

**Salisbury Historic District Commission**  
***May 28, 2025***

The Salisbury Historic District Commission met in regular session on Wednesday, May 28, 2025. The meeting took place at 125 N Division St Room 301 with attendance as follows:

**COMMISSION MEMBERS PRESENT**

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

**CITY OFFICIALS PRESENT**

Heather Konyar, City Attorney- Present  
Betsy Jackson, City Planner- Present

- 1. CALL TO ORDER – Mr. Brenden Frederick** called the meeting to order at 7 p.m.
- 2. ROLL CALL** - Each member of the Commission introduced themselves for the record. The acting 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** – Approval of the April 23, 2025, Meeting Minutes was deferred because Mr. Brenden Frederick, who presided over the meeting on May 28, 2025, was not present on April 23. The minutes will be reviewed for approval at the June Historic Commission Meeting
- 4. PUBLIC INPUT** – Members of the public are welcome to comment at this time, subject to a time allotment of two (2) minutes per person.
- 5. CONSENT DOCKET – #25-08 327 Camden Ave. – Wheelchair Ramp – Ms. Lisa Gingrich** made a motion to approve the application. **Ms. Margaret Lawson** seconded the motion, and the motion carried.
- 6. OLD BUSINESS – #24-10 – 501 W. Main St. – COA Extension**  
  
**Ms. Betsy Jackson** stated that a letter was received requesting an extension of one hundred and eighty (180) days. The meeting for the initial approval was held on **May 28, 2024**. Ms. Jackson read the extension request letter, which detailed the project and development schedule and requested the extension. **Ms. Lynne Bratten** asked whether the applicant had submitted plans to the appropriate City departments. Ms. Jackson confirmed. **Ms. Bratten** made a motion to approve the extension. **Ms. Gingrich** seconded the motion, and the motion passed.
- 7. NEW BUSINESS- #25-06 – 100 E. Main St., Unit 102 – Alterations – Iron gate for staircase.**

**Summary of Discussion:**

- **Mr. Bret Davis** (via Zoom), representing **One Plaza East Condo Association**, appeared before the Commission to seek approval to **add an Iron gate** to the **bottom of the fire escape stairs** on the land owned by William & Renee Smith.
  - This structure was deemed contributing by the Commission before this application.
- **Mr. Davis** explained that unauthorized people have used the historic fire escape to climb the building. The **Fire Marshal had not allowed the installation of a drop-down ladder**, and the Marshall had suggested an Iron gate to be built as a solution for increasing safety.
- **Ms. Gingrich** clarified if the construction of the Iron gate at the bottom would include the cage up to 8 ft tall.
  - **Mr. Davis** reiterated that people climb up the building frequently, which poses immense safety concerns.
- **Mr. Frederick** stated that the proposed installation would not negatively impact the surrounding area and would enhance safety.
- **Ms. Bratton** asked for confirmation if the project would be constructed with metal material.
  - **Mr. Davis** confirmed that the project would be made of metal by a company in Baltimore.
- **Ms. Gingrich** inquired if the installation would clear the door that opens at the bottom of the steps.
  - **Mr. Davis** confirmed the inquiry.

**Public Comment: None**

#### **Motion and Vote:**

- **Motion:** Ms. Bratten moved to approve the application as submitted.
- **Second:** Ms. Gingrich seconded the motion
- **Vote:** Mr. Frederick called for a vote. The application was **approved as submitted**.

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#### **#25-07 – 108 W. Main St. – New Sign.**

##### **Discussion Summary:**

- **Ms. Gingrich** made a motion to deem the structure as contributing based on the existing Historical survey on file. **Ms. Bratten** seconded the motion, and the motion passed. All voted in favor. The motion passed.
- **Mr. Blair Carey** appeared before the Commission to seek approval to add a new sign, naming the building after a deceased family member, on a white metal beam facing the Plaza on land owned by North Division Holdings. Sign material would be Navy aluminum to match existing buildings downtown.
- **Mr. Frederick** asked for confirmation of the material used for the letters on the sign.
  - **Mr. Carey** confirmed that the material used is to be made of aluminum.
- **Ms. Bratten** raised a concern that signage naming a building is to the right of the owner.
- **Ms. Gingrich** raised a concern about the sign's overall size versus the buildings that are named.
- **Mr. Frederick** explained that the application is not far off from other designs in the Downtown area.
- **Ms. Gingrich** observed the application's design as "jarring" and recommended finding a way to make it smaller, similar to signs in the area.

