

# Salisbury Historic District Commission

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## Hearing Notification

**Hearing Date:** January 28, 2026

**Time:** 7:00 pm

**Location:** Government Office Building  
125 N. Division Street  
Salisbury, MD, 21804  
Room 301

**Case Number:** #26-03

**Commission Considering:** Alteration- Window Closure

**Owner's Name:** Thomas and Linda Grier

**Applicant Name:** Same as owner

**Agent/Contractor:** N/A

**Subject Property Address:** 320 N. Division St.  
Salisbury, MD 21801

**Historic District:** Newtown Historic District

**Use Category:** Residential

**Acting Chairman:** Brenden Frederick

**HDC Staff contact:** Henry Pearson  
Associate Planner  
(410) 548-3170

**Salisbury Historic District Commission**

125 N. Division Street  
Room 304  
Salisbury, MD 21801  
(410) 548-3170/ fax (410) 548-3107

Permit Application  
\$150 Fee Received (date)

Date Submitted: 22 December, 2025

Date Accepted as Complete: Jan 5 2026

Subject Location: 320 No Division St Salisbury

Application by: Thomas & Luide Grier

Applicant Address: 320 No. Division St Salisbury

Applicant Phone: 215 431-7365

Case #: 26-03

Action Required By (45 days): \_\_\_\_\_

Owner Name: Grier

Owner Address: ~~320 No Division St~~ 320 No Division St

Owner Phone: 215 431-7365

Owner Email: tgrier7446@comcast.net

Work Involves:  Alterations  New Construction  Addition  Other \_\_\_\_\_  
 Demolition  Sign  Awning Estimated Cost \_\_\_\_\_

**DESCRIPTION OF WORK PROPOSED** (Please be specific. Attach sheet if space is inadequate) Type of material, color, dimensions, etc. must accompany application. If signs are proposed, indicate material, method of attachment, position on building, size and front lineal feet of building, size and position of all other signs on building, and a layout of the sign.

close ~~up~~ window in kitchen (ceded approx 1940) using like materials

Are there any easements or deed restrictions for the exterior of this property? If yes, submit a letter from the easement holder stating their approval of the proposed work.  Yes  No

Do you intend to apply for Federal or State Rehabilitation Tax Credits? If yes, have you contacted Maryland Historical Trust staff?  Yes  No

If you have checked "Yes" to either of the above questions, please provide a copy of your approval letter from the Maryland Historical Trust along with this application.

**See Reverse Side for DOCUMENTS REQUIRED TO BE FILED WITH APPLICATION**

All required documents must be submitted to the City Planner, Department of Infrastructure and Development at least 30 days prior to the next public meeting. Failure to include all the required attachments and/or failure of the applicant or his/her authorized representative to appear at the scheduled meeting may result in postponement of the application until the next regular scheduled meeting. If an application is denied, the same application cannot be resubmitted for one year from date of such action. Please be advised that members of the Salisbury Historic District Commission or staff, may visit the subject property prior to the scheduled meeting date to familiarize themselves with the project.

The Salisbury Historic District Commission Rules and Regulations and Design Guidelines are available for review in the office of the Department of Infrastructure and Development for the City of Salisbury as well as on the city's website: [www.ci.salisbury.md.us](http://www.ci.salisbury.md.us).

I, or my authorized representative, will appear at the meeting of the Salisbury Historic District Commission on \_\_\_\_\_ (date).

