

Salisbury Historic District Commission

AGENDA

Wednesday, October 28, 2020 at 7:00 pm

Zoom Videoconference

1. 7:00 P.M. - CALL TO ORDER – Scott Saxman, Chairman
2. ROLL CALL
3. APPROVAL OF MINUTES – *September 23, 2020*
4. CONSENT DOCKET– *NONE*
5. OLD BUSINESS – *None*
6. NEW BUSINESS

#20-19 –102 W. William Street *-*Fence*

#20-20 –306 Newton Street*-*Sign*

***this indicates that the structure has been deemed a contributing structure by the SHDC**

Please note that you will be asked to consent to the meeting being recorded.

Join Zoom Meeting

<https://us02web.zoom.us/j/82453241814?pwd=NHZIR0VSem91bnd3UnZFcy84S1daUT09>

Meeting ID: 824 5324 1814

Passcode: 359376

One tap mobile

+13017158592,,82453241814# US (Germantown)

+13126266799,,82453241814# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 824 5324 1814

Find your local number: <https://us02web.zoom.us/j/82453241814?pwd=NHZIR0VSem91bnd3UnZFcy84S1daUT09>

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

Salisbury Historic District Commission
September 23, 2020

The Salisbury Historic District Commission met in regular session on Wednesday, September 23, 2020. The meeting took place on a zoom video conference with attendance as follows:

COMMISSION MEMBERS PRESENT

Scott Saxman, Chairman – Present
Matt Auchey, Vice Chairman - Present
Brad Phillips – Not Present
Brenden Frederick – Present
Jane Messenger – Present
Jillian Burns- Present

CITY OFFICIALS PRESENT

Pete Golba, City Attorney – Present
Anne Roane, Infrastructure & Development - Present
Amanda Pollack, Infrastructure & Development- Not Present
Jessica Budd, Infrastructure & Development- Present

1. **CALL TO ORDER** – Mr. Scott Saxman, Chairman, called the meeting to order at 7:00 p.m.
2. **ROLL CALL** - Each member of the Commission introduced themselves for the record. The Chairman explains the procedure of the meeting to all applicants and administered the oath en masse to all persons intending to testify.
3. **APPROVAL OF MINUTES** – **Approved meeting minutes for July 22, 2020. Mr. Matt Auchey makes motion to approve minutes as submitted. Mrs. Jillian Burns seconds the motion. The Commission votes unanimously to approve the minutes as submitted.**
4. **CONSENT DOCKET** – **Mr. Matt Auchey makes a motion to move case #20-18 to the consent docket. Mr. Brendan Frederick seconds the motion. The Commission votes unanimously to move the case to the consent docket.**

#20-18 –203 William Street-Front Porch Replacement

5. **OLD BUSINESS** – None

6. **NEW BUSINESS** –

#20-17 –110 N. Division Street-Downtown Parking Garage Food Truck Rental Sign

The structure was deemed to be non- contributing. Mrs. Jillian Burns makes the first motion. Mr. Auchey seconds the motion. The commission votes unanimously to deem this structure as non- contributing. Mrs. Laura Soper presents the project. The City of Salisbury wants to add a 2 foot by 2-foot aluminum sign to provide information about where food trucks can go and rental information. This will be placed on the brick structure in the middle, facing S. Division St. Mr. Auchey makes a motion to approve the case as submitted. Brendan Frederick seconds the motion. The Commission votes unanimously to approve the case as submitted.

7. **Adjourn the meeting- Mr. Auchey makes a motion to adjourn the meeting. Mr. Frederick seconds the motion. The Commission votes unanimously to adjourn the meeting.**

This is a summary of the proceedings of this meeting. Detailed information is in the permanent files of each case as presented and filed in the City of Salisbury, Housing & Community Development Department.

