

**Salisbury Historic District Commission**  
***January 22, 2025***

The Salisbury Historic District Commission met in regular session on Wednesday, January 22, 2025. 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 – Present  
Lynne Bratten - Present (Zoom)  
Brad Phillips- Not present  
Margaret Lawson- Present (Zoom)  
Brenden Frederick – Not present  
Lisa Gingrich – Present (Zoom)

**CITY OFFICIALS PRESENT**

Laura Hay, City Attorney- Present  
Betsy Jackson, Infrastructure & Development- Present

1. **CALL TO ORDER** – Mr. Scott Saxman called the meeting to order at 7 p.m.
2. **ROLL CALL** - Each member of the Commission introduced themselves for the record. The Chairman explained the procedure of the meeting to all applicants and administered the oath en masse to all persons intending to testify. A separate oath was administered to the interpreter, Guy Danjoint.
3. **APPROVAL OF MINUTES** – Ms. Lisa Gingrich made a motion to approve the minutes of the regular meeting held on December 18, 2024. Ms. Lynne Bratten seconded the motion and the motion carried (5-0).
4. **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.
5. **CONSENT DOCKET** – Mr. Matt Auchey made a motion to leave and approve application #25-01 on the consent docket. The motion was seconded by Ms. Gingrich. Mr. Saxman mentioned to make sure the fasteners of the wall go into the mortar joints and not the bricks. The motion carried (5-0).
  - **#25-01** - 122 N. Division St – Signs - The application was approved unanimously (5-0).
6. **OLD BUSINESS** – **#24-24** – 310 Poplar Hill Ave – The Chairman administered the oath to the applicant separately since he arrived after the initial oath was administered. Mr. Jean Brissault brought his amended application to the Commission for alterations to replace the front door, windows, front and rear porch flooring, and add siding.

Mr. Saxman stated the materials would be discussed item by item. A detailed list of materials (Exhibit 1) as provided by the applicant and the replacement of the rear porch was added to the record.

- Exterior Front Door – Mr. Auchey stated the door is in kind and Mr. Saxman stated the door is standard. Mr. Auchey asked the applicant to confirm only the door would be switched and nothing else such as the sidelights would be removed. The applicant confirmed.
- Siding – Mr. Saxman mentioned the material presented as hardy plank smooth grain. Ms. Gingrich asked the applicant to confirm if the siding presented would be used for the entire exterior. The applicant confirmed.
- Porch Ceiling – Mr. Saxman mentioned the material proposed; Azek Smooth beadboard, tongue and groove. Mr. Auchey confirmed the material is acceptable.
- Porch Floor – Mr. Saxman mentioned the material proposed; PVC Deckboard Weathered Teak 5-1/2". Mr. Auchey and Ms. Bratten confirmed the material is acceptable.
- Windows – The applicant will no longer replace the windows.

Mr. Saxman reviewed the items discussed and clarified the material chosen for the porch flooring would be used for both front and rear porches.

Mr. Auchey asked the applicant to confirm his intentions for the columns on the front porch. The applicant confirmed the columns would be repaired and would not be removed.

Mr. Auchey made a motion to approve the application as amended and mentioned window replacement would be removed from the application. The applicant confirmed the windows would be repaired and not be replaced. The applicant agreed to add the Beadboard for the front and rear porches to the application per the exhibit.

The applicant agreed to the amendments and Mr. Auchey made a motion to approve the application as amended. Ms. Gingrich seconded the motion.

A neighboring property owner, Mr. Wirt Wolfe, expressed concerns of a lack of inspections of properties being repaired in the Historic District and expressed a desire for the City to improve on inspections of properties in question before the Historic District Commission. Mr. Auchey encouraged the member of the public to make a formal complaint to the Mayor's Office. Ms. Jackson mentioned which who to communicate with in the City regarding inspections.

Mr. Saxman called for a vote and the case was determined approved with the following amendments:


- *The windows and columns will be repaired. All replacements as listed below will be in-kind or approved materials as listed in Exhibit 1.*
- *Exterior Front Door*
- *Siding*
- *Porch, front and rear, ceiling and floor*

7. **NEW BUSINESS-** None

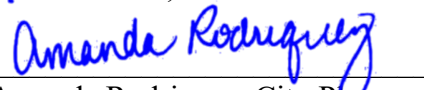
8. **Adjourn the Meeting-**

**Mr. Saxman made a motion to adjourn the meeting. Ms. Lawson 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.

  
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Scott Saxman, Chairman

2/11/2025  
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Date

  
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Amanda Rodriguez, City Planner

2/11/2025  
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Date