



CITY OF SALISBURY CITY COUNCIL AGENDA

August 8, 2016
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 – Associate Pastor Bill Reid of Parkway Church of God
- 6:05 p.m. PLEDGE OF ALLEGIANCE
- 6:07 p.m. PRESENTATIONS
- Proclamation – Recognizing Jim Magill’s service to Salisbury/Wicomico Planning and Zoning Board
 - Community Organization presentation – United Way of the Lower Eastern Shore- presented by Executive Director Kathleen Momme
- 6:25 p.m. ADOPTION OF LEGISLATIVE AGENDA
- 6:27 p.m. CONSENT AGENDA –City Clerk Kim Nichols
- **Resolution No. 2652** – to approve a Maryland Department of Natural Resources, Community Parks & Playgrounds Grant application for funding for two projects; Phase 2 of the Salisbury Skatepark, and funding assistance for the West Salisbury Little League Ball Field Lighting Project
- 6:30 p.m. RESOLUTION – City Administrator Tom Stevenson
- **Resolution No. 2653** - to establish a Human Rights Advisory Committee
- 6:35 p.m. **PUBLIC HEARING/2nd READING ORDINANCE NO. 2393** – City Attorney Mark Tilghman
- **Ordinance No. 2393** -2nd 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 17.84.020 to add apartments, up to four units, in the Office and Service Residential District

6:45 p.m. ORDINANCES – City Attorney Mark Tilghman

- **Ordinance No. 2396** -2nd reading- to designate no and restricted parking zones on a portion of Prince Street between Roger Street and Spring Avenue and on Spring Avenue between Prince Street and Bethel Street
- **Ordinance No. 2397** - 1st reading- amending Sections 8.11.020 of Chapter 8.11 The Fire Prevention Code; 15.04.010 of Chapter 15.04 Building Code, 15.12.020 of Chapter 15.12 Electrical Standards; 15.24.040 of Chapter 15.24 Housing Standards
- **Ordinance No. 2398** -1st reading- approving an amendment of the FY17 Budget to appropriate funds for traffic equipment repairs and maintenance
- **Ordinance No. 2399** - 1st reading- to abandon an area of land being a portion of an unnamed 20-foot wide alley accessed from West Market Street and traversing City Parking Lot 11
- **Ordinance No. 2400** -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 17.216.080, Wall Signage permitted in the Office and Service Residential District

6:55 p.m. PUBLIC COMMENTS

7:00 p.m. 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 website

www.salisbury.md

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 August 22, 2016 Meeting

- Resolution No. 2650- Rt 13 Dagsboro Rd Annexation
- Resolution No. 2651- Rt 13 Dagsboro Rd Annexation Plan
- Ordinance No. 2397 – 2nd reading- amending Sections 8.11.020 of Chapter 8.11 The Fire Prevention Code; 15.04.010 of Chapter 15.04 Building Code, 15.12.020 of Chapter 15.12 Electrical Standards; 15.24.040 of Chapter 15.24 Housing Standards
- Ordinance No. 2398 -2nd reading- approving an amendment of the FY17 Budget to appropriate funds for traffic equipment repairs and maintenance
- Ordinance No. 2399 – 2nd reading- to abandon an area of land being a portion of an unnamed 20-foot wide alley accessed from West Market Street and traversing City Parking Lot 11
- Public Hearing - Ordinance No. 2400 – 2nd 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 17.216.080, Wall Signage permitted in the Office and Service Residential District

Office of Community Development

MEMO

To: Tom Stevenson

From: Deborah Stam

**Subject: Resolution Approving the Submission of the
FY 2018 Community Parks & Playgrounds (CP&P)
Funding Application for two projects –
Salisbury Skatepark, Phase 2
West Salisbury Little League Ball Field Lighting Project**

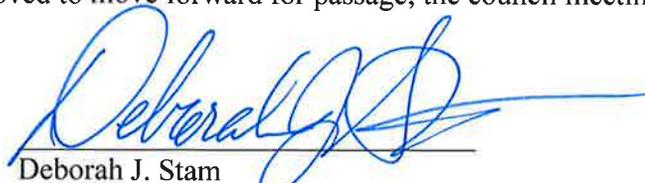
Date: July 22, 2016

As you are aware, we will be submitting a Community Parks & Playgrounds (CP&P) funding application to the Maryland Department of Natural Resources (DNR) for the FY 2018 funding round. In this application we will be requesting funding for two separate projects; \$180,000 for the Salisbury Skatepark, Phase 2, and \$25,000 for the West Salisbury Little League Ball Field Lighting Project.

We were informed by DNR that our FY 2017 funding request for Phase 2 of the Salisbury Skatepark was not approved because it was too large for them to fund in one round. Therefore, the Skatepark project has now been broken into three phases. Attached is the revised master plan layout for the Skatepark showing the three phases of construction. This FY 2018 application will include a request for funding for Phase 2 (approx. 4,200 sq. ft.), and next year we will apply again for funding to complete Phase 3 (approx. 3,000 sq. ft.).

We will also be submitting a request for funding to assist the West Salisbury Little League with their efforts to install lights at the three ball fields on Pemberton Drive. Due to the expense of the lighting project the purchase will need to be financed. Musco, the vendor approved for lighting projects by Little League International, has provided the West Salisbury Little League with a financing proposal. This proposal is for the equipment only. Once purchased the lights will be installed by volunteers associated with the League. The financing proposal for the lighting equipment for all three fields requires that the West Salisbury Little League make a down payment of \$59,000. If awarded, the \$25,000 in CP&P grant funds would be used to partially fund the down payment.

Attached is a copy of the FY 2018 CP&P Grant Proposal List showing the two projects that we are requesting funding for, and the Project Agreement section of the application for each of the projects. Also attached is a Resolution authorizing the submission of the FY 2018 CP&P funding application. Please forward this Resolution to the City Council so that it may be placed on their agenda for the work session on August 1, 2016, and, if approved to move forward for passage, the council meeting on August 8, 2018.



Deborah J. Stam
Community Development – Assistant Director
Housing & Community Development Department

Attachments



**Program Open Space
Community Parks and Playgrounds (CP&P) Program**

FY2018 Grant Proposal List

APPLICANT INFORMATION:

APPLICANT: **City of Salisbury**

(Name of Municipality or Baltimore City)

PROPOSED PROJECT(S):

List PRIORITY (#1 highest, etc.)	PROJECT TITLE	FUNDS REQUESTED
1.	Salisbury Skatepark, Phase 2	\$180,000
2.	West Salisbury Little League – Ball Field Lighting Project	\$25,000

Attach additional projects listings, if necessary.

DECLARATION OF ADHERENCE TO AWARD CONDITIONS/REQUIREMENTS

I have read and agree to adhere to the following award requirements and conditions for all submitted projects:

1. All projects must be consistent with *National Playground Safety Standards* and with the *Americans with Disabilities Act*.
2. All projects must envision a *minimum twenty (20) year life span*. Conversions of project use will require replacement with a project of equal or greater recreational use, acreage (in the case of acquisition projects) and equal or greater monetary value approved by the Community Parks and Playgrounds Program. The final conversion is subject to approval by the Secretary of the Department of Natural Resources, the Secretary of the Department of Budget and Management, and the Secretary of the Department of Planning.
3. All projects are within the applicant's jurisdiction and the applicant holds the right to develop on the property.

LOCAL GOVERNMENT AUTHORIZATION

As the authorized representative of this Political Subdivision, I read the terms of the "Project Agreement and General Conditions" of the Program Open Space (POS) Grants Manual and I agree to perform all work in accordance with the Manual, POS Law and Regulations, Special Conditions of the Community Parks and Playgrounds Program and with the attachments included herewith and made a part thereof.

Signature

Jacob R. Day

Print Name

Mayor

Title

August 10, 2016

Date

**Maryland Department of Natural Resources
Program Open Space
Community Parks and Playgrounds (CP&P) Program**

**Community Parks and Playgrounds
Application and Project Agreement**

Shaded Areas For
State Use Only.

CP&P PROJECT # _____

1. PROJECT TITLE: **Salisbury Skatepark, Phase 2**
2. APPLICANT: **City of Salisbury** / **Wicomico**
(Municipality or Baltimore City) (Specify County)
3. APPLICANT'S FEDERAL ID #: **52-6000806** LAST CP&P GRANT ISSUED ON THIS SITE #: **5980-22-206**
4. PROJECT LOCATION: Street Address: **921 South Park Drive**
 City/Town: **Salisbury** Zip Code: **21804**
 LEGISLATIVE DISTRICT: **38th** ADC Road Map Edition # **8th** Map # **13** Grid Ltr **D**
 County Tax Map # **112** Grid **11** Parcel # **Part of 1886**

PROJECT DESCRIPTION: Descriptions are written into the agenda item, which is presented to the Maryland Board of Public

5. Works for approval. Please explain the proposed project and be specific. Why is it being done and how does it relate to local recreation needs? Is it a new development or does it build upon an existing facility? Provide all of the information that you feel is necessary to explain and justify the project and to convince the approving agencies that it is a worthwhile project. Attach a separate sheet, if necessary.

The Salisbury Skatepark project has been broken into three (3) phases in order to make it more affordable. Phase 1 was funded through a grant from CP&P, fundraising dollars donated by the Salisbury Skatepark Committee, and a grant from the Tony Hawk Foundation. Phase 1 consists of 6,000 square feet. Phase 2 will be 4,200 sq. ft., and Phase 3 will be approximately 3,000 sq. ft. The master plan for the layout of all three phases of the skatepark was designed through the Phase 1 contract. Construction of Phase 1 was completed in December 2015.

Phase 2 of the Salisbury Skatepark will include the design and construction of an additional 4,200 square feet of poured-in-place concrete skating surface. The funding acknowledgement and Rules of Use signage for the project was covered in the Phase 1 grant.

The Salisbury Skatepark Committee was able to raise \$22,580 in donations from the community for Phase 1 of the skatepark. They have pledged to raise an additional \$5,000 in donations for Phase 2.

- | | | | | | |
|-------------------------------------|-----------|----------------|-------------|-----------------------|---|
| 6. a. LOCAL FUNDS: | \$ | _____ | % | (Specify Source/Type) | _____ |
| b. OTHER FUNDS: | \$ | 5,000 | 3 % | (Specify Source/Type) | Salisbury Skatepark Committee – Fundraising |
| c. CP&P FUNDS REQUESTED: | \$ | 180,000 | 97 % | | |
| d. TOTAL PROJECT COST: | \$ | 185,000 | 100 % | | |

7. LOCAL PROJECT COORDINATOR:

Deborah J. Stam

Community Development –
Assistant Director

dstam@salisbury.md

(Print Name)

(Print Title)

(E-mail Address)

207 West Main Street, Suite 102

Salisbury

MD

21801

(410) 334-3031

(Mailing Address)

(City)

(State)

(Zip)

(Telephone Number)

8. PROJECT PERIOD: From: _____ (Date of Letter of Acknowledgement/Concurrence)

To: _____ (Estimated Date of Completion)



PHASE I - BLUE
PHASE II - YELLOW
PHASE III - RED



SALISBURY SKATEPARK
SALISBURY, MARYLAND



**Maryland Department of Natural Resources
Program Open Space
Community Parks and Playgrounds (CP&P) Program**

**Community Parks and Playgrounds
Application and Project Agreement**

Shaded Areas For
State Use Only.

CP&P PROJECT # _____

1. PROJECT TITLE: **West Salisbury Little League – Ball Field Lights**
2. APPLICANT: **City of Salisbury** / **Wicomico**
(Municipality or Baltimore City) (Specify County)
3. APPLICANT'S FEDERAL ID #: **52-6000806** LAST CP&P GRANT ISSUED ON THIS SITE # _____
4. PROJECT LOCATION: Street Address: **1406 Pemberton Drive**
City/Town: **Salisbury** Zip Code: **21801**
LEGISLATIVE DISTRICT: **38th** ADC Road Map Edition # **7** Map # **12** Grid Ltr **F12**
County Tax Map # **113** Grid **17** Parcel # **1126**

PROJECT DESCRIPTION: Descriptions are written into the agenda item, which is presented to the Maryland Board of Public

5. Works for approval. Please explain the proposed project and be specific. Why is it being done and how does it relate to local recreation needs? Is it a new development or does it build upon an existing facility? Provide all of the information that you feel is necessary to explain and justify the project and to convince the approving agencies that it is a worthwhile project. Attach a separate sheet, if necessary.

