



**SALISBURY CITY COUNCIL
WORK SESSION AGENDA**

JULY 18, 2016

**COUNCIL CHAMBERS, Room 301
GOVERNMENT OFFICE BUILDING**

4:30 p.m. **SPECIAL MEETING**

- **Ordinance No. 2394** – 2nd reading - to approve the issue and sale of General Obligation Bonds in an aggregated amount not to exceed, \$4,751,500.00 to be used for the public purpose of financing, reimbursing or refinancing expenses of public projects
- **Resolution No. 2645** – authorizing the issuance and sale of a series of its general obligation bonds in the aggregate principal amount not to exceed thirty million twenty-five thousand dollars (\$30,025,000.00)

WORK SESSION

- 4:45 p.m. Handbook Change – Jeanne Loyd
- 5:00 p.m. Budget Amendment – WCBOE Traffic Signal Repairs – Michael Moulds
- 5:15 p.m. Lot 11 – Alley Abandonment – Michael Moulds
- 5:30 p.m. Wicomico Presbyterian Text Amendment- Jack Lenox
- 5:45 p.m. Creating a Human Rights Advisory Committee – Julia Glanz
- 6:15 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).*



To: Tom Stevenson, City Administrator

From: Julia Glanz, Asst. City Administrator JG

Subject: To Amend the Chapter 2.24 Personnel Rules and Regulations to Allow the Mayor to Prepare and Administer Personnel Rules and Removing the Requirement of Approval By the Council

Date: July 13, 2016

Attached please find an ordinance that will have the effect of amending Section 2.24 of the City Municipal Code (Personnel Rules and Regulations). The revision will authorize the Mayor to prepare and administer personnel rules and remove the necessity for Council approval. That said, the Council will have the opportunity to review all modifications and if determined necessary, recommend revisions.

The Employee Handbook was last formally amended in 2010. Since then more than a few alterations have occurred. Necessitated by either regulatory requirements or procedural changes. These changes have not been officially recognized by the Council. Some of the changes include but are not limited to; the percentage of health insurance coverage, a reduction in the life insurance allowance, participation in the blood bank, etc. Additionally a workgroup is actively identifying other adjustments that could or should be incorporated.

The administration believes that by eliminating the need for Council approval the process will have more flexibility thus streamlining the process. Please keep in mind that the Council will have the opportunity to review "all" changes and advise revisions as you deem necessary.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SALISBURY AMENDING CHAPTER 2.24 PERSONNEL RULES AND REGULATIONS, SECTION 2.24.020 PERSONNEL RULES, TO ALLOW THE MAYOR TO PREPARE AND ADMINISTER PERSONNEL RULES AND REMOVING THE REQUIREMENT OF APPROVAL BY THE COUNCIL OF THE CITY OF SALISBURY.

WHEREAS, the City has an Employee Handbook providing employees with rules and procedures concerning employment with the City; and

WHEREAS, the Human Resources Director, under the authority of the Mayor and the direct supervision of the City Administrator, is responsible for recommending personnel policy and procedures under Section 2.22.020; and

WHEREAS, proposed personnel rules currently require a hearing and input from the City Council before final adoption of the rules; and

WHEREAS, the Council desires that the Mayor and Human Resources Director handle all future amendments and updates to the personnel rules contained in the Employee Handbook to keep the handbook current without the need to seek approval or input from the Council.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND THAT Chapter 2.24 PERSONNEL RULES AND REGULATIONS, Section 2.24.020 Personnel Rules is amended as outlined below:

2.24.020 Personnel rules.

The mayor shall prepare personnel rules to carry out the provisions of this chapter. ~~After a hearing on the rules, the city council may approve such rules as proposed, or modify, reject or return them for revision or resubmission.~~ Such rules shall become effective forty (40) days after they are signed by the mayor and published to the City Council unless the City Council rejects any such rules by resolution at least ten (10) days prior to the effective date. Affected employees will be notified of any change in the personnel rules prior to the effective date. ~~adoption by the city council, with or without amendment.~~ These rules shall provide for the following:

A. The Mayor will recommend changes to the pay plan, for all positions, to the Council during the budget process; A pay plan for each position within each department, subject to revision yearly prior to the beginning of the fiscal year;

B. The procedure for discipline, grievance and appeal shall be set forth in the Employee Handbook as adopted by the mayor; ~~and council.~~

C. The hours of work, the attendance regulations and the provisions for sick leave, vacation leave and legal holidays;

D. Other practices and procedures necessary to the administration of the city personnel system.

AND BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, that the Ordinance shall take effect immediately upon passage of this Ordinance.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this ____ 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.

