



Planning Commission

Agenda

Regular Meeting

January 8, 2026

Government Office Building
125 N Division Street
Council Chambers, Room 301, Third Floor

4:00 P.M. - Call to Order - Dave Chiddenton, Chair

1. Welcome and roll call
2. Minutes
3. New Business

SIGN PLAN APPROVAL - HARBOR POINTE PLAZA - Pemberton Village, LLC
rep. by Tower Signs LLC - 1500-1504 Pemberton Dr. - PRD No. 3 Phase IV - M: 0113,
G: 0019, P: 1134 - 20251606 (H. Pearson)

SIGN PLAN – NORTH POINTE COMMONS – North Pointe Commons LLC, rep. by
Tamarack Land – Intersection of East North Pointe Dr and Clement Loop – General
Commercial District – #202501594 (W. Canner)

**PRELIMINARY COMPREHENSIVE DEVELOPMENT PLAN AND
WELLHEAD PROTECTION PLAN APPROVAL – KINDERCARE** – Kindercare
LLC, rep. by Parker and Associates – Dallas Dr. – PDD #1 Robertson Farm, and
Wellhead Protection District – M-0121, G-0005, P-2582 - #25-020 (Z. White)

WORK SESSION – Text amendment to expand the definition of Specialty Shop (B.
Jackson)

WORK SESSION – Text amendment to add Large Family Childcare to the Zoning
Code (B. Jackson)

4. Other Business

Discussion/Adoption - Rules of Procedure (B. Jackson)

Department Update – Upcoming agenda items

5. Adjournment

Department of Infrastructure & Development
125 N. Division St., #202 Salisbury, MD 21801
410.548.3170
www.salisbury.md



City of Salisbury

Salisbury Planning Commission *December 4, 2025*

MINUTES

The Salisbury Planning Commission met in session on Thursday, **December 4, 2025**. The meeting took place at 125 N. Division St, Room 301, with attendance as follows:

COMMISSIONERS:

David Chiddenton, Chair
Matt Drew, Vice-Chair
Latonia Ayscue, Opening Meetings Delegate
Susan Rall
Mike Piorunski (phone and in person)
Lynne Bratten

CITY STAFF:

Nicholas Voitiuc, Director of DID
Judy Kuntz, Deputy Director of DID
Betsy Jackson, City Planner
Zachary White, Associate Planner
Will Canner, Associate Planner
Henry Pearson, Associate Planner
Laura Ryan, City Attorney

1. **CALL TO ORDER** – Betsy Jackson, acting as Secretary, called the meeting to order at 6:00 p.m.
2. **ROLL CALL** – Ms. Jackson had each member of the Commission introduce themselves for the record. She then introduced the staff of the Department of Infrastructure and Development.
3. **ELECTION** – Ms. Jackson presided over the election of the Chair.

Lynne Bratten made a motion to nominate Dave Chiddenton as Chair. Matt Drew seconded the motion. Nominations for the Chair were closed by a motion made by Ms. Bratten which was seconded by Mr. Drew. A vote to close the nominations was passed unanimously. A vote for chairman was held in which Mr. Chiddenton was elected unanimously.

Mr. Chiddenton then presided over the election of the Vice-Chair. Ms. Bratten nominated Mr. Drew for Vice-Chair. Anthony Dickerson seconded the motion. A vote was held and Mr. Drew was elected unanimously.

Mr. Drew nominated Ms. Bratten for the Opening Meetings Act Delegate. Ms. Bratten declined the nomination. Ms. Bratten nominated Latonia Ayscue for the position. The nomination was seconded by Mr. Dickerson. A vote was held and Ms. Ayscue was elected unanimously.

4. **DISCUSSION AND ADOPTION OF THE RULES OF PROCEDURES**

- a) **Decide on a regular meeting date and time**

Ms. Jackson provided the commissioners with a list of available dates and times for Room 301, which included the second Tuesday, second Wednesday, second Thursday and fourth Tuesday of the month.

The commissioners deliberated on the times that would be suitable for all on a regular basis and it was decided that the regular meeting date would be on the 2nd Thursday of every month at 4:00 p.m.

b) Discussion of rules

Ms. Ayscue commented on Article 3 Section 3. She stated that removal of members due to “misconduct” and “incompetence” was vague. Laura Ryan stated that this was taken directly from State Law, and because it is used in numerous commissions, there would be case law on how exactly that would be defined.

Ms. Bratten questioned the procedures in Article 7, Section 2 on voting with a majority of quorum, and Article 5, Section 3 on how vacancies shall be filled. Ms. Ryan clarified that state law mandates that any vacancies would be filled in the same way that the current commissioners were appointed.

Michael Piorunski suggested that in Article 5 Section 2, the wording regarding the chair’s successor be changed to be gender-neutral.

Mr. Piorunski brought up Article 9, Section 3, asking what would happen if duplicative public comments arose. Laura Ryan stated that it would be handled on a case-by-case basis, with commissioners and staff able to intervene.

Mr. Drew asked about the section of Article 10 which states that the commission may appoint employees necessary for the performance of its functions. Nicholas Voitiuc mentioned that it would be a discussion that the commission could have if necessary and the City Council and DID could allocate funds based on that need.

Mr. Drew asked if a rule could be made for virtual meetings when appropriate. Ms. Ryan acknowledged this and said she could look into adding it to the rules. She further stated that since COVID, virtual meetings have been possible, though it would be helpful to formalize this. Ms. Jackson mentioned that this happens occasionally but it is harder for the applicant to present their case virtually. Ms. Bratten commented that it is standard operating procedure in other commissions that the applicant and commissioners are able to attend remotely. Ms. Ryan added that virtual meetings are difficult for the planning commission in particular, but it can be done.

Mr. Chiddenton commented on the amount of time allowed for public comment. Laura Ryan stated that the Chair can set the time or allowance. Mr. Drew noted that it might be useful to add a rule, though usually it is handled case-by-case. Ms. Ryan stated that the rule could be added or changed later. Mr. Dickerson agreed this should be considered in the future.

Mr. Drew asked if it was possible that external consultants be contracted to do expedited staff reports that could be reviewed by the planning staff to help with the workload. This would come at the expense of the applicant rather than the city. Mr. Voitiuc and Ms. Ryan agreed it could be something they could look into. Ms. Ryan stated that these changes would likely require

amendments to the city code rather than the planning commission rules. Ms. Jackson stated that it could be a possibility but it may not alleviate the workload because staff would still need to review the staff reports.

5. DISCUSSION OF UPCOMING AGENDA ITEMS

Ms. Jackson spoke about upcoming agenda items, including sign plans, comprehensive development plans, zoning recommendations for annexations, text amendments, rezoning requests, and the comprehensive plan draft.

Ms. Jackson briefed the commission on upcoming text amendments and rezoning requests to determine if a work session would be required prior to scheduling a public hearing.

Ms. Jackson asked whether the expansion of the definition of “specialty shop” would need a work session. Mr. Drew questioned the difference between specialty shop and general retail. Ms. Jackson cited the code definition: “a shop for the sale of antiques/collectibles or handicraft and supplies, including artwork, leatherwork, pottery, needlework or similar items which may be made on the premises.” Mr. Voitiuc noted that “retail shop” is not defined in the code and could be added as an amendment. Mr. Piorunski asked how this would apply to bike stores or specialty food stores. Ms. Jackson said interpretations could be brought before the commission. Ms. Ryan stated that the language could be reworked with DID and the Attorney’s office. Mr. Piorunski asked if a vape store could be considered a specialty shop. Ms. Jackson stated a work session would be necessary for this amendment. Ms. Jackson asked if the concern was about the intensity of the proposed uses. Ms. Bratten mentioned environmental concerns and Mr. Chiddenton mentioned the potential issues with auto repair stores. Ms. Jackson stated that making the definition more specific and/or outright excluding certain uses from the definition might address the concerns.

Mr. Voitiuc suggested additional discussion might be necessary after the initial work session and asked how commissioners could keep in contact. Ms. Ryan stated that generally discussions should be kept in public meetings, unless individual questions were directed to staff.

Ms. Jackson introduced the Hospital District building height text amendment and asked if a work session would be required.. Mr. Drew asked if this was related to the proposed rezoning. Ms. Jackson confirmed that it is and introduced the rezoning. Mr. Drew questioned the height of the Carroll Street parking garage. Mr. Voitiuc estimated 40–50 feet. He asked commissioners to consider the impact of allowing hospital districts up to 75 feet. Mr. Drew noted this could be jarring and suggested a stepwise height limit to avoid interfering with the skyline. Susan Rall commented that the commission would have to determine the rezoning before we could determine the heights and setbacks. Ms. Jackson and Ms. Ryan agreed to schedule a work session for both items, and commissioners concurred.

Ms. Jackson discussed an upcoming case regarding large-family childcare facilities. Recent changes in state law necessitate a change in code to increase capacity from 8 to 12 children in residential districts.

Ms. Jackson discussed the Comprehensive Plan, noting staff had been working on a draft since spring. She outlined the timeline: January – Workshop; Feb/March – 60-Day Review; April – Planning Commission Public Hearing; May/June – City Council Public Hearing and adoption. She explained the plan is a 10-year vision for the city, updated from the 2010 plan, with more public input incorporated through focus groups. Mr. Piorunski asked if the comprehensive plan will address new state housing guidelines (HB-90), which Ms. Jackson confirmed. Mr. Drew asked Ms. Jackson to discuss the comprehensive plan contents and process. She outlined what the plan is and the work that staff has been doing, including various public engagement events. She stated that the Comprehensive Plan is important because it is a state requirement and will guide decisions that the planning commission will make. Ms. Bratten mentioned that she has attended many meetings where the comprehensive plan was referenced. Mr. Chiddenton shared his experience with the Natural Resource Inventory in New Jersey. Ms. Jackson welcomed input and noted that the water resources chapter is being outsourced to the Center for Watershed Protection.

Ms. Jackson brought up the Memorandum of Understanding (MOU) with the County, which expired once the Salisbury Planning Commission was appointed.

Upcoming meetings were noted and scheduled. January 8 at 4:00 p.m. is the next regular meeting of the Planning Commission. January 14 at 4:00 p.m. was tentatively scheduled for a Comprehensive Plan work session.

Mr. Drew suggested meeting more than once a month if necessary. Ms. Jackson noted additional meetings would not reduce workload, though text amendments needed processing. Mr. Chiddenton agreed more meetings could be considered if needed. Mr. Voitiuc thanked the new commission on behalf of the mayor.

Adjournment:

There being no further business, **Ms. Bratten** moved to adjourn the meeting, which was seconded by **Mr. Piorunski**, which was brought to a vote and approved unanimously.

Dave Chiddenton, Chair

Date

Betsy Jackson, Acting Secretary

Date



Infrastructure and Development Staff Report December 1, 2025

I. BACKGROUND INFORMATION:

Project Name: Harbor Pointe Plaza

Applicant/Owner: Pemberton Village LLC rep. by Tower Signs LLC

Infrastructure and Development Case No. 202501606

Nature of Request: Revised Sign Plan Approval

Location of Property: 1500 - 1504 Pemberton Drive Salisbury, MD 21801

Existing Zoning: PRD No. 3B - Harbor Pointe, Phase IV

II. SUMMARY OF REQUEST:

A Sign Plan amendment request has been submitted by Tower Signs LLC in order change the color requirements for the existing signs in the shopping center.

III. APPROVAL HISTORY

In 2000, a sign plan was approved by the Planning Commission for this shopping center (**Attachment 1**). The approved signs included:

1. A ground sign containing the name of the plaza ("Pemberton Plaza").
2. Individual tenant signs with green vinyl letters on an ivory plastic face.

In 2005, the owner submitted a revised plan for the existing multi-tenant sign. This application was tabled because at the time, the sign regulations for the district required signs to be less than 50 sq. ft. In response, the applicant requested a text amendment to change the sign regulations. An amendment was passed specifically for Phase IV of the PRD stating that "Signs, both ground and wall signage, shall be in accordance with a sign plan approved by the Salisbury planning commission." The revised pylon sign was then approved by the Planning Commission (**Attachment 2**).

IV. DISCUSSION:

The initial application contained only a rendering of proposed name plate changes on the property's pylon sign. Upon review of the existing signage and approval history, staff determined that the existing pylon **and** building tenant signs were installed without

commission approval and did not conform to the color palette of the latest sign plan for the property. To rectify this and ensure future compliance, staff recommended that the applicant amend their submission to allow all signs on the property to be any non-neon color and for the tenant plates on the pylon to any non-neon color on a white background.

The proposed plan is to change the color requirements on the primary shopping center pylon sign and the individual tenant signs. The structure of the pylon and tenant signs remain the same as they were on the original plan and will not be changed. The only changes are to the color requirements.

V. SIGN PLAN

The applicant has submitted a detailed rendering of the proposed pylon sign (**Attachment 3**) and the existing sign (**Attachment 4**). The proposed sign has name plates consisting of various lettering and logos against a white background. The structure of the pylon will be unchanged.

The applicant submitted images of some of the current tenant signs (**Attachments 5 & 6**). Staff determined that a detailed plan for the tenant signs is not necessary as the request is simply to expand the approved color palette. The colors on the existing tenant signs on the property do not comply with the existing sign plan. Expanding the approved color palette to any non-neon color will bring the signs into compliance.

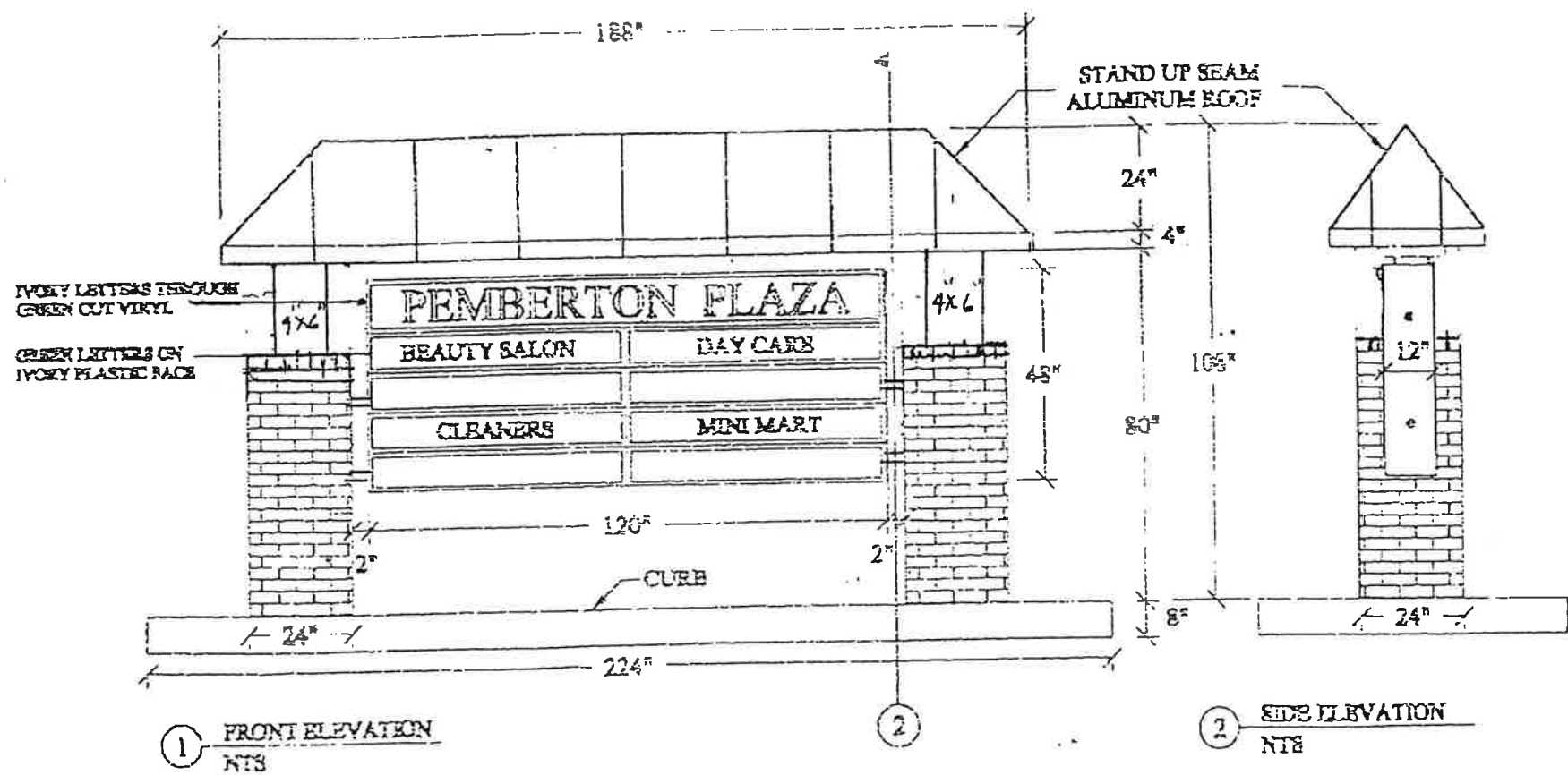
VI. PLANNING CONCERNS

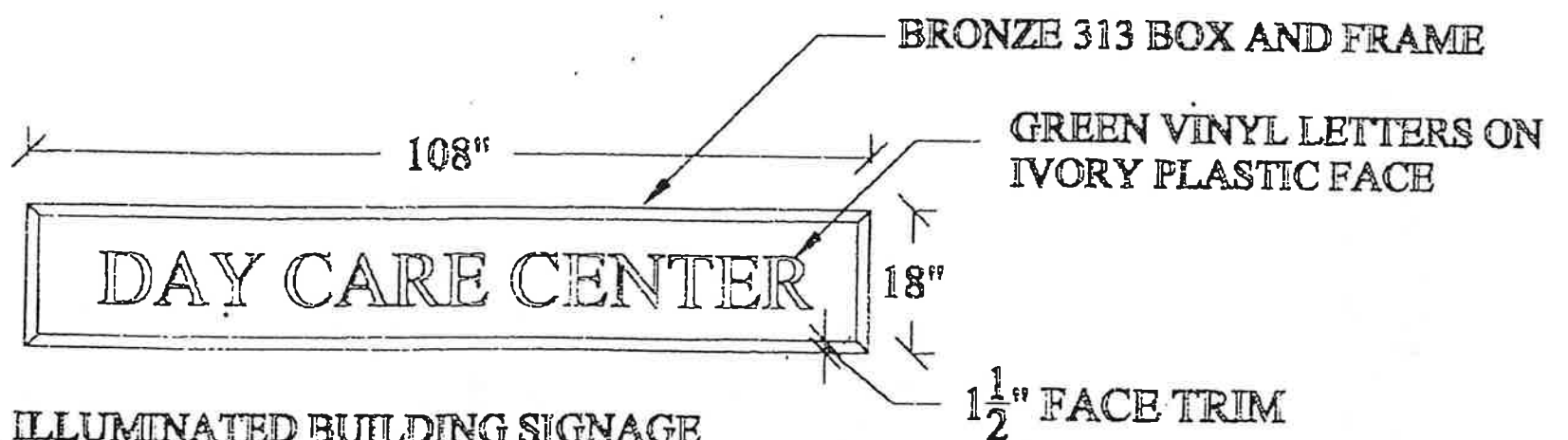
In addition to bringing the development into compliance, expanding the permitted colors will allow more flexibility and brand recognition for future businesses. Any structural changes or installation of new sign structures will require planning commission approval.

