

Salisbury Historic District Commission

AGENDA

Wednesday, July 22, 2026 at 7:00 pm

Government Office Building Room 301

1. 7:00 P.M. - CALL TO ORDER – Brenden Frederick, Chairman

2. ROLL CALL

3. APPROVAL OF MINUTES – June 24, 2026

PUBLIC INPUT – Public members are welcome to comment at this time, subject to a time allotment of two (2) minutes per person

4. CONSENT DOCKET – To be determined at the meeting.

5. OLD BUSINESS

- #25-12 – 806 Camden Ave - COA extension *

6. NEW BUSINESS

- #26-17 – 305 Gay St. – Fence Removal
- #26-28 – 306 W Main St. – Sign *

7. DISCUSSION

- Application Requirements
- Rules of Procedure

*The structure has been deemed a contributing structure by the SHDC

*The structure has been deemed a non-contributing structure by the SHDC

Salisbury Historic District Commission

June 24, 2026

The Salisbury Historic District Commission met in regular session on Wednesday, **June 24, 2026**. The meeting took place at 125 N Division St, Room 301, with attendance as follows:

COMMISSIONERS

Brenden Frederick – Chairman – *Virtual*
Matt Auchey – Vice Chairman – *Virtual*
Margaret Lawson – Commissioner – *Virtual*
Lisa Gingrich – Commissioner – *Present*
Brad Phillips – Commissioner – *Absent*

Harvey Evans – Commissioner – *Present*
Luis DaSilva – Commissioner – *Present*

CITY OFFICIALS

Reena Patel – City Attorney – *Present*
Scarlett Liberto – Associate Planner – *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** – April 22, 2026 & May 27, 2026.
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** –

Case #25-11 – Salisbury Town Center Apartments – COA Extension

The applicants approached the table and began discussing the Certificate of Approval extension request. The applicant states the legislation, describing how they have justifiable cause for not beginning work, they are under litigation in the county circuit court. They stated how the mayor directed staff to stop work on anything related to the project while it is in litigation. Mr. Brendan Frederick agrees the applicant does not have a choice in the matter and believes it should be approved as submitted. Ms. Gingrich expresses concern with approving the case while it is still in litigation, how they will have to return repeatedly if the court case is on-going. She wants to propose not approving the submission until the lawsuit is over, and we have more information on what is needed for the project, she believes this will give everyone a fresh start to review the case. Mr. Frederick explains that this is a COA extension request, they are solely voting on whether or not the applicant has expressed justifiable cause. The applicant gave further history regarding the case, discussing the events that occurred between now and the original case from 2023. They believe the circuit court case should be completed this year as they have a hearing scheduled for November 2026.

Motion and Vote:

Motion: **Brendan Frederick**

Second: **Matt Auchey**

Vote: 6-0 in favor.

Case #26-15 – 501C West Main Street – Sign

The applicant approached the bench. He stated that he updated the sign to something more simple, as discussed last month. Matt Auchey agrees the sign is an improvement from last month and is similar to what was previously on the building.

Motion and Vote:

Motion: Luis DaSilva

Second: Harvey Evans

Vote: 6-0 in favor.

7. NEW BUSINESS –

Case #26-16 – 109 Elizabeth Street – Stair and Railing Alteration

Ms. Scarlett Liberto read the staff report. Mr. Auchey read through the contributing/noncontributing checklist. He then recommended approval for the house to be deemed contributing.

Motion and Vote:

Motion: Matt Auchey

Second: Brendan Frederick

Vote: 6-0 in favor.

Ms. Liberto finished reading the staff report. Ms. Gingrich inquired about how handrails and columns be attached. The applicant responded that they plan to install two posts, anchored in concrete, below grade at the bottom of the steps. Then have the handrails run from the handrail post to the center of the two columns framing the stairs. The handrail will run higher than the porch rail, to meet the code minimum. He believes he can make the design run seamlessly with the existing.

Mr. Harvey Evans questions why he does not add metal handrails, like most of the surrounding houses. The applicant responded, that the homeowner requested wooden handrails to match the existing rails on the house. Mr. Evans explains his concern with wooden handrails, as it will be difficult to match to what is existing. He states how most of the neighboring properties have metal handrails and they are not subjective, they all look exactly the same. Mr. Auchey motioned to approve the alteration with the amendment that the new railing must match the existing rail profile in-kind or be metal railings, the stairs will be approved as submitted.

Public Comment: None

Motion and Vote:

Motion: Matt Auchey

Second: Brendan Frederick

Vote: 6-0 in favor.

DISCUSSION – Application Requirements & Rules of Procedure

As half of the commission is either virtual or absent, the commissioners have voted to table the discussion.

Motion and Vote:

Motion: **Harvey Evans**

Second: **Luis DaSilva**

Vote: **6-0 in favor.**

Adjournment:

There being no further business, **Mr. Evans** moved to adjourn the meeting, which was seconded by **Mr. DaSilva**, which was brought to a vote and approved unanimously.

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 Department of Infrastructure and Development.

Brendan Frederick, Chairman

Date

Scarlett Liberto, Associate Planner

Date



To: Salisbury Historic District Commission
From: Scarlett Liberto, Associate Planner
Date: July 2, 2026
Re: 806 Camden Ave. (Case #25-12)

The applicant is requesting an extension of the Certificate of Approval (COA) dated June 12, 2025 approving alterations. The approved alterations are a first-floor screened in porch, replacing the rear brick entrance steps with wooden steps, and enclosing the second-floor screened sunroom. The approval included an amendment for exterior shutters to be added to the new windows and removal of the existing plastic lattice and repair what is existing behind it.

The applicant stated that they have had to undergo more infrastructure changes to the property within the past year including replacement of electric, plumbing, and HVAC. As well as replacing two different contractors during this renovation. They requested their COA extension on June 10, 2026 which is before the 1-year timeline for an extension as their COA is dated June 12, 2025. The staff recommends approval for the extension of the COA #25-12 as they have expressed justifiable cause and submitted their extension prior to the one year mark of the approval letter.

Attachments:

1. Applicant COA Extension Memo
2. Certificate of Approval
3. Original Application

Michael Lance Power
806 Camden Avenue
Salisbury, MD 21801
404-558-5423

June 10, 2026

Dear Salisbury Historic Commission Representative:

With this letter, I am requesting a 180-day extension of my Certificate of Approval Case # 25-12 (attachment).

My renovations included not only my historic commission changes but significant infrastructure change including complete replacement of electric, plumbing and HVAC which has been quite challenging. During the past year, I have had to replace 2 contractors resulting in significant home renovation delays.

I am confident that I will be able to complete the renovations during this requested period.

Thank you in advance for your consideration and approval.

Regards,

A handwritten signature in cursive script that reads "Michael Power". The signature is written in dark ink and is positioned below the "Regards," text.

Michael Power

Salisbury Historic District Commission Certificate of Approval

Case # 25-12	Meeting Date: 5/28/2025	Address: 806 Camden Ave
Description of Work: Porch and screen room enclosure		
Presenting Case: Michael Powers		
Motion: Lisa Gingrich		Second: Margaret Lawson
Amendments to Proposal: -Exterior Muttons should be added to the new windows -Remove existing plastic lattice and repair what is behind it.		
Decision: Approved as amended.		

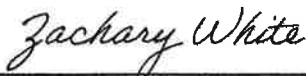
THIS DECISION WAS MADE IN ACCORDANCE TO PROVISIONS OF
CHAPTER 17.52 OF THE SALISBURY MUNICIPAL CODE.



SHDC Chairman

06/12/2025

Date



SHDC Secretary

6/12/2025

Date

Every certificate of approval and any permit arising as a result thereof shall become invalid unless the work on the site authorized by such certificate of approval or permit is commenced within one year after its issuance, or if the work authorized by such certificate of approval or permit is suspended or abandoned for a period of one hundred eighty (180) days after the time the work is commenced. The commission is authorized to grant, in writing, one or more extensions of time, for periods not more than one hundred eighty (180) days each. The extension shall be requested in writing and justifiable cause demonstrated.

