

Salisbury Historic District Commission

April 23, 2025

The Salisbury Historic District Commission met in regular session on Wednesday, April 23, 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
Brad Phillips- Present
Margaret Lawson- Present
Brenden Frederick – Not present
Lisa Gingrich – Present

CITY OFFICIALS PRESENT

Heather Konyar, City Attorney- Present
Jennifer Jean, 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.
3. **APPROVAL OF MINUTES** – Ms. Lynne Bratten made a motion to approve the minutes of the regular meeting held on February 23, 2025. Ms. Lisa Gingrich seconded the motion, and the motion carried (6-0).
4. **PUBLIC INPUT** – Members of the public are welcome to make comments at this time, subject to a time allotment of two (2) minutes per person.
5. **CONSENT DOCKET** – Ms. Lynne Bratten recommended that the consent docket case be moved to the new business agenda.

● ~~#25-04 – 709 Camden Ave – Fence Installation~~

6. **OLD BUSINESS – None**

7. **NEW BUSINESS- #25-03 – 226 N Division St – Alterations – Replacement of roof**

Summary of Discussion:

- **Stephen Gladwin**, representing **STG Enterprise Solutions**, and **Joyce Schudt** appeared before the Commission to present a proposal to **replace the existing slate roof** with an **architectural shingle** product.
- **Mr. Gladwin** explained that the current **slate roof is beyond repair** and cannot be restored.
- **Mr. Scott Saxman** inquired whether the roof could be repaired rather than replaced.
 - Mr. Gladwin reiterated that the condition of the roof makes repairs infeasible.
- Mr. Saxman reminded the applicant that **synthetic slate** is an **approved alternative material** under SHDC guidelines.

- **Ms. Schudt** stated that the building is owned by a **non-profit organization**, and that the high cost of slate replacement poses a significant financial challenge. She also mentioned they are **requesting a variance** due to this hardship.
- **Mr. Saxman** clarified that the **SHDC does not consider cost as a basis for approval or denial**. The Commission's role is to protect the character and integrity of the **Historic District**.
- Mr. Gladwin presented "**Camelot**," an **asphalt shingle** shaped to mimic slate as an alternative product.
- Mr. Saxman responded that the SHDC generally **does not approve asphalt shingles** as a replacement for slate.
 - Acceptable options include:
 - **Repairing the roof in kind (using slate)**
 - **Using synthetic slate products** designed to replicate the appearance and durability of traditional slate
- Mr. Saxman informed the applicant of their options moving forward:
 - **Proceed with a Commission vote**. If the application is **denied**, the applicant must wait **one (1) year** before resubmitting.
 - **Withdraw the application voluntarily**, research **synthetic slate products**, and return to the Commission with a revised proposal.
 - **Repair the roof in-kind** using slate and **not return** to the SHDC for further approval.

Final Determination:

- The applicant elected to **withdraw the application**.

Status:

Case #25-03 – 226 N. Division Street: Application withdrawn by the applicant.

#25-04 – 709 Camden Ave. – Fence Replacement

Discussion Summary:

- **Mr. Patrick Benson** explained that he is seeking to replace a six-foot-tall wooden privacy fence, consistent with the design and materials of the previously approved section. He noted he had previously appeared before the SHDC approximately two years ago regarding the same project.
- **Mr. Scott Saxman** confirmed that Mr. Benson had submitted plans for both sides of the fence in his prior 2021 application.
- **Ms. Lisa Gingrich** verified that the original 2021 application included both fence sections.
- **Mr. Benson** requested a refund of the current \$150.00 application fee, stating that he had already received approval for the project.
- **Mr. Saxman** responded that a refund request would need to be submitted to the City. He clarified that this case raised the issue of renewals and inquired about relevant City policy.
- **Ms. Jennifer Jean** explained the City Code provisions regarding certificates of approval:
 - A certificate is valid for one year from the date of issuance.
 - If no work has begun within that period, the approval becomes invalid.
 - If work begins and is halted, the applicant has up to 180 days to resume or request an extension before the certificate expires.

- Mr. Saxman asked Mr. Benson to confirm when work last occurred.
- **Mr. Benson** stated that the last activity on the fence occurred in 2021. He had started the work but was unable to complete it due to financial constraints.
- **Mr. Saxman** reiterated that the 2021 approval had lapsed and again posed the question of the proper procedure for renewals.
- **Ms. Lynne Bratten** and **Ms. Lisa Gingrich** further clarified the distinction between applying for an extension within a valid period versus the need to reapply if the certificate has expired.
- **Mr. Benson** expressed dissatisfaction with the process, stating that the current procedures do not support community improvement efforts.

Clarifications:

Mr. Saxman sought to confirm his understanding of the extension policy.

- **Ms. Jean** affirmed his understanding and added that:
 - Extensions are valid for 180 days.
 - Whether a fee applies to extension requests is currently under review.

Motion and Vote:

- **Motion:** Mr. Matt Auchey moved to approve the application as submitted.
- **Second:** Ms. Lynne Bratten seconded the motion.
- **Vote:** Mr. Scott Saxman called for a vote. The application was **approved as submitted**.

#25-05 – 227 Broad St. – Replace siding, windows, front porch, and back patio.

