



RANDY TAYLOR  
MAYOR

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CITY ADMINISTRATOR

# City of Salisbury – Wicomico County

PLANNING AND ZONING COMMISSION  
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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 April 17, 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  
Matt Drew  
Joe Holloway  
D'Shawn Doughty

### PLANNING STAFF:

Amanda Rodriguez, City of Salisbury, Department of Infrastructure and Development ("DID")  
Henry Eure, City of Salisbury, DID  
Betsy Jackson, City of Salisbury, DID  
Zach White, City of Salisbury, DID  
Tracey G. Taylor, Wicomico County Department of Planning, Zoning, and Community Development ("PZCD")  
Kaylee Justice, Planning Manager, PZCD  
Janae Merchant, Recording Secretary, PZCD

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

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Chairman Dashiell called the meeting to order at 1:34 p.m.

He announced that this would be the last Planning Commission meeting for two (2) of our City Planners, Mr. Henry Eure and Ms. Amanda Rodriguez. He thanked both of them for being faithful supporters of the City and County over several years and wished them well.

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**MINUTES:** The March 20, 2025, minutes were brought forward for approval. Mr. Matt Drew requested that an additional sentence be added to the minutes to include that Ms. Giordano would produce a transition plan for the dissolution of the Planning Commission. The following sentence was added to the minutes: "She also said she would provide a transition plan for the dissolution of the Planning

Commission." Chairman Dashiell requested a motion to approve the minutes. Mr. Jim Thomas recused himself since he was not at the March meeting. Mr. Joe Holloway entered a motion to approve the revised minutes, seconded by Mr. Drew, and duly carried. The revised minutes from the March 20, 2025, meeting were **APPROVED**.

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**MINOR SUBDIVISION – John and Kelly Edwards rep. by F. Douglas Jones, F. Douglas Jones Surveying Associates – Riggin Road and Deerfield Road, Mardela Springs, MD – M-0018, G-0008, P-0033 - #WP-2501(B. ~~Thayne~~ K. Justice)**

Ms. Kaylee Justice, Ms. Kelly Edwards, 8833 Riggin Road, Mr. Joshua Edwards, 8833 Riggin Road, and Mr. Doug Jones with Surveying Associates approached the table. Ms. Justice presented the Staff Report.

The applicant requested approval for a subdivision of the lands of John and Kelly Edwards. The property is approximately 97 acres and was initially approved as part of The Plantation's Development Plan. The first and second lots will be subdivided from the parent parcel. Lot 38 will be 6.497 acres, and Lot 39 will be 7.005 acres. The remaining land is approximately 83.83 acres. The new lots will front along Deerfield Road.

Staff recommended that the Planning Commission grant approval of Lots 38 and 39 of the Edwards lands in The Plantations, subject to the following four (4) conditions.

1. The Minor Subdivision Plat shall comply with all requirements of the Wicomico County Subdivision Regulations.
2. Health Department approval is required prior to the recordation of the Minor Subdivision Plat.
3. The Minor Subdivision Plat shall comply with all requirements of the Forest Conservation Regulations.
4. This approval is subject to further review and approval and conditions imposed by the Planning and Zoning and Public Works Departments.
5. **Site notes numbered 10, 11, 12, and 15 from Plat number 15, Folio number 614, dated April 9, 2008, remain applicable.**

Mr. Jones mentioned he had heard from the Health Department that they have no objections to using the existing septic systems. He inquired if, in the future, the Edwards would like to subdivide additional lots, would they need to come before the Planning Commission? Chairman Dashiell responded, saying they would need to come before the Planning Commission to subdivide the land further.

Mr. Thomas entered a motion to approve Lots 38 and 39 of the Edwards Land in The Plantations, subject to the four (4) conditions listed in the Staff Report and adding a fifth condition that notes 10, 11, 12, and 15 on the Plat number 15, Folio 614 remain applicable. Mr. Drew seconded the motion, which was duly carried.