VII. RECOMMENDATION

Staff recommends approval of this sign plan amendment with the following conditions:

1. All tenant plates on the pylon sign shall consist of text and logos on a white background.
2. All signage shall only use non-neon colors.





3 ILLUMINATED BUILDING SIGNAGE
NTS





22876 Unit 6, Sussex Highway, Seaford, Delaware 19973 • 302-629-7450 • Fax 302-629-7997



Please check carefully for content & layout - we cannot be responsible for errors found after approval is received.

☐ As Is ☐ With Changes ☐ Send New Proof

All designs property of Towers Signs. Design strictly for client approval until purchase agreement has been made!

Clients Signed Approval _____ Date of Approval _____







Medical Services
MICHAEL BEAVERS DO

FARM
INSURANCE

JIM NOCK
AGENCY





Infrastructure and Development

Staff Report

January 8, 2025

I. BACKGROUND INFORMATION:

Project Name: North Pointe Commons

Applicant/Owner: Applicants - Tamarack Land – Shawn Thiede/Brian Theis

Infrastructure and Development Case No. #202501594

Nature of Request: Sign Plan

Location of Property: Intersection of East North Pointe Dr and Clement Loop

Existing Zoning: General Commercial District

II. SUMMARY OF REQUEST:

A Sign Plan has been submitted by Shawn Thiede/Brian Theis of Tamarack Land to install signage for North Pointe Commons a K. Hovnanian development.

III. DISCUSSION:

The proposed sign plan includes installing signage at the Intersection of East North Pointe Drive and Clement Loop for the entrance sign of North Pointe Commons.

IV. APPROVAL HISTORY

A sign plan was required as a condition of Final Comprehensive Development Plan approval granted March 21, 2024.

V. SIGN PLAN

The applicant proposes a sign plan that includes a sign for the development “North Pointe Commons”:

The proposed double-sided monument sign features a stucco base and is 16’8” wide and 8’ high. The sign, is 7’ 2” inches width by 2’ ¾” inches tall and 14.8 sq. ft. per side. This measurement does not exceed the setback and surface area restrictions for permanent subdivision identification signs in section 17.216.050.D of the Zoning Code, which are as follows:



- one sign per main entrance,
- twenty (20) square feet in surface area per face, limited to two faces,
- set back fifteen (15) feet from the curb line

Design and Materials:

The sign (Attachment 1) will be constructed on a white background all made of aluminum. The development name “North Pointe” will be enlarged on the top while the Commons will be smaller below and centered with two lines surrounding it. All text will be of the same font. The text will all be black.

The base features two elevations, with one section lower and another that rises around the supporting posts. Galvanized steel posts extend upward and are connected by a horizontal beam. Centered just above the base and affixed to the horizontal beam is the North Pointe Commons sign.

VI. PLANNING CONCERNS

While a formal landscaping plan is not required, applicants are encouraged to consider incorporating small bushes and flowers to enhance the site’s appearance, as shown in the image of a similar sign provided by the applicant (Attachment 2).

VII. RECOMMENDATION

Staff recommends **approval** of the sign plan with the condition that the area around the sign include landscaping.





Infrastructure and Development Staff Report

January 8th, 2025

I. BACKGROUND INFORMATION:

Project Name: Kindercare

Applicant/Owner: Parker & Associates for Kindercare LLC

Infrastructure and Development Case No.: 25-020

Nature of Request: Preliminary Comprehensive Development Plan and Wellhead Protection Plan Approval

Location of Property: Dallas Drive, Tax Map: 121, Grid: 5, Parcel: 2582, Lots: 6-8

Existing Zoning: PDD #1: Robertson Farm

II. SUMMARY OF REQUEST:

Parker and Associates, on behalf of Kindercare LLC, has submitted a Preliminary Comprehensive Development Plan for the development of a day-care facility, located along Dallas Drive. **(Attachment 1)**

III. DISCUSSION:

The applicants have submitted a proposal to re-subdivide the three existing lots into one lot and build a 17,960 sf day care facility. A site plan, elevations, renderings & other details have been submitted for the Commission's preliminary approval.

IV. APPROVAL HISTORY:

Ordinance #1879 was adopted by the Salisbury City Council in December 2003 establishing the text and boundaries of Planned Development District #1. Currently, the Ocean Aisle apartment complex is the only development in PDD #1, which is located north of Sharen Dr. Two of the lots in question (Lots 6 & 7) and the adjacent Lot 5 received Preliminary Concept Development Plan approval for a Harley Davidson dealership in 2015. The dealership was never constructed.

V. COMPREHENSIVE DEVELOPMENT PLAN REVIEW:

The Zoning Code requires a Comprehensive Development Plan Approval for any lot in the planned development district. Staff notes the following with regard to Zoning Code requirements:



A. Zoning Code Analysis

PDD #1 Robertson Farm includes uses permitted inherently in chapter 17.44 , Select Commercial District. 'Day care center' is a by right use in the Select Commercial District.

B. Site Plan

1. **Parking:** Parking requirements for daycare facilities consists of 1 space per each employee, plus 1 per each 5 occupants. Their parking tabulation anticipates 40 employees and 350 students, for a total of 110 spaces. This is adequate parking per our zoning code, however the site plan only shows 4 handicap parking spaces. According to section 208.2 of the 2010 ADA Standards for Accessible Design, any development with between 101 and 150 spaces requires at least 5 to be ADA accessible. **(Attachment 2)**
2. **Refuse Disposal:** An enclosed dumpster pad is shown on the site plan. Trash collection will be handled privately.
3. **Building Setbacks/Spacing:** The existing buildings are compliant with current setback and spacing requirements. Those requirements are as follows:

Minimum Lot Requirements

1. Lot area: 25,000 sq feet
2. Lot width: 80 ft
3. Individual lot or building areas are as shown on the final subdivision plat

Minimum Yard and Perimeter Requirements

1. Front: 20 ft
2. Side: 10ft (Two Required)
3. Rear: 15 ft

C. Building Elevations

Building elevations have been provided, however numerical building heights are not included. The building heights are not anticipated to exceed the 50-foot height limit for developments south of Sharen Drive in PDD #1. We do ask that the applicant submit numerical building heights in their Final Comprehensive Development Plan.



D. Sign Plan

A specific Sign Plan has not been submitted. Signs will need to be approved by the Planning Commission prior to the installation of any signs. Staff requests the applicant provide a sign plan for the development along with their Final Comprehensive development Plan.

E. Community Impact Statement

A community impact statement has been provided which addresses the development's impact on items including: public utilities, traffic, stormwater infrastructure, schools, and the environment. **(Attachment 3)**. This development is not anticipated to have significant impacts on those topics, however per state guidelines any development which produces greater than 50 peak hour trips requires a traffic impact study. Day Care centers are rated at 11.12 trips per 1,000 sq feet of Gross Floor Area; for a 17,960 sq ft day care facility this calculates out to 199.7 peak hour trips. **(Attachment 4)**. Per state guidelines, a traffic impact analysis is required.

F. Landscaping Plan

A comprehensive landscaping Plan has not been provided, but the Site Plan indicates that landscaping will be provided in the form of deciduous trees and shrubs on the land fronting Dallas Dr, as well as on the parking islands. The Community Impact statement references London Plane, Red Maple, River Birch, Sycamore, and similar species for the parking lot and color producing landscape along the street frontage. A detailed landscaping plan is required as part of the Final Comprehensive Development plan.

G. Development Schedule

Construction is expected to begin once all approvals have been granted. The entire project will be constructed as one phase and is expected to take 6 months to complete.

H. Statement of Intent to Proceed and Financial Capability

The developer states they are fully funded to proceed immediately with the construction of this project. It is their intent to proceed with construction immediately upon approvals of these plans. They are requesting a waiver for letters of Intent to Proceed & Financial Capability. Staff does not recommend waivers and that they provide a letter by final.



I. Fire Service

City of Salisbury Fire Department reviewed the plans and offered no comment at this time, however the plans are subject to further fire safety review.

J. Paleochannel & Wellhead Protection Districts

This site is not located above the Paleochannel though it is part of the Wellhead Protection District. The project's anticipated use as a daycare facility proposes no risk to the wellhead and complies with the zoning code requirements for developments in this district. This submission serves as the required comprehensive site plan for developments in the Wellhead Protection District.

K. Stormwater Management

The project will be subject to extensive stormwater management review by the Department of Infrastructure and Development prior to permits being issued.

VI. PLANNING CONCERNS

Due to the limited capacity at the county landfill staff recommends a dedicated location for recycling on site for new projects.

VII. RECOMMENDATION

Staff recommends approval for the Preliminary Comprehensive Development Plan for Kindercare as submitted, with the following conditions:

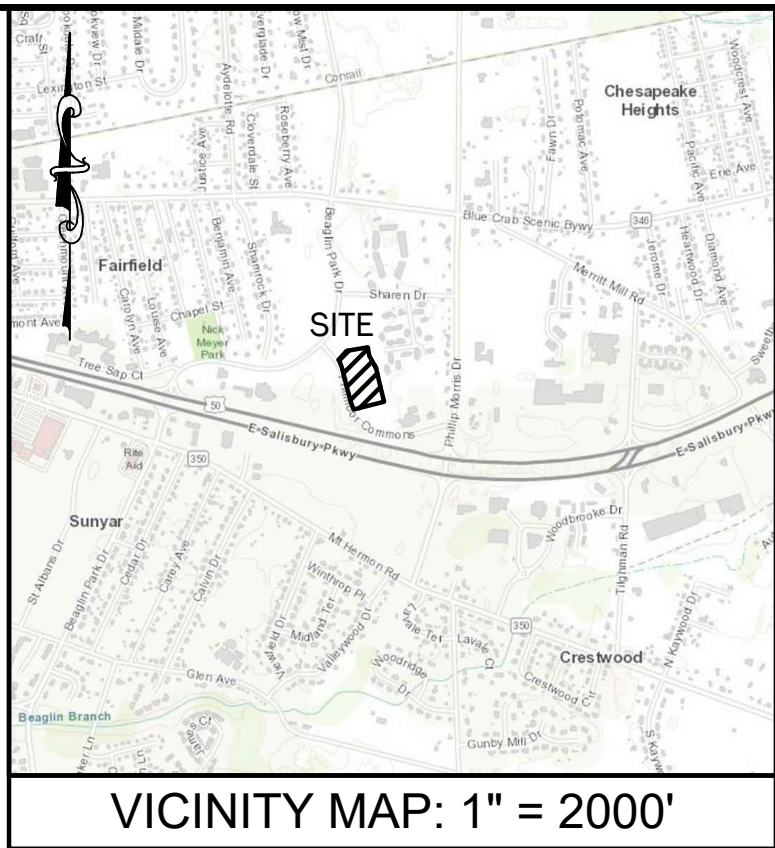
1. Provide the following items in the Final Comprehensive Development Plan
 - a. A detailed sign plan
 - b. A detailed landscaping plan
 - c. Building heights shown numerically
 - d. An additional ADA accessible parking space
 - e. A dedicated space for recycling pickup
2. Provide a letter of Intent to Proceed & Financial Capability by Final
3. Conduct a traffic impact study with results submitted with the Final Comprehensive Development Plan
4. Sub-divide the lots before construction.
5. The site shall be developed in accordance with the Final Comprehensive Development Plan Approval that meets all Code Requirements. Minor plan adjustments may be approved by the Salisbury Department of Infrastructure and Development;
6. 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.

KINDERCARE

CITY OF SALISBURY PROJECT

PRELIMINARY COMPREHENSIVE DEVELOPMENT PLAN

ATTACHMENT 1



SHEET LIST TABLE	
SHEET NUMBER	SHEET TITLE
CO-1	TITLE SHEET
SP-1	SITE PLAN
SP-2	DETAILS
A-201.0	ARCHITECTURAL ELEVATIONS OPTION 1
A-201.2	ARCHITECTURAL ELEVATIONS OPTION 2

- CITY OF SALISBURY STANDARD NOTES**
- THE CITY RESERVES THE RIGHT TO REQUIRE STRUCTURAL MODIFICATIONS TO THE SITE WORK FOLLOWING PERMIT ISSUANCE IF SUCH MODIFICATIONS ARE NECESSARY.
 - ALL STABILIZATION, PAVING, AND ROAD PATCHING IN THE PUBLIC ROADWAY WHICH IS NECESSITATED BY THE CONSTRUCTION OF THIS PROJECT, SHALL BE THE RESPONSIBILITY OF THE DEVELOPER, USING A PAVING CONTRACTOR WHO IS CURRENTLY APPROVED BY THE CITY. MILLING & REPAVING WILL BE IN ACCORDANCE WITH RESOLUTION 2298.
 - ALL DETERIORATED CURB, GUTTER, AND SIDEWALKS, AS DETERMINED BY THE CITY, ALONG THE FRONTAGE(S) OF THE PROPERTY MUST BE REPLACED AT THE TIME OF CONSTRUCTION USING A CONCRETE CONTRACTOR WHO IS CURRENTLY APPROVED BY THE CITY. HANDICAP RAMPS PER CURRENT ADA GUIDELINES ARE REQUIRED AT ALL PUBLIC STREET AND DRIVEWAY INTERSECTIONS. DETECTABLE WARNING DEVICES (TRUNCATED DOMES) MUST BE PROVIDED AT ALL PUBLIC STREET INTERSECTION HANDICAP RAMPS. SEE CITY STANDARD 100.37.
 - ALL PUBLIC INFRASTRUCTURE IMPROVEMENTS, INCLUDING WATER, SEWER, STORM DRAINS, CURB, GUTTER, SIDEWALKS, STREETLIGHTS AND PAVING FOR THIS PROJECT OR PHASE OF PROJECT IN ITS ENTIRETY MUST BE ACCEPTED IN WRITING BY THE CITY PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY. SEE SECTION 16.48.030 OF THE SALISBURY SUBDIVISION REGULATIONS. REDUCTIONS IN PROJECT SURETY WILL NOT BE APPROVED PRIOR TO FINAL WRITTEN ACCEPTANCE BY THE CITY OF ALL PUBLIC INFRASTRUCTURE IMPROVEMENTS. SUB-PHASING OF THIS PROJECT SHALL NOT BE PERMITTED.
 - "A WRITTEN "NOTICE TO PROCEED" MUST BE OBTAINED FROM AND A PRE-CONSTRUCTION MEETING SCHEDULED WITH DID, BEFORE BEGINNING CONSTRUCTION IN CITY PUBLIC R/W'S, EASEMENTS AND/OR CITY MAINTAINED UTILITIES OR ROADWAYS. THIS REQUIREMENT ALSO APPLIES TO CONSTRUCTION OF ANY PRIVATE STORMWATER MANAGEMENT. CONTACT SALISBURY DEPARTMENT OF INFRASTRUCTURE & DEVELOPMENT, ROOM 202, 125 N. DIVISION ST., SALISBURY, MARYLAND, 21801-4940, TELEPHONE 410-548-5460, TO SCHEDULE A PRE-CONSTRUCTION MEETING AND OBTAIN A WRITTEN "NOTICE TO PROCEED". 48 HOURS NOTICE IS REQUIRED.
 - STREET TREES SHALL BE PLANTED PER THE CURRENT SALISBURY DEPARTMENT OF INFRASTRUCTURE & DEVELOPMENT STREET TREE POLICY. PROVIDE CENTERLINE STATIONING FOR ALL PROPOSED TREES ON THE LANDSCAPE PLAN.
 - CURRENT WICOMICO COUNTY WATER/SEWER PLAN SERVICE CATEGORY W-1/S-1.
 - CONTRACTOR TO CONTACT CITY PLUMBING INSPECTOR FOR INSPECTION OF PRIVATE UTILITY MAINS.
 - MILLING AND REPAVING SHALL BE PER RESOLUTION 2298.
 - PRIVATE IRRIGATION LINES SHALL NOT BE INSTALLED IN CITY RIGHTS-OF-WAYS OR EASEMENTS WITHOUT WRITTEN APPROVAL OF SALISBURY DEPARTMENT OF INFRASTRUCTURE & DEVELOPMENT.
 - 25 EDUS OF WATER AND SEWER CAPACITY EXISTS AND WILL BE RESERVED FOR THIS PROJECT, SUBJECT TO MUNICIPAL, STATE AND FEDERAL LAWS AND REGULATIONS.
 - APPROVAL OF THE SITE PLAN AND UTILITY DRAWINGS EXPIRES TWO (2) YEARS FROM THE FINAL APPROVAL DATE. CONSTRUCTION OF THE PROJECT MUST HAVE BEEN STARTED PRIOR TO THE EXPIRATION DATE. THE CITY RESERVES THE RIGHT TO EXTEND THE EXPIRATION DATE UPON WRITTEN REQUEST AND WRITTEN CONFORMANCE.
 - PROVIDE RESIDENT INSPECTION FOR THE CONSTRUCTION OF THE PRIVATE STORM WATER MANAGEMENT SYSTEM APPROVED AS PART OF THE IMPROVEMENTS CONSTRUCTION PLAN. DURING THE CONSTRUCTION OF THE STORM WATER MANAGEMENT CHAMBERS AND MICRO SCALE PRACTICES (MSP) WITH GRAVEL SUBSTRATE, INCLUDING RAIN GARDENS, MICRO-BIOTRETENTION, SUBMERGED GRAVEL WETLANDS, POROUS CONCRETE, ETC. THE DEVELOPER WILL BE RESPONSIBLE TO PROVIDE SALISBURY DEPARTMENT OF INFRASTRUCTURE & DEVELOPMENT WITH A DAILY PROGRESS REPORT SEALED BY A PROFESSIONAL ENGINEER CURRENTLY REGISTERED IN MARYLAND. THE REPORT IS TO INCLUDE THE FOLLOWING AS APPLICABLE: THE DIMENSION AND HEIGHT OF THE CHAMBERS AS WELL AS LOCATION, SIZE, AND NUMBER OF CHAMBERS PLACED; THE LOCATION, SIZE, AND DEPTH OF MEDIA LAYERS FOR MSPS, SIZE, TYPE, AND DEPTH OF PRIVATE STORMWATER PIPES, BEDDING MATERIAL, AND COMPACTION. THE FINAL OCCUPANCY CERTIFICATE AND SURETY WILL BE WITHHELD UNTIL THE DAILY PROGRESS REPORT(S) HAVE BEEN ACCEPTED BY SALISBURY DEPARTMENT OF INFRASTRUCTURE & DEVELOPMENT.
 - FOLLOWING COMPLETION OF CONSTRUCTION, THE DEVELOPER SHALL BE RESPONSIBLE FOR SUBMISSION AS-BUILT DRAWINGS OF THE PUBLIC WATER, SEWER, AND STORM DRAINS. THE PRIVATE STORMWATER MANAGEMENT AS-BUILTS MUST BE SUBMITTED WITHIN 60 CALENDAR DAYS FOLLOWING THE DATE OF MDE'S FINAL FIELD INSPECTION REPORT FOR SEDIMENT CONTROL. SUBMIT A COPY OF THIS REPORT WITH THE AS-BUILTS. ALL APPLICABLE AS-BUILTS MUST BE SUBMITTED AT THE SAME TIME UNLESS OTHERWISE APPROVED BY SALISBURY DEPARTMENT OF INFRASTRUCTURE & DEVELOPMENT. PARTIAL SUBMITTALS WILL BE REJECTED. THE "AS-BUILT" DRAWINGS MUST BE SEALED BY A PROFESSIONAL LAND SURVEYOR, PROPERTY LINE SURVEYOR, OR ENGINEER, CURRENTLY REGISTERED IN MARYLAND. THE INITIAL SUBMITTAL SHALL BE PAPER ONLY, THREE (3) COPIES. THE FINAL AS-BUILTS MUST BE SUBMITTED TO THE OFFICE ON MYLAR AND AUTO-CAD 2016 OR LATER VERSION OF AUTO-CAD. ALL COMPACT DISCS (CD) MUST BE IN A PLASTIC PROTECTIVE CASE. PROJECT SURETY WILL BE WITHHELD AND FINAL OCCUPANCY CERTIFICATE SHALL BE DELAYED UNTIL THIS AS-BUILT INFORMATION IS SUBMITTED TO AND APPROVED BY THIS OFFICE.

