**MINUTES:** The August 22, 2024, minutes were brought forward for approval. Chairman Dashiell requested a motion to approve the minutes. Mr. Daniel Moreno-Holt recused himself since he was not at the August meeting. Mr. Matt Drew entered a motion to approve, seconded by Mr. Joe Holloway, and duly carried. The minutes from the August 22, 2024 meeting were **APPROVED**.

---

**PUBLIC HEARING – ORDINANCE PERMIT – Daycare Center -- The Night Watch LLC -- 224 Phillip Morris Drive -- Light Business and Institutional District -- M-0121, G-0024, P-2578, L-U2 (A. Rodriguez)**

Ms. Laura Ryan read the advertisement for the Public Hearing and administered the oath to the individuals who would provide testimony.

Dr. Amy Stewart, the applicant, and Ms. Amanda Rodriguez approached the table. Ms. Rodriguez presented the Staff Report.

The applicant requested an Ordinance Permit to operate a daycare center at 224 Phillip Morris Drive. According to Ch 17.12.060, the Planning Commission has the authority to hear and review applications for Ordinance Permits and forward a recommendation to the City Council for final approval.

Staff presented a Site Plan Review, which included minimum lot requirements, building setbacks, spacing, height, parking, loading, access, sign plan, landscaping, and screening.

Staff recommended that a favorable recommendation be forwarded to the City Council for this Ordinance Permit. Formal plans will be submitted for review and approval to DID, the City of Salisbury Fire Department, and other applicable agencies before any building permits are issued.

Dr. Stewart said she has a place on Riverside Drive that has been open for six (6) years and is full. She is ready to expand.

Mr. Henry Eure testified this property was before the Planning Commission in May 2018 for an Ordinance Permit but under a different name. Since that applicant was approved, Mr. Eure would like to support this request.

Mr. Drew inquired if there would be enough parking for the other uses mentioned in the application. Dr. Stewart responded, stating there was plenty of parking. The different uses include birthday parties and an indoor playground during off-hours.

Mr. Holloway was happy to hear about this type of business. He asked if there was a safety area where the children could get off the bus since school buses would deliver them directly out of school. Dr. Stewart acknowledged there was a safety area at the front door. A ramp goes around, so there is a whole circle.

Mr. D'Shawn Doughty thanked Dr. Stewart for providing this care for children with parents who do not work typical hours. He hoped to see her business grow so she could move into a more significant or alternate location.

Since there were no further questions or comments, Chairman Dashiell requested a motion to forward a favorable recommendation of the Ordinance Permit Application to Salisbury's City Council. Mr. Holloway entered a motion, seconded by Mr. Doughty, and duly carried.

The Public Hearing concluded at 1:45 p.m.

---



**ZONING RECOMMENDATION – Annexation Request -- City of Salisbury -- SE of Pemberton Drive-- M-0037, G-0024, P-0367 (A. Rodriguez)**

Ms. Rodriguez presented the Staff Report.

The City of Salisbury submitted a letter and petition for annexation of a City lot adjacent to the City Wastewater Treatment Plant. The Planning Commission was asked to review and recommend a zoning designation. The property is located southeast of Pemberton Drive.

The Staff provided a zoning analysis and a development scenario. They recommended that the Planning Commission forward a favorable recommendation to the Mayor and City Council for this property to be zoned Industrial upon annexation. The annexation area totals 6.04 acres and is currently unimproved except for two (2) storage sheds.

Ms. Rodriguez corrected a couple of errors in the Staff Report. Under the section labeled "Adopted Plans," item "a," the final sentence should read, "**The property is included within the Municipal Growth Area and designates this area as Public Use.**" Item "b," the final sentence should read, "**This area is designated Residential and is zoned R-15.**"

Mr. Drew asked if the City planned to subdivide into one (1) parcel after annexation. Ms. Rodriguez was unsure at this time but added they were interested in ensuring they were not outside their bounds by having different restrictions on the property needed for the Wastewater Treatment Plant.

As there were no additional comments, Chairman Dashiell requested a motion to forward a favorable recommendation to the Mayor and City Council for this property to be zoned Industrial upon annexation. Mr. Drew entered a motion to approve, which was seconded by Mr. Moreno-Holt and duly carried.

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

---

**ZONING RECOMMENDATION – Annexation Request -- Pohanka Kia - Maple Way & Cross Way, Chestnut Way & Cross Way -- M-0027, G-0023, P-0017, Blocks C & D (A. Rodriguez)**

Ms. Rodriguez presented the Staff Report.

The applicant, AWB Engineering, submitted a letter and petition for annexation of 1911 and 1915 North Salisbury Boulevard. The Planning Commission was requested to review and recommend a zoning designation. The property is east of northbound U.S. Rt. 13 between Maple Way and Cherry Way and totals 5.28 acres.

The Staff provided a zoning analysis and a development scenario. They recommended that the Planning Commission forward a favorable recommendation to the Mayor and City Council for this property to be zoned General Commercial upon annexation.

As there were no comments, Chairman Dashiell requested a motion to forward a favorable recommendation to the Mayor and City Council for this property to be zoned General Commercial upon annexation. Mr. Holloway entered a motion to approve, which was seconded by Mr. Mandel Copeland and duly carried.

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

---

**SIGN PLAN APPROVAL – UNIVERSITY PLAZA – Fisher Architecture for Piraeus Realty Group – 1313-1315 S. Salisbury Blvd. – General Commercial District – M-0117, G-0009, P-3124 & 3277, L-11 & 12A - #202401068 (H. Eure)**

Ms. Heather Morrison and Mr. Barry Gosnell, both with Fisher Architecture, Mr. Christos Adamopoulos, president of Piraeus Realty Group, and Mr. Eure approached the table. Mr. Eure presented the Staff Report.

The proposed plan indicated that signs would consist of individual channel letters on a raceway, with a secondary channel case or “pillbox” sign for smaller text. A sign was proposed for each tenant, and corporate logos were also included in the proposed signage.

Staff recommended approval of the Sign Plan as submitted, subject to the two (2) conditions below.

1. Wall signs shall consist of individual channel letters on a raceway. Corporate logos and channel case signage shall be permitted as auxiliary signage. The total surface area for the wall sign shall not exceed two (2) sq. ft. of signage per linear foot of tenant space storefront. The property owner may approve sign colors.
2. The drive-thru directional signs shall be placed on the islands at the building's corners.

Ms. Morrison was concerned about Mr. Eure's second condition. She worried that the Truist parking would block any signage on the site. She would like to keep the signage along the highway for the entrance to the property. If the signage is moved where the City has recommended, drivers will not see it in time to make a proper stop to turn into the entrance. Mr. Eure mentioned the reason why he wanted the directional signs moved. He believed the pylon sign would help identify the tenants in the center, and motorists would not need the directional signs for the coffee shop until they entered the property.

After a discussion among the Commissioners and the applicants, it was decided to approve this case based on condition one (1) and allow the applicants to return with different suggestions for the directional signs.

Mr. Drew moved to approve condition number one (1) for this Sign Plan but omitted condition number two (2), which was seconded by Mr. Holloway and duly carried.

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

---

**SIGN PLAN APPROVAL – COLLEGE TOWNE CENTER – Phillips Signs for Piraeus Realty Group – 1303 S. Salisbury Blvd. – General Commercial District – M-0117, G-0003, P-3119, L-2 - ~~#202401068~~ #202401069 (H. Eure)**

Mr. Ben Phillips, president/owner of Phillips Signs, joined Mr. Eure and Mr. Christos Adamopoulos, president of Piraeus Realty Group, at the table. Mr. Eure corrected the case number and then presented the Staff Report.



The applicant submitted a Revised Sign Plan to change the existing pylon sign for Guido's Pizza and Brew Restaurant to a 4-line reader board. The property owner approved the proposed change. The current sign area would be changed to an approximate 18-inch tall cabinet that reads "Guido's Pizza & Brew," while the remaining area would have four (4) lines of changeable lettering.

Staff recommended approval for the Revised Sign Plan as submitted.

As there were no comments, Chairman Dashiell requested a motion to approve the Revised Sign Plan as submitted. Mr. Moreno-Holt entered a motion to approve, which was seconded by Mr. Doughty and duly carried.

