Salisbury Historic District Commission
February 25, 2025

The Salisbury Historic District Commission met in regular session on Wednesday, **February 25, 2025**. The meeting took place at 125 N Division St, Room 301, with attendance as follows:

COMMISSIONERS
Brenden Frederick – Chairman – *Present*
Matt Auchey – Vice Chairman – *Absent*
Margaret Lawson – Commissioner – *Present*
Lisa Gingrich – Commissioner – *Present*
Brad Philips – Commissioner – *Present*
Harvey Evans – Commissioner – *Present*
Luis DaSilva – Commissioner – *Present*

CITY OFFICIALS
Laura Ryan – City Attorney – *Present*
Henry Pearson – Associate Planner – *Present*
Scarlett Liberto – Associate Planner – *Present*

1. **CALL TO ORDER** – **Mr. Brenden Frederick** called the meeting to order at 7 p.m. Mr. Frederick requested that Mrs. Gingrich run the meeting as he was attending virtually. She agreed to do so.

2. **ROLL CALL** - Each member of the Commission introduced themselves for the record. The Chairman explained the meeting procedure to all applicants and administered the oath en masse to all persons intending to testify.

3. **APPROVAL OF MINUTES – Mrs. Margaret Lawson** made a motion to approve the January minutes, seconded by **Mr. Harvey Evans.** The motion was brought to vote and approved.

4. **PUBLIC INPUT** – Members of the public are welcome to comment, subject to a time allotment of two (2) minutes per person.

5. **CONSENT DOCKET – None.**

6. **OLD BUSINESS –**

Case #26-01 – 108 Walnut S. – Alterations – Column Replacement – Continuance

Mr. Kelly Pullen approached the desk. He stated that he was proposing to leave the existing columns at his property but square them off. **Mrs. Lisa Gingrich** said that they had not determined whether the posts would be square or round. **Mr. Pullen** said the columns would be an inch thicker due to the added material. **Mr. Brad Phillips** said that this is not what the commission had discussed at the last meeting. He asked what the columns will look like, to which **Mr. Pullen** stated that they will be flat rectangles. He stated that he will trim the top and bottom and reverse the rails. **Mrs. Lisa Gingrich** asked if the columns could be wood. **Mr. Pullen** said that he could but that the commission had discussed PVC. **Ms. Gingrich** said that the columns around the area are predominantly round.

Mr. Frederick said that they need to find a path to a scenario for finding something to approve. **Mr. Harvey Evans** said that the columns that are on the property now look close to the originals. He said that they allowed him to have a modern deck and railing but are holding his feet to the fire on the columns. He stated that his opinion was that he should keep the columns and install

new rails. **Ms. Gingrich** suggested he make the columns smooth and install a proper cap and railing in wood. **Mr. Pullen** said that he can do that. **Mr. Evans** said that if the rails are painted, they can be PVC. They will have trim at the top and bottom with a historically accurate railing. **Mr. Phillips** said that they are straying from what was originally approved. **Mr. Frederick** stated that they do not like it when people do work and try to get approval after the fact, but that is the situation that they are in. He said that they can try to find something that looks properly historic without requiring the columns to be an exact replica. They discussed the columns in the materials that **Mr. Pullen** provided. They decided that the 4th column on the list looked fine. **Mrs. Gingrich** asked if the columns will be in their original positions. **Mr. Pullen** said that they will. **Mr. Phillips** asked if the columns will be the same color to which **Mr. Pullen** said that they will be.

Mr. Frederick stated that he is in favor of a compromise. **Mrs. Gingrich** said that they need to be careful of setting a precedent. **Mr. Phillips** said that they do not set precedents on the commission. He said that he is amenable to a motion for approval. **Mr. Evans** and **Mrs. Gingrich** discussed the motion. **Mr. Evans** said that the columns will be squared off columns between 5 and 6 inches with and appropriate base and cap with ogee moulding and squaring off the PVC.

