

Salisbury Historic District Commission

AGENDA

Wednesday, August 26, 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 & July 22, 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

- #26-21 - 610 Camden Ave – Temporary ramp installation

5. OLD BUSINESS

6. NEW BUSINESS

- #26-19 – 313 W Main St - Demolition

7. DISCUSSION

- Election of Officers
- Revised Rules and Regulations

*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

-Salisbury Historic District Commission
July 22, 2026

The Salisbury Historic District Commission met in regular session on Wednesday, **July 22, 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 – *Present*
Margaret Lawson – Commissioner – *Present*
Lisa Gingrich – Commissioner – *Present*
Brad Phillips – Commissioner – *Present*

Harvey Evans – Commissioner – *Absent*
Luis DaSilva – Commissioner – *Absent*

CITY OFFICIALS

Laura Ryan – City Attorney – *Present*
Scarlett Liberto – Associate Planner – *Present*

1. **CALL TO ORDER** – Mr. Matt Auchey 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** – None
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** –

Mr. Brad Phillips made a motion to move case #26-17 to the consent docket. Mr. Brenden Frederick seconded the motion.

Case #26-17 – 305 Gay Street – Fence Removal

Public Comment: None

Motion and Vote:

Motion: Lisa Gingrich

Second: Brad Phillips

Vote: 5-0 in favor.

6. **OLD BUSINESS** –

Case #25-12 – 806 Camden Ave – COA Extension

Ms. Scarlett Liberto read the staff report and Mr. Michael Power approached the commission. The commissioners have seen first hand the applicant working on his home and have deemed justifiable cause for a COA extension.

Public Comment: None

Motion and Vote:

Motion: **Brad Phillips**

Second: **Lisa Gingrich**

Vote: **5-0 in favor.**

7. NEW BUSINESS –

Case #26-18 – 306 W Main Street – Sign

The applicant was not in attendance for this case, as it was a for a sign the commissioners continued without an applicant. Ms. Liberto presented the staff findings. Ms. Gingrich inquired where exactly the sign would be on the building. Mr. Auchey clarified the locations where the signs would be on the building.

Public Comment: None

Motion and Vote:

Motion: **Brad Phillips**

Second: **Brendan Frederick**

Vote: **5-0 in favor.**

DISCUSSION – Application Requirements & Rules of Procedure

The Commission held a general discussion on updates to the Historic District Commission's application process and Rules of Procedure.

Application Discussion

Mr. Phillips questioned whether or not the City had a digital way to apply for Historic District approval. Ms. Liberto let him know that staff was developing an OpenGov application that can be accessed through the City's website. This application, once developed, will be the main way to apply for the SHDC, however the Department of Infrastructure and Development will still have paper copies available for members of the public.

Ms. Liberto started showing the commission the OpenGov application. The commissioners inquired about the functions of the application and what the different features would be. The staff responded that the application will be basically the exact same as it is on the paper application, applicants will be able to save their application and return to it later.

Rules and Regulations Discussion

Ms. Gingrich asked if the terms hearing and meeting are interchangeable. Ms. Laura Ryan clarified that they are. Ms. Gingrich inquired about the consent docket eligibility and if there is

criteria for this. Mr. Auchey responded that typically the chair and vice chair move cases to the consent docket. Ms. Gingrich asked whether or not the rules and regulations should reflect the fact that we do allow for commissioners and members of the public to attend meetings virtually. Ms. Ryan responded that she doesn't feel this is necessary as the City has its own virtual policies in place. The commissioners discussed with Ms. Ryan what a rehearing would entail. Ms. Gingrich also brought up how the current rules and regulations states that the chair will only vote in the case of a tie, all commissioners and Ms. Ryan agreed to strike this from the rules and regulations.

Adjournment:

There being no further business, **Mr. Phillips** moved to adjourn the meeting, which was seconded by **Mr. Frederick**, 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

Salisbury Historic District Commission

Hearing Notification

Hearing Date:	August 26, 2026
Time:	7:00 pm
Location:	Government Office Building 125 N. Division Street Salisbury, MD. 21804 Room 301
Case Number:	#26-21
Commission Considering:	Temporary Ramp Installation
Owner's Name:	L & S Properties
Applicant Name:	DID Staff on behalf of Pandora Walter
Agent/Contractor:	SWIFT Team
Subject Property Address:	610 Camden Ave Salisbury, MD 21801
Historic District:	Camden Historic District
Use Category:	Residential
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 **WAIVED** (date)

Date Submitted: 8/10/26

Date Accepted as Complete: 8/10/26

Subject Location: 610 CAMDEN AVE

Application by: DID STAFF FOR PANDORA WALTER

Applicant Address: 610 CAMDEN AVE

Applicant Phone: _____

Case #: 26-21

Action Required By (45 days): _____

Owner Name: LBS PROPERTIES LLP

Owner Address: 312 W MAIN ST

Owner Phone: _____

Owner Email: _____

Work Involves: ☐ Alterations ☐ New Construction ☐ Addition ☒ Other TEMPORARY RAMP
☐ 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.

SEEKING APPROVAL FOR A TEMPORARY RAMP ON THE FRONT ENTRANCE
OF THE HOME. THERE ARE 4 APT INSIDE W/ NO REAR OR SIDE
DOOR. THE RAMP WILL BE TEMPORARY, INSTALLED BY THE FIRE
DEPT. SWIFT TEAM AND WILL BE REMOVED BY THEM. ~~REMOVED~~

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 8/26/26 (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 Scarlett Silbert Date 8/10/26



Salisbury Historic District Commission

STAFF FINDINGS

Meeting of August 26, 2026

Case Number:	#26-21
Commission Considering:	Temporary Ramp Installation
Owner Name:	L & S Properties
Owners Address:	312 W Main St
Applicant Name:	Pandora C. Walter
Applicant's Address:	610 Camden Ave
Agent/Contractor:	SWIFT Team
Subject Property Address:	610 Camden Ave Salisbury, MD 21801
Historic District:	Camden Historic District
Use Category:	Office
Zoning Classification:	CBD
Structure / Site Description:	
Built Date:	1900
Enclosed Area:	2,703 sq. ft. (SDAT Real Property Database)
Lot Size:	7,500 sq. ft. (SDAT Real Property Database)
Number of Stories:	2
Contributing Structure:	TBD
Wicomico County Historic Survey on file:	No
Nearby Properties on County Survey:	Yes
Properties included below but not limited to:	
	• WI-511 – Merrill W. Abbott House • WI-532 – John W. Windsor House

Explanation of Request:

The applicant is seeking approval install a temporary ramp on the front steps of the house.

Areas of Historic Guidelines to be considered:***UNIVERSAL GUIDELINES*****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.

Guideline 57: Porch Additions and Modifications

Enclosing or altering historic porches is generally discouraged, however, it may be appropriate if conducted in a manner that does not damage the porch's historic features.

- a. When enclosing or adding screens to a historic porch, design the enclosure or screen detail to be recessed from the supporting posts and railings, so that the historic form of the porch is maintained and visible.
- b. Additions to historic porches are generally not appropriate, but may be considered in special cases, including handicap accessibility concerns (see Guideline 5 for more guidance on accessibility).

STAFF COMMENT

The applicant is proposing to install a temporary ramp on the front steps of the home. The applicant has serious medical conditions and is progressively declining. She is unable to enter and exit her residence without the assistance of multiple people. The ramp will be temporary, able to be detached and removed without permanently impacting the building's historic features. The staff recommends approval as otherwise the building would be inaccessible for the applicant.

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: August 12, 2026

Search Tax Maps

No Ground Rent Redemption on File

No Ground Rent Registration on File

Special Tax Recapture: None

Account Number: District - 13 Account Identifier - 019622

Owner Information

Owner Name:	L & S PROPERTIES LLP	Use:	APARTMENTS
Mailing Address:	312 W MAIN ST SALISBURY MD 21801-4957	Principal Residence:	NO
		Deed Reference:	/01681/ 00658

Location & Structure Information

Premises Address:	610 CAMDEN AVE SALISBURY 21801-0000	Legal Description:	7,500 SQ FT 610 CAMDEN AVE CITY OF SALIS
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Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
0111	0016	1402	10001.23	0000				2025	Plat Ref:

Town: SALISBURY

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
1900	2,703 SF		7,500 SF	

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements	Pending Permit
		MULTIPLE RESIDENCE	/	C3				None

Value Information

	Base Value	Value	Phase-in Assessments	
		As of 01/01/2025	As of 07/01/2026	As of 07/01/2027
Land:	32,500	32,500		
Improvements	65,600	152,700		
Total:	98,100	185,200	156,167	185,200
Preferential Land:	0	0		

Transfer Information

Seller: SELL, TERRY R	Date: 05/27/1999	Price: \$0
Type: NON-ARMS LENGTH OTHER	Deed1: /01681/ 00658	Deed2:
Seller: BERGER, JOSEPH & FAY	Date: 05/09/1985	Price: \$160,000
Type: NON-ARMS LENGTH OTHER	Deed1: /01035/ 00658	Deed2:
Seller: HOLLANDER, ARNOLD I & CAROL J	Date: 05/09/1985	Price: \$40,000
Type: NON-ARMS LENGTH OTHER	Deed1: /01035/ 00655	Deed2:

Exemption Information

Partial Exempt Assessments:	Class	07/01/2026	07/01/2027
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:
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Salisbury Historic District Commission