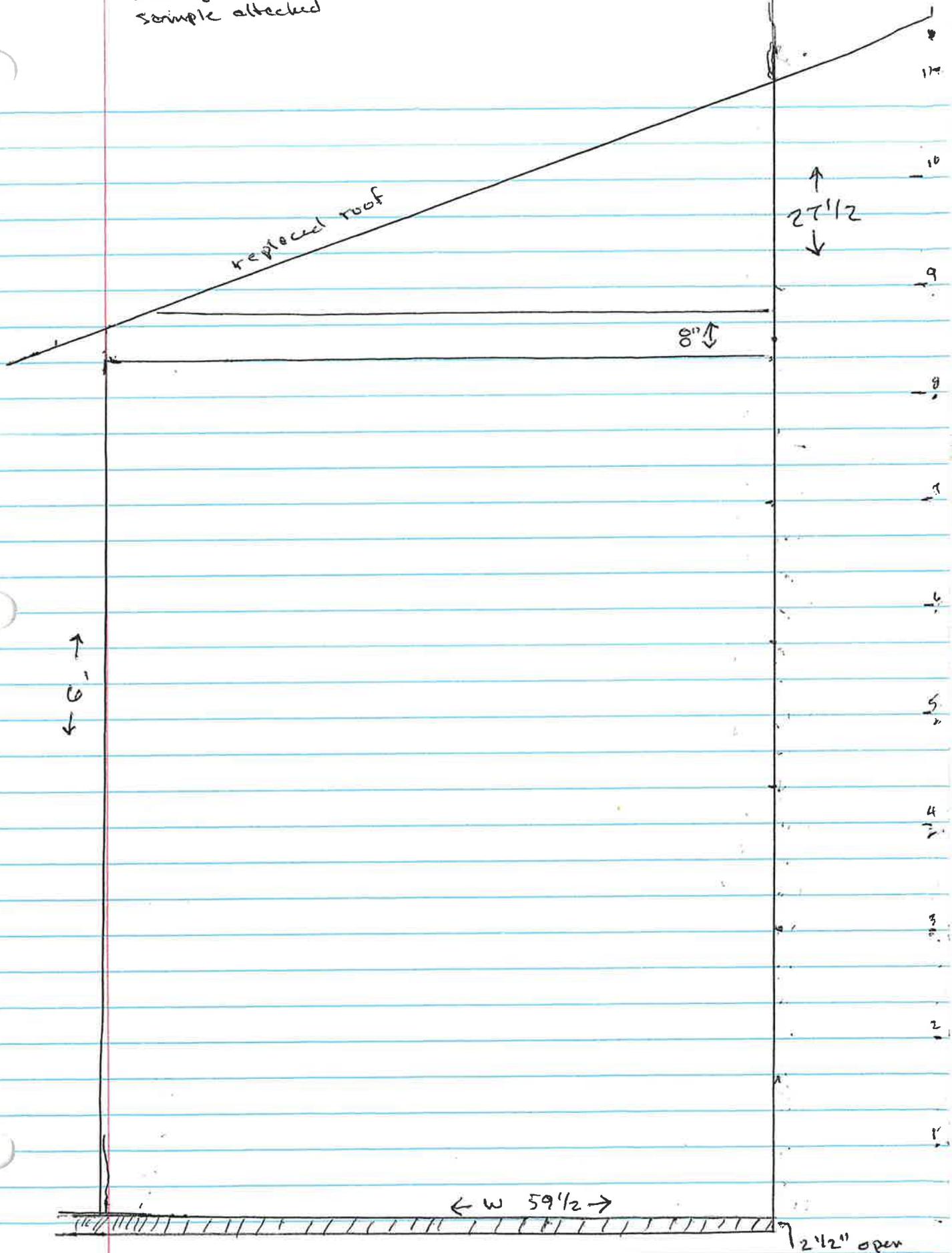
I hereby certify that the owner of the subject premises has been fully informed of the alterations herein proposed and that said owner is in full agreement with this proposal.

Applicant's Signature Thomas D Grier Date 22 December 2025

Application Processor (Date)

Secretary, S.H.D.C. (Date)

Siding - clabboard  
Sample affected





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**Fw: Window - 320 N Division St. Salisbury, Md**

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**From** Will Canner <wcanner@salisbury.md>

**Date** Wed 12/31/2025 9:10 AM

**To** Henry Pearson <hpearson@salisbury.md>

**Will Canner**

Associate Planner I

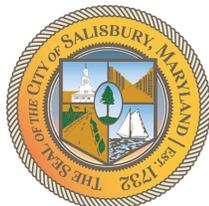
Department of Infrastructure & Development

City of Salisbury

125 N Division St, Rm 304

Salisbury, MD 21801

**P:** 410-548-3170



[www.salisbury.md](http://www.salisbury.md)

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**From:** Linda Grier <lgrier7446@hotmail.com>

**Sent:** Sunday, December 28, 2025 12:38 PM

**To:** Will Canner <wcanner@salisbury.md>

**Cc:** Thomas Grier <tgrier7446@comcast.net>; Linda Grier <lgrier7446@hotmail.com>; Betsy Jackson <bjackson@salisbury.md>

**Subject:** Window - 320 N Division St. Salisbury, Md

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WARNING: This message was sent from an external source. Please verify the source before clicking any links or opening any attachments. NEVER provide account credentials or sensitive data unless the source has been 100% verified as legitimate.

