



City of Salisbury

CITY COUNCIL AGENDA



January 12, 2015
Government Office Building

6:00 p.m.
Room 301

Times shown for agenda items are estimates only.

- 6:00 p.m. CALL TO ORDER
- 6:01 p.m. WELCOME/ANNOUNCEMENTS
- 6:03 p.m. CITY INVOCATION - Reverend Dr. Donald M. Rising, Pastor at Wicomico Presbyterian Church
- 6:06 p.m. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES
- 6:08 p.m. COMMUNITY ORGANIZATION PRESENTATION
- Disabled American Veterans – David Wharton, Service Officer, Jr. Vice Commander, Eastern Shore Chapter 34
- 6:20 p.m. ADOPTION OF LEGISLATIVE AGENDA
- 6:22 p.m. CONSENT AGENDA – City Clerk Kimberly Nichols
- December 1, 2014 closed session minutes (separate envelope)
 - December 15, 2014 work session minutes
 - Resolution No. 2468 - allowing the Chief of Police to sign a memorandum of agreement between the Wicomico County Circuit Court Adult Drug Treatment Program and the Salisbury Police Department and to accept grant funds from the Office of Problem Solving Courts Discretionary Grant Adult Drug Court Program to provide overtime reimbursement to police officers conducting curfew and contract compliance checks on clients in the City of Salisbury
- 6:25 p.m. AWARD OF BIDS – Assistant Director of Internal Services – Procurement & Parking Jennifer L. Miller
- Award of Bid – Contract A-11-15 – Security Services for WWTP & Zoo
 - Declaration of Surplus – SPD Duty Weapon – Salisbury Police Department
 - Declaration of Surplus – HP DesignJet Printer – Salisbury Public Works
- 6:35 p.m. **ORDINANCE/PUBLIC HEARING** – City Attorney Mark Tilghman
- Ordinance No. 2310 - PUBLIC HEARING/1st Reading - pursuant to Chapter 17.228 of Title 17, Zoning of the Salisbury Municipal Code and Section 4.04 of Article 66b of the Annotated Code of Maryland for the purpose of amending Section 17.04.120, Definitions, Section 17.64.040, Uses and Development Standards in the Newtown Historic District, and Section 17.196.030, Parking Standards, to add Bed and Breakfast Inns

- 6:55 p.m. ORDINANCES – City Attorney Mark Tilghman
- Ordinance No. 2309 – 2nd reading - to designate Riverside Drive, from West College Avenue to Mill Street, as a “No Parking” zone
 - Ordinance No. 2311 – 1st reading – to abandon an area of land being the improved roadbed of Wayne Street between Power Street and Bateman Street
 - Ordinance No. 2312 – 1st reading – to eliminate eleven parking spaces and provide for a total of two bus parking spaces on Wayne Street and two vehicle parking spaces on Power Street adjacent to the Salisbury University Stadium

7:15 p.m. PUBLIC COMMENTS

7:20 p.m. MOTION TO CONVENE IN CLOSED SESSION

ADJOURNMENT

**Copies of the agenda items are available for review
in the City Clerk's Office
Room 305 – City/County Government Office Building
410-548-3140**

**or
on the City's web site
www.ci.salisbury.md.us**

**City Council meetings are conducted in open session
unless otherwise indicated. All or part of the Council's
meetings can be held in closed session under the authority
of the Maryland Open Meetings Law, Annotated Code of
Maryland 10-508(a), by vote of the City Council.**

Proposed agenda items for January 26, 2015 (subject to change)

- Swearing in Salisbury Wicomico Youth Civics Council
- Ordinance No. 2310 - 2nd reading – amending TITLE 17, The Zoning Code, to allow Bed and Breakfast Inns in the Newtown Historic District
- Ordinance No. 2311 – 2nd reading – to abandon an area of land being the improved roadbed of Wayne Street between Power Street and Bateman Street
- Ordinance No. 2312 – 2nd reading – to eliminate eleven parking spaces and provide for a total of two bus parking spaces on Wayne Street and two vehicle parking spaces on Power Street adjacent to the Salisbury University Stadium

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CITY OF SALISBURY
WORK SESSION
DECEMBER 15, 2014

Public Officials Present

Council President Jacob R. Day
Councilman John “Jack” R. Heath

Vice President Laura Mitchell
Councilman Timothy K. Spies

Public Officials Not Present

Mayor James Ireton, Jr.
Councilwoman Eugenie P. Shields

In Attendance

City Clerk Kimberly R. Nichols, Assistant City Administrator Terence Arrington, Salisbury/
Wicomico County Long Range Planner Jaleesa Tate, Public Works Director Mike Moulds, City
Attorney Mark Tilghman, Elections Director Anthony Gutierrez, and interested citizens and
members of the press.

On December 15, 2014, Salisbury City Council convened in Work Session at 1:46 p.m. in
Council Chambers, Room 301 of the Government Office Building.

Community Organization Presentation – Decorating Delmarva Holidayfest

Mr. Mark Cathell, Delaware International Speedway and U.S. Rt. 13 Dragway Marketing
Manager and co-owner of Create 1 Dream Foundation joined Council to discuss Decorating
Delmarva HolidayFest. In its third year, the event was created by Mr. Cathell and his wife,
Denise for children and adults of all ages to enjoy the sights and sounds of the holidays with
lights, decorations and displays created and sponsored by local schools, charities, non-profit
organizations and businesses from Maryland, Delaware and Virginia.

Located on the Delaware International Speedway and U.S.13 Dragway properties on 120 acres in
Delmar, Delaware, the Motorsports Complex is transformed into a mile-long course featuring
fire pits, music, food, crafts, shows, contests, concerts, prizes, and Santa and reindeer
appearances. The organization has donated over \$70,000 to the community in the past two years.
The show operates Fridays and Saturdays from 5:30 pm - 9:30 pm and Sundays from 5:30 pm -
8:00 pm from November 29, 2014 through December 28, 2014, and on New Year’s Eve.

Alliance for Innovation

Ms. Sallie Anne Burnett, East Regional Director for Alliance for Innovation joined Council to
discuss the organization. Alliance for Innovation serves local governments by helping them build
an innovative culture by disseminating information, organizing development, networking, and

41 research. Organizations in the Alliance for Innovation engage through conferences, workshops,
42 and “Innovation Academy”, and helps transform Local Government through the following:
43

- 44 • Knowledge sharing to accelerate the adoption of innovative practices in the profession
- 45 • Organizational development to engage in the learning journey
- 46 • Networking to connect with local government and resources needed to push beyond
47 traditional boundaries and research on emerging practices

48
49 Administration will consider the organization for membership prior to the budget preparation.
50

51 **Linens of the Week**

52
53 Mr. Day reported he had requested that the Linens of the Week discussion be returned to Work
54 Session because several months ago Planning & Zoning had recommended re-zoning the
55 property. Council had reached consensus at that time to not move forward with Planning &
56 Zoning’s recommendation because they hoped there might be a civic use for it. However, none
57 of the local non-profits seemed interested in developing the property.
58

59 Council reached consensus to invite representatives from Stop the Violence, Grace United
60 Methodist Church, Christian Shelter and any interested representatives in the neighborhood to
61 discuss the future use of the property and how they could utilize the property in an upcoming
62 Work Session.
63

64 **Smart Growth America Walkability Results/Update**

65
66 Ms. Jaleesa Tate, Salisbury/Wicomico Long Range Planner, joined Council to discuss the Smart
67 Growth America Walkability Workshop reports.
68

69 Ms. Tate reported that the technical assistance grant provided for the two-day workshop that was
70 held in June 2014. The first day consisted of a community interest meeting in which the pros and
71 cons of walking and biking were discussed, and the second day entailed a biking and walking
72 audit of the downtown area. Smart Growth America recommendations included lowering traffic
73 speeds, narrower lanes, and encouraging on-street parking.
74

75 Requirements of the grant included completing a thirty (30) day report, six (6) month report, and
76 a one (1) year report. The thirty (30) day report was submitted in September 2014 and reported
77 the steps the City has taken to encourage walking and biking in the Downtown area. The six (6)
78 month report will be due in February 2015, and the year report will be due August 2015.
79

80 Council discussed standardizing downtown fixtures, bike racks, trashcans, and City branding.
81 Mrs. Mitchell expressed concern about purchasing additional bike racks bearing the “Bury logo
82 since neither the public nor the Council had been a part of selecting a widely supported “brand”
83 for the City of Salisbury.
84

85 The presentation of the first report recap was for informational purposes only.
86

87 **Elimination of parking on Riverside Drive**

88
89 Public Works Director Mike Moulds joined Council to discuss the creation of a “No Parking”
90 zone on Riverside Drive, extending from W College Avenue to Mill Street. He explained that
91 because a portion of the existing bike lanes on Riverside Drive will be widened, this might create
92 a greater likelihood for residents to park in these areas, which are currently not designated as
93 “No Parking” areas with the exception of the “No Parking” zone on Riverside Drive adjacent to
94 the St. Francis de Sales Church. Parking on Riverside Drive from W. College Avenue to Mill
95 Street could create dangerous conditions for cyclists, and a number of residents currently park on
96 Riverside Drive. The Maryland Department of Transportation has funded the street project, and
97 will fund the necessary “No Parking” signs.

98
99 Council reached unanimous consensus to advance the ordinance to Legislative Session.

100

101 **False Alarms Ordinance/ECV**

102
103 Assistant City Administrator Terence Arrington discussed the changes made to the False Alarm
104 Ordinance based on the discussion from the November 17, 2014 Work Session, and reported Mr.
105 Tilghman made additional changes. He also reported that Mrs. Mitchell’s recommended changes
106 received from her recent email were not yet incorporated in the legislation.

107

108 Mr. Arrington reviewed the following changes with Mr. Tilghman:

109

- 110 • Line 184-186 – Removed language referring to a \$25 administrative fee (**False alarms—**
- 111 **Violations and penalties**)
- 112 • Line 210-213 – Increased threshold for the number of false alarm responses a property
- 113 owner of business owner can occur before being considered guilty of a municipal
- 114 infraction
- 115 • Line 223 – 225 – Creation of an addition or inclusion of a false alarm occurrence table
- 116 with the matrix of the fines assessed for the 6th through 10th occurrence not to exceed
- 117 \$500
- 118 • Line 316-321 – Inclusion of right to repair draft language in Section 8.04.130 Section D

119

120 Mr. Arrington noted Mr. Tilghman revised some of the language after his review, evident in Mr.
121 Tilghman’s copy of the legislation.

122

123 Mr. Tilghman reviewed the changes to the opt-out language which added the requirement of the
124 individual to dual notify the alarm company in writing of their decision to opt-out so there would
125 be record of it. He discussed the following revisions he prepared after the packet was distributed:

126

- 127 • Definitions of panic alarm, alarm user, and takeover should be eliminated from the
- 128 legislation
- 129 • Line 216 – the intent was to change the number from the 4th to 6th call, and the language
- 130 was not perfectly clear. He suggested using “any false alarm occurring after the 5th false
- 131 alarm response.”
- 132 • Line 270 –make the word “thefts” singular and before “disorderly” insert “or for”

- 133 • Line 318 – strike “the” and insert “an” and insert “which occurs” after “alarm”
134
135 Mrs. Mitchell reviewed her suggestions, which were emailed earlier to Council, and Council
136 reached consensus on the following changes:
137
138 • Line 166 – clarify the date
139 • Line 198 – insert “of record” after “owner and “to the alarm site” after “location”
140 • Line 232 – strike “if necessary,” and “to discuss the application”
141 • Line 245 – strike “location” and insert “site”
142 • Section 8.04.100 – strike “is” and insert “are”
143 • Section 8.04.110 – C. should be re-worded to read “shall not exceed \$100” (Mr.
144 Tilghman will review this section to make a recommendation about the misdemeanor)
145 • Section 8.04.120 (first line) - insert “alarm company shall provide and the” after the first
146 “The”
147

148 Council reached unanimous consensus for Mr. Tilghman to incorporate the discussed changes to
149 the legislation for advancement to Legislation Session.
150

151 **False Alarms Ordinance/Fee Schedule**

152
153 Mr. Day updated Council on the proposed fee schedule, which forgives the first and second
154 alarms followed by the application of the fees identified by the Chiefs of the Fire and Police
155 Departments that shall reimburse the City departments for the costs incurred for responding to a
156 false alarm.
157

158 Council reached unanimous consensus to advance the proposed fee schedule to Legislation
159 Session and to present the ordinance in unison with the ECV ordinance.
160

161 Council took a break at 3:50 p.m. and reconvened at 4:06 p.m.
162

163 **Authorizing Chief of Police to sign MOU with MD Office of Highway Safety to accept** 164 **grant funding for four (4) traffic safety programs**

165
166 Mr. Tilghman reported the only change was to insert on Line 28 of the resolution “the Maryland
167 Office of Highway Safety” after “between”.
168

169 Council reached unanimous consensus for the resolution to be advanced to the consent agenda.
170

171 **Eliminating Primary Elections**

172
173 City Clerk Kim Nichols reviewed the request to eliminate primary elections and reported on the
174 progress Elections Director Mr. Anthony Gutierrez had recently made in identifying polling
175 locations for each of the (5) districts. Mr. Gutierrez arrived at 4:20 p.m. and discussed the
176 options regarding the polling places in the City limits.
177

178 Mr. Day asked Mr. Gutierrez to comment on the question that if there was a clear first place
179 winner in an election, yet if the winner did not receive a majority of the votes in his district,
180 would there be a problem since the City does not have a plurality requirement. Mr. Gutierrez
181 responded that the person receiving the most votes advances to the General Election, but it can
182 be structured either way Council prefers.