Discussion Summary:

- **Mr. Adjalma DaSilva** appeared before the Commission to seek approval to resume work that had previously been started but discontinued. Due to the lapse of over 180 days since the last activity, the project was no longer eligible for an extension under City Code.
- Mr. DaSilva expressed his appreciation for the property and neighborhood and stated his intent to replace all materials “in kind.”
- He offered to present photos of the proposed replacement window units. The Commission agreed to review the photos.
- **Mr. Scott Saxman** noted that if the windows are indeed being replaced *in kind*, formal Commission approval would not be required.
- Mr. DaSilva also mentioned his intent to replace the upstairs deck with pressure-treated wood, matching the existing material.
 - **Mr. Saxman** recommended considering **synthetic Azek** as a suitable alternative.
- **Mr. Matt Auchey** asked for confirmation that **cementitious siding** would be used.
 - The applicant confirmed.
- **Ms. Lisa Gingrich** observed that the **porch columns** were currently 4x4, whereas the original columns had been 6x6.

- **Mr. Auchey** responded that the 4x4 columns should be **wrapped with Azek board** to replicate the original dimensions.

Summary of Approved Scope of Work:

- **Siding:** Smooth cementitious siding (HardiePlank)
 - **Front Porch Flooring:** Tongue-and-groove yellow pine
 - **Ceiling:** Replaced in kind with wood matching the previous material
 - **Rear Deck:** Azek-type synthetic decking material for floorboards
 - **Porch Columns:** 4x4 posts to be wrapped with Azek board to replicate original 6x6 appearance
 - **Windows:** To be replaced in kind (no formal approval required for this portion)
-

Motion and Vote:

- **Motion:** Mr. Matt Auchey made a motion to approve the application with one amendment: that the applicant agrees to install wood windows in kind (which does not require Commission approval).
 - **Second:** Mr. Brad Phillips seconded the motion.
-

Public Comment:

- **Mr. Wirt Wolfe** inquired whether the replacement windows would match the original.
 - At the suggestion of **Ms. Lisa Gingrich**, **Mr. DaSilva** shared the window plans included in the application.
 - After review, **Mr. Wolfe** and **Mr. DaSilva** agreed on the proposed scope of work.
-

Final Determination:

Approved as submitted.

Vote called by: Mr. Scott Saxman.

Public Comment and Application Discussion – Salisbury Town Square Apartments

Attendees Involved in Discussion:

Mr. Scott Saxman, Mr. Michael Sullivan, Mr. Brad Gillis, Mr. Matt Auchey, Mr. Nick Voitiuc, Ms. Lisa Gingrich, Ms. Lynne Bratten, Ms. Jennifer Jean, Mr. Brad Phillips

Public Comment:

- **Mr. Scott Saxman** asked if **Mr. Brad Gillis** was attending in relation to an item on the agenda.
 - **Mr. Michael Sullivan** responded and spoke during public comment.

Statement by Mr. Michael Sullivan:

- Mr. Sullivan spoke on behalf of the application filed on **March 25, 2025**, by **The Salisbury Town Square Apartments, LLC**, located at 150 W. Market St. #101, Salisbury, MD 21801.
- The application was a request for **reapproval/renewal** of the **Certificate of Design** issued on **May 24, 2023**, for **SHDC Case #23-08**.
- Mr. Sullivan noted that on **April 8, 2025**, the applicant was informed that the application had been **rejected by the City of Salisbury Department of Infrastructure and Development (DID)**.
- On **April 17, 2025**, the Director of DID confirmed the reason for rejection was due to the fact that **renewals or reapprovals are not recognized under City Code** as a request eligible for SHDC consideration.
- Mr. Sullivan emphasized that the applicant is requesting approval for the **same items previously approved** by the SHDC and questioned why the matter was not placed on the SHDC agenda for consideration.
- **Mr. Saxman** clarified that such matters are under the jurisdiction of the **City**, not the **SHDC**.

Statement by Mr. Brad Gillis:

- Mr. Gillis read from an email previously sent to the City outlining the history of approvals for the **Salisbury Town Square Apartments** and presented the following timeline:
 - **3/25/2025**: Application submitted to SHDC for reapproval
 - **3/27/2025**: Application fee deposited by the City
 - **3/27/2025**: Application forwarded to SHDC Chair
 - **4/2/2025**: Application rejected
 - **4/7/2025**: City requested applicant to submit a formal letter of request
 - **4/8/2025**: City staff communicated a change in direction
- **Mr. Matt Auchey** expressed concern that the application was submitted but not acted upon by the City. He inquired whether the project would appear on the following month's agenda.
- **Mr. Nick Voitiuc** explained that the **submission was incomplete**, and the applicant was notified but did **not respond**.

Additional Commission Discussion:

- **Mr. Auchey** commented that a substantial amount of time was spent reviewing the original application when it was first approved and requested **follow-up discussion** after the meeting.
- **Ms. Lisa Gingrich** noted that **no renewals** were processed during the current meeting and stressed that **all applicants should be treated equally**.
- **Mr. Auchey** emphasized that the applicant should have been afforded an opportunity to be on the current agenda.
- **Ms. Jennifer Jean** clarified the code requirements regarding **valid certificates of approval** and the need for a **complete submission**.
- **Ms. Gingrich** added that **several current commissioners were not on the board** when the original application was approved and would require a full review of the complete application.
- **Ms. Lynne Bratten** asked what needed to be done for the case to be heard at the next meeting.

- **Mr. Voitiuc and Mr. Saxman** confirmed that **all required documents must be submitted by April 29, 2025.**

Motion and Vote:

- **Motion to adjourn:** Ms. Lynne Bratten
- **Second:** Mr. Brad Phillips
- **Vote:** Mr. Scott Saxman called for a vote.

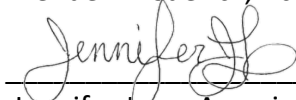
Adjournment:

There being no further business, the meeting was adjourned following the vote.

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.



Brenden Frederick, Acting Chairman



Jennifer Jean, Associate Planner

06/12/2025

Date

6/12/2025

Date