CITY OF DOVER, DELAWARE
HISTORIC DISTRICT COMMISSION MEETING
Thursday, November 19, 2026 at 3:30 PM

City Hall Council Chambers, 15 Loockerman Plaza, Dover, Delaware

AGENDA

IN-PERSON and VIRTUAL MEETING NOTICE

The Historic District Commission, Meeting for November 19, 2026 will be held as an In-Person Meeting at the City Council Chambers at 3:30 PM. The public is welcome to attend in person. The Meeting will also be provided as a Virtual Meeting using Webex, an audio/visual conferencing system as an electronic means of communication. See participation information below to join by phone or computer.

PUBLIC PARTICIPATION INFORMATION
City of Dover Historic District Commission Meeting of November 19, 2026

Join By Phone: Dial 1-650-479-3208
Access Code: 253 370 05830
Password from Phones: 36837432

Join Online: https://bit.ly/HDCMeeting11192026
Webinar Number: 2533 700 5830
Password: DoverHDC

If you are new to Webex, get the app now at https://www.webex.com/ to be ready when the meeting starts. For problems accessing the meeting, please call the Planning Office at (302) 736-7196.

WELCOME

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. Adoption of Minutes of October 15, 2026

COMMUNICATIONS & REPORTS

Summary of Activity

2. Summary of Applications 2025 and 2026

3. Summary of Architectural Review Certifications for 2026

Department of Planning & Inspections Updates

NEW APPLICATIONS

4. HI-26-06 Lands of Ruggerio Willson Properties LLC: Office and Parking Lot Improvements at 419 S. State Street – Public Hearing and Review for Action on the Architectural Review Certification for parking improvements associated with the change of use of the existing residence to Office use. The property is zoned RGO (General Residence and Office Zone) and is subject to the H (Historic District Overlay Zone) and to the SWPOZ (Source Water Protection Overlay Zone). The property is located at the northeast corner of South State Street and Water Street. The owner of record is Ruggerio Willson Properties LLC. Address: 419 South State Street. Tax Parcel: ED-05-077.09-03-31.00-000. Council District 4. *This project will also be subject to Administrative Site Plan Review.*

NEW BUSINESS

Review of Permits Referred to Commission

OLD BUSINESS

Certified Local Government (CLG) Program

Implementation of 2019 Comprehensive Plan

PUBLIC COMMENTS OPPORTUNITY - An opportunity is given for members of the public to provide comments to the Historic District Commission not specifically related to Applications with Public Hearings.

ADJOURN

Posted: November 12, 2026

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. PURSUANT TO 29 DEL. C. §10004(e)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING

CITY OF DOVER

HISTORIC DISTRICT COMMISSION
OCTOBER 15, 2026

The Meeting of the City of Dover Historic District Commission was held on Thursday, October 15, 2026, at 3:30 PM as an In-Person Meeting in the City Hall Council Chambers (anchor location) and virtually using the audio/videoconferencing system Webex. With Chairman Czerwinski presiding, the other members present were Mrs. Richardson, Ms. Baker, and Ms. Horsey.

The Planning Office Staff members present were Mrs. Dawn Melson-Williams, Mrs. Maretta Savage-Purnell, Mr. Christopher Salzano, Mr. Alex Dewey and Mr. Jason Lyon (The new Assistant City Manager and Administrator for the Department of Planning & Inspections).

APPROVAL OF AGENDA

Ms. Horsey moved to approve the agenda as presented, seconded by Mrs. Richardson and the motion was carried 4-0.

APPROVAL OF MEETING MINUTES OF SEPTEMBER 17, 2026

Mrs. Richardson moved to approve the Historic District Meeting Minutes from September 17, 2026, as submitted, seconded by Ms. Horsey, and the motion was carried 4-0 by voice vote.

COMMUNICATIONS & REPORTS

Summary of Applications 2025 and 2026

Mrs. Melson-Williams stated that there was a total of four applications before the Commission here in 2026. Technically we have had four applications but there have been two additional ones that were Revisions that revisited the Historic District Commission. With the project applications, the Dover Mobility Center project is progressing. They were to be, I believe, starting to set the crane for what will be a whole series of concrete deliveries as that building takes shape over the next eight weeks. For the other items for 2026 on Applications, there are a couple of Permits in process at this point for several of those fences. We're still dealing with a couple of the Revisions that reappeared before you in recent times.

