

Salisbury Historic District Commission
August 28, 2024

The Salisbury Historic District Commission met in regular session on Wednesday, August 28, 2024. The meeting took place at 125 N Division St Room 301 with attendance as follows:

COMMISSION MEMBERS PRESENT

Scott Saxman, Chairman - Present
Matt Auchey, Vice Chairman – Not present
Lynne Bratten - Present
Brad Phillips- Present
Margaret Lawson- Present
Brenden Frederick – Present
Lisa Gingrich – Present

CITY OFFICIALS PRESENT

Peter Golba, City Attorney- Present
Betsy Jackson, Infrastructure & Development- Present

1. **CALL TO ORDER** – Mr. Scott Saxman, 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** – Mr. Brenden Frederick made a motion to accept the minutes as written. Ms. Lynne Bratten seconded the motion and the motion carried unanimously. The minutes from July 24, 2024 were approved as amended.

PUBLIC INPUT – Members of the public are welcome to make comment at this time, subject to a time allotment of two (2) minutes per person.

4. **CONSENT DOCKET**

- **#24-19** – 123 Broad St – New Construction – Parking Lot

Mr. Brenden Frederick made a motion to approve the consent docket. Ms. Lisa Gingrich seconded the motion and the motion carried.

5. **OLD BUSINESS** – None

6. **NEW BUSINESS-**

- **#24-17** – 212 W. Main St. – Alterations – Mr. Thomas Bounds brought his application for alterations to include a window replacement for the purpose of a take-out window and the replacement of a window with a door. The reason for the alterations is to accommodate Bury Tavern, a proposed pizza shop that will also serve lunch to go.

Mr. Saxman noted that the storefront has evolved over time, so it's not original and that the commission does try to provide flexibility. Mr. Phillips asked whether the masonry will be retained to be step to the proposed door. Mr. Bounds stated that it was dependent upon what the Permits department allowed him to do. He said he'd like for the door to only replace the window and to have the door swing out, but he may be required to inset the door. If he does have to inset the door then he'll also make it handicapped accessible. Right now, there is another handicapped accessible access. Ms. Bratten asked if the door to the lobby that is accessible would be locked. Mr. Bounds stated the lobby door would be locked when the businesses are closed. Having a new separate entrance to their business would allow them to stay open later without having liability for the rest of the building that is accessible from the lobby area. Ms. Gingrich asked if the door would be one big door replacing the double windows. Mr. Bounds confirmed. There was a brief discussion regarding whether a special permit would be required for a take-out window, but Mr. Bounds was not aware of one. Ms. Bratten asked if there was a way to preserve the

solid glass of the window while still having the take-out service, such as a cantilever window to help retain the symmetry. Mr. Bounds did not think there were any other options, but noted that eventually he would like to change all the windows so they open to the outside.

Mr. Phillips made a motion to approved the application as submitted. Mr. Frederick seconded the motion and the motion carried.

- **#24-18** – 110 E William St – Fence – Ms. Scott brought an application for a fence on the side boundary separating their property from the neighboring driveway.

Ms. Scott stated that the purpose of the fence was to prevent people from walking into their yard, prevent the dog from escaping and to protect her daughter. Mr. Sandoval stated that the original fence was chain link and was falling apart. They also had No Trespassing signs but they did not help.

Ms. Gingrich requested clarification regarding what section of fence was the subject of the application because there is a six (6) foot fence and a three (3) foot fence. Ms. Scott clarified that it was the three (3) foot fence.

Mr. Saxman asked what the fence would look like when it was finished. Mr. Sandoval said the fence would be made of two-inch pickets and painted white and they would also put a six (6) foot gate to close off the back yard which would also be made of wood and painted white.

Mr. Phillips stated that the six (6) foot fence should have come before the commission as well. Mr. Sandoval said that he was told the fence didn't need a permit. It was clarified for him that the commission is separate from the permitting process.

Ms. Bratten asked which side of the fence would have the pickets. It was determined that the commission could not require to the applicant to put the pickets on the side facing the neighboring property, but that they think the City code requires it.

Mr. Phillips made a motion to approve the application as submitted with the amendment of adding a gate matching the six (6) foot fence of pressure treated wood painted white. Mr. Frederick seconded the motion and the motion carried.

- **#24-20** – 308 Park Ave – Alterations – Mr. Washburn brought his application for alterations to include the replacement of all the windows in the house with vinyl windows and to replace the existing wood front door with a new front door or to possibly cover the wood with aluminum.

Since the property had not yet been determined to be contributing or non-contributing, the Commission first went through the checklist for Contributing and Non-Contributing Structures. After discussion of the structure features it was determined that there were thirteen (13) contributing features, three (3) non-contributing features, and six (6) features that were not applicable due to the structure not having these features. The checklist was entered into the record as Exhibit 1. Mr. Frederick made a motion to determine the structure to be contributing. Ms. Lisa Gingrich seconded the motion and the motion carried unanimously.

Mr. Washburn stated that the reason for the replacement of the windows was that the existing windows are as old as the house, some of them broken, and he'd like to have energy efficient windows. The reason for replacing the door is that the current door is a wooden door that was actually an interior door. Mr. Phillips said he would like to see it replaced with another wooden door. Mr. Washburn would prefer a fiber glass door. Mr. Frederick agreed that the materials are the important part and would like to see a simple wooden door. Mr. Washburn said he was agreeable to a simple wooden door.

Mr. Scott stated that vinyl windows are not recommended for historical properties because they are generally not the right proportion and change the façade. For this house vinyl windows are particularly

problematic because almost all the wooden windows are intact. Mr. Frederick agreed and added that vinyl windows don't have the same longevity of wood windows and most vinyl windows don't retain any architectural style. It is also hard to replace custom built windows because each one was done by hand. He recommended interior storm windows. Ms. Gingrich asked if the windows were planned to stay true to size. Mr. Washburn confirmed that his plan was to order windows with a custom size.

It was determined that the application should be tabled for further information from the applicant regarding the windows.

7. Adjourn the Meeting-

Ms. Lynne Bratten made a motion to adjourn the meeting. Ms. Lisa Gingrich seconded the motion. The Commission voted unanimously to adjourn the meeting.

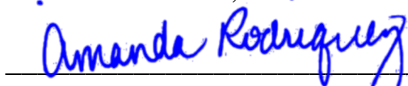
This is a summary of the proceedings of this meeting. Detailed information is in the permanent files of each case as presented and filed in the City of Salisbury, Housing & Community Development Department.



Scott Saxman, Chairman

10/28/2024

Date



Amanda Rodriguez, City Planner

12/2/2024

Date