



**Minutes  
May 11, 2023**

The City of Salisbury Historic Preservation Commission met in a regular session at 5:30 p.m. on Thursday, May 11, 2023, in City Council Chambers at 217 South Main Street.

**Present:** Ellie Goodnow, Will James, Sue McHugh, Jon Planovsky, Larry Richardson, Jeff Richen, Spencer Dixon

**Absent:** Steve Cobb, Marcelo Menza

**Staff Present:** Graham Corriher, Emily Vanek

**CALL TO ORDER AND INTRODUCTIONS**

The meeting was called to order by the Chair, Sue McHugh.

**SALISBURY NATIONAL REGISTER HISTORIC DISTRICT ARCHITECTURAL SURVEY**

Emily Vanek discussed the survey. The City received a grant from the Historic Preservation Fund through the National Park Service. A consultant, S&ME is conducting an architectural survey of Salisbury's National Register Historic District to obtain further information and decide if expansions are warranted. Information regarding the survey is on the city website at this address: <https://salisburync.gov/Government/Community-Planning-Services/Historic-Preservation>.

Ms. Vanek answered questions from the board and the public.

**PURPOSE AND PROCEDURE**

The purpose and procedure of the meeting was presented by the Chair, Sue McHugh.

**EX PARTE COMMUNICATION/  
CONFLICT OF INTEREST OR APPEARANCE OF CONFLICT**

None.

Emily Vanek was sworn in.

**NEW CERTIFICATES OF APPROPRIATENESS**

**H-21-2023, 1300 North Main Street, IRA Club, Owner; Richard, Malu, and Travis Howard, Applicants (Parcel ID: 007 051)**

Request

Replacement of exterior doors.

Identification of Property

Emily Vanek made a staff presentation that included COA history. The Mowery-Talton house was built in 1925, in the Victorian Style, and is considered “Contributing” to the North Main Street Local Historic District.

Staff Findings

Staff finds the following element of the project to be not incongruous with the character of the North Main Street Local Historic District:

- 1) The applicant has requested approval to replace two exterior doors on the house. Two existing doors are fiberglass replacement doors and boarded up. The proposed doors are appropriate styles and sizes for the house and will be painted white. Standard 3.3.3. says to replace door elements when necessary with new that match the original in size, material, and panel division.

Staff Recommendation

Based on the preceding findings, staff recommends that the Commission approve H-21-2023 at the Mowery-Talton House located at 1300 North Main Street, within the North Main Street Local Historic District (Parcel ID: 007 051).

Applicant Testimony

Richard Howard was sworn in. H proposed a second door for the front that has similar qualities as the one requested. He also mentioned the door located on the second story, that was most likely an entrance for a second apartment. He would prefer to close that entrance, and use the front windows as emergency exits. If he is required to keep the door, he will rebuild the porch and stairway.

In response to questions from the board, Mr. Howard said he had not decided which windows will remain. If any of them are to be replaced, he will come back to the HPC for approval.

The board expressed their appreciation of his efforts to restore the house.

Public Comment

None.

Deliberation

Members agreed that the request was straightforward related to HPC standards.

Findings of Fact

Jon Planovsky made the following MOTION: “I have reviewed the case and all presented testimony and facts and am familiar with the property in question and, therefore, move that the Commission find the following facts concerning HPC case #**H-21-2023**

- 1) That **Richard Howard, agent for IRA Club**, appeared before the Commission and sought a Certificate of Appropriateness for the property located at **1300 North Main Street** and designated within the **North Main Street** Local Historic District.
- 2) The proposed project is **not incongruous** as detailed in the application and staff finding number 1-2 and incorporated herein; the applicant has proposed two different front doors; both are appropriate.”

Spencer Dixon seconded the MOTION. All members present VOTED AYE (7-0), via voice vote.

Action

Jon Planovsky continued, “I, therefore, move based on the testimony presented, the adopted Findings of Fact, and the adopted Local Historic Design Standards that the Commission **Approve H-21-2023** subject to any conditions detailed in the Findings of Fact.”

Larry Richardson seconded the MOTION. All members present VOTED AYE (7-0), via voice vote.

**H-22-2023, 305 North Main Street; Cecil Whitley, Owner/Applicant (Parcel ID: 104 449)**

Request

Rear addition.

Identification of Property

Emily Vanek made a staff presentation, including COA history. The Smith-Pearson House is classified as “Contributing” to the Downtown Local Historic District. It was built in 1848, in the Federal style.

Staff Findings

Staff finds the following element of the project to be **not incongruous** with the character of the Downtown Local Historic District:

- 1) The applicant has requested approval to construct a one story, 21’6” by 29’3” addition on the rear portion of the building. The addition will have the same foundation heights as the original building, which is consistent with **Standard 5.4.9**. There is evidence on the rear elevation of a previous addition. **Standard 5.4.1**, says to locate additions as inconspicuously as possible. **Standard 5.4.3**, says that additions should not be taller than the original building.
- 2) The proposed addition will cover two windows and one door, but these features are not character-defining and are located on the rear elevation, which meets **Standard 5.4.2**. The

original door and window openings will not be altered, making the addition more likely to be removable without affecting the original building. This is consistent with Standard 5.4.7.

