



RANDY TAYLOR  
MAYOR

ANDY KITZROW  
CITY ADMINISTRATOR

# 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



JULIE M. GIORDANO  
COUNTY EXECUTIVE

BUNKY LUFFMAN  
DIRECTOR OF ADMINISTRATION

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## MINUTES

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The Salisbury-Wicomico County Planning and Zoning Commission (“Commission”) met in regular session on January 16, 2025, in Room 301, Council Chambers, Government Office Building, with the following persons participating:

**COMMISSION MEMBERS:**

Charles “Chip” Dashiell, Chairman  
Jim Thomas  
Daniel Moreno-Holt  
Mandel Copeland  
Joe Holloway  
D’Shawn Doughty

**PLANNING STAFF:**

Henry Eure, City of Salisbury, Department of Infrastructure and Development (“DID”)  
Amanda Rodriguez, City of Salisbury, DID  
Jennifer Jean, City of Salisbury, DID  
Jessica Crenshaw, City of Salisbury, DID  
Tracey G. Taylor, Wicomico County Department of Planning, Zoning, and Community Development (“PZCD”)  
Janae Merchant, Recording Secretary, PZCD  
  
Laura Ryan, City of Salisbury, Department of Law

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

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No minutes were prepared from the December 19, 2024 meeting. They will be completed and presented at February’s meeting.

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**ZONING RECOMMENDATION FOR ANNEXATION – OLD QUANTICO ROAD ANNEXATION – Quantico Company, LLC, rep. by Davis, Bowen & Friedel – 28646 & 28650 Old Quantico Road – R-5A Residential – M-0037, G-0012, P-0034 & 0035, L-1 & 2 - #202500009 (H. Eure)**

Mr. Henry Eure and Mr. Joshua Mast approached the table. Mr. Eure presented the Staff Report.

The City Council has referred the Old Quantico Road annexation to the Planning Commission to review and recommend an appropriate zoning designation. The requested annexation area consists of two (2) lots that total 1.159 acres and are located on the northerly side of Old Quantico Road, north of Nanticoke Road.

The applicant/owner proposed demolishing the existing residential buildings and constructing twelve (12) new residential apartments.

Staff recommended that the Planning Commission forward a favorable recommendation to the Mayor and City Council for this property to be zoned R-5A Residential upon annexation.

Mr. Mast mentioned a multi-family dwelling of eight (8) units already exists, and they have requested an increase to twelve (12). The other purpose of this request is to tie into the City's public water and sewer.

Mr. Jim Thomas entered a motion to forward a favorable recommendation to the Mayor and City Council for this property to be zoned R-5A Residential upon annexation. Mr. Joe Holloway seconded the motion, which was duly carried.

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

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**PRELIMINARY COMPREHENSIVE PLAN APPROVAL – WOODBROOKE MEDICAL LOTS 1 & 2 – G2 Properties LLC, rep. by Parker and Associates – Woodbrooke Dr., and Mt Hermon Rd. – LBI Light Business and Institutional District, and Wellhead Protection District – M-0110, G-0021, P-2447 - #24-021 (J. Jean)**

Ms. Jennifer Jean and Mr. Brock Parker with Parker and Associates approached the table. Ms. Jean presented the Staff Report.

On behalf of the applicant, Parker and Associates submitted a request for two (2) medical buildings within the Woodbrooke development. These would be developed on vacant Lots 1 and 2, 9,520 sf and 52,000 sf, respectively.

Staff presented the Comprehensive Development Plan Review, which included the Site Plan, Building Elevations/Floor Plans, Sign Plan, Landscaping Plan, Development Schedule, Community Impact Statement, Statement of Intent to Proceed and Financial Capability, Fire Service, Stormwater Management, Wellhead Protection District, Transportation, Streets, and Pedestrians.

Mr. Parker mentioned that building one (1) would be similar to the size of the existing orthopedics, imaging, and GYN buildings. The second building will be similar in size as those on Lots 7 – 10.



Ms. Amanda Rodriguez approached the table; she wanted to amend the staff recommendations by adding five (5) additional conditions but keeping the first one.

Staff recommended approval of the Preliminary Comprehensive Development Plan subject to the six (6) conditions listed below.

1. Provide the peak hour data for trip generation computations; a Traffic Impact Study may be required.
2. **This site shall be developed in accordance with a Final Comprehensive Development Plan approval that meets all code requirements.**
3. **Submit a Sign Plan for Planning Commission approval prior to the installation of any signage.**
4. **Record a resubdivision plat to combine Lots 1 and 2 prior to Final Comprehensive Development Plan approval.**
5. **Provide a detailed Landscaping Plan prior to final approval.**
6. **This approval is subject to further review and approval by the Salisbury Fire Department, Department of Infrastructure and Development, and other agencies as appropriate.**
7. **Extend the sidewalk to the westerly property line on Mount Herman Road and provide connectivity to both buildings and sidewalk on Woodbrooke Drive.**

After further discussion, Mr. Daniel Moreno-Holt recommended extending the sidewalk. This suggestion became another condition (condition # 7).

Mr. Jim Thomas entered a motion to approve the Preliminary Comprehensive Development Plan for Woodbrook Medical Lots 1 & 2 with the revised seven (7) conditions. Mr. D'Shawn Doughty seconded the motion, which was duly carried.