1
2
3
4
5
6
7
8
9
10
11
12
13
14

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

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. ____

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.

52 Approved by me this ___ day of _____, 2016

53

54

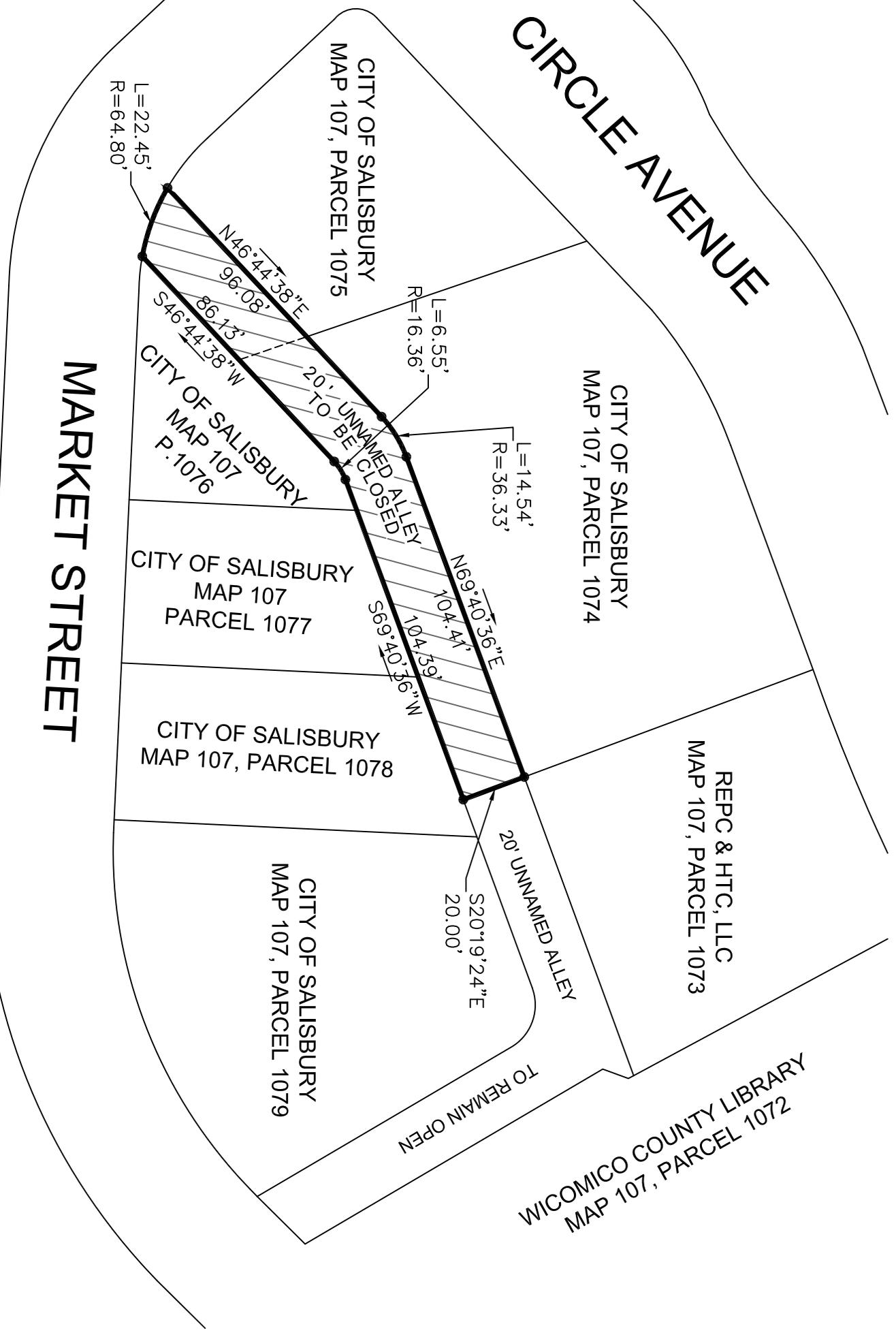
55

56 _____
Jacob R. Day, Mayor



CIRCLE AVENUE

MARKET STREET



CITY OF SALISBURY
MAP 107, PARCEL 1075

CITY OF SALISBURY
MAP 107, PARCEL 1074

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

REPC & HTC, LLC
MAP 107, PARCEL 1073

WICOMICO COUNTY LIBRARY
MAP 107, PARCEL 1072

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)



CITY OF SALISBURY
SALISBURY PUBLIC WORKS

ROAD CLOSURE SKETCH
20-FT UNNAMED ALLEY

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

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 curblin. (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.