Salisbury Historic District Commission**ATTACHMENT 3**

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

Permit Application
 \$150 Fee Received _____ (date)

Date Submitted: _____

Case #: _____

Date Accepted as Complete: _____

Action Required By (45 days): _____

Subject Location: 806 CAMDEN AVE
 Application by: MICHAEL POWER
 Applicant Address: 806 CAMDEN AVE
 Applicant Phone: 404-558-5423

Owner Name: MICHAEL POWER
 Owner Address: 806 CAMDEN AVE
 Owner Phone: 404-558-5423
 Owner Email: MICHAEL.L.POWER@GMAIL.COM

Work Involves: ☒ Alterations ☐ New Construction ☐ Addition Other _____
☐ Demolition ☐ Sign ☐ Awning Estimated Cost \$8500

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.

- 1st FLOOR SEE ATTACHED.
1. ENCLOSE REAR SCREENED PORCH WITH "PERIOD" DOOR AND WINDOW ELEMENTS.
2. REPLACE BRICK REAR STEPS (NOT ORIGINAL) WITH WOOD STEPS.
3. ENCLOSE 2nd FLOOR SCREENED ROOM WITH "LIKE" WOODEN CASEMENTS.

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 Historic 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.

I, or my authorized representative, will appear at the meeting of the Salisbury Historic District Commission on 5/28/25 (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 Michael Power Date 4/29/25

806 CAMDEN AVENUE

Line Item	Appl Instr	Proposed Changes	
1			Checklist:
2	A		4/29/25: Submission of completed application form
3	B		4/29/25: Paid application fee of \$150. Check #1904 (-3116)
4	C		Site plan not applicable
5	D		Scaled and measured detailed drawings, including but not limited to:
6			Plans and elevations of the proposed alteration or improvements. See Exhibits X, Y, Z
7			Scaled mock up. See Exhibits X, Y, Z
8	E		For an existing structure:
9			Color photographs of the structure showing:
10			All elevations: See Exhibits 1, 2, 3, 4
11			Areas to be altered: See Exhibits 5, 6, 7
12			Close-ups of architectural details: See Exhibits 8, 9, 10, 11, 12
13			Area in the immediate vicinity
14			Home to the left: 808 Camden Avenue. See Exhibit 13
15			Home to the Right: 401 Pennsylvania Avenue. See Exhibit 14
16	F		For a proposed new structure. Not Applicable.
17	G		4/29/25: Photographs provided as Exhibits and labeled accordingly
18	H		4/29/25: Material samples and/or copies of manufacturers' product literature provided. See Exhibits 15, 15A, 16, 17, 18
19	I		4/29/25: Completed application and attachments delivered to the City of Salisbury as specified.
20			
21			Background:
22			Discovery of water leaks on the wooden rear structure required immediate repairs of rotten wood including the rear northern wall and 2 existing screened openings. These repairs were made using cedar wood shanks (see Exhibit 17). It was my mistaken understanding that only the front façade of our historic homes was subject to historical commission rules and regulations as neighboring homes do not have conforming windows and doors in the rear and sides of homes, although I have taken care to replace like for like. A Salisbury building official informed me otherwise upon installation of 2 conforming windows, although not approved by the SHDC. I am submitting this application for the commission's review and approval of my proposed plans.
23			

24			General Areas Impacted:	
25			Rear wooden section of primary brick structure under existing roofline on 1st and 2nd floors: X, Y, Z	See Exhibits
26			1st Floor: Back door screened entrance area, including brick steps leading to entrance.	
27			2nd Floor: Screened sunroom with 6 existing screened openings	
28				
29			Proposed alterations for review and approval, in accordance with local building code (permits in process):	
30		I	Enclose 1st floor screened entrance. See Exhibits X, 15, 15A, 20, 21	
31			Remove non-original wood and elements supporting damaged screening	
32			Frame, level and tile floor	
33			Frame, level and install drywall on newly created interior walls	
34			Install period door, transom and sidelights which were once part of the front entrance vestibule. (As no original photos exist of this elevation, utilization of these period original windows and door is requested as they will provide continuity with the front door which is "of the period".	
35			See Exhibit 15, 15A	
36			Install on 2nd enclosed wall a period window (found in garage, identical to all other windows) with 9 panes over 1, as well as an original storm window which is unique to my home and is on all windows as a "second" window protection. Before air conditioning and during warm months, these glass secondary windows would be removed and replaced with matching screened windows.	
37			See Exhibit 16	
38			Install exterior insulative wrapping for energy efficiency.	
39			Install siding with cedar shanks in keeping with existing exterior wall covering. See Exhibit 17	
40			Paint	
42		II	Replace rear brick entrance steps (not original) with wooden steps in keeping with wood rear elevation architectural design. See Exhibits X, 12, 17, 18	
43			Raising the interior floor will require raising the steps elevation.	
44			Additionally, the unsafe steepness of the existing brick stairs will be addressed by an initial landing outside the door with steps having a more gentle rise.	
45			Materials: Pressure treated Lumber	
46			Install siding material (cedar shanks) on sides of steps in keeping with existing exterior wall covering.	
47			Paint	

49		III	Enclose 2nd floor screened sunroom. See Exhibits 2, 19, 19A, 20, 21, 22, 23
50			Remove existing 6 screens, replacing with 6 wood windows (4 fixed, 2 opening casements) with custom wood grills emulating 9 over 1 pane windows. See Exhibits
51			Frame, level and install drywall on newly created interior walls
52			Install wood windows in keeping with design of the house. Note: Existing windows have secondary "of the period" storm windows protecting them. The wooden casement windows emulate this glass pane look. See
53			Example of Pella Wood Casement Window with Grille next to Original Window. See Exhibit 23
54			Install exterior insulative wrapping
55			Install siding with cedar shanks in keeping with existing exterior wall covering.
56			Paint trim accordingly

Exhibit X

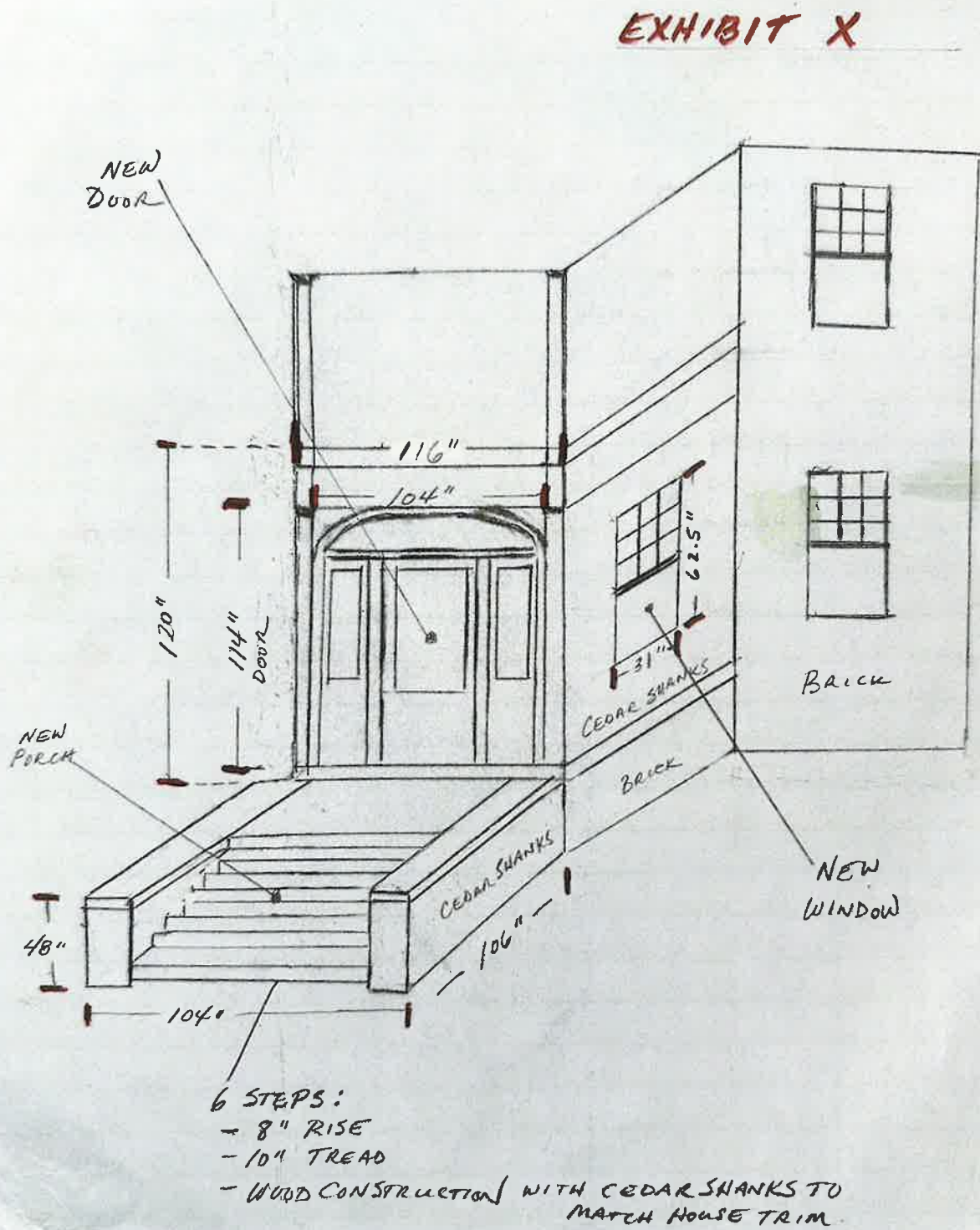


Exhibit Y

Mockup of West Façade for visual purposes – measurements to scale on Exhibits X and Z