The West Salisbury Little League offers baseball to girls and boys ages 4 – 16. They wish to add lights to their existing ball fields located on Pemberton Drive so that they can offer Fall Little League Baseball. This will also allow them to have a more flexible schedule for Spring Baseball to meet the requirements mandated by Little League International for the number of games played. They are currently only able to play games during day light hours, so their options are limited. With weather being a factor, the League often has to interrupt the daily lives of families to hold games that had not been previously scheduled.

The West Salisbury Little League park consists of three fields; two (2) – 200' radius fields and one (1) – 300' radius field. The League would like to purchase lighting for all three of the fields at one time, as that is the most cost efficient method of completing the project. Due to the expense of the lighting project the purchase will need to be financed. Musco, the vendor approved for lighting projects by Little League International, has provided the West Salisbury Little League with a financing proposal. This proposal is for the lighting equipment only. Once purchased the lights will be installed by volunteers associated with the West Salisbury Little League.

The financing proposal for the lighting equipment for all three fields requires that the West Salisbury Little League make a down payment of \$59,000. The City of Salisbury would like to be able to assist the League with this project by providing them with \$25,000 in CP&P grant funds to be used to partially fund the down payment.

- | | | | | |
|--------------------------|----|---------|----------------------------|--|
| 6. a. LOCAL FUNDS: | \$ | _____ | % (Specify Source/Type) | _____ |
| b. OTHER FUNDS: | \$ | 211,000 | 89 % (Specify Source/Type) | West Salisbury Little League - Fundraising |
| c. CP&P FUNDS REQUESTED: | \$ | 25,000 | 11 % | |
| d. TOTAL PROJECT COST: | \$ | 236,000 | 100 % | |

7. LOCAL PROJECT COORDINATOR:

Deborah J. Stam

Community Development –
Assistant Director

dstam@salisbury.md

(Print Name)

(Print Title)

(E-mail Address)

Community Parks and Playgrounds Application and Project Agreement (Cont.)

207 West Main Street, Suite 102

Salisbury

MD

21801

(410) 334-3031

(Mailing Address)

(City)

(State)

(Zip)

(Telephone Number)

8. PROJECT PERIOD: From: (Date of Letter of Acknowledgement/Concurrence)

To: (Estimated Date of Completion)

9. ITEMIZED DETAILED COST ESTIMATE: Round all estimates to nearest dollar.

Item No.	Item	Estimated Cost
1.	Community Parks and Playgrounds Acknowledgement Sign Sample text: "A Maryland Department of Natural Resources, Program Open Space, Community Parks and Playgrounds Program assisted project"	\$500
2.	Materials costs for new lights for three (3) ball fields at the West Salisbury Little League Park on Pemberton Drive: two (2) – 200' radius fields one (1) – 300' radius field	\$235,000
3.	Documentation Fee (for financing of lights)	\$500
Total Development Costs:		\$236,000

10. LOCAL GOVERNMENT AUTHORIZATION:

As the authorized representative of this Political Subdivision, I read the terms of the "Project Agreement and General Conditions" of the Program Open Space (POS) Grants Manual and I agree to perform all work in accordance with the Manual, POS Law and Regulations, Special Conditions of the Community Parks and Playgrounds Program and with the attachments included herewith and made a part thereof.

Jacob R. Day

Mayor

8/10/2016

(Signature)

(Print Name)

(Print Title)

(Date)

PROGRAM ADMINISTRATIVE REVIEW:

11. ON-SITE INSPECTION DATE _____ BY _____

12. DEPARTMENT OF NATURAL RESOURCES – PROGRAM OPEN SPACE APPROVAL:

(Signature)

(BPW Approval Date)

(Agenda Item No.)



Musco Finance, LLC
 100 1st Avenue West
 Oskaloosa, IA 52577
 Phone: 800-825-6020
 Fax: 641-673-6360

Finance Proposal

Customer Name: West Salisbury Little League	Date: January 15, 2016
City, State Salisbury, MD	Sales Rep: Terri Paddy
Project Name: West Salisbury Little League	Project#: 175069

	200' Field	300' Field	All Fields Option 1	All Fields Option 2
Estimated Materials Cost	\$66,000.00	\$117,000.00	\$235,000.00	\$235,000.00
Documentation Fee (Included in Financed Amount)	\$500.00	\$500.00	\$500.00	\$500.00
Down-payment (Due with Order)	\$16,500.00	\$29,250.00	\$59,000.00	\$59,000.00
Total Amount Financed	\$50,000.00	\$88,250.00	\$176,500.00	\$176,500.00
Term of Contract (Years)	5	5	5	7
Interest Rate (Annual)	8.95%	8.95%	8.95%	9.49%
Payments per Year	1	1	1	1
Payment Amount	\$12,963.68	\$22,880.89	\$45,761.79	\$36,151.31
Number of Payments	5	5	5	7

- Customer must have Federal Tax ID # to be eligible for approval review.
- At the end of the term, clear title passes with the completion of payments.
- Amount does not include sales tax. Proof of exemption is required.
- Down payment is due with the signed finance agreement.
- Proposal assumes first regular payment is due one year from contract date.

This proposal is subject to acceptance of documentation and credit approval. The finance agreement is to be executed within 14 days of the execution of the equipment purchase contract.

Required information may include two years audited financial statements and tax returns, and current bank statements. Additional information may be requested.

Musco Sports Lighting: Budget Estimate

June 9, 2015

Pete Peterman
West Salisbury Little League
Salisbury, MD

Dear Pete:

Thank you for the opportunity to discuss Musco's Green Generation Lighting® system, and the benefits it will bring to your Little League fields. We are excited to offer this innovative system, and are confident you will see the value for many years to come.

This estimate includes Musco's Light-Structure Green™ lighting systems costs alone. Light-Structure Green includes galvanized steel poles, pre-cast concrete foundations, green generation light fixtures, pole length wire harnesses, and electrical components enclosures. The system also comes with Musco's 25-year warranty, Constant 25™, including all maintenance and relamping.

Benefits of Light-Structure Green™

- Reduction of energy costs by 50%
- Reduction of spill light and glare by 50%
- Increased lamp life from 3,000 to 5,000 hours
- An unmatched warranty for up to 25 years
- Guaranteed constant light levels as specified below for the life of the warranty
- A re-lamp of your fields after 5,000 hours of operation
- Includes our Control-Link® System for flexible control and performance monitoring

Estimated Project Costs:

Little League Field – 300' radius field, 90' bases

Materials Only – 50 infield/30 outfield foot-candles average guaranteed **\$110,000 - \$125,000**

Little League Field – 200' radius field, 60' bases – *based on IBC 2012, 120 mph wind speeds*

Materials Only – 50 infield/30 outfield foot-candles average guaranteed **\$60,000 - \$70,000***

Security Lighting – LED 24 fixture for each A pole (2 per field)

\$3,500 - \$4,000*

** Price per field; some saving may accrue by purchasing fields together*

Pricing based on June, 2015 costs and IBC 2012, 120 mph wind speeds, and is subject to change

This **estimate** includes anticipated equipment costs only. It does not include the cost of installation or a new transformer/service. Thank you for the trust you've placed in Musco Lighting. Please feel free to contact me with any questions you may have.

Terri Paddy,
Sales Representative
Musco Sports Lighting, LLC
Phone: 410-490-4345
E-mail: terri.paddy@musco.com

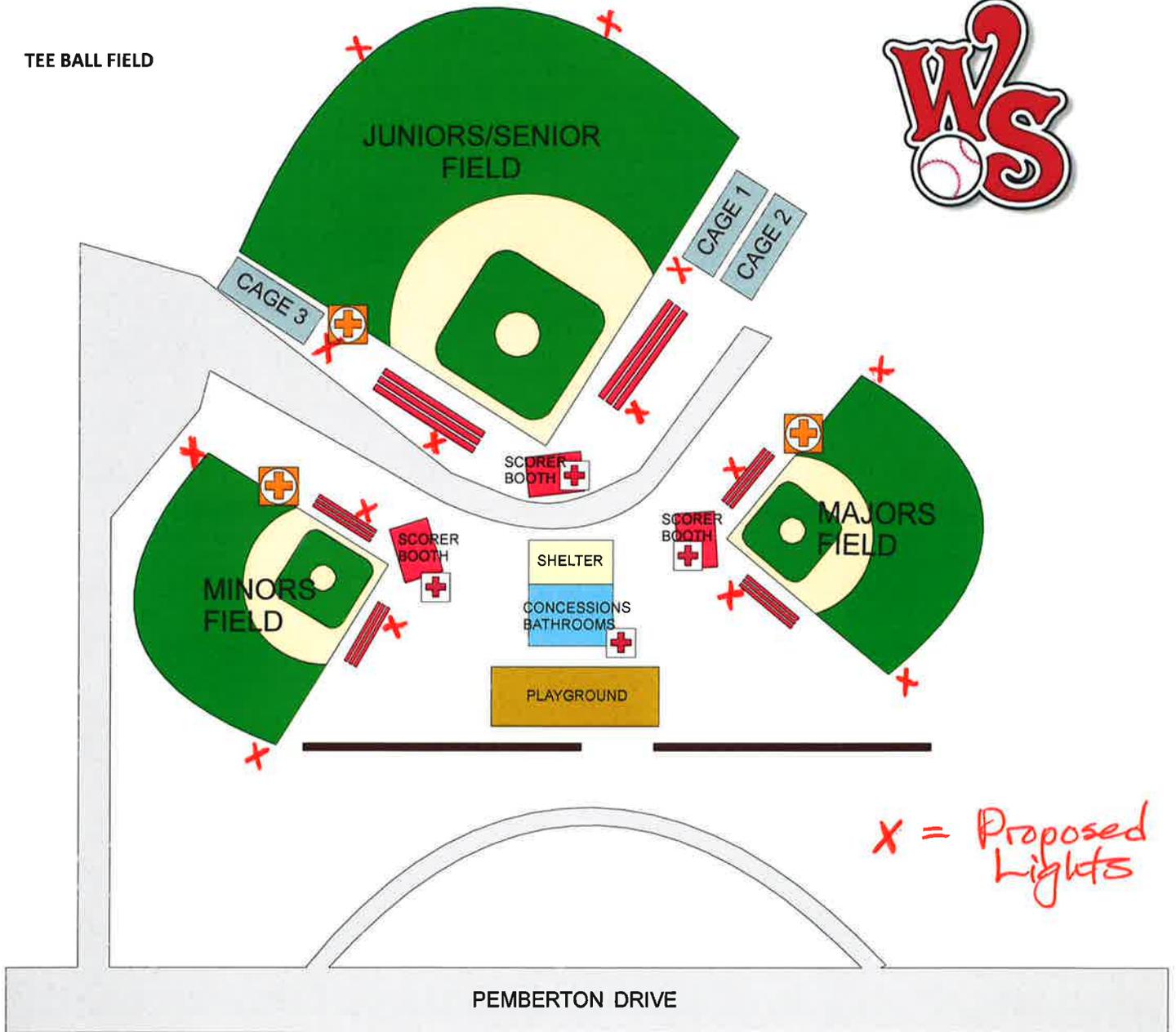
Kevin Hladik
Project Planning Specialist
Musco Sports Lighting, LLC
Phone: 800-825-6030
Email: kevin.hladik@musco.com



WEST SALISBURY LITTLE LEAGUE SITE MAP



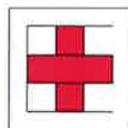
TEE BALL FIELD



X = Proposed Lights



EMERGENCY FIELD ACCESS



FIRST AID KIT LOCATION

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RESOLUTION NO. 2652

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND TO APPROVE A MARYLAND DEPARTMENT OF NATURAL RESOURCES, COMMUNITY PARKS & PLAYGROUNDS GRANT APPLICATION FOR FUNDING FOR TWO PROJECTS; PHASE 2 OF THE SALISBURY SKATEPARK, AND FUNDING ASSISTANCE FOR THE WEST SALISBURY LITTLE LEAGUE BALL FIELD LIGHTING PROJECT.

