



**SALISBURY CITY COUNCIL
WORK SESSION AGENDA**

**SEPTEMBER 19, 2016
COUNCIL CHAMBERS
GOVERNMENT OFFICE BUILDING**

- 4:30 p.m. Authorizing the Mayor to Sign a Resolution of Support – Julia Glanz
- 4:50 p.m. To Expand the Enterprise Zone District – Laura Kordzikowski
- 5:10 p.m. To Waive Handicap Ramp Building Fees – Bill Holland
- 5:25 p.m. Bike Routes on West Isabella – Julia Glanz
- 5:35 p.m. Council discussion
- 5:40 p.m. Adjournment

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

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator JG
Subject: Resolution to Support Green Streets Housing, LLC
Date: September 16, 2016

Attached you will find a resolution to support Green Streets Housing, LLC, who plan to revitalize the vacant Lot 30 through the development of a public market and affordable housing to be known as GateHouse Market and Lofts.

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

Attachment:

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND FOR THE PURPOSE OF SUPPORTING THE DEVELOPMENT OF LOT 30 WITH AFFORDABLE HOUSING AND A PUBLIC MARKET TO BE KNOWN AS GATEHOUSE MARKET AND LOFTS.

WHEREAS, the City of Salisbury (the “Seller”) and GREEN STREET HOUSING, LLC (the “Buyer”) has entered into a DISPOSITION CONTRACT on March 31, 2016 for the purchase of Parking Lot 30; and

WHEREAS, the DISPOSITION CONTRACT states the Buyer agrees to purchase the property from the Seller for \$10,001.00; and

WHEREAS, Green Street Housing, LLC has requested support from the City of Salisbury, Maryland for developing Lot 30 located on 401 W. Main Street, Salisbury, MD; and

WHEREAS, the Mayor and City Council have determined that there is a surplus of City-owned property that should be developed, and that there is a strong public need for increased infill development in the City; and

WHEREAS, the City of Salisbury, Maryland, recognizes there is a significant need for quality housing units in Salisbury for persons with low or limited incomes; and

WHEREAS, GREEN STREET HOUSING, LLC has committed to providing 52 units of affordable housing at GateHouse Market and Lofts to households earning less than 60% of the area median income, adjusted for family size; and

WHEREAS, Lot 30 is currently an undeveloped property; and

WHEREAS, The City of Salisbury desires to provide new development in the Central Business District and Enterprise Zone; and

BE IT FURTHER RESOLVED THAT, copies of this Resolution be sent to Jacob R. Day, the Mayor of Salisbury, Maryland, for his signature indicating approval thereof; and

BE IT FURTHER RESOLVED THAT, copies of this resolution be sent to the Secretary of Housing and Community Development of the State of Maryland.

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

ATTEST:

Name
Title

Name
Title

APPROVED by me this _____ day of _____, 2016

Jacob R. Day
MAYOR, City of Salisbury

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Matt Creamer
From: Laura Kordzikowski, Business Development Specialist
Subject: Enterprise Zone Expansion
Date: September 16, 2016

BACKGROUND

The County Executive recently approached the Salisbury-Wicomico County Planning & Zoning office on the feasibility of expanding the current Salisbury-Wicomico Enterprise Zone to include the airport. After discussions with the Maryland Department of Commerce, Planning & Zoning determined an eligible avenue that could expand the Enterprise Zone to include this area. As the City serves as the Enterprise Zone administrator, representatives from Planning & Zoning approached administration about making an application to the Maryland Department of Commerce to pursue this expansion. The Department of Commerce has a deadline of October 15th and we would like to bring this opportunity in front of City Council Work Session September 19th and in front of Legislative Session for a Public Hearing on September 26th. Concurrently, this request will be brought in front of County Council for the September 20th Work Session and October 4th Legislative Session (with Public Hearing)

The current Enterprise Zone is 4,280.96 acres and the expansion would add an additional 1,000.52 acres. Currently, the Enterprise Zone offers two tax credits – a property tax credit and an income tax credit. The thresholds to receive these credits in the Enterprise Zone are:

- Creation of at least two (2) or more full time jobs
- Investment of a minimum of \$50,000 in capital improvements

The income tax credit is equivalent to \$1,000 per qualifying employee and the property tax credit is 80% of the difference between the base year value of the property and the change in assessed value after the improvements are completed at 80% for the first 5 years and declining by 10% for the following five.

If this memo and supporting material are acceptable, I will advance this item to the City Clerk

for the September 19th Work Session.

Attachment(s): Proposed Expansion Area for the Enterprise Zone

1 RESOLUTION NO.

2
3 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND
4 AUTHORIZING AN APPLICATION TO THE MARYLAND DEPARTMENT
5 OF COMMERCE TO EXPAND THE BOUNDARIES OF THE EXISTING
6 SALISBURY-WICOMICO ENTERPRISE ZONE
7

8 WHEREAS, the Council of the City of Salisbury is interested in promoting the economic
9 development and of our community by attracting new businesses and developments to the area,
10 and encouraging the expansion of existing businesses; and
11

12 WHEREAS, the Maryland Department of Commerce (MDC) has assisted the City in this
13 endeavor by allowing the establishment of the Salisbury-Wicomico Enterprise Zone, thereby
14 providing tax credit incentives to qualifying businesses located within the zone; and
15

16 WHEREAS, the Council of the City of Salisbury wishes to expand the boundaries, as
17 indicated on the enclosed map, in order to improve the economic development potential of these
18 areas: ???
19

20 NOW, THEREFORE, BE IT RESOLVED, on this 26th day of September, 2016, that the
21 Council of the City of Salisbury, does hereby authorize the submission of the Enterprise Zone
22 application for Expansion, based on the attached map.
23

24
25 THE ABOVE RESOLUTION, was introduced and duly passed at a meeting of the
26 Council of the City of Salisbury, Maryland held on the ____ day of _____, 2016 and is to
27 become effective immediately.
28

29 ATTEST:

30
31
32 _____
33 Kimberly R. Nichols,
34 City Clerk

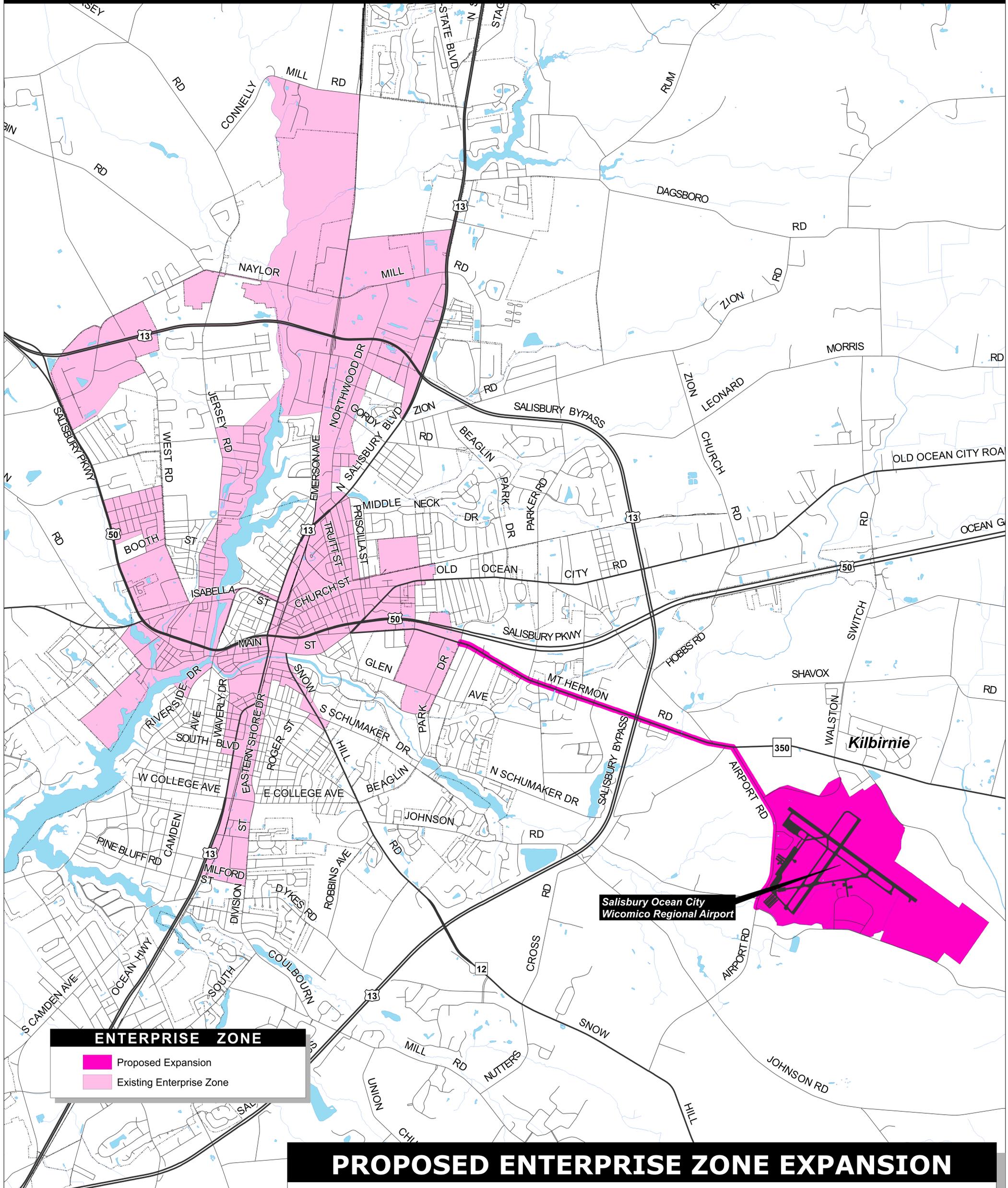
Jack R. Heath, President
Council President