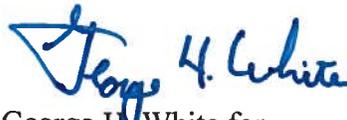
In order to facilitate the identification and access to the annex building the church desires to install non-illuminated lettering not exceeding twelve inches (12") in height on the back of the building adjacent to the new elevator tower that would be visible from Broad Street and will supplement a two 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,

A handwritten signature in blue ink that reads "George H. White". The signature is stylized and written in a cursive-like font.

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

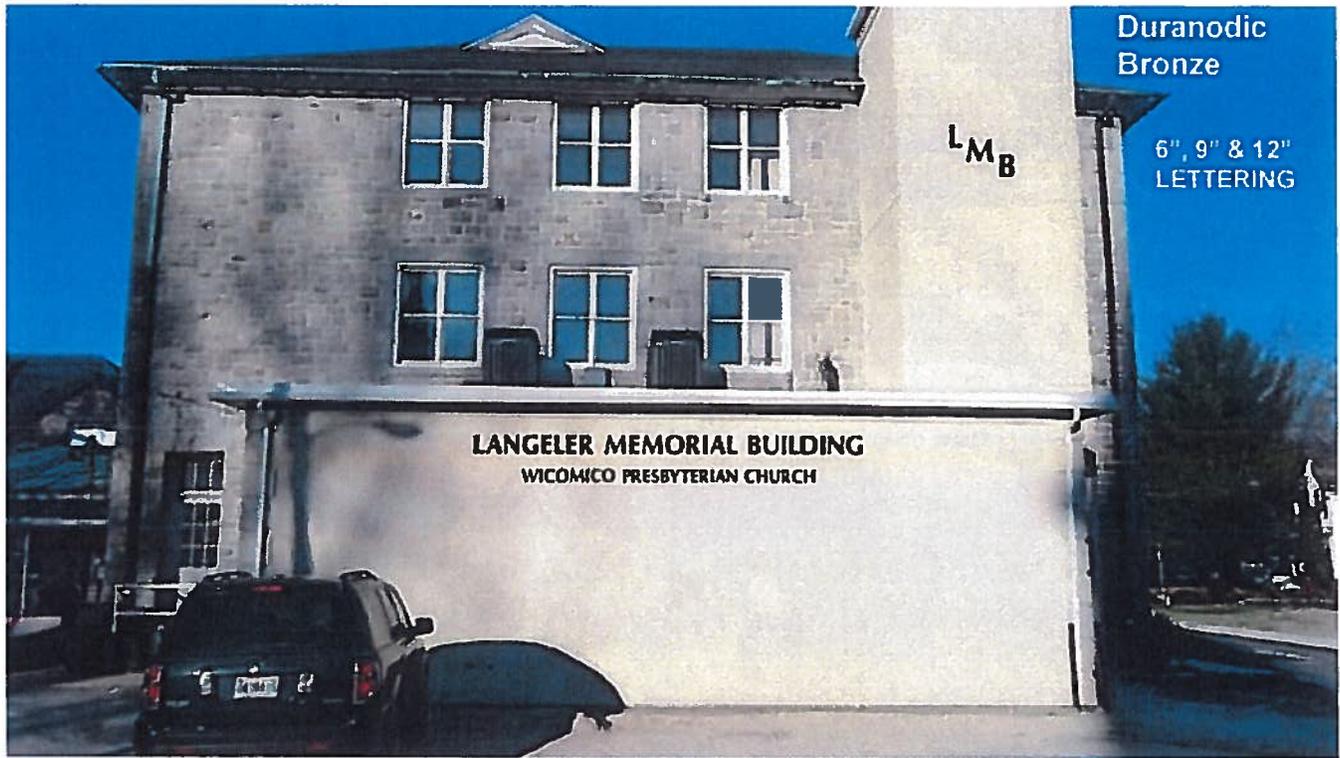
Enclosure: Check 024045 - \$200.00

c: Larry McCauley, Clerk

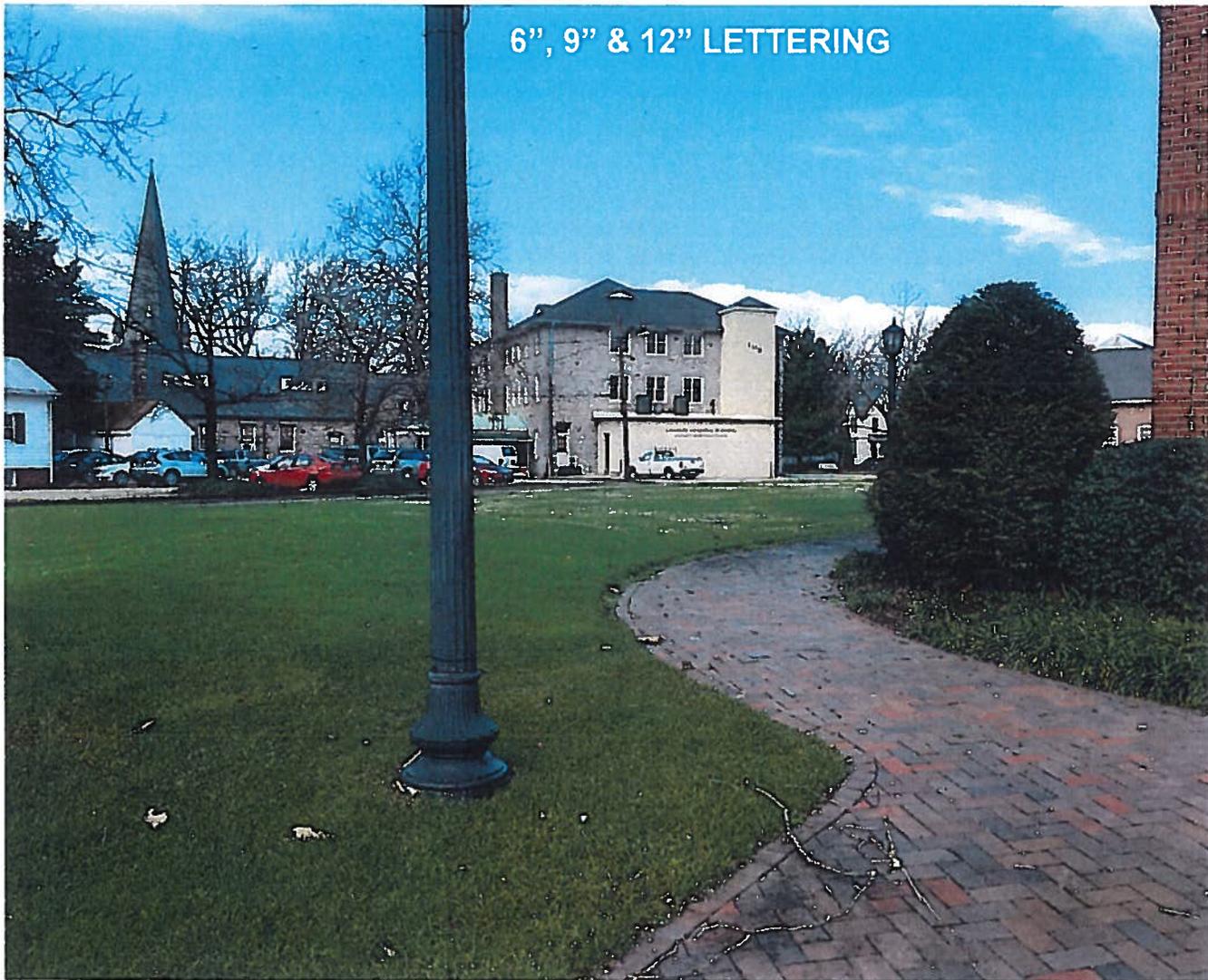
The Rev. Diane Deming, Pastor