183
184 Mr. Tilghman reported on the process with the courts. The client for the American Civil
185 Liberties Union (ACLU) no longer lives in Maryland, which creates an issue since he can't now
186 be considered their client. Mr. Tilghman predicted that the ACLU may ask his daughter or
187 another family member to step in as the plaintiff, but advised Council not to hold up the
188 November 2015 Elections if the judge has not made a decision yet, and opined the courts would
189 not deny the City's redistricting plan.

190
191 Mrs. Mitchell asked if it was policy, law or just practice that there be a polling place in each
192 district. Could we set up the system allowing voters to vote in another district? Mr. Gutierrez
193 responded that Federal and State requirements require voters to vote in their assigned districts. If
194 there is no available location, the Elections Board can go to the adjacent district precinct.

195
196 Mr. Gutierrez reported the deadline for overseas voting would be September 19 for the
197 November 3 Elections and noted there was no time allowed for a re-count process since the City
198 Charter states the new Mayor and City Council begin on the second Monday following the
199 election. Council reached consensus to consider changing the new start date to the first Monday
200 in December.

201
202 Council unanimously agreed to "most votes wins" as opposed to "greater than 50% wins" and to
203 eliminate the Salisbury Primary Elections. Mr. Day suggested creating a budget for funding the
204 elections, and Mrs. Mitchell recommended creating a contingency line in the event of a tie vote.

205
206 **Council discussion**

207
208 Mrs. Mitchell reported on a form she created for Council members to test and possibly use as a
209 tool for reporting on Boards and Commissions they represent in order to keep the Council
210 updated on the boards they do not represent. She will distribute the form and its implementation
211 will be discussed in an upcoming Work Session.

212
213 With no further business to discuss, the Work Session was adjourned at 4:35 p.m.

214
215 _____
216 City Clerk

217
218 _____
219 Council President

City of Salisbury



JAMES IRETON JR.
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR



Maryland
699 W. SALISBURY PARKWAY
SALISBURY, MD 21801
TEL: 410-548-3165



BARBARA DUNCAN
CHIEF OF POLICE

December 30, 2014

TO: Tom Stevenson
City Administrator

FROM: Chief Barbara Duncan

SUBJECT: Resolution – MOU and Acceptance of Grant funds

Attached, please find a Resolution allowing the Chief of Police to sign a Memorandum of Agreement between the Wicomico County Circuit Court Adult Drug Treatment Court Program and the Salisbury Police Department to accept grant funds in the amount of \$12,484.00. These funds from the Office of Problem Solving Courts Discretionary Grant Adult Drug Court Program will be utilized for overtime reimbursement for officers to conduct curfew and contract compliance checks on the individuals who are participating in the program.

Unless you, or the Mayor, have further questions, please forward this Resolution to the City Council.

A handwritten signature in black ink, appearing to read "Barbara Duncan".

Barbara Duncan
Chief of Police

RESOLUTION No. 2468

A RESOLUTION OF THE CITY OF SALISBURY ALLOWING THE CHIEF OF POLICE TO SIGN A MEMORANDUM OF AGREEMENT BETWEEN THE WICOMICO COUNTY CIRCUIT COURT ADULT DRUG TREATMENT PROGRAM AND THE SALISBURY POLICE DEPARTMENT AND TO ACCEPT GRANT FUNDS FROM THE OFFICE OF PROBLEM SOLVING COURTS DISCRETIONARY GRANT ADULT DRUG COURT PROGRAM TO PROVIDE OVERTIME REIMBURSEMENT TO POLICE OFFICERS CONDUCTING CURFEW AND CONTRACT COMPLIANCE CHECKS ON CLIENTS IN THE CITY OF SALISBURY.

WHEREAS, the Wicomico County Circuit Court Drug Treatment Program and the Salisbury Police Department will enter into a Memorandum of Agreement to fully cooperate in serving the people of Salisbury/Wicomico County; and

WHEREAS, the Office of Problem Solving Courts has awarded the Salisbury Police Department a grant of \$12,484.00 to provide funds for overtime reimbursement; and

WHEREAS, these overtime funds will be used for officers conducting curfew and contract compliance checks to reduce the number of repeat drug crimes committed by addicted drug offenders and to increase the completion percentage of those who are court ordered into substance abuse treatment; and

WHEREAS, the use of overtime funding will provide for effective court supervision and return repeat offenders to the community as productive law abiding citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that the Chief of Police be allowed to sign the Memorandum of Agreement and accept grant funds of \$12,484.00 to be used for overtime reimbursement to reduce the number of repeat crimes committed by addicted offenders and increase the level of safety for the citizens of Salisbury/Wicomico County.

THIS RESOLUTION was duly passed at a meeting of the Council of the City of Salisbury held on _____, 2015 and is to become effective immediately upon adoption.

ATTEST:

Kimberly R. Nichols, City Clerk

Jacob R. Day, President
Salisbury City Council

APPROVED BY ME THIS:

_____ day of _____, 2015

James Ireton Jr., Mayor

City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3190 Procurement
Fax: 410-548-3192 Procurement

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

Council Agenda – Award of Bids

January 12, 2015

- | | |
|--|--|
| 1. Award of Bid – Contract A-11-15
Security Services for WWTP & Zoo | \$ 48,000.00 (FY15)
\$142,993.00 (FY16) |
| 2. Declaration of Surplus – SPD Duty Weapon
Salisbury Police Department | \$ 0.00 |
| 3. Declaration of Surplus – HP DesignJet Printer
Salisbury Public Works | \$ 0.00 |

City of Salisbury



MARYLAND



125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3190 Procurement
Fax: 410-548-3192 Procurement

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

Council Agenda

January 12, 2015

TO: Mayor and City Council

SUBJECT: Award of Bid – Contract A-11-15
Security Guard Services

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works Department to solicit bids for Contract A-11-15 Security Guard Services for the Wastewater Treatment Plant and the Salisbury Zoo. The Scope of Work for this contract requires uniformed, unarmed security service personnel for both locations, 365 days per year with no holiday exclusions. The security personnel will be onsite at the WWTP 24 hours per day, and at the Zoo from 8:00 p.m. to 4:00 a.m.

The Procurement Department followed standard competitive bidding practices by advertising in the Daily Times, on the City of Salisbury's website, utilizing the City's vendor list, and advertising on the State of Maryland's website, eMaryland Marketplace. A total of seventeen (17) vendors submitted a bid by the due date and time of December 12, 2014 at 2:30 p.m.

An initial review of the proposals by the Procurement Division concluded that all submittals were responsive and responsible. The proposals were then evaluated and ranked by a selection committee utilizing the weighted average scoring method as defined below, with a rating scale of zero (0 - unacceptable) to four (4 - superior):

<u>Weighting Factor</u>	<u>Criterion</u>
50%	Price and billable rates.
25%	Experience working with municipal governments and municipal projects with emphasis on security service with the City and/or Wicomico County or similar type municipalities and performance on all projects within the last three years.
20%	Expertise, experience, and qualifications of the Firm and its personnel.
5%	Geographic location of the Firm relative to the location of the City and the Firm's ability to respond to routine everyday type requests.

<u>Vendor</u>	<u>WWTP Hourly Rate</u>	<u>Zoo Hourly Rate</u>	<u>Composite Score</u>	<u>Ranking</u>
Chesapeake Strategies Group, Inc. Oxford, MD 21654	\$12.31	\$12.04	3.32	1
Strategic Protective Services Lanham, MD 20706	\$13.43	\$13.66	3.31	2
ABCO Investigations & Protection Agency, LLC Berlin, MD 21811	\$12.85	\$12.85	3.29	3
Swanson Services, LLC Richmond, VA 23213	\$13.00	\$13.00	3.11	4
Bennett Detective & Protective Agency, Inc. Dover, DE 19903	\$14.50	\$14.50	3.05	5
Watkins Security Agency, Inc. Baltimore, MD 21215	\$15.07	\$15.07	2.84	6
Universal Protection Service, LLC Tampa, FL 33607	\$14.85	\$14.85	2.79	7
Phoenix 1 Services, LLC Lanham, MD 20706	\$14.00	\$14.00	2.49	8
Maximum Protective Services Catonsville, MD 21228	\$14.50	\$14.00	2.47	9
Red Coats, Inc / Admiral Security Services Bethesda, MD 20814	\$16.83	\$15.04	2.37	10
Stronghold Security, LLC Baltimore, MD 21218	\$15.71	\$15.71	2.29	11
ABM Security Services, Inc. Baltimore, MD 21227	\$17.50	\$16.00	2.22	12
CSI Corporation of DC Silver Spring, MD 20910	\$18.83	\$19.12	1.88	13
P.A.C.E. Security Solutions, LLC Laurel, MD 20723	\$16.05	\$16.05	1.89	14
Nationwide Security Serv. Baltimore, MD 21203	\$17.75	\$17.75	1.58	15
Thomas Security Services, LLC Salisbury, MD 21084	\$17.75	\$16.75	1.56	16
Matthews Protective Serv. Suitland, MD 20746	\$18.50	\$18.50	1.52	17

The Procurement Department, upon a recommendation from the Department of Public Works, requests Council's approval to award Contract A-11-15 to Chesapeake Strategies Group, Inc, as they had the highest overall score and therefore the best offered proposal based on the factors

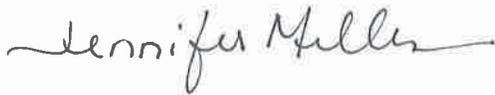
noted above. There are sufficient funds in the following accounts to cover the necessary services for the remainder of fiscal year 2015:

WWTP (approx. \$36,000 for balance of FY15):	86083-523608
Zoo (approx. \$12,000 for balance of FY15):	40000-523608

Security services will be budgeted for FY2016, with a new purchase order issued at that time:

WWTP:	\$107,836 FY16
Zoo:	<u>\$ 35,157</u> FY16
	\$142,993 Total FY16

Sincerely,



Jennifer Miller
Assistant Director of Internal Services – Procurement and Parking

City of Salisbury



MARYLAND



JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

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MICHAEL S MOULDS, P.E.
DIRECTOR OF PUBLIC WORKS

To: Jennifer Miller, Assistant Director of Internal Services – Procurement & Parking
From: Michael Moulds, Director of Public Works
Date: December 22, 2014
Re: Contract A-11-15 Security Guard Services

Salisbury Public Works recently advertised a Request for Proposals for Security Guard Services for the Wastewater Treatment Plant and the Salisbury Zoo. The WWTP has security guard services 24 hours per day, seven days per week (three, eight hour shifts). The Zoo requires security guard services from 8:00 pm to 4:00 am daily (one, eight hour shift).

Seventeen firms submitted proposals for Contract A-11-15 on December 12, 2014 at 2:30 p.m. Each evaluator on the selection committee ranked the respondents based upon the evaluation criteria established in the RFP. The criteria and weighting factor is shown below:

- 50% Price and billable rates.
- 25% Experience working with municipal governments and municipal projects with emphasis on projects with the City and Wicomico County or similar type municipalities and performance on all projects within the last three years.
- 20% Expertise, experience, and qualifications of the Vendor, its personnel and proposed subcontractors as related to the Scope of Services, and understanding of the Scope of Services.
- 5% Geographic location of the Vendor relative to the location of the City and the Vendor's ability to respond to routine everyday type requests.

The rating scale is from zero to four with zero being unacceptable and four being superior. After completing a detailed independent review, the selection committee developed a composite ranking of each firm. References from the recommended vendor were contacted and provided positive feedback. The proposed contract costs and the composite rankings are provided below:

	WWTP Hourly Rate	Zoo Hourly Rate	Composite Score	Ranking
Chesapeake Strategies Group, Inc. Oxford, MD 21654	\$12.31	\$12.04	3.32	1
Strategic Protective Services Lanham, MD 20706	\$13.43	\$13.66	3.31	2
ABCO Investigations & Protection Agency, LLC Berlin, MD 21811	\$12.85	\$12.85	3.29	3
Swanson Services, LLC Richmond, VA 23213	\$13.00	\$13.00	3.11	4
Bennett Detective & Protective Agency, Inc. Dover, DE 19903	\$14.50	\$14.50	3.05	5
Watkins Security Agency, Inc. Baltimore, MD 21215	\$15.07	\$15.07	2.84	6
Universal Protection Service, LLC Tampa, FL 33607	\$14.85	\$14.85	2.79	7
Phoenix 1 Services, LLC Lanham, MD 20706	\$14.00	\$14.00	2.49	8
Maximum Protective Services Catonsville, MD 21228	\$14.50	\$14.00	2.47	9
Red Coats, Inc / Admiral Security Services Bethesda, MD 20814	\$16.83	\$15.04	2.37	10
Stronghold Security, LLC Baltimore, MD 21218	\$15.71	\$15.71	2.29	11
ABM Security Services, Inc. Baltimore, MD 21227	\$17.50	\$16.00	2.22	12
CSI Corporation of DC Silver Spring, MD 20910	\$18.83	\$19.12	1.88	13
P.A.C.E. Security Solutions, LLC Laurel, MD 20723	\$16.05	\$16.05	1.89	14
Nationwide Security Serv. Baltimore, MD 21203	\$17.75	\$17.75	1.58	15
Thomas Security Services, LLC Salisbury, MD 21084	\$17.75	\$16.75	1.56	16
Matthews Protective Serv. Suitland, MD 20746	\$18.50	\$18.50	1.52	17

Please issue Purchase Orders to Chesapeake Strategies Group, Inc. for Contract A-11-15. The account numbers are as follows:

Security Services at WWTP 86083-523608
Security Services at Zoo 40000-523608

Michael S. Moulds, P.E.
Director of Public Works

City of Salisbury



MARYLAND



125 NORTH DIVISION STREET
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KEITH A. CORDREY
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JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

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M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

Council Agenda

January 12, 2015

TO: Mayor and City Council

RE: Declaration of Surplus – Glock, Automatic Pistol Model 21
Salisbury Police Department

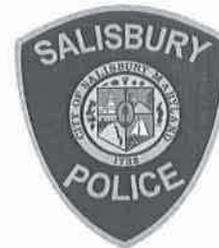
The City of Salisbury Internal Services Department – Procurement Division received a request from the Salisbury Police Department to declare the following handgun surplus:

Department	Make	Model	Serial #
Salisbury Police Dept.	Glock	Automatic Pistol, Model 21	WG615

Upon declaration of surplus, and as approved by the Council, the aforementioned handgun will be given to retired police officer, Lieutenant Charles Parisano, as a retirement gift.