35
36
37 APPROVED BY ME THIS:

38
39
40 _____ Day of _____, 2016
41
42
43

44 _____
45 Jacob R. Day
46 Mayor

SALISBURY - WICOMICO ENTERPRISE ZONE



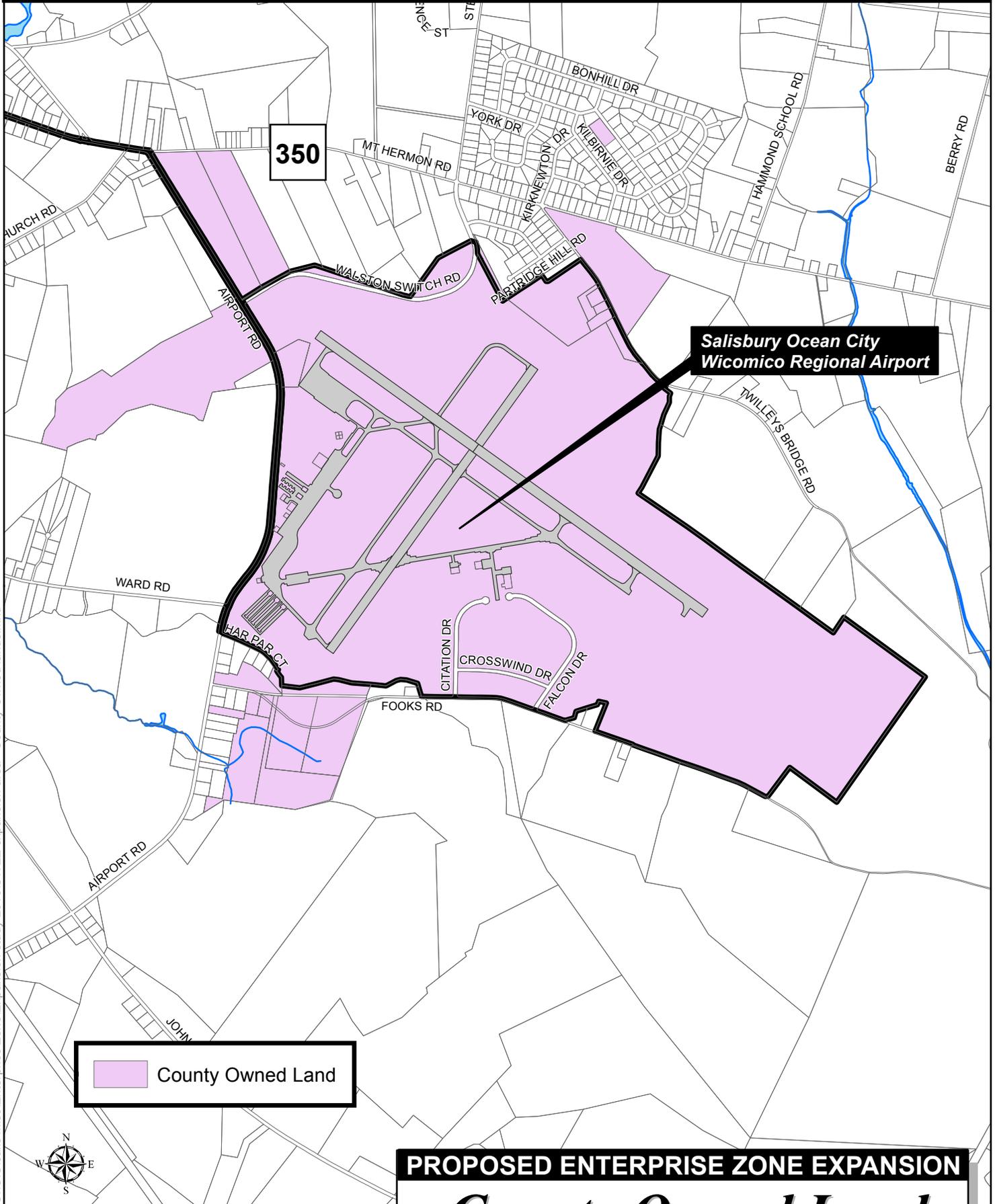
PROPOSED ENTERPRISE ZONE EXPANSION

- Vicinity Map -

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



SALISBURY - WICOMICO ENTERPRISE ZONE

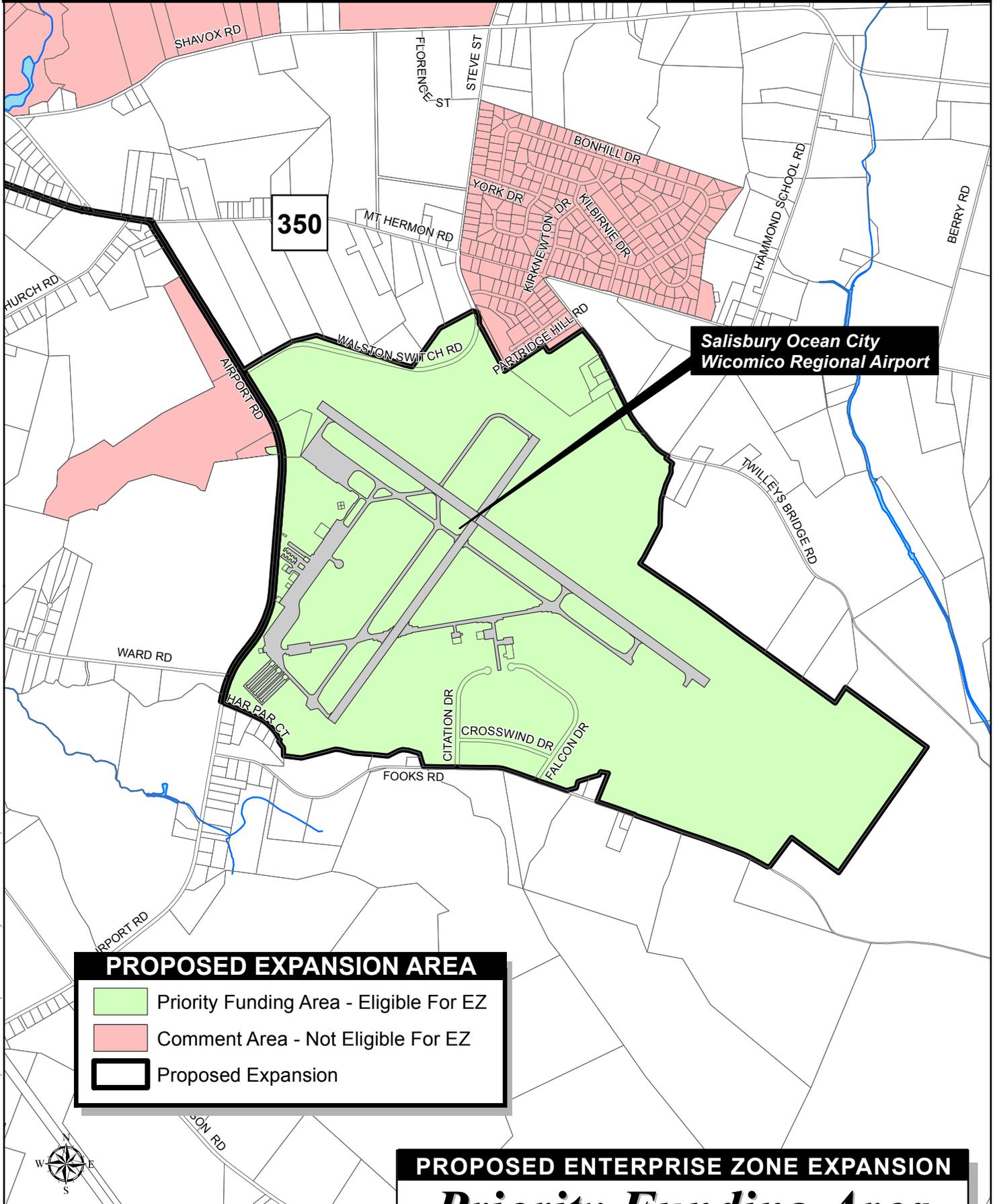


 County Owned Land

PROPOSED ENTERPRISE ZONE EXPANSION
County Owned Land

C:\GIS\salis misc\Enterprise Zone\Expansion study 2016\SWEZ expansion area - County Owned lands.mxd

SALISBURY - WICOMICO ENTERPRISE ZONE



350

Salisbury Ocean City
Wicomico Regional Airport

PROPOSED EXPANSION AREA

- Priority Funding Area - Eligible For EZ
- Comment Area - Not Eligible For EZ
- Proposed Expansion

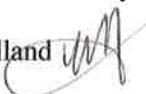
PROPOSED ENTERPRISE ZONE EXPANSION
- Priority Funding Area -

C:\GIS\salis wicomico\Enterprise Zone\Expansion study 2016\SWEZ expansion area - PFA.mxd

PFA Data Source: Maryland Department of Planning



Memorandum

To: Tom Stevenson, City Administrator
CC: Julia Glanz, Assistant City Administrator
From: William T. Holland 