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

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**FINAL DEVELOPMENT PLAN APPROVAL – MEDICAL CLINIC FOR TIDALHEALTH – TidalHealth, Rep. by Parker and Associates – Morris St. & Richardson St. – Property owned by Best Rental Housing, Inc – R-8 Residential District – M-0038, G-0001, P-193 (B. ~~Thayne~~ K. Justice)**

Mr. Brock Parker with Parker and Associates, Mr. Palmer Gillis, CEO with Gillis Gilkerson, Inc., and Mr. Angel Aguilar, Senior Director of Facilities at TidalHealth, joined Ms. Justice at the table. Ms. Justice presented the Staff Report.

The applicant requested approval to develop unimproved space to construct a new 19,881 square-foot medical clinic. Best Rental Housing Inc. currently owns the property. The property's location is immediately west of Salisbury Middle School, bounded by East and West Roads, with frontage on Morris Street. The medical clinic is intended to serve as a walkable and easily accessible healthcare option for the surrounding residential community.

Staff recommended that the Planning Commission grant approval for the proposed Final Development Plan for TidalHealth, subject to seven (7) conditions.

1. A plat shall be recorded for the purpose of consolidating all lots included in the proposed development prior to the issuance of building permits at the site.
2. All future signage plans must be submitted to and approved by the Planning Commission.
3. Subject to building permit approval by the Planning and Zoning Permits and Inspections Division.
4. Subject to further review and approval for stormwater management by the Wicomico County Public Works Department.
5. This site shall be developed in accordance with the approved Development Plan. Minor plan adjustments may be approved by the Wicomico County Zoning Administrator.
6. Subject to the Forest Conservation Act review and approval by the Planning and Zoning Staff.
7. Subject to final approval by the City of Salisbury for public water and sewer service.

Mr. Parker stated that the resubdivision plat and the Forest Conservation plan are approved.

Mr. Thomas inquired if TidalHealth intended to own or lease the property. Mr. Gillis responded, saying it is under contract, they intend to own it, and it should be settled within 60 days.

Chairman Dashiell requested that the London Plane trees be replaced with native species. Mr. Parker assured the Commission he would use a native species tree instead.

Mr. Daniel Moreno-Holt mentioned adding a sidewalk to lead to the community garden area. Mr. Gillis said he does not know what the community area will consist of at this point, but he agreed that a sidewalk could be added.

Mr. Thomas entered a motion to approve the Final Development Plan for a TidalHealth Medical Clinic, subject to the seven (7) conditions listed in the Staff Report. The motion was seconded by Mr. D'Shawn Doughty and duly carried.

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

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After the County's matters, Mr. Andrew Illuminati excused himself at 2:06 p.m.

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**REVISED FINAL COMPREHENSIVE DEVELOPMENT PLAN AND WELLHEAD PROTECTION SITE PLAN – THE CROSSING AT SUMMIT POINTE – Attar Enterprises LLC, rep. by Parker and Associates – Beaglin Park Drive & Parker Road – R-10A Residential Zoning District – M-0038, G-0012, P-0110, 0295 & 0429 - #19-038 (B. Jackson)**

Ms. Betsy Jackson, Mr. Jay Attar, and Ms. Christina Martinez, One Stone Chapel Lane, joined Mr. Parker at the table. Ms. Jackson presented the Staff Report.

The applicant requested to replace the community building with a smaller pool house and make building adjustments to correct an error in the previous approval, where the application and approval language were for 266 units. However, the actual plan only showed 258 units. This revised plan shows 266 units. The site currently consists of three (3) parcels containing approximately 35 acres. The three (3) parcels, 110, 295, and 429, were combined after creating the Staff Report.

Staff presented the Comprehensive Development Plan Review, which included the Site Plan, 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, Pedestrians, and Wellhead Protection District.

Staff recommended that the Final Comprehensive Development Plan for the Crossing at Summit Pointe be approved subject to six (6) conditions.