Thank you,

Jennifer Miller
Assistant Director of Internal Services – Procurement and Parking



JAMES IRETON, JR.
MAYOR
TOM STEVENSON
ACTING CITY ADMINISTRATOR

MARYLAND
699 W. SALISBURY PARKWAY
SALISBURY, MD 21801
TEL: 410-548-3165

BARBARA DUNCAN
CHIEF OF POLICE

December 5, 2014

TO: Jennifer Miller
Assistant Director of Parking and Procurement

FROM: Mr. Kenneth Wilson #2784
Quartermaster Section
Salisbury Police Department

SUBJECT: INVENTORY (WEAPONS)

The Salisbury Police Department has a history of giving retired Police Officers their duty weapon as a retirement gift. With Chief Duncan's approval, I am requesting the Salisbury City Council declare as surplus, one Glock, Model 21, 45 caliber handgun with a serial number of WG615. This weapon will be given to Lieutenant Charles Parisano. Lieutenant Charles Parisano will retire from the Salisbury Police Department on December 10, 2014.

Respectfully Submitted,

Mr. Kenneth Wilson #2784
Quartermaster Section
Salisbury Police Department

City of Salisbury



MARYLAND



125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3190 Procurement
Fax: 410-548-3192 Procurement

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL SERVICES

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

Council Agenda

January 12, 2015

TO: Mayor and City Council

RE: Declaration of Surplus – HP DesignJet Large Format Printer
Salisbury Department of Public Works

The Internal Services Department, Procurement Division, received a request from Salisbury Public Works to declare as surplus an HP DesignJet 1050C/1055CM Large Format Printer. The equipment is outdated and no longer in use or needed within the City's various departments. A copy of the department memo is attached for further information.

The Procurement Division requests Council's approval to declare the noted items "surplus" and to allow the City of Salisbury Public Works Department to dispose of the printer either via an auction sale or, if found to be unsalable, to scrap the item.

Sincerely,

Jennifer Miller
Asst. Director of Internal Services – Procurement and Parking

City of Salisbury



MARYLAND



125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3170
Fax: 410-548-3107

MICHAEL S MOULDS, P.E.
DIRECTOR OF PUBLIC WORKS

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

MEMORANDUM

TO: Jennifer Miller

FROM: Michael Moulds 

DATE: December 11, 2014

REFERENCE: HP DesignJet 1050C/1055CM Large Format Printer

The Public Works Department is in possession of a HP DesignJet 1050C/1055CM Large Format Printer that it no longer uses. The printer was manufactured in 2001, its model number is C60758 and its serial number is SG1AG1312R. The HP Designjet 1055CM printer is a high-performance, high-speed, 36-inch, large-format printer using thermal Inkjet technology. Its ink system (printhead + printhead cleaner + ink cartridges) provides 600 dpi and 350/175 cc of ink in a continuous refill system. This printer was originally purchased for the Engineering Branch of Public Works and replaced in 2011 with an upgraded model. This printer was then sent to the Technical Services Branch, however they no longer have a use for it. Multiple city departments were contacted to see if they wanted this printer and none had a use for it. The Mayor's office and one outside charity were contacted to see about donating it for refurbishment/resale and it was declined. The cost for maintaining this printer is prohibitive. Due to its age no annual maintenance agreement is available. Maintenance via DiCarlo Instruments is \$160.00 per hour plus parts, with parts being limited and hard to get due to its age. Due to the combined maintenance costs and the operational cost of paper (\$36.00-\$46.00 per roll) and ink cartridges (\$103.00-\$189.95 ea.), this printer is no longer a cost effective piece of equipment to keep and maintain. I recommend that this equipment be declared surplus and sold at the next City auction. If it is not sold at auction I recommend that it be scrapped following the auction. The estimated resale value for this printer is \$1,000.00 - \$1,500.00.

Tom



City of Salisbury – Wicomico County

DEPARTMENT OF PLANNING, ZONING AND COMMUNITY DEVELOPMENT

P.O. BOX 870

125 NORTH DIVISION STREET, ROOMS 203 & 201

SALISBURY, MARYLAND 21803-4860

410-548-4860

FAX: 410-548-4955



JAMES IRETON, JR
MAYOR

BOB CULVER
COUNTY EXECUTIVE

TOM STEVENSON
CITY ADMINISTRATOR

R. WAYNE STRAUSBURG
DIRECTOR OF ADMINISTRATION

December 22, 2014

TO: Tom Stevenson, City Administrator

FROM: John F. Lenox, AICP, Director, Salisbury/Wicomico Planning & Zoning 

SUBJECT: **PUBLIC HEARING – Text Amendments - Section 17.04.120 – Definitions – To add a definition of a Bed and Breakfast Inn; Section 17.64.040 – Uses and Development Standards in the Newtown Historic District to add Bed and Breakfast Inns by Special Exception; and Section 17.196.030 – Parking Standards – To add requirements for Bed and Breakfast Inns - Planning Commission Recommendations**

I. INTRODUCTION.

On December 22, 2014, the Salisbury Planning Commission held a public hearing on the above-noted text amendments relative to Bed and Breakfast Inns. (See Attachment A.)

II. RECOMMENDATION.

After considering the staff report and following discussion by the Commission on the proposed amendments, the Salisbury Planning Commission forwarded a **Favorable** recommendation to the Mayor and City Council for adoption of the draft Ordinance. (See Attachment B.)

Unless you or the Mayor has further questions, please forward this memo and its attachments to the City Council.

III. BACKGROUND.

The Commission noted that the Council had received information from the Codes of various jurisdictions that permit Bed and Breakfast Inns.

In addition, the Commission noted that the Council has discussed these proposed amendments at two work sessions and that the amendments are supported by the Newtown Neighborhood Association.

The Commission discussed parking standards for residential structures and noted a desire to prohibit any parking in the front yards.

Attachments

cc: Mayor James Ireton, Jr.
William Holland, Director, Building, Housing and Zoning Dept.
Mark Tilghman, City Solicitor



City of Salisbury – Wicomico County

DEPARTMENT OF PLANNING, ZONING AND COMMUNITY DEVELOPMENT

P.O. BOX 870

125 NORTH DIVISION STREET, ROOMS 203 & 201

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410-548-4860

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JAMES IRETON, JR.
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR

BOB CULVER
COUNTY EXECUTIVE

R. WAYNE STRAUSBURG
DIRECTOR OF ADMINISTRATION

STAFF REPORT

MEETING OF DECEMBER 18, 2014

- CASE NO.:** #SP-1404
- APPLICANT:** City of Salisbury
- REQUEST:** **PUBLIC HEARING – Text Amendments – Newtown Historic District – Bed and Breakfast Inns:**
- (1) **Section 17.04.120 – Definitions – To add a definition of a Bed and Breakfast Inn;**
 - (2) **Section 17.64.040 – Uses and Development Standards in the Newtown Historic District to add Bed and Breakfast Inns by Special Exception; and**
 - (3) **Section 17.196.030 – Parking Standards – To add requirements for Bed and Breakfast Inns.**

I. REQUEST:

At the initiation of the City Council and with the support of the Newtown Neighborhood Association the draft Ordinance proposes the addition of Bed and Breakfast Inns by Special Exception in the Newtown Historic District. **(See Attachment #1.)**

In accordance with the requirements of Section 17.228 of the Salisbury Municipal Code, the Planning Commission must hold a Public Hearing on proposed Text Amendments to the Code. The Commission must forward a recommendation (within six months) to the City Council. The City Council must also hold a public hearing before granting final approval to Code text amendments (by Ordinance).

II. DISCUSSION:

In 2010 the Planning Staff researched definitions and requirements in other jurisdictions for Bed and Breakfasts. The definitions/descriptions used in Annapolis, MD; St. Paul, MN; St. Louis, MO; and Riverhead, NY were considered. In addition, other requirements for Bed and Breakfasts in Annapolis, MD; St. Paul, MN; Herndon, VA; and Charlottesville, VA were reviewed.

Staff found that in most cases the definition referred to the structure as single-family or owner-occupied. The number of guest rooms varied and ranged from two rooms to six rooms in most cases. Other issues found in the regulations pertained to the length of stay, kitchen/dining facilities, signs, parking, and licensing.

In 2014, the Newtown Neighborhood Association indicated their renewed interest in this matter. The City Council has held two work sessions to review materials related to Bed and Breakfasts in the Newtown Historic District and discuss the related issues. The following requirements have been proposed in the draft Ordinance:

“Bed and Breakfast Inn” means the renting of not more than three (3) rooms in an owner-occupied dwelling for lodging and serving of breakfast to not more than six (6) casual and transient adult roomers, provided that:

- (a) The renting of such rooms for such purpose is incidental and subordinate to the principle use of the dwelling.
- (b) No roomer’s stay shall exceed fourteen (14) days in any six month period.
- (c) All meals and amenities connected with the guest rooms shall be solely for use by the owner, the owner’s family, and the owner’s registered guests.
- (d) There shall be only one kitchen and no guest room shall include cooking facilities.
- (e) The owner shall maintain a guest register, shall preserve all registration records for no less than three (3) years, and shall consent to and thereafter make such records available immediately to the Housing Inspector upon request.
- (f) The owner may display a single exterior sign, as provided for under Section 17.216.060, Sign Standards.
- (g) The owner has been issued a permit for the use and operation of the owner-occupied dwelling as a Bed and Breakfast Inn by the Housing Inspector pursuant to the requirements established by Ordinance.

In addition, the Bed and Breakfast Inns would be permitted only in the Newtown Historic District by Special Exception approved by the Salisbury Board of Zoning Appeals. Two parking spaces are required for the principle use and one additional parking spaces is required for each guest room and each employee. The parking spaces may be on-site or proximate to the site. The parking setback shall be five (5) feet. When more than four (4) guest or employee spaces are required, the parking area must be screened from direct view.

III. RECOMMENDATION.

The Newtown Neighborhood Association has expressed support for allowing Bed and Breakfast establishments within their neighborhood. This is one of Salisbury's oldest and most treasured neighborhoods. All exterior work is subject to review and approval of the Historic District Commission. Bed and Breakfast facilities have been demonstrated in other communities to contribute to the stability and vitality of a neighborhood, adding to the charm of historic districts.

In addition to the architectural controls already in place, such a use would be subject to the public scrutiny associated with the special permit process. It would only be allowed as an accessory to an owner-occupied home.

Staff recommends that the Commission forward a Favorable recommendation to the Mayor and City Council for Text Amendments to the Salisbury Municipal Code as follows:

AMEND SECTION 17.04.120 BY ADDING THE FOLLOWING DEFINITION:

"BED AND BREAKFAST INN" MEANS THE RENTING OF NOT MORE THAN THREE (3) ROOMS IN AN OWNER-OCCUPIED DWELLING FOR LODGING AND SERVING OF BREAKFAST TO NOT MORE THAN SIX (6) CASUAL AND TRANSIENT ADULT ROOMERS, PROVIDED THAT:

- A. THE RENTING OF SUCH ROOMS FOR SUCH PURPOSE IS INDICENTAL AND SUBORDINATE TO THE PRINCIPLE USE OF THE DWELLING;**
- B. NO ROOMER'S STAY SHALL EXCEED FOURTEEN (14) DAYS IN ANY SIX MONTH PERIOD;**
- C. ALL MEALS AND ALL AMENIITIES CONNECTED WITH THE GUEST ROOMS SHALL BE SOLELY FOR USE BY THE OWNER, THE OWNER'S FAMILY AND THE OWNER'S REGISTERED GUESTS;**
- D. THERE SHALL BE ONLY ONE KITCHEN AND NO GUEST ROOM SHALL INCLUDE COOKING FACILITIES;**
- E. THE OWNER SHALL MAINTAIN A GUEST REGISTER, SHALL PRESERVE ALL REGISTRATION RECORDS FOR NO LESS THAN THREE (3) YEARS, AND SHALL CONSENT TO AND THEREAFTER MAKE SUCH RECORDS AVAILABLE IMMEDIATELY TO THE HOUSING INSPECTOR UPON REQUEST;**
- F. THE OWNER MAY DISPLAY A SINGLE EXTERIOR SIGN, AS PROVIDED FOR UNDER SECTION 17.216.060, "SIGN STANDARDS"; AND,**
- G. THE OWNER HAS BEEN ISSUED A PERMIT FOR THE USE AND OPERATION OF THE OWNER OCCUPIED DWELLING AS A BED AND BREAKFAST INN BY THE HOUSING INSPECTOR PURSUANT TO THE REQUIREMENTS ESTABLISHED BY ORDINANCE.**

AMEND SECTION 17.64.040, USES AND DEVELOPMENT STANDARDS BY LETTERING THE CURENT SENTENCE OF THAT SECTION AS PARAGRAPH A AND ADDING THE FOLLOWING PARAGRAPH B:

- B. IN ADDITION TO THOSE USES PERMITTED IN THE UNDERLYING ZONING DISTRICT, BED AND BREAKFAST INNS ARE PERMITTED IN THE NEWTOWN HISTORIC DISTRICT BY SPECIAL EXCEPTION, PROVIDED NO PARKING SHALL BE PERMITTED IN THE FRONT YARD.**

AMEND SECTION 17.196.030 PARKING SPACE REQUIREMENTS, BY ADDING THE FOLLOWING:

BED AND BREAKFAST INN: TWO SPACES FOR THE PRINCIPLE USE, PLUS ONE ADDITIONAL SPACE FOR EACH GUEST ROOM AND EACH EMPLOYEE. REQUIRED SPACES TO BE PROVIDED ON SITE OR PROXIMATE TO THE SITE AS CONFIRMED BY SPECIAL EXCEPTION. IN RESIDENTIAL ZONES, THE MINIMUM PARKING SETBACK SHALL BE FIVE FEET AND, WHEN MORE THAN FOUR GUEST OR EMPLOYEE SPACES ARE REQUIRED, THE PARKING AREA SHALL BE SCREENED FROM DIRECT VIEW OF ANY NEARBY RESIDENTIAL USE BY A PLANTED VISUAL BARRIER CONSISTING OF EVERGREENS WITH A MINIMUM HEIGHT OF SIX FEET AND PLACED NO MORE THAN EIGHT FEET APART.

