-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 — 10/14/2026
Date

Scarlett Liberto
Scarlett Liberto, Associate Planner — 10/14/2026
Date