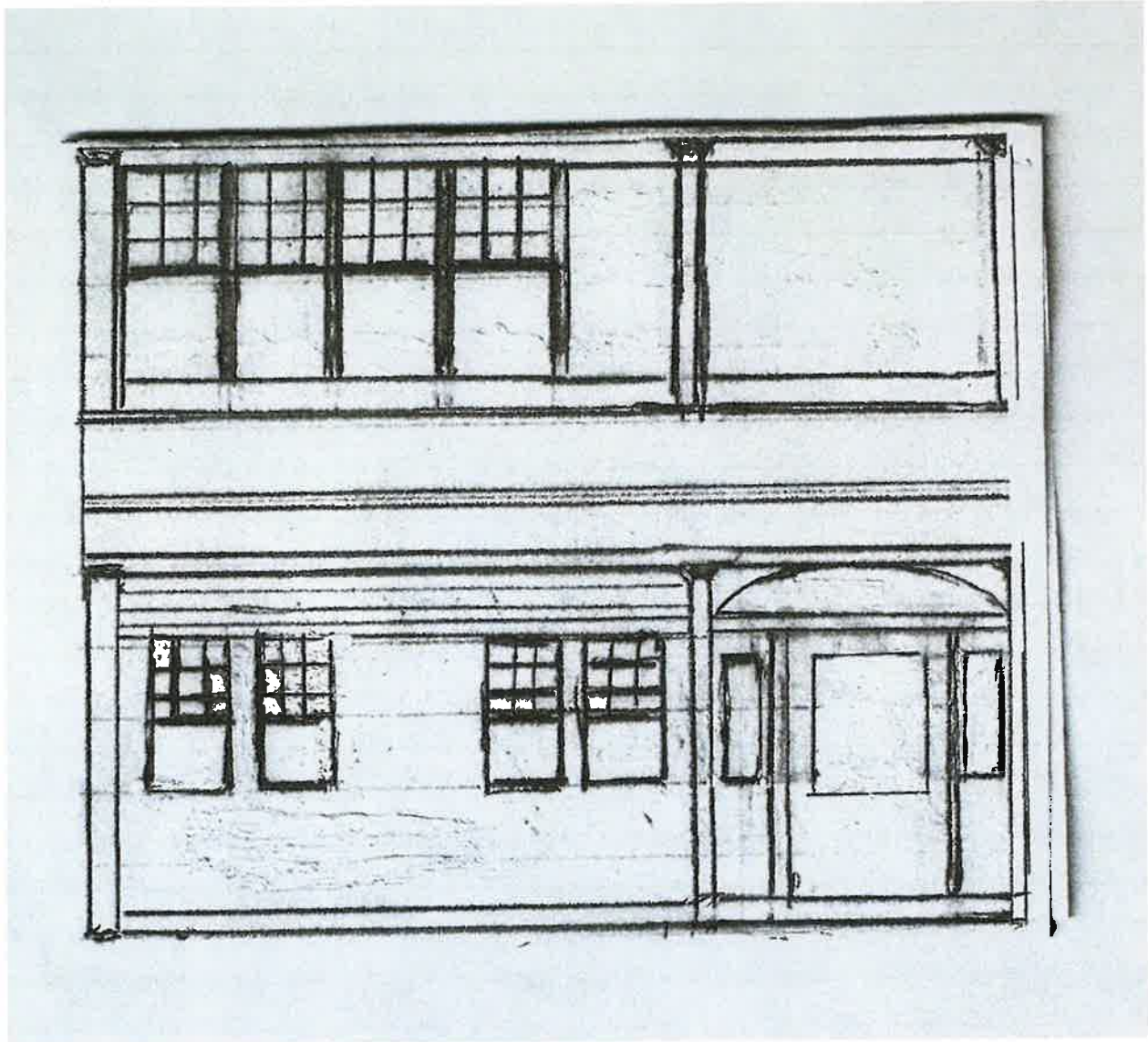


Exhibit Z

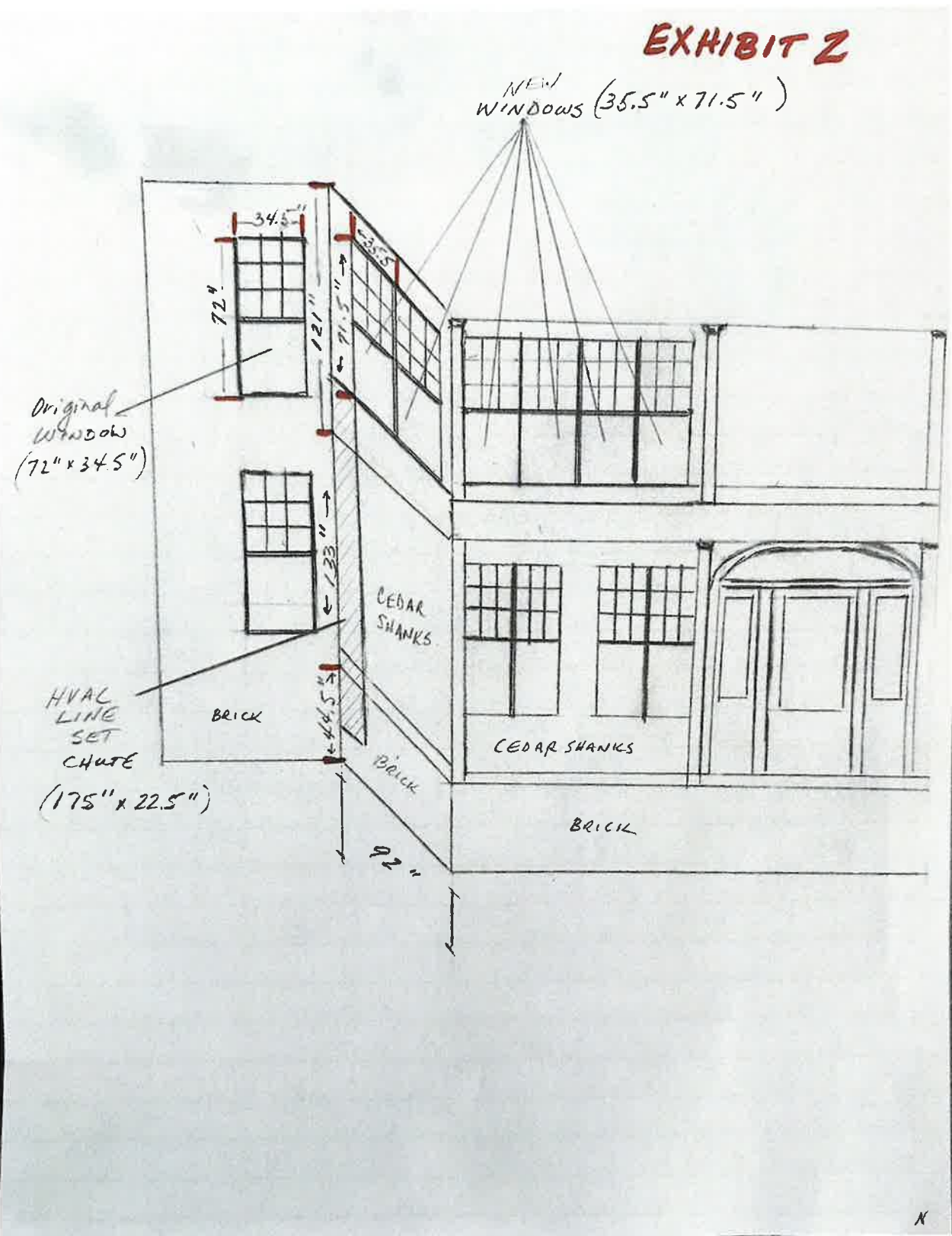


Exhibit 1

East Façade of 806 Camden Avenue



Exhibit 2

North Façade of 806 Camden Avenue



Exhibit 3

West Façade of 806 Camden Avenue



Exhibit 4 - *SOUTH FACADE*



Exhibit 5



Exhibit 6

Areas to be altered



Exhibit 7

Areas to be altered



Exhibit 8

Close-up of Rear North Façade / New Windows



Exhibit 9

Additional photo of West Facade

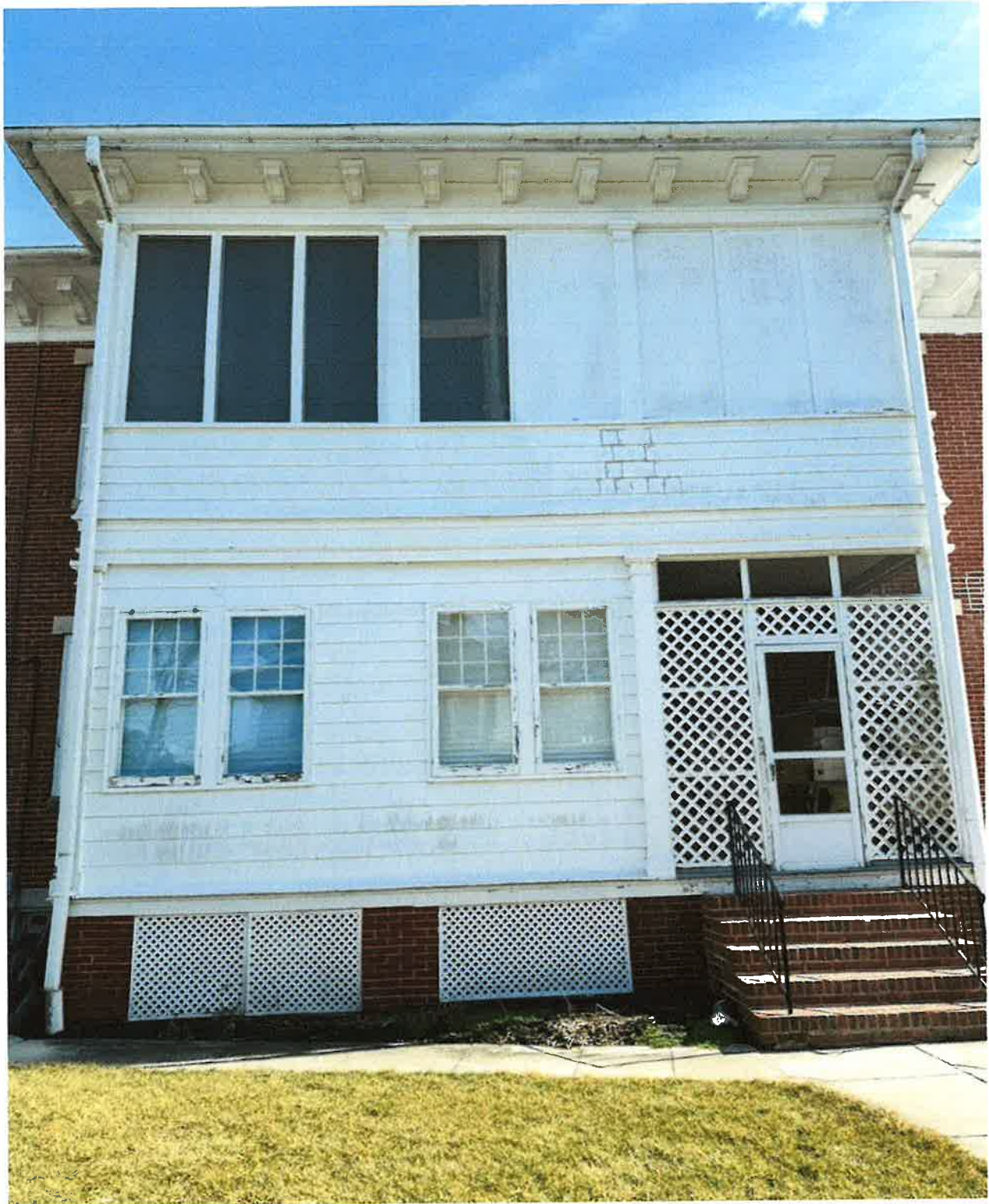


Exhibit 10

