

SUMMARY OF SECOND QUARTER FY 2004 REPORT

- ❖ Assisted in continued support of the development of Urban Salisbury, Inc., as a 501(C)(3) partnership for the revitalization of Salisbury's urban core, and continued support for Main Street Maryland Activities.
- ❖ Provided planning and revitalization strategy services for area neighborhood Revitalization Projects.
- ❖ Researched and prepared reports for twelve (12) City cases for the Planning and Zoning Commission.
- ❖ Researched and prepared reports for three (3) cases for the City Board of Zoning Appeals.
- ❖ Maintained all correspondence, minutes and records for the Planning Commission and City Board of Zoning Appeals.
- ❖ Implemented State Forest Conservation Act for City.
- ❖ Implemented Chesapeake Bay Critical Area Program for City.
- ❖ Administered County Housing Block Grant Program for City residences.
- ❖ Coordinated with MDOT on establishment of Salisbury Metropolitan Planning Organization.
- ❖ Assisted developers, appraisers, market analysts, etc. with gathering of data on the Salisbury area.
- ❖ Recommended and assisted developers and citizens with general zoning information relative to Site Plans, Standards, Landscaping, etc.
- ❖ Met with developers and other City department representatives on pending annexation and development issues.
- ❖ Assisted Mayor's office with the Community Legacy Housing Program.
- ❖ Assisted Mayor's office with Maryland Department of Housing and Community Development Single Family Housing Programs.
- ❖ Assisted the Mayor's office with the Entitlement CDBG Program.
- ❖ Assisted the City Consultant on the Legacy Connectivity and Lighting Studies.

- ❖ Assisted the City Historic District Commission and the Department of Building, Housing, and Zoning on Revised Historic District Procedures.
- ❖ Successfully sought Maryland Department of Planning Designation for the City of Salisbury as a pilot study area for the Governor's Development Capacity Initiative.
- ❖ Work with various City Departments to study GIS needs.
- ❖ GIS Needs Analysis/Early deployment implementation.
- ❖ Update City Zoning map.
- ❖ Create GIS Data base for Homeland Security.
- ❖ Created GIS data base and maps for The Salisbury Wicomico Enterprise Zone.
- ❖ Provide GIS assistance (Data Base & Maps) for Salisbury Neighborhood Housing.
- ❖ Created integrated Salisbury/Wicomico GIS intranet Website. Began the installation of GIS intranet software on City of Salisbury computers.
- ❖ Worked with GIS consultants updating the Salisbury/Wicomico Needs Assessment & Implementation Plan.
- ❖ Worked with GIS Consultants – Preparation of a Request for Proposal for Aerial Photography and various data layers relating to Emergency Services Dispatch for the City of Salisbury and Wicomico County.
- ❖ Provided assistance to Salisbury Wicomico Economic Development in locating a site for a potential business that could provide jobs for approximately 200 local citizens.
- ❖ Expanded the GIS intra-net Web site to include links to the full Departmental GIS Needs Analysis.

SECOND QUARTER FY 2004
REVIEW AND ANALYSIS

I. Planning Department - Responsibilities

A. Planning and Zoning

Since 1943, the City of Salisbury and Wicomico County have cooperated in conducting a joint planning program. In the early 1960's the two jurisdictions established a separate planning office to oversee planning and zoning activities. In response to the dramatic changes that have occurred in both the City and County over the past many years, the former Planning Office was designated in 1989 as the Salisbury/Wicomico Department of Planning, Zoning and Community Development.

MISSION

The department directly benefits the citizens of both the City and County in a variety of ways. Specifically, these are:

1. It endeavors to achieve cooperative agreements between the City and County on vital planning matters.
2. It serves as planning and zoning advisers to the legally established City and County Planning and Zoning Commission and any other group designated by the County or City Council.
3. The department conducts background studies, proposed code amendments and instigates other related evaluations for those activities requested by the Planning and Zoning Commission, the County Council, or the Mayor and City Council.
4. The department is specifically authorized by local charter to perform various duties that are required under State law to

assist municipalities that may participate in a County-wide program.