COORDINATOR: Gloria Smith, Planner
DATE: December 5, 2014



MARYLAND

ORDINANCE NO. __

AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND, PURSUANT TO CHAPTER 17.228 OF TITLE 17, ZONING OF THE SALISBURY MUNICIPAL CODE AND SECTION 4.04 OF ARTICLE 66B OF THE ANNOTATED CODE OF MARYLAND FOR THE PURPOSE OF AMENDING SECTION 17.04.120, DEFINITIONS, SECTION 17.64.040, USES AND DEVELOPMENT STANDARDS IN THE NEWTOWN HISTORIC DISTRICT, AND SECTION 17.196.030, PARKING STANDARDS, TO ADD BED AND BREAKFAST INNS.

WHEREAS, the ongoing application, administration and enforcement of Title 17, Zoning of the Salisbury Municipal Code, demonstrates a need for periodic review, evaluation, and amendments that will keep Title 17 current; and

WHEREAS, the Mayor and City Council may amend Title 17, Zoning, of the Salisbury Municipal Code, pursuant to the authority granted by Article 66B of the Maryland Annotated Code and in accordance with specific provisions of Chapter 17.228, Amendments and Rezoning, of Title 17, Zoning; and

WHEREAS, the Mayor and City Council requested that the Salisbury Planning and Zoning Commission periodically review Title 17 in light of existing procedural practices and input from the City Council and members of the public; and

WHEREAS, the Newtown Neighborhood Association has expressed its desire to allow bed and breakfast establishments within its neighborhood; and

WHEREAS, the Newtown Historic District is one of Salisbury's oldest and most treasured neighborhoods containing structures with architectural and historical significance and historical value to the community, the homes in the district are among the largest in Salisbury, their size has contributed to their lack of viability as private single-family residences and their use as group housing and rental homes; and

WHEREAS, bed and breakfast facilities contribute to the stability and vitality of a neighborhood and add to the charm of historic districts; and

WHEREAS, the City Council has proposed amendments to the Salisbury Municipal Code to create add bed and breakfast inns in the Newtown Historic District; and

WHEREAS, a Public Hearing on the proposed amendments was held by the Planning Commission in accordance with the provisions of Chapter 17.228, of Title 17, Zoning, of the Salisbury Municipal Code on December 18, 2014; and

WHEREAS, the Planning Commission did recommend approval of the proposed text amendments to Sections 17.04.120, 17.64.040, and 17.196.030.

~~NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE CITY OF SALISBURY, MARYLAND~~, that Title 17, Zoning, of the Salisbury Municipal Code is hereby amended as follows:

AMEND SECTION 17.04.120 BY ADDING THE FOLLOWING DEFINITION:

“BED AND BREAKFAST INN” MEANS THE RENTING OF NOT MORE THAN THREE (3) ROOMS IN AN OWNER-OCCUPIED DWELLING FOR LODGING AND SERVING OF BREAKFAST TO NOT MORE THAN SIX (6) CASUAL AND TRANSIENT ADULT ROOMERS, PROVIDED THAT:

- A. THE RENTING OF SUCH ROOMS FOR SUCH PURPOSE IS INDICENTAL AND SUBORDINATE TO THE PRINCIPLE USE OF THE DWELLING;**

- B. NO ROOMER'S STAY SHALL EXCEED FOURTEEN (14) DAYS IN ANY SIX MONTH PERIOD;**
- C. ALL MEALS AND ALL AMENITIES CONNECTED WITH THE GUEST ROOMS SHALL BE SOLELY FOR USE BY THE OWNER, THE OWNER'S FAMILY AND THE OWNER'S REGISTERED GUESTS;**
- D. THERE SHALL BE ONLY ONE KITCHEN AND NO GUEST ROOM SHALL INCLUDE COOKING FACILITIES;**
- E. THE OWNER SHALL MAINTAIN A GUEST REGISTER, SHALL PRESERVE ALL REGISTRATION RECORDS FOR NO LESS THAN THREE (3) YEARS, AND SHALL CONSENT TO AND THEREAFTER MAKE SUCH RECORDS AVAILABLE IMMEDIATELY TO THE HOUSING INSPECTOR UPON REQUEST;**
- F. THE OWNER MAY DISPLAY A SINGLE EXTERIOR SIGN, AS PROVIDED FOR UNDER SECTION 17.216.060, "SIGN STANDARDS"; AND,**
- G. THE OWNER HAS BEEN ISSUED A PERMIT FOR THE USE AND OPERATION OF THE OWNER OCCUPIED DWELLING AS A BED AND BREAKFAST INN BY THE HOUSING INSPECTOR PURSUANT TO THE REQUIREMENTS ESTABLISHED BY ORDINANCE.**

AMEND SECTION 17.64.040, USES AND DEVELOPMENT STANDARDS BY LETTERING THE CURENT SENTENCE OF THAT SECTION AS PARAGRAPH A AND ADDING THE FOLLOWING PARAGRAPH B:

- B. IN ADDITION TO THOSE USES PERMITTED IN THE UNDERLYING ZONING DISTRICT, BED AND BREAKFAST INNS ARE PERMITTED IN THE NEWTOWN HISTORIC DISTRICT BY SPECIAL EXCEPTION, PROVIDED NO PARKING SHALL BE PERMITTED IN THE FRONT YARD.**

AMEND SECTION 17.196.030 PARKING SPACE REQUIREMENTS, BY ADDING THE FOLLOWING:

BED AND BREAKFAST INN: TWO SPACES FOR THE PRINCIPLE USE, PLUS ONE ADDITIONAL SPACE FOR EACH GUEST ROOM AND EACH EMPLOYEE. REQUIRED SPACES TO BE PROVIDED ON SITE OR PROXIMATE TO THE SITE AS CONFIRMED BY SPECIAL EXCEPTION. IN RESIDENTIAL ZONES, THE MINIMUM PARKING SETBACK SHALL BE FIVE FEET AND, WHEN MORE THAN FOUR GUEST OR EMPLOYEE SPACES ARE REQUIRED, THE PARKING AREA SHALL BE SCREENED FROM DIRECT VIEW OF ANY NEARBY RESIDENTIAL USE BY A PLANTED

**VISUAL BARRIER CONSISTING OF
EVERGREENS WITH A MINIMUM HEIGHT OF
SIX FEET AND PLACED NO MORE THAN
EIGHT FEET APART.**

**AND BE IT FURTHER ORDAINED BY THE CITY OF SALISBURY,
MARYLAND,** that this Ordinance shall take effect from and after the date of its final passage,
but in no event until ten (10) days after the date of the Council's Public Hearing, and

THE ABOVE ORDINANCE was introduced at a meeting of the Council on the
____ day of _____, 2015, and thereafter, a statement of the substance of the ordinance having
been published as required by law, in the meantime, was finally passed by the Council on the
____ day of _____, 2015.

ATTEST:

Kim Nichols
City Clerk

Jacob R. Day, President
Salisbury City Council

Approved by me this
day of _____, 2015.

James Ireton, Jr.
Mayor of the City of Salisbury



MARYLAND

ORDINANCE NO. __

AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND, PURSUANT TO CHAPTER 17.228 OF TITLE 17, ZONING OF THE SALISBURY MUNICIPAL CODE AND SECTION 4.04 OF ARTICLE 66B OF THE ANNOTATED CODE OF MARYLAND FOR THE PURPOSE OF AMENDING SECTION 17.04.120, DEFINITIONS, SECTION 17.64.040, USES AND DEVELOPMENT STANDARDS IN THE NEWTOWN HISTORIC DISTRICT, AND SECTION 17.196.030, PARKING STANDARDS, TO ADD BED AND BREAKFAST INNS.

WHEREAS, the ongoing application, administration and enforcement of Title 17, Zoning of the Salisbury Municipal Code, demonstrates a need for periodic review, evaluation, and amendments that will keep Title 17 current; and

WHEREAS, the Mayor and City Council may amend Title 17, Zoning, of the Salisbury Municipal Code, pursuant to the authority granted by Article 66B of the Maryland Annotated Code and in accordance with specific provisions of Chapter 17.228, Amendments and Rezoning, of Title 17, Zoning; and

WHEREAS, the Mayor and City Council requested that the Salisbury Planning and Zoning Commission periodically review Title 17 in light of existing procedural practices and input from the City Council and members of the public; and

WHEREAS, the Newtown Neighborhood Association has expressed its desire to allow bed and breakfast establishments within its neighborhood; and

WHEREAS, the Newtown Historic District is one of Salisbury's oldest and most treasured neighborhoods containing structures with architectural and historical significance and historical value to the community, the homes in the district are among the largest in Salisbury, their size has contributed to their lack of viability as private single-family residences and their use as group housing and rental homes; and

WHEREAS, bed and breakfast facilities contribute to the stability and vitality of a neighborhood and add to the charm of historic districts; and

WHEREAS, the City Council has proposed amendments to the Salisbury Municipal Code to create add bed and breakfast inns in the Newtown Historic District; and

WHEREAS, a Public Hearing on the proposed amendments was held by the Planning Commission in accordance with the provisions of Chapter 17.228, of Title 17, Zoning, of the Salisbury Municipal Code on December 18, 2014; and

WHEREAS, the Planning Commission did recommend approval of the proposed text amendments to Sections 17.04.120, 17.64.040, and 17.196.030.

~~NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE CITY OF~~
SALISBURY, MARYLAND, that Title 17, Zoning, of the Salisbury Municipal Code is hereby amended as follows:

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- A. THE RENTING OF SUCH ROOMS FOR SUCH PURPOSE IS INDICENTAL AND SUBORDINATE TO THE PRINCIPLE USE OF THE DWELLING;**

- B. NO ROOMER'S STAY SHALL EXCEED FOURTEEN (14) DAYS IN ANY SIX MONTH PERIOD;**
- C. ALL MEALS AND ALL AMENIITIES CONNECTED WITH THE GUEST ROOMS SHALL BE SOLELY FOR USE BY THE OWNER, THE OWNER'S FAMILY AND THE OWNER'S REGISTERED GUESTS;**
- D. THERE SHALL BE ONLY ONE KITCHEN AND NO GUEST ROOM SHALL INCLUDE COOKING FACILITIES;**
- E. THE OWNER SHALL MAINTAIN A GUEST REGISTER, SHALL PRESERVE ALL REGISTRATION RECORDS FOR NO LESS THAN THREE (3) YEARS, AND SHALL CONSENT TO AND THEREAFTER MAKE SUCH RECORDS AVAILABLE IMMEDIATELY TO THE HOUSING INSPECTOR UPON REQUEST;**
- F. THE OWNER MAY DISPLAY A SINGLE EXTERIOR SIGN, AS PROVIDED FOR UNDER SECTION 17.216.060, "SIGN STANDARDS"; AND,**
- G. THE OWNER HAS BEEN ISSUED A PERMIT FOR THE USE AND OPERATION OF THE OWNER OCCUPIED DWELLING AS A BED AND BREAKFAST INN BY THE HOUSING INSPECTOR PURSUANT TO THE REQUIREMENTS ESTABLISHED BY ORDINANCE.**

AMEND SECTION 17.64.040, USES AND DEVELOPMENT STANDARDS BY LETTERING THE CURENT SENTENCE OF THAT SECTION AS PARAGRAPH A AND ADDING THE FOLLOWING PARAGRAPH B:

- B. IN ADDITION TO THOSE USES PERMITTED IN THE UNDERLYING ZONING DISTRICT, BED AND BREAKFAST INNS ARE PERMITTED IN THE NEWTOWN HISTORIC DISTRICT BY SPECIAL EXCEPTION, PROVIDED NO PARKING SHALL BE PERMITTED IN THE FRONT YARD.**

AMEND SECTION 17.196.030 PARKING SPACE REQUIREMENTS, BY ADDING THE FOLLOWING:

BED AND BREAKFAST INN: TWO SPACES FOR THE PRINCIPLE USE, PLUS ONE ADDITIONAL SPACE FOR EACH GUEST ROOM AND EACH EMPLOYEE. REQUIRED SPACES TO BE PROVIDED ON SITE OR PROXIMATE TO THE SITE AS CONFIRMED BY SPECIAL EXCEPTION. IN RESIDENTIAL ZONES, THE MINIMUM PARKING SETBACK SHALL BE FIVE FEET AND, WHEN MORE THAN FOUR GUEST OR EMPLOYEE SPACES ARE REQUIRED, THE PARKING AREA SHALL BE SCREENED FROM DIRECT VIEW OF ANY NEARBY RESIDENTIAL USE BY A PLANTED

VISUAL BARRIER CONSISTING OF EVERGREENS WITH A MINIMUM HEIGHT OF SIX FEET AND PLACED NO MORE THAN EIGHT FEET APART. PARKING SHALL NOT BE LOCATED IN THE FRONT YARD AREA OF THE RESIDENCE.