WHEREAS, the Maryland Department of Natural Resources (DNR) has solicited applications from eligible jurisdictions to apply for funding under the Community Parks & Playgrounds (CP&P) Program for Fiscal Year 2018; and

WHEREAS, the City of Salisbury is eligible to apply for CP&P funds from DNR; and

WHEREAS, the Council of the City of Salisbury recognizes the important role that our local parks, playgrounds and recreational areas play in maintaining a healthy, pleasant, attractive environment for the enjoyment of our local residents; and

WHEREAS, the Council wishes to rehabilitate, improve and expand the parks, playgrounds and recreational areas within the City of Salisbury in order to improve the quality of life for all citizens; and

WHEREAS, DNR has awarded a Community Parks & Playgrounds grant in the amount of \$262,000 to the City of Salisbury for the Salisbury Skatepark, Phase 1 (CPP # 5980-22-206).

NOW, THEREFORE, BE IT RESOLVED THAT, the Council of the City of Salisbury, Maryland does hereby authorize the submission of an application to the Maryland Department of Natural Resources for Community Parks & Playgrounds (CP&P) funds to forward the City's recreational initiatives. This will be accomplished by applying for CP&P funds for two projects; **\$180,000** for the Salisbury Skatepark, Phase 2, and **\$25,000** for the West Salisbury Little League Ball Field Lighting Project.

BE IT FURTHER RESOLVED THAT, Jacob R. Day, Mayor, is authorized and empowered to execute any and all documents required for the submission of this grant application.

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on August 8, 2016, and is to become effective immediately.

43 _____
44 Kimberly R. Nichols
45 CITY CLERK

43 _____
44 John R. Heath
45 CITY COUNCIL PRESIDENT

46
47 APPROVED BY ME THIS

48
49 _____ day of August, 2016.

50
51
52 _____
53 Jacob R. Day
54 MAYOR

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator
Subject: Human Rights Advisory Committee
Date: August 4, 2016

Attached you will find a resolution to create a Human Rights Advisory Committee. This committee will be charged with advising the Mayor on equity and inclusionary strategies that will strengthen connections among diverse communities living in the City. This Committee will advocate for citizens on the city, state, and federal levels who have been victims of discrimination, protecting the right and opportunity of all persons to be free from all forms of discrimination, and more. This committee will be made up of key stakeholders in the City, along with representatives from the LGBTQ+ community and both racial and national minorities.

Unless you or the Mayor have additional questions, please advance this memorandum and resolution of support to the City Council for approval.

Attachment

1 RESOLUTION NO. ~~_____~~ 2653

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3 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND TO ESTABLISH A
4 HUMAN RIGHTS ADVISORY COMMITTEE.

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6 WHEREAS, the City of Salisbury seeks to protect the health, comfort, and convenience of their
7 citizens regardless of age, race, color, creed, religion, national origin, ancestry, disability, marital
8 status, sex, sexual orientation, gender identity, or physical characteristic; and

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10 WHEREAS, the City has set goals to strengthen community connections among diverse groups,
11 establish cultural activity centers, and expand multi-cultural projects and programs; and

12
13 WHEREAS, the City of Salisbury saw a reported two (2) hate crimes for the year of 2014; and

14
15 WHEREAS, the Bureau of Justice reports that, nationally, only 44% of hate crimes were
16 reported to police; and

17
18 WHEREAS, the Mayor and City Council deem it in the best interest of its citizens to enact
19 legislation to support and advocate for any citizens who feel they have been victim to hate crime
20 or an act of discrimination; and

21
22 WHEREAS, the City seeks to establish the City of Salisbury Human Rights Committee for the
23 advocacy of their citizens on the city, state, and federal levels.

24
25 NOW, THEREFORE BE IT RESOLVED, by the Salisbury City Council that the City of
26 Salisbury Human Rights Advisory Committee is hereby established and will abide by the
27 following By-Laws:

28
29 By-Laws of the City of Salisbury Human Rights Committee

30 Section I. Membership

- 31 a. The Human Rights Advisory Committee (“the Committee”) shall consist of thirteen (13)
32 members. The Members shall be authorized and appointed by the Mayor and approved by
33 the Council. ~~Membership may include independent persons of high moral character and~~
34 ~~investment or interest in the field of human rights. Anyone ages eighteen (18) and older~~
35 ~~may serve on this Committee.~~The membership shall include at least two (2)
36 representatives of racial or national minorities; at least two (2) representative from the
37 LGBTQ+ community; at least one (1) high school student; and at least two (2) members
38 of local religious organizations. Members shall serve staggered terms of four (4) years;
39 eight (8) members will serve three-four (34) year terms beginning and ending in even
40 years, and seven (7) members will serve four (4) year terms beginning and ending in odd

41 [years. If a member resigns from the committee in the middle of a term, their replacement](#)
42 [will serve the remaining length of the resigning member's term.](#)

- 43 b. The Committee will meet at least six (6) times a year.
- 44 c. At the first meeting a Chair and Vice Chair will be nominated and elected. The
45 Chairperson shall preside at all meetings and work with the City staff member assigned to
46 support this committee with setting the agenda. The Vice Chairperson shall preside over
47 the meetings in the event that the Chairperson is absent.
- 48 d. For any and all formal recommendations made by the Committee to the Mayor, a quorum
49 must be present. A quorum shall be at least 51% of those members appointed.
- 50 e. Members shall make every effort to attend all meetings. In the event that a member is
51 absent from three meetings in any calendar year without either a pre-arranged excuse or
52 an emergency, they may be recommended for removal.

53 Section 2. Purpose

- 54 a. To advise the Mayor on equity and inclusionary strategies that will strengthen
55 connections among diverse communities living in the City.
- 56 b. To protect and safeguard the right and opportunity of all persons to be free from all forms
57 of discrimination, including discrimination based on age, race, color, creed, religion,
58 national origin, ancestry, disability, marital status, sexual orientation, gender identity or
59 physical characteristic.
- 60 c. To advocate for citizens on the city, state, and federal levels who have been victims of
61 discrimination.
- 62 d. To identify and work with community partners to find more opportunities to create a
63 more inclusionary, diverse community.

64 Section 3. Definitions

- 65 1. "Discriminate, Discrimination, or Discriminatory" shall mean any act, policy,
66 advertisement, or practice which subjects any person to differential treatment as a
67 result of that person's actual or perceived race, color, creed, religion, national origin,
68 ancestry, disability, age, marital status, sex, sexual orientation, gender identity, or
69 physical characteristic. Discrimination also includes any differential treatment
70 because of one's association with a person or group of people identified herein;
- 71 2. "Employee" shall mean any individual employed or seeking employment from an
72 employer;
- 73 3. "Employer" shall mean any person who, for compensation, regularly employs
74 individuals, not including the employer's parents, spouse, or children. For purposes
75 of the City of Salisbury Human Rights Advisory Committee, an "employer" is also a
76 person acting on behalf of an employer, directly or indirectly, or any employment
77 agency.
- 78 4. "Gender identity" shall mean a person's gender-related self-identity, appearance,
79 expression, or behavior, regardless of the person's assigned sex at birth;
- 80 5. "Person" shall mean any natural person, firm, corporation, partnership, or other
81 organization, association, or group of persons however arranged;

- 82 6. "Physical Characteristic" shall mean a bodily condition or bodily characteristic of any
83 person which is from birth, accident, or disease, or from any natural, physical
84 development, or any other event outside the control of that person including
85 individual physical mannerisms, height, or weight.
86 7. "Place of public accommodation" shall mean all establishments within the City of
87 Salisbury which offer goods, services, accommodations, or entertainment to the
88 public.
89 8. "Sexual orientation" shall mean a person's actual or perceived heterosexuality,
90 homosexuality, asexuality, or bisexuality.

91 Section 4. City Council Liaison

92 One member of the City Council shall act as liaison to the Human Rights Advisory
93 Committee and regularly attend meetings. They shall report to the full City Council on any
94 recommendations made by the Committee and any other pertinent information.

95 Section 5. City Staff ~~Liasion~~Liaison

96 One member of the Mayor's Office with assistance from the Solicitor's Office shall act as
97 liaison to the Human Rights Advisory Committee and regularly attend meetings. They shall
98 report to the Mayor on any recommendations made by the Committee and any other pertinent
99 information.

100

101 NOW, THEREFORE BE IT RESOLVED, by the Salisbury City Council that the Human
102 Rights Committee is created.

103 THIS RESOLUTION was duly passed at a meeting of the Council of the City of
104 Salisbury held on _____, 2016, and is to become effective immediately upon adoption.

105 ATTEST: 

106

107

108 _____
109 Kimberly R. Nichols, City Clerk

John R. Heath, President
Salisbury City Council

110

111

112 APPROVED BY ME THIS: _____ dDay of _____, 2016.

113

114 _____
115 Jacob R. Day, Mayor

116

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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



BOB CULVER
COUNTY EXECUTIVE

JACOB R. DAY
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR

R. WAYNE STRAUSBURG
DIRECTOR OF ADMINISTRATION

To: Tom Stevenson
City Administrator

From: John F. Lenox
Planning Director

Date: July 28, 2016

Re: Zoning Text Amendment – Nick Simpson/Office and Service residential

At the work session of June 6, 2016, the City Council reviewed the proposal of Mr. Nick Simpson of First Move Properties, LLC, to amend the Office and Service Residential Zoning District to include additional provisions relative to apartments. In summary, the amendment as submitted would have allowed up to five additional units as a permitted use. The recommendation of the Planning & Zoning Commission included language that would have provided for up to four units by Special Exception.

It was the consensus of the Council to proceed with introduction of the Legislation, and a Public Hearing at Second Reading. The subject of this consideration would be the less restrictive version as originally proposed by Mr. Simpson. At the meeting of July 11, 2016, the City Council voted to approve this amendment at First Reading, and a Public Hearing has been advertised for August 8, 2016.

Since the time of First Reading, it has come to the attention of Staff that several wording changes should be considered in order assure clarity and internal consistency within the Zoning Code itself.

1) The ordinance as introduced referred alternately to “Apartments, up to five units”, and “Apartments, up to four units”. All references should be to the lesser number of “four”, consistent with the public notice and intent of the applicant.

2) The previous reference to Apartments as a permitted use within the Office and Service Residential District was removed in 2002, however, that reference as Item “A” has gone unused. The pending legislation would best restore the Apartment provision as “A”.

3) The previous reference to Apartments, although deleted in 2002, did not concurrently delete the associated density provisions within the District under the "Apartment Standards" section. These provisions, which related only to the Office and Service Residential District, should be deleted in their entirety. If left to remain, the type of use intended would be effectively precluded in most instances. By limiting the number of potential units to four (4), the need for a more complicated density calculation is precluded.

4) The reference to Apartments should be further defined, to clarify that the referenced four units may be arranged not only in a building used entirely for apartments, but also in a mixed use building.

The changes referenced above have been shown on the attached Ordinance for consideration at Second reading.

Thank you.

ORDINANCE NO. 2393

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 17.84.020 TO ADD APARTMENTS, UP TO FOUR UNITS, IN THE OFFICE AND SERVICE RESIDENTIAL DISTRICT.

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, Nick Simpson, First Move Properties, LLC submitted an application to amend the text of Section 17.84.020 to add Apartments, up to four units, in the Office and Service Residential District; and

WHEREAS, a Public Hearing on the proposed amendment 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 April 21, 2016; and

WHEREAS, the Planning Commission did recommend approval of a modified text amendment to Section 17.84.

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:

I. AMEND SECTION 17.84.020, PERMITTED USES, BY ADDING THE FOLLOWING:

A. APARTMENTS, UP TO FOUR UNITS, WITHIN A RESIDENTIAL USE BUILDING, OR IN A MIXED USE BUILDING INCLUDING OTHER USES PERMITTED IN THE DISTRICT

II. AMEND SECTION 17.168.030 (C) (2), APARTMENT STANDARDS, PERMITTED DENSITY, OFFICE AND SERVICE RESIDENTIAL, BY DELETING IT IN ITS ENTIRETY.

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 11th day of July, 2016, 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 _____, 2016.

ATTEST:

Kimberly R. Nichols
City Clerk

John R. Heath, President
Salisbury City Council

Approved by me this
day of _____, 2016.