5. The department compiles background data and monitors development trends in both the City and County which influence both the short term and long range development of both jurisdictions.
6. The department oversees the periodic review, evaluation and update of the City and County Comprehensive Plans, Zoning Ordinances and other regulatory measures related to these documents.
7. The department serves as a direct "line" agency to the County Council, to administer housing grants and other related programs, community development block grants, and agricultural land preservation grants.
8. The department serves as the enforcement agency for the State's required Chesapeake Bay Critical Area Program and Forest Conservation Program for the City and County as well as the County Zoning Code and portions of the County nuisance ordinance.
9. The department assists in the preparation of plans for Planning Commission review and recommendation to the Mayor and City Council; upon request serves as technical staff to the Commission and Council in matters relating to Historic Zoning and Urban Renewal and general Neighborhood improvement or protection programs.
10. The department has routine administrative duties which include meeting arrangements, preparations for public hearings, technical advice to citizens, special interest groups, and developers; maintains all correspondence, minutes and records for the Planning Commission and City and County Boards of Zoning Appeals.
11. The department provides information to potential developers, and to the general public pertaining to zoning, development sites and trends, and provides maps and statistical information of various kinds.

II. Annual Operating Program

A. Planning and Zoning - City

1. Formulate planning and community development strategies for downtown and neighborhood revitalization.
2. Implement the City's Chesapeake Bay Critical Area Program.
3. Work with the Planning Commission, Mayor and City Council to implement the transportation and growth strategies for the City.
4. Work with various Citizen Groups and Task Forces on revitalization activities upon request.
5. Prepare background data for Neighborhood Planning activities as requested.
6. Document changes on the City's development patterns and population shifts.
7. Continue to recommend revision of City of Salisbury's and Wicomico County's Zoning Codes.
8. Subdivision plat reviews for City.
9. Preparation of studies and recommendations for Zoning and Subdivision Code amendments.
10. Administrative duties and case reports for Board of Zoning Appeals.
11. Preparation of studies, follow-up and inspections and related administrative duties for the Planning Commission.
12. Provide information to potential developers, prospective and existing businesses and the general public.
13. Review and update of Comprehensive Plans and state mandated Economic Growth Act.
14. Coordinate Census data and Census tracts area designations.

15. Conduct zoning and plan analysis on all annexation requests.

III. Activities and Accomplishments

A. Planning Office Activities

1. Processed routine information requests.
2. Researched and prepared reports for three (3) cases for the City Board of Zoning Appeals.
3. Completed various drafting assignments pertaining to City reports, maps, charts, and graphs.
4. Continued regular assistance to developers, appraisers, market analysts, etc. with gathering data on Salisbury area.
5. Continue to recommend and assist developers and citizens with general zoning information relative to Site Plans, Standards, Landscaping, etc.
6. Attended several meetings with developers and other City department representatives on pending annexation or development issues.
7. Maintained all correspondence, minutes and records for the Planning Commission and City Board of Zoning Appeals.
8. Implemented State Forest Conservation Act for City.
9. Implemented Chesapeake Bay Critical Area Program for City.
10. Administered County Housing Block Grant Program for City residences.
11. The Community Development Division of this Department continues to assist the Mayor and City Council in the Downtown Redevelopment efforts.
12. The Community Development Division of this Department assist the Mayor and City Council in Revitalization efforts for neighborhoods.

13. Coordinate Revitalization efforts with the Weed and Seed Program Initiatives.
14. Coordinate Urban Salisbury, Inc. activities.
15. Administer USDA-Rural Business Enterprise Grant (RBEG) for City of Salisbury.
16. Assisted with the preparation of the Community Legacy Application.
17. Coordinate Main Street Maryland activities.

B. Day to Day Planning and Zoning Activities of the Staff and Planning Commission

The Planning Commission held three (3) regular meetings during this quarter.