- ~~1. Provide verification of compliance with the Forest Conservation requirement.~~
2. Provide an updated Traffic Impact Study.
3. Provide an updated Development Schedule and Statement of Intent to Proceed and Financial Capability.
4. Obtain a Sign Plan approval from the Planning Commission prior to the installation of signs.
5. The site shall be developed in accordance with the Final Comprehensive Development Plan approval.
6. Subject to further review and approval by the Salisbury Fire Department and the Salisbury Department of Infrastructure and Development.
- 7. Provide a six-foot privacy fence and trees along the railroad tracks, subject to further review and approval by the Salisbury Department of Infrastructure and Development.**
- 8. Provide a line of shade trees along Parker Road.**

Since the Staff Report was written, Ms. Jackson has received confirmation that the Forest Conservation requirements have been satisfied. Ms. Jackson recommended omitting condition one (1).

Mr. Parker stated that Mr. Attar has sold the property to a national builder, and they want to convert the project to an affordable "for sale" product as condominiums. Due to the proposed changes to the unit type, size, and elevations, the project had to come before the Planning Commission for approval. The builders eliminated the community building with the kitchen and leasing office because it is no longer a rental complex.

Mr. Holloway asked about a fence along the railroad tracks. He was concerned because the tracks are active, and he did not want children to access them easily. Mr. Parker responded, stating a 6-foot privacy fence is proposed for that area.

Mr. Thomas recommended planting trees between the townhouses and Parker Road to provide a buffer. Mr. Parker volunteered a line of shade trees down Parker Road.

Chairman Dashiell stated he would entertain a motion to approve the Final Comprehensive Development Plan for The Crossing at Summit Point, subject to eliminating condition number one (1) as stated in the Staff Report, and leaving the remaining five conditions. Condition number six (6) was added to provide a 6-foot privacy fence along the railroad. The privacy fence is subject to Staff approval. Also, condition seven (7) was added to provide a line of shade trees along Parker Road. Mr. Thomas moved to accept the Chairman's recommendations. The motion was seconded by Mr. Holloway and duly carried.

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

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**FINAL COMPREHENSIVE DEVELOPMENT PLAN – THREE BLIND MICE SELF STORAGE – Three Blind Mice LLC, rep. by Solutions IPEM LLC – Merritt Mill Road – Light Business & Institutional Zoning District – M-0110, G-0005, P-0025, L-002A - #24-015 (B. Jackson)**

Mr. Don Pogwist, the Project Manager with Solutions IPEM LLC, joined Ms. Jackson at the table. Ms. Jackson presented the Staff Report.

The applicant submitted a revised Final Comprehensive Development Plan ("FCDP") for a 5,500 square-foot pole building used as a vehicle self-storage facility.

Staff presented the Comprehensive Development Plan Review, which included the Site Plan, Building Setbacks/Spacing, Sign Plan, Landscaping Plan, Development Schedule, Community Impact Statement, Fire Service, Stormwater Management, Transportation, Streets, and Pedestrians.

Staff recommended approval of the Final Comprehensive Development Plan for the Three Blind Mice Self Storage, subject to the following two (2) conditions:

1. The site shall be developed in accordance with a Final Comprehensive Development Plan Approval.
2. This approval is subject to further review and approval by the Salisbury Fire Department, Salisbury Department of Infrastructure and Development, and other agencies as appropriate.

Chairman Dashiell inquired if there would be signs for the facility. Mr. Pogwist responded that no signs were planned for the property.

Mr. Thomas entered a motion to approve the Final Comprehensive Development Plan for the Three Blind Mice Self Storage, subject to the two (2) conditions listed in the Staff Report. The motion was seconded by Mr. Holloway and duly carried.

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

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**REVISED SIGN PLAN APPROVAL – COLLEGE TOWN CENTER – CTC 1303 LLC, rep. by Phillips Signs – 1303 S Salisbury Blvd. – GC- General Commercial District – M-0117, G-0003, P-3119 - #25-383 (Z. White)**

Mr. Zach White, Mr. Henry Eure, and Mr. Gary Spence, Phillips Signs, approached the table. Mr.

White presented the Staff Report.

Phillips Sign submitted a Revised Sign Plan to install a new sign for Buffalo Wild Wings Go in the College Town Shopping Center. The proposed sign was for a free-standing building at the north end of the property and will be similar in size and color to the existing Burger Bro's sign.

Staff recommended that the Revised Sign Plan for the College Town Center be approved subject to one (1) condition.