Additional photo



Exhibit 11

Additional photo



Exhibit 12

West Porch Detailed Photo

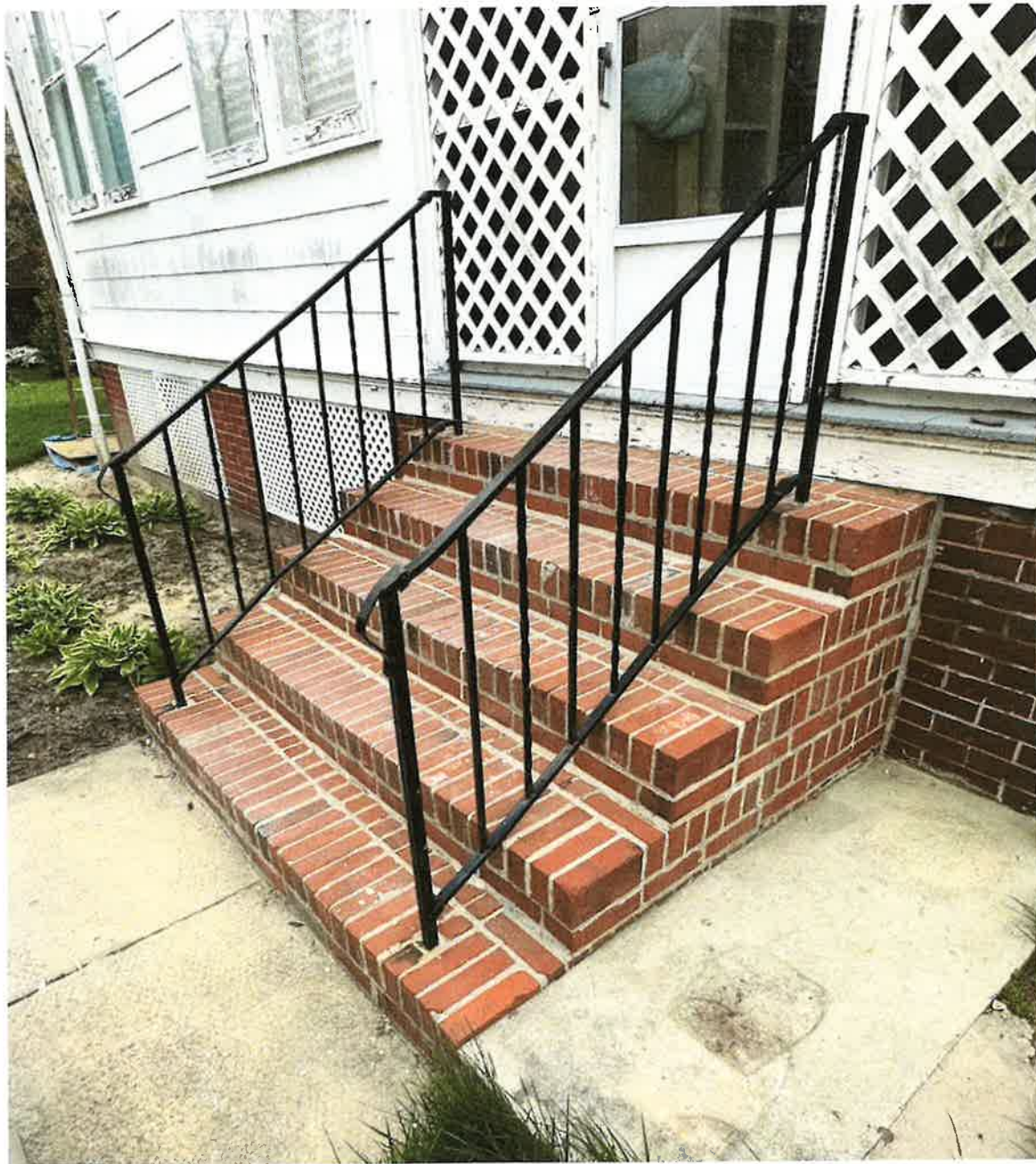


Exhibit 13

808 Camden Avenue – Home to the Left



Exhibit 14

401 Pennsylvania Avenue – Home to the Right



Exhibit 15

Original Door Components identical to Front Door (found in basement)



Exhibit

15A



Exhibit 16

Original interior 9 over 1 pane window with exterior storm window



Exhibit 17

Cedar Shank – Raw Wood 15.5” length, variable width as sourced from 84 Lumber.