Harrison Langelier, Property Council

Dr. Diane Langelier, Co-Chair, LMB Committee

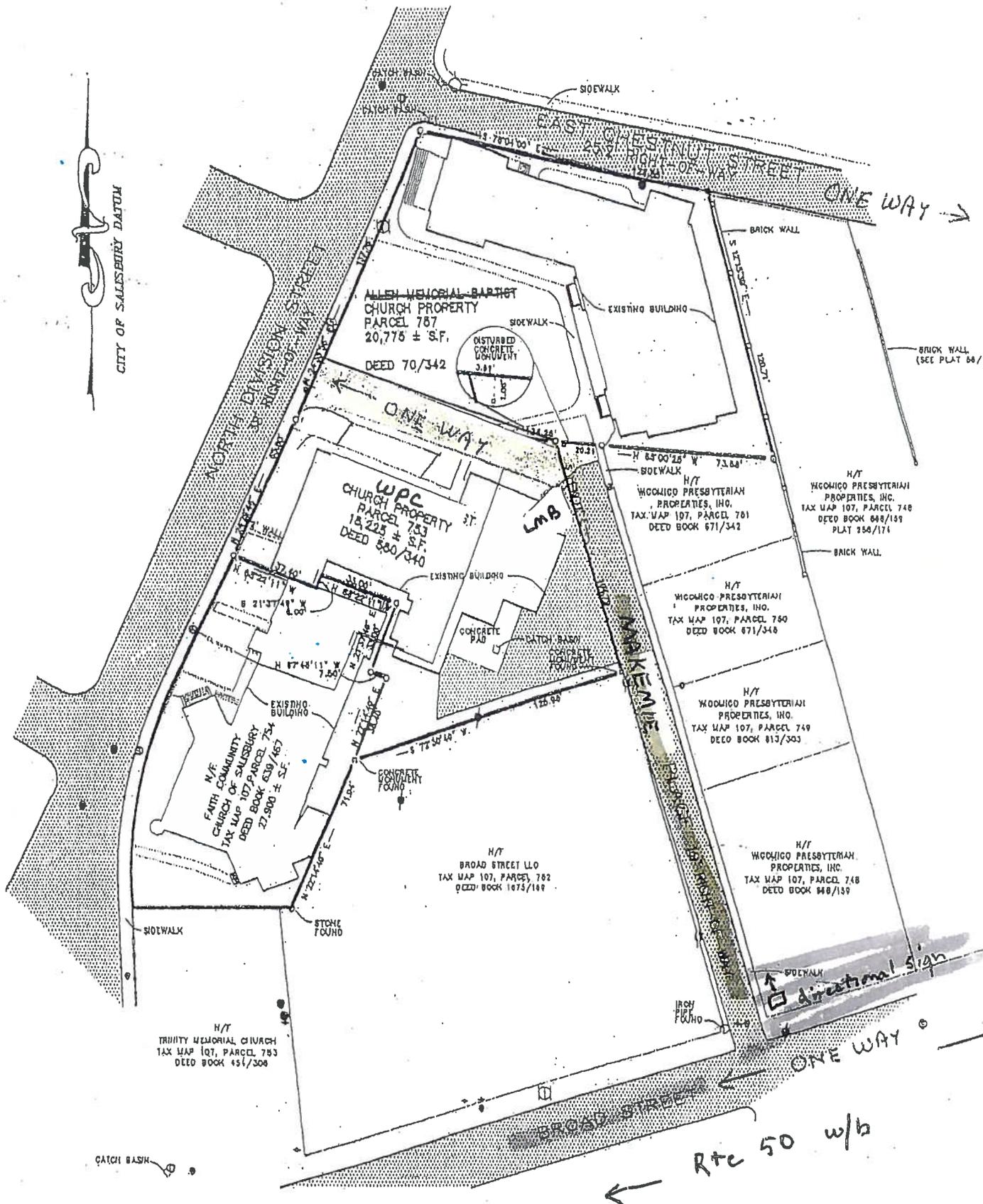


Attachment #2



Attachment #3





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

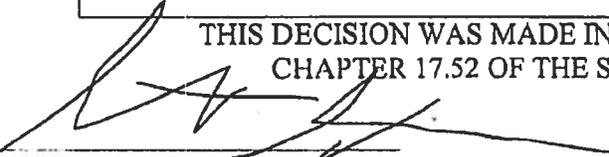
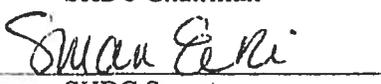
MARYLAND



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.

