

Salisbury Historic District Commission

July 23, 2025

The Salisbury Historic District Commission met in regular session on Wednesday, **July 23, 2025**. The meeting took place at 125 N Division St, Room 301, with attendance as follows:

COMMISSIONERS

Acting Chairman – Lisa Gingrich – *Present*
Vice Chairman – Matt Auchey – *NP*
Commissioner – Lynne Bratten – *Present*
Commissioner – Brad Philips – *Present (Virtual)*
Commissioner – Margaret Lawson – *NP*
Commissioner – Brenden Frederick – *P(V)*

CITY OFFICIALS

City Attorney – Laura Ryan – *Present*
Associate Planner – Jennifer Jean – *Present*
Associate Planner – Will Canner – *Present*

1. **CALL TO ORDER** – **Ms. Lisa Gingrich** 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 meeting procedure to all applicants and administered the oath en masse to all persons intending to testify.
3. **APPROVAL OF MINUTES** – **Ms. Gingrich** proposed three amendments to the June 25, 2025, Meeting Minutes. The commissioners present agreed; however, due to a lack of quorum, the minutes were not approved.
4. **PUBLIC INPUT** – Members of the public are welcome to comment, subject to a time allotment of two (2) minutes per person.
5. **CONSENT DOCKET** – **None.**
6. **OLD BUSINESS** – **None.**
7. **NEW BUSINESS- Case #25-15 – 300 Newton St – Replace and Extend Fence**

Discussion Summary:

- **Ms. Jennifer Jean** read the staff report, recommending a lower wooden fence instead of the proposed 3-ft vinyl or 3.5-ft pressure-treated pine, noting that the proposal exceeded the zoning code's recommended height.
- **Mr. Brad Philips** stated that the property had not yet been determined to be contributing; however, the Commission deemed the structure contributing.
- **Mr. Joel Olive**, property owner, presented a request to replace and extend the existing fence.
- The Commission approved a wood fence design with the condition that it be constructed at the city-mandated 2.5-foot height for corner visibility. The fence will match the existing picket fence

style, be painted white, and exclude vinyl materials, which are not permitted in the historic district.

- **Public Comment:** None

Motion and Vote:

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

Public Comment- Members of the public are welcome to comment at this time, subject to a time allotment of two (2) minutes per person.

Additional comments were made, postponing the Commission's annual meeting to August due to missing members. Additionally, the meeting will discuss the future leadership of the commission.

Motion and Vote:

- **Motion to adjourn:** **Ms. Gingrich**
- **Second:** **Mr. Philips**
- **Vote:** **Ms. Gingrich** called for a vote.

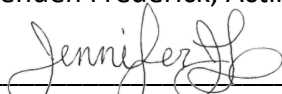
Adjournment:

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

10/09/2025

Date

9/30/2025

Date