Cedar Shanks – Installed and Painted



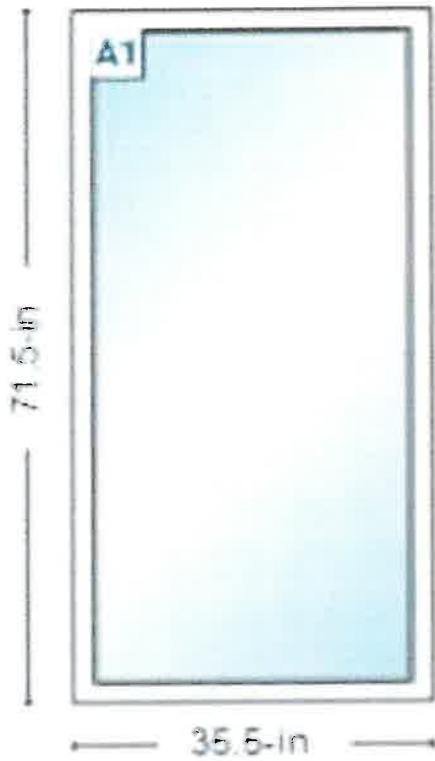
Exhibit 18

Example of Brick Steps on Property – Emulating this design in wood for back porch



Exhibit 19

Pella Wood Casement Window Specifications



EXHIBIT

19A

PELLA® LIFESTYLE SERIES
WOOD CASEMENT WINDOW

JUMP TO:

BUILD • ADD TO CART

PELLA® LIFESTYLE SERIES
Wood Casement Window

4.03 ★★★★★ 2095 Reviews

Pella Lifestyle Series aluminum-clad wood casement windows open and close with the turn of a crank, making them a perfect option for hard-to-reach places. With a variety of grilles, finishes and hardware, personalize your casement window to complement any style from traditional to modern. Create room-by-room solutions with upgraded performance packages to make your home quieter and more comfortable.

- #1 performing wood window for the combination of energy, sound and value.¹⁸
- Optional Rolscreen® retractable screen rolls away and out of sight when not in use.
- Available with built-in, integrated blinds, shades and security sensors.
- Product #3000D3

Configuration: 1-wide



1-wide



2-wide



3-Wide

ONLINE ONLY PRICE ⓘ

From \$764.98

BUILD & ADD TO CART

CONTACT A PELLA REP

HOW TO GET ONLINE ORDERS

Pella uses cookies and other tracking technologies to collect information about your website experience to personalize content, optimize the website, and improve your experience. In doing so, we may share such information with select analytics and business partners. See our [Privacy Policy](#) for more details.

Exhibit 20

Example of existing window with Exterior original storm window and Interior original 9 over 1 pane window. This is the design emulated with the use of the Pella Wood Casement Window without the need for 2 windows, and being more energy efficient.



Exhibit 21

Direct façade view of original window with secondary storm window



Exhibit 22

Close-up view of original window with secondary storm window



Exhibit 23

Pella Wood Casement Windows with 9 over 1 pane grilles inserted



Salisbury Historic District Commission

Hearing Notification

Hearing Date:	July 22, 2026
Time:	7:00 pm
Location:	Government Office Building 125 N. Division Street Salisbury, MD. 21804 Room 301
Case Number:	#26-17
Commission Considering:	Demolition -Fence
Owner's Name:	Bradford Ayers
Applicant Name:	same as owner
Agent/Contractor:	NA
Subject Property Address:	305 Gay Street Salisbury, MD 21801
Historic District:	Newtown Historic District
Use Category:	Residential – R5
Chairman:	Mr. Brenden Frederick
HDC Staff contact:	Scarlett Liberto 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: _____

Date Accepted as Complete: _____

Subject Location: 305 gay street

Application by: Bradford Ayers

Applicant Address: 305 gay street salisbury MD

Applicant Phone: 667 292 0563

Case #: _____

Action Required By (45 days): _____

Owner Name: Bradford Ayers

Owner Address: 305 gay street

Owner Phone: 667 292 0563

Owner Email: ayersb12@yahoo.com
ayersb12@yahoo.com

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.

removal of the fence in the backyard.

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 Historic 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.

I, or my authorized representative, will appear at the meeting of the Salisbury Historic District Commission on 7-22-26 (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 Bradford Ayers Date 6-8-26



SHORE
FENCE











Salisbury Historic District Commission

STAFF FINDINGS

Meeting of July 22, 2026

Case Number:	#26-18
Commission Considering:	Demolitions - Fence
Owner Name:	Bradford Ayers
Owners Address:	305 Gay Street Salisbury, MD 21801
Applicant Name:	Bradford Ayers
Applicant's Address:	same as owner
Agent/Contractor:	N/A
Subject Property Address:	305 Gay Street Salisbury, MD 21801
Historic District:	Newtown Historic District
Use Category:	Residential
Zoning Classification:	R5 - Residential
Structure / Site Description:	
Built Date:	1920
Enclosed Area:	1,344 sq. ft. (SDAT Real Property Database)
Lot Size:	4,500 sq. ft. (SDAT Real Property Database)
Number of Stories:	2
Contributing Structure:	Not Determined
Wicomico County Historic Survey on file:	No
Nearby Properties on County Survey:	Yes; • WI-258 – St. Peter's Church Rectory, Thomas J. Truitt House • WI-153-1 – House

Explanation of Request: The applicant is seeking approval remove the existing fence.

Areas of Historic Guidelines to be considered:

UNIVERSAL GUIDELINES

Guideline 1: Preserve Significant Historic Features

Each style of architecture has a distinctive set of details which contribute to the overall character of the building.

- 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 5: Safety Codes and Accessibility

All buildings must comply with Salisbury's safety codes, and handicap access must be provided to residents or visitors as needed. This can be achieved without compromising the integrity or significance of historic buildings.

- a. Compliance with health and safety codes and handicap access requirements must be achieved with minimum impact to the historic character of buildings within Salisbury's Historic Districts.
- b. When permitted by law, fire escapes or fire towers should be placed at the rear or on a non-visible side of buildings
- c. Access ramps should be designed to be as unobtrusive as possible, and whenever possible should be installed in a manner that is reversible and does not permanently impact the historic building features. For example, an access ramp installed on top of an existing historic porch so that if it is removed in the future, the porch will be restored to its historic appearance.

Guideline 32: General Landscaping

- a. New decks, patios, swimming pools, and playground equipment requiring a permanent foundation should be situated in the rear of properties rather than at the front elevation. Where appropriate, these additions should be screened from view with landscaping or vegetation. Additions of this type require a COA.
- b. Historic landscaping features should be maintained and preserved as any other historic feature on the property. The removal of historic landscaping features, including front lawns, hedge rows, and mature trees should be avoided.

Guideline 34: Fences, Retaining Walls, and Gates

- a. Maintain and preserve existing historic fences.
- b. When replacement is necessary, in-kind replacements are the first choice. A simple fence in a style that compliments the surrounding architecture may also be appropriate.
- c. Designs for new fences must be complimentary to the surrounding architecture, and must comply with existing zoning code.

- d. Automatic security gates may be permitted, provided they are properly located and comply with existing zoning requirements. They must be appropriate to the design of any existing fence or the style of the historic building.

STAFF COMMENT

The applicant would like to remove the existing fence. The staff recommends approval for the fence removal as it is not historic and is beginning to fall apart.