- 3) Windows, shutters, and door on the addition will be exact matches of existing windows and doors and the fenestration pattern on the rear elevation of the addition will match that of the original structure and rounded awning and light will be reused, which is consistent with Standard 5.4.6. The proposed roof style is gable, which is common in the district and consistent with Standard 5.4.8.
- 4) Standard 5.4.4. says to design additions so that they are differentiated from the original building. The single story and different roof line differentiate the addition from the original structure. Standard 5.4.5. says to design additions to be compatible with the original building. Fenestration pattern, use of brick, and matching materials for windows and doors make the addition compatible with the original structure.

#### Staff Recommendation

Based on the preceding findings, staff recommends that the Commission approve H-22-2023 at the Smith-Pearson House located at 305 North Main Street, within the Downtown Local Historic District (Parcel ID: 104 449).

#### Applicant Testimony

Cecil Whitley was sworn in. Mr. Whitley recounted his efforts to restore the building to its original form. He also reassured the board that the new structure will not affect parking.

In response to questions, he provided an example of the brick to be used, and clarified the location and length of the ADA compliant ramp. He also said the shutters would be removed to accommodate the renovation.

#### Public Comment

None.

#### Deliberation

Members verified that the ramp will not be visible from the street, and if so, can be easily hidden. They also verified the material used for the ramp, and the location of the door in the new structure.

#### Findings of Fact

Ellie Goodnow made the following MOTION: “I have reviewed the case and all presented testimony and facts and am familiar with the property in question and, therefore, move that the Commission find the following facts concerning HPC case **#H-22-2023**

- 1) That **Cecil Whitley, owner,** appeared before the Commission and sought a Certificate of Appropriateness for the property located at **305 North Main Street** and designated within the **Downtown** Local Historic District.

- 2) The proposed project is **not incongruous** as detailed in the application and staff finding number 1-4 and incorporated herein.”

Spencer Dixon seconded the MOTION with all members present VOTING AYE (7-0), via voice vote.

#### Action

Ellie Goodnow continued, “I, therefore, move based on the testimony presented, the adopted Findings of Fact, and the adopted Local Historic Design Standards that the Commission **Approve H-22-2023** subject to any conditions detailed in the Findings of Fact.”

Larry Richardson seconded the MOTION with all members present VOTING AYE (7-0), via voice vote.

### **LOCAL HISTORIC LANDMARK APPLICATION**

Local historic landmark applications are not quasi-judicial.

**HL-02-2023, Wright-Hobson House, 302 South Fulton Street; Karen Hobson, Owner; Karen Hobson and Karen Lilly-Bowyer, Applicants; (Parcel ID: 010 053)**

#### Request

Pre-application consideration for Local Historic Landmark.

#### Identification of Property

Emily Vanek made a staff presentation, with an overview of local historic landmark criteria. The Wright-Hobson House, built in 1912, in the Neo-Classical style. It is classified as “Contributing” to the West Square Local Historic District and the Salisbury National Register Historic District.

#### HPC Action

The commission should consider whether the Wright-Hobson House is likely to qualify as a Local Historic Landmark – Property.

#### Applicant Presentation

Karen Lilly-Bowyer made a presentation, including history of the owners, and the architectural significance of the house.

In response to questions, the Karen Hobson said she would like to look at National Register individual listing, which would allow her to list the exterior and interior. Ms. Hobson wants to ensure the house is protected as much as possible.

#### Public Comment

None.

Motion

Jon Planovsky made a MOTION, “I move that the Commission find that the Wright-Hobson House at 302 South Fulton Street is likely to have special significance for its historical, prehistorical, architectural, or cultural importance in at least one of the special significance criterion and all seven aspects of integrity to qualify as a Local Historic Landmark – Property and accept the landmark pre-application.”

Spencer Dixon seconded the MOTION. The motion carried with all members present VOTING AYE (7-0), via voice vote.

**OTHER BUSINESS**

Committee Reports

The HPI Committee has not met yet. A new meeting date was scheduled for Tuesday, May 23, 2023.

Minor Works Report

Emily Vanek clarified questions regarding the report.

Approval of Minutes

April, 2023 HPC minutes were approved as written by all Members present.

Cultural Preservation

Emily Vanek sent the board information about a grant for under-represented populations. The grant will help the city create a new national register listing/district, or expand an existing district for under-represented communities. Members put forward ideas for properties to consider, and contacts who can assist.

Ms. Vanek recommended a new subcommittee be created for cultural preservation, in order to identify properties that would qualify. Cultural preservation is the newest trend for many cities. Ms. Goodnow, Mr. James, Mr. Richardson, and Ms. McHugh volunteered to serve on a subcommittee.

Preservation Month

Ms. Vanek would like to plan activities for Preservation Month (May) in 2024.

**ADJOURNMENT**

The meeting adjourned at 7:10 pm. The next meeting will be held on Thursday, May 11, 2023, in City Council Chambers.

---

Sue McHugh, Chair

---

Jennifer Pfaff, Secretary