- **Mr. Carey** explains the sign size can change as long as it is readable, but the sign would take up less than half of the size of the space.
- **Ms. Bratten** inquired if the family came together to create the idea of making the sign.
  - **Mr. Carey** explained the sign is intended to be a surprise.

**Public Comment: None**

**Motion and Vote:**

- **Motion:** Ms. Gingrich moved to approve the application with one amendment that the applicant may need to look at other sizes, but the sign should be no bigger than submitted.
- **Second:** Ms. Lawson seconded the motion
- **Vote:** Mr. Frederick called for a vote. The application was **approved as amended**

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**#25-09 – 809 Camden Ave. – New Construction – Fence.**

- **Mr. Frederick** determined that a motion needed to take place regarding if the site is contributing. The Commissions went through their checklist of determining contributing factors.
  - **Ms. Bratton** made a motion to deem the structure as contributing according to Exhibit A. **Ms. Gingrich** seconded the motion and the motion passed.
- **Mr. Marvin Napps** appeared before the commission to seek approval to construct a new vinyl fence in his backyard on land owned by Marvin and Judith Napps.
- **Ms. Gingrich** observed that this application was originally approved in 2022 due to a lack of quorum.
- **Mr. Frederick** reminded the Commission that the application was approved on May 2, 2022. Furthering that the previous approval has expired.

**Discussion Summary**

- **Ms. Gingrich** objects that the application vinyl material would be visible from the side street against Guidelines.
  - **Mr. Napps** disagrees.
- **Ms. Gingrich** observes that the amount of vinyl fence and the location are visible to the public
  - **Mr. Napps** raised concerns of wooden materials rotting and cracking. Additionally, mentioning how the application had been approved prior, he has purchased the product from the submission as is.
- **Ms. Lawson** notes on the Commission's precedence on declining applications using vinyl materials.
- **Ms. Gingrich** asked for confirmation if Mr. Napps was aware of the one (1) year time limit of the approval
  - **Mr. Napps** stated he was aware, but could not purchase the entire materials needed during that timeframe.
- **Ms. Gingrich** raises again that since the approval had expired, the application needs to be fully set in motion again on full merit.
- **Mr. Frederick** notes that the prior approval probably should not have been passed.
- **Mr. Napps** raises concerns about the high maintenance of other materials for a fence.

- The Commission notes their sympathy for how the timeline has worked and goes back and forth on the process of prior approvals and the process of re-applying.
- **Mr. Frederick** suggests either continuing through the application as is and deciding by motion, or the applicant can reject the application and return with amended materials.
- **Mr. Napps** raises concern about being able to return the already purchased vinyl fence
- **Mr. Frederick** explains options available to the applicant, recommends withdrawal of the application, and returns with wood-style material for the new application.
- **Ms. Laura Ryan** reiterated the application process if the applicant were to submit a new application
- **Mr. Frederick** and **Mr. Napps** go back and forth on the process of the next approval and options on what can be done.

#### **Motion and Vote:**

- **Motion:** Mr. Frederick moved to approve the application with the following amendments: the applicant will not install vinyl fence, but install a wooden fence, remain at the same height and proportion as submitted in addition to the gates, the wood material would be flat or dog ear top (applicant preferring dog ear top).
- **Applicant Agree:** Mr. Napps agrees with the amendment.
- **Second:** Ms. Lawson seconded the motion.
- **Vote:** Mr. Frederick called for a vote. The application was **approved as amended**

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#### **#25-10 – 109 S. Division St. Unit A – Alterations – Modify Antenna on roof.**

#### **Summary of Discussion:**

- **Ms. Samantha Streb**, representing AT&T, appeared before the Commission seeking approval to add antennas on the roof of the building under FCC Rights and 911 Communication.
- **Mr. Frederick** asked for confirmation of the project's details regarding "in-kind" upgrades to what is currently installed.
  - **Ms. Streb** confirmed.
- **Ms. Gingrich** inquired if old antennas are to be replaced with old antennas.
  - **Ms. Streb** confirmed.
- **Ms. Gingrich** inquired if there would be a net increase of antennas.
  - **Ms. Streb** confirmed there will be a net increase of two (2) additional antennas per sector stacked to mimic one (1) antenna per sector, but within the existing location.
- **Ms. Bratten** inquired if the weight of the additional equipment on the roof is confirmed to be safe.
  - **Ms. Streb** confirmed that a structural analysis was completed and has determined that the roof can sustain the additional weight.