Jacob R. Day
Mayor of the City of Salisbury



City of
Salisbury
Jacob R. Day, Mayor

To: Thomas Stevenson, City Administrator
From: Michael S. Moulds, P.E., Director of Public Works *MSM*
Date: July 13, 2016
Re: Ordinance to create no parking and restricted parking zones around Prince Street Elementary School

Salisbury Public Works received the attached letter dated July 11, 2016 from the Principal Jason Miller at Prince Street Elementary School requesting consideration for restricted parking zones around the school. The restricted parking would facilitate car rider drop off/pick up and bus traffic. The restricted parking areas are depicted on the attached Exhibit A.

The impacted areas are:

- South side of Prince Street between the school side entrance and the car drop off entrance will be designated as No Parking. DPW will install markings to create a queue lane for parents to use while waiting to drop off and pick up students.
- South side of Prince Street from the car drop off entrance to Spring Avenue will be designated as no parking on weekdays between 7:00 to 8:30 am and 1:30 to 3:00 pm.
- West side of Spring Avenue between Prince Street and Bethel Street along the school property will be designated as no parking on weekdays between 7:00 to 8:30 am and 1:30 to 3:00 pm.

Public Works is in support of this request. If approved, DPW will place parking signs in these areas. The Principal will notify the student body parents. If possible, the school would prefer to have the signs placed prior to the start of school on August 29, 2016.

Unless you or the Mayor have further questions, please forward a copy of this memo and the ordinance to the City Council.

Community Commitment & Exceptional Programs = Academic Success

PRINCE STREET ELEMENTARY

400 Prince Street
Salisbury, MD 21804

Phone (410) 677-5813



Fax (410) 677-5865

Mr. Jason Miller, Principal

Ms. Jana Ellis, Assistant Principal

Jason L. Miller, Principal
Prince Street Elementary School
400 Prince Street
Salisbury, MD 21804

July 11, 2016

Michael S. Moulds, PE
Director of Public Works
City of Salisbury
125 N. Division Street
Salisbury, MD 21801

Mr. Moulds,

Due to increased enrollment at Prince Street Elementary School, we are in need of changing the entrance for school buses and car riders. The school was originally designed, when it was erected in 2007, to have buses enter and exit from Spring Avenue and car riders enter from Prince Street and exit on Spring Avenue. We are in need of going back to this original design for increased safety of our students, parents and staff, as well as, to get all buses into the lot for loading and unloading.

In order for the traffic flow to work best, we are in need of help from the City of Salisbury. We would like to request a designated "Car Rider Drop Off and Pick Up Lane" on Prince Street to assist with the flow of traffic into the school for pick-up and drop-off. We would also like to request "No Parking" signs on the road where this lane would exist. We would also like to request "No Parking" signs with designated times 7 – 8:30am and 1:30 – 3:00pm on Spring Avenue in front of the school and on Prince Street from the entrance to the car rider area to Spring Avenue to assist with cars and buses entering and exiting onto Spring Avenue.

In order for parents to be informed of this change, I will be working closely with the Wicomico County Board of Education Public Information Officer. I will also send correspondence to families through our School Messenger System, school Facebook page and school newsletter.

Thank you for your consideration and support of student, staff, parent and community safety at Prince Street Elementary School.

Sincerely,

Jason L. Miller
Principal



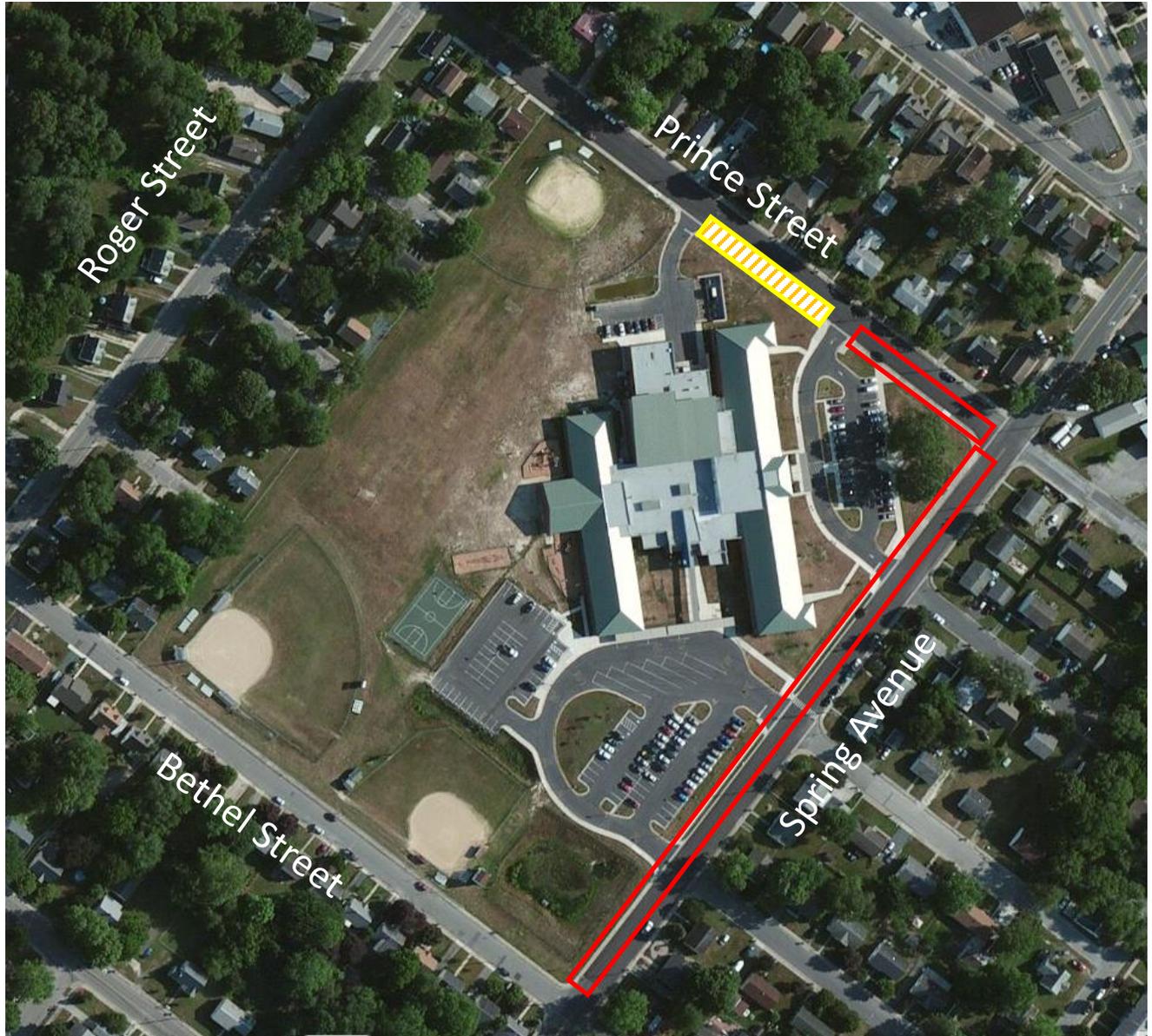
Prince Street Elementary

SUCCESS- Every Student, Every Day

Like Us on Facebook!

THE WICOMICO COUNTY BOARD OF EDUCATION DOES NOT DISCRIMINATE IN ADMISSIONS, ACCESS, TREATMENT, OR EMPLOYMENT IN ITS PROGRAMS AND ACTIVITIES ON THE BASIS OF RACE, SEX, SEXUAL ORIENTATION, MARITAL STATUS, COLOR, GENDER IDENTITY AND EXPRESSION, NATIONAL ORIGIN, CREED, RELIGION, AGE, ANCESTRY, GENETIC INFORMATION, OR PHYSICAL OR MENTAL DISABILITY.

Exhibit A
Prince Street Elementary School
Restricted Parking Areas



No Parking Zone with painted queue lane between two school entrances along a portion of the south side of Prince Street.



Restricted Parking Zone with no parking on Weekdays between 7:00 to 8:30 am and 1:30 to 3:00 pm.

Areas include:

- Portion of the south side of Prince Street between Roger Street and Spring Avenue along the school property.
- West side of Spring Avenue between Prince Street and Bethel Street along the school property.

Memorandum

To: Tom Stevenson, City Administrator
CC: Julia Glanz, Asst. City Administrator
From: William T. Holland 
Date: July 20, 2016
Ref: Code Updates – City Council Work Session August 1

Attached is an Ordinance amending the Fire Prevention Code reflecting the most current edition as adopted by the state of Maryland, adding language to the adopted standard codes by including the Maryland Accessibility Code, amending the electrical standards reflecting the most current edition, and amending Property Maintenance Code to reference the 2015 International Codes.

These are all minor changes, never-the-less; let me know if you have any questions.

1
2
3 **Ordinance No. 2397**

4 AN ORDINANCE OF THE CITY OF SALISBURY AMENDING SECTIONS 8.11.020
5 OF CHAPTER 8.11 THE FIRE PREVENTION CODE; 15.04.010 OF CHAPTER 15.04
6 BUILDING CODE, 15.12.020 OF CHAPTER 15.12 ELECTRICAL STANDARDS; 15.24.040
7 OF CHAPTER 15.24 HOUSING STANDARDS.

8 **WHEREAS**, the ongoing application, administration and enforcement of Title 8, Health
9 and Safety, and Title 15, Buildings and Construction, of the Salisbury Municipal Code,
10 demonstrates a need for its periodic review, evaluation and amendment to keep them current; and
11

12 **WHEREAS**, the Mayor and City Council may amend Chapter 15.04, Building Code,
13 pursuant to the authority granted in SC 2-15 of the Salisbury City Charter and § 12-501, et seq.
14 of the Public Safety Article, Maryland Annotated Code and related COMAR regulations; and
15

16 **WHEREAS**, the Mayor and City Council have requested that the Department of
17 Building, Permits and Inspections periodically review the Code in light of existing building
18 trends and practices and code updates; and
19

20 **WHEREAS**, the Department of Building, Permits and Inspections does recommend
21 approval of the proposed code changes.
22

23 **NOW, THEREFORE**, be it enacted and ordained by the Council of the City of
24 Salisbury, Maryland, that Sections 8.11.020 of Chapter 8.11 the Fire Prevention Code; 15.04.010
25 and 15.04.020 of Chapter 15.04 Building Code, 15.12.020 of Chapter 15.12 Electrical Standards;
26 15.24.040 of Chapter 15.24 Housing Standards be amended as follows:
27
28

29 Chapter 8.11 - The Fire Prevention Code
30
31
32

33 8.11.020 - Amendments to the State Fire Prevention Code.
34

35 A. The NFPA 101 Life Safety Code (~~2009~~ 2015 Edition) is incorporated by reference, and is
36 adopted with state amendments with the exception of COMAR 20.06.04 - Fees for Fire
37 Prevention Services.
38

39 B. The NFPA 1 Fire Code (~~2009~~ 2015 Edition) is incorporated by reference, and is adopted
40 with state and local amendments. The local amendments are:

- 41 1. The Board of Appeals shall be the Building Board of Adjustments & Appeals.
- 42 2. Any person who fails to comply with the provisions of the Code or who fails to
43 carry out an order made pursuant to this Code or violates any condition attached
44 to a permit, approval, or certificate may be subject to a municipal infraction not to
45 exceed \$500.00 each day the violation continues.

- 46 3. Failure to comply with the time limits of an abatement notice or other corrective
47 notice issued by the authority having jurisdiction may result in municipal
48 infractions not to exceed \$500.00 each day the violation/s continues and the
49 jurisdiction shall have authority as provided by law to evacuate, vacate and order
50 such building or structure to be closed to the public.
51 4. Amend Section 10.11 Open Flame, Candles, Open Fires and Incinerators, to read:
52 Open burning is prohibited within the City.
53
54 C. The International Building Code (~~2009~~ 2015 Edition) is incorporated by reference, and is
55 adopted with state and local amendments.
56
57
58

59 Chapter 15.04 - BUILDING CODE
60
61

62 15.04.010 - Adoption of standard codes.
63

64 The City of Salisbury adopts the following Standard Codes:
65

- 66 A. International Building Code (2015) (IBC);
67 B. International Residential Code (2015) (IRC);
68 C. International Energy Conservation Code (2015 edition)(IECC);
69 D. International Mechanical Code (2015)(IMC);
70 E. International Plumbing Code (2015)(IPC);
71 F. International Fuel Gas Code (2015)(IFGC); ~~and~~
72 G. International Existing Building Code (2015); ~~and~~
73 H. Maryland Accessibility Code.
74
75
76
77

78 Chapter 15.12 - Electrical Standards
79
80

81 15.12.020 - Adoption of standards by reference.
82

83 Except as may be provided otherwise in this chapter, the current requirements of the
84 National Electrical Code (2014 EDITION), ~~as revised from time to time~~, being the regulations of
85 the National Board of Fire Underwriters for electric wiring and apparatus, shall be deemed to be
86 the requirements imposed by this chapter, such National Electrical Code, ~~as revised from time to~~
87 ~~time~~, being hereby adopted by reference as the electrical code of the city and being herein
88 incorporated in its entirety by reference.
89
90
91

92 Chapter 15.24 - Housing Standards

93

94

95 15.24.040 - Referenced standards.

96

97 A. Where the following codes are referenced within this code, they shall be considered part
98 of the requirements of this code to the prescribed extent of each such reference:
99

100 1. International Building Code (2015) (IBC). ~~The following additions and deletions~~
101 ~~are made to the International Building Code (2015):~~

102 a. ~~Chapter 1, Section 101.2.1 Appendix and replace with the following:~~

103 ~~Paragraph 101.2.1 Appendix provisions on Appendix I, Patio Covers, and Appendix B,~~
104 ~~Board of Appeals are adopted as part of the IBC.~~

105

106 b. ~~Chapter 1, delete Section 101.4.1 Gas.~~

107 c. ~~Chapter 1, delete Section 101.4.3 Plumbing.~~

108 d. ~~Chapter 1, delete Section 101.4.4 Property Maintenance.~~

109 e. ~~Chapter 1, delete Section 101.4.5 Fire Protection.~~

110 f. ~~Chapter 1, delete:~~

111

112 ~~Section 105.2 Work exempt from permit.~~

113

114 ~~2. — Fences not over six feet (6') high.~~

115

116 ~~Replace with the following:~~

117

118 ~~105.2 Work exempt from permit.~~

119

120 ~~2. — Fences less than fifty (50) lineal feet.~~

121

122 ~~g. Chapter 1, add Section 105.2 Work exempt from permit:~~

123

124 ~~14. Replacement windows, doors, vinyl/aluminum siding and custom trim.~~

125

126 ~~Exception: Windows being replaced in bedrooms shall not be reduced in size or shall~~
127 ~~comply with the minimum requirements of Section 102.6 Existing Structures.~~

128

129 ~~h. Chapter 1, delete Section 110.3.5 Lath and Gypsum Board Inspection.~~

130

131 2. International Residential Code (2015)(IRC);

132 3. International Energy Conservation Code (2015)(IECC);

133 4. International Mechanical Code (2015)(IMC);

134 5. International Plumbing Code (2015)(IPC);

135 6. International Fuel Gas Code (2015)(IFGC);

136 7. International Existing Building Code (2015)(IEBC)).

137

~~6. Maryland Accessibility Code.~~

~~7. National Electric Code (2009).~~

138 ~~8. National Fuel Gas Code 2009 Edition.~~

139 ~~9. National Fire Protection Association (NFPA) 101 Life Safety Code (2009) is~~
140 ~~incorporated by reference, and is adopted with state amendments with the exception of~~
141 ~~COMAR 20.06.04 Fees for Fire Prevention Services.~~

142 ~~10. National Fire Protection Association (NFPA) Fire Code (2009) is incorporated by~~
143 ~~reference, and is adopted with state and local amendments. The local amendments are:~~

144 ~~a. The Board of Appeals shall be the Building Board of Adjustments & Appeals.~~

145 ~~b. Any person who fails to comply with the provisions of the Code or who fails to carry~~
146 ~~out an order made pursuant to this Code or violates any condition attached to a permit~~
147 ~~approval, or certificate may be subject to a municipal infraction not to exceed \$500.00~~
148 ~~each day the violation continues.~~

149 ~~c. Failure to comply with the time limits of an abatement notice or other corrective~~
150 ~~notice issued by the authority having jurisdiction may result in municipal infractions not~~
151 ~~to exceed \$500.00 each day the violation/s continues and the jurisdiction shall have~~
152 ~~authority as provided by law to evacuate, vacate and order such building or structure to~~
153 ~~be closed to the public.~~

154 ~~d. Amend Section 10.11 Open Flame, Candles, Open Fires and Incinerators, to read:~~
155 ~~Open burning is prohibited within the City.~~

156 ~~11. State of Maryland Fire Protection Code (2009).~~

- 157
158 B. Where differences occur between provisions of this code and referenced standards, this
159 code shall apply. Additionally, nothing herein shall be construed to repeal, modify or set
160 aside any provisions of the city's zoning code.

161
162
163 AND BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE
164 CITY OF SALISBURY, MARYLAND, that the Ordinance shall take effect _____,
165 2016.

166
167 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
168 Salisbury held on the _____ day of _____, 2016 and thereafter, a statement of the
169 substance of the ordinance having been published as required by law, in the meantime, was
170 finally passed by the Council on the ___ day of _____, 2016.

171
172 ATTEST:

173
174 _____
175 Kimberly R. Nichols, City Clerk

174 _____
175 John R. Heath, City Council President

176
177
178
179 Approved by me, this _____ day of _____, 2016.

180
181 _____
182 Jacob R. Day, Mayor
183



City of
Salisbury
Jacob R. Day, Mayor

To: Thomas Stevenson, City Administrator
From: Michael S. Moulds, P.E., Director of Public Works 
Date: June 27, 2016
Re: Budget Amendment – Traffic Signal repairs at Parkside High School

Salisbury Public Works requests a budget amendment to move funds to an operating account from miscellaneous revenue. The Traffic Division installed a video detector to replace the damaged traffic loops at the entrance to Parkside High School. The damage was caused by a contractor hired by the Wicomico County Board of Education while paving the entrance road. The traffic signal on Beaglin Park Drive is owned by the City of Salisbury. The Wicomico County Board of Education has reimbursed the City for actual expenses in the amount of \$5,139.00. Public Works requests that the reimbursement be transferred to the Traffic Division account for Equipment Repair and Maintenance.

Unless you or the Mayor have further questions, please forward a copy of this memo and the ordinance to the City Council.

ORDINANCE NO. 2398

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY17 BUDGET TO APPROPRIATE FUNDS FOR TRAFFIC EQUIPMENT REPAIRS AND MAINTENANCE.

WHEREAS, as a result of a work performed by the Wicomico County Board of Education at the entrance to Parkside High School, improvements were required at a City of Salisbury owned traffic signal on Beaglin Park Drive; and

WHEREAS, the City of Salisbury Traffic Division of the Public Works Department made the necessary repairs to the traffic signal; and

WHEREAS, the Wicomico County Board of Education reimbursed the City for actual expenses; and

WHEREAS, the Traffic Division budget should be increased to accommodate these efforts.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that the City’s Fiscal Year 2017 budget and Traffic Division Equipment budget be and are hereby amended as follows:

- 1. Increase the Miscellaneous Revenue (01000-456911) account by \$5,139.00
- 2. Increase the Traffic Equipment (22000-534302) budget by \$5,139.00

BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after the date of its final passage.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on the ___ day of _____, 2016, 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 _____, 2016.

ATTEST

Kimberly R. Nichols, City Clerk

John R. Heath, President
Salisbury City Council

APPROVED BY ME THIS ___ day of _____, 2016.

Jacob R. Day, Mayor



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

To: Tom Stevenson, City Administrator
From: Michael Moulds, Director of Public Works 
Date: June 26, 2106
Re: Lot 11 Alley Abandonment Request

The Department of Public Works is requesting approval to abandon a portion of a 20 foot width unnamed alley that bisects Parking Lot 11 on West Market Street. With the abandonment of the alley the land will revert to adjoining City owned parcels that make up Lot 11.

The remaining portion of the alley will be retained to continue to provide access to the rear of the Library and Cannon Buildings. The alley abandonment is being recommended to facilitate the sale of Lot 11.

Attached is the proposed Ordinance and Exhibit that have been prepared by the City Surveyor and reviewed by the City Solicitor.

With the Mayor's approval we would like to place this item on the July 11th session of City Council. Let us know if you have any questions or need any additional information.



CIRCLE AVENUE

REPC & HTC, LLC
MAP 107, PARCEL 1073

CITY OF SALISBURY
MAP 107, PARCEL 1074

WICOMICO COUNTY LIBRARY
MAP 107, PARCEL 1072

CITY OF SALISBURY
MAP 107, PARCEL 1075

L=14.54'
R=36.33'

L=6.55'
R=16.36'

20' UNNAMED ALLEY

TO REMAIN OPEN

S20°19'24"E
20.00'

L=22.45'
R=64.80'

CITY OF SALISBURY
MAP 107, PARCEL 1075

CITY OF SALISBURY
MAP 107
P.1076

CITY OF SALISBURY
MAP 107
PARCEL 1077

CITY OF SALISBURY
MAP 107, PARCEL 1078

CITY OF SALISBURY
MAP 107, PARCEL 1079

MARKET STREET

TOTAL AREA OF ALLEY TO BE CLOSED = 4,135.2± S.F.
(1,060.0± S.F. ADDED TO P.1075 & 3,075.2± ADDED TO P.1074)

DWG. NO.	DCAXXXX
DATE:	06/27/2016
SCALE:	1" = 40'
REVISED:	
SHEET	1 OF 1

CITY OF SALISBURY
SALISBURY PUBLIC WORKS
ROAD CLOSURE SKETCH
20-FT UNNAMED ALLEY

EXHIBIT A



Legal Descriptions for 20' Unnamed Alley in Parking Lot 11 to be Closed

Portion To Be Added to Parcel 1074

Beginning for the same at a point on the northerly line of a 20' unnamed alley, which is part of the City of Salisbury "Parking Lot 11", at the southwesterly corner of the lands of the City of Salisbury (P.1074). Thence by and with the northerly line of the said alley the following three courses: (1) North 46 degrees 44 minutes 38 seconds East a distance of 33.58 feet, more or less, to a point. (2) Thence with a curve to the right, having a radius of 36.33 feet, a length of 14.54 feet to a point. (3) Thence North 69 degrees 40 minutes 36 seconds East a distance of 104.41 feet to a point at the southwesterly corner of the lands of REPC & HTC, LLC. (4) Thence crossing the said alley South 20 degrees 19 minutes 24 seconds East a distance of 20.00 feet to the point on the south line of the said alley. (5) Thence with a line being 20' southeasterly of and parallel to the herein third described line, reversed, South 69 degrees 40 minutes 36 seconds West a distance of 104.39 feet to a point. (6) Thence with a curve to the left, having a radius of 16.36 feet, a length of 6.55 feet to a point. (7) Thence with a line being 20' southeasterly of and parallel to the herein first described line, reversed, South 46 degrees 44 minutes 38 seconds West a distance of 42.68 feet, more or less, to a point at the intersection of the southerly line of the said alley and the extended line between P.1074 and P.1075. (8) Thence with the said extended line between P.1074 and P.1075 to the point of beginning. Being shown on a plat entitled "Road Closure Sketch, 20-FT Unnamed Alley" as the easterly portion of the "20' Unnamed Alley To Be Closed" and containing 3,075.2 square feet, more or less.

Portion To Be Added to Parcel 1075

Beginning for the same at a point on the northerly line of a 20' unnamed alley, which is part of the City of Salisbury "Parking Lot 11", at the southeasterly corner of the lands of the City of Salisbury (P.1075). (1) Thence by and with the northerly line of the said alley South 46 degrees 44 minutes 38 seconds West a distance of 62.50 feet, more or less, to a point on the northerly right of way line (curve) of Market Street. (2) Thence by and with the said line of Market Street and a curve to the left, having a radius of 64.80 feet, a length of 22.45 feet to a point at the southerly line of the said alley. (3) Thence with a line being 20' southeasterly of and parallel to the herein first described line, reversed, North 46 degrees 44 minutes 38 seconds East a distance of 43.45 feet to a point at the intersection of the southerly line of the said alley and the extended line between P.1074 and P.1075. (8) Thence with the said extended line between P.1074 and P.1075 to the point of beginning. Being shown on a plat entitled "Road Closure Sketch, 20-FT Unnamed Alley" as the westerly portion of the "20' Unnamed Alley To Be Closed" and containing 1,060.0 square feet, more or less.



