



# City of Salisbury – Wicomico County

DEPARTMENT OF PLANNING, ZONING AND COMMUNITY DEVELOPMENT

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BOB CULVER  
COUNTY EXECUTIVE

JACOB R. DAY  
MAYOR

TOM STEVENSON  
CITY ADMINISTRATOR

R. WAYNE STRAUSBURG  
DIRECTOR OF ADMINISTRATION

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## MINUTES

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The Salisbury-Wicomico Planning and Zoning Commission met in regular session on May 19, 2016 in Room 301, Council Chambers of the Government Office Building, with the following persons in attendance:

**COMMISSION MEMBERS:**

Charles "Chip" Dashiell, Chairman  
James W. Magill, Vice Chairman  
Scott Rogers (Absent)  
Marc Kilmer  
Newell Quinton  
James McNaughton  
Jack Heath

**CITY/COUNTY OFFICIALS:**

Brian Wilkins, Salisbury Public Works Department

**PLANNING STAFF:**

Jack Lenox, Director  
Gloria Smith, Planner  
Tyler Walston, Planner  
Beverly Tull, Recording Secretary



The meeting was called to order at 1:34 p.m. by Mr. Dashiell, Chairman.



**Minutes:**

Upon a motion by Mr. Magill, seconded by Mr. Heath, and duly carried, the Commission **APPROVED** the minutes of the April 21, 2016 meeting with a correction on page 7.

*Dr. McNaughton abstained due to his absence from the meeting.*



**#SP-1203-14A      SIGN PLAN APPROVAL – Royal Farm Store #167 – Walston Switch Road – Moore Property PDD #3.**

Mr. Jesyl Silva came forward. Mrs. Gloria Smith presented the Staff Report. A Sign Plan has been submitted for the Royal Farm Store about to be constructed at the corner of Walston Switch Road and U.S. Route 50 in Moore Property PDD # 3. The Plan includes wall signage, ground signage, and canopy signage.

Mr. Silva stated that the project was under construction with a target completion date of August 2016.

Upon a motion by Mr. Magill, seconded by Mr. Quinton, and duly carried, the Commission **APPROVED** the Sign Plan for Royal Farm Store, subject to the following Condition of Approval:

**CONDITION:**

1. The applicant must obtain the necessary sign permits from the Salisbury Department of Building, Permits and Inspections.



**#SP-1605      PUBLIC HEARING – TEXT AMENDMENT – Riverfront Redevelopment Multi-Use District #2 – To Amend the Parking Standards – Mayor Jacob R. Day.**

Mr. Lenox read the ad and administered the oath. Mr. Dashiell explained the public hearing procedure.

Mayor Jake Day came forward. Mr. Jack Lenox presented and entered the Staff Report and all accompanying documentation into the record. Mayor Jake Day has submitted a request to amend the text of the Riverfront Redevelopment Multi-Use District #2. Specifically, it is proposed to amend the on-site parking requirements so as to be consistent with those for the adjacent Central Business District.

Mayor Day explained that it was an oversight to exclude shared parking in the zoning chapter. This text amendment begins to address several issues and will lead to the development of a shared parking requirement. Lot 30 will have a signed land disposition contract. The shared parking will deal with parking issues in the RRMU2 district. It will also help growing businesses.

The marina lot should have a site plan in soon for Commission review. This would be a sale/lease. Through a grant, funding has been received for a boathouse on the property as well as a boat ramp for soft launches. There will also be retail and apartments on the site. The plan would handle on-site shared parking.

Dr. McNaughton questioned if this was the first of many changes that would be coming. Mayor Day responded that in Chapter 17, Zoning, there will be a number of things to come before the Commission for changes. There are not any plans for requesting special exceptions. There is a parking garage planned for the Fitzwater Street area near the Perdue Plant. Dr. McNaughton questioned Mr. Lenox as things are moving forward why they could not be addressed all at one time. Mr. Lenox responded that we have a traditional zoning code and that other activities will take place due to the inability to handle all the stormwater regulations on specific parcels. Mayor Day added that the Route 13 corridor study has just begun for improvements.

Mr. Dashiell noted that this text amendment would apply to all properties in the RRMU district.

Upon a motion by Mr. Magill, seconded by Mr. Heath, and duly carried, the Commission forwarded a **FAVORABLE** recommendation to the Mayor and Council regarding the proposed Zoning Text amendment. The concept of shared parking is well established in portions of the downtown and riverfront, and is specifically consistent with the intent and purpose of this particular District. Shared parking enables the most efficient development of properties connected by common vehicular and boat access, sidewalks, the Riverwalk, and open space. All such plans would continue to require approval of a Certificate of Design and Site Plan Approval from the Planning & Zoning Commission, as well as the Mayor and Council through the Land Disposition Agreement.



**#SP-1604 PUBLIC HEARING - TEXT AMENDMENT - Office and Service Residential District - To Amend the Sign Standards related to Wall Signage - Wicomico Presbyterian Church, rep. by George H. White.**

Mr. Lenox read the ad and administered the oath. Mr. Dashiell explained the public hearing procedure.

Mr. George White and Dr. Diane Langeler came forward. Mrs. Gloria Smith presented and entered the Staff Report and all accompanying documentation into the record. Mr. George H. White, on behalf of the Wicomico Presbyterian Church, has submitted a request to amend the text of the Sign Standards for the Office and Service Residential District. Specifically, he proposes an amendment to the wall signage permitted for a church.