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On August 30, 2025, our home's kitchen sustained significant fire damage that necessitated our removal from the home and placement into temporary housing, as well as movement of our furniture and belongings to storage. Reconstruction of the kitchen has begun. The roof has been replaced. The interior has been gutted and the exterior clapboard siding is being repaired or replaced, as required. Replacement of exterior clapboard siding will match that which requires removal.

The main structure of our home has evolved through several alterations, from construction in 1790 through the late 1800's. The kitchen (the area most affected by the fire) was a 1940's addition to the primary structure which had been moved from the front of the property to its current secluded location, at the back, far right corner of the property in the late 1930's. The nails used in securing the current siding assist in dating the kitchen's construction to the 1940's. It should be noted that this addition was made at a time that historic regulation did not exist.

A small portion of the kitchen wall overlooks the front patio. This wall has a window squeezed into its small confines, a window that is noticeably smaller than the other five windows present in the front of the main structure of our late 18th - 19th century home. In that the clapboard siding on this area of the kitchen's rebuild must be replaced, we seek approval to close the wall entirely, using clapboard the size and style utilized throughout the home's existing exterior. This window serves no purpose at present, in that a refrigerator can fit nowhere else in the kitchen, other than directly in front of, and covering, the window. This window has contributed to drafts in the winter and excessive heat in the summer. It detracts from the original historical aesthetics of the front of our home. We seek to add to the overall value of the house, both interior and exterior, by removing it while still respecting the 18th century heritage.

Thank you for your consideration, Tom and Linda Grier





NO  
TRESPASSING

5320





# Salisbury Historic District Commission

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## STAFF FINDINGS

### Meeting of January 28, 2026

<b>Case Number:</b>	#26-03
<b>Commission Considering:</b>	Alteration- Window Closure
<b>Owner Name:</b>	Tom and Linda Grier
<b>Owners Address:</b>	320 N. Division St. Salisbury, MD 21801
<b>Applicant Name:</b>	Same as owner
<b>Applicant's Address:</b>	Same as owner
<b>Agent/Contractor:</b>	N/A
<b>Subject Property Address:</b>	Same as owner
<b>Historic District:</b>	Newtown Historic District
<b>Use Category:</b>	Residential
<b>Zoning Classification:</b>	R8 – Residential
<b>Structure / Site Description:</b>	
<b>Built Date:</b>	1840 (SDAT, Scanned PDF)
<b>Enclosed Area:</b>	1,902 sq. ft. (SDAT Real Property Database)
<b>Lot Size:</b>	11,220 sq. ft. (SDAT Real Property Database)
<b>Number of Stories:</b>	2 1/2
<b>Contributing Structure:</b>	Contributing
<b>Wicomico County Historic Survey on file:</b>	Yes, WI-110, Todd House
<b>Nearby Properties on County Survey:</b>	Yes
<b>Properties included below but not limited to:</b>	
•	WI-591, Dr. Samuel A. Graham House, Ralph H. Grier House
•	WI-13, Gillis-Grier House

- WI-427, Irving Powell House

**Explanation of Request:** The applicant is seeking to remove a window from the first-floor kitchen of the house. The kitchen itself was added to the original structure in the 1940s. The house recently sustained extensive fire damage and is in the process of being repaired. The applicant is seeking to close the wall entirely and remove the window during the repair process. All other repairs are to be done in kind and are not the subject of this application.

**Areas of Historic Guidelines to be considered:**

***UNIVERSAL GUIDELINES***

**Guideline 1:** Preserve Significant Historic Features

- a. Avoid the removal of historic architectural features and materials. Historic architectural features include large scale characteristics, such as roof form and fenestration patterns; as well as small scale features like moldings, brackets, columns, and other examples of skilled craftsmanship. A reasonable effort should be made to retain existing historic building materials, including brick and stone masonry, wood shingles and siding, stucco, etc.
- b. Materials and additions which were installed at a later date than the original building construction which may have since gained significance should be retained.

**Guideline 17:** Retain Historic Windows

- a. Maintain or restore the historic shape, size, alignment, pattern, and details of existing historic windows, particularly those in upper stories of commercial properties.
- b. Do not infill window openings or cover existing historic windows.
- c. Consider reopening windows that are presently blocked, if your budget allows.

**Guideline 18:** New Window Openings and Infill

Altering window openings in historic facades alters the building's historic appearance significantly, and is typically not appropriate, but may be considered in some situations.

- a. Avoid placing new openings on the front facade.
- b. If new openings are required for additional light, consider placing them on the rear or side elevations of the building or installing a skylight on a non-visible roof slope.
- c. Avoid infilling existing window openings on the front facade.
- d. Where recent changes have altered historic window openings, restoration of the historic configuration and materials is encouraged.