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



JACOB R. DAY
MAYOR

BOB CULVER
COUNTY EXECUTIVE

TOM STEVENSON
CITY ADMINISTRATOR

R. WAYNE STRAUSBURG
DIRECTOR OF ADMINISTRATION

June 20, 2016

TO: Tom Stevenson, City Administrator
FROM: John F. Lenox, AICP, Director, Salisbury/Wicomico Planning & Zoning 
SUBJECT: **PUBLIC HEARING – Text Amendment - Office and Service Residential District – To Amend Section 17.216.080 - Wall Sign Standards for Churches - Planning Commission Recommendation**

I. INTRODUCTION.

On May 19, 2016, the Salisbury Planning Commission held a public hearing on a request by The Wicomico Presbyterian Church for the above-noted text amendment relative to Wall Signage for the Church social hall. (See Attachment A.)

II. RECOMMENDATION.

The Salisbury Planning Commission forwarded a **Favorable** recommendation to the Mayor and Council for the proposed amendment that increases the signage permitted for Church-related buildings as follows.

AMEND SECTION 17.216.080, OFFICE AND SERVICE RESIDENTIAL, TO ADD ITEM D:

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.

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 Wicomico Presbyterian Church is located in the largest of the Office and Service Residential Districts. These districts were intended to offer a mix of office, service and residential uses and be a buffer between high-volume highways and residential areas or heavy commercial and residential areas. Because it was anticipated that office uses would occupy residential structures, the signage permitted was limited.

There are four churches on North Division Street and Broad Street with related accessory buildings on High Street and on Broad Street. With the Code limitation of 4 sq. ft. for wall signage in the OSR District, Wicomico Presbyterian cannot install any of the proposed signage. The 12 inch letters proposed for the elevator tower exceed the permitted signage by 3 sq. ft. It appears that future signage needs and changing occupancy of the structures was not considered in 1983.

Attachments



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



BOB CULVER
COUNTY EXECUTIVE

JACOB R. DAY
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR

R. WAYNE STRAUSBURG
DIRECTOR OF ADMINISTRATION

STAFF REPORT

MEETING OF MAY 19, 2016

CASE NO.: #SP-1604

APPLICANT: Wicomico Presbyterian Church, rep. by George H. White

REQUEST: **PUBLIC HEARING – Text Amendment - To amend Section 17.216.080 - to amend the amount of wall signage permitted for a church.**

I. REQUEST:

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. (See Attachments #1-3.)

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:

The Wicomico Presbyterian Church has acquired the fellowship hall formerly owned by Allen Memorial Baptist Church. The hall is attached to the sanctuary structure now owned by Faith Community Church.

The building, now an annex for Wicomico Presbyterian Church, is a three story structure with an elevator tower known as the Langelier Memorial Building. Access to the building is by way of a one-way alley from Broad Street. The church is seeking wall signage for the building that will enable users to identify the building from Broad Street.

The Code currently permits the following signage in the Office and Service Residential District:

17.216.080 Signs which may be erected in office and service residential district.

Signs which may be erected in the office and service residential district are as follows:

- A. *Signs as listed in Section 17.216.050;*
- B. *One non-illuminated or indirectly illuminated wall sign not greater than four square feet in surface area attached to the front of a building;*
- C. *One non-illuminated or indirectly illuminated ground sign identifying an office or service use not exceeding two square feet in surface area or six feet in height and set back fifteen (15) feet from the curbline. (Ord. 1612 (part), 1995: Prior Code Section 150-251) (See Attachment #9.)*

The church proposes placement of “LMB” on the elevator tower in 12 inch bronze letters (7 sq. ft.). On the building, they propose placement of “Langelier Memorial Building” in 9 inch letters (12.5 sq. ft.) and “Wicomico Presbyterian Church” in 6 inch letters (6.3 sq. ft.). The total wall signage would be approximately 25.8 sq. ft. of sign surface area.

The Wicomico Presbyterian Church is located in the largest of the Office and Service Residential Districts. These districts were intended to offer a mix of office, service and residential uses and be a buffer between high-volume highways and residential areas or heavy commercial and residential areas. Because it was anticipated that office uses would occupy residential structures, the signage permitted was limited.

However there are four churches on North Division Street and Broad Street with related accessory buildings on High Street and on Broad Street. Trinity United Methodist Church has several signs that are nonconforming.

With the Code limitation of 4 sq. ft. for wall signage in the OSR District, the church cannot install any of the proposed signage. The 12 inch letters proposed for the elevator tower exceed the permitted signage by 3 sq. ft.

III. PLANNING COMMENTS/CONCERNS.

At the time of adoption of the Code, it appears that consideration was not given to the potential future need for signage on these large structures. In the case of this annex building, it fronts on a one-way alley off of Broad Street. A directional sign has been approved by the Salisbury Historic Commission for placement at the Broad Street entrance. (See Attachments #6-8.) However, the alley serves both the Wicomico Presbyterian annex building and the Korean Presbyterian Church building. Wicomico Presbyterian Church is trying to provide adequate identification of their building for reception attendees not familiar with the building location.

IV. RECOMMENDATION.

While the Planning Staff does not want to create an opportunity for excessive signage for offices within residential structures, provisions for adequate identification of church buildings and their associated social or reception halls was omitted from the Code.

Staff recommends that the Commission forward 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. NO MORE THAN 30 SQ. FT. OF NON-ILLUMINATED OR INDIRECTLY ILLUMINATED WALL SIGNAGE FOR CHURCHES OR CHURCH SOCIAL/RECEPTION HALLS.**

COORDINATOR: Gloria Smith, Planner
DATE: May 12, 2016



The Wicomico Presbyterian Church

129 Broad Street

Salisbury, Maryland 21801

(410) 749-5792

April 6, 2016



Jack Lenox, Director
Department of Planning & Zoning
125 N. Division Street
Salisbury, MD 21801-4940

Re: Building identification lettering on rear portion of
Langelier Memorial Building annex of Wicomico Presbyterian Church
129 Broad Street & 225 N. Division Street (annex)

Dear Mr. Lenox,

On behalf of the Wicomico Presbyterian Church I am submitting a request for a text amendment of a section of the Salisbury Municipal Code (17.216.080) applicable to the office and service residential district, for the purpose of permitting lettering or signage to identify detached church structures on church properties, for the direction of visitors and the convenience of the public attending various events.

To briefly summarize our circumstance, the Wicomico Presbyterian Church acquired the former Fellowship Hall designated as 225 N. Division Street in 2007 when Allen Memorial Baptist Church relocated to Snow Hill Road. The building completed in 1928 was originally owned by Asbury Methodist Church and attached physically to the sanctuary structure which is now owned by Faith Community Church (Rev. Harvey Dixon). The structures are now separated by a party wall and deeded separately although they appear to be part of one structure.

The annex of our church, now renamed the Langelier Memorial Building, is a three story building comprised of an auditorium and kitchen on the first floor and offices and classrooms on the second and third floors, the latter proposed for utilization by 501(c)(3) charitable organizations for offices.

The motor vehicle access to the handicapped parking on the north side of the Langelier Memorial Building (LMB) is only available by a one way alley running from Broad Street which is a one way street paralleling U.S. Route 50, around the back of the annex and exiting to the easterly side of North Division Street. Due to the traffic patterns of streets adjoining the church and the annex there has been considerable confusion in the public locating and accessing

Attachment #1

functions taking place at the LMB annex which fronts on North Division Street but is an integral part of the Wicomico Presbyterian Church campus.

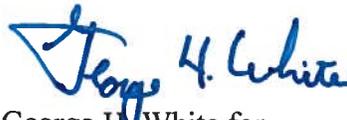
In order to facilitate the identification and access to the annex building the church desires to install non-illuminated lettering not exceeding twelve inches (12") in height on the back of the building adjacent to the new elevator tower that would be visible from Broad Street and will supplement a two foot by two foot directional sign both of which have been submitted to and approved by the Salisbury Historic District Commission, evidenced by the attached Certificate of Approval.

We believe that the proposed lettering visible only from the U.S. Route 50 side of the structure would be tasteful and in keeping with the historic nature of both our sanctuary, sections of which predate the Civil War and the annex which was completed in 1928. The church and annex were recently incorporated in the downtown arts and entertainment district and numerous music programs and other public events have been held in our church buildings over the past several years, which have prompted the concerns of providing adequate identification and guidance for the benefit of the general public attending those programs. Reasonable and visible identification of several buildings would help resolve the confusion that is compounded by the unique traffic patterns that the public must deal with in an effort to locate this destination. A text amendment permitting such signage would continue to require the approval of the Historic District Commission, in regard to design and placement of any proposed sign or lettering for the express purpose of building identification.

We are attaching several exhibits which may be helpful in reviewing this request and will be happy to supply any additional information desired.

We appreciate consideration of the proposal by your department, the Planning Commission and the City Council.

Sincerely,



George H. White for
The Committee of the Wicomico
Presbyterian Church of Salisbury, Maryland
443-7837818