Date: 9/12/2016
Ref: Permit Fee Waivers for Handicap Ramps

Attached is a Resolution which will waive the building permit fee for the cost of construction for handicap ramps for one-and-two family dwellings. The cost of constructing a residential handicap ramp is typically in the range of \$1,000 to \$2,000. The permit fee associated for a building permit with a cost of construction up to \$3,000 is \$40.

During FY-16, the revenue generated for the construction of handicap ramps was \$140.00. With this in mind, I recommend the City Council approve the attached Resolution waiving permit fees for residential handicap ramps.

Let me know if you have any questions.

1 **RESOLUTION NO.**

2
3 A RESOLUTION OF THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND AUTHORIZING THE
4 WAIVER OF THE BUILDING PERMIT FEE TIED TO THE FIRST THREE THOUSAND DOLLARS (\$3,000.00) IN
5 CONSTRUCTION COSTS ASSOCIATED WITH THE CONSTRUCTION OR REPLACEMENT OF RESIDENTIAL
6 RAMPS FOR INDIVIDUALS WITH PHYSICAL DISABILITIES WHO HAVE LIMITED MOBILITY AND REQUIRE
7 WHEELCHAIR ASSISTANCE TO HAVE ACCESS TO RESIDENCES.

8
9 WHEREAS, there are numerous citizens that reside in the City of Salisbury that are disabled and
10 require the use of a wheelchair or other device to have access to residences; and

11
12 WHEREAS, the City of Salisbury, Department of Buildings, Permitting & Inspections requires a
13 building permit as required by the International Building Code, 2015 and building permit fees to be paid
14 for the construction or replacement of a handicap ramp; and

15
16 WHEREAS, it is in the public interest to assist the efforts of affected property owners to enable
17 them to construct or replace handicap ramps; and

18
19 WHEREAS, for public safety and general welfare protection of the public, construction and/or
20 replacement of a handicap ramp shall be performed by qualified persons with appropriate permits and
21 inspection of work performed; and

22
23 WHEREAS, the Mayor has recommended that the City waive part of the building permit fee as
24 outlined in this Resolution; and

25
26 WHEREAS, City policy requires the approval of the City Council in order to waive any fee that is
27 associated with a project not being executed directly by the City.