1. The pylon sign tenant panel should match existing tenant panels.

Mr. Spence indicated the pylon sign would be like the channel letters with the same colors and design. He had no concerns with the condition in the Staff Report.

Mr. Thomas entered a motion to approve the Revised Sign Plan for the Buffalo Wild Wings at College Square Shopping Center, subject to the one (1) condition listed in the Staff Report. The motion was seconded by Mr. Moreno-Holt and duly carried.

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

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#### **SALISBURY TOWN CENTER STATUS UPDATE – (N. Voitiuc)**

Mr. Nick Voitiuc approached the table and mentioned why the project did not make it onto April's agenda.

- A few of the emails received were regarding the previous Historic District approval for the application from a couple of years ago. There was a time frame on that, which had expired.
- There is supposed to be complete approval from the Historic Commission before the final approvals by the Planning Commission.
- The City does not have a comprehensive list of all the changes and issues for the Applicant, but the main focus is on the Historical approval.

Chairman Dashiell asked if communication had occurred with the developer so everyone is updated on the project's status. Mr. Voitiuc has informed the Applicant to schedule a visit with the City anytime.

Chairman Dashiell addressed Mr. Brad Gillis and Mr. Michael Sullivan in the audience to ask if they believed the lines of communication were proceeding as anticipated. Mr. Sullivan, counsel for the Salisbury Town Center Apartments, LLC, approached the podium. Mr. Sullivan's comments included:

- A meeting is scheduled with City Staff to discuss the final site plan application that was submitted on February 28, 2025.
- This is his first experience where DID rejected an application from being included on the agenda after it had been accepted for submission.

Mr. Moreno-Holt mentioned he did not understand why the project was not on the agenda, even though it was awaiting Historic District approval. Normally, it is acceptable for a project to come forward with a condition stating that the Historic District must approve of it.

Mr. Voitiuc stated that the approval period with the Historic District expired 6 – 12 months ago. The City has asked the Applicant to reapply as a new applicant.

Mr. Sullivan added that he did not learn of the reason this project was not on the agenda until today. Normally, a Staff Report is created and submitted to the Planning Commission. If the submission is deficient or does not meet the conditions, it is the Planning Commission's duty to decide whether to accept or deny the Staff Report.

Chairman Dashiell mentioned that the best practice would be to complete all approvals by the various agencies before a project comes before the Planning Commission for review and approval. He agreed that this process has not always been followed.

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### **COMPREHENSIVE PLAN UPDATE – (City – B. Jackson)**

DID has been working on the following:

- Reviewed the existing draft;
- Reviewed the prior plan;
- Reviewed feedback from the survey; and
- Established a timeline for May and June to continue meeting with the public for outreach and engagement.

They would like to have a full draft prepared by the summer. By fall, they hope to have the Planning Commission workshops, outside agency reviews, and final edits completed. After that, they can proceed with the public hearings and adoptions.

The public is being notified about the workshop sessions through Facebook, WMDT, and WBOC website pages, and emails are being sent to individuals who had previously participated in focus groups. Also, a press release was sent out on the Friday before the Commission meeting, and something appeared in The Daily Times.

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### **PLANNING DIRECTOR UPDATE(S) – (T. Taylor)**

Ms. Tracey Taylor provided updates on the following:

- Money has been budgeted to update the County Comprehensive Plan.
- Ms. Kaylee Justice was promoted to Planning Manager, leaving a vacancy as a Preservation Planner.
- The Preservation Planner position has been retitled to Long Range Planner. The person in this position will be primarily involved with all our long-range comprehensive planning, including the Comprehensive Plan update.
- The County Comprehensive Water and Sewer Plan was put out for bid, and several vendors have bid on it. The evaluation team is ready to review the proposals and potentially recommend a vendor.
- Colin Harrison, our Environmental Planner, has been working on our Critical Area Ordinance update. We received a grant from the Critical Area Commission for this effort. We are helping Mardela Springs with their Critical Area Ordinance update, and are close to submitting both ordinances to the Critical Area Commission for review.
- The CDBG funding we received is still active, and we are assisting an organization in Hebron called

EPOCH. They help children after school with mentoring programs, meals, and some summer programs. The Town of Hebron has donated land for a new building. Ms. Justice and Ms. Joni Kindell have been instrumental during this process. They met with several vendors from various architectural firms; and we anticipate receiving several proposals for the project.