***GUIDELINES FOR RESIDENTIAL PROPERTIES***

**Guideline 49:** Façade Configuration

As described in Section 3's Architectural Style Guide, there are several building types associated with American residential architecture. These forms are often the most

recognizable character defining feature. The building's overall form, as well as the facade's order and arrangement must be maintained.

- a. Maintain the historic compositional principles of historic dwellings. Maintain large scale building elements such as the roof shape, order of bays, and symmetry or asymmetry.
- b. Maintain the general historic layout of the façade, including the window and door pattern of the house. Avoid adding or removing openings on the front façade of the dwelling.
- c. Maintain stylistic ornamentation. Avoid removing or replacing hallmark architectural features, such as trim and other woodwork.

***STAFF COMMENT:***

Staff recommends approval of the window removal and wall closure. Historic Guidelines 1 and 17 recommend against removing historic windows. However, this window is part of an addition that was not part of the original structure. The window in question is substantially smaller than the five primary windows on the front façade and is not front facing, nor is it visible from the street. The materials used to close the wall will be the same as used throughout the exterior of the home.

**Evaluation Criteria:**

Pursuant to Section 17.52.040 A & B of the Salisbury Zoning Code, it is the duty of the Historic District Commission to review and make determinations on all applications to construct, alter, reconstruct, move or demolish a site or structure within a Historic District whenever "*exterior changes are involved which would affect the historic archeological, or architectural significance of a site or structure, any portion of which is visible or intended to be visible from a public way.*" In reviewing an application and plans, the Commission should consider review criteria, and may decide as to which of said Criteria are applicable.

Staff Findings Prepared By: Henry Pearson  
Infrastructure and Development  
125 N Division Street, Suite 304  
Salisbury, MD 21801  
(410) 548-3170  
Date: January 8, 2026

# WI-110

## Todd House

### **Architectural Survey File**

This is the architectural survey file for this MIHP record. The survey file is organized reverse-chronological (that is, with the latest material on top). It contains all MIHP inventory forms, National Register nomination forms, determinations of eligibility (DOE) forms, and accompanying documentation such as photographs and maps.

Users should be aware that additional undigitized material about this property may be found in on-site architectural reports, copies of HABS/HAER or other documentation, drawings, and the “vertical files” at the MHT Library in Crownsville. The vertical files may include newspaper clippings, field notes, draft versions of forms and architectural reports, photographs, maps, and drawings. Researchers who need a thorough understanding of this property should plan to visit the MHT Library as part of their research project; look at the MHT web site ([mht.maryland.gov](http://mht.maryland.gov)) for details about how to make an appointment.

All material is property of the Maryland Historical Trust.

***Last Updated: 08-29-2003***

WI-110  
Todd House  
Salisbury  
Private

c. 1840-50

Known for the past century as the Todd house, this two-story, three-bay frame dwelling was relocated to this site during the second quarter of the twentieth century. Exterior architectural features indicate that this center hall/single-pile dwelling was erected during the second quarter of the nineteenth century, probably around 1840-50. It was part of a larger dwelling that stood along North Division Street. Beaded weatherboards and a dentiled cornice are two exterior features that distinguish the exterior elevations. The house is one of a handful of pre-Civil War structures that stand in the Newtown Historic District.

**MARYLAND HISTORIC PRESERVATION PLAN INFORMATION**

**RESOURCE NAME:** Todd House

**MARYLAND HISTORICAL TRUST INVENTORY NUMBER:** WI-110

**MARYLAND COMPREHENSIVE PLAN DATA**

1. **Historic Period Theme(s):** Architecture

2. **Geographic Orientation:** Eastern Shore

3. **Chronological/Development Period(s):** Agricultural-Industrial Transition  
1815-1870

