

CITY OF SALISBURY  
WORK SESSION  
FEBRUARY 6, 2012

Present

Council President Terry E. Cohen  
Councilwoman Eugenie P. Shields

Councilwoman Laura Mitchell  
Councilman Timothy K. Spies

Absent

Council Vice President Deborah S. Campbell

In Attendance

City Clerk Brenda Colegrove, City Administrator John Pick, Assistant City Administrator Loré Chambers, City Solicitor Mark Tilghman, Building, Permitting and Inspections Director Bill Holland, Neighborhood Services and Code Compliance Director Tom Stevenson, Planning, Zoning and Community Development Director Jack Lenox, Frank McKenzie

\*\*\*\*\*

The City Council convened in a work session at 4:40 p.m. in Conference Room 306 of the Government Office Building.

**Enterprise Zone renewal application briefing**

Assistant City Administrator Loré Chambers provided a briefing of the Enterprise Zone reapplication. A copy of Ms. Chambers' January 25, 2012 memo is attached and made a part of these minutes. In reviewing the map, Mr. Spies requested to include the triangle area near Carroll St. by the railroad tracks. The Council requested a copy of the Enterprise Zone guidelines. There was unanimous consensus from Council to apply for renewal of the Enterprise Zone. Further discussion will be held concerning questions 2 and 3 (whether to change the local standards that have been imposed by the City and County and whether to change the map of the areas that are included in the zone).

**Appointment of attorney for Ethics Commission complaints**

City Clerk Brenda Colegrove referenced the following attorneys as possibilities:

- Steve Cox – Town of Hebron
- Andy Mitchell – City of Fruitland
- Ken Hooper – Town of Willards
- David Gaskill – Town of Berlin
- John Bloxom – Worcester County (would need a letter sent to the Commissioners requesting special permission)
- E. Thomas Merryweather – Dorchester County (semi-retired and not interested)
- Kirk G. Simpkins – Somerset County (willing to serve; \$1,000 retainer up front plus \$250/hour)

Mr. Spies acknowledged that he took care of Mr. Simpkins' father. Mrs. Shields reported that she worked with each attorney during her employment with The Daily Times. Mr. Tilghman related that he represents the Town of Berlin's Planning Commission.

The City Clerk was asked to contact Talbot County's attorney and the Maryland Municipal League.

**Follow-up discussion on election redistricting**

Council President Cohen announced that Mayor Ireton had scheduled a redistricting forum on February 8 at Fire Station #16. The City Clerk or Assistant City Clerk will attend since a quorum of Council will be present.

City Clerk Brenda Colegrove reported that St. Andrews United Methodist Church was willing to hold a public meeting at their facility (any day except Tuesday). Council members suggested other venues such as Grace United Methodist Church, Faith Baptist Church, Bethany Lutheran Church, Bethesda United Methodist Church, Wicomico Presbyterian Church and Fire Station #1.

City Attorney Mark Tilghman reported that he and Paul Wilber would work together on this issue to ensure that the plan selected and statistics used would be defensible in court. Mr. Tilghman was requested to look at Somerset County's redistricting plan which had been completed.

Frank McKenzie distributed an updated copy of the redistricting statistics (attached and made a part of these minutes). Mr. McKenzie explained that the previous Plan 3 map contained a statistical error which showed 2.62% adjusted black percentage for District 2. The correct number is 27.02%. Mr. McKenzie will update the Plan 3 map to include the correct percentage.

**General discussion/upcoming agenda items**

Tax Differential Study – City Clerk Brenda Colegrove reported that all entities were interested in a joint meeting to discuss the Tax Differential Study. The City Clerk was asked to check with Mr. Donahue for dates that would accommodate his schedule.

PODS – City Administrator John Pick related that Mr. Wilber had reviewed the draft legislation, but had not been reviewed by Mr. Tilghman.

FEMA budget amendment – This item is tentatively scheduled for the February 21 work session.

Properties that cannot be sold at tax sale – Administration may be ready for the February 21 work session.

Land acquisition – May be ready to come to Council later this month or early March.

Temp for City Clerk's Office – Human Resources has provided three possibilities. A transfer of funds from the salaries account to a temporary salary account will be needed.