The Commission held Public Hearings or reviewed and made recommendations on the following matters. The Planning Staff coordinated with other City Departments and prepared detailed reports in regards to each of the following:

PUBLIC HEARING – TEXT AMENDMENT – SALISBURY MUNICIPAL CODE – Political Signs - #SP-0313 – The Commission forwarded a favorable recommendation to the Salisbury City Council for the proposed amendment to Section 17.216.200 (11) of the Salisbury Municipal Code.

COMPREHENSIVE DEVELOPMENT PLAN – Mt. Hermon Professional Center – McCain Appraisals – 205 Executive Plaza – Light Business and Institutional District - #SP-8817-03D – M-121, P-2575, G-22, L-2 – The Commission approved the Comprehensive Development Plan for McCain Appraisals, subject to the Conditions of Approval.

MERRITT MILL ROAD – MOORE ANNEXATION – Zoning Recommendation – 11.30 Acres – M-39, G-7, P-34 – The Commission forwarded a favorable recommendation to the Salisbury City Council for Light Business and Institutional Zoning of the County LBI portion of the property and R-10A Residential Zoning for the County R-15 Residential Zoning portion of the

property upon annexation of the Moore property to the City of Salisbury. The Commission also forwarded a favorable recommendation to the Salisbury City Council for Regional Commercial Zoning for the 1.7 acre strip of land along the northerly side of the Shoppes at Salisbury shopping center.

GLEN AVENUE – STEPHENS ANNEXATION – Zoning Recommendation – 0.40 Acres – M-109, G-16, P-2425, L-9 – The Commission forwarded a favorable recommendation to the Salisbury City Council for R-8A Residential zoning upon annexation of the Stephens property to the City of Salisbury. A favorable recommendation was also forwarded to the Wicomico County Council.

FINAL COMPREHENSIVE DEVELOPMENT PLAN – Heritage, represented by Becker Morgan Group – 52-Unit Townhouse Development – Sawback Lane – R-8A Residential District - #SP-0217 – M-37, P-144, G-18 – The Commission approved the Final Comprehensive Development Plan for The Green at Heritage (Parcel 'E' of Heritage), subject to the Conditions of Approval.

CONCEPT COMPREHENSIVE DEVELOPMENT PLAN – Lord Salisbury Shopping Center, represented by Soule & Associates – 113,745 sq. ft. shopping center – North Salisbury Boulevard – General Commercial District - #SP-0314 – M-29, P-5477 & 5478, G-6 – The Commission approved the Concept Comprehensive Development Plan for Lord Salisbury Shopping Center, subject to the Conditions of Approval.

PUBLIC HEARING – TEXT AMENDMENT – SALISBURY MUNICIPAL CODE – Kraus Development – To add Dance, Cheerleading & Aerobics Studios to the Light Industrial District - #SP-0315 – The Commission forwarded a favorable recommendation to the Mayor and City Council for amendment of the text of the Light Industrial District to include schools of special instruction and indoor recreational facilities.

COMPREHENSIVE DEVELOPMENT PLAN – The Fountains Business Park – 15,383 sq. ft. Office Building – Sweetbay Drive – Regional Commercial District - #SP-0210-03D – M-110, G-6, P-4487, L-9A – The Commission approved the Comprehensive Development Plan for an Office Building on Lot #9A at The Fountains Business Center, including a waiver of the Community Impact Statement and Statement of Intent to Proceed and Financial Capability and subject to the Conditions of Approval.

COMPREHENSIVE DEVELOPMENT PLAN – Latitude Investments, LLC, represented by Gillis-Gilkerson – 1005 Mt. Hermon Road – Light Business and Institutional District - #SP-0316 – M-108, P-2554, G-18, L-1 & 2 – The Commission approved the Comprehensive Development Plan for Latitude Investments, LLC, including a waiver of the Community Impact Statement and Statement of Intent to Proceed and Financial Capability and subject to the Conditions of Approval.