Scott Saxman, Chairman

Date

Anne Roane, Secretary

Date

Salisbury Historic District Commission

STAFF FINDINGS

Meeting Date: October 28, 2020

Case Number: #20-19

Commission Considering: Replace existing privacy fence

Owner's Name: C. David and Jennifer Gammel
Owner's Address: 102 W. William Street
Salisbury, Maryland 21801

Applicant Name: Jennifer Gammel
Applicant's Address:

Agent/Contractor: None Indicated

Subject Property Address: 102 W. William Street

Historic District: Newtown Historic District

Contributing Structure: TBD

Use Category: Residential

Zoning Classification: R-8

Structure / Site Description:

- Built Date:** 1914
- Enclosed Area:** 3,190
- Lot Size:** 6,450
- Number of Stories:** 2

Wicomico County Historic Survey on file: No

Nearby Properties on County Survey: Yes

- 111 East William Street William J Ennis House
- 200 East William Street Perry Cooper House

Explanation of Request: The applicant is requesting the Salisbury Historic District Commission approve their request to remove existing wood picket fence with a wood privacy fence.

Relevant Historic, Archeological and Architectural Significant Features of the Surrounding Area:

The property in question is located within the Newtown Historic District. The majority of the structures in the surrounding area, which includes Broad, North Division and Chestnut Streets, consists of churches of various dominations. The area is zoned *Office and Service Residential* which explains why a lawyer’s office exists at 115 Broad Street and an engineer’s office is located at 226 N. Division Street. The Salisbury Historic District Commission approved 316 N. Division St. for new gutters, 325 N. Division St. for a storm door installation, 324 N. Division St. for multiple exterior alterations, 602 N. Division St. for sign face replacement and 325 Broad St. for new gutters, and installation of aluminum window trim. A majority of the houses in this District range in age and were built starting in the late 1850’s to the late 1920’s. There’s a mix of architectural styles in the surrounding area with no prevalence to any specific style.

Neighboring Properties which have been deemed Contributing/Non-Contributing:

House #	Street Name	Hearing Date	Contributing	Non-Contributing
201	East William Street	8/22/2018	X	
202	East William Street	2/12/2014	X	
311	East William Street	2/19/2020		X

Areas of Historic Guidelines to be considered:

Guideline 34: Fences, Retaining Walls, and Gates Fences, walls, and gates define property boundaries and also provide privacy and security. Retaining walls are used to maintain and stabilize topography. The majority of fences in Salisbury’s residential historic districts are low and open. Wood picket fences are common, and some wrought iron fences are also found within the districts. Retaining walls are typically low and constructed of brick. Historic fences and walls are integral components of the overall property and should be maintained and preserved as character defining landscape features. New fences and walls should reflect and complement the style and materials of the predominant building on the lot and respect the overall architectural character of the streetscape. Property owners looking to install a new fence must follow the requirements outlined in Salisbury’s zoning code, which has certain height limitations depending on the location of the new fence. When selecting designs for a new fence, you are encouraged to choose a pattern or design that does not detract from the character of the historic building. It is often best to err on the side of simplicity. In most cases, a simple picket fence is the most appropriate choice. Modern synthetic materials, such as vinyl and steel fences, may be appropriate on modern, non-contributing properties within the district provided that the scale and appearance is complimentary to the property and does not detract from the overall streetscape. a. Maintain and preserve existing historic fences.

b. When replacement is necessary, in-kind replacements are the first choice. A simple fence in a style that compliments the surrounding architecture may also be appropriate. c. Designs for new fences must be complimentary to the surrounding architecture, and must comply with existing zoning code. d. Automatic security gates may be permitted, provided they are properly located and comply with existing zoning requirements. They must be appropriate to the design of any existing fence or the style of the historic building.

Evaluation Criteria:

Pursuant to Section 17.52.040 A & B of the Salisbury Zoning Code, it is the duty of the Historic District Commission to review all applications to construct, alter, reconstruct, move or demolish any structure within a Historic District whenever the exterior appearance of such structure is affected, and to approve or reject said application. In reviewing an application and plans, the Commission should give consideration to review criteria, and may make a determination as to which of said Criteria are applicable.