Hearing Notification

Hearing Date:	August 26, 2026
Time:	7:00 pm
Location:	Government Office Building 125 N. Division Street Salisbury, MD. 21804 Room 301
Case Number:	#26-19
Commission Considering:	Demolition
Owner's Name:	GLC, LLC
Applicant Name:	Jacob Chandler
Agent/Contractor:	NA
Subject Property Address:	313 W Main Street Salisbury, MD 21801
Historic District:	Downtown Historic District
Use Category:	Office
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: 313 W. Main Street Salisbury, MD 21801

Application by: Jacob Chandler

Applicant Address: 312 W. Main St. Salisbury, MD 21801

Applicant Phone: 410-726-8780

Case #: _____

Action Required By (45 days): _____

Owner Name: GLC LLC

Owner Address: 312 W. Main St. Salisbury, MD 218

Owner Phone: 410-726-8780

Owner Email: jachandler0628@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.

Demolish Building

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 Jacob Chandler Date 7/20/26

Application Processor (Date)

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

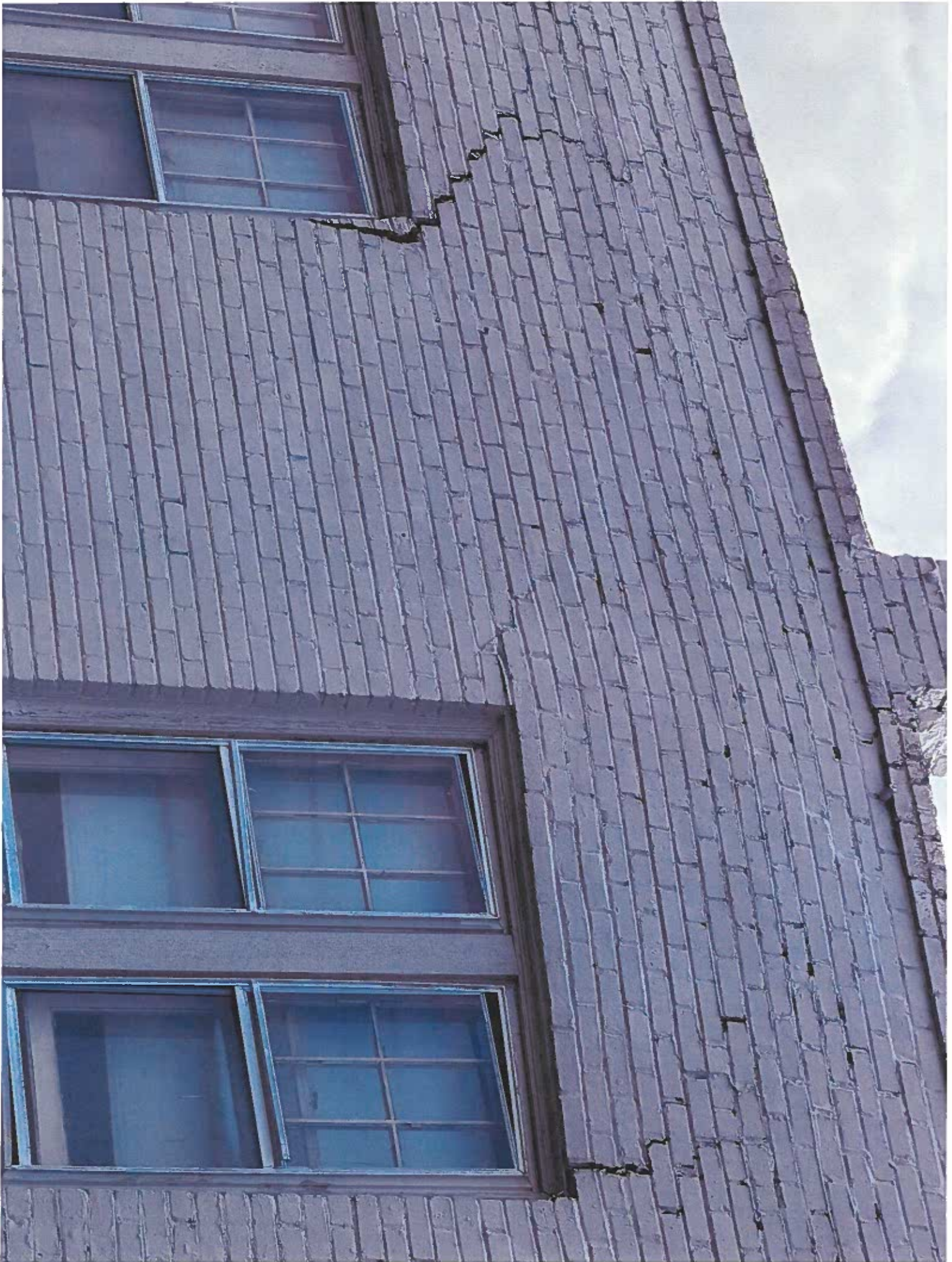




















Salisbury Historic District Commission

STAFF FINDINGS

Meeting of August 26, 2026

Case Number:	#26-19
Commission Considering:	Demolition
Owner Name:	GLC LLC
Owners Address:	313 W Main St
Applicant Name:	Jacob Chandler
Applicant's Address:	312 W Main St
Agent/Contractor:	NA
Subject Property Address:	313 W Main Street Salisbury, MD 21801
Historic District:	Downtown Historic District
Use Category:	Office
Zoning Classification:	CBD
Structure / Site Description:	
Built Date:	1920
Enclosed Area:	1,512 sq. ft. (SDAT Real Property Database)
Lot Size:	915 sq. ft. (SDAT Real Property Database)
Number of Stories:	2
Contributing Structure:	TBD
Wicomico County Historic Survey on file:	No
Nearby Properties on County Survey:	Yes
Properties included below but not limited to:	
	• WI-117 – West Main St Bridge • WI-268 – Port Exchange

Explanation of Request:

The applicant is seeking approval to demolish the building. As the foundation of the structure is deteriorating and cannot be repaired due to its location. The foundation was pilings and brick which now have voids, the structure is becoming increasingly less stable.

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.

DEMOLITION

The majority of buildings throughout all three of Salisbury's historic districts are considered contributing structures to the overall district. The loss of any contributing structure could have an adverse effect upon the district as a whole. Demolition is generally discouraged; however, it may be approved in certain situations.

An application for demolition of a historic structure may be approved if it meets the following conditions:

- a. Such structure is a deterrent to a major improvement program which will be of substantial benefit to the city;
- b. Retention of such structure would cause undue financial hardship* to the owner; or
- c. Retention of such structure would not be in the best interest of the majority of the community.

*An undue financial hardship, as it pertains to historic preservation, exists when a building or structure cannot be adapted for use for any purpose and its required retention would constitute a “taking.” Financial hardship is not dependent on the income or wealth of the applicant, nor is it applicable when the property’s deteriorated condition is the result of willful neglect on the part of the owner.