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: Scarlett Liberto
Infrastructure and Development
125 N Division Street, Suite 304
Salisbury, MD 21801
(410) 548-3170
Date: June 26, 2026

Search Tax Maps		No Ground Rent Redemption on File		No Ground Rent Registration on File					
Special Tax Recapture: None									
Account Number:		District - 05 Account Identifier - 015928							
Owner Information									
Owner Name:		AYERS BRADFORD S		Use:	RESIDENTIAL				
Mailing Address:		305 GAY ST SALISBURY MD 21801-		Principal Residence:	YES				
				Deed Reference:	/05491/ 00136				
Location & Structure Information									
Premises Address:		305 GAY ST SALISBURY 21801-0000		Legal Description:	4,500 SQFT 305 GAY ST CITY OF SALIS				
Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
0107	0009	0796	5030164.23	0000				2025	Plat Ref:
Town: SALISBURY									
Primary Structure Built		Above Grade Living Area		Finished Basement Area		Property Land Area		County Use	
1920		1,344 SF				4,500 SF			
Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements		Pending Permit
2	NO	STANDARD UNIT	FRAME/	3	1 full/ 1 half				None
Value Information									
			Base Value		Value		Phase-in Assessments		
					As of		As of		As of
					01/01/2025		07/01/2025		07/01/2026
Land:			15,000		15,000				
Improvements			91,000		110,800				
Total:			106,000		125,800		112,600		119,200
Preferential Land:			0		0				
Transfer Information									
Seller: WILLEY ADAM M			Date: 01/13/2025			Price: \$205,000			
Type: ARMS LENGTH IMPROVED			Deed1: /05491/ 00136			Deed2:			
Seller: MAXWELL JOY A			Date: 02/13/2020			Price: \$131,000			
Type: ARMS LENGTH IMPROVED			Deed1: /04595/ 00104			Deed2:			
Seller: MAY, CHRISTINE A			Date: 10/21/2004			Price: \$135,000			
Type: ARMS LENGTH IMPROVED			Deed1: /02307/ 00716			Deed2:			
Exemption Information									
Partial Exempt Assessments:		Class		07/01/2025		07/01/2026			
County:		000		0.00					
State:		000		0.00					
Municipal:		000		0.00 0.00		0.00 0.00			
Special Tax Recapture: None									
Homestead Application Information									
Homestead Application Status: No Application									
Homeowners' Tax Credit Application Information									
Homeowners' Tax Credit Application Status: No Application						Date:			

Salisbury Historic District Commission

Hearing Notification

Hearing Date:	July 22, 2026
Time:	7:00 pm
Location:	Government Office Building 125 N. Division Street Salisbury, MD. 21804 Room 301
Case Number:	#26-18
Commission Considering:	Sign
Owner's Name:	NA
Applicant Name:	Jillian Crosby
Agent/Contractor:	NA
Subject Property Address:	306 W Main Street Salisbury, MD 21801
Historic District:	Downtown Historic District
Use Category:	Commercial
Chairman:	Mr. Brenden Frederick
HDC Staff contact:	Scarlett Liberto 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: 4/27/2026

Date Accepted as Complete: _____

Subject Location: 306 West Main Street

Application by: Jillian Crosby

Applicant Address: 423 Creekbed Cir. Salisbury, MD 21804

Applicant Phone: 239-564-5554

Case #: _____

Action Required By (45 days): _____

Owner Name: Jillian Crosby

Owner Address: _____

Owner Phone: _____

Owner Email: crosby.dance.collective@gmail.com

Work Involves: ☐ Alterations ☐ New Construction ☐ Addition ☐ Other _____
☐ Demolition ☒ Sign ☐ Awning Estimated Cost 1,100

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.

Vinyl on metal

installation to be placed on same spot of last approved signage

165" above the ground - 2 signs (one on front and one on back above double doors)

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 Historic 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.

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 Jillian Crosby

Date 4/27/2026

Application Processor (Date)

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







Salisbury Historic District Commission

STAFF FINDINGS

Meeting of July 22, 2026

Case Number:	#26-18
Commission Considering:	Sign
Owner Name:	Jillian Crosby
Owners Address:	423 Creekbed Cir. Salisbury, MD 21804
Applicant Name:	same as owner
Applicant's Address:	same as owner
Agent/Contractor:	N/A
Subject Property Address:	306 W Main St Salisbury, MD 21801
Historic District:	Downtown Historic District
Use Category:	Commercial
Zoning Classification:	CBD - Central Business District
Structure / Site Description:	
Built Date:	1940
Enclosed Area:	4,550 sq. ft. (SDAT Real Property Database)
Lot Size:	8,402 sq. ft. (SDAT Real Property Database)
Number of Stories:	1
Contributing Structure:	No
Wicomico County Historic Survey on file:	No
Nearby Properties on County Survey:	Yes
Properties included below but not limited to:	
•	WI-134 – H.S. Brewington Building

- WI-146 – West End Hotel
- WI-268 – Port Exchange
- WI-256 – Samuel H. Evans Store Property

Explanation of Request:

The applicant is seeking approval to place two signs one will be located above the front door, the other will be located along the west wall on Mill Street. The signs will be a similar color and size to what was previously on this building.

Areas of Historic Guidelines to be considered:

UNIVERSAL GUIDELINES

Guideline 44: Preserve Historic Signs

- Historic signs, such as those constructed directly into an architecture detail of the structure should be maintained, and may be restored if necessary.
- Wording changes on existing historic signs should be in keeping with the overall character of the sign and the structure on which it is placed.
- Restore or recreate historic signs where sufficient documentation exists, if the restored or recreated sign would be in compliance with Salisbury's zoning ordinance.

Guideline 45: Sign Placement

On most downtown buildings, a continuous brick ledge or corbelling is used to separate the second floor and above from the entry-level storefront below. This space is ideal for sign placement, as it was often created for this purpose. In some instances, newer buildings contain areas above the highest windows for signage.

- Signs must not obscure or hide significant historic features or details. This includes windows, cornices, and architectural trim.
- Projecting signs must be located no less than eight feet above the sidewalk.
- Signs should be mounted to historic masonry buildings through the mortar joint, rather than through masonry units wherever possible.
- Non-permanent painted or adhesive signs (for example, vinyl cling signs) may be installed on the interior of storefront windows or on the upper story windows of multi-story commercial buildings.
- Signs shall not be placed above the roof-line of any building in the Downtown Historic District, as per the zoning ordinance.
- Awning signs are permitted.

STAFF COMMENT

The staff recommends approval based on the fact that there were signs on the building previously, in the a similar color and same location. The project is also in compliance with the above listed guidelines.

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: Scarlett Liberto
Infrastructure and Development
125 N Division Street, Suite 304
Salisbury, MD 21801
(410) 548-3170
Date: June 26, 2026

Search Tax Maps		No Ground Rent Redemption on File		No Ground Rent Registration on File					
Special Tax Recapture: None									
Account Number:		District - 09 Account Identifier - 052542							
Owner Information									
Owner Name:		RIVER VIEW COMMONS LLC		Use:	COMMERCIAL				
Mailing Address:		150 W MARKET ST STE 101 SALISBURY MD 21801-		Principal Residence:	NO				
				Deed Reference:	/04953/ 00271				
Location & Structure Information									
Premises Address:		306 W MAIN ST SALISBURY 21801-0000 Waterview		Legal Description:	BL-B L-2 8,402 SQFT 306 W MAIN STREET CITY OF SALIS				
Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
0107	0014	1095	20003.23	0000		B	2	2024	Plat Ref:
Town: SALISBURY									
Primary Structure Built		Above Grade Living Area		Finished Basement Area		Property Land Area		County Use	
1940		4,550 SF				8,402 SF			
Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements		Pending Permit
		RETAIL STORE	/	C3			2014		Reassessment Permit
Value Information									
		Base Value		Value		Phase-in Assessments			
				As of		As of		As of	
				01/01/2024		07/01/2025		07/01/2026	
Land:		126,000		168,000					
Improvements		376,800		366,700					
Total:		502,800		534,700		524,067		534,700	
Preferential Land:		0		0					
Transfer Information									
Seller: PATSY'S BRIDAL LLC		Date: 10/05/2021		Price: \$550,000					
Type: ARMS LENGTH IMPROVED		Deed1: /04953/ 00271		Deed2:					
Seller: WESTWOOD DEVELOPMENT LLC		Date: 06/14/2016		Price: \$0					
Type: NON-ARMS LENGTH OTHER		Deed1: /04015/ 00473		Deed2:					
Seller: FELDMAN BROTHERS INC		Date: 10/16/2013		Price: \$150,000					
Type: ARMS LENGTH IMPROVED		Deed1: /03641/ 00001		Deed2:					
Exemption Information									
Partial Exempt Assessments:		Class		07/01/2025		07/01/2026			
County:		000		0.00					
State:		000		0.00					
Municipal:		000		0.00 0.00		0.00 0.00			
Special Tax Recapture: None									
Homestead Application Information									
Homestead Application Status: No Application									
Homeowners' Tax Credit Application Information									
Homeowners' Tax Credit Application Status: No Application						Date:			

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: _____

Date Accepted as Complete: _____

Subject Location: _____

Application by: _____

Applicant Address: _____

Applicant Phone: _____

Case #: _____

Action Required By (45 days): _____

Owner Name: _____

Owner Address: _____

Owner Phone: _____

Owner Email: _____

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.