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

---

### **DISCUSSION – Here is Home Update (A. Rodriquez)**

Ms. Rodriquez presented an update on Here is Home.

This initiative was introduced in the fall of 2021 to help with the problem of affordable housing by increasing the housing supply in the City and using fee reimbursement as a development incentive. The agreements had to be signed by the end of February 2022 to qualify. The developers must also meet different deadlines to be eligible for the reimbursements.

- 25% of the fees reimbursed for approved Site Plans and building permits;
- 25% reimbursed if construction was started before October 31, 2023; and
- 50% reimbursed if the project is completed and they have occupancy certificates for all the dwellings (June 30, 2025, for multifamily projects and June 30, 2027, for single-family projects).

Ms. Rodriquez explained that 59 agreements qualified.

- Four (4) of these agreements (3%) have been reimbursed.
- Fourteen (14) projects (28%) are on track; these include any that have requested reimbursement but are still waiting on their final Certificates of Occupancy and their final infrastructure plans to be accepted.
- Five (5) projects (14%) are considered "at risk." This means they have not met all the deadlines, but they may qualify for one (1) or two (2), so they may receive some reimbursements.
- Six (6) projects (6%) were withdrawn. These were smaller single-family houses with one (1) or two (2) houses. A couple of them were better qualified for a different program.
- Thirty (30) projects (50%) have no current activity.

Mr. Doughty requested clarification on whether the Here is Home numbers included pending development for which a developer did not apply for Here is Home. Ms. Rodriquez explained how the approval timelines are spaced out. The Planning Commission approved the projects in construction now and are obtaining building permits within the time frame of the application for Here is Home.

Chairman Dashiell thanked Ms. Rodriquez for the update.

---

### **DISCUSSION – Community Impact Statement (N. Voitiuc)**

Mr. Nick Voitiuc approached the table and presented an update on the Community Impact Statement. He mentioned that new development submissions are supposed to have Community Impact Statements as they are required in the City. However, the Planning Commission can waive them at their discretion. Going forward, Staff will require that developers provide the Community Impact Statement.

Chairman Dashiell was pleased with the information Mr. Voitiuc provided. He said it improved the current process. The Planning Commission will decide if it is appropriate to waive the Community Impact Statement and will be able to discuss it further with the developer. He thanked Mr. Voitiuc for the update.

---

### **DISCUSSION – Central Business District Density (N. Voitiuc)**

Mr. Voitiuc discussed the Central Business District Density and why it has taken so long for a decision to be made on the Text Amendment to change the density downtown. According to the application, a lot of information was included and several citations from previous comprehensive master plans. He does not want the Staff to dismissively review everything at a rapid pace to push the Text Amendment through the process. Several members of the public have provided feedback on this topic, both supporting and opposing the application. He is hopeful to get this topic on the agenda for October's meeting.

---

### **STAFF ANNOUNCEMENTS**

Mr. Voitiuc mentioned that the Staff will use guidance documents to assist developers and prepare them for successful presentations going forward.

Mr. Keith Hall announced it was great to be back in front of the Planning Commission. He said he was confident the City Staff would help the Commissioners navigate the questions concerning the Community Impact Statement and Central Business District. The County will return with the Planning Director's report for the kennel at October's meeting.

At their Tuesday meeting, Mr. Holloway announced that the County Council approved Tracey Greene Taylor as Director for PZCD and said she would start sometime in November. She has worked for the County and is currently at the State level. She has extensive representation in small cities and towns and 30 years of planning experience.

With no additional comments, Chairman Dashiell requested a motion to adjourn the meeting. Mr. Holloway made the motion, which was seconded by Mr. Doughty and duly carried.

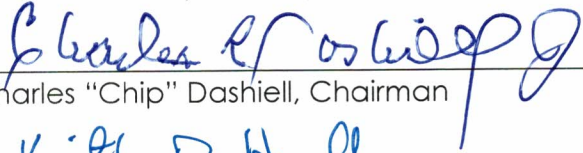
The meeting adjourned at 2:58 p.m.

---

The next regular Commission meeting will be on October 17, 2024,

---

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

  
\_\_\_\_\_  
Keith Hall, AICP, Secretary

  
\_\_\_\_\_  
Janelle Merchant, Recording Secretary