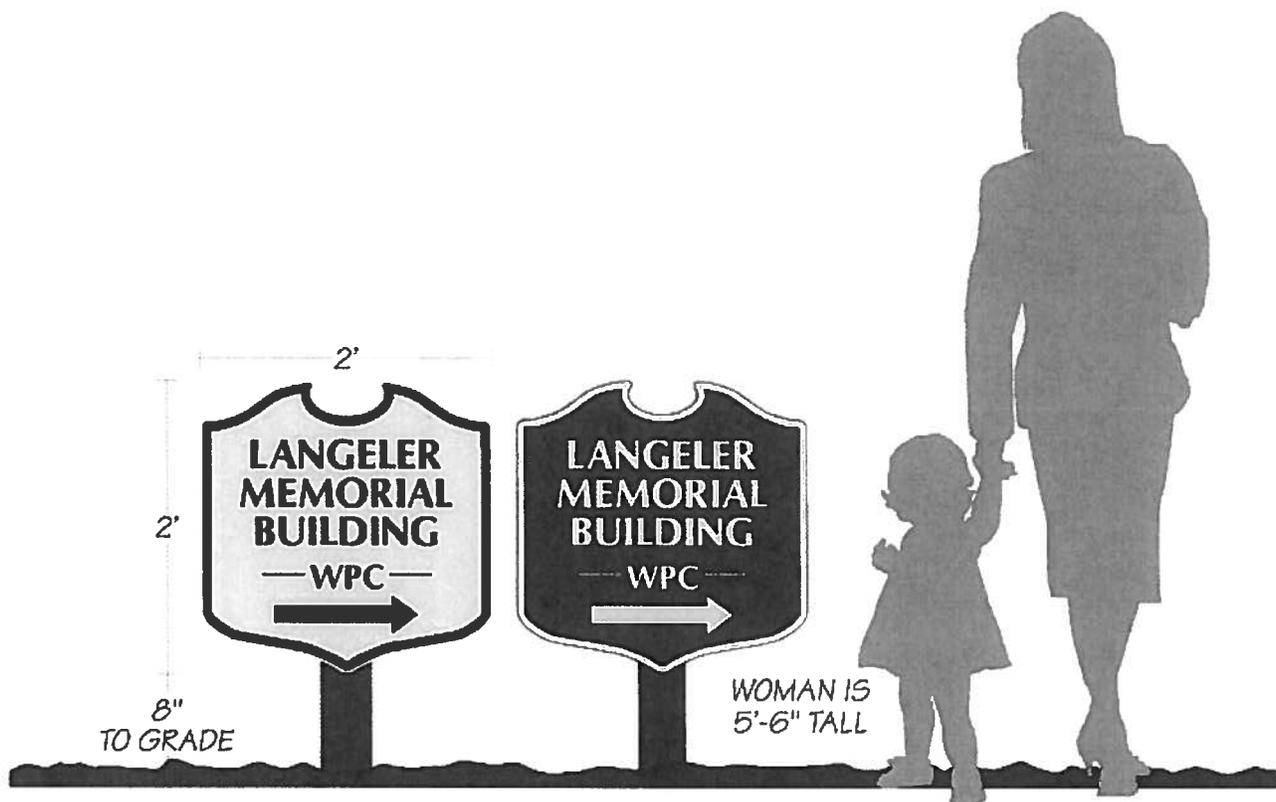
The requested directional sign is for the purpose of identifying the point of access to the church annex known as the Langelier Memorial Building which is designated as 225 N. Division Street.

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

34 D. ONE (1) SQUARE FOOT OF WALL SIGNAGE PER LINEAR FOOT OF
35 BUILDING WIDTH UP TO A MAXIMUM OF 30 SQ. FT. OF NON-
36 ILLUMINATED OR INDIRECTLY ILLUMINATED SIGNAGE FOR
37 CHURCHES OR CHURCH SOCIAL OR RECEPTION HALLS, OR CHURCH-
38 RELATED BUILDINGS.
39

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

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

47 ATTEST:
48

49
50
51 _____
52 Kimberly R. Nichols
53 City Clerk

54 _____
55 John R. Heath, President
56 Salisbury City Council

57 Approved by me this
58 ____ day of _____, 2016.
59

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

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator
Subject: Human Rights Advisory Committee
Date: July 14, 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