STAFF COMMENT

The applicant is proposing to demolish. The applicant expressed that the building is falling apart. According to the demolition section (page 33) of the Historic District Guidelines, the structure may be approved if it meets one of three conditions. The staff recommends approval for the structure as the building’s foundation is deteriorating and cannot be repaired due to its location next to the river.

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: August 11, 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 - 044469							
Owner Information									
Owner Name:		GLC LLC		Use:	COMMERCIAL				
Mailing Address:		312 W MAIN ST SALISBURY MD 21801-4957		Principal Residence:	NO				
				Deed Reference:	/02353/ 00047				
Location & Structure Information									
Premises Address:		313 W MAIN ST SALISBURY 21801-0000 Waterfront		Legal Description:	L-15.7X58.3 313 W MAIN ST CITY OF SALIS				
Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
0106	0017	1649	10003.23	0000				2027	Plat Ref:
Town: SALISBURY									
Primary Structure Built		Above Grade Living Area		Finished Basement Area		Property Land Area		County Use	
1920		1,512 SF				915 SF			
Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements		Pending Permit
		OFFICE BUILDING	/	C2					None
Value Information									
		Base Value		Value		Phase-in Assessments			
				As of		As of			As of
				01/01/2024		07/01/2026			07/01/2027
Land:		7,300		7,300					
Improvements		56,800		56,800					
Total:		64,100		64,100		64,100			
Preferential Land:		0							
Transfer Information									
Seller: SELL, TERRY R		Date: 01/21/2005		Price: \$160,000					
Type: ARMS LENGTH MULTIPLE		Deed1: /02353/ 00047		Deed2:					
Seller: SELL, TERRY R & JILL D		Date: 06/29/1995		Price: \$10,000,000					
Type: NON-ARMS LENGTH OTHER		Deed1: /01444/ 00478		Deed2:					
Seller: TAYLOR, EDWARD & DOROTHY M W		Date: 06/10/1982		Price: \$20,500					
Type: ARMS LENGTH IMPROVED		Deed1: /00974/ 00416		Deed2:					
Exemption Information									
Partial Exempt Assessments:		Class		07/01/2026		07/01/2027			
County:		000		0.00					
State:		000		0.00					
Municipal:		000		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

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

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postponement submitted prior to the ~~hearing-meeting~~ 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-meetings~~ 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~~ meeting 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~~ an 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, and discuss the application amongst themselves.
 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, and discuss the application amongst themselves.
 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:

~~3.~~

~~The structure has changed due to some casualty; or,~~

~~4. An applicant can provide substantial new evidence pertaining to the relief requested.~~

~~B.A.~~ 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.B.~~ 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.C.~~ 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.

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- 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.