28
29 NOW, THEREFORE BE IT RESOLVED THAT, on this ___ day of October, the Council of the City of
30 Salisbury, Maryland, does approve the waiver of the building permit fee imposed by the City of Salisbury
31 Municipal Code for building permits, for the first three thousand dollars (\$3,000.00) of construction
32 costs, tied to the construction and/or replacement of handicap ramps for one and two family dwellings
33 units.

34
35 THE ABOVE RESOLUTION was introduced, and duly passed at a meeting of the Council of the City
36 of Salisbury, Maryland held on October ____, 2016, and is to become effective immediately upon
37 adoption.

38
39 ATTEST:

40
41
42 _____
43 Kimberly R. Nichols, City Clerk

John R. Heath, President, City Council

44

45 APPROVED BY ME THIS _____ day of October, 2016

46

47 _____

48 Jacob R. Day, Mayor



City of
Salisbury
Jacob R. Day, Mayor

To: Thomas Stevenson, City Administrator
From: Michael S. Moulds, P.E., Director of Public Works 
Date: September 6, 2016
Re: West Isabella Street Bike Route Ordinance

The attached Ordinance creates a bike route which will run along West Isabella Street from the intersection at Route 50 to the intersection at Delaware Avenue. The route will provide dedicated bicycle lanes where feasible and shared bicycle and motorized vehicle lanes where the roadway width is not sufficient for a dedicated bike lane. Public Works utilized MDMUTCD Chapter 9, Traffic Control for Bicycle Facilities (MUTCD) and the Guide for the Development of Bicycle Facilities (AASHTO) for the design and layout of this project. The project will install lane striping, symbols, shared lane markings and signage as per the standards and the existing roadway conditions. The project is funded as part of the West Isabella Water Main project that is currently under construction.

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

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND CREATING A BIKE ROUTE WHICH WILL RUN ALONG WEST ISABELLA STREET FROM THE INTERSECTION AT ROUTE 50 TO THE INTERSECTION AT DELAWARE AVENUE.

WHEREAS, the City of Salisbury desires to encourage cycling throughout the City; and

WHEREAS, the proposed bicycle route will be in both directions along West Isabella Street from the intersection of West Isabella Street and Route 50 to the intersection of West Isabella Street and Delaware Avenue; and

WHEREAS, in order to define the dedicated bicycle lane, appropriate lane striping and lane markings must be provided on the pavement; and

WHEREAS, in order to provide a bicycle route, portions of the roads must be marked as shared between motorized vehicular traffic and bicycle traffic; and

WHEREAS, in order to define portions of the roadway that are to be available for usage by bicycles, appropriate shared markings will be installed on the pavement; and

WHEREAS, in order to clearly define the route, appropriate signage will be installed; and

WHEREAS, the curb-to-curb street width and parking on affected streets shall be unchanged by the proposed bicycle route; and

WHEREAS, the Director of Public Works has determined that the impact of the proposed bicycle route on vehicular traffic flow will be minimal.

NOW, THEREFORE, BE IT DEEMED BY THE CITY OF SALISBURY, MARYLAND that a bicycle route be created in both directions along West Isabella Street from the intersection at Route 50 to the intersection at Delaware Avenue, and that bicycles be permitted to travel this route in both dedicated and shared lanes.

AND BE IT FURTHER ENACTED AND ORDAINED BY THE CITY OF SALISBURY, MARYLAND, that this Ordinance shall take effect upon final passage. THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury, Maryland held 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 the _____, 2016.

ATTEST:

48
49
50
51
52
53
54
55
56
57
58

Kimberly R. Nichols, City Clerk

John R. Heath, President
Salisbury City Council

APPROVED BY ME THIS
_____ day of _____, 2016

Jacob R. Day, Mayor