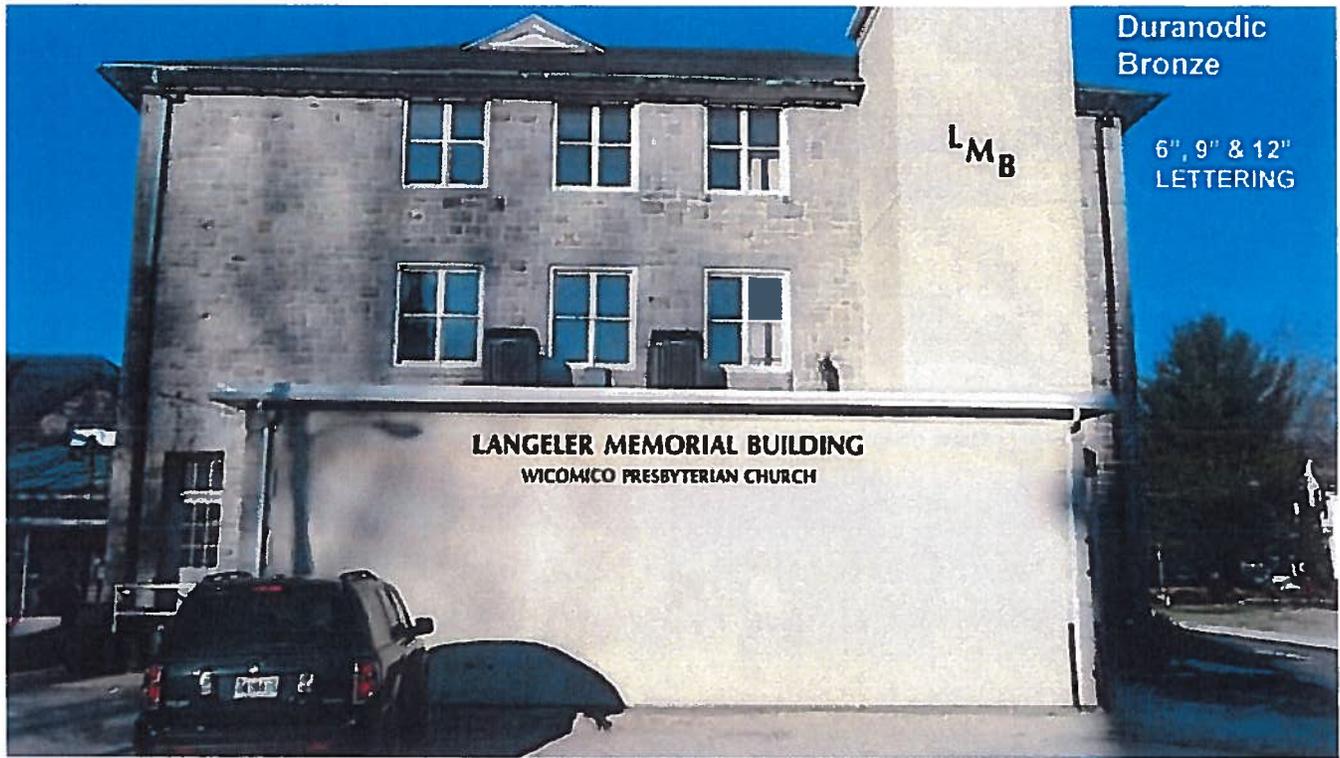
Enclosure: Check 024045 - \$200.00

c: Larry McCauley, Clerk

The Rev. Diane Deming, Pastor

Harrison Langelier, Property Council

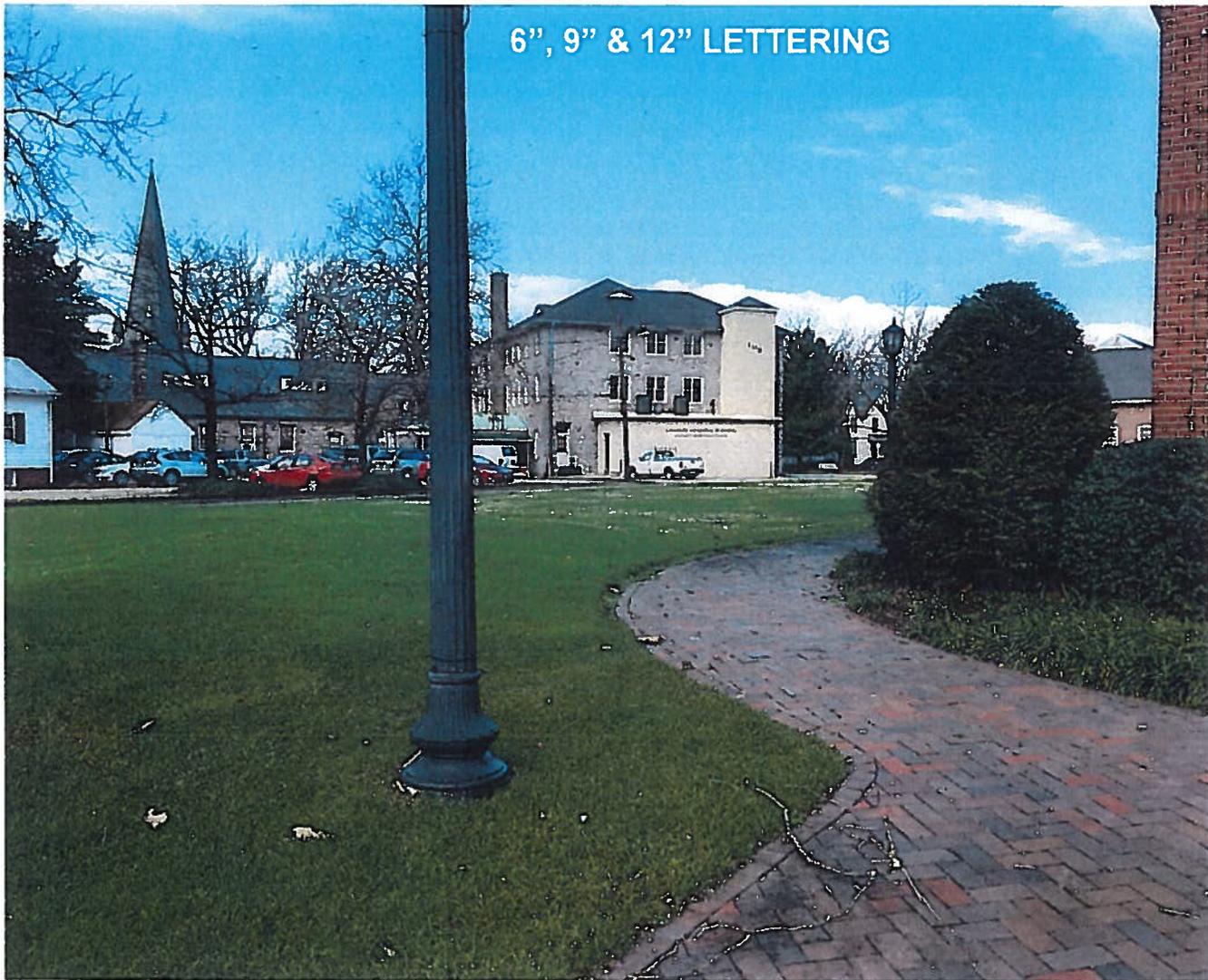
Dr. Diane Langelier, Co-Chair, LMB Committee



Duranodic
Bronze

6", 9" & 12"
LETTERING

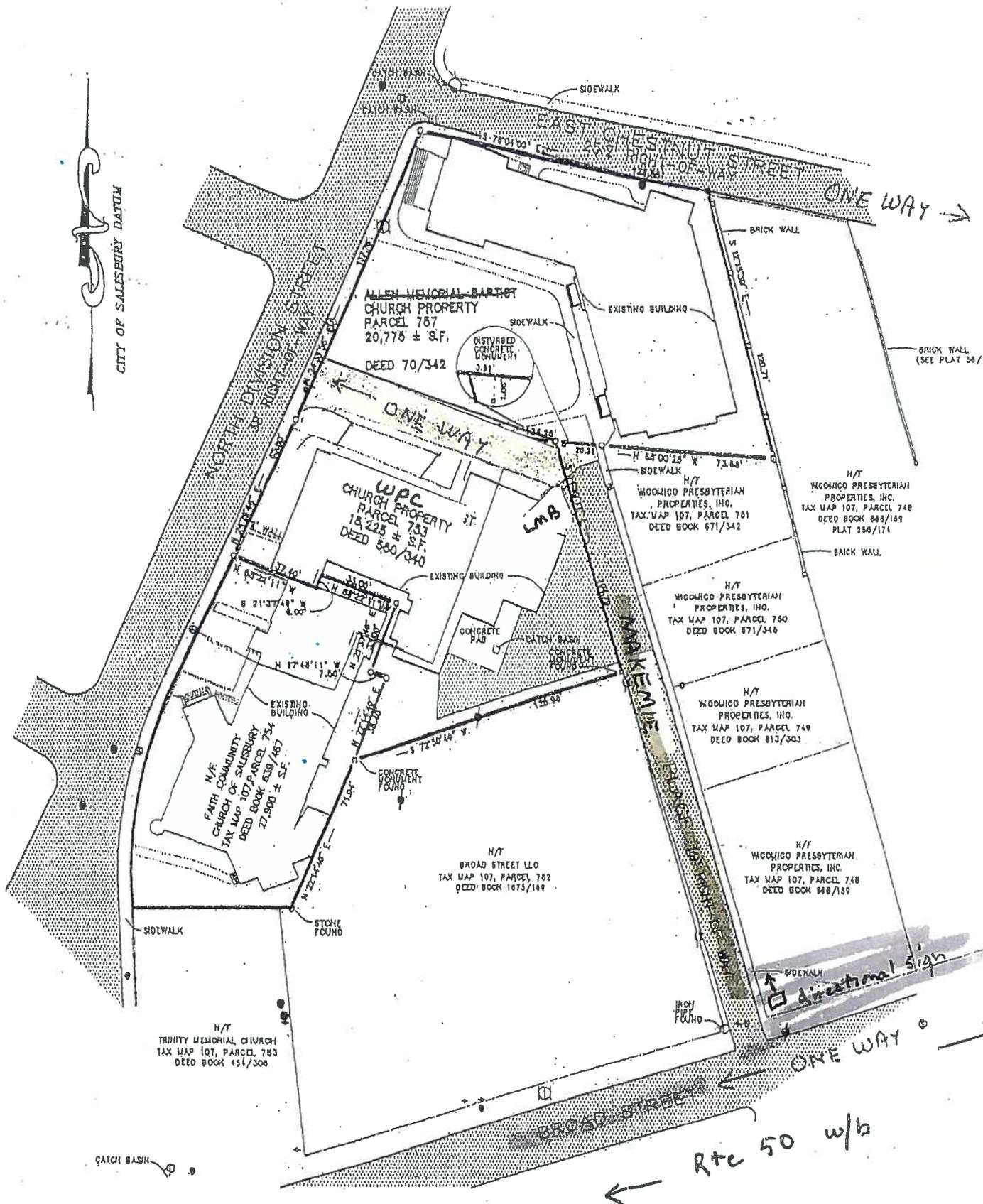
Attachment #2



Attachment #3



Attachment #4



JACOB R. DAY
MAYOR
M. THOMAS STEVENSON
CITY ADMINISTRATOR



NEIGHBORHOOD SERVICES &
CODE COMPLIANCE
SUSAN E PHILLIPS
DIRECTOR

501 (B) EAST CHURCH STREET
SALISBURY, MARYLAND 21804
Tel: 410-341-9550
Fax: 410-341-3682

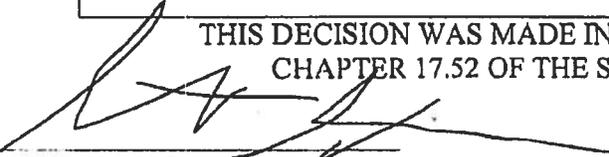
MARYLAND

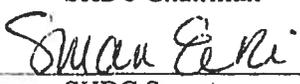


**Salisbury Historic District Commission
Certificate of Approval**

Case # 16 08	Meeting Date: 2/24/16	Address: 225 N. Division Street
Description of Work: Sign Installation		
Owner/Agent – The Committee of Wicomico Presbyterian Church of Salisbury		
Motion: Brad Phillips		Second: Ed Brown
Amendments to Proposal: N/A		
Decision: APPROVED AS SUBMITTED ON CONSENT DOCKET		

THIS DECISION WAS MADE IN ACCORDANCE TO PROVISIONS OF
CHAPTER 17.52 OF THE SALISBURY MUNICIPAL CODE.



SHDC Chairman


SHDC Secretary

3/1/2016

Date
3/23/16

Date

Every certificate of approval and any permit arising as a result thereof shall become invalid unless the work on the site authorized by such certificate of approval or permit is commenced within one year after its issuance, or if the work authorized by such certificate of approval or permit is suspended or abandoned for a period of one hundred eighty (180) days after the time the work is commenced. The commission is authorized to grant, in writing, one or more extensions of time, for periods not more than one hundred eighty (180) days each. The extension shall be requested in writing and justifiable cause demonstrated.



The Wicomico Presbyterian Church

129 Broad Street

Salisbury, Maryland 21810
(410) 749-5700

March 30, 2016

City of Salisbury
ATTN: Henry Eure
Department of Building Permits & Inspections
125 N. Division Street
Salisbury, MD 21801-4940

Re: Wicomico Presbyterian Church
Langelier Memorial Building
directional sign at intersection of Broad Street & Makemie Place

Dear Mr. Eure,

This will confirm permission for the placement of a 2' x 2' directional sign, ten (10') feet back from the face of the curb on Broad Street, which is located on a parcel of church property more particularly identified as a part of Parcel 748 Tax Map 107 conveyed by Item Four in a deed dated December 22, 2014 recorded among the Land Records of Wicomico County in Liber M.S.B. No. 3795, Folio 450.