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 Historic 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.

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 _____ Date _____

- A. The completed application form.
- B. The application fee of \$150. Checks can be made out to the City of Salisbury.
- C. Site plan, if applicable.
- D. Scaled and measured detailed drawings, including, but not limited to, plans and elevations of the proposed alterations or improvement, or in the alternative, a scale mock up.
- E. For an existing structure, color photographs of the structure showing all elevations, the area to be altered, close-ups of architectural detail and the area in the immediate vicinity (the property to the immediate left and right of subject property)
- F. For a proposed new structure, photographs of the subject site and all buildings in the immediate vicinity.
- G. All photographs shall be printed on 8½ x11 paper, however, you may put several photos on one page, and each shall be labeled with a description of the contents of the photograph.
- H. Samples of materials or copies of manufacturers product literature.
- I. The applicant shall deliver one (1) complete application and attachments to the City of Salisbury, Department of Infrastructure and Development, 125 N Division Street, Room 304, Salisbury, MD.

SALISBURY HISTORIC DISTRICT COMMISSION

RULES AND REGULATIONS

Revised _____, 2026

Section I: Authority.

These rules and regulations are promulgated under the authority vested in the Salisbury Historic District Commission by Md. Code Ann., Land Use § 8-203 and Salisbury City Code Chapter 17.52 (hereinafter referred to as the “Ordinance”).

Section II. Organization.

A. Name.

The name of this body is the Historic District Commission (“the Commission”).

B. Authority.

The organization, membership, duties, responsibilities, powers and procedures of the Commission are as prescribed in Md. Code Ann., Land Use § 8-201 et. seq. and the Ordinance.

C. Officers.

1. The Commission shall have as officers a Chair, Vice Chair and Secretary. The Commission shall also have an Open Meetings Act representative.
2. The Chair and Vice Chair are members of the Commission, elected as provided herein. The Director of the Salisbury Department of Infrastructure and Development or his/her designated representative shall serve as Secretary to the Commission.
3. The Chair shall sit as the presiding officer of the Commission. He/she shall direct the Secretary in the preparation of the agenda and rule on any requests for

postponement submitted prior to the hearing date. The Chair shall call meetings to order; rule on all points of order; administer oaths; bring to vote all matters required of Commission action; and together with the Secretary, prepare the Agenda and authenticate the record of meetings, actions, orders, certificates and other proceedings of the Commission. The Chair shall be counted in reaching a quorum.

4. The Vice Chair shall perform the duties of the Chair in the Chair's absence.
5. The Secretary shall issue all required notices of the meetings, including notice to members. At the direction of the Chair, the Secretary shall prepare the Agenda; distribute required documentation to Commission members; record the proceedings and prepare minutes of the meetings; maintain official records and files of the Commission and conduct the general correspondence of the Commission. The Secretary will receive and process all applications filed with the Commission.

D. Election of Officers.

1. At the Commission's regularly scheduled annual meeting, which shall be held in June or July, the Commission shall elect a Chair and Vice Chair whose terms shall be for one year or until their successors have been elected.
2. The Secretary of the Commission shall preside over the nomination and election of the Chair. Thereafter, the Chair shall preside over the meeting and conduct and supervise nomination and election of a Vice Chair.
3. Should the office of Chair become vacant for any reason, the Vice Chair shall become the Chair for the duration of the unexpired term, and the Commission shall elect a new Vice Chair to fill the unexpired term.

E. Compensation, Expenses and Assistance.

1. Commission members shall serve without compensation,

but may, upon Mayor and City Council approval, be reimbursed for actual expenses incurred in the performance of their duties.

2. As Secretary to the Commission, the Salisbury Department of Infrastructure and Development, or his/her designee, shall provide the Commission with secretarial and clerical assistance, office space, files, supplies and equipment required for its functioning. The Commission's files shall be maintained and stored in the office of the Department of Infrastructure and Development.

Section III: Meetings.

- A. Types of Meetings. Meetings consist of an annual meeting, regular meetings, and special meetings. All meetings are open to the public except the Commission may hold closed sessions in accordance with the Maryland Open Meetings Act.

- B. Annual Meetings.

Annual Meetings shall be held for the sole purpose of electing a Chair and Vice Chair.

- C. Regular Meetings.

1. Any business properly brought before the Commission may be considered at a regular meeting.
2. The Commission shall meet on the fourth Wednesday of each month, or as rescheduled at the Chair's discretion with due public notice.
3. Regularly scheduled meetings will be held in the Government Office Building, 125 N. Division Street, Salisbury, Maryland. If the Commission designates another location, adequate notice of the new location shall be given.
4. Meetings of the Commission shall be convened by the Chair, or in his absence, the Vice Chair. In the event both are absent, the regular member in attendance with

the greatest seniority of service shall act as Chair.

5. Regular meetings may be cancelled at the discretion of the Chair only if there is no advertised hearing.

D. Special Meetings.

Special meetings may be called by the Chair in instances where, in his/her discretion, matters arise that require Commission action prior to the next scheduled regular meeting.

E. Pre-application Conferences.

A pre-application conference may be scheduled to provide an applicant with the opportunity for preliminary review of a project by the Commission prior to completing and submitting an application for a certificate of approval. The procedure shall be as follows:

1. Any prospective applicant may request a conference with the Commission prior to submitting an application. Pre-application conferences may be scheduled for any regular meeting of the Commission.
2. The prospective applicant shall be responsible for distribution of materials prior to the meeting.
3. Following the presentation, the Chair shall first elicit a response from each commissioner present regarding the viability or acceptability of the proposal. The Chair or a commission member may solicit the opinion of staff, consultants, or the public following the commissioner's response.

F. Except as otherwise set out herein, Robert's Rules of Order shall apply to all meetings of the Commission.

G. Notice of the time and place of such hearings on matters of general public interest shall be published in accordance with applicable law.

H. Continuance of Meetings.

1. The Commission, at its discretion, for any reasonable purpose stated, may decide to continue a public hearing to any other reasonable time, place or location it deems advisable.
2. Continuance of hearings and extension requests may be advertised at the discretion of the Commission.
3. The applicant, as well as all other interested parties who registered at the initial hearing, shall be notified in writing of the date, time and place of the continuance.
4. The order of procedure for a continuance shall be the same as that normally conducted during a Public Hearing except that testimony taken at the initial hearing need not be repeated, but may be used for reference. New testimony may be presented at any continuance meeting at the discretion of the Commission.

I. Quorum and Voting.

1. A quorum shall consist of four (4) members of the Commission.
2. Questions put to a vote are decided by a majority of the members present and voting; however, no decision shall be made in the absence of a quorum.
3. A tie vote by the Commission shall be interpreted as a defeat of the motion upon which the vote was taken.
4. Members shall comply with the City ethics law and are encouraged to consult the City of Salisbury Ethics Commission as to the propriety of their voting on any matter which may involve a conflict of interest.
5. In order to be eligible to vote on a matter a member will have attended all meetings or have become familiar with the record of any meetings from which the member was absent at which the matter was discussed.

6. Members' votes and abstentions shall be recorded on each motion.
- J. Attendance. The absence of any member from 50% of the meetings of the board or commission during any consecutive 12-month period shall be considered to have resigned. Any member who has resigned from the Commission is eligible for reappointment, so long as all other eligibility requirements are satisfied.
- K. Interested Groups. Any individual, civic group, or historical or professional organization, which has an interest in the proceedings of the Commission, may request to the Secretary to have his/her name or organization's name placed on a mailing list. Any such person or organization shall be entitled to receive a copy of the Agenda for each meeting of the Commission. A fee may be charged to cover the costs of such materials.

Section IV: Applications for Review.

- A. All applications for Commission review shall be submitted to the office of the Secretary at least 30 days in advance of the next public meeting.
- B. To afford Commission members the opportunity to become adequately informed as to exterior changes being proposed, complete applications must accurately convey the existing and proposed conditions, and include the following:
 1. The completed application form.
 2. Site plan, if applicable.
 3. Scaled and measured detailed drawings, including, but not limited to, plans and elevations of the proposed alterations or improvement, or in the alternative, a scale mockup.
 4. For an existing structure, color photographs of the structure showing all elevations, the area to be altered, close-ups of architectural detail and the area in the immediate vicinity.