- The CDBG funded the County's Housing Study, which was put out for bid. Unfortunately, no bids were received. We are going to revise the Request for Proposal ("RFP") since the original request needed an "eyes-on" survey of every housing unit in the County and municipalities. After getting the approval from Cindy Stone at the Block Grant Program, Planning and Zoning will put the proposal back out for bid.
- At Commissioner Thomas's request, Ms. Taylor reviewed the Housing Affordability Act and its impact on Wicomico County. This Act was enacted on January 1, 2025, and some text amendments are needed. She will discuss this further with Mr. Illuminati and hopefully provide more information at the next meeting. She brought up one topic: modular and manufactured housing need to be treated the same as single-family homes. We do not have that wording in all of our residential zones.
- Planning Commission Dissolution Status: Ms. Taylor mentioned they had met with the County Council at their last meeting. One of the changes they requested was regarding how membership would be selected. Ms. Taylor, Mr. Illuminati, Ms. Julie Giordano, and Mr. Bunky Luffman met and made revisions to the County's bill based on the comments from the County Council. They have requested that the bill go back to the Council on May 6<sup>th</sup>. It is difficult to provide a definitive deadline for this process, but we hope to have a final bill adopted in July, if everything goes well. This would mean a new Commission could be formed in August or September at the latest.
- Ms. Taylor provided some information about the City Comprehensive Plan. She does not believe the current Commission will be able to review the Plan with the timeline that the County has for the Commission's separation. According to the State, a Comprehensive Plan does not go to a 60-day review until the Planning Commission has reviewed it and approved a draft. The Land Use Article dictates that the Planning Commission has to approve the draft. Ms. Taylor said the City would have to add Planning Commission review and 60 days beyond that to their timeline.
- Ms. Taylor suggested Mr. Voitiuc and the City Staff contact Mr. Keith Lackie at the Department of Planning to request a pre-meeting. Mr. Lackie will get representatives of all the state agencies to participate. In the pre-meeting, the representatives will begin to talk about their concerns in our community and what should be addressed in the Comprehensive Plan.

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## ANNOUNCEMENTS

Mr. Drew recommended keeping the existing Commission functioning until a direct switch over to the new Planning Commission. Ms. Taylor agreed and mentioned revisiting the transition with the County Executive. One of the things expressed by the County Council and endorsed by the County Executive was that all of our current County representatives, with their terms still in effect, would automatically carry over to the new Planning Commission for the County. The County is still discussing whether there will be five (5) or seven (7) members on the County Planning Commission.

Mr. Holloway asked if a decision had been made to hold day or night meetings. He has heard from constituents that they must work during the day, and it would be better for them to attend night meetings. The downside would be that staff would have longer days and accrue "comp time." Ms. Taylor said they would like to keep the same timeslot as now, Thursdays during the day at 1:30 p.m.

Ms. Taylor mentioned that the County Council also suggested having alternate members for the Commission. She does not fully support that suggestion because often, the Planning Commission sees projects in various stages of development. If one or two meetings on the project are missed, they do



not have the context to move forward comfortably.

Mr. Doughty inquired hypothetically about what would happen if the City was ready to proceed with its legislation but the County was not, or vice versa. Ms. Laura Ryan said she had talked with the County Attorney; the plan is that the legislation would have a future date when both would be in effect. Ms. Ryan has reviewed the code and understands what needs to be changed. The City is at a point where it needs to get feedback from all of the decision makers as to whether or not the draft is what everyone envisions.

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


The meeting adjourned at 3:51 p.m.

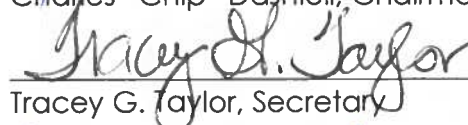
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The next regular Commission meeting will be on May 15, 2025.

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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.

  
Charles "Chip" Dashiell, Chairman

  
Tracey G. Taylor, Secretary

  
Jonae Merchant, Recording Secretary