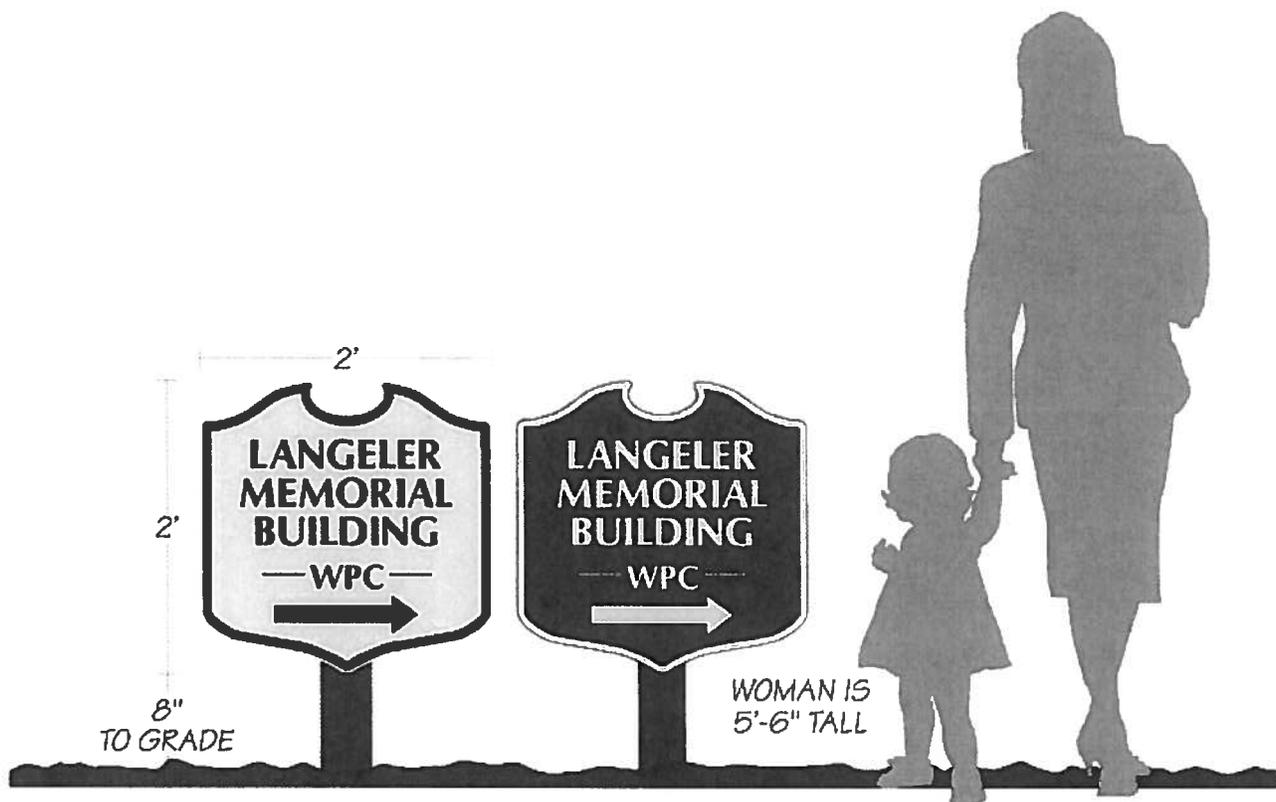
The requested directional sign is for the purpose of identifying the point of access to the church annex known as the Langelier Memorial Building which is designated as 225 N. Division Street.

Thank you for consideration of this request.

Sincerely,

Harrison Langelier, President
The Committee of the Wicomico
Presbyterian Church of
Salisbury, Maryland

Attachment #7



and set back fifteen (15) feet from the curblineline or may be a flat wall sign. (Ord. 1612 (part), 1995: Prior Code Section 150-250)

17.216.080 Signs which may be erected in office and service residential district.

Signs which may be erected in the office and service residential district are as follows:

- A. Signs as listed in Section 17.216.050;
- B. One non-illuminated or indirectly illuminated wall sign not greater than four square feet in surface area attached to the front of a building;
- C. One non-illuminated or indirectly illuminated ground sign identifying an office or service use not exceeding two square feet in surface area or six feet in height and set back fifteen (15) feet from the curblineline. (Ord. 1612 (part), 1995: Prior Code Section 150-251)

17.216.090 Signs which may be erected in office and service highway districts.

Signs which may be erected in the office and service highway districts are as follows:

- A. Signs as listed in Sections 17.216.050 and 17.216.060(B);
- B. Business signs as follows: The total area of all business signs on a lot shall not exceed one square foot for each linear foot of street frontage on a street twenty-five (25) feet or more in width. Permitted sign locations are ground, wall, projecting, marquee and soffit, as follows:
 - 1. One ground sign not exceeding twenty-five (25) feet or more in height, fifty (50) feet in surface area per face, excluding time, temperature and weather indicator, and set back twenty (20) feet from the curblineline. Where a lot has more than one frontage on a street twenty-five (25) feet or more in width, one additional ground sign may be permitted for the second street frontage, with a total surface area not to exceed fifty (50) square feet, provided that the total surface area of all faces for both ground signs does not exceed one hundred fifty (150) square feet. The height and setback shall be the same as that required for the first ground sign.
 - 2. Projecting signs not exceeding six square feet in surface area, extending no closer to the curblineline than fifteen (15) feet and no closer than eight feet above the sidewalk or eighteen (18) feet above a public street, alley or driveway;
 - 3. Wall signs not exceeding fifty (50) square feet in surface area
 - 4. Marquee and soffit signs not exceeding six square feet in surface area and not projecting more than twelve (12) inches beyond the marquee face or edge.

from normal approaching position of a vehicle at a distance of twenty-five (25) to three hundred (300) feet;

- D. Signs in any location which obstruct the vision of motorists of traffic control devices, intersections or traffic movement;
- E. Signs attached to trees or utility poles;
- F. Signs attached to any vehicle parked permanently;
- G. Signs which, taken as a whole, are obscene or profane as currently defined, described or determined by the United States Supreme Court and/or by the court of Appeals of Maryland;
- H. Signs which are an imitation of or resemble an official traffic sign or signal or which bear the words STOP, GO, SLOW, CAUTION, DANGER, WARNING or similar words, which would adversely affect traffic. (Ord. 1612 (part), 1995: Prior Code Section 150-246)

17.216.040 Signs prohibited in certain districts.

Flashing signs and animated signs are prohibited in all districts except CBD, commercial and industrial districts. (Prior Code Section 150-247)

17.216.050 Signs which may be erected in any district.

Signs which may be erected in any district are as follows:

- A. Signs of any size or shape may be erected by or under the direction of any governmental body or agency in any location for purposes of promotion, identification, direction, safety or convenience to the public;
- B. Instructional signs not exceeding two square feet in area or three feet in height;
- C. Name and address signs not exceeding one for each principal building or use on a premises and not exceeding two square feet
- D. Permanent subdivision identification signs which do not exceed twenty (20) square feet in surface area per face, limited to two faces, not exceeding one per main entrance and set back fifteen (15) feet from the curbline;
- E. Temporary real estate signs indicating the sale, rental or lease of the premises on which it is located, with a maximum area of eight square feet nonilluminated; provided that premises located in the R-5, R-8, and R-10 zoned districts shall only display rental signs 90 days prior to lease termination and shall be removed after the premises is rented. **[Amended 9/13/2004 by Ord. No. 1910.]**
- F. Temporary development signs advertising the sale or rental of structures, which have a maximum surface area of sixty (60) square feet, limited to two faces, maximum height of fifteen (15) feet, indirectly illuminated,

and set back the distance from the street line that is required for the district in which the sign is located:

- G. Temporary construction signs limited to one each for contractors, architects, financing, etc., nonilluminated and set back the distance from the street line that is required for the district in which it is located and permitted only while construction is in progress or such time as may be required by state or federal requirements for financing or by any other requirement for extended advertising of the program under which construction has been accomplished;
- H. Memorial tablets or signs and historic markers, flags and insignias of bona fide civic, charitable, fraternal and welfare or religious organizations and national flags and flags of political subdivisions of the United States;
- I. Signs erected by a utility company locating underground facilities or the location of a public telephone booth not exceeding two square feet;
- J. One or more political campaign signs which, in aggregate, do not exceed a total of thirty-two (32) square feet in area, set back at least fifteen (15) feet from the curblin. on any privately owned lot, except where a building is located less than fifteen (15) feet from the curblin and, in that event, the setback is the lesser of fifteen (15) feet or the distance between the building and the curblin. Each such sign may not be erected more than ninety (90) days prior to the nomination, election or referendum and must be removed within seven days after the election or referendum, except that the candidates who won the primary may continue to display their signs until the final election.
- K. Directional signs located within one mile of and limited to one sign for each use or location for which the directions are intended, and provided that:
 - 1. Written permission is obtained from the property owner;
 - 2. The sign is set back ten feet from the curblin;
 - 3. The surface area does not exceed four square feet;
 - 4. The sign is nonilluminated;
 - 5. The sign is located a minimum of five hundred (500) feet from any other directional sign on the same side of the street;
 - 6. The height does not exceed five feet.
- L. Nonbusiness signs (which are not outdoor advertising structures as defined in Section 17.216.020) may be erected for a period not to exceed ninety (90) days in any calendar year by or for the owner or lawful occupant of any lot or structure which signs, in aggregate, do not exceed a total of six square feet in area, nonilluminated. Such signs must be set back at least fifteen (15) feet from the curblin on any lot or affixed to an occupied dwelling, structure or building, except where such dwelling, structure or building is located less than fifteen (15) feet from the

curbline and, in that event, the setback is the lesser of fifteen (15) feet or the distance between the dwelling structure or building and the curbline. (Ord. 1612 (part), 1995: Prior Code Section 150-248)

17.216.060 Signs which may be erected in R-5, R-8, R-8S, R-10 and R-10S residential districts.

Signs which may be erected in residential R-5, R-8, R-8S, R-10 and R-10S districts are as follows:

- A. Signs as listed in Section 17.216.050;
- B. One nonilluminated or indirectly illuminated identification sign not to exceed twenty (20) square feet in surface area a maximum of five feet above grade and set back fifteen (15) feet from the curbline or five feet back from the sidewalk for each building devoted to the following uses: church, school, firehouse, historic building, police station, care home and cemetery. In addition, a bulletin board is permitted, provided that the total of thirty (30) square feet is not exceeded by both the bulletin board and identification sign;
- C. One nonilluminated sign not exceeding one square foot in area mounted flat against the exterior of the dwelling or set back ten feet from the curbline and not exceeding four feet in height;
- D. One nonilluminated or indirectly illuminated sign not exceeding eight square feet in surface area set back fifteen (15) feet from the curbline and a maximum of five feet above grade for a day-care center. (Ord. 1612 (part), 1995: Prior Code Section 150-249)

17.216.070 Signs which may be erected in R-5A, RR-5A and R-8A residential districts.

Signs which may be erected in residential R-5A, RR-5A and R-8A districts are as follows:

- A. Signs as listed in Section 17.216.050;
- B. One temporary sign not exceeding thirty-two (32) square feet in area nonilluminated, identifying a model unit in a townhouse or apartment project;
- C. One nonilluminated or indirectly illuminated sign not exceeding two square feet in area identifying an ongoing management or rental office in an apartment or townhouse project or for a temporary sales office until all units have been sold;
- D. One identification sign for a townhouse or apartment project not to exceed fifty (50) square feet in surface area which may be reduced by the Board of Zoning Appeals upon review of the site and size of projects. Such sign may be ground-mounted not to exceed five feet above grade



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



JACOB R. DAY
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR

BOB CULVER
COUNTY EXECUTIVE

R. WAYNE STRAUSBURG
DIRECTOR OF ADMINISTRATION

May 24, 2016

**SALISBURY-WICOMICO
FILE COPY
PLANNING**

Mr. George White
1600 Old Mill Lane
Salisbury, Maryland 21801

RE: #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.

Dear Mr. White

The Salisbury Planning Commission at its May 19, 2016, meeting, 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.**

If you have any questions concerning this matter, please don't hesitate to contact Gloria Smith or myself at 410-548-4860.

Sincerely,

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

cc: Mike Moulds, Director of City Public Works Department
Bill Holland, Director of Building, Permits, and Inspections Department
Assessments

Attachment B

City of Salisbury



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 17.216.080, WALL SIGNAGE PERMITTED IN THE OFFICE AND SERVICE RESIDENTIAL DISTRICT.

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 Wicomico Presbyterian Church submitted an application to amend the text of Section 17.216.080 regarding Wall Signage permitted for Churches in the Office and Service Residential 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 May 19, 2016; and

WHEREAS, the Planning Commission did recommend approval of the proposed text amendment to Sections 17.216.080.

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 17.216.080 BY ADDING ITEM D AS FOLLOWS:

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.

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 _____, 2016, 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 _____, 2016.

ATTEST:

Kim Nichols
City Clerk

John “Jack” Heath, President
Salisbury City Council

Approved by me this
____ day of _____, 2016.

Jacob R. Day
Mayor of the City of Salisbury

36 **CHURCHES OR CHURCH SOCIAL OR RECEPTION HALLS, OR CHURCH-**
37 **RELATED BUILDINGS.**
38

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

42 **THE ABOVE ORDINANCE** was introduced at a meeting of the Council on the
43 ____ day of _____, 2016, and thereafter, a statement of the substance of the ordinance having
44 been published as required by law, in the meantime, was finally passed by the Council on the
45 ____ day of _____, 2016.

46
47 ATTEST:
48

49
50 _____
51 Kimberly R. Nichols
52 City Clerk

50 _____
51 John R. Heath, President
52 Salisbury City Council

53
54
55 Approved by me this
56
57 ____ day of _____, 2016.
58

59
60 _____
61 Jacob R. Day
62 Mayor of the City of Salisbury