5. For a proposed new structure, photographs of the subject site and all buildings in the immediate vicinity.
 6. Samples of materials, when available and practical, and copies of manufacturers' product literature.
- C. An application shall be signed by the applicant and property owner or his/her designated representative.
- D. Applications may be rejected and returned to the applicant(s) if:
1. The Department of Infrastructure and Development finds that the project cannot be authorized because of code or zoning restrictions;
 2. The Application does not include all the information required for commission review; or
 3. An outstanding historic preservation ordinance violation on the property has not been abated.
- E. No limitation of time as prescribed in the Ordinance and these Rules and Regulations shall run until the application shall have been accepted as complete.
- F. No application shall be scheduled for review and/or public hearing until all required plans, documents or materials necessary for the Staff and Commission's review have been received.
- G. Applications shall be processed in the order received by the Secretary.
- H. The Secretary, upon completion of all required documentation, shall notify the applicant of the next scheduled meeting wherein his application will be reviewed.
- I. According to Section 17.52.120 of the Salisbury Municipal Code, no work shall begin on any project and no permit shall be issued for the matter contained in the application until the Commission shall have proceeded as hereinafter provided.

- J. An applicant and his/her representative may submit a letter of withdrawal or postponement to the Secretary at any time before the Commission has acted on said application.
- K. In the event an application is rejected, an applicant may not resubmit an application that is identical to the rejected application for one (1) year after the rejection. The Commission shall attempt to avoid outright rejection of an application. If it appears during the course of a hearing that the application will not be approved as submitted, the Commission may attempt to negotiate modifications or, if that does not appear feasible, suggest that the applicant voluntarily withdraw the application.

Section V: Action of the Salisbury Department of Infrastructure and Development.

- A. The Secretary, upon receipt of an application, shall assign a case number to the application and create a file, which will be maintained by the Department of Infrastructure and Development.
- B. The Department of Infrastructure and Development shall prepare a written report, attaching the application and all plans, specifications, maps, plats, elevations or other documentation to be reviewed by the Commission unless the size or shape of said exhibits makes duplication impracticable or cost-prohibitive, in which case, the exhibits shall be made available to the Commission for inspection at the office of the Secretary. Upon completion, the staff report shall be placed in the case file and be maintained as public information.
- C. The Secretary shall send a copy of the Staff Report to each member of the Commission and to the applicant or his representative as soon as available.

Section VI: Order of Business.

- A. The order of business, set forth on the agenda, shall be:
 - 1. Call to order
 - 2. Roll call
 - 3. Approval of the minutes of the previous meetings
 - 4. Consent docket

5. Old business
 6. New business
 7. Other business
 8. Adjournment
- B. The Chair shall administer oaths.
- C. The Chair shall, at his discretion, take such steps as he considers necessary to ensure the proper and orderly conduct of meetings.
- D. A person wishing to address the Commission shall give the Recording Secretary his name and address and, if sworn or affirmed, so state for the record.
- E. In an effort to expedite routine items before the Commission, the Commission hereby establishes a Consent Docket procedure as follows:
1. The Chair shall poll the Commission at the beginning of the meeting to seek concurrence of items eligible for the Consent Docket.
 2. All items thus eligible shall be placed on the Consent Docket by motion of any member of the Commission, and duly seconded.
 3. The Commission shall then take public comment on the Consent Docket. Any item with comments, questions, or opposition shall automatically be removed from the Consent Docket and heard in regular order.
 4. Any items remaining on the Consent Docket shall then be voted on by the Commission, after an appropriate motion for approval by any member of the Commission, duly seconded.
- F. Order of Hearing upon an Application.
1. The Department of Infrastructure and Development shall present a staff report.
 2. The Commission shall establish findings of fact and determine whether or no the property is contributing or

noncontributing.

3. The applicant shall present his or her application, including such evidence and argument as is necessary to support the application.
 4. Commission members may offer initial comments and ask questions of the applicant.
 5. Members of the public, including representatives of architectural and historical organizations, and of organizations dedicated to historic preservation, shall present their comments.
 6. Commission members may ask questions both during and after testimony, as appropriate.
 7. At the conclusion of all testimony and questioning, the Commission may dispose of the application, by motion to reject or approve, with or without modification, or, subject to the forty-five day limitation or agreement of the applicant, may carry the application forward for further for further hearing or for further deliberations by Commission members.
- G. In each case, the Commission shall hear the request from the applicant or his representative and hear testimony from other witnesses or interested parties. In order to afford all persons an opportunity to be heard on an application or other agenda item, the Chair may impose reasonable time limits upon comments.
- H. Voting and the making of motions.
1. Any member of the commission, except the Chair, may make or second a motion for the commission to take action regarding an agenda item.
 2. Any member of the commission may vote regarding any agenda item, subject to the City Ethics Ordinance.
 3. The Secretary shall record the name of the Commission member making each motion and the name of the

member who seconds the motion.

4. On the call to vote, each Commission member shall clearly state his aye, nay or abstain vote, or by show of hand when requested by the Commission Chair. The secretary shall record the vote for each agenda item.

Section VII: Decisions of the Commission.

- A. Upon a review of all relevant evidence provided to it, the Commission may take one of the following actions:
 1. Approve the application, in which case a Certificate of Approval shall promptly be issued.
 2. Approve the application with modifications which are acceptable to the applicant. Such modifications shall be specified on the Certificate of Approval.
 3. Reject the application in which case a Certificate of Rejection shall be issued.
- B. Upon reaching its decision, the Commission in each case shall cause to be prepared a motion which shall record the vote of each member and which shall be carried by the affirmative votes of not less than the majority of those present and eligible to vote; the Commission may instruct the Secretary to prepare Findings of Fact for approval by the Commission.

Each motion shall contain a statement of the grounds and findings forming the basis of its action or decision, and the full text of said motion and record of members' votes shall be incorporated in the minutes of the Commission.

- C. The Commission shall render a decision on each case within a reasonable length of time, but in no case shall that time period exceed forty-five (45) days from the date a completed application is filed unless an extension is mutually agreed upon by the applicant and the Commission.

Section VIII: Rehearings.

- A. If an application is rejected by the Commission, an applicant may not resubmit an application that is identical to the rejected application for one (1) year after such rejection, unless:
 - 1. The structure has changed due to some casualty; or
 - 2. An applicant can provide substantial new evidence pertaining to the relief requested.
- B. An applicant requesting a rehearing shall make known to the Commission sufficient information as to the grounds for a rehearing, and the Commission shall determine whether a rehearing will be granted. The burden of proof to show cause in the event a rehearing is requested shall lie with the applicant and/or his representative. A request to the Commission for a rehearing shall be received by the Department of Infrastructure and Development within thirty (30) days following the date of the Notice of Decision sent to the applicant and/or his representative.
- C. Upon a showing that the structure has suffered damage or has changed due to some casualty, an application may be submitted to the Commission at any time for review.
- D. The same fees, rules, regulations and procedures shall apply for a rehearing as for other appeals, except that the Commission at its discretion may elect to hear only new evidence, testimony or argument not previously heard by it with regard to the same case.

Section IX: Appeals.

Any applicant, appellant or interested person aggrieved by a decision of the Commission shall have the right to appeal that decision to the Circuit Court for Wicomico County. Any appeal shall be noted in the Circuit Court within 30 days of the Commission's decision.

Section X: Conduct of Commission Members.

- A. Speaking for the Commission. A member will not appear to speak for the Commission except as authorized by the

Commission. In any public or private statement concerning Commission affairs, members will carefully indicate whether they are speaking for the Commission or for themselves.

- B. Conduct at meetings. Members shall conduct themselves at Commission meetings in a fair, understanding and gracious manner. They shall seek to be considerate of all individuals, attitudes and differences of opinion involved in official Commission business.
- C. The conduct of members of the Commission shall be governed by Chapter 2.04 of the Salisbury Municipal Code.
- D. Commission members shall avoid any conflict of interest and even the appearance of such a conflict. In cases where a potential conflict appears, the member should remove himself or herself from the case, entirely, and cause such action to become part of the official record of the Commission.
- E. A member of a commission may be removed in accordance with Md. Code Ann., Land Use § 8-202.

Section XI: Amendments.

These Rules and Regulations, and any part thereof, may be amended by the Commission.