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

**PRELIMINARY COMPREHENSIVE DEVELOPMENT PLAN APPROVAL – ZIGGI'S COFFEE – Coffee Lotus of Ocean City, rep. by Solutions IPEM, LLC – Summer Drive – PDD #3 Planned Residential District No. 03 – Moore Property – M-0039, G-0011, P-0745 - #24-010 (J. Crenshaw)**

Ms. Jessica Crenshaw and Mr. Steven Fuller with Solutions IPEM, LLC approached the table. Ms. Crenshaw presented the Staff Report.

The applicant, Solutions IPEM, LLC, on behalf of the developer, has submitted a Community Impact Statement, A Statement of Financial Capability to Proceed, and a Preliminary Comprehensive Development Plan ("PCDP") for the development of an 865 sq. ft coffee shop with a single drive-through lane on a 1.4976-acre parcel. To define the use and compliance with the Zoning Code, Staff has determined this is a "Restaurant, fast food drive-in" in the General Commercial District.

Staff presented the Comprehensive Development Plan Review, which included the Site Plan, Building Elevations/Floor Plans, Sign Plan, Landscaping Plan, Development Schedule, Community Impact Statement, Statement of Intent to Proceed and Financial Capability, Fire Service, Stormwater Management, Forest Conservation Program, Transportation, Streets, and Pedestrians.

Staff recommended approval of the Preliminary Comprehensive Development Plan subject to

the four (4) conditions listed below.

1. The site shall be developed in accordance with a Final Comprehensive Development Plan Approval that meets all Code Requirements. Minor plan adjustments may be approved by the Salisbury Department of Infrastructure and Development.
2. Provide a Traffic Impact Study to SHA and the City for review.
3. ~~Provide a Development Schedule.~~
4. Submit a Sign Plan for Planning Commission approval as part of the Final Comprehensive Development Plan approval.
5. This approval is subject to further review and approval by the Salisbury Department of Infrastructure and Development, the Salisbury Fire Department, and other agencies as appropriate.

Mr. Fuller said they had submitted a development schedule but had labeled it “timetable.” After Ms. Crenshaw reviewed the timetable, it was sufficient, thus being able to scratch off condition number three (3).

Mr. Hollowahy mentioned that the submitted Community Impact Statement was well-written and could be used as a blueprint for others.

Mr. Thomas entered a motion to approve the Preliminary Comprehensive Development Plan subject to the four (4) conditions, striking out condition number three (3), listed in the Staff Report. Mr. Doughty seconded the motion, which was duly carried.

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

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## **DISCUSSION – City of Salisbury Comprehensive Plan Update (A. Rodriquez)**

Ms. Rodriquez stated that the 90-day suspension issued in September for Meade and Hunt has almost expired, so the City Procurement Department and Administration are in talks now regarding their contract. She also mentioned that no updates have been received at the staff level. According to their billing, Meade and Hunt have billed out for almost all of their time, and the City does not have the funding to start this process from the beginning. The City is doing the best it can with the information at hand.

After a lengthy discussion between Ms. Rodriquez, Ms. Taylor, Ms. Ryan, and the Commissioners, Ms. Rodriquez’s takeaways were as follows:

- The meetings between Staff and Commissioners could occur outside a regular Planning Commission meeting. Still, they would need to be advertised as a “special meeting for the discussion of the Plan.” The meeting needs to remain as an “open meeting.”
- Because a final public hearing is needed and a 60-day notice is needed before the hearing, Ms. Rodriquez should figure out when the reviews of the Plan need to be completed. Then, she can figure out between now and then how many sessions are necessary for the public and the Commissioners to review it.
- The Commissioners will need the materials to review at least a week before their meetings so they can review, absorb, and come up with questions before convening.
- The Commissioners are open to both daytime and evening work sessions to encourage a quorum and provide opportunities for public attendance.



- Ms. Rodriguez is to prepare a fully built-out schedule and update the Commissioners via email. Once approved by the Commissioners, the special meeting dates shall also be available on the City website.

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**STAFF ANNOUNCEMENTS**

Ms. Rodriguez mentioned that Zack White is the City’s new Environmental Planner. He will present cases on Critical Areas. He has been with the city for about seven (7) years as an operator and a GIS intern in wastewater.

Ms. Taylor said the County had hired a new plumbing inspector, promoted someone in-house to the Planning Manager position, and made an offer to a new building inspector. They are also in the process of interviewing for help for Tony Williams, our Nuisance Officer.

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

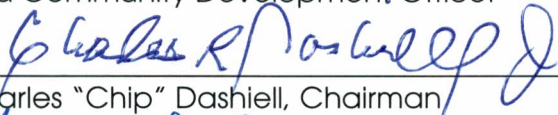
The meeting adjourned at 3:05 p.m.

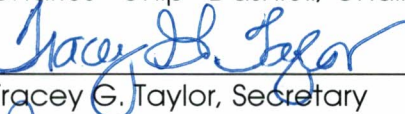
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The next regular Commission meeting will be on February 20, 2025,

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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.

  
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Charles “Chip” Dashiell, Chairman

  
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Tracey G. Taylor, Secretary

  
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Janae Merchant, Recording Secretary