AND BE IT FURTHER ORDAINED BY THE CITY OF SALISBURY, MARYLAND, that this Ordinance shall take effect from and after the date of its final passage, but in no event until ten (10) days after the date of the Council's Public Hearing, and

THE ABOVE ORDINANCE was introduced at a meeting of the Council on the ____ day of _____, 2015, and thereafter, a statement of the substance of the ordinance having been published as required by law, in the meantime, was finally passed by the Council on the ____ day of _____, 2015.

ATTEST:

Kim Nichols
City Clerk

Jacob R. Day, President
Salisbury City Council

Approved by me this

day of _____, 2015.

James Ireton, Jr.
Mayor of the City of Salisbury

30 **WHEREAS**, bed and breakfast facilities contribute to the stability and vitality of a
31 neighborhood and add to the charm of historic districts; and

32 **WHEREAS**, the City Council has proposed amendments to the Salisbury Municipal
33 Code to create add bed and breakfast inns in the Newtown Historic District; and

34 **WHEREAS**, a Public Hearing on the proposed amendments was held by the Planning
35 Commission in accordance with the provisions of Chapter 17.228, of Title 17, Zoning, of the
36 Salisbury Municipal Code on December 18, 2014; and

37 **WHEREAS**, the Planning Commission did recommend approval of the proposed text
38 amendments to Sections 17.04.120, 17.64.040, and 17.196.030.

39 **NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE CITY OF**
40 **SALISBURY, MARYLAND**, that Title 17, Zoning, of the Salisbury Municipal Code is hereby
41 amended as follows:

42 **AMEND** section 17.04.120 by adding the following definition:

43
44 **“BED AND BREAKFAST INN” MEANS THE RENTING OF NOT MORE THAN**
45 **THREE (3) ROOMS IN AN OWNER-OCCUPIED DWELLING FOR LODGING**
46 **AND SERVING OF BREAKFAST TO NOT MORE THAN SIX (6) CASUAL AND**
47 **TRANSIENT ADULT ROOMERS, PROVIDED THAT:**

48 **A. THE RENTING OF SUCH ROOMS FOR SUCH PURPOSE IS INDICENTAL**
49 **AND SUBORDINATE TO THE PRINCIPLE USE OF THE DWELLING;**

50 **B. NO ROOMER’S STAY SHALL EXCEED FOURTEEN (14) DAYS IN ANY**
51 **SIX MONTH PERIOD;**

52 **C. ALL MEALS AND ALL AMENIITIES CONNECTED WITH THE GUEST**
53 **ROOMS SHALL BE SOLELY FOR USE BY THE OWNER, THE OWNER’S**
54 **FAMILY AND THE OWNER’S REGISTERED GUESTS;**

55 **D. THERE SHALL BE ONLY ONE KITCHEN AND NO GUEST ROOM SHALL**
56 **INCLUDE COOKING FACILITIES;**

57 **E. THE OWNER SHALL MAINTAIN A GUEST REGISTER, SHALL**
58 **PRESERVE ALL REGISTRATION RECORDS FOR NO LESS THAN**
59 **THREE (3) YEARS, AND SHALL CONSENT TO AND THEREAFTER**
60 **MAKE SUCH RECORDS AVAILABLE IMMEDIATELY TO THE HOUSING**
61 **INSPECTOR UPON REQUEST;**

62 **F. THE OWNER MAY DISPLAY A SINGLE EXTERIOR SIGN, AS PROVIDED**
63 **FOR UNDER SECTION 17.216.060, “SIGN STANDARDS”; AND,**

64 **G. THE OWNER HAS BEEN ISSUED A PERMIT FOR THE USE AND**
65 **OPERATION OF THE OWNER OCCUPIED DWELLING AS A BED AND**
66 **BREAKFAST INN BY THE HOUSING INSPECTOR PURSUANT TO THE**
67 **REQUIREMENTS ESTABLISHED BY ORDINANCE.**

68
69 **AMEND** section 17.64.040, uses and development standards by lettering the curent sentence
70 of that section as paragraph a and adding the following paragraph b:

71
72 **B. IN ADDITION TO THOSE USES PERMITTED IN THE UNDERLYING**
73 **ZONING DISTRICT, BED AND BREAKFAST INNS ARE PERMITTED IN**
74 **THE NEWTOWN HISTORIC DISTRICT BY SPECIAL EXCEPTION,**
75 **PROVIDED NO PARKING SHALL BE PERMITTED IN THE FRONT YARD.**

76
77 **AMEND** section 17.196.030 parking space requirements, by adding the following:

78
79 **BED AND BREAKFAST INN: TWO SPACES FOR THE PRINCIPLE USE, PLUS**
80 **ONE ADDITIONAL SPACE FOR EACH GUEST**
81 **ROOM AND EACH EMPLOYEE. REQUIRED**
82 **SPACES TO BE PROVIDED ON SITE OR**
83 **PROXIMATE TO THE SITE AS CONFIRMED**
84 **BY SPECIAL EXCEPTION. IN RESIDENTIAL**
85 **ZONES, THE MINIMUM PARKING SETBACK**
86 **SHALL BE FIVE FEET AND, WHEN MORE**
87 **THAN FOUR GUEST OR EMPLOYEE SPACES**
88 **ARE REQUIRED, THE PARKING AREA SHALL**
89 **BE SCREENED FROM DIRECT VIEW OF ANY**
90 **NEARBY RESIDENTIAL USE BY A PLANTED**
91 **VISUAL BARRIER CONSISTING OF**
92 **EVERGREENS WITH A MINIMUM HEIGHT OF**
93 **SIX FEET AND PLACED NO MORE THAN**
94 **EIGHT FEET APART. PARKING SHALL NOT**
95 **BE LOCATED IN THE FRONT YARD AREA OF**
96 **THE RESIDENCE.**

97
98 **AND BE IT FURTHER ORDAINED BY THE CITY OF SALISBURY,**
99 **MARYLAND,** that this Ordinance shall take effect from and after the date of its final passage,
100 but in no event until ten (10) days after the date of the Council’s Public Hearing, and

101 **THE ABOVE ORDINANCE** was introduced at a meeting of the Council on the
102 ____day of _____, 2015, and thereafter, a statement of the substance of the ordinance having
103 been published as required by law, in the meantime, was finally passed by the Council on the
104 ____ day of _____, 2015.

105
106 ATTEST:

107
108
109 _____
110 Kimberly R. Nichols
111 City Clerk

Jacob R. Day, President
Salisbury City Council

112
113
114 Approved by me this
115
116 day of _____, 2015.

117
118
119 _____
120 James Ireton, Jr.
121 Mayor of the City of Salisbury

**MAYOR AND CITY COUNCIL
NOTICE OF PUBLIC HEARING
TEXT AMENDMENTS**

In accordance with the provisions of Section 17.228, Amendments and Rezonings, of the Salisbury Municipal Code, the Salisbury Mayor and City Council will consider amendments to the text of Title 17, Zoning, Sections 17.04.120, Definitions, 17.64.040, Uses and Development Standards of the Newtown Historic District, and 17.196.030, Parking requirements, relative to Bed and Breakfast Inns.

A PUBLIC HEARING WILL BE HELD ON

Monday, January 12, 2015, at 6:00 P.M. in the Council Chambers, Room 301, of the Government Office Building, 125 North Division Street, Salisbury, Maryland to hear opponents and proponents, if there be any.

The Council reserves the right to close a part of this meeting as authorized by State Government section 10-508(a) of the Maryland Annotated Code.

(FOR FURTHER INFORMATION CALL 410-548-4860)

Tom Stevenson, City Administrator

Publication Dates: December 29, 2014
 January 5, 2015

1 **ORDINANCE NO. 2309**

2
3 AN ORDINANCE OF THE CITY OF SALISBURY TO DESIGNATE RIVERSIDE DRIVE,
4 FROM WEST COLLEGE AVENUE TO MILL STREET, AS A “NO PARKING” ZONE.

5
6 WHEREAS, the Bike Route on Riverside Drive, from West College Avenue to Mill Street,
7 consists of dedicated bike lanes (6.5’ wide from W College Avenue to Wicomico Street and 5’
8 wide from Wicomico Street to Mill Street) on both sides of the road, per City Project 09-13-INF
9 Salisbury Bike Route – Phase II; and

10
11 WHEREAS, Riverside Drive, from West College Avenue to Mill Street, is not currently
12 designated as a “No Parking” zone, with the exception of the “No Parking” zone located on
13 Riverside Drive adjacent to the St. Francis de Sales Church; and

14
15 WHEREAS, any vehicular parking on Riverside Drive, from West College Avenue to Mill
16 Street, could create a potentially unsafe condition for cyclists; and

17
18 WHEREAS, it has been observed that some residents currently park their vehicles on Riverside
19 Drive, from West College Avenue to Mill Street; and

20
21 WHEREAS, the “No Parking” zone on Riverside Drive, from West College Avenue to Mill
22 Street, should be in effect at all times of the day and on both sides of the road; and

23
24 WHEREAS, the Director of Public Works provided the City Council with a recommendation of
25 the proposed “No Parking” zone at the December 15, 2014 City Council Work Session.

26
27 NOW THEREFORE, BE IT ORDAINED BY THE CITY OF SALISBURY, MARYLAND that
28 Riverside Drive be designated, from West College Avenue to Mill Street a “No Parking” zone.

29
30 BE IT FURTHER ORDAINED that this ordinance shall take effect immediately.

31
32 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
33 Salisbury held on the 22 day of December, 2014, and thereafter, a statement of the substance of
34 the Ordinance having been published as required by law, was finally passed by the Council on
35 the ____ day of _____, 2014.

36
37 ATTEST

38
39 _____
40 Kimberly R. Nichols, City Clerk

Jacob R. Day, President
Salisbury City Council

41
42
43 Approved by me this ____ day of _____, 2014

44
45 _____
46 James Ireton, Jr. Mayor

City of Salisbury



JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3170
Fax: 410-548-3107

MARYLAND

MICHAEL S. MOULDS, P.E.
DIRECTOR OF PUBLIC WORKS

TO: Tom Stevenson, City Administrator
FROM: Mike Moulds, Director of Public Works
DATE: December 10, 2014
SUBJECT: Wayne Street Abandonment

Per discussion at the December 1, 2014 City Council work session, Public Works is requesting consideration to abandon a portion of Wayne Street between Power Street and Bateman Street. The section of Wayne Street is surrounded by Salisbury University property, including the athletic stadium. Salisbury University is in the process of performing a significant upgrade to the stadium, which includes modifications in Wayne Street. As part of the stadium project, SU is proposing to eliminate parking and widen the sidewalk on the east side of Wayne Street, as well as modify bus parking and drop off areas.

With the proposed modifications, Public Works recommends consideration to abandon this section of Wayne Street so that the University can take ownership of the road and modify the parking and sidewalks to suit their immediate and future needs. For review, attached is a road abandonment ordinance, exhibit and quit claim deed. The ordinance and attachments have been reviewed by the City Attorney.

Unless you or the Mayor have further questions, please forward this to the City Council.

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BE IT FURTHER ORDAINED that this ordinance shall take effect immediately.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on the ____ day of _____, 2014, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the ____ day of _____, 2014.

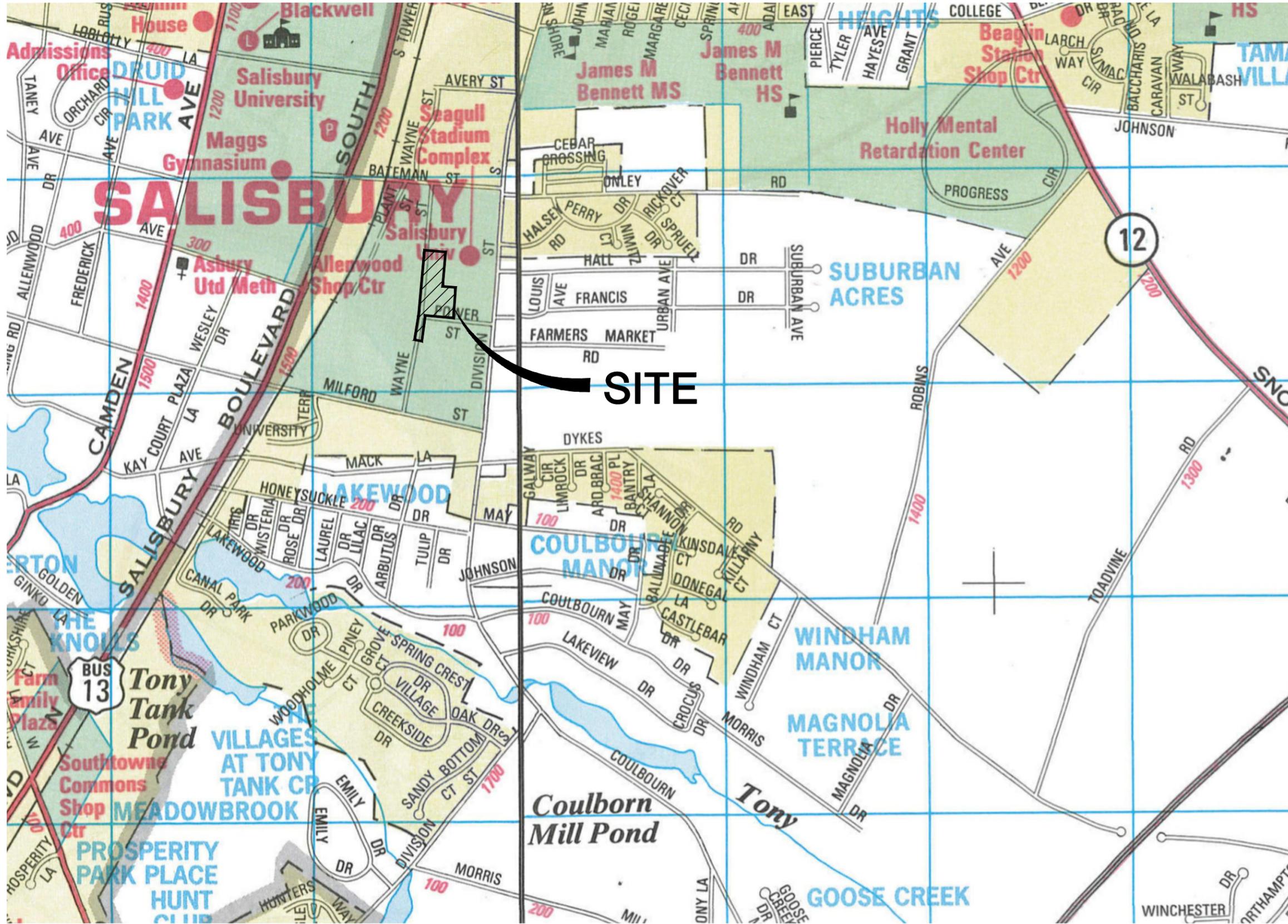
ATTEST

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
PRESIDENT, City Council

Approved by me this ____ day of _____, 2014

James Ireton, Jr. Mayor

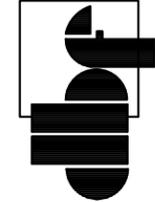


VICINITY MAP
SCALE: 1"=1000'



SHEET 1 OF 4

**S.U. EAST CAMPUS STADIUM
WAYNE & POWER STREETS
CITY OF SALISBURY, MD**



**DAVIS,
BOWEN &
FRIEDEL, INC.** ARCHITECTS ENGINEERS SURVEYORS

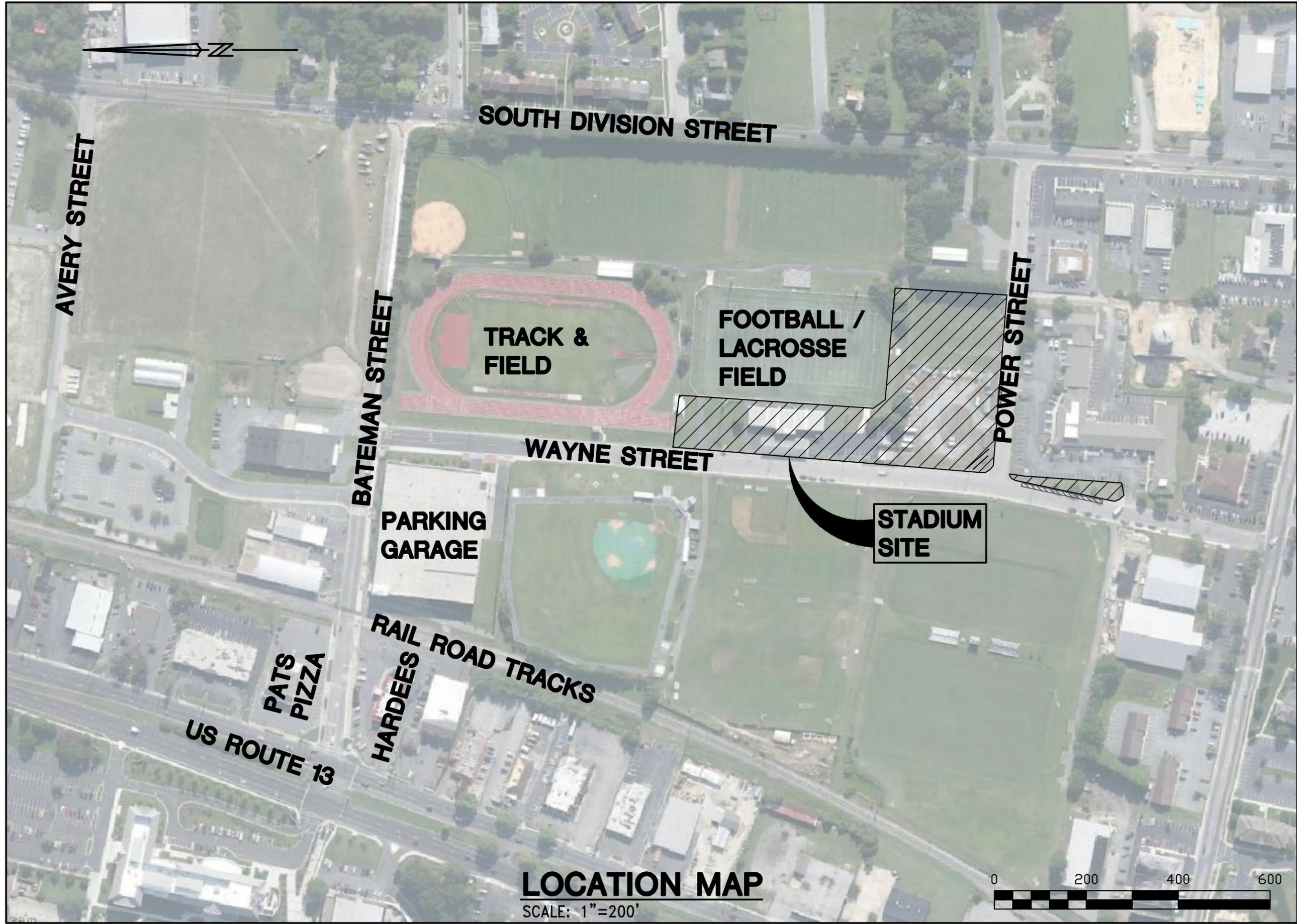
SALISBURY, MARYLAND (410) 543-9091
MILFORD, DELAWARE (302) 424-1441
EASTON, MARYLAND (410) 770-4515

Date: DEC, 2014

Scale: AS SHOWN

Proj.No.: 1952A002

P:\1952\1952A002\current working folder\dwgs\P AND Z - Revised 12-4-14.dwg Dec 05, 2014 - 11:53am



LOCATION MAP
 SCALE: 1"=200'

SHEET 2 OF 4

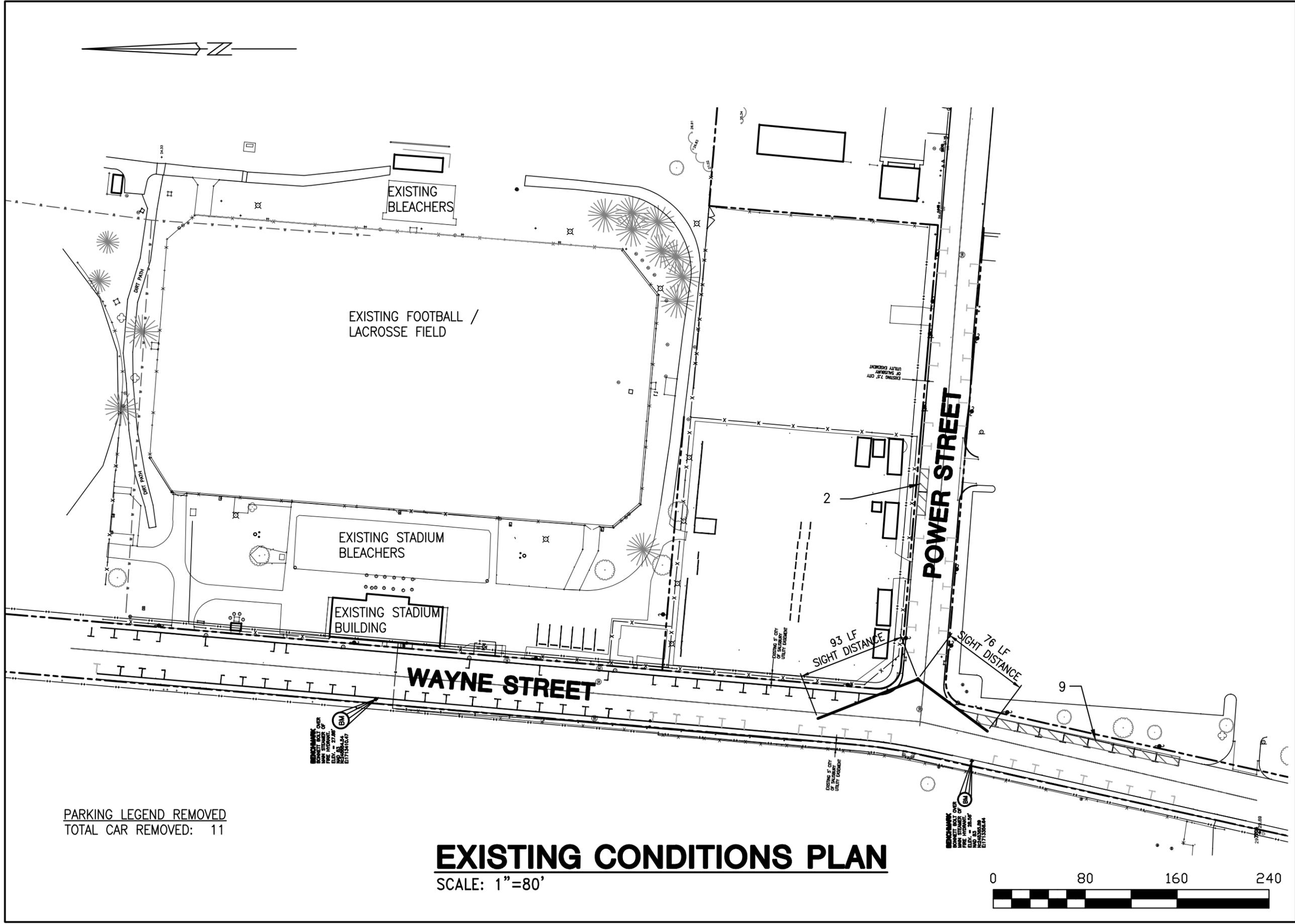
DAVIS, BOWEN & FRIEDEL, INC.
 ARCHITECTS ENGINEERS SURVEYORS

SALISBURY, MARYLAND (410) 543-9091
 MILFORD, DELAWARE (302) 424-1441
 EASTON, MARYLAND (410) 770-4515

**S.U. EAST CAMPUS STADIUM
 WAYNE & POWER STREETS
 CITY OF SALISBURY, MD**

Date: DEC, 2014 Scale: AS SHOWN Proj.No.: 1952A002

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PARKING LEGEND REMOVED
TOTAL CAR REMOVED: 11

EXISTING CONDITIONS PLAN

SCALE: 1"=80'



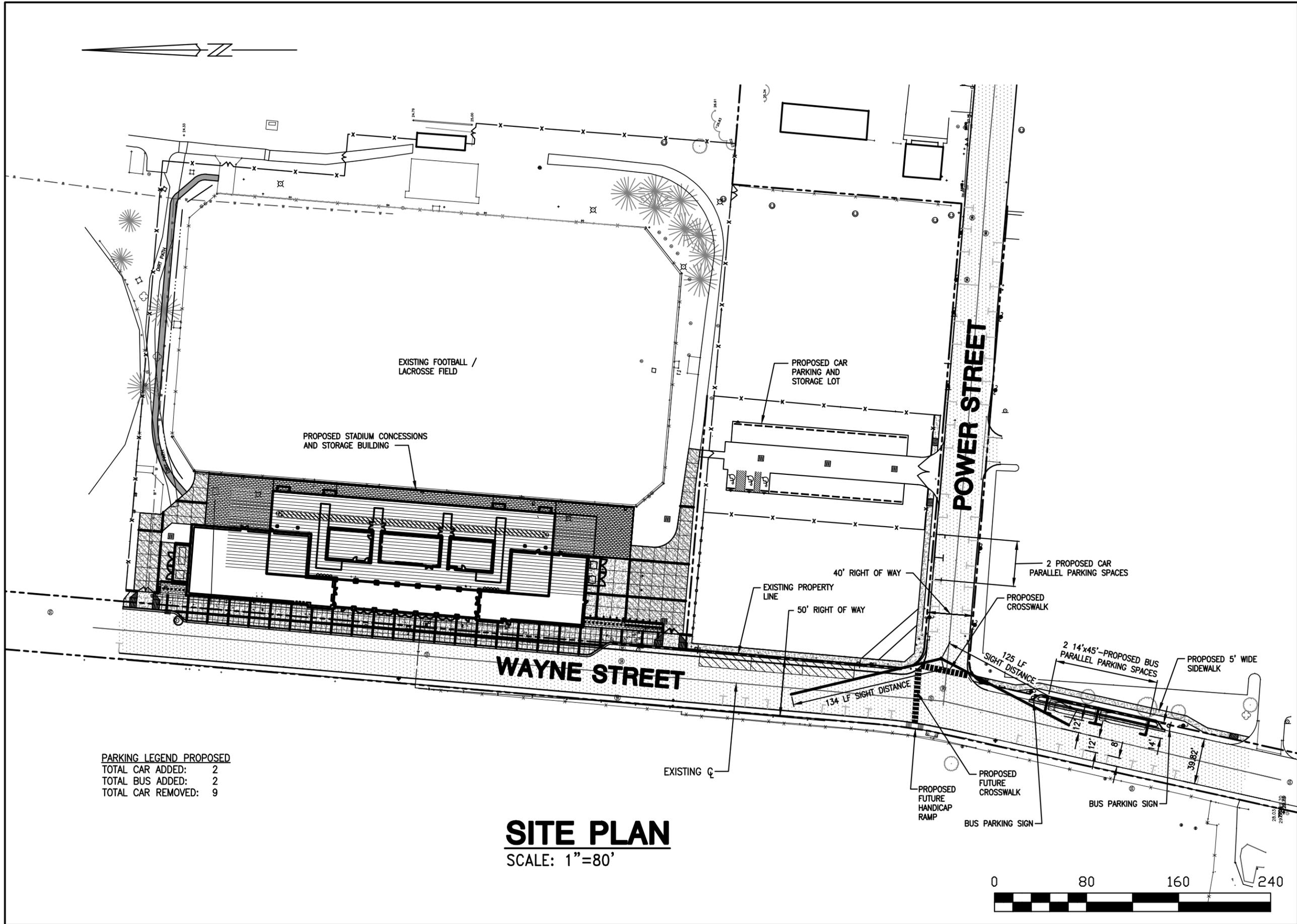
SHEET 3 OF 4

DAVIS, BOWEN & FRIEDEL, INC. ARCHITECTS ENGINEERS SURVEYORS
 SALISBURY, MARYLAND (410) 543-9091
 MILFORD, DELAWARE (302) 424-1441
 EASTON, MARYLAND (410) 770-4515

S.U. EAST CAMPUS STADIUM WAYNE & POWER STREETS CITY OF SALISBURY, MD

Date: DEC, 2014 Scale: AS SHOWN Proj.No.: 1952A002

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SHEET 4 OF 4

**S.U. EAST CAMPUS STADIUM
 WAYNE & POWER STREETS
 CITY OF SALISBURY, MD**

DAVIS, BOWEN & FRIEDEL, INC. ARCHITECTS ENGINEERS SURVEYORS

SALISBURY, MARYLAND (410) 543-9091
 MILFORD, DELAWARE (302) 424-1441
 EASTON, MARYLAND (410) 770-4515

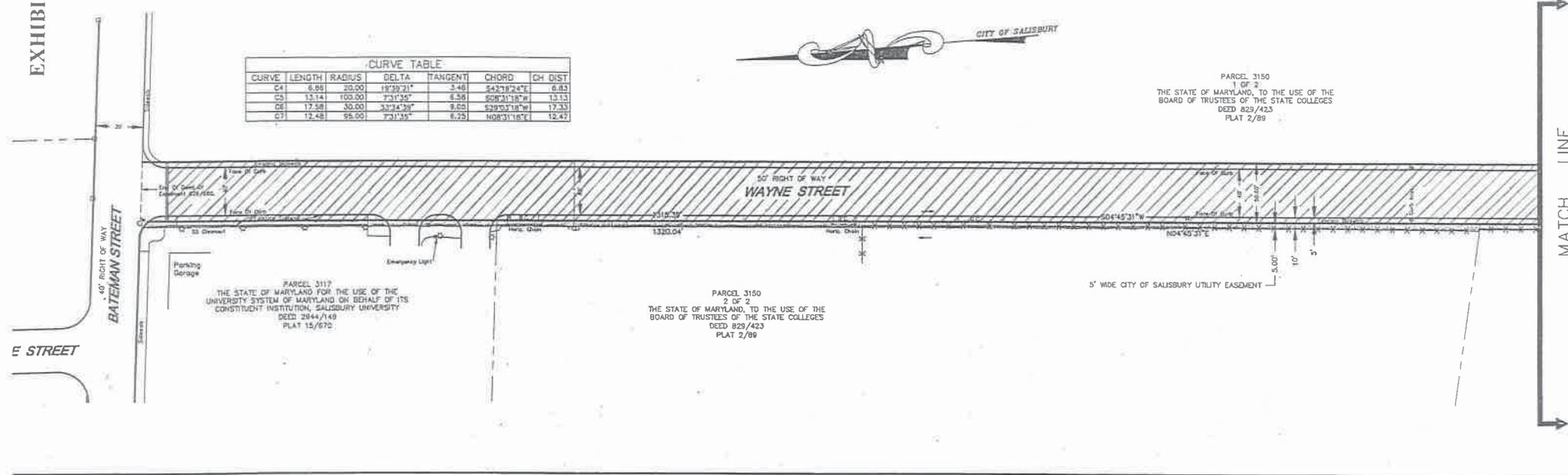
Date: DEC, 2014 Scale: AS SHOWN Proj.No.: 1952A002





DENOTES 1.50 +/- ACRES OF WAYNE STREET TO BE ABANDONED

CURVE TABLE						
CURVE	LENGTH	RADIUS	DELTA	TANGENT	CHORD	CH DIST
C4	6.86	20.00	19°32'21"	3.46	6423.924"E	6.83
C5	13.14	100.00	7°11'35"	6.59	309°11'18"W	13.13
C6	17.58	30.00	3°34'33"	9.61	139°03'18"W	17.33
C7	12.48	95.00	7°31'35"	6.25	108°31'16"E	12.47



- LEGEND
- CONCRETE POST FOUND
 - UNDERGROUND ELECTRIC
 - UNDERGROUND VENTION
 - UNDERGROUND GAS
 - CHAIN LINK FENCE
 - OVERHEAD UTILITY LINES
 - UTILITY POLE
 - GLAY WIRE
 - ⊗ PREDESTAL FOR UNDERGROUND UTILITIES
 - ⊗ STORM DRAIN MANHOLE
 - ⊗ IRON ROD WITH SURVEYORS I.D. CAP INSCRIBED PROPERTY MARKER, DON R. BALMGARTNER, PROP. L & S.V.
 - ⊗ IRON ROD WITH SURVEYORS I.D. CAP FOUND
 - D.C. DEPRESSED CURB
 - STREET SIGN
 - ⊕ LIGHT POST
 - ⊗ DRILL HOLE FOUND
 - ⊗ WATER VALVE
 - ⊕ ELECTRICAL OUTLET ON A 4"x4" POST 30% TALL

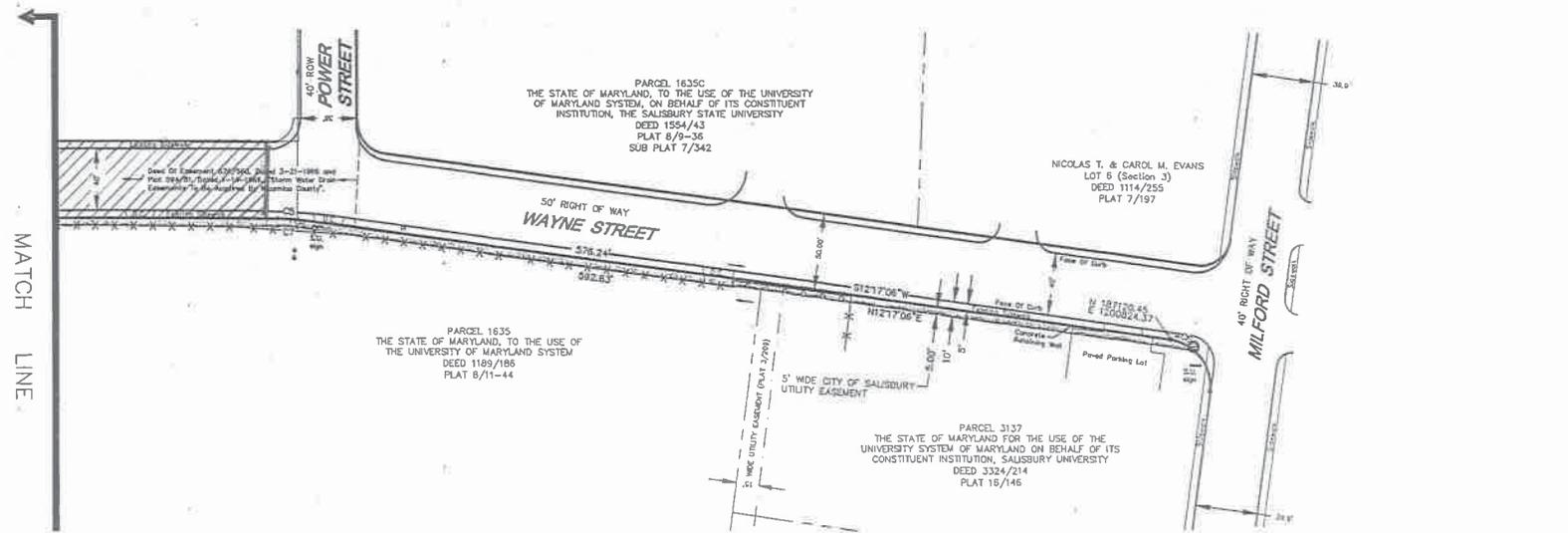


EXHIBIT B

THIS QUITCLAIM DEED, made this ____ day of _____, in the year Two Thousand and Fourteen, by the CITY OF SALISBURY, a municipal corporation of the State of Maryland, Grantor, and the STATE OF MARYLAND for the use of the UNIVERSITY SYSTEM OF MARYLAND on behalf of its constituent institution, SALISBURY UNIVERSITY, Grantee.

WHEREAS, by Ordinance No. ____ passed at a meeting of the Council of the City of Salisbury, on the ____ day of _____, 20__, the City of Salisbury closed and vacated a portion of a public street known as Wayne Street, being shown as a hatched area on a plat, entitled "Utility Easement Survey for City of Salisbury" dated June 13, 2012 and recorded among the Land Records of Wicomico County, Maryland, in Plat Cabinet 16, Folio 426, attached hereto; and

WHEREAS, the City of Salisbury was, by Ordinance No. ____, authorized to convey to the STATE OF MARYLAND for the use of the UNIVERSITY SYSTEM OF MARYLAND on behalf of its constituent institution, SALISBURY UNIVERSITY, all of its right, title and interest, in and to that portion of Wayne Street, as shown in the hatched area on the plat attached hereto.

NOW, THEREFORE, THIS QUITCLAIM DEED WITNESSETH, that for and in consideration of the sum of Zero Dollars (\$0.00) and other good, valuable and sufficient considerations, receipt of which is hereby acknowledged, the said CITY OF SALISBURY does hereby grant, convey, release, assign and quitclaim unto the STATE OF MARYLAND for the use of the UNIVERSITY SYSTEM OF MARYLAND on behalf of its constituent institution, SALISBURY UNIVERSITY, its successors and assigns, the following described property: ALL

that lot or piece of ground situate, lying and being in Camden Election District, City of Salisbury, Wicomico County, State of Maryland, and being more particularly described as follows:

BEING all that portion of Wayne Street between Bateman Street and Power Street, containing 1.50 acres more or less, and being the hatched area shown on the plat attached hereto and made a part hereof.

REFERENCE to the aforesaid deed and plat and all prior deeds to and plats of the above property is hereby made for a more definite description of the property hereby granted and conveyed, or for any other purpose, to the same extent as though herein more fully set forth.

TOGETHER WITH the buildings and improvements thereon and all the rights, ways, alleys, waters, roads, privileges, appurtenances and advantages to the same belonging or in anywise appertaining.

TO HAVE AND TO HOLD the above described property unto the said STATE OF MARYLAND for the use of the UNIVERSITY SYSTEM OF MARYLAND on behalf of its constituent institution, SALISBURY UNIVERSITY, its successors and assigns, forever in fee simple. HOWEVER, the City of Salisbury reserves unto itself, its successors and assigns, a utility easement for the entire street bed, including, but not limited to the rights to install, maintain, continue, terminate or in any way deal with sewer lines, water lines, storm water lines, gas, electric, cable lines and other such utilities as the City may desire or may elect to permit to be assigned; and Grantor retains all air rights above the easement area.

AS WITNESS the hand and seal of the said City of Salisbury the day and year first above written.

TEST

CITY OF SALISBURY

Kimberly R. Nichols, Clerk

By: James P. Ireton, Jr., Mayor

STATE OF MARYLAND, COUNTY OF WICOMICO, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 20____, before me, the subscriber, a Notary Public for the state and county aforesaid, personally appeared James P. Ireton, Jr., Mayor of the City of Salisbury, who acknowledged the foregoing deed to be its act and deed.

AS WITNESS my hand and Notarial Seal.

Notary Public

My Commission Expires: _____

I HEREBY CERTIFY that I am an attorney admitted to practice before the Court of Appeals of Maryland, and the foregoing instrument was prepared under my supervision.

S. Mark Tilghman, City Solicitor

City of Salisbury



JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3170
Fax: 410-548-3107

MARYLAND

MICHAEL S. MOULDS, P.E.
DIRECTOR OF PUBLIC WORKS

TO: Tom Stevenson, City Administrator
FROM: Mike Moulds, Director of Public Works
DATE: December 10, 2014
SUBJECT: SU Stadium – Wayne Street and Power Street parking modifications

Per discussion at the December 1, 2014 City Council work session, Public Works received a request from Salisbury University to modify the parking configurations on Wayne Street and Power Street due to the proposed Stadium project. Also attached are sketches of the existing and proposed layouts. This request does not include the area of Wayne Street that is being considered for abandonment.

As part of the stadium reconstruction project, SU is requesting consideration to remove nine (9) vehicle spaces on Wayne Street to create two (2) bus spaces. Additionally, the request includes removing two (2) vehicle spaces on Power Street to create an entrance into a new parking lot and adding two other vehicular parking spaces on Power Street where there currently is no parking.

The attached sketches show the sight lines associated with the parking on Wayne Street. The proposed bus parking spaces will be recessed into the current grass strip so that the sight distance is improved over current conditions. It is also important to note that buses will only be parked in that location during athletic events.

Attached is an ordinance to eliminate eleven parking spaces and add two bus parking spaces and two vehicle parking spaces. Unless you or the Mayor have further questions, please forward this to the City Council.

1 **ORDINANCE NO. 2312**

2
3 AN ORDINANCE OF THE CITY OF SALISBURY TO ELIMINATE ELEVEN PARKING SPACES
4 AND PROVIDE FOR A TOTAL OF TWO BUS PARKING SPACES ON WAYNE STREET AND
5 TWO VEHICLE PARKING SPACES ON POWER STREET ADJACENT TO THE SALISBURY
6 UNIVERSITY STADIUM.