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

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

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

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

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

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

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

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

By-Laws of the City of Salisbury Human Rights Advisory Committee

Section 1. Membership

- a. The Human Rights Advisory Committee (“the Committee”) shall consist of thirteen (13) members. The Members shall be authorized and appointed by the Mayor and approved by the Council. Membership may include independent persons of high moral character and investment or interest in the field of human rights. Members must reside in the City of Salisbury. The membership shall include at least two (2) representatives of racial or national minorities; at least two (2) representative from the LGBTQ+ community; and at least two (2) members of local religious organizations. Members shall serve three (3) year terms.
- b. The Committee will meet at least six (6) times a year.
- c. At the first meeting a Chair and Vice Chair will be nominated and elected. The Chairperson shall preside at all meetings and work with the City staff member assigned to support this committee with setting the agenda. The Vice Chairperson shall preside over the meetings in the event that the Chairperson is absent.

- 37 d. For any and all formal recommendations made by the Committee to the Mayor, a
38 quorum must be present. A quorum shall be at least 51% of those members appointed.
39 e. Members shall make every effort to attend all meetings. In the event that a member is
40 absent from three meetings in any calendar year without either a pre-arranged excuse
41 or an emergency, they may be recommended for removal.

42 Section 2. Purpose

- 43 a. To advise the Mayor on equity and inclusionary strategies that will strengthen
44 connections among diverse communities living in the City.
45 b. To protect and safeguard the right and opportunity of all persons to be free from all forms
46 of discrimination, including discrimination based on age, race, color, creed, religion,
47 national origin, ancestry, disability, marital status, sexual orientation, gender identity or
48 physical characteristic.
49 c. To advocate for citizens on the city, state, and federal levels who have been victims of
50 discrimination.
51 d. To identify and work with community partners to find more opportunities to create a
52 more inclusionary, diverse community.

53 Section 3. Definitions

- 54 1. "Discriminate, Discrimination, or Discriminatory" shall mean any act, policy,
55 advertisement, or practice which subjects any person to differential treatment as a
56 result of that person's actual or perceived race, color, creed, religion, national origin,
57 ancestry, disability, age, marital status, sex, sexual orientation, gender identity, or
58 physical characteristic. Discrimination also includes any differential treatment
59 because of one's association with a person or group of people identified herein;
60 2. "Employee" shall mean any individual employed or seeking employment from an
61 employer;
62 3. "Employer" shall mean any person who, for compensation, regularly employs
63 individuals, not including the employer's parents, spouse, or children. For purposes
64 of the City of Salisbury Human Rights Advisory Committee, an "employer" is also a
65 person acting on behalf of an employer, directly or indirectly, or any employment
66 agency.
67 4. "Gender identity" shall mean a person's gender-related self-identity, appearance,
68 expression, or behavior, regardless of the person's assigned sex at birth;
69 5. "Person" shall mean any natural person, firm, corporation, partnership, or other
70 organization, association, or group of persons however arranged;
71 6. "Physical Characteristic" shall mean a bodily condition or bodily characteristic of any
72 person which is from birth, accident, or disease, or from any natural, physical
73 development, or any other event outside the control of that person including
74 individual physical mannerisms, height, or weight.
75 7. "Place of public accommodation" shall mean all establishments within the City of
76 Salisbury which offer goods, services, accommodations, or entertainment to the
77 public.

78 8. "Sexual orientation" shall mean a person's actual or perceived heterosexuality,
79 homosexuality, asexuality, or bisexuality.

80 Section 4. City Council Liaison

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

84 Section 5. City Staff Liaison

85 One member of the Mayor's Office, with assistance from the City Solicitor's Office, shall
86 act as liaison to the Human Rights Advisory Committee and regularly attend meetings. They
87 shall report to the Mayor on any recommendations made by the Committee and any other
88 pertinent information.

89

90 NOW, THEREFORE BE IT RESOLVED, by the Salisbury City Council that the Human
91 Rights Advisory Committee is created.

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

94 ATTEST;

95

96

97

98 _____
99 Kimberly R. Nichols, City Clerk

John R. Heath, President
Salisbury City Council

100

101 APPROVED BY ME THIS: _____ Day of _____, 2016.

102

103

104 _____
105 Jacob R. Day, Mayor