Receivership program – Administration will bring to Council once they are sure they have the authority under State Law.

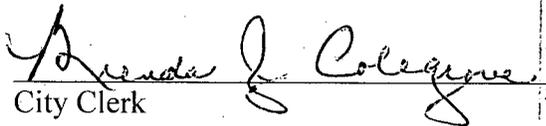
**Briefing on boards and commissions training/Follow-up on Board of Zoning Appeals (next steps, options, training, timetable)**

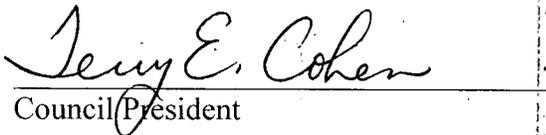
Neighborhood Services and Code Compliant Director Tom Stevenson, Building, Permitting and Inspections Director Bill Holland, and Planning, Zoning and Community Development Director Jack Lenox joined Council for discussion. Mr. Stevenson provided an update on the training opportunities for the various boards and commissions. In conjunction with the Maryland Association of Historic District Commissions, Salisbury will be hosting a training event on May 5 at Fire Station #16. Council requested copies of training materials and rules/procedures for each board and commission.

City Attorney Mark Tilghman will review the information to determine whether or not changes relative to illegal conversions need to be made to the Code or if it can be done administratively through the Board's rules and procedures. If changes to the Code were not necessary, the moratorium would not have to be extended.

**Adjournment**

The work session adjourned at 6:55 p.m.

  
City Clerk

  
Council President



MARYLAND

**SALISBURY CITY COUNCIL  
AGENDA**

-----  
**FEBRUARY 6, 2012  
CONFERENCE ROOM 306  
GOVERNMENT OFFICE BUILDING**

**4:00 p.m. - SPECIAL MEETING**

- Convene/announcements
- Adoption of legislative agenda
- Ordinance No. 2188 - 1<sup>st</sup> reading - to repeal Chapter 5.64 as amended by Ordinance No. 2185 – Towing Companies of the Salisbury Municipal Code in its entirety and to reenact Chapter 5.64 – Towing Companies to clarify ambiguity regarding licensing requirements; towing and storage lot operation requirements; authorizing fees for towing and storage; and penalties for violation of Chapter 5.64
- Ordinance No. 2189 - 1<sup>st</sup> reading - to repeal Ordinance No. 2186 and to re-establish a schedule of fees and charges applicable to vehicles towed as dispatched by the Police Department and to clarify ambiguity
- Adjournment

**WORK SESSION**

- 4:15 p.m.      Enterprise Zone renewal application briefing
- 4:45 p.m.      Appointment of attorney for Ethics Commission complaints
- 5:15 p.m.      Follow-up discussion on election redistricting
- 5:45 p.m.      Break
- 6:00 p.m.      Briefing on boards and commissions training, with focus on training held for Housing Board of Adjustments and Appeals
- Follow-up on Board of Zoning Appeals (next steps, options, training, timetable)
- 7:00 p.m.      General discussion/Upcoming Agenda items
- 7:30 p.m.      Adjournment

*Times shown are approximate. Council reserves the right to adjust the agenda as circumstances warrant.  
The Council reserves the right to convene in Closed Session as permitted under the Annotated Code of Maryland 10-508(a).*

---

---

**MEMORANDUM**

---

---

**TO:** ALL CITY COUNCIL MEMBERS  
**FROM:** TERRY E. COHEN, COUNCIL PRESIDENT  
**SUBJECT:** FEBRUARY 6, 2012 WORK SESSION  
**DATE:** 2/1/2012  
**CC:** BRENDA COLEGROVE, KIM NICHOLS, MAYOR IRETON, JOHN PICK,  
LORÉ CHAMBERS

---

Most of the items on Monday's agenda do not entail documents for a briefing packet. For example, the City Clerk's office is working on identifying possible attorneys or retired judges to serve as an adviser for the Ethics Commission.

In follow up to Mr. Stevenson's memos on boards and commission training, Mr. Pick has kindly consented to set up a briefing for Council on this training general, with information on the Housing Board of Adjustments and Appeals Board training that has already taken place. This will provide relevant background to Council's consideration of next steps and the timetable of any action related to the Board of Zoning Appeals procedures.