#### **Motion and Vote:**

- **Motion:** Ms. Bratten moved to approve the application as submitted
  - **Second:** Ms. Gingrich seconded the motion.
  - **Vote:** Mr. Frederick called for a vote. The application was **approved as submitted**.
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#### #25-12 – 806 Camden Ave. – Alterations – Porch and Screen Room enclosure.

- **Mr. Michael Power**, homeowner, appeared before the Commission seeking approval to enclose a screened porch and sun room, and replace the materials used for the porch steps.
- **Mr. Power** commented that the back-porch screening is in disrepair and nothing is “original” to the house. Repairs would match the house and be “in kind” as much as possible, with all the storm (wood) windows being original to the house.
- **Ms. Lynne Bratten** explained her understanding of the work to be done
- **Mr. Power** confirmed
- **Ms. Bratten**, and **Ms. Gingrich** further discussed and asked clarification questions regarding window replacement and exterior Muntins.
  - **Mr. Power** clarified that windows are “in kind” and to standard, and clarified the intention for muntins
- **Ms. Gingrich** inquired about the door restoration.
  - **Mr. Powers** answered the door to be restored, along with the installation of a top platform for the stairs.
- **Mr. Frederick** reconfirms all parts of the project and questions if what appears to be piers at the bottom of the porch will be replaced
- **Mr. Power** confirms the piers will be replaced and painted
- **Mr. Frederick and Ms. Gingrich** discuss what the applicant would need to do if he wanted to replace other windows on the property
- **Ms. Betsy Jackson** inquired whether an amendment was needed regarding the plastic lattice below the porch.
  - **Mr. Powers** confirms the addition of a decorative trim.

#### Motion and Vote:

- **Motion:** Ms. Gingrich moved to approve the application as amended, to add exterior Muntins to windows, remove the existing splash lattice, and repair what is behind.
- **Second:** Ms. Lawson seconded the motion
- **Vote:** Mr. Frederick called for a vote. The application was **approved as amended**

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#### Additional Public Comments:

#### 310 Poplar Hill Ave. – Public Concern Regarding Previous Application

- **Mr. Wurt Wolfe** appeared before the Commission to raise concerns regarding the property located at 310 Poplar Hill Ave.
- **Mr. Wolfe** stated that the homeowner had a translator but may not have fully understood the Commission’s comments.
- He noted that several “Stop Work” orders had been issued and described the installation work—particularly vinyl decking—as violating SHDC guidelines.
- **Ms. Bratten** asked whether the issue had been reported to the City’s Building Department.
- **Mr. Wolfe** also expressed concern that Commission members were not speaking loudly enough during meetings, making it difficult for attendees to understand the proceedings.
- **Ms. Bratten** inquired about the City’s process to ensure that conditions of approval are enforced.
- **Ms. Jackson** responded by confirming the process in place.

- **Mr. Wolfe** recommended that a representative from the Building Inspections Department be present at monthly meetings to help monitor compliance.

#### HDC Membership Vacancy Announcement

- Ms. Bratten announced that there is currently one (1) vacancy on the Historic District Commission and encouraged interested parties to apply.


#### Motion and Vote:

- **Motion to adjourn:** Ms. Lynne Bratten
- **Second:** Mr. Brenden Frederick
- **Vote:** Mr. Brenden Frederick called for a vote

#### Adjournment:

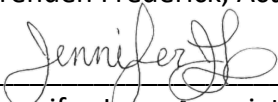
There being no further business, the meeting was adjourned following the vote.

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.

  
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Brenden Frederick, Acting Chairman

07/21/2025

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Date

  
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Jennifer Jean, Associate Planner

7/21/2025

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Date