4. **Resource Type(s):** Dwelling

# Maryland Historical Trust State Historic Sites Inventory Form

## 1. Name (indicate preferred name)

historic

and/or common Todd House

## 2. Location

street & number 320 North Division Street \_\_\_ not for publication

city, town Salisbury \_\_\_ vicinity of congressional district First

state Maryland county Wicomico

## 3. Classification

Category	Ownership	Status	Present Use	
<input type="checkbox"/> district	<input type="checkbox"/> public	<input checked="" type="checkbox"/> occupied	<input type="checkbox"/> agriculture	<input type="checkbox"/> museum
<input checked="" type="checkbox"/> building(s)	<input checked="" type="checkbox"/> private	<input type="checkbox"/> unoccupied	<input type="checkbox"/> commercial	<input type="checkbox"/> park
<input type="checkbox"/> structure	<input type="checkbox"/> both	<input type="checkbox"/> work in progress	<input type="checkbox"/> educational	<input type="checkbox"/> private residence
<input type="checkbox"/> site	<b>Public Acquisition</b>	<b>Accessible</b>	<input type="checkbox"/> entertainment	<input type="checkbox"/> religious
<input type="checkbox"/> object	<input type="checkbox"/> in process	<input checked="" type="checkbox"/> yes: restricted	<input type="checkbox"/> government	<input type="checkbox"/> scientific
	<input type="checkbox"/> being considered	<input type="checkbox"/> yes: unrestricted	<input type="checkbox"/> industrial	<input type="checkbox"/> transportation
	<input type="checkbox"/> not applicable	<input type="checkbox"/> no	<input type="checkbox"/> military	<input type="checkbox"/> other:

## 4. Owner of Property (give names and mailing addresses of all owners)

name

street & number telephone no.:

city, town state and zip code

## 5. Location of Legal Description

courthouse, registry of deeds, etc. Wicomico County Clerk of Court liber

street & number Wicomico County Courthouse folio

city, town Salisbury state MD 21801

## 6. Representation in Existing Historical Surveys

title Maryland Inventory of Historic Properties

date 1972 \_\_\_ federal \_\_\_Xstate \_\_\_ county \_\_\_ local

depository for survey records Maryland Historical Trust

city, town Crownsville state MD 21032

## 7. Description

Survey No. WI-110

### Condition

excellent  
 good  
 fair

deteriorated  
 ruins  
 unexposed

### Check one

unaltered  
 altered

### Check one

original site  
 moved      date of move \_\_\_\_\_

Prepare both a summary paragraph and a general description of the resource and its various elements as it exists today.

Located off North Division Street at the end of a short lane is a two-story, three-bay frame dwelling that was relocated on the property around 1920 from a site along North Division. The house faces south with the gable roof oriented on an east/west axis.

Estimated to date around 1840-50, the two-story, three-bay center hall frame dwelling is supported on a low brick foundation, and the steeply pitched roof is covered with asphalt shingles. The exterior is largely clad with beaded weatherboard siding, aside from the gable ends which have a layer of shingles. Attached to the west gable end is a single-story kitchen wing.

The south elevation of the main block is a three-bay facade with a center entrance and flanking six-over-six sash windows. The six-panel front door, a replacement, is topped by a three-light transom. Sheltering the entrance is a neoclassical front portico. The gable roof is supported by slender square posts. Six-over-six sash windows, framed by ovolo molded backband surrounds, light the first and second floors. Stretching across the base of the roof is a boxed cornice trimmed with a dentiled bed molding.

The east gable end is dominated by an exterior brick chimney of twentieth century construction. Six-over-six sash windows flank the chimney stack on each floor. The attic is lighted by smaller sized six-over-six sash windows. The edge of the roof is finished with an extended eave.

The west gable end is partially covered by the single-story kitchen wing, which is sheathed with beaded weatherboard siding. The kitchen is covered by a low pitched gable roof covered with asphalt shingles. Rising against the gable end of the main block is an exterior brick chimney. Six-over-six sash windows pierce the gable end.

The rear (north) wall is defined by an asymmetrical fenestration of six-over-six sash windows.

The interior was not seen.

# 8. Significance

Survey No. WI-110

Period	Areas of Significance—Check and justify below			
<input type="checkbox"/> prehistoric	<input type="checkbox"/> archeology-prehistoric	<input type="checkbox"/> community planning	<input type="checkbox"/> landscape architecture	<input type="checkbox"/> religion
<input type="checkbox"/> 1400-1499	<input type="checkbox"/> archeology-historic	<input type="checkbox"/> conservation	<input type="checkbox"/> law	<input type="checkbox"/> science
<input type="checkbox"/> 1500-1599	<input type="checkbox"/> agriculture	<input type="checkbox"/> economics	<input type="checkbox"/> literature	<input type="checkbox"/> sculpture
<input type="checkbox"/> 1600-1699	<input checked="" type="checkbox"/> architecture	<input type="checkbox"/> education	<input type="checkbox"/> military	<input type="checkbox"/> social/
<input type="checkbox"/> 1700-1799	<input type="checkbox"/> art	<input type="checkbox"/> engineering	<input type="checkbox"/> music	<input type="checkbox"/> humanitarian
<input checked="" type="checkbox"/> 1800-1899	<input type="checkbox"/> commerce	<input type="checkbox"/> exploration/settlement	<input type="checkbox"/> philosophy	<input type="checkbox"/> theater
<input type="checkbox"/> 1900-	<input type="checkbox"/> communications	<input type="checkbox"/> industry	<input type="checkbox"/> politics/government	<input type="checkbox"/> transportation
		<input type="checkbox"/> invention		<input type="checkbox"/> other (specify)