Staff Findings Prepared By: Anne Roane
Infrastructure and Development
125 N Division Street, Suite 202
Salisbury, MD 21801
(410) 548-3170
Date: October 21, 2020

Salisbury Historic District Commission

125 N. Division Street
Room 202
Salisbury, MD 21801
(410) 548-3170/ fax (410) 548-3107

Permit Application

\$25 Fee Received 9.24.2020 (date)

Date Submitted: 9/25/20

Case #: 20-19

Date Accepted as Complete: _____

Action Required By (45 days): _____

Subject Location: 102 W. William St., 21801
Application by: C. David + Jennifer M. Gammel
Applicant Address: 102 W. William St., 21801
Applicant Phone: 410-422-9548

Owner Name: C. David + Jennifer M. Gammel
Owner Address: 102 W. William St., 21801
Owner Phone: 410-422-9548

Work Involves: Alterations New Construction Addition Other _____
 Demolition Sign Awning Estimated Cost _____

DESCRIPTION OF WORK PROPOSED (Please be specific. Attach sheet if space is inadequate) Type of material, color, dimensions, etc. must accompany application. If signs are proposed, indicate material, method of attachment, position on building, size and front lineal feet of building, size and position of all other signs on building, and a layout of the sign.

Remove existing fence and replace w/ custom built 8' tall wood fence (if city allows variance; otherwise, 6' tall)

Are there any easements or deed restrictions for the exterior of this property? If yes, submit a letter from the easement holder stating their approval of the proposed work. Yes No

Do you intend to apply for Federal or State Rehabilitation Tax Credits? If yes, have you contacted Maryland Historical Trust staff? Yes No

If you have checked "Yes" to either of the above questions, please provide a copy of your approval letter from the Maryland Historic Trust along with this application.

See Reverse Side for DOCUMENTS REQUIRED TO BE FILED WITH APPLICATION

All required documents must be submitted to the City Planner, Department of Infrastructure and Development at least 30 days prior to the next public meeting. Failure to include all the required attachments and/or failure of the applicant or his/her authorized representative to appear at the scheduled meeting may result in postponement of the application until the next regular scheduled meeting. If an application is denied, the same application cannot be resubmitted for one year from date of such action. Please be advised that members of the Salisbury Historic District Commission or staff, may visit the subject property prior to the scheduled meeting date to familiarize themselves with the project.

The Salisbury Historic District Commission Rules and Regulations and Design Guidelines are available for review in the office of the Department of Infrastructure and Development for the City of Salisbury as well as on the city's website: www.ci.salisbury.md.us.

I, or my authorized representative, will appear at the meeting of the Salisbury Historic District Commission on 10/28/2020 (date).

I hereby certify that the owner of the subject premises has been fully informed of the alterations herein proposed and that said owner is in full agreement with this proposal.