FINAL COMPREHENSIVE DEVELOPMENT PLAN – Heavenly Homes, LLC – Canal Park Drive – Waterside Landing – R-5A Residential District - #SP-0312 – M-117, P-181, G-14, L-2A – The Commission approved the Condominium Site Plan and Documents for Waterside Landing at Canal Park, subject to the Conditions of Approval.

REVISED FINAL COMPREHENSIVE DEVELOPMENT PLAN – Carmen Aubain, DBA The French Connection – Creation of three (3) additional stoned parking spaces – 1114 Mt. Hermon Road – Light Business and Institutional District - #SP-9108-03B – M-121, G-19, P-2515 – The Commission accepted withdrawal of this case.

COMPREHENSIVE DEVELOPMENT PLAN – Advanced Property Rentals/Donald Williams, represented by M.B. Carew – Cedar Crossing, Section 2 – R-8A Residential District – M-48, P-196, G-3 – The Commission approved the Preliminary Comprehensive Development Plan for Cedar Crossing, Section 2, subject to the Conditions of Approval.

C. City Board of Zoning Appeals

The Board held one (1) regular meetings and held public hearings to consider the following applications. The Planning Staff prepared an analysis and evaluation of each of the following:

Steve A. Meilhammer – CONTINUED FROM SEPTEMBER 4, 2003 MEETING – 17 ft. Front Yard Setback Variance from Northwood Drive and 5 ft. Front Yard Setback Variance from Edgemore Avenue and 12 ft. Rear Yard Setback Variance for Self-Storage Buildings – 1530-1534 Edgemore Avenue/1505 Northwood Drive – General Commercial District – The Board approved the following variances for construction of two storage buildings:

- (1) A 7 ft. Front Yard Setback Variance from Northwood Drive (18 ft front setback required).
- (2) A 5 ft. Front Yard Setback Variance from Edgemore Avenue (20 ft. front setback required).
- (3) A 10 ft. Rear Yard Setback Variance (5 ft. rear setback required) for the proposed self-storage building on Lot #13.

First Baptist Church of Salisbury, represented by AP & Company, LLC/Allen C. Price – Enlargement of a Legal Nonconforming Structure – Addition to Existing Church and Community Center – 520 Booth Street – R-5 Residential District – The Board approved the enlargement of a legal nonconforming structure, based on the criteria listed in Section V.c. of the Staff Report and subject to the Condition of Approval.

Mark T. Reeves – Chesapeake Bay Critical Area Buffer Variance – 50 ft. Variance from 100 ft. Tidal Buffer requirement for an addition – 1121 Cotton Patch Drive – R-10 Residential District – The Board approved the 50 ft. Variance from the 100 ft. Tidal Buffer requirement for an addition, subject to the Conditions of Approval.

D. City Chesapeake Bay Critical Area Projects

The Chesapeake Bay Critical Area staff has reviewed two (2) projects within the City and has issued no violation notices. Issued two (2) Certificates of Compliance to property owners within the City.

City of Salisbury – Intensely Developed Area – Snow Hill Road Bridge over the Wicomico River – Reviewed and approved the placement of grout-filled bags to protect the wingwall footings in areas where it appears the channel bottom scoured.

Salisbury Investments, Inc. – Intensely Developed Area – M-106, P-1656 – Reviewed and commented on a siteplan for a proposed warehouse/office.

E. City Forest Conservation Projects

The Forest Conservation staff has reviewed four (4) projects within the City, issued thirty-two (32) Exemption

certificates and performed site inspections on eight (8) project sites.

- Russell Smith
- Relocation of Turtle Creek Easement
- Prosperity Park Place
- Westwood Commerce Park

Reviewed the above projects to verify compliance with the Maryland Forest Conservation Act. Conducted field visits to verify existing conditions. Reviewed Forest Conservation Delineations and Plans. Made comments to engineers concerning compliance issues.

IV. Problems and Corrective Actions

None.

V. Meetings

Staff members attended the regular and special meetings of the City and County Councils, the Planning Commission and the Board of Zoning Appeals. Additional meetings reflect current activities and projects now under way, as well as activities of other agencies and committees that may affect City and County Planning.

January 23, 2004