---

**INTER**

---

---

---

---

---

---

**OFFICE**

**MEMO**

---

***OFFICE OF THE MAYOR***

---

**To:** John Pick  
**From:** Loré L. Chambers, Ph.D. (Candidate) *LLC*  
**Subject:** Enterprise Zone Reapplication  
**Date:** January 25, 2012

---

The Salisbury/Wicomico Enterprise Zone Designation is due to expire on December 14, 2012. There are two reapplication opportunities, 4/15/12, and 10/15/12. As the City Council and County must approve a resolution for submission of the application, the 10/15/12 deadline will be the target date for submission.

The Department of Business and Economic Development is the authorized agency which administers the Enterprise Zone program. The benefits of having this designation is to incentivize business development in priority funding areas through the provision of real property tax credits, personal property tax credits, and income tax credits.

- Real Property Tax Credits – ten year, 80% credit against local real property taxes on a portion of real property improvements.
- Income Tax Credits – one or three year credit for wages paid to new employees. The general credit is a one-time \$1,000 credit for each new qualified position. For economically disadvantaged employees, the credit increases to a total of \$6,000 per worker distributed over three years.

In considering this matter, there are three decisions that need to be made:

1. Whether to apply to renew the zone;
2. Whether to change the local standards that have been imposed by the City and County;  
and
3. Whether to change the map of the areas that are included in the zone.

Currently, the City of Salisbury has conditions on this program of requiring the creation of at least two jobs and/or making improvements at a cost of at least \$50,000 to the facility. These conditions are proposed to remain the same in order to ensure that small businesses can take advantage of this program.

An administrative review of the Enterprise Zone map revealed the need to add three areas which have older businesses that could benefit from revitalization along Vine Street on the Eastside of Salisbury and the Snow Hill Road area, which has several small businesses from Main Street to Beaglin Park Drive. Additional areas along the Rt. 13 North corridor have also been added.

Attached is the proposed Enterprise Zone map with additional areas highlighted for submission to the City Council for consideration at the February 6, 2012, work session.

Attachment

cc: Mayor James Ireton, Jr.

## Brenda Colegrove

---

**From:** Kim Nichols  
**Sent:** Friday, February 03, 2012 9:32 AM  
**To:** ALL City Council Members; riter1115@yahoo.com; TerryECohen  
**Subject:** FW: Salisbury Enterprise Zone Map - Mayors Revision - pdf attached  
**Attachments:** Salis Enterprise Zone - Mayors Proposed Revision 2012.pdf

All,  
The attached file is the Enterprise Zone Map not included in your packets for Monday.

Kim

---

**From:** Lore Chambers  
**Sent:** Friday, February 03, 2012 9:30 AM  
**To:** Kim Nichols  
**Subject:** FW: Salisbury Enterprise Zone Map - Mayors Revision - pdf attached

Loré L. Chambers, Ph.D. (Candidate)  
Assistant City Administrator  
125 N. Division Street  
Salisbury, MD 21801  
(410) 548-3100  
(410) 548-3102 (Fax)



---

**From:** Frank McKenzie  
**Sent:** Friday, February 03, 2012 9:29 AM  
**To:** Lore Chambers  
**Subject:** Salisbury Enterprise Zone Map - Mayors Revision - pdf attached

As requested.

### Frank McKenzie, GISP

GIS Coordinator  
Chief, Divisions of Technical Services &  
Environmental Planning

Salisbury / Wicomico County Department of  
Planning, Zoning & Community Development  
PO Box 870  
125 N Division Street, Rm 203  
Salisbury, Maryland 21801

Ph 410-548-4860  
Fx 410-548-4955

# CITY OF SALISBURY



**ENTERPRISE ZONE**

- Salisbury Corporate Limits
- Enterprise Zone - Mayors Rev 2012
- Existing Enterprise Zone
- 2012 Proposed

## MAYOR IRETON'S PROPOSED REVISION

# Salisbury - Wicomico

# - Enterprise Zone -

1,000 500 0 1,000 2,000 3,000 4,000 5,000 8,000  
Scale in Feet