DISCREPANCIES

- "THE CONTRACTOR SHALL IMMEDIATELY STOP WORK AND NOTIFY THE CITY REPRESENTATIVE OR THE CONSULTANT OF ANY DISCREPANCIES DISCOVERED BETWEEN THE DRAWINGS AND EXISTING CONDITIONS."
- "ERRORS OR OMISSIONS IN DRAWINGS OR LAYOUT SHALL BE TREATED AS A DISCREPANCY."
- "THE CITY REPRESENTATIVE OR THE CONSULTANT WILL REVIEW THE CONTRACTOR'S FINDING TO CONFIRM THE DISCREPANCY."
- "THE CITY REPRESENTATIVE OR THE CONSULTANT WITH SALISBURY DEPARTMENT OF INFRASTRUCTURE & DEVELOPMENT APPROVAL, WILL ISSUE NEW INSTRUCTIONS AS SOON AS POSSIBLE TO RELIEVE THE DISCREPANCY."
- "THE CONTRACTOR SHALL RESOLVE ANY DISCREPANCY BEFORE START OF WORK OR CONTINUATION AFTER THE DISCREPANCY ARISES."

CITY OF SALISBURY - UTILITY CONSTRUCTION NOTES:

- THE OWNER/DEVELOPER SHALL USE A CONTRACTOR/ SUBCONTRACTOR CURRENTLY APPROVED BY THE CITY OF SALISBURY FOR CONSTRUCTION OF THE PARTICULAR TYPE OF IMPROVEMENT. PAYMENT TO THE CONTRACTOR SHALL BE THE OWNERS/DEVELOPERS RESPONSIBILITY. THE CITY OF SALISBURY MAY SUSPEND OR CANCEL CONSTRUCTION WHEN THE CONTRACTOR DOES NOT PROGRESS, IN A CONTINUOUS MANNER, AND/OR THE CONSTRUCTION METHOD OR MATERIALS SUPPLIED ARE LESS THAN THE STANDARD SET FORTH IN THE "CONSTRUCTION AND MATERIAL SPECIFICATIONS FOR UTILITY AND ROADWAY CONSTRUCTION" OR WHEN THE CONTRACTOR IS NOT IN COMPLIANCE WITH THE PUBLIC WORKS AGREEMENT AND RELATED RESPONSIBILITIES CONTAINED THEREIN. THE TYPE AND QUANTITY OF MATERIAL TESTING WILL BE DETERMINED BY THE CITY OF SALISBURY FIELD INSPECTOR DURING CONSTRUCTION, AS DESCRIBED IN THE CONSTRUCTION/MATERIAL SPECIFICATIONS. TESTING COSTS SHALL BE THE RESPONSIBILITY OF THE OWNER/DEVELOPER.
- "THE APPROVED UTILITY CONTRACTOR'S FIELD REPRESENTATIVE SHALL BE REQUIRED TO FOLLOW AND HAVE AN APPROVED, SIGNED COPY OF THE UTILITY DRAWINGS, THE LATEST REVISION OF THE CITY OF SALISBURY CONSTRUCTION AND MATERIAL SPECIFICATION FOR UTILITY AND ROADWAY CONSTRUCTION AND THE CONSTRUCTION STANDARDS, (STANDARD DETAILS) MANUALS AT THE CONSTRUCTION AREA DURING WORKING HOURS."
- "ALL CONSTRUCTION WITHIN CITY RIGHT OF WAYS AND EASEMENTS SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF CITY OF SALISBURY CONSTRUCTION AND MATERIAL SPECIFICATIONS FOR UTILITY AND ROADWAY CONSTRUCTION."
- "CONTRACTOR TO VERIFY ALL ELEVATIONS AGAINST A PREVIOUSLY CONSTRUCTED POINT OF KNOWN ELEVATION BEFORE BEGINNING CONSTRUCTION."
- "THE CONTRACTOR SHALL NOTIFY "MISS UTILITY" AT 1-800-257-7777, THREE (3) DAYS PRIOR TO BEGINNING ANY WORK IN THE VICINITY OF EXISTING UTILITIES."
- "DURING THE PROGRESS OF THE JOB, THE CONTRACTOR SHALL KEEP A CAREFUL RECORD AT THE JOB SITE OF ALL CHANGES AND CORRECTIONS TO THE INFORMATION SHOWN ON THE CONTRACT DRAWING(S) AND THE STORMWATER MANAGEMENT PLAN DRAWING(S). PRIOR TO BACKFILL, THE CONTRACTOR SHALL ENTER SUCH CHANGES AND CORRECTIONS ON ONE SET OF RED LINE AS BUILT DRAWINGS. THE RED LINE AS BUILT DRAWINGS SHALL INDICATE, IN ADDITION TO ALL CHANGES AND CORRECTIONS, ALL SUBSURFACE STRUCTURES/UTILITIES INSTALLED OR UNCOVERED, REFERENCED TO TWO PERMANENTLY FIXED SURFACE STRUCTURES. PRIOR TO TESTING OF THE UTILITY/UTILITIES AND ACCEPTANCE OF THE SWM FACILITIES INVOLVED UNDER THE CONTRACT, THE CONTRACTOR SHALL SUBMIT, CONCURRENTLY, TO THE OWNER ONE SET OF RED LINE AS BUILT DRAWINGS SHOWING THE AFOREMENTIONED DATA AND ONE COPY OF THE RED LINE AS BUILT DRAWINGS TO SALISBURY DEPARTMENT OF INFRASTRUCTURE & DEVELOPMENT. SHOULD THE CONTRACTOR FAIL TO MAINTAIN RED LINE AS BUILT DRAWING(S), THE OWNER MAY BE REQUIRED TO HIRE A PRIVATE LOCATOR AND MAY BE REQUIRED TO TEST PIT THE MAINS AT THE DISCRETION OF THE CITY ENGINEER. PARTIAL ACCEPTANCE OF THE PUBLIC UTILITIES AND ACCEPTANCE OF THE STORMWATER MANAGEMENT FACILITY MAY BE DELAYED PENDING RECEIPT OF THIS INFORMATION."
- "SEWER MAINS TO BE SDR-35 PVC."
- "SANITARY SEWER MANHOLES SHALL CONFORM TO CITY STD. NO. 400.10."
- "ALL MANHOLES INSTALLED IN UNPAVED AREAS SHALL BE FURNISHED WITH A CONCRETE COLLAR EXTENDING 1' BEYOND THE FRAME OF THE MANHOLE LID. THE COLLAR SHALL BE 6" THICK AND BE SUPPORTED BY A 6" BASE OF CR-6 AGGREGATE WHICH IN TURN SHALL BE SUPPORTED BY SUITABLE SOIL COMPACTED TO 95% PROCTOR. CONCRETE COLLARS SHALL BE INSTALLED AFTER THE TOP OF THE MANHOLE LIDS ARE ADJUSTED TO FINISHED GRADE. SLOPE THE SURROUNDING EARTH AROUND MANHOLE IN SUCH A WAY AS TO CREATE POSITIVE DRAINAGE AWAY FROM THE LID."
- "FOR POSITIVE DRAINAGE AWAY FROM THE LID."
- "FOR POSITIVE DRAINAGE AWAY FROM THE LID."
- "CONTRACTOR TO CONTACT CITY PLUMBING INSPECTOR FOR REQUIREMENTS, AND TO COORDINATE THE WORK AND INSPECTION."
- "MAINTAIN 42" OF COVER OVER ALL NEW WATER MAINS."
- "FIRE HYDRANTS AND VALVES SHALL CONFORM TO CITY STD. NO. 300.55."
- "BLOW OFF HYDRANTS SHALL CONFORM TO CITY STD. NO. 300.51."
- "WATER MAINS TO BE C-900."
- "DUCTILE IRON MECHANICAL JOINT FITTINGS PER CITY'S CONSTRUCTION AND MATERIALS SPECIFICATION SHALL BE USED TO RESTRAIN ALL WATER MAIN JOINTS."
- "#12 SOLID COATED COPPER TRACER WIRE TO BE USED ON ALL CITY WATER MAINS PER CITY STD. NO. 300.55."
- "ALL VALVE BOXES INSTALLED IN UNPAVED AREAS SHALL BE FURNISHED WITH A CONCRETE COLLAR EXTENDING 1' BEYOND THE FRAME OF THE VALVE BOX LID. THE COLLAR SHALL BE 6" THICK AND BE SUPPORTED BY A 6" BASE OF CR-6 AGGREGATE WHICH IN TURN SHALL BE SUPPORTED BY SUITABLE SOIL COMPACTED TO 95% PROCTOR. CONCRETE COLLARS SHALL BE INSTALLED AFTER THE TOP OF THE VALVE BOX LIDS ARE ADJUSTED TO FINISHED GRADE. SLOPE THE SURROUNDING EARTH AROUND VALVE BOX IN SUCH A WAY AS TO CREATE POSITIVE DRAINAGE AWAY FROM THE LID."
- "WATER METERS AND ASSOCIATED VAULTS SHALL NOT BE LOCATED IN DRIVEWAYS OR OTHER AREAS INTENDED FOR VEHICULAR TRAFFIC. ANY METER OR VAULT FOUND TO BE IN SUCH AN AREA AFTER PROJECT COMPLETION, SHALL BE RELOCATED TO A DID APPROVED LOCATION. THE OWNER SHALL BEAR ALL EXPENSE ASSOCIATED WITH THE RELOCATION INCLUDING BUT NOT LIMITED TO ADDITIONAL INSPECTION FEE, WATER MAIN TAPS, PAVEMENT, CURB, GUTTER, AND/OR SIDEWALK RESTORATION, ANY RETESTING, AND ANY AND ALL ASSOCIATED APPURTENANCES."
- "DEFLECT THE WATER MAIN AROUND OTHER UTILITIES PER CITY STD. NO. 300.42 AS NECESSARY TO AVOID CONFLICTS. MAINTAIN A MINIMUM OF 1' OF SEPARATION BETWEEN PIPES. IF WATER MAINS ARE INSTALLED BEFORE ANY OTHER UTILITY IT WILL BE AT THE RISK OF THE CONTRACTOR."
- "EXISTING WATER SERVICES THAT ARE TO BE ABANDONED ARE TO BE CAPPED/CLIPPED AT THE CORPORATION STOP ON THE MAIN PER SALISBURY DEPARTMENT OF INFRASTRUCTURE & DEVELOPMENT INSPECTOR'S REQUIREMENTS. IF THE SERVICE DOES NOT HAVE A CORPORATION STOP IT SHALL BE ABANDONED PER CITY'S INSPECTOR'S REQUIREMENTS."

GENERAL NOTES

- THE PROPERTY SHOWN HEREON IS CURRENTLY OWNED BY:
ROMMEL DELMARVA LLC
P.O. BOX 310
FRUITLAND, MD 21826

THE PROPERTY SHOWN HEREON IS CURRENTLY BEING DEVELOPED BY:
GILLIS - GILKERSON
C/O PALMER GILLIS
150 W. MARKET ST. SUITE 200
SALISBURY, MD 21801
PHONE: 410-749-4821
EMAIL: pgillis@GGBuilds.com
- PLAT REF: 16/629
- DEED REF: 4118/281
- AREA OF PROPERTY: 4.51± AC
- TAX MAP: 121 GRID: 5 PARCEL: 2582 LOTS: 6-8
- PRESENT ZONING OF THIS PROPERTY: PLANNED DEVELOPMENT DISTRICT #1
- FRONT MINIMUM SETBACK: 20'
- REAR MINIMUM SETBACK: 15'
- SIDE SETBACKS: 10' - TWO REQUIRED
- MINIMUM LOT SIZE: 25,000 SF
- MAXIMUM BUILDING HEIGHT: 50'
- THIS PROPERTY IS SHOWN ON F.L.R.M. COMMUNITY PANEL # 2404500256E, DATED 8/17/2015, AS BEING IN FLOOD ZONE "X", AREA OF MINIMAL FLOODING.
- THESE PROPERTIES ARE LOCATED WITHIN G.P.R. MANAGEMENT ZONE A
- THE CURRENT WICOMICO COUNTY WATER/SEWER PLAN SERVICE CATEGORY W-1/S-1 CONTRACTOR TO VERIFY ALL ELEVATIONS LISTED ON THE PLAN WITH A MINIMUM OF THREE BENCHMARKS THAT ARE ON THIS PROJECT'S UTILIZED DATUM PRIOR TO COMMENCING ANY CONSTRUCTION. IF ANY LOCATIONS OR ELEVATIONS OF BENCHMARKS, EXISTING FACILITIES, OR STRUCTURES DIFFER FROM THAT SHOWN HERE ON, CONTRACTOR SHALL IMMEDIATELY NOTIFY ENGINEER AT 410-749-1023.
- THIS BOUNDARY SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND IS SUBJECT TO ANY ENCUMBRANCES, RESTRICTIONS, EASEMENTS AND/OR RIGHTS-OF-WAY THAT MIGHT BE REVEALED BY A THOROUGH TITLE SEARCH.
- THIS PROJECT IS INTENDED TO BE SERVED BY PUBLIC SEWER, PUBLIC WATER, AND PRIVATE TRASH COLLECTION.
- ALL PROPOSED GRADING AND CONSTRUCTION SHOWN ON THESE PLANS SHALL TIE INTO EXISTING GRADES WITHIN THE LIMIT OF DISTURBANCE. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THAT TIE IN GRADES, ELEVATIONS AND SLOPES MATCH EXISTING CONDITIONS AND ARE ACCEPTABLE. IF CONDITIONS DIFFER FROM THOSE SHOWN ON THE PLANS, CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY.
- PROPERTY OWNERS SHALL BE RESPONSIBLE FOR ALL GRASS CUTTING WITHIN THE PUBLIC RIGHT OF WAY AND OR EASEMENTS ALONG THE FRONTAGE OF OR THROUGH THEIR PROPERTY. THE MAINTENANCE OF ALL LANDSCAPE MEDANS OR ISLANDS LOCATED INSIDE OF CITY OF SALISBURY RIGHT OF WAY IS THE RESPONSIBILITY OF THE LOT OWNERS. THE MAINTENANCE OF ALL DRAINAGE FACILITIES LOCATED LOCATED OUTSIDE THE CITY OF SALISBURY RIGHT OF WAY IS THE RESPONSIBILITY OF THE PROPERTY OWNERS.
- CITY OF SALISBURY UTILITY EASEMENTS SHALL BE RESERVED FOR FUTURE USE BY THE CITY AT NO COST TO THE CITY FOR CITY UTILITY INSTALLATION, SIDEWALKS, DRAINAGE OR OTHER SUCH PUBLIC USE, WHICH MAY BE DETERMINED BY THE DIRECTOR OF PUBLIC WORKS AND SHALL BE MAINTAINED BY THE INDIVIDUAL LOT OWNERS OR THE OWNER'S ASSOCIATION. NO STRUCTURAL IMPROVEMENTS, TREE OR SHRUB PLANTING OR THE PLACEMENT OF ANY LANDSCAPING OTHER THAN GRASS CAN BE MADE IN OR ON THE CITY OF SALISBURY UTILITY EASEMENTS, INCLUDING IN THE AIR RIGHTS OVER THE EASEMENTS, WITHOUT THE PRIOR WRITTEN CONSENT OF THE CITY OF SALISBURY.
- ALL NON-CITY UTILITIES, SUCH AS, BUT NOT LIMITED TO, ELECTRIC, TELEPHONE, GAS AND C.A.T.V. SHALL BE INSTALLED OUTSIDE THE CITY OF SALISBURY UTILITY EASEMENTS. PERPENDICULAR CROSSINGS WILL BE ALLOWED.
- PRIVATE IRRIGATION LINES SHALL NOT BE INSTALLED IN CITY RIGHT OF WAYS OR EASEMENTS WITHOUT WRITTEN APPROVAL OF SALISBURY PUBLIC WORKS.
- PRIVATE UTILITY MAINS REQUIRE INSPECTION BY CITY PLUMBING INSPECTOR.
- VERTICAL DATUM IS BASED ON NAVD83. HORIZONTAL DATUM IS BASED ON MD STATE GRID NAD 83.

LEGEND

- PROPOSED LIGHT POST
- EXISTING VALVE
- EXISTING HYDRANT
- EXISTING SEWER MANHOLE
- PROPOSED SEWER MANHOLE
- PROPOSED SEWER CLEAN OUT
- PROPOSED HYDRANT
- PROPOSED WATER VALVE
- PROPOSED WATER METER
- PROPERTY LINE
- PROPERTY LINE TO BE REMOVED
- BUILDING SETBACK
- UTILITY EASEMENT
- EXISTING WATER MAIN
- EXISTING SEWER LINE
- PROPOSED WATER MAIN
- PROPOSED SEWER LINE
- PROPOSED STORM DRAIN PIPE
- EXISTING CURB
- PROPOSED CURB
- EXISTING EDGE OF PAVEMENT
- PROPOSED EDGE OF PAVEMENT
- PROPOSED FENCE
- SILT FENCE / LIMIT OF DISTURBANCE
- EXISTING PAVING
- PROPOSED PAVING
- PROPOSED SIDEWALK

SITE DATA

SITE AREA	= 196,321± SF = 4.51± AC
LOD AREA	= 136,045± SF = 3.12± AC
PROPOSED IMPERVIOUS:	
BUILDING	17,960 SF
PAVING	= 44,280 SF
CONCRETE	= 8,389 SF
TOTAL	= 70,629 SF = 1.62± AC

PARKING TABULATION

DAY CARE FACILITIES: 1 PER EMPLOYEE + 1 PER 5 STUDENTS	
DAY CARE FACILITY:	
40 EMPLOYEES	= 40 SPACES
350 STUDENTS / 5	= 70 SPACES
TOTAL REQUIRED	= 110 SPACES
TOTAL PROVIDED	= 110 SPACES
(INCLUDES 4 HANDICAP SPACES)	

ESTIMATED WATER & SEWER USAGE

CALCULATIONS BASED ON DATA FROM MDE GUIDANCE ON WASTEWATER FLOWS FOR USE IN DESIGNING ON-SITE SYSTEMS (REV. JUNE 2011)	
DAYCARE = 15 GPD PER PATRON	15 x 410 = 6,150 GPD
PROJECT USAGE AT 250 GPD PER EDU:	6,150 / 250 = 25 EDU

DEVELOPER'S CERTIFICATION

I HEREBY CERTIFY THAT THIS IMPROVEMENTS CONSTRUCTION PLAN IS BEING SUBMITTED WITH MY FULL KNOWLEDGE AND CONSENT AND IS IN ACCORDANCE WITH MY DESIRES AS A DEVELOPER OF THE SUBJECT PROPERTY. DEVELOPER SUCCESSOR OR ASSIGNS SHALL ENSURE ALL STORMWATER MANAGEMENT IMPROVEMENTS ARE COMPLETED PER DESIGN AND AS REQUIRED BY REGULATIONS INCLUDING BUT NOT LIMITED TO GRADUAL SLOPES AWAY FROM BUILDINGS, DISSIPATION OF FLOW, MIN. DISCONNECTION FLOW PATH LENGTH, SEPARATION FROM NEAREST IMPERVIOUS SURFACE OF SIMILAR OR LOWER ELEVATION AS APPROPRIATE. DEVELOPER SUCCESSOR OR ASSIGNS ARE RESPONSIBLE FOR CONDUCTING A FINAL INSPECTION TO BE CONDUCTED PRIOR TO USE AND OCCUPANCY APPROVAL. DEVELOPER SHALL ENSURE SIZING FOR TREATMENT AND GRADING ARE PER DESIGN, AND PERMANENT STABILIZATION HAS BEEN ESTABLISHED. DEVELOPER SUCCESSOR OR ASSIGNS SHALL PREPARE INDEPENDENT THIRD PARTY INSPECTION REPORT OF ALL STORMWATER MANAGEMENT IMPROVEMENTS SEALED BY A PROFESSIONAL LAND SURVEYOR, PROPERTY LINE SURVEYOR, OR ENGINEER CURRENTLY REGISTERED IN MARYLAND AND SCHEDULE A WALK-THROUGH WITH CITY STORMWATER INSPECTOR.

GILLIS-GILKERSON
C/O PALMER GILLIS
150 W. MARKET ST. SUITE 200
SALISBURY, DE 21801
PHONE: 410-749-4821
EMAIL: pgillis@GGBuilds.com

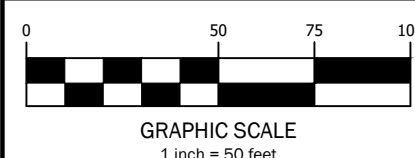
PROFESSIONAL CERTIFICATION

I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED CIVIL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 21739, EXPIRATION DATE: JANUARY 25, 2025.

BROCK E. PARKER P.E., R.L.S.
218 W. MARKET ST.
SALISBURY, MARYLAND 21801
PHONE: (410) 749-1023 FAX: (410) 749-1012
EMAIL: BROCK@PARKERANDASSOCIATES.ORG



CO-1



REVISIONS	DATE	BY	DATE	BY

TITLE SHEET
KINDERCARE - SALISBURY

ROAD NAME: DALLAS DRIVE
FOR: KINDERCARE EDUCATION LLC
CITY OF SALISBURY, WICOMICO COUNTY, MARYLAND

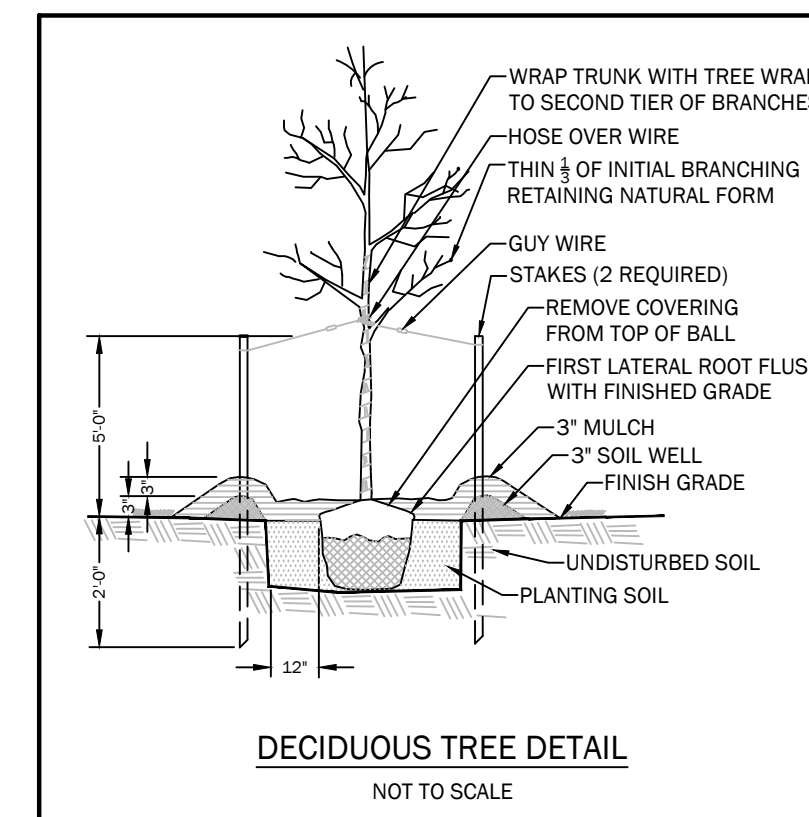
DATE: 08/05/2025
SCALE: 1" = 50'
JOB NO: 22088-R-CDF TITLING







DATE: 08/05/2025
JOB: 5
PARCEL: 121
RBA: 2582 LOTS 6-8

DATE: 08/04/2025
DATE: 08/04/2025

CIVIL ENGINEERING
PARKER & ASSOCIATES
SITE PLANNING

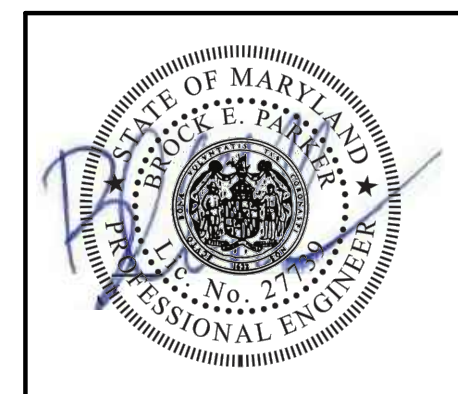
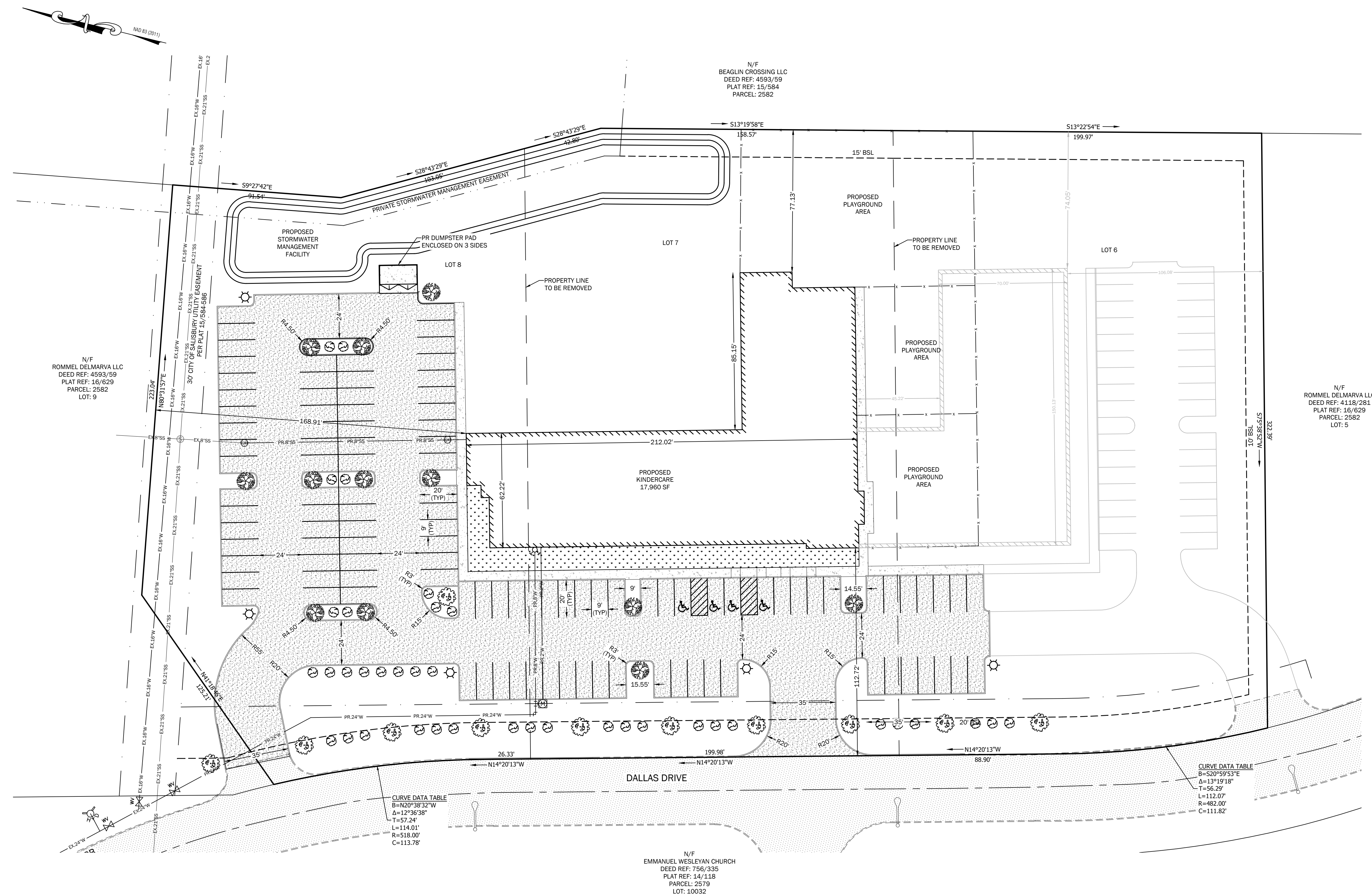
AUG 05 2025 11:34am



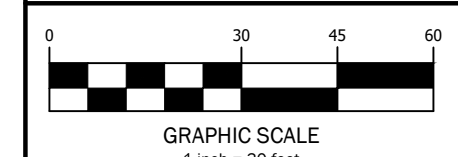
- ## LANDSCAPE AND LIGHTING LEGEND
- | | | |
|----|---|---|
| 4 |  | - PROPOSED LIGHT POST |
| 10 |  | - PLATANUS X ACERIFOLIA (LONDON PLANE) - OR
SIMILAR DECIDUOUS SHADE TREE SPECIES -
PLANTING LOCATION |
| 0 |  | - THUJA OCCIDENTALIS (AMERICAN ARBORVITAE) -
OR SIMILAR EVERGREEN TREE FOR SCREENING - 4' -
TO 6' PLANTING LOCATION |
| 12 |  | - LAGERSTROEMIA X NATCHEZ (NATCHEE CREEP
MYRTLE) - OR SIMILAR FLOWERING ORNAMENTAL
TREE - 4' TO 6' PLANTING LOCATION |
| 38 |  | - ROSA 'KNOCK OUT' (KNOCK OUT ROSE) - OR
SIMILAR FLOWERING SHRUB - 1 GALLON PLANTING
LOCATION CONSOLIDATED INTO BEDS |
| 6' |  | - 6' BUFFER OF FOUNDATIONAL PLANTINGS TO BE
PLANTED ALONG SIDING OF EACH BUILDING'S MAIN
FACADE TO INCLUDE A MIXTURE OF DECIDUOUS AND
EVERGREEN SHRUBS (PINK SUMMERSWEET (CLETHRA
ALABINCA PINK SPIRE), BURNING BUSH (ECONYMIUS
ALATUS), HYPERICUM SPIRAEA, AZALEAS
(RHODODENDRON ATLANTICUM), AND JUNIPERS
(JUNIPERUS)) AND A MIXTURE OF GROUND COVERS
AND PERENNIALS (JUNIPERS AND FLOWERS, WITH
ANNUAL COLOR TO BE SUPPLEMENTED WHERE
APPLICABLE). |

LANDSCAPE NOTES

1. CONTRACTOR SHALL CONTACT "MISS UTILITY" AND SHALL VERIFY THE LOCATION OF ALL UNDERGROUND UTILITIES WITHIN THE PROJECT AREA PRIOR TO INSTALLATION OF PLANT MATERIAL.
2. ALL AREAS DISTURBED BY PLANTING OPERATIONS SHALL BE REPAIRED BY THE CONTRACTOR TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.
3. THE ROOT BALL OF ANY TREE SHALL NOT BE PLANTED WITHIN 10' OF ANY WATER OR SEWER LINE. NO PLANTINGS SHALL BE PLANTED DIRECTLY ON TOP OF ANY UTILITY.



SP-1



REVISIONS		DATE	INIT.

DWG. SP-1

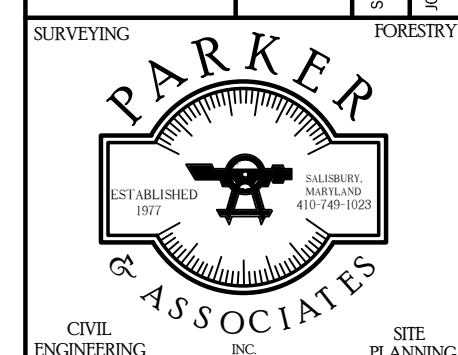
SITE PLAN

KINDERCARE - SALISBURY

ROAD NAME: DALLAS DRIVE
FOR: KINDERCARE EDUCATION LLC
CITY OF SALISBURY, WICOMICO COUNTY, MARYLAND

DATE	08/05/2025	TAX MAP	121	GRID	5
RAFTSMAN	RBA	PARCEL		2582 LOTS 6-8	

SCALE 1" = 30'



Aug 05, 2025-11:36am

NOTES:

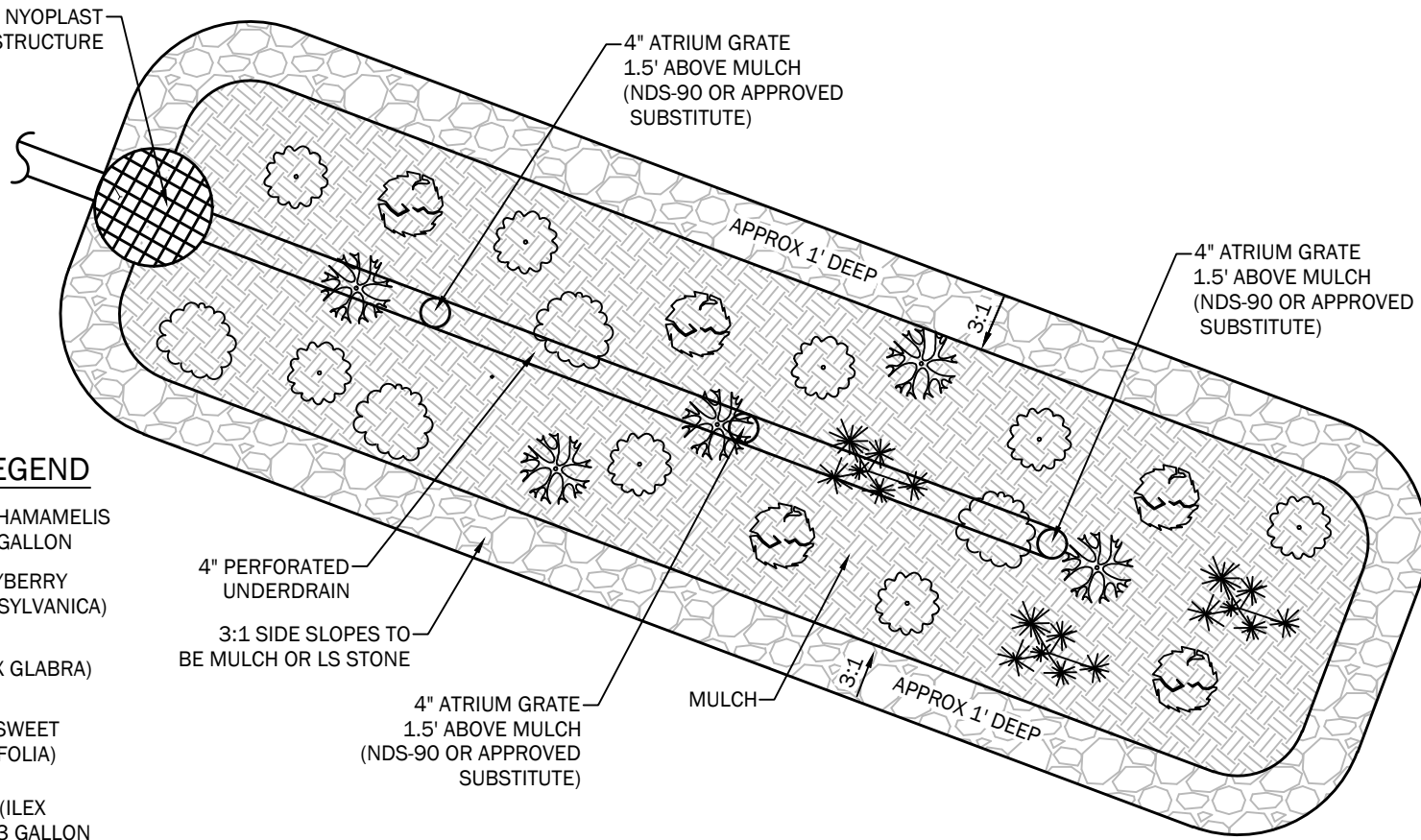
- SHAPE WILL VARY PER LOCATION OF THE MICRO-BIO.
- IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO PROVIDE THE SPECIFIED BOTTOM AREAS SHOWN ON PLANS.
- PLANTINGS SHALL BE AN AVERAGE OF 2 PER 300 SQUARE FEET. SEE CHART FOR SUGGESTED NUMBER OF PLANTINGS.
- PLANT SPECIES SHALL BE EQUALLY DIVIDED AMONG THE PLANTING AREA.
- DURING CONSTRUCTION, ESD FEATURES SHALL BE INSPECTED IN ACCORDANCE WITH MDE SPECIFICATIONS AND MUNICIPALITY REQUIREMENTS.
- A 3RD PARTY INSPECTOR MUST VERIFY THAT STORM DRAIN INVERTS ARE DISCHARGING ABOVE BIO-RETENTION MEDIA.
- FOR TOTAL PLANTING # SEE PLANTING SCHEDULE THIS SHEET.

MAINTENANCE CRITERIA:

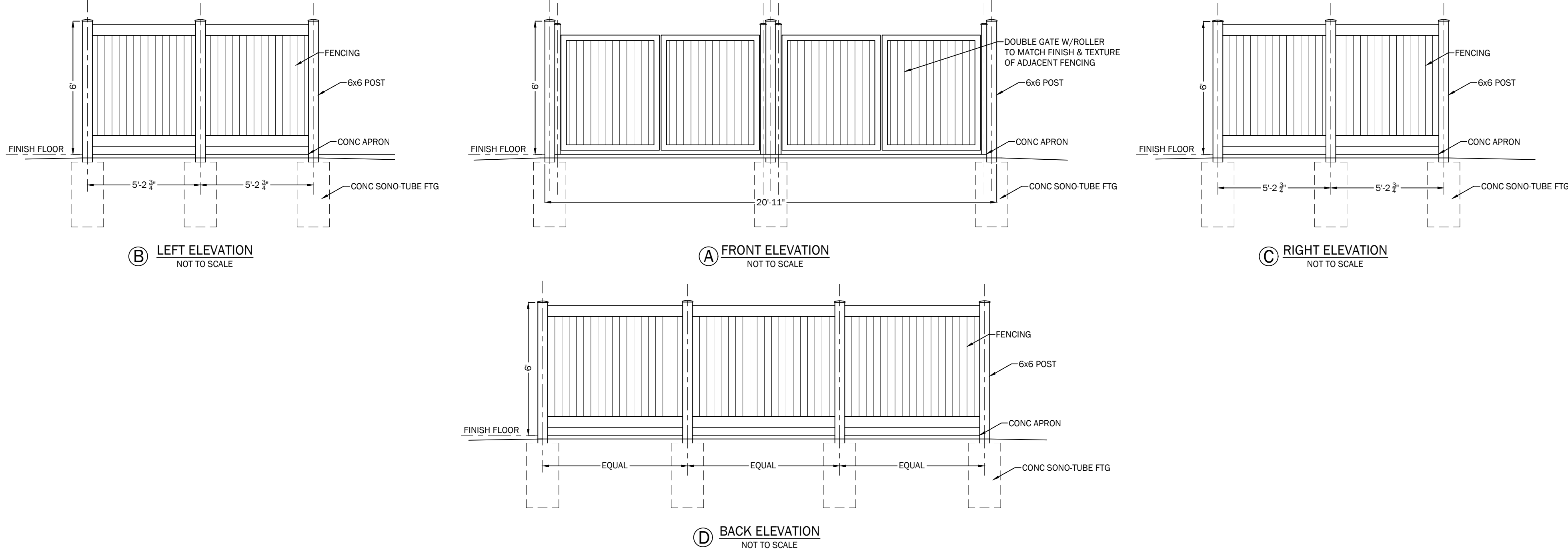
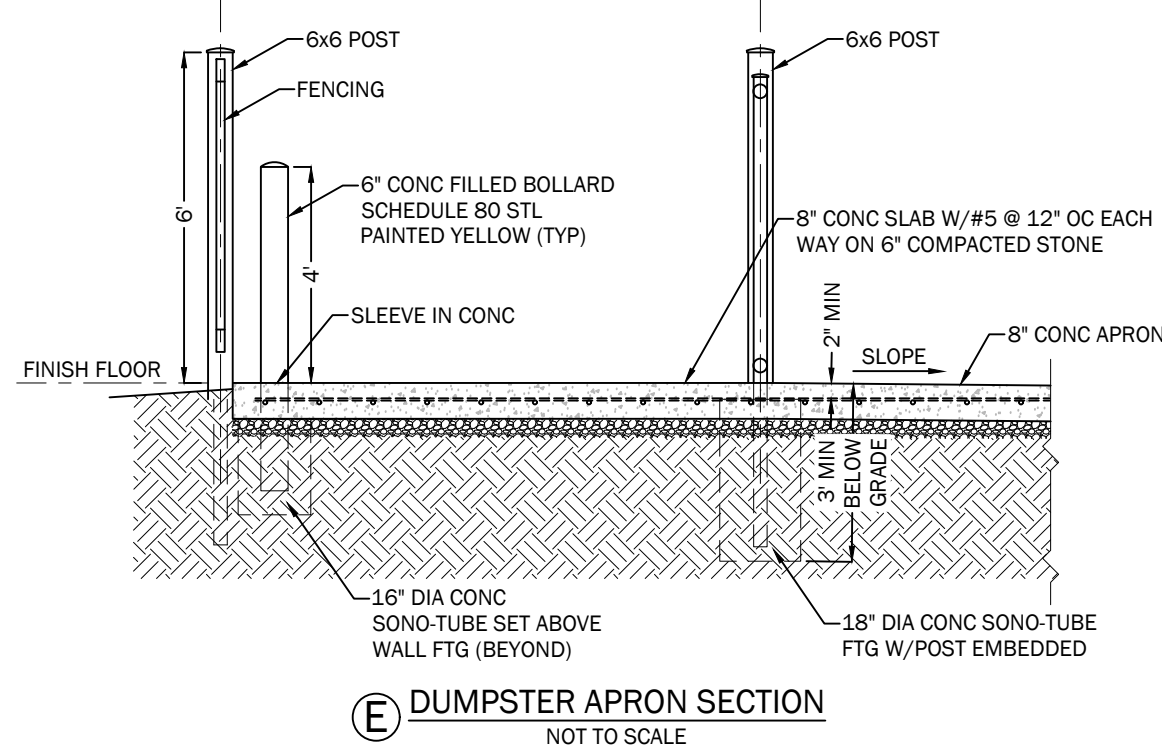
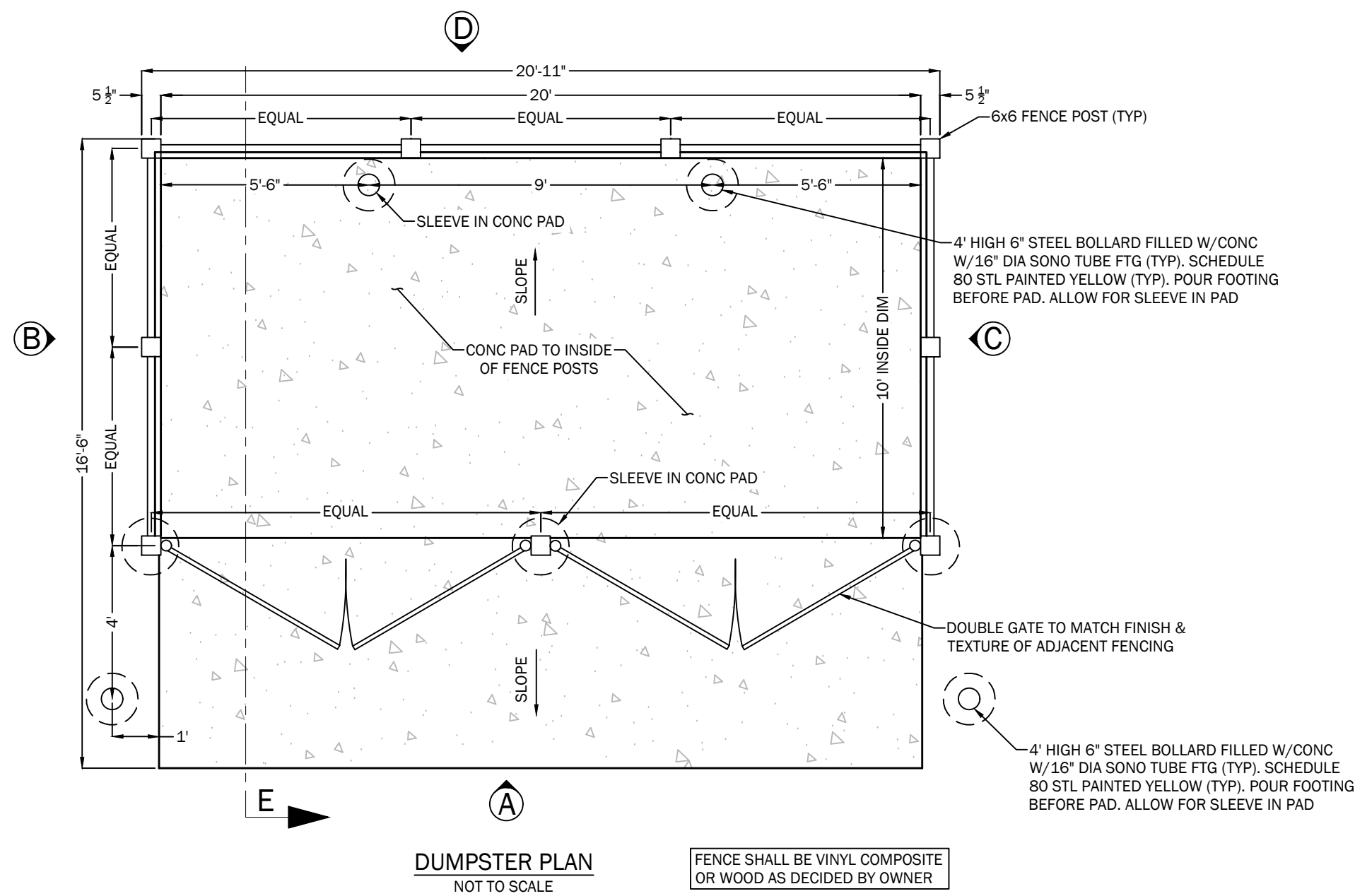
- PRIVATELY OWNED PRACTICES SHALL HAVE A MAINTENANCE PLAN AND SHALL BE PROTECTED BY EASEMENT, DEED RESTRICTION, ORDINANCE, OR OTHER LEGAL MEASURES PREVENTING ITS NEGLIGENCE, ADVERSE ALTERATION, AND REMOVAL.
- THE TOP FEW INCHES OF FILTER MEDIA SHOULD BE REMOVED AND REPLACED WHEN WATER PONDS FOR MORE THAN 48 HOURS. SILTS AND SEDIMENT SHOULD BE REMOVED FROM THE SURFACE OF THE FILTER BED WHEN ACCUMULATION EXCEEDS ONE INCH.
- WHERE PRACTICES ARE USED TO TREAT AREAS WITH HIGHER CONCENTRATIONS OF HEAVY METALS (E.G., PARKING LOTS, ROADS), THE TOP TWO TO THREE INCHES SHOULD BE REPLACED AS NECESSARY.
- OCCASIONAL PRUNING AND REPLACEMENT OF DEAD VEGETATION IS NECESSARY. IF SPECIFIC PLANTS ARE NOT SURVIVING, MORE APPROPRIATE SPECIES SHOULD BE USED. WATERING MAY BE REQUIRED DURING PROLONGED DRY PERIODS.

PLANTING LEGEND

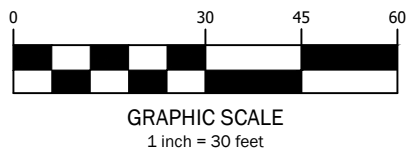
- WITCH HAZEL (HAMAMELIS VIRGINIANA) 3 GALLON
- SOUTHERN BAYBERRY (MORELLA PENNSYLVANICA) 3 GALLON
- INKBERRY (ILEX GLABRA) 3 GALLON
- PEPPER-BUSH SWEET (CLETHRA ALNIFOLIA) 3 GALLON
- WINTERBERRY (ILEX VERTICILLATA) 3 GALLON



TYPICAL BIORETENTION PLANTINGS
(N T S)

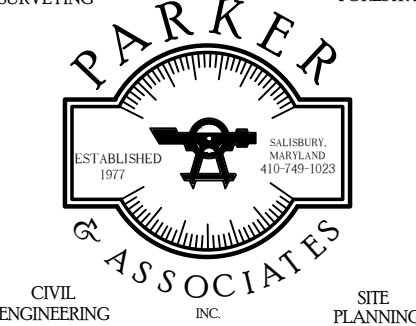


SP-2



REVISIONS	DATE	BY	CHK

PRELIMINARY COMPREHENSIVE DEVELOPMENT PLAN		DETAILS		KINDERCARE - SALISBURY		ROAD NAME: DALLAS DRIVE FOR: KINDERCARE EDUCATION LLC CITY OF SALISBURY, WICOMICO COUNTY, MARYLAND		DATE	08/05/2025	DRAWN BY	RBA	SCALE	1" = 30'	APP NO.	52088-E CDP SITE DWG	SHEET NO.	121	NO. OF SHEETS	5	PAGE	2582 LOTS 6-8
--	--	---------	--	------------------------	--	--	--	------	------------	----------	-----	-------	----------	---------	----------------------	-----------	-----	---------------	---	------	---------------





M10 EAST ELEVATION
1/8" = 1'-0"



Professional Certification: I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed Professional Architect in the laws of the State of Maryland. License No. 00000, Expiration Date: 00-00-00.

dbf
DAVIS
BOWEN &
FRIEDEL, INC.
ARCHITECTS • ENGINEERS • SURVEYORS

EASTON, MARYLAND
MILFORD, DELAWARE
SALESBURY, MARYLAND

**KINDERCARE FACILITY
BUILDING SHELL
SALISBURY, MARYLAND**

PRELIMINARY COMPREHENSIVE DEVELOPMENT PLAN

[illegible]

ELEVATIONS

Dwg.No.:

A-201.2

2 Aug 05 2025-11:28am

208 Parking Spaces

208.1 General. Where parking *spaces* are provided, parking *spaces* shall be provided in accordance with 208.

EXCEPTION: Parking *spaces* used exclusively for buses, trucks, other delivery vehicles, law enforcement vehicles, or vehicular impound shall not be required to comply with 208 provided that lots accessed by the public are provided with a passenger loading zone complying with 503.

208.2 Minimum Number. Parking *spaces* complying with 502 shall be provided in accordance with Table 208.2 except as required by 208.2.1, 208.2.2, and 208.2.3. Where more than one parking *facility* is provided on a *site*, the number of *accessible spaces* provided on the *site* shall be calculated according to the number of *spaces* required for each parking *facility*.

Table 208.2 Parking Spaces

Total Number of Parking Spaces Provided in Parking Facility	Minimum Number of Required Accessible Parking Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
1001 and over	20, plus 1 for each 100, or fraction thereof, over 1000

Advisory 208.2 Minimum Number. The term “parking facility” is used Section 208.2 instead of the term “parking lot” so that it is clear that both parking lots and parking structures are required to comply with this section. The number of parking spaces required to be accessible is to be calculated separately for each parking facility; the required number is not to be based on the total number of parking spaces provided in all of the parking facilities provided on the site.

COMMUNITY IMPACT STATEMENT

Kindercare - Salisbury

Dallas Drive

City of Salisbury, Wicomico County, Maryland

Prepared for:

Kindercare Education LLC

Prepared by:

Parker & Associates Inc.

528 Riverside Drive

Salisbury Maryland 21801

July 30, 2025

COMMUNITY IMPACT STATEMENT
Kindercare Salisbury, Lots 6 – 8

I) OVERVIEW

This Comprehensive Development Plan reflects the desires of Kindercare Education LLC to construct an educational day care facility on Dallas Drive, in the City of Salisbury in Wicomico County. This facility is representative of Kindercare Education's desire to bring much-needed educational pre-school child care services to the community.

This project consists of the construction of a single 17,960 +/-square-foot building that will house the facility. Associated there with will be the construction of a parking lot that provides for the parking of 114 parking spaces, including four handicap accessible spaces. The plan also proposes the construction of all of the requisite parking, drive-aisles, stormwater management, landscaping, and lighting improvements commensurate with a development of this scope. All construction and development on this project will be in accordance with the Planned Development District #1 in which this property is located. Our construction will also be in accordance with the City of Salisbury and Wicomico County construction specifications, where appropriate. However, all trash collection will be private and all water and sewer will be public.

Existing public infrastructure is more than adequate to serve this development and is currently in place for connection and will be utilized as noted on the plan. Historically, this property was proposed for a planned mixed use development with which this proposal is compliant.

The property is currently cleared and grass covered

114 Parking spaces (including 4 handicap spaces) are provided throughout the site being proposed for the building. This is the minimum number of parking spaces that Tidal Health feels as though they need for this site. All drive aisles, parking areas, and utilities are to be privately owned and maintained.

II) PLANNING AND ZONING

- A) Zoning:** The property is presently zoned in the City of Salisbury as Planned Development District #1 which allows permitted uses of Neighborhood Business District and Select Commercial District both of which allow the proposed use. Our comprehensive development plan is intended to comply with all applicable zoning regulations without any waivers or exceptions.
- B) Description:** one building, approximately 17,960 square feet of day care space
- C) Size:** building 1 – 17,960 ft.²
- D) Parking:** 114 parking spaces, including 4 handicap.
- E) Acreage:** 4.51 acres; 3.12 acres disturbed; 1.39 acres remaining for development
- F) Open space:** 0± acres.
- G) Forest Conservation Proposed:** 0± acres.

III) MARKET ANALYSIS – PROJECTED MARKET

The market analysis for this project is very simple. There is an immense need for affordable child care in Wicomico County. The end user is proposing this development and occupation of this building. They have determined the need and location for this facility at this location. There are no similar facilities in this area. A national company is investing significant sum of money in this project. Therefore, the need has been demonstrated at this location pursuant to their own internal market analysis.

IMPACT STUDY

IV) FACILITIES COST AND IMPACT

The cost of the facilities being proposed herein are borne entirely by the developer. It will not cost Wicomico County or the City of Salisbury anything to bring this project to fruition. The cost of all impact fees, building permit fees, inspection fees, and all other fees related to this development will be borne by the developer. The nature of the use, being child care, does not necessitate the need for an enhanced amount of fire, police, EMS services nor any other general municipal service. It obviously will not create the need for additional school capacity. All sewer and water will be at the expense of the developer and trash collection will be private. Therefore, given the significant increase in tax burden the developer takes on by building this building and the negligible fiscal impact this project will have upon the city of Salisbury, its development is immensely beneficial to the county and city, with very negligible downside, if any.

V) UTILITIES

All utilities, including water and sewer, are existing on this site and are of adequate size to serve this project. All extensions needed for this project, including on-site water and sewer systems, will be provided entirely at the developer's expense.

All street lighting costs will be paid by the developer.

This project is estimated to consume approximately 25 EDU, based upon data from MDE guidance on wastewater flows for use in designing on-site systems (Rev June 2011).

VI) TRAFFIC

This project is not anticipated to generate an immense amount of additional traffic. This property is located a short jaunt from the large collector road Beaglin Park Drive, being a short distance away from US Route 50. Traffic analysis to show the relatively minor increase in traffic generated and its impacts by this site is attached as Appendix A.

VII) STORMWATER DRAINAGE

All stormwater drainage would be provided entirely at the developer's expense. Stormwater retention will be utilized on-site to lessen any impact on the existing City of Salisbury/Wicomico County's, storm drainage system. When this project's required storm drainage capacities are reached, the nominal outfall for the project will be into an existing culvert in Beaglin Park Drive / Dallas Drive.

Furthermore, Stormwater management will be provided for this project in accordance with the State of Maryland's stormwater management regulations. That means that the run off will be cleaned as well as managed for quantity assurances. This project will provide ESD to the MEP, which means the runoff during the referenced storms will be reduced to that of an equivalent site that discharges in a wooded, good condition classification. This quality management will be achieved by use of several innovative and accepted practices which include bioretentions, among other accepted technology practices that are utilized to filter and clean stormwater runoff prior to its discharge.

Runoff will also be detained in a downstream stormwater management facility that will detain the runoff and prevent its discharge at detrimental rates. The runoff leaving this site will be reduced in accordance with the requirements and policies of the stormwater management ordinance.

This project has been and will be further coordinated with both Wicomico County and the City of Salisbury Department of Infrastructure and Development to meet their current requirements.

VIII) REFUSE COLLECTION

Trash and rubbish would be handled privately. There will be no additional burden upon the City's trash collection system. Trash collection areas will be screened from view.

IX) POLICE AND FIRE PROTECTION

A normal amount of fire and police protection would be required from the community. The size of this development and its close proximity to the EMS facilities allows for the logical extension of services for this close-in urban size.

The proposed use of doctors' offices should not increase the need for either in any appreciable way.

X) SCHOOL FACILITIES

This project will not necessitate the need for any additional school capacity nor will it burden any of the Board of Education's facilities in Wicomico County or the city of Salisbury.

XI) RECREATIONAL FACILITIES

Playground areas are being provided as the building will be a place of child care. Interior to each building, there will be any necessary break and recreational areas within. There are several landscaping areas on this property and there are sidewalks to be constructed along Dallas Drive.

XII) ENVIRONMENTAL IMPACT STATEMENT

The construction of this project will have a temporary or minimal effect on the environment as detailed below:

A) Plants and Animals: The existing site consists of a predominantly wooded groundcover with 2 Former Rd. beds cut through. The construction of this project will comply with all forest conservation and habitat protection requirements. The infrastructure needed to serve this building is already installed and this project merely proposes to tie into same. No endangered plants or animals are known to exist on or near this site. There are no tidal or non-tidal wetlands present.

As the landscaping drawings indicate, this project will propose significant plantings along the street and in specific landscaping areas, in addition to conserving a large amount of property and forest conservation easement. Tree species will consist of London Plane, Red Maple, River Birch, Sycamore, Pin Oak or similar specimen tree in the parking lots where shade is critical. In addition, the southern property line of the project along Dallas Drive will be planted with a more aesthetic and color producing landscape type of vegetation.

B) Noise: There would be a normal temporary increase in noise levels during construction. After construction, noise levels will be a nonissue. Noise emanating from the construction and final use of this project will be mitigated. Trash containers will be fenced on three sides and located in areas, which will minimize noise transmission to adjacent properties while still being convenient for on-site patrons. All these features will mitigate noise. Any temporary noise from the outdoor play areas will be during the day only.

C) Dust: There would be a temporary increase in dust during construction. After construction, dust levels would be less than generated from existing possible agricultural field utilization.

D) Odor: This project would generate no more abnormal odors.

E) Lighting: Site lighting would be designed to minimize glare or spillover to adjoining properties by selecting fixtures to focus lighting directly onto the site.

F) Erosion: There are no streams or natural drainage channels located on this property. All areas disturbed during the construction phase would be paved, built upon, re-stabilized, and landscaped. There is no significant erosion expected from this flat site.

G) Sediment Control: All sediment runoff will be controlled and managed in accordance with Wicomico County and USDA Soil Conservation Standards.

H) Flooding: This site would be designed to accommodate at least a 100-year storm without any on-site flooding. The site is not in a flood zone impacted by stream or waterways.

I) Paleo Channel: There does not appear to be any existing or future possibility of contamination of the Paleo Channel aquifer. This site is currently not located atop the Paleo channel. It is located atop a wellhead protection district. Although the site is not atop the Paleo channel, it will still comply with the permitted uses in a wellhead district as well as atop the Paleo channel. The permitted uses and accessory uses shall be as follows:

1. All uses permitted in the underlying zoning district(s), with the following exceptions:
 - a. Uses which discharge excessive amounts of water or use, store or generate raw or waste materials which are ignitable, corrosive, reactive or toxic, such as, but not limited to, manufacture of organic and inorganic chemicals, paint and pigments, petroleum refining, steel, metal products fabrication, electroplating and textile dyeing and finishing.

This project does not propose any of these environmental concerns. Furthermore, this project does not propose any risk for future possibility of contamination of the channel or well heads through the storage and handling of railways materials or any other material that would cause contamination of either of these sensitive zones beneath this property. The uses on this property are consistent with the intent of the establishment of these two zones and do not pose any risk to either the Paleo Channel or the wellhead zones. Therefore, the is in compliance with the zoning codes requirements for development atop these districts.

XIII) DEVELOPMENT SCHEDULE

It is the owner's intention to begin construction as soon as the required approvals and permits are acquired. The entire project will be constructed as one phase and is expected to take 6 months to complete.

XIV STATEMENT OF INTENT TO PROCEED AND OF FINANCIAL CAPABILITY

The developer is fully funded to proceed immediately with the construction of this project. Their track record in Salisbury is impeccable with both the finished product as well as his ability to complete same. It is their intent to proceed with construction immediately upon approvals of these plans.

XIV) CONCLUSION

Based on the data and analysis herein, it is our opinion that there exists within this fast growing market area of underserved parents of the Salisbury/Wicomico County area an immediate demand for additional child care facilities to meet the direct needs of Wicomico County's residents providing a dependable and low cost alternative to care for children.

APPENDIX A

Clinic (630)

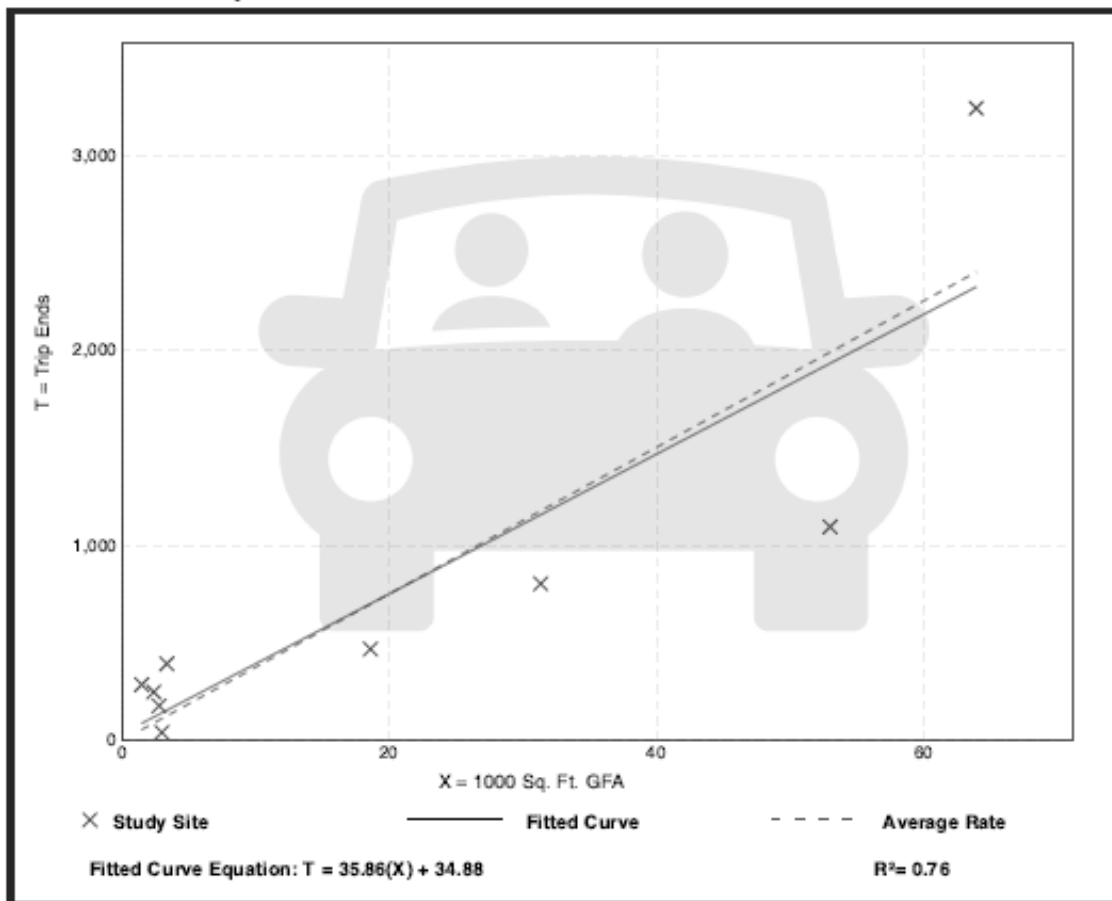
Vehicle Trip Ends vs: 1000 Sq. Ft. GFA
On a: Weekday

Setting/Location: General Urban/Suburban
Number of Studies: 9
Avg. 1000 Sq. Ft. GFA: 20
Directional Distribution: 50% entering, 50% exiting

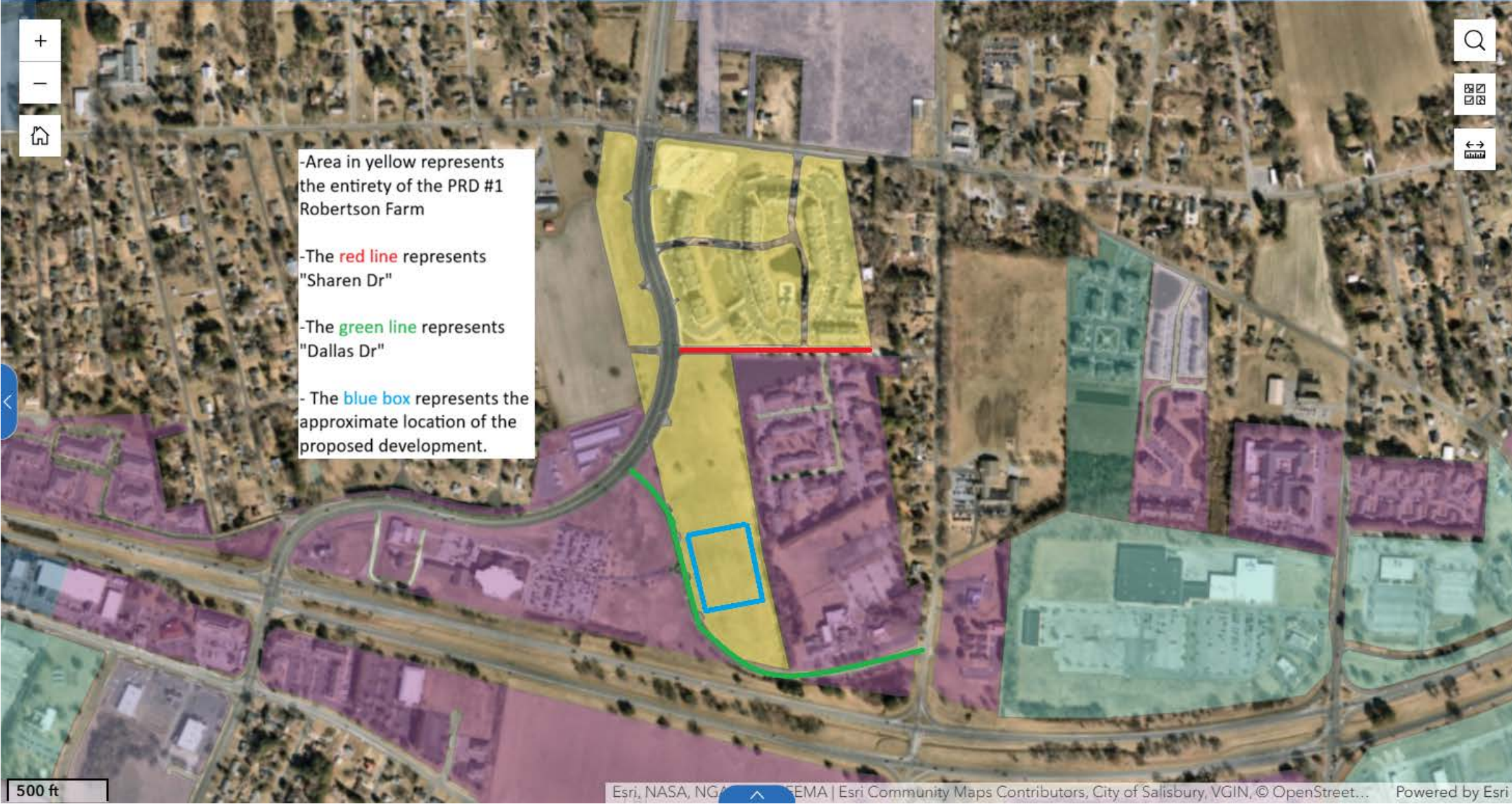
Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
37.60	13.96 - 191.33	25.52

Data Plot and Equation



	Land Use Category - ITE 11th Edition	ITE Land Use Code	ITE Average PM Peak Hour Trip Rate ¹	Unit	Pass-By Trip Reduction Factor ³	Net New Trip Rate	Trip Length Adjustment Factor	Net New Trips
Saturday, Peak Hour of Generator	Automobile Racetrack ²	453	0.28	Attendees	1.00	0.28	1.00	0.28
	Dog Racetrack ²	454	0.15	Attendees	1.00	0.15	1.00	0.15
PM Peak Hour of Generator Only	Professional Baseball Stadium ²	462	0.15	Attendees	1.00	0.15	1.00	0.15
	Ice Skating Rink	465	1.33	1,000 sf GFA	1.00	1.33	1.00	1.33
PM Peak Hour of Generator Only	Snow Ski Area	466	33.77	Lifts	1.00	33.77	1.00	33.77
	Bingo Hall ²	470	0.48	Seats	1.00	0.48	1.00	0.48
	Casino	473	22.61	1,000 sf GFA	1.00	22.61	1.00	22.61
	Amusement Park ²	480	0.50	Employee	1.00	0.50	1.00	0.50
	Water Slide Park ²	482	0.28	Parking Spaces	1.00	0.28	1.00	0.28
	Soccer Complex	488	16.43	Fields	1.00	16.43	1.00	16.43
	Tennis Courts ²	490	4.21	Court	1.00	4.21	1.00	4.21
	Racket/Tennis Club ²	491	3.82	Court	1.00	3.82	1.00	3.82
	Health/Fitness Club	492	3.45	1,000 sf GFA	1.00	3.45	1.00	3.45
	Athletic Club	493	6.29	1,000 sf GFA	1.00	6.29	1.00	6.29
	Recreational Community Center	495	2.50	1,000 sf GFA	1.00	2.50	1.00	2.50
INSTITUTIONAL & MEDICAL								
Weekday	Military Base	501	0.39	Employees	1.00	0.39	1.00	0.39
	Elementary School	520	0.16	Student	1.00	0.16	1.00	0.16
	Middle School/Junior High School	522	0.15	Student	1.00	0.15	1.00	0.15
	High School	525	0.14	Student	1.00	0.14	1.00	0.14
	School District Office	528	2.04	1,000 sf GFA	1.00	2.04	1.00	2.04
	Private School (K-8)	530	0.26	Student	1.00	0.26	1.00	0.26
	Private School (K-12)	532	0.17	Student	1.00	0.17	1.00	0.17
	Private High School	534	0.19	Student	1.00	0.19	1.00	0.19
PM Peak Hour of Generator Only	Charter Elementary School	536	0.16	Student	1.00	0.16	1.00	0.16
	Charter School (K-12)	538	0.73	Student	1.00	0.73	1.00	0.73
	Junior/Community College	540	0.11	Student	1.00	0.11	1.00	0.11
	University/College	550	0.15	Student	1.00	0.15	1.00	0.15
Fri, PM Peak Hour	Church	560	0.49	1,000 sf GFA	1.00	0.49	1.00	0.49
	Synagogue ²	561	2.92	1,000 sf GFA	1.00	2.92	1.00	2.92
Fri, PM Peak Hour	Mosque ²	562	4.22	1,000 sf GFA	1.00	4.22	1.00	4.22
	Day Care Center	565	11.12	1,000 sf GFA	0.56	6.23	1.00	6.23
	Cemetery	566	0.46	Acres	1.00	0.46	1.00	0.46
	Adult Detention Facility ²	571	0.48	1,000 sf GFA	1.00	0.48	1.00	0.48
	Fire and Rescue Station	575	0.48	1,000 sf GFA	1.00	0.48	1.00	0.48
	Museum ²	580	0.18	1,000 sf GFA	1.00	0.18	1.00	0.18
	Library	590	8.16	1,000 sf GFA	1.00	8.16	1.00	8.16
	Hospital	610	0.86	1,000 sf GFA	1.00	0.86	1.00	0.86
	Nursing Home	620	0.59	1,000 sf GFA	1.00	0.59	1.00	0.59
	Clinic	630	3.69	1,000 sf GFA	1.00	3.69	1.00	3.69
	Vet Clinic	640	3.53	1,000 sf GFA	1.00	3.53	1.00	3.53
	Free Standing Emergency Room	650	1.52	1,000 sf GFA	1.00	1.52	1.00	1.52

- 
- Area in yellow represents the entirety of the PRD #1 Robertson Farm
 - The red line represents "Sharen Dr"
 - The green line represents "Dallas Dr"
 - The blue box represents the approximate location of the proposed development.



Infrastructure and Development Staff Report

January 8, 2026

I. SUMMARY OF REQUEST:

We have received a request to make a text amendment to City of Salisbury Zoning Code, Chapter 17.04.120 to expand the definition of specialty shop.

II. PROCEDURE:

The City of Salisbury Code Chapter 17.228.020A provides the procedure for amendments to the Zoning Code, as follows:

A. Planning Commission Review.

1. *All applications for a zoning code text amendment or a district boundary change shall be made to the planning director, and any such amendment, supplement, modification, change or repeal shall be referred to the Salisbury planning commission for review and recommendation to the city council.*
 - a. *The planning commission shall cause such investigation and study to be made as it deems necessary to prepare a report containing the commission's recommendation to the city council.*
 - b. *The commission shall hold a public hearing and shall submit its report and recommendation to the city council within six months of receipt of such application.*
 - c. *If the planning commission fails to submit its report and recommendation within six months, any such proposed amendment, supplement, modification or change may be acted upon by the city council without benefit of such report or recommendation.*
2. *If there is any change in the request, such as enlargement of land area or change of zoning reclassification requested, after review and recommendation by the planning commission, the request shall be resubmitted to the planning commission for further review and recommendation prior to the city council's formal action on the request.*
3. *The planning commission shall make a recommendation. In the event that no recommendation is made, the commission's indecision or failure to forward a recommendation within six months shall be considered on balance as favorable to the proposed amendment, and a favorable recommendation shall be forwarded to city council.*

III. PLANNING & ZONING ANALYSIS

The current definition of “specialty shop” in Chapter 17.04.120 reads:

“‘Specialty shop’ means a shop for the sale of antiques/collectibles or handicraft and supplies, including artwork, leatherwork, pottery, needlework or similar items which may be made on the premises.”

It is the opinion of staff that this definition is overly restrictive. There are a multitude of examples of things that would seem to be “specialty shops” by the conventional definition that would not be permitted under this definition. For example, this definition would not allow a store that sells boutique clothing, or houseplants, or videogames.

“Specialty Shop” is a specific permitted use in three different zones: Office and Service Residential, Hospital, and Neighborhood Business. The purpose of each zone is can be referenced in Attachment A. Attachment B provides a table showing the uses that are currently allowed in the three districts. In other zones where a specialty shop is permitted, it is allowed as part of a larger use group such as retail sales, retail activities or retail establishment. Attachment C illustrates the location of the zones that would be affected by the proposed change.

Expanding the definition of “specialty shop” would still limit retail in these areas while creating additional opportunity for small retail that can support the surrounding neighborhood residents and uses.

The proposed definition of “specialty shop” reads:

“Specialty shop means a retail store that sells a specialized line of merchandise related to a specific category or brand of products but does not include adult entertainment businesses, cannabis dispensaries, or alcohol and tobacco sales. No outdoor storage is permitted as part of this use.”



Attachment A – Zoning District Purpose Statements

Neighborhood Business District

The purpose of the neighborhood business district is to provide areas along major roads or intersections in residential neighborhoods for clustering of limited business and service uses. The areas are exposed to large amounts of traffic, have good vehicular access and are unlikely to develop with residential lots. The uses permitted in these districts are intended to provide services, light retailing and food products as a convenience to the neighborhoods within walking or short driving distance.

Hospital District

The purpose of the hospital district is to recognize the area between Route 13, Carroll Street and Waverly Drive which has developed from a small local hospital into a regional hospital and medical center, serving the entire lower eastern shore, and to recognize that as the population of this region increases, the need for expansion will continue. The most logical and efficient way to expand is in all that area adjoining the hospital southward between Waverly Drive, Newton Street and Route 13 which is, for the most part, residentially developed. To allow for gradual transition from residential to hospital use, the uses permitted in this district include residential as well as offices, hospital, medical and other related uses so residents of the area may enjoy the use and value of their property while the gradual transition is occurring.

Office and Service Residential District

The purpose of the office and service residential district is to recognize those areas of the city where there exists a mixture of office, service and residential use and to foster the continuance of these uses with special development standards designed to protect residential use within and adjoining these districts from any possible adverse effect from nonresidential uses. These districts are generally located close to the central business district along collector streets in older established residential areas or between residential and strip commercial areas. Retail sales with high traffic volumes, late hours of operation, noise, odor and other detrimental influences affecting residential use are not permitted within these districts. Uses are limited to business and professional offices, most of which are conducted within the existing large older residential structures; public buildings and churches; and other service-type uses. The office and service residential district provides for a gradual transition of use from commercial development in the central business district to the residentially developed areas along collector streets extending outward from the central business district and as a transition from the heavily developed strip commercial along Route 13 to the older residential areas.

Attachment B – Permitted Use Matrix

(x-permitted, se-special exception, o-ordinance permit)

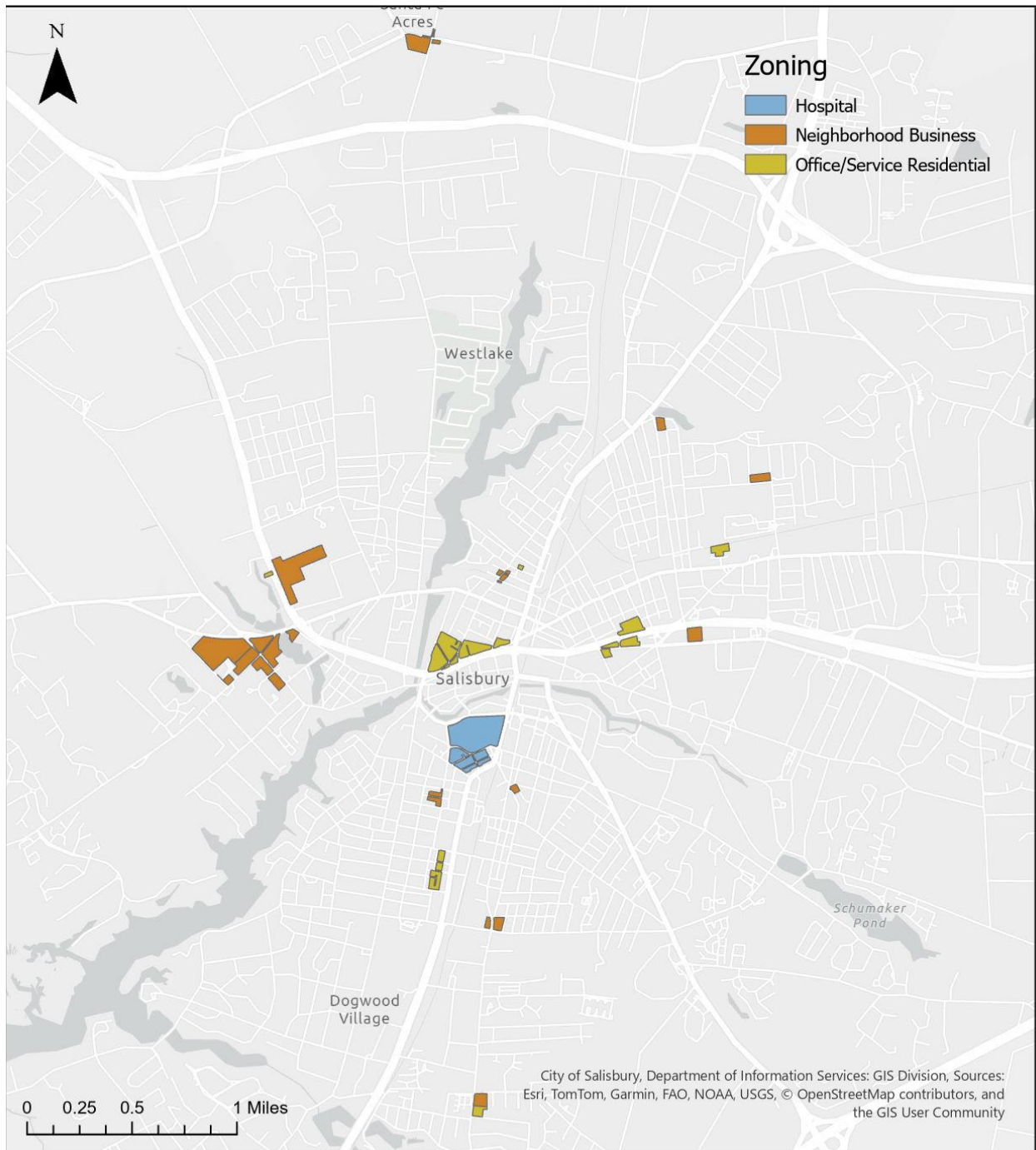
	Neighborhood Business	Office and Service Residential	Hospital
Apartments above the first floor	x		
Apartments (up to 4 units, residential or mixed use)		x	
Apartment building/project	se		x
Boardinghouse/rooming house			x
Business, governmental, professional and finance office	x		
Care home		x	
Church/place of worship (excl. vehicle storage & maint.)	x	x	
Convenience store	x		
Custom repair and service shop (excludes vehicles)	x		
Day-care center or nursery school	o	o	
Day-care facilities for the elderly and handicapped	x	x	
Drive-in bank	x		
Drugstore	x		x
Dwellings (single and two-family)		x	x
Family day-care home			x
Firehouse	x		
Florist			x
Group domiciliary care facility		x	x
Hairdresser shop	x	x	x
Hospital and hospital accessory structures			x
Laundromat	x		
Medical and dental office and clinic	x		x
Medical-care facility			x
Medical center			x
Neighborhood shopping center (max 30,000 square feet)	x		
Neighborhood shopping center (30,000 - 100,000 sq. ft.)	se		
Nursing or physician schools			x
Office(s)		x	
Parking lot or structure			x
Pet-grooming shop	x		
Police station	x	x	
Restaurant	x		x



City of Salisbury

Restaurant (fast-food carry-out)	x		
Specialty shop	x	x	x
Studio	x	x	
Travel agency		x	
Utility substation	o	o	

Attachment C – Specialty Shop Zoning Districts Map



Infrastructure and Development Staff Report

January 8, 2026

I. SUMMARY OF REQUEST:

Planning staff are recommending a text amendment to the City of Salisbury Zoning Code, specifically the following chapters and sections:

- 17.04.120 – Definitions
- 17.20.030 and 17.20.050 – College and University District
- 17.68 – Hospital District
- 17.84 – Office and Service Residential District
- 17.156 – R-5, R-8, R-10 Residential Districts
- 17.160 – R-5A, R-8A and R-10A Residential Districts
- 17.164 – R-5S, R-8S and R-10S Residential Districts

The proposed amendments are summarized below:

- Replace the term **“Family day-care home”** with **“Family child care home”** and amend the definition to be consistent with the State definition.
- Add the term **“Large family child care home”** along with its definition.
- Wherever **family child care homes** are permitted as an accessory use, **Large family child care homes** shall be permitted by special exception.

II. PROCEDURE:

The City of Salisbury Code Chapter 17.228.020A provides the procedure for amendments to the Zoning Code, as follows:

A. Planning Commission Review.

- 1. All applications for a zoning code text amendment or a district boundary change shall be made to the planning director, and any such amendment, supplement, modification, change or repeal shall be referred to the Salisbury planning commission for review and recommendation to the city council.*
 - a. The planning commission shall cause such investigation and study to be made as it deems necessary to prepare a report containing the commission's recommendation to the city council.*
 - b. The commission shall hold a public hearing and shall submit its report and recommendation to the city council within six months of receipt of such application.*
 - c. If the planning commission fails to submit its report and recommendation within six months, any such proposed amendment, supplement, modification or change may be acted upon by the city council without benefit of such report or recommendation.*
- 2. If there is any change in the request, such as enlargement of land area or change of zoning reclassification requested, after review and recommendation by the planning commission, the request shall be resubmitted to the planning commission for further review and recommendation prior to the city council's formal action on the request.*

3. *The planning commission shall make a recommendation. In the event that no recommendation is made, the commission's indecision or failure to forward a recommendation within six months shall be considered on balance as favorable to the proposed amendment, and a favorable recommendation shall be forwarded to city council.*

III. PLANNING & ZONING ANALYSIS

The proposed text amendments would improve the City's consistency with the State definitions for types of licensed child care facilities and help to address the child care shortage by expanding opportunity for family child care providers. The Comptroller of Maryland Released a Report in December 2024, *State of the Economy Series: Child Care and the Economy*, that shows that child care capacity in Wicomico County fell by 13.2% between February 2020 and August 2024.

Currently, the College and University District, the Office and Service Residential District, the Residential Districts including R-5A, R-8A, and R-10A, R-5S, R-8S, and R-10S Residential Districts, allow Family Day Care Homes which are limited to (8) children as accessory uses. Adding a Large Family Child Care Home as an accessory use permitted by special exception would allow a maximum of (12) children, but on a site-by-site basis to ensure that the location is capable of handling additional traffic, queuing for drop-off and pick-up, parking for any required employee or visitor, and other concerns regarding impact to the neighborhood that arise.

Requiring the special exception for the Large Family Child Care Home also makes sense in that the requirements for approval are consistent with the intensity of the use. See below.

- Family Child Care Homes are permitted inherently as an accessory use.
- Large Family Child Care Homes are permitted with a special exception by the Board of Appeals.
- Day Care Centers require an ordinance permit where they are allowed in these affected zoning districts. Ordinance permits undergo the public process used for text amendments and require approval by the City Council.

The Office of Child Care at the State Department of Education relies on the City to confirm that an applicant for a child care provider license is compliant with the applicable zoning regulations for the type of child care requested. COMAR 13A.18.01-16 provides the requirements the State uses to license Large Family Child Care Homes which addresses staffing requirements, record keeping, hours of care, suitability of the home, program requirements, safety, and nutrition. The goal of our Zoning Code is only to ensure that the site and location are suitable for the use.

Attachment 1 – Proposed amendments

17.04.120 Definitions

~~"Family day-care home" means any dwelling unit either licensed or registered by the appropriate state and/or county health or welfare agency to provide care for no more than eight children separated from their parents or guardians during any part of the day and occupied by the family of the licensee, provided that written consent is obtained from the owner(s) of the unit and owner(s) of any attached dwelling units. Any such consent may be withdrawn after thirty (30) days' written notice by the owner of said unit to the day-care home operator~~ **family child care home.**

"Family child care home" means any residence, either licensed or registered by the appropriate state and/or county health or welfare agency, in which family child care is provided for at least eight children separated from their parents or guardians during any part of the day and occupied by the family of the licensee.

"Large Family child care home" means any residence, either licensed or registered by the appropriate state and/or county health or welfare agency, in which family child care is provided for at least nine children, but not more than 12 children, separated from their parents or guardians during any part of the day and occupied by the family of the licensee.

CHAPTER 17.20 – COLLEGE AND UNIVERSITY DISTRICT

17.20.030 Uses permitted by special exception.

Uses permitted by special exception shall be as follows:

- A. Tavern, dance hall, and nightclub;
- B. Large family child care home as accessory uses.**

17.20.050 Accessory uses and structures.

Accessory uses and structures shall be as follows:

- A. Off-street parking lot or structure;
- B. Off-street loading and unloading facilities;
- C. Gasoline pumps as accessory use to a convenience store, in accordance with Section 17.04.220;
- D. Other accessory uses and structures clearly incidental to, customary to and associated with the permitted use;
- E. ~~Family day-care home~~ **Family child care home;**
- F. Large family child care home pursuant to 17.20.030;**
- ~~F.G.~~ Day-care services for employees or patrons of a permitted use.

CHAPTER 17.68 – HOSPITAL DISTRICT

17.68.020 - Permitted uses.

Uses permitted shall be as follows:

- A. Apartment building or project in accordance with [chapter 17.168](#);
- B. Boardinghouse/rooming house;
- C. Drugstore or pharmacy;
- D. Dwellings:
 - 1. Single-family,
 - 2. Two-family, in accordance with [chapter 17.108](#);
- ~~E. Family day care home;~~
- F. Florist;
- G. Hairdresser shop;
- H. Hospital and hospital accessory structures, with a maximum height of seventy-five (75) feet;
- I. Medical-care facility;
- J. Medical center;
- K. Medical office;
- L. Nursing or physician school;
- M. Parking lot or parking structure;
- N. Restaurant;
- O. Specialty shop;
- P. Group domiciliary care facility.

17.68.025 - Uses permitted by special exception.

Uses permitted by special exception shall be as follows:

- A. Large family child care homes as accessory uses**

17.68.030 - Accessory uses and structures.

Accessory uses and structures shall be as follows:

- A. Helicopter landing facilities for hospital use;
- B. Other accessory uses and structures clearly incidental, customary to and associated with the permitted use;
- C. Day-care services for employees or patrons of a permitted use.
- D. Family child care home**
- E. Large family child care home pursuant to 17.68.025**

CHAPTER 17.84 – OFFICE AND SERVICE RESIDENTIAL DISTRICT

17.84.025 - Uses permitted by special exception.

Uses permitted by special exception shall be as follows:

- A. Large family child care homes as accessory uses**

17.84.040 Accessory uses and structures.

Accessory uses and structures shall be as follows:

- A. Cloister or clerical housing on the same property with a church or other place of worship;
- ~~B. Family day care home~~**Family child care home;**

C. Large family child care home pursuant to 17.84.025

~~C.D.~~ Home occupation;

~~D.E.~~ Private garages and other accessory uses normally associated with residential use, such as, but not limited to, detached home workshop, swimming pool, cabana, greenhouse, private studio and boathouse, all of which shall be incidental to the use of the property as a residence;

~~E.F.~~ Storage of recreational vehicles and boats on residential lots, limited to two in any combination, in back of the front building setback line where such recreational vehicles and boats are for the use and enjoyment by the residents thereon;

~~F.G.~~ Other accessory uses and structures clearly incidental to, customary to and associated with the permitted use;

~~G.H.~~ Day-care services for employees or patrons of an office or service use.

CHAPTER 17.156 – R-5, R-8, AND R-10 RESIDENTIAL DISTRICTS

17.156.030 Uses permitted by special exception.

Uses permitted by special exception shall be as follows:

A. Cemetery, on minimum tract of ten acres;

B. Church or other place of worship on a lot size of less than five acres, in accordance with chapter 17.220, excluding bus storage, cemetery, day-care center, school of general instruction and gymnasium as accessory uses;

C. Church and other place of worship on a minimum lot of five acres, in accordance with chapter 17.220, excluding bus storage, cemetery, day-care center, school of general instruction and gymnasium as accessory uses;

D. Day-care facilities for the elderly and handicapped;

E. Large family child care homes as accessory uses;

~~E.F.~~ Non-accessory offices on church-owned properties contiguous to existing religious structures for use by nonprofit organizations;

~~F.G.~~ Studios [in the R-5 and R-8 districts only].

~~G.H.~~ Solar Farm.

17.156.050 Accessory uses and structures.

Accessory uses and structures shall be as follows:

A. Cloister or clerical housing on the same lot with a church or other place of worship, meeting lot area and/or standards required for each individual use;

B. Home occupation;

C. Home office;

~~D. Family day-care home~~**Family child care home;**

E. Large family child care home pursuant to 17.156.030

~~E.F.~~ Private garages and other accessory uses normally associated with a residential use, such as but not limited to detached home workshop, swimming pool, cabana, greenhouse, private studio and boathouse, all of which shall be incidental to the use of the property as a residence;

~~F.G.~~ Storage of recreational vehicles and boats on residential lots, limited to two in any combination, in back of the front building setback line, where such recreation vehicles and boats are for the use and enjoyment of the resident thereon;

- ~~G.H.~~ Other accessory uses and structures clearly incidental to, customary to and associated with the permitted use.

CHAPTER 17.156 – R-5A, R-8A, AND R-10A RESIDENTIAL DISTRICTS

17.160.030 Uses permitted by special exception.

Uses permitted by special exception shall be as follows:

- A. Care home, in accordance with chapter 17.220;
- B. Church and other place of worship on a lot size of less than five acres, in accordance with chapter 17.220, excluding bus storage and maintenance, cemetery, day-care center, school of general instruction and gymnasium as accessory uses;
- C. Church and other place of worship on a minimum lot of five (5) acres, in accordance with chapter 17.220, including an activity building with offices and meeting rooms, cemetery, day-care center, school of general instruction and gymnasium as accessory uses;
- D. Day-care facilities for the elderly and handicapped.
- E. Solar Farm.
- F. Clinic—Residential in the R-5A district on a minimum lot of one (1) acre, in accordance with comprehensive site plan, as approved by the Planning Commission, with the following:
 - 1. The requirements for "Medical and dental clinic and office" in Section 17.196.030 shall be used to determine parking space requirements;
 - 2. Screening from adjoining residential uses consisting of a fence six feet in height and a twenty-foot-wide landscaped area shall be included on the comprehensive site plan approved by the Planning Commission; and
 - 3. A sign plan shall be approved by the Planning Commission in accordance with Section 17.216.120.
- G. Large family child care homes as accessory uses;**

17.160.050 Accessory uses and structures.

Accessory uses and structures shall be as follows:

- A. Cloister or clerical housing on the same lot with a church or other place of worship, meeting lot area and/or standards required for each individual use;
- B. Home occupation;
- C. Home office;
- D. ~~Family day-care home~~ **Family child care home;**
- E. Large family child care home pursuant to 17.160.030**
- ~~E.G.~~ Office within an apartment or townhouse project solely for the purpose of ongoing management and rental or a temporary sales office in conjunction with model units until all units in the project have been sold;
- ~~F.H~~ Private garages and other accessory uses normally associated with residential use, such as but not limited to detached home workshop, swimming pool, cabana, greenhouse, private studio and boathouse, all of which shall be incidental to the use of the property as a residence;
- ~~G.I.~~ Rental of guest rooms to not more than two roomers in a single-family detached dwelling on a minimum lot of five thousand (5,000) square feet which is occupied by

- a family related by blood, marriage or adoption, provided that one (1) additional parking space for each roomer shall be provided in the rear yard;
- H.J.** Storage of recreational vehicles and boats on residential lots, limited to two in any combination, in back of the front building setback line, where such recreation vehicles and boats are for the use and enjoyment of the resident thereon;
- I.K.** Other accessory uses and structures clearly incidental to, customary to and associated with the permitted use.

CHAPTER 17.156 – R-5S, R-8S, AND R-10S RESIDENTIAL DISTRICTS

17.164.030 Uses permitted by special exception.

Uses permitted by special exception shall be as follows:

- A. An accessory apartment of not over five hundred (500) gross square feet in size within an owner-occupied single-family detached dwelling or in an accessory building on a lot upon which an owner-occupied single-family detached dwelling is located. The lot shall have a minimum sixty (60) feet width and contain at least nine thousand (9,000) square feet of land area. All parking required for an accessory apartment shall be in the rear yard no closer than three (3) feet to all adjoining property lines, provided that an accessory apartment shall not be allowed in any dwelling where guest rooms are provided;
- B. Care home, in accordance with chapter 17.220;
- C. Cemetery, on a minimum tract of ten acres;
- D. Church and other place of worship on a lot size of less than five acres, in accordance with chapter 17.220, excluding bus storage, cemetery, day-care center, school of general instruction and gymnasium as accessory uses;
- E. Church and other place of worship on a minimum lot of five acres, in accordance with chapter 17.220, including an activity building with offices and meeting rooms, cemetery, day-care center, school of general instruction and gymnasium as accessory uses;
- F. Day-care facilities for the elderly and handicapped;
- G. Group domiciliary care facility;
- H. Rental of guest rooms to not more than two roomers in an owner-occupied single-family detached dwelling on a minimum lot of five thousand (5,000) square feet, provided that one additional parking space shall be provided in the rear yard for each roomer, and provided further that the rental of guest rooms shall not be allowed in any dwelling or on any lot that contains an accessory apartment.
- I. Large family child care homes as accessory uses;**



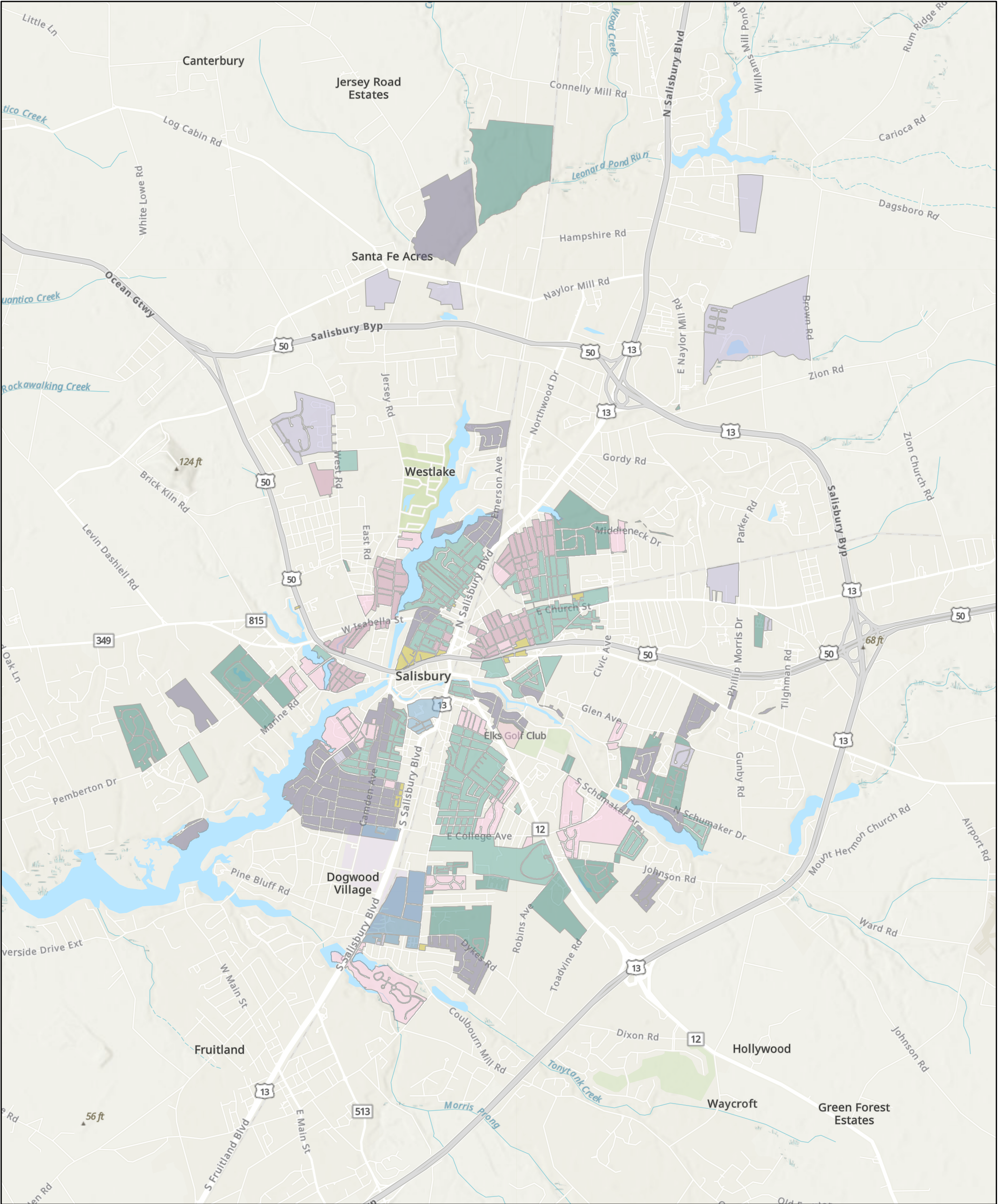
City of Salisbury

17.164.050 Accessory uses and structures.

Accessory uses and structures shall be as follows:

- A. Cloister or clerical housing in the same lot with a church or other place of worship, meeting lot area and/or standards required for each individual use;
- B. Home occupation;
- C. Home office;
- D. ~~Family day care home~~ **Family child care home**;
- E. **Large family child care home pursuant to 17.164.030**
- ~~E.~~ F. Private garages and other accessory uses normally associated with a residential use, such as but not limited to detached home workshop, swimming pool, cabana, greenhouse, private studio and boathouse, all of which shall be incidental to the use of the property as a residence;
- ~~F.~~ G. Storage of recreational vehicles and boats on residential lots, limited to two in any combination, in back of the front building setback line, where such recreation vehicles and boats are for the use and enjoyment of the resident thereon;
- ~~G.~~ H. Other accessory uses and structures clearly incidental to, customary to and associated with the permitted use.

ArcGIS Web Map



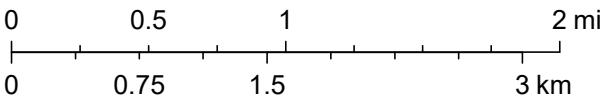
12/29/2025, 9:27:44 AM

City of Salisbury, MD: Zoning

- | | | | |
|--|-----|--|------|
| | R10 | | R8 |
| | CU | | R10A |
| | H | | R8A |
| | OSR | | R5 |
| | | | R5A |

World_Hillshade

1:56,566



Esri, NASA, NGA, USGS, FEMA, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

SALISBURY PLANNING COMMISSION
RULES OF PROCEDURE

ARTICLE I
Name of Commission

The name of this organization shall be the Salisbury Planning Commission (“the Commission”).

ARTICLE II
Authorization

The authorization for the establishment of the Commission is set forth in the Land Use Article of the Annotated Code of Maryland.

ARTICLE III
Membership

Section 1. The Commission shall consist of seven (7) members. At least three members shall reside in the municipal boundaries of the City of Salisbury. The remaining members shall reside in the greater Salisbury area, which shall be defined as any address containing a 21801 or 21804 zip code. Any member sitting on the Salisbury-Wicomico County Planning and Zoning Commission at the time of its dissolution shall be eligible for membership on the Commission.

Section 2. The term of each member shall be five (5) years, or until his or her successor takes office. All members shall be eligible for reappointment. The terms of the members of the Commission shall be staggered. If a vacancy occurs during the term of an appointed member, the vacancy shall be filled for the unexpired term.

Section 3. After providing a written statement of charges stating the grounds for removal and an opportunity for a public hearing to contest the charges, the Salisbury City Council may remove a member for:

- (i) incompetence;
- (ii) misconduct; or
- (iii) in the same manner as for a member of a State board or commission:
 - 1. Failure to attend meetings under § 8-501 of the State Government Article; or
 - 2. Conviction of a crime in accordance with § 8-502 of the State Government Article.

ARTICLE IV
Officers

Section 1. The Commission shall elect a chair and a vice-chair from the appointed members of the Commission and may create and fill such other offices as it deems appropriate.

Section 2. The term of the chair shall be for one (1) year. A chair or a vice-chair may be reelected.

Section 3. The chair shall preside at all meetings and hearings of the Commission, and the vice-chair shall act for the chair in his or her absence.

Section 4. The Director of the Department of Infrastructure and Development or their designated representative shall serve as Secretary to the Commission.

ARTICLE V

Election of Officers

Section 1. At the regular meeting in September of each year, the Commission shall elect from its membership a chair and a vice-chair, and these elected persons shall take office at the regular meeting in September.

Section 2. A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected and shall serve for one (1) year, or until ~~his~~a successor shall take office.

Section 3. Vacancies in office shall be filled by the adopted election procedure at the first regular meeting of the Commission following notification of the vacancy.

ARTICLE VI

Standards of conduct

Section 1. No Commission member shall allow bias or prejudice to affect the ability to exercise fairness and reason in any proceeding before the Commission.

Section 2. No Commission member shall represent an applicant, appellant or member of the general public before the Commission.

Section 3. A Commission member shall note on the record, before any proceeding before the Commission commences, or as soon as realized after a proceeding has commenced, that there is a conflict of interest or the appearance of a conflict of interest. If the Commission member believes, as a result, that

they cannot make any decision related to the proceeding in a fair and impartial manner, they shall recuse themselves from participating in the proceeding.

Section 4. The absence of any member from 50% of the meetings of the Commission during any consecutive 12-month period shall be considered to have resigned. Any member who has resigned from the Commission is eligible for reappointment, so long as all other eligibility requirements are satisfied.

Section 5. Each member of the Commission shall be entitled to one (1) vote.

Section 6. All members shall serve with such compensation as the local legislative body deems appropriate, if any.

Section 7. Commission members are expected to wear standard business attire to meetings, as defined in the City of Salisbury Dress Code Policy.

ARTICLE VII

Meetings

Section 1. Regular meetings shall be held on the second Thursday of each month at ~~1:30~~ 4:00p.m. or at such other time as deemed appropriate by the Commission.

Section 2. A quorum shall consist of four (4) members of the Commission. A motion on any matter before the Commission shall require affirmative votes of a majority of those present and voting. A tie vote by the Commission shall be interpreted as a defeat of the motion upon which the vote was taken. In the event of a lack of quorum, the matter will be continued and reassigned to a future date.

Section 3. Special meetings may be called by the chair with concurrence of the majority of the Commission. It shall be the duty of the chair to call a special meeting when requested to do so by a majority of the Commission. The chair shall notify all members of the Commission three (3) days in advance of such special meeting. Special meetings shall be held at such times and places as determined by a majority of the members.

Section 4. All meetings of the Commission shall be open to the public, except that the Commission may hold closed sessions in accordance with the Maryland Open Meetings Act.

Section 5. The Commission shall record and keep minutes of its proceedings, which show the vote of each member upon each question, or, if a member is

absent or fails to vote, the minutes shall indicate such fact. The Commission shall keep recordings of all proceedings, records of its examinations and other official actions, all of which shall be filed immediately in the office of the Commission and shall be a public record open to inspection during the hours of normal operation of the office. Copies of the minutes shall be made available to interested parties. A party who requests a copy of the recording or its transcript shall pay the cost of the recording or transcript.

ARTICLE VIII

Hearings

Section 1. In addition to those required by law, the Commission may hold public hearings when it finds that they will be in the public interest.

Section 2. Notice of the time and place of such hearings on matters of general public interest shall be published in accordance with applicable law.

Section 3. The matter before the Commission shall be presented in summary by a member of the staff, and parties of interest shall have the right to be heard. Any member of the public who speaks shall provide their name and address, state their interest in the application and identify any person or entity they represent and the basis of their representation and limit their comments to factors relevant to the specific application. ~~The chair may limit the time allotment for public comment.~~ Public comment shall be limited to three minutes per person.

ARTICLE IX

Order of Business

Section 1. An agenda shall be prepared by the Director of Infrastructure and Development or their designee and shall be sent to the chair for approval for all regular meetings. The agenda along with any supporting documents shall be sent to all Commission members by no later than the Friday preceding the regular monthly meeting. Agendas for special meetings shall be prepared as deemed necessary by the Commission.

Section 2. The order of business, set forth on the agenda, shall be:

- a. Call to order
- b. Roll call
- c. Approval of the minutes of the previous meetings
- d. New business
- e. Other business
- f. Adjournment

Section 3. The Chair shall conduct each meeting in a manner that permits the development of a complete record, provides a reasonable opportunity for the

parties to be heard, and ensures an efficient meeting. The Chair may call the meeting to order, rule on preliminary matters, set reasonable time limits on testimony, limit or exclude irrelevant or duplicative evidence or testimony, take actions to maintain decorum and order, close the meeting or record, and take any other action authorized by these Rules to conduct the meeting, subject to applicable laws and regulations.

ARTICLE X

Employees

The Commission may appoint the employees necessary for the performance of its functions. The Commission may also contract with planners, engineers, architects, and other consultants for services that the Commission requires.

ARTICLE XI

Amendments

These Rules of Procedure, and any part thereof, may be amended by the Commission.

ARTICLE XII

Appeals

Any applicant, appellant or interested person aggrieved by a decision of the Commission shall have the right to appeal that decision to the Circuit Court for Wicomico County. Any appeal shall be noted in the Circuit Court within 30 days of the Commission's decision.