Mr. White stated that the church situation is very unique because it is one (1) of four (4) churches concentrated in a small area. In 2007, Wicomico Presbyterian acquired the fellowship hall that fronts on N. Division Street. Mr. White gave a history of the church transfers in the area. He stated that they eventually hope to have parking off of Broad Street. It is somewhat difficult to maneuver these buildings. There are a number of functions in the building and there is no identification to show which building it is. It would be a public convenience to label the building since it is physically detached from the sanctuary. The proposed identification is very tactful on the building. Mr. White stated that he appreciated the Commission's consideration of the request. He added that this could benefit the other churches in the area. Mr. White also stated that all signs would still require the approval of the Historic District Commission.

Mrs. Smith noted that Attachments #2 and #3 are examples of the proposed signage.

Dr. Langeler stated that the signage would be a tremendous asset to the building.

Mr. Magill stated that he was concerned about the 30 sq. ft. number. He questioned if it would be better to use a ratio instead. Mr. White stated that the proposal is to have something large enough in size for people to see from Broad Street and Route 50.

Mr. Dashiell questioned if parking was available to the church. Mr. White responded in the affirmative, stating that there are three (3) to four (4) spaces at the back of the building by the kitchen, as well as future proposed parking in the grassy area.

Dr. Langeler stated that they needed to keep in mind the elderly congregation.

Dr. McNaughton questioned if the directional sign was included in the square footage. Mr. White responded that they felt the additional lettering would be helpful. Mrs. Smith added that the directional signage is not included in the 30 sq. ft. Dr. McNaughton questioned if different churches needed a common sign. He stated that the letters on the side of the wall look like someone's initials. He suggested making the "L" larger and the rest of the letters smaller and duplicating what is on the lower wall.

The Commission consensus was a ratio versus the 30 sq. ft. Mr. Lenox added that the ratio should be proportional to the wall width.

Upon a motion by Mr. Magill, seconded by Mr. Quinton, and duly carried, the Commission forwarded a **FAVORABLE** recommendation to the Mayor and Council for the proposed amendment that would permit up to 30 sq. ft. of non-illuminated or indirectly illuminated wall signage in the Office and Service Residential Districts for Churches or Church social/reception buildings only, as follows:

**AMEND SECTION 17. 216.080 SIGNS WHICH MAY BE ERECTED IN OFFICE AND SERVICE RESIDENTIAL DISTRICT BY ADDING THE FOLLOWING:**

- D. ONE (1) SQUARE FOOT OF WALL SIGNAGE PER LINEAR FOOT OF BUILDING WIDTH UP TO A MAXIMUM OF 30 SQ. FT. OF NON-ILLUMINATED OR INDIRECTLY ILLUMINATED SIGNAGE FOR CHURCHES OR CHURCH SOCIAL OR RECEPTION HALLS, OR CHURCH-RELATED BUILDINGS.**



Mr. Jack Lenox came forward. He referenced that the Commission members had at their places information regarding poultry houses. It was the consensus of the County Council to forward this draft legislation and standards for poultry houses. After the text amendment the related standards could be adopted or changed at a later date.

Mr. Magill stated that the draft legislation discussed a buffer of three (3) rows. He stated that those trees need a center to center dimension included.

Dr. McNaughton stated that there are a lot of specifics that are left out. He discussed the language regarding exhaust fans explaining that he believed they were more of a bank of tunnel fans on both ends of the house. The language regarding the exhaust fan should be changed. How many fans is it referencing? Dr. McNaughton stated that he thought the legislation should actually state tunnel fans and not exhaust fans.

Mr. Dashiell stated that he didn't want to get too specific on what was being placed before the Commission. He stated that he would like insight on inviting the public to give a chance to speak. Mr. Dashiell stated that they needed to respond reasonable quick to do due diligence. He suggested holding a public hearing at the next meeting if the Commission feels comfortable. Mr. Dashiell questioned if the public hearing should take place in a larger venue.

Mr. Kilmer recommended having a special meeting at night to get the range of comments.

Mr. Lenox stated that the format would be for the Commission to take public and written comments. The hearing should then be closed. The Commission can review the comments and take action at a later date.

Mr. Lenox questioned what venue the Commission wished to use. Mr. Kilmer suggested the Midway Room at the Civic Center. Mr. Lenox noted that PAC 14 has the ability to televise the meeting if the Midway Room is used.

Dr. McNaughton questioned if there would be a time limit for the speakers. Mr. Dashiell stated that they need to be reasonable and let the people be heard. Mr. Heath encouraged having it noted that if you wished to speak but didn't have anything different to add that the speaker could state "I support the comments of".

Mr. Lenox stated that Staff would check on the room availability at the Civic Center and getting the legal advertisement ready for The Daily Times.

Mr. Kilmer noted that the Council's perspective was the sooner the better.

Dr. McNaughton suggested that staff define the process in the advertisement.

Mr. Lenox advised the Commission that they have draft legislation to work from, and it would be referenced in the advertisement as well.

Mr. Dashiell suggested a 6 p.m. start time.



There being no further business, the Commission meeting was adjourned at 2:50 p.m. by Mr. Dashiell.



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 Salisbury-Wicomico County Department of Planning, Zoning, and Community Development Office.

  
Charles "Chip" Dashiell, Chairman

  
John F. Lenox, Director

  
Beverly R. Tull, Recording Secretary