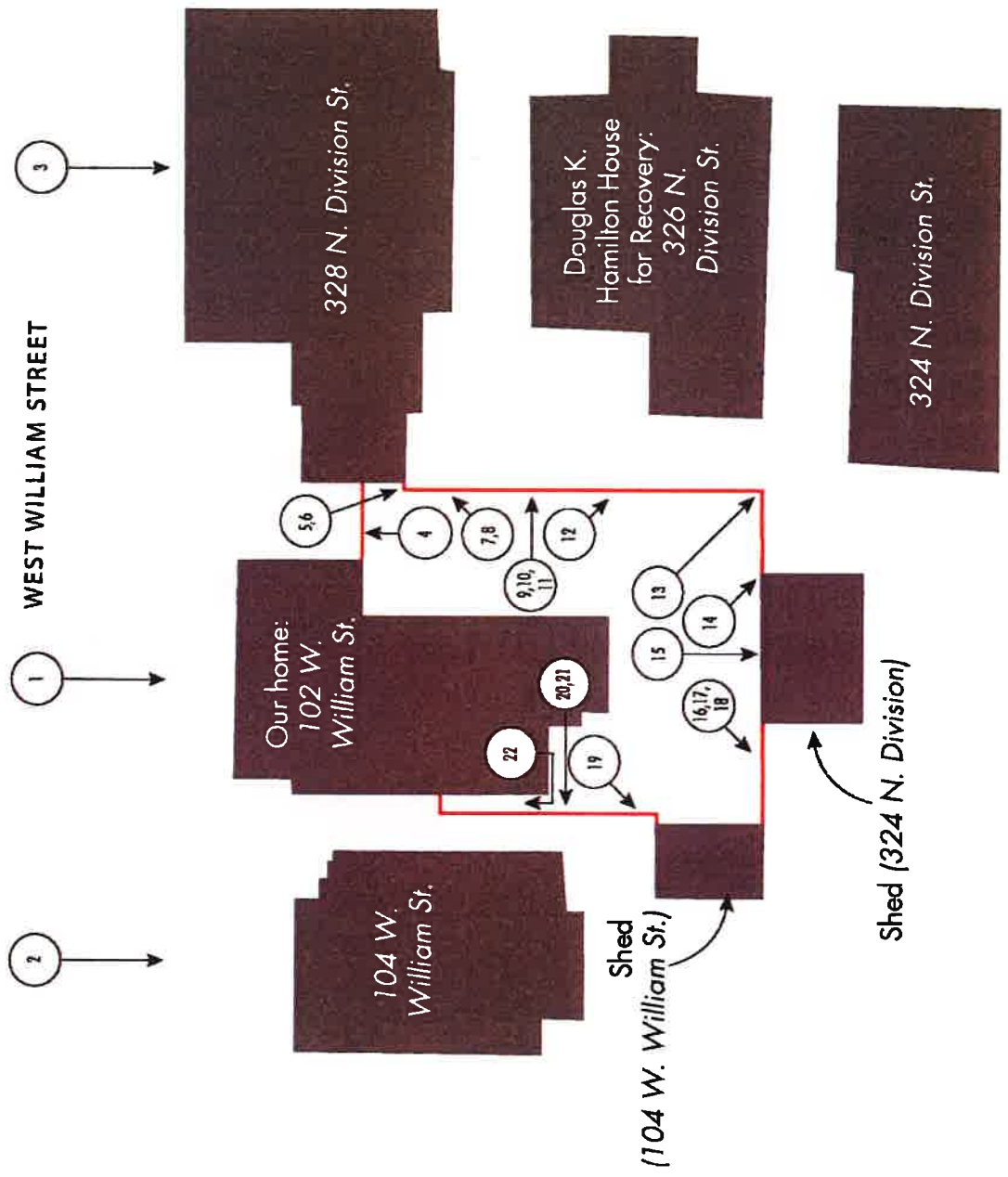
Applicant's Signature: [Signature] Date 9/25/20
Remarks: _____

Application Processor (Date) _____ Secretary, S.H.D.C. (Date) _____

E. WILLIAM

WEST WILLIAM STREET

NORTH DIVISION STREET



Homes

Streets/Driveways

Our existing back yard fence



1.



2.



3.



4.

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6.





8.



7.



9.



10.



11.



12.

13.



14.





15.



16.



17.



18.



19.



21.



20.



22.



Proposed new fence

[View Map](#)

[View GroundRent Redemption](#)

[View GroundRent Registration](#)

Special Tax Recapture: None

Account Identifier: District - 09 Account Number - 059067

Owner Information

Owner Name: GAMMEL CHARLES D & JENNIFER M **Use:** RESIDENTIAL
Principal Residence: YES
Billing Address: 102 W WILLIAM ST **Deed Reference:** /02733/ 00353
 SALISBURY MD 21801-4215

Location & Structure Information

Remises Address: 102 W WILLIAM ST **Legal Description:** BL 4 L 14-6450 SQFT
 SALISBURY 21801-0000 102 W WILLIAM ST
 CITY OF SALIS

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
107	0003	0971	9030380.23	0000		4	14	2019	Plat Ref:

Own: SALISBURY

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
914	3,190 SF		6,450 SF	

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
1/2	YES	STANDARD UNIT	SIDING/	4	2 full	1 Carport	

Value Information

	Base Value	Value	Phase-in Assessments	
		As of	As of	As of
		01/01/2019	07/01/2020	07/01/2021
Land:	16,900	16,900		
Improvements	150,800	145,600		
Total:	167,700	162,500	162,500	162,500
Referential Land:	0			0

Transfer Information

Seller: RICHARDS, CONNIE L	Date: 01/24/2007	Price: \$340,000
Type: ARMS LENGTH IMPROVED	Deed1: /02733/ 00353	Deed2:
Seller: WHITE, CONNIE LYNN	Date: 02/10/1994	Price: \$0
Type: NON-ARMS LENGTH OTHER	Deed1: /01295/ 00832	Deed2:
Seller: WHITE, IVEN E & CONNIE L	Date: 06/17/1992	Price: \$0
Type: NON-ARMS LENGTH OTHER	Deed1: /01295/ 00832	Deed2:

Exemption Information

Partial Exempt Assessments:	Class	07/01/2020	07/01/2021
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00 0.00	0.00 0.00

Special Tax Recapture: None

Homestead Application Information

Homestead Application Status: No Application

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application **Date:**

Contributing Vs. Non-Contributing Checklist

Structure Features	Contributing	Non-contributing	Not Applicable	Notes
Overall proportion of house				
Front Door				
Front door side lights				
porch layout				
porch flooring				
porch railings				
porch columns				
front steps				
bay window				
windows				
Shutters				
dormer windows				
basement windows				
stained glass windows				
storms on windows				
siding				
roof				
rear porch				
trim around windows				
facia				
soffit/eaves				
gutters				
Additions or Modifications				
Other 1				
Other 2				
Other 3				
Other 4				
Other 5				
Other 6				

Salisbury Historic District Commission

STAFF FINDINGS

Meeting Date: October 28, 2020

Case Number: #2020

Commission Considering: Community Center- Sign

Owner's Name: City of Salisbury
Owner's Address: 125 N Division Street
Salisbury, MD 21801

Applicant Name: City of Salisbury

Agent/Contractor: Not indicated

Subject Property Address: 306 Newton Street

Historic District: Camden Historic District

Contributing Structure: 3/22/17

Use Category: Residential

Zoning Classification: R-10

Structure / Site Description:

Built Date: 1920

Enclosed Area: 3,780 sq ft

Lot Size: 8,689 sq ft

Number of Stories: 2½

Wicomico County Historic Survey on file: Yes

Nearby Properties on County Survey: Yes

 307 Newton Street John T. Taylor, Jr. House

Explanation of Request: The applicant is requesting the Salisbury Historic District Commission approve their request for Community Center Sign

Relevant Historic, Archeological and Architectural Features of the Surrounding Area:

The property in question is located within the Camden Historic District. Several houses located in this District on Camden Ave., Wicomico St., Light St., Maryland Ave., Smith St. and Newton St. have vinyl replacement windows; vinyl, aluminum, and wood siding; and detached garages. A majority of the houses were built in the early 1900's and the 1920's. Architectural styles represented within this district include Colonial Revival, Queen Anne and other Victorian styles.