7
8 WHEREAS, parking is permitted on the east and west sides of Wayne Street and the north and
9 south sides of Power Street; and

10
11 WHEREAS, Salisbury University desires to eliminate nine (9) car parking spaces on Wayne
12 Street, as shown on Exhibit A entitled Existing Conditions Plan, and add two (2) bus parking spaces on
13 Wayne Street as shown on Exhibit B entitled Site Plan, to accommodate visiting team buses; and

14
15 WHEREAS, Salisbury University desires to eliminate two (2) car parking spaces on Power
16 Street, as shown on Exhibit A, to accommodate an entrance to a proposed parking lot on Power Street and
17 add two (2) car parking spaces on Power Street, as shown on Exhibit B; and

18
19 WHEREAS, parking on Wayne Street near Power Street and on Power Street between Wayne
20 Street and South Division Street primarily serves the Salisbury University athletic facilities; and

21
22 WHEREAS, parking is permitted in other locations on Wayne Street and Power Street; and

23
24 WHEREAS, the Director of Public Works provided the City Council with a recommendation of
25 the proposed parking modifications on Wayne Street and Power Street at the January 5, 2015 City
26 Council work session.

27
28 NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
29 SALISBURY, MARYLAND that the elimination of eleven (11) parking spaces and creation of two (2)
30 bus spaces on Wayne Street and two (2) car parking spaces on Power Street adjacent to the Salisbury
31 University stadium is approved.

32
33 BE IT FURTHER ORDAINED that this ordinance shall take effect immediately.

34
35 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury
36 held on the ___ day of _____, 2015, and thereafter, a statement of the substance of the Ordinance
37 having been published as required by law, was finally passed by the Council on the ___ day of
38 _____, 2015.

39
40 ATTEST

41
42
43 _____
44 Kimberly R. Nichols
45 CITY CLERK

46 _____
47 Jacob R. Day
48 PRESIDENT, City Council

49
50 Approved by me this ___ day of _____, 2015

51 _____
James Ireton, Jr. Mayor

Amanda Pollack

From: Jeffrey Downes <JCDOWNES@salisbury.edu>
Sent: Thursday, December 18, 2014 4:54 PM
To: Amanda Pollack; Michael Moulds
Cc: Eric Berkheimer; Tim Huddleston (tah@dbfinc.com) (tah@dbfinc.com); Randy Duplechain; Robert Sheehan; Jeffrey Downes; Matthew Groves; Betty Crockett
Subject: Wayne Street Abandonment

Good afternoon Amanda, Mike,
As a follow-up to our earlier conversations:

Salisbury University's Executive Staff met recently to discuss the idea of the City abandoning the portion of Wayne Street between Power and Bateman Streets and the University taking ownership of same. They have agreed to accept that portion of the street if the abandonment process is successful. We acknowledge that the City will need to maintain easements for the utilities that are presently underground within Wayne Street.

My understanding is that this item is on the Agenda for the January 5, 2015 City Council Workshop. Please forward me the Agenda package when it becomes available. The University will be represented at that Workshop.

Thank you for your assistance in this matter.

Call if questions.

jeffd

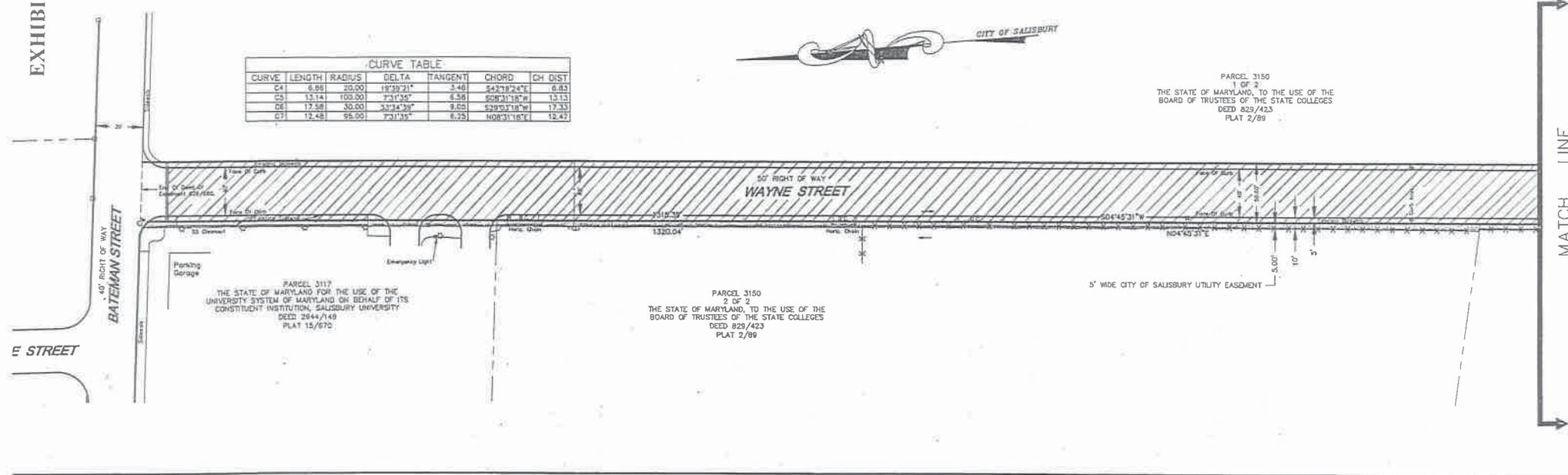
Jeffrey C. Downes P.E.
Director - Facilities Planning & Capital Projects
Architectural & Engineering Services

Salisbury University
Maintenance Building
1101 Camden Avenue
Salisbury, MD 21801-6860
(Work) 410-548-2594
(cell) 410-603-3167
(Fax) 410-548-2228
TTY: 410-543-6083
E-mail: jcdownes@salisbury.edu



DENOTES 1.50 +/- ACRES OF WAYNE STREET TO BE ABANDONED

CURVE TABLE						
CURVE	LENGTH	RADIUS	DELTA	TANGENT	CHORD	CH. DIST.
C4	6.86	20.00	19°32'21"	3.46	6423924"E	6.83
C5	13.14	100.00	7°11'35"	6.59	S29°11'18"W	13.13
C6	17.58	30.00	3°34'33"	9.61	S39°51'18"W	17.33
C7	12.48	95.00	7°31'15"	6.25	N08°31'16"E	12.47



- LEGEND
- CONCRETE POST FOUND
 - UNDERGROUND ELECTRIC
 - UNDERGROUND VENTION
 - UNDERGROUND GAS
 - CHAIN LINK FENCE
 - OVERHEAD UTILITY LINES
 - UTILITY POLE
 - GLAY WIRE
 - ⊗ PREDESTAL FOR UNDERGROUND UTILITIES
 - ⊗ STORM DRAIN MANHOLE
 - ⊗ IRON ROD WITH SURVEYORS I.D. CAP INSCRIBED PROPERTY MARKER, DON R. BALMGARTNER, PROP. L & S.V.
 - ⊗ IRON ROD WITH SURVEYORS I.D. CAP FOUND
 - D.C. DEPRESSED CURB
 - STREET SIGN
 - ⊕ LIGHT POST
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 - ⊕ ELECTRICAL OUTLET ON A 4"x4" POST 30% TALL

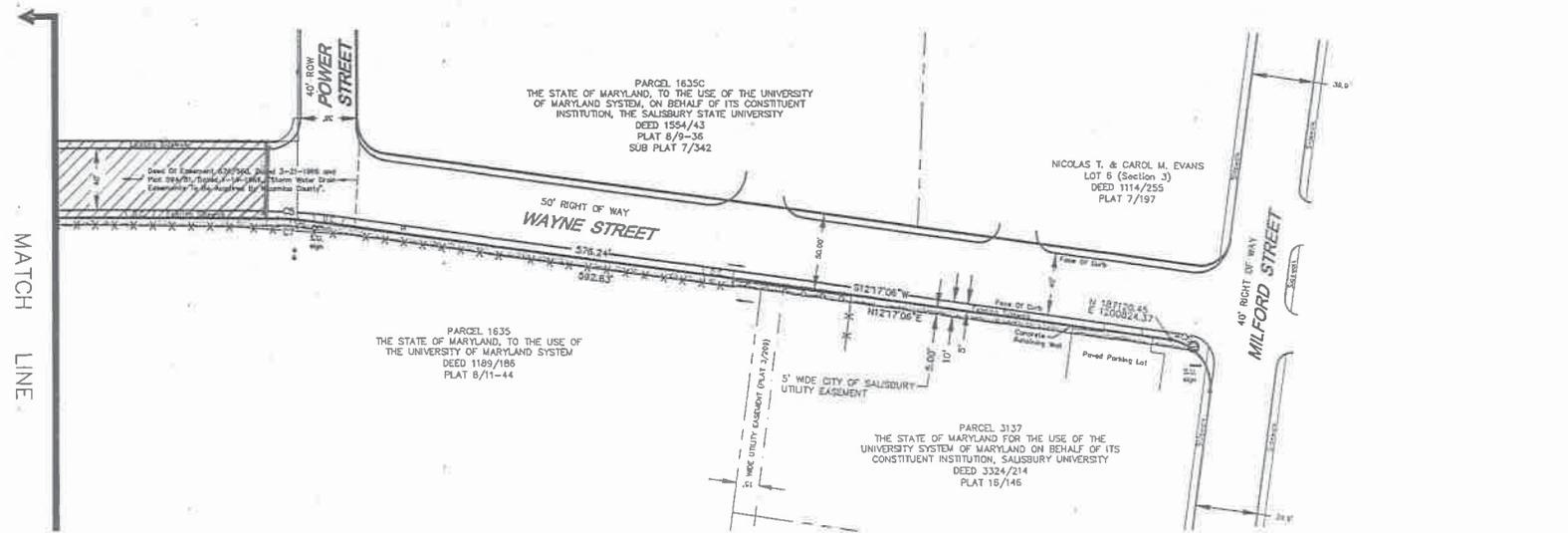


EXHIBIT B

THIS QUITCLAIM DEED, made this ____ day of _____, in the year Two Thousand and Fourteen, by the CITY OF SALISBURY, a municipal corporation of the State of Maryland, Grantor, and the STATE OF MARYLAND for the use of the UNIVERSITY SYSTEM OF MARYLAND on behalf of its constituent institution, SALISBURY UNIVERSITY, Grantee.

WHEREAS, by Ordinance No. ____ passed at a meeting of the Council of the City of Salisbury, on the ____ day of _____, 20__, the City of Salisbury closed and vacated a portion of a public street known as Wayne Street, being shown as a hatched area on a plat, entitled "Utility Easement Survey for City of Salisbury" dated June 13, 2012 and recorded among the Land Records of Wicomico County, Maryland, in Plat Cabinet 16, Folio 426, attached hereto; and

WHEREAS, the City of Salisbury was, by Ordinance No. ____, authorized to convey to the STATE OF MARYLAND for the use of the UNIVERSITY SYSTEM OF MARYLAND on behalf of its constituent institution, SALISBURY UNIVERSITY, all of its right, title and interest, in and to that portion of Wayne Street, as shown in the hatched area on the plat attached hereto.

NOW, THEREFORE, THIS QUITCLAIM DEED WITNESSETH, that for and in consideration of the sum of Zero Dollars (\$0.00) and other good, valuable and sufficient considerations, receipt of which is hereby acknowledged, the said CITY OF SALISBURY does hereby grant, convey, release, assign and quitclaim unto the STATE OF MARYLAND for the use of the UNIVERSITY SYSTEM OF MARYLAND on behalf of its constituent institution, SALISBURY UNIVERSITY, its successors and assigns, the following described property: ALL

that lot or piece of ground situate, lying and being in Camden Election District, City of Salisbury, Wicomico County, State of Maryland, and being more particularly described as follows:

BEING all that portion of Wayne Street between Bateman Street and Power Street, containing 1.50 acres more or less, and being the hatched area shown on the plat attached hereto and made a part hereof.

REFERENCE to the aforesaid deed and plat and all prior deeds to and plats of the above property is hereby made for a more definite description of the property hereby granted and conveyed, or for any other purpose, to the same extent as though herein more fully set forth.

TOGETHER WITH the buildings and improvements thereon and all the rights, ways, alleys, waters, roads, privileges, appurtenances and advantages to the same belonging or in anywise appertaining.

TO HAVE AND TO HOLD the above described property unto the said STATE OF MARYLAND for the use of the UNIVERSITY SYSTEM OF MARYLAND on behalf of its constituent institution, SALISBURY UNIVERSITY, its successors and assigns, forever in fee simple. HOWEVER, the City of Salisbury reserves unto itself, its successors and assigns, a utility easement for the entire street bed, including, but not limited to the rights to install, maintain, continue, terminate or in any way deal with sewer lines, water lines, storm water lines, gas, electric, cable lines and other such utilities as the City may desire or may elect to permit to be assigned; and Grantor retains all air rights above the easement area.

AS WITNESS the hand and seal of the said City of Salisbury the day and year first above written.

TEST

CITY OF SALISBURY

Kimberly R. Nichols, Clerk

By: James P. Ireton, Jr., Mayor

STATE OF MARYLAND, COUNTY OF WICOMICO, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 20__, before me, the subscriber, a Notary Public for the state and county aforesaid, personally appeared James P. Ireton, Jr., Mayor of the City of Salisbury, who acknowledged the foregoing deed to be its act and deed.

AS WITNESS my hand and Notarial Seal.

Notary Public

My Commission Expires: _____

I HEREBY CERTIFY that I am an attorney admitted to practice before the Court of Appeals of Maryland, and the foregoing instrument was prepared under my supervision.

S. Mark Tilghman, City Solicitor