Public Comment: None

Motion and Vote:
Motion: **Harvey Evans**
Second: **Margaret Lawson**
Vote: **Unanimous**

7. **NEW BUSINESS –**

Case #26-04* - 220 N. Division St. – Alterations – Lead Paint Coverage/Window Replacement

Mr. Pearson read the staff report. The applicant approached the table and explained the request. She is seeking to replace the windows because they have to repaint and repair the windows every 2 years. She said that the replacement will look exactly the same. **Mrs. Gingrich** and **Mr. Evans** asked if they will be replacing the window sills that were cut off. **Mr. Evans** said that they cut off the window sills and that they need to be replaced with the same material. He said that they should have never cut the window sills off. **Mrs. Gingrich** asked if they will be replacing the sills or just covering the windows. The applicant said that is what she is proposing.

Mrs. Gingrich and **Mr. Evans** asked about her lead paint. The applicant said that the has to repaint every 2 years. **Mrs. Gingrich** asked if she knew that the house was in a historic district when she bought it, and the applicant said she was not. **Mr. Evans** asked if the windows were original. The applicant said that they were replacements and that the house had burned down.

Mr. Phillips said he wants to see the house have a new life. He said that the window replacement was problematic and that the sills should be replaced. He said that the only way to do it is to do it right and that covering the windows with trim is not the right way. **Mr. Frederick** stated that the trim needs to be replaced and that the sills need to be constructed appropriately – they cannot just be nailed on. **Mr. Phillips** said that he is comfortable with the trim being AZEK but that the sills need to be replaced properly.

The applicant asked if the new sills have to be the same as the ones that are still there. The commission confirmed this. **Mr. DaSilva** suggested that they continue the application and allow her to come back next month with samples and an explanation of her proposed work. **Mr. Evans** said that she will need to bring samples of the AZEK trim she plans to use and that the sills need to be replaced originally with wood.

Public Comment:

Motion and Vote:
Motion: **Harvey Evans**
Second: **Luis DaSilva**
Vote: **Unanimous**

Case #26-05 – 309 Park Avenue – Alterations – Fire Escape Replacement

Mr. Pearson read the staff report. He noted that there was an error on the report. The house was listed as non-contributing when in fact it had not yet been determined. The commission attempted to go through the checklist to determine if the structure was contributing or not, but were unable to do so due to a lack of pictures of the home. They suggested that the application was incomplete as there were not enough photos to make a determination. **Mrs. Gingrich** explained that the applicant needs to provide images of the all sides of the structure and the surrounding properties.

Public Comment:

Motion and Vote:
Motion: **No motion, application incomplete.**
Second:
Vote:

Case #26-06 – 311 Park Avenue – Additions – Garage

Mr. Pearson read the staff report. This structure was also listed as non-contributing when it was in fact not determined. The commission again determined that there were not enough materials provided for the structure to be determined contributing or not. **Mrs. Gingrich** stated that the application needed to provide elevations. The applicant stated that he was concerned about water and snow damage. **Mrs. Gingrich** stated that the fence was installed without approval. The applicant stated that the fence was there when he purchased the home. **Mrs. Gingrich** stated that buildings in the city need to be approved by an inspector and that buildings in the historic district need to have historic character. She said that the garage that is being added to had historic character. **Mr. Evans** asked what the purpose of the garage addition is. **Mrs. Ryan** stated that they should not discuss the application further because it is incomplete. She said that the applicant should submit the necessary materials and can be on the next month's agenda.

Public Comment:

Motion and Vote: No motion, application incomplete.

Motion:
Second:
Vote:

Case #26-02 – 202 Elizabeth St. – Alterations – Window Replacement

Mr. Pearson read the staff report, but the property was not determined to be contributing or non-contributing and the application did not contain enough information to make the determination. **Mrs. Ryan** recommended that they deem this application not complete and push it to next month. They discussed whether the house having a Newtown historic plaque would allow it to be considered contributing, but **Mr. Phillips** said that there is not standard for having that plaque.

Public Comment:

Motion and Vote: No motion, application incomplete.
Motion:
Second:
Vote:

Adjournment:
There being no further business, **Mr. Evans** moved to adjourn the meeting, which was seconded by **Mrs. Lawson**, 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.

Brenden Frederick SL
Brenden Frederick, Acting Chairman

10/14/2026
Date

Henry Pearson SL
Henry Pearson, Associate Planner

10/14/2026
Date