### Specific dates

### Builder/Architect

check: Applicable Criteria:  A  B  C  D  
and/or

Applicable Exception:  A  B  C  D  E  F  G

Level of Significance:  national  state  local

Prepare both a summary paragraph of significance and a general statement of history and support.

Known for the past half century as the Todd house, this two-story, three-bay frame dwelling was relocated to this site during the second quarter of the twentieth century. Exterior architectural features indicate that this center hall/single-pile dwelling was erected during the second quarter of the nineteenth century, probably around 1840-50. It was part of a larger dwelling that stood along North Division Street. Beaded weatherboards and a dentiled cornice are two exterior features that distinguish the exterior elevations. The house is one of a handful of pre-Civil War structures that stand in the Newtown Historic District.











Wi-110 Todd House on North Division Street

1978

PHOTO—  
O. V. WOOTEN  
323 BAXWORTH DRIVE  
SALISBURY, MD.

[View Map](#)      [No Ground Rent Redemption on File](#)      [No Ground Rent Registration on File](#)

**Special Tax Recapture: None**

**Account Number:**      **District - 09 Account Identifier - 054987**

**Owner Information**

**Owner Name:**      GRIER THOMAS B      **Use:**      RESIDENTIAL  
                                  GRIER LINDA      **Principal Residence:** YES  
**Mailing Address:**      320 N DIVISION ST      **Deed Reference:**      /04204/ 00435  
                                  SALISBURY MD 21801

**Location & Structure Information**

**Premises Address:**      320 N DIVISION ST      **Legal Description:**      L - 19AA 11,220 SQ FT  
                                  SALISBURY 21801-0000      320 N DIVISION ST  
                                                      RESUB NOLAN-THOMPSON-GINGRICH

**Map: Grid: Parcel: Neighborhood: Subdivision: Section: Block: Lot: Assessment Year: Plat No:** 9 117  
 0107 0002 0947 9030380.23 0000 19AA 2025      **Plat Ref:** 0016/ 0485

**Town:** SALISBURY

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
1790	1,902 SF	340 SF	11,220 SF	

Stories	Basement	Type	Exterior Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
2	1/2	YES	STANDARD UNIT	FRAME/ 3	3 full/ 1 half	

**Value Information**

	Base Value	Value	Phase-in Assessments	
			As of	As of
			01/01/2025	07/01/2025
<b>Land:</b>	20,800	20,800		
<b>Improvements</b>	134,100	164,500		
<b>Total:</b>	154,900	185,300	165,033	175,167
<b>Preferential Land:</b>	0	0		

**Transfer Information**

<b>Seller:</b> NOLAN MARGO J	<b>Date:</b> 08/01/2017	<b>Price:</b> \$175,000
<b>Type:</b> ARMS LENGTH IMPROVED	<b>Deed1:</b> /04204/ 00435	<b>Deed2:</b>
<b>Seller:</b> NOLAN MARGO J	<b>Date:</b> 08/01/2017	<b>Price:</b> \$0
<b>Type:</b> NON-ARMS LENGTH OTHER	<b>Deed1:</b> /04204/ 00424	<b>Deed2:</b>
<b>Seller:</b> NOLAN, MARGO J & JOHN R	<b>Date:</b> 01/29/2004	<b>Price:</b> \$0
<b>Type:</b> NON-ARMS LENGTH OTHER	<b>Deed1:</b> /02185/ 00775	<b>Deed2:</b>

**Exemption Information**

Partial Exempt Assessments:	Class	07/01/2025	07/01/2026
<b>County:</b>	000	0.00	
<b>State:</b>	000	0.00	
<b>Municipal:</b>	000	0.00 0.00	0.00 0.00

**Special Tax Recapture: None**

**Homestead Application Information**

**Homestead Application Status:** Approved 10/20/2017

**Homeowners' Tax Credit Application Information**

**Homeowners' Tax Credit Application Status:** No ApplicationDate: