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PLANNING AND ZONING COMMISSION

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MINUTES

The Salisbury Planning and Zoning Commission ("Commission") met in regular session on November 24, 2025, in Room 301, Council Chambers, Government Office Building, with the following persons participating:

COMMISSION MEMBERS:

Charles "Chip" Dashiell, Chairman
Daniel Moreno-Holt, Vice Chairman
Teri Denton
George Mandel Copeland
Sara Bynum-King
Tanesha Siggers – Absent
Jim Thomas – Absent

PLANNING STAFF:

Jennifer Jean, City of Salisbury, Department of Infrastructure and Development ("DID")
Henry Pearson, City of Salisbury, DID
Betsy Jackson, City of Salisbury, DID
Zack White, City of Salisbury, DID
Tracey G. Taylor, Wicomico County Department of Planning, Zoning, and Community Development ("PZCD")
Janae Merchant, Recording Secretary, PZCD

Laura Ryan, City of Salisbury, City Attorney

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

All attendees who planned to offer testimony were sworn in.

MINUTES: There were no minutes to approve.

REVISED SIGN PLAN APPROVAL- UNIVERSITY PLAZA SHOPPING CENTER – Crimson Coward rep. by Sign Tech, LLC – 1313-1315 S. Salisbury Blvd. - GC - General Commercial District - M-0117, G-0009, P-3123 (J. Jean)

Ms. Jennifer Jean approached the table. On behalf of the Salisbury DID, she thanked the commission for hearing the city's cases. The representative from Crimson Coward was not in attendance. Ms. Jean read the staff report.

Crimson Coward requested approval of an amendment to a sign plan that was originally approved by the commission on September 19, 2024. The purpose of the amendment is to allow the applicant to retain signage that was installed without a permit and does not comply with the sign plan for the shopping center. The applicant is requesting that this plan be amended to allow contour channel signs on a raceway.

Staff recommended that the submission be approved so long as the contour channel signs contain letters only and follow the contour of the letters to maintain the appearance of individual channel letters.

Chairman Dashiell asked if there were any questions or comments from the commissioners. Hearing none, Chairman Dashiell stated that he would entertain a motion to approve the revised sign plan with the conditions stated by staff.

Ms. Bynum-King made a motion to approve the sign plan; it was seconded by Mr. Moreno-Holt, and the motion was duly carried. Chairman Dashiell stated the motion was **APPROVED (5-0)**.

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

Mr. Parker and Mr. Gillis from Parker and Associates joined Ms. Jean at the table. Ms. Jean read the staff report.

Parker and Associates submitted a Final Comprehensive Development Plan and Wellhead Protection Plan for the Woodbrooke Medical Lots development located at Mount Herman Road and Woodbrooke Drive. Woodbrooke Lots 1 and 2 received preliminary comprehensive development plan approval in January with the following conditions:

1. Peak hour data for trip generation computation be provided.
2. A re-subdivision plot to combine lots 1 and 2 was to be submitted prior to final plan approval.
3. A detailed landscape plan was to be submitted prior to final plan approval.
4. Extend the sidewalk to the Westerly property line on Mount Herman Road and provide connectivity to both buildings and sidewalk on Woodbrooke Drive.

A sign plan was not submitted and will need to be submitted and approved prior to the construction of any signs. A plan consistent with the prior development in Woodbrooke Medical is recommended. Construction is expected to be completed in 12 months.

Staff would not typically recommend approval subject to conditions that require subsequent approvals. However, given that the city had not yet appointed planning commission members at the time that the staff report was written and that the Memorandum of Understanding to have cases heard by the Wicomico County Planning and Zoning Commission is temporary, staff recommended approval in this instance.

Staff recommended approval as submitted, with a parking waiver and with the following conditions:

1. The site shall be compliant with the bicycle and ADA parking requirements.
2. A sign plan shall be developed and approved by the planning commission before any signs are constructed.
3. Lots 1 and 2 shall be combined before the issuance of any building permit.
4. This approval is subject to further review and approval by the Salisbury Department of Infrastructure and Development, the Salisbury Fire Department, State Highway Administration, and other agencies as appropriate.

Mr. Parker stated that this site will be developed for medical use, but they do not know who their clients will be. He stated that their intention is to leave the property on two lots and adjust the lot lines, rather than combining the two lots. Mr. Parker feels comfortable with all of the conditions.

Chairman Dashiell asked if there were any questions or comments from the commissioners. Hearing none, Chairman Dashiell stated he will entertain a motion to approve the application subject to the four conditions in the staff report and altering the language to state that the lot line will be relocated rather than removed. Mr. Moreno-Holt motioned, Ms. Denton seconded and the motion was duly carried. Chairman Dashiell stated the motion was **APPROVED (5-0)**.

Mr. Gillis stated that he is disappointed that the city-county joint planning commission split, and thanked the commissioners for their years of service.

SIGN PLAN APPROVAL - WESTWOOD COMMERCE PARK - St. John Properties rep. by Parker and Associates - Westwood Dr. and Naylor Mill Rd.- PDD No. 2 Westwood Commerce Park – M0028, G-0018, P-0264 - #202501439 (H. Pearson)

Mr. Henry Pearson approached the table. Mr. Andrew Roud, Mr. Steven Zaner, and Mr. Ken Finley approached the table as representatives for St. John Properties. Mr. Pearson presented the staff report.

Parker and Associates, on behalf of St. John Properties, submitted a sign plan for Westwood Commerce Park located at Naylor Mill Rd. and Ocean Gateway. There are no sign regulations for this district other than those that apply to all districts. The sign plan details size, location, and materials for all signs on the property. Any staff concerns were addressed with the applicant prior to the meeting. Staff recommended approval as submitted.

Mr. Dashiell asked if there were any questions. Hearing none, Mr. Dashiell stated that he will entertain a motion for approval of the plan as submitted. Ms. Bynum-King motioned, Ms. Denton seconded, and the motion was duly carried. Chairman Dashiell stated the motion was **APPROVED (5-0)**.

SIGN PLAN APPROVAL- TIDAL HEALTH COMMUNITY CLINIC- Tidal Health, rep. by Mid-Atlantic Permitting Services- 805 E. Church St.- R-5A Residential- M: 0108, G: 0003, P: 1848- 202500988 (H. Pearson)

Mr. Ken Padgett approached the table. Mr. Pearson presented the staff report.

Mid-Atlantic Permitting Services, on behalf of Tidal Health, submitted a sign plan for the Tidal Health Community Center located at 805 E. Church St. This plan includes 5 signs of various shapes, sizes, and locations on the property. These include wall signs, historical plaques, and one standing post sign. Any staff concerns were addressed with the applicant prior to the meeting. Staff recommended approval as submitted.

Mr. Dashiell asked if there were any questions or comments. Mr. Moreno-Holt stated that he appreciated the applicant's installation of historical signs on the property. Hearing no further questions, Mr. Dashiell stated that he would entertain a motion to approve the sign plan as submitted. Mr. Moreno-Holt motioned; Ms. Denton seconded, and the motion was duly carried. Chairman Dashiell stated the motion was **APPROVED (5-0)**.

Mr. Dashiell thanked the commissioners for their willingness to assist the city while the city's planning commission was unable to meet.

ANNOUNCEMENTS

Ms. Betsy Jackson gave an update on the City Planning Commission. The City Commission has been staffed and will have its introductory meeting on Dec. 4. It is unclear whether the City Commission will be hearing cases in December and whether any cases will need to be expedited and heard by the County Commission.

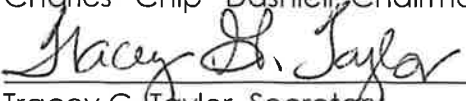
With no additional comments, Chairman Dashiell requested a motion to adjourn the meeting. Ms. Bynum-King made the motion, seconded by Ms. Denton, and duly carried.

The meeting adjourned at 2:09 p.m.

The next Wicomico County Planning Commission will be held on Dec. 18th, 2025.

This is a summary of the proceedings of this meeting. Detailed information is in the permanent files of each case as presented and filed in the Wicomico County Department of Planning and Zoning and Community Development Office.


Charles "Chip" Dashiell, Chairman


Tracey G. Taylor, Secretary


Betsy Jackson, Acting Recording Secretary