Neighboring Properties which have been deemed Contributing/Non-Contributing:

House #	Street Name	Hearing Date	Contributing	Non-Contributing
225	Newton Street	2/22/2012	X	
301	Newton Street	6/25/2014	X	

Areas of Historic Guidelines to be considered:

GUIDELINES FOR COMMERCIAL PROPERTIES

Guideline 44: Preserve Historic Signs

- a. Historic signs, such as those constructed directly into an architecture detail of the structure should be maintained, and may be restored if necessary.
- b. Wording changes on existing historic signs should be in keeping with the overall character of the sign and the structure on which it is placed.
- c. Restore or recreate historic signs where sufficient documentation exists, if the restored or recreated sign would be in compliance with Salisbury's zoning ordinance.

Guideline 45: Sign Placement

On most downtown buildings, a continuous brick ledge or corbelling is used to separate the second floor and above from the entry-level storefront below. This space is ideal for sign placement, as it was often created for this purpose. In some instances, newer buildings contain areas above the highest windows for signage.

- a. Signs must not obscure or hide significant historic features or details. This includes windows, cornices, and architectural trim.

- b. Projecting signs must be located no less than eight feet above the sidewalk.
- c. Signs should be mounted to historic masonry buildings through the mortar joint, rather than through masonry units wherever possible.
- d. Non-permanent painted or adhesive signs (for example, vinyl cling signs) may be installed on the interior of storefront windows or on the upper story windows of multi-story commercial buildings.
- e. Signs shall not be placed above the roof-line of any building in the Downtown Historic District, as per the zoning ordinance. f. Awning signs are permitted.

Evaluation Criteria:

Pursuant to Section 17.52.040 A & B of the Salisbury Zoning Code, it is the duty of the Historic District Commission to review all applications to construct, alter, reconstruct, move or demolish any structure within a Historic District whenever the exterior appearance of such structure is affected, and to approve or reject said application. In reviewing an application and plans, the Commission should give consideration to review criteria, and may make a determination as to which of said Criteria are applicable.

Staff Findings Prepared By: Anne Roane
Department of Infrastructure and Development
125 N Division Street Rm 202
Salisbury, MD 21804
(410) 548-3170
Date: October 20, 2020

Salisbury Historic District Commission

125 N. Division Street
Room 202
Salisbury, MD 21801
(410) 548-3170/ fax (410) 548-3107

Permit Application
\$25 Fee Received _____ (date)

Date Submitted : 9/29/2020

Case #: 20-20

Date Accepted as Complete : _____

Action Required By (45 days): _____

Subject Location: 306 Newton Street

Application by: Andy Kitzrow

Owner Name: City of Salisbury

Applicant Address: 125 N Division St.

Owner Address: 125 N Division St

Applicant Phone: 410-548-3100

Owner Phone: 410-548-3100

Work Involves: Alterations New Construction Addition Other _____
 Demolition Sign Awning Estimated

DESCRIPTION OF WORK PROPOSED (Please be specific. Attach sheet if space is inadequate) Type of material, color, dimensions, etc. must accompany application. If signs are proposed, indicate material, method of attachment, position on building, size and front lineal feet of building, size and position of all other signs on building, and a layout of the sign.

Install a sign for the new Community center

Are there any easements or deed restrictions for the exterior of this property? If yes, submit a letter from the easement holder stating their approval of the proposed work. Yes No

Do you intend to apply for Federal or State Rehabilitation Tax Credits? If yes, have you contacted Maryland Historical Trust staff? Yes No

If you have checked "Yes" to either of the above questions, please provide a copy of your approval letter from the Maryland Historic Trust along with this application.

See Reverse Side for DOCUMENTS REQUIRED TO BE FILED WITH APPLICATION

All required documents must be submitted to the City Planner, Department of Infrastructure and Development at least 30 days prior to the next public meeting. Failure to include all the required attachments and/or failure of the applicant or his/her authorized representative to appear at the scheduled meeting may result in postponement of the application until the next regular scheduled meeting. If an application is denied, the same application cannot be resubmitted for one year from date of such action. Please be advised that members of the Salisbury Historic District Commission or staff, may visit the subject property prior to the scheduled meeting date to familiarize themselves with the project.

The Salisbury Historic District Commission Rules and Regulations and Design Guidelines are available for review in the office of the Department of Infrastructure and Development for the City of Salisbury as well as on the city's website: www.ci.salisbury.md.us.

I, or my authorized representative, will appear at the meeting of the Salisbury Historic District Commission on 10/ _____ (date).

I hereby certify that the owner of the subject premises has been fully informed of the alterations herein proposed and that said owner is in full agreement with this proposal.

Applicant's
Signature Andy Kitzrow Date 9/29/20
Remarks: _____

Application Processor (Date)

Secretary, S.H.D.C. (Date)

- A. The completed application form.
- B. The application fee of \$25. Checks can be made out to the City of Salisbury.
- C. Site plan, if applicable.
- D. Scaled and measured detailed drawings, including, but not limited to, plans and elevations of the proposed alterations or improvement, or in the alternative, a scale mock up.
- E. For an existing structure, color photographs of the structure showing all elevations, the area to be altered, close-ups of architectural detail and the area in the immediate vicinity (the property to the immediate left and right of subject property)
- F. For a proposed new structure, photographs of the subject site and all buildings in the immediate vicinity.
- G. All photographs shall be printed on 8½ x11 paper, however, you may put several photos on one page, and each shall be labeled with a description of the contents of the photograph.
- H. Samples of materials or copies of manufacturers product literature.
- I. The applicant shall deliver one (1) complete application and attachments to the City of Salisbury, Department of Infrastructure and Development, 125 N Division Street, Room 202, Salisbury, MD.

City of Salisbury

NEWTON COMMUNITY CENTER

A PLACE TO GROW

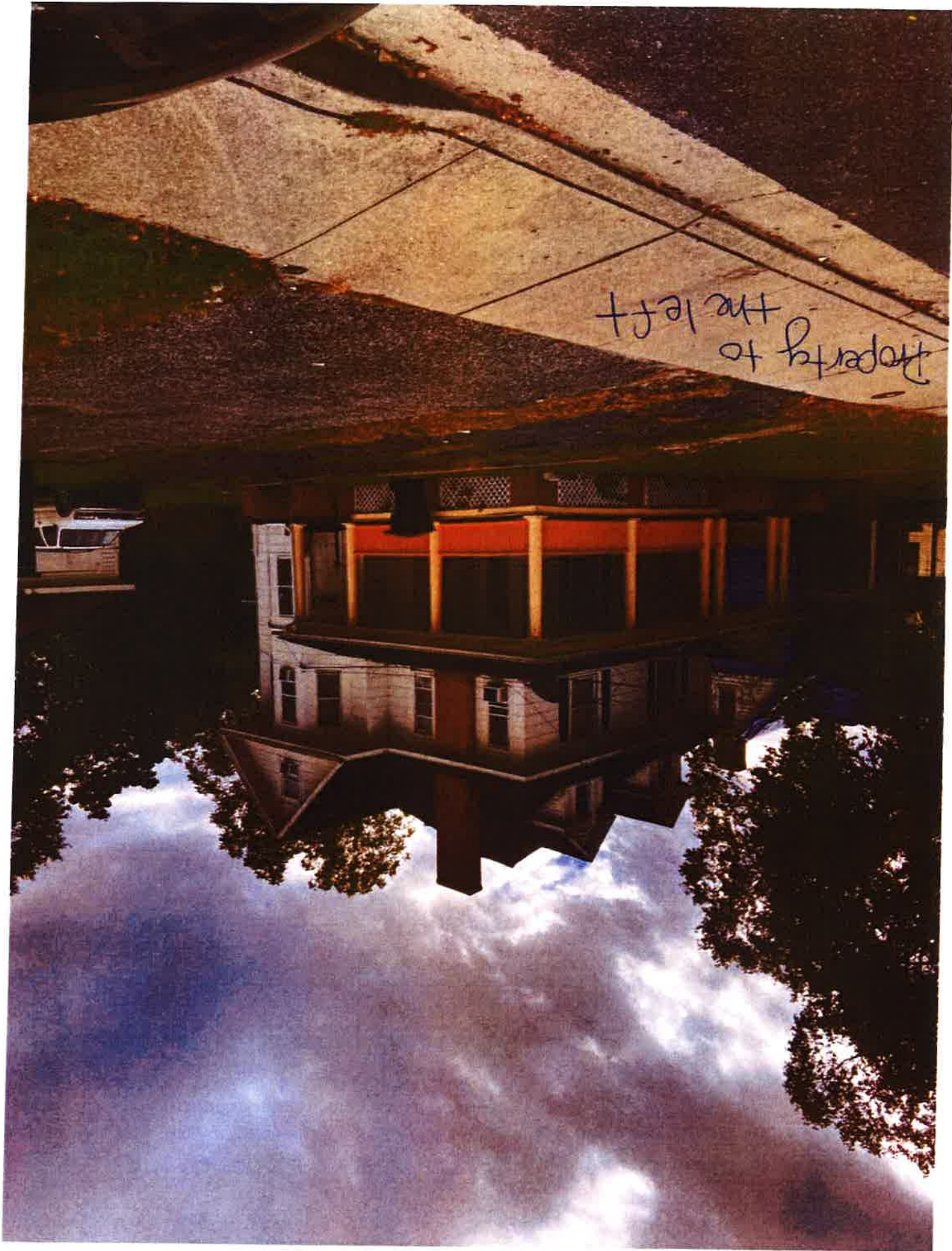
Side-on view of sign depicting relief



Sand carved wood sign in 3 colors plus white
Sign dimensions: 84" x 42" x 3"
4"x4" brown wooden posts, 48" tall plus mounts
Masonry (red brick) base







Property to the left



[View Map](#)

[View GroundRent Redemption](#)

[View GroundRent Registration](#)

Special Tax Recapture: None

Account Identifier: District - 13 Account Number - 018677

Owner Information

Owner Name: CITY OF SALISBURY **Use:** EXEMPT
Principal Residence: NO
Mailing Address: 125 N DIVISION ST **Deed Reference:** /04163/ 00172
 SALISBURY MD 21801-

Location & Structure Information

Address: 306 NEWTON ST **Legal Description:** BL-9 L-13B
 SALISBURY 21801-0000 306 NEWTON ST
 CITY OF SALIS

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
111	0000	0218	13030702.23	0000		9	10	2019	Plat Ref:

Owner: SALISBURY

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
920	3,780 SF		8,689 SF	

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
1/2	YES	STANDARD UNIT	BRICK/	3	2 full		

Value Information

	Base Value	Value	Phase-in Assessments
		As of	As of
		01/01/2019	07/01/2020
			As of
			07/01/2021
Land:	13,600	13,600	
Improvements	77,500	85,600	
Total:	91,100	99,200	96,500
Referential Land:	0		99,200
			0

Transfer Information

Seller:	Date:	Price:
U S BANK NA TRUSTEE	05/05/2017	\$35,000
Type: NON-ARMS LENGTH OTHER	Deed1: /04163/ 00172	Deed2:
COPELAND GEORGE A & SUSIE M	05/05/2017	\$106,250
Type: NON-ARMS LENGTH OTHER	Deed1: /04163/ 00143	Deed2:
CHALMERS, JAMES A ETAL	02/20/1980	\$38,900
Type: ARMS LENGTH IMPROVED	Deed1: /00938/ 00066	Deed2:

Exemption Information

Partial Exempt Assessments:	Class	07/01/2020	07/01/2021
County:	690	96,500.00	99,200.00
State:	690	96,500.00	99,200.00
Municipal:	690	96,500.00 99,200.00	96,500.00 99,200.00

Special Tax Recapture: None

Homestead Application Information

Homestead Application Status: No Application

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application **Date:**