Mrs. Melson-Williams asked if there were any questions on the application status chart? There were none.

Summary of Architectural Review Certifications for 2026

Mrs. Melson-Williams stated that this is where we track the Permit activities within the Historic District Zone. This listing table gives us those Permits within the Historic District area through the end of September. There have been 40 applications for activity in the Historic District area. There were 12 that involved exterior features of buildings and then a significant number of fences and several Roof Permits as well. Just a reminder that interior renovations to buildings are not subject to that Architectural Review Certification process. So, out of that 40, there were 8 of those applications that appeared before the Historic District Commission for consideration and the other 32 were eligible for review and Architecture Review Certification by Planning Staff. In September probably the most notable one again, as I've already mentioned, is related to the

Dover Mobility Center and then several other renovation type permits were addressed and issued in September.

Mrs. Melson-Williams asked if there were any questions on the Permits that have been issued here in the Historic District? There was none.

Department of Planning & Inspections Updates

Mrs. Melson-Williams mentioned that included in your packet was the Workshop announcement for the "Planning Housing in Dover." That workshop was held at the Library on October 14, 2026. Ms. Baker was there and I think she had good things to say about that Workshop. The "Planning for Housing" Workshop is part of the initiative that the City is involved in and focuses on looking at housing and land use reform related to that. We are participating in a voluntary program with Housing Delaware which is the Delaware State Housing Authority where we've been assigned a consultant who's delving deep into our current housing regulations and will be making potential recommendations on future changes to our *Zoning Ordinance* when it comes to housing. We are really looking at ways to encourage affordable housing efforts here in the City. The Workshop shared a lot of information, and we hope to be able to be posting that online for folks in the near future as well. If you have questions, you can certainly reach out to Planning Staff, and we can let you know where we are in that process. As a consultant effort, they have done a Regulatory Analysis Study that's in draft form; and they have presented that to both the Planning Commission and City Council at this point. So, more to come with that project study as it continues in the upcoming months. I think that is the only real update from the Planning and Inspections Office. Some other City things of note is that leaf season is starting next week for leaf collection through the Public Works Office.

The Water & Wastewater Department currently has their Fall flushing in certain parts of the City. They have put out guidance where they are each night that is posted on the City's social media as well as guidance if you end up with discolored water and how to remedy that.

Chairman Czerwinski asked if there were any questions.

Mrs. Richardson asked since they are beginning to pick up the leaves, are they suspending the street sweeping during leaf collection? They do suspend street sweeping at certain times of the year, but I just wasn't certain when it started. Mr. Lyon Assistant City Manager replied yes that that's temperature driven. The street sweepers, they use water, so when the temperature reaches a certain point, they can't utilize it because of the freezing potential. I don't know if it's exactly on the day of leave collection, but it's probably after that at some point.

Mrs. Richardson said okay, thank you.

Mr. Lyon said you're welcome.

Chairman Czerwinski asked if there were any more questions.

NEW BUSINESS

Review of Permits Referred to Commission

Mrs. Melson-Williams said that there are no new permits that we are bringing to you today.

NEW APPLICATIONS

Revised Application (Update)
HI-25-02 Revised and S-25-11 Revised The Governor: Mixed Use Building at 120 S Governors Avenue – Update on Review of a Revised Architectural Review Certification and Revised Site Development Plan Application for the construction of a four story, 169,080 SF Mixed Use Building including a grocery, retail and restaurant spaces, a child day care, 120 apartment units, and a roof-top courtyard with site improvements of a parking lot, a courtyard, and landscaping. The Revision includes refinement to the building architectural elevations and materials, and adjustments to the building entrances, courtyard and loading areas. The main parcel contains 1.70 +/- acres. The properties are zoned C-2 (Central Commercial Zone) and partially subject to H (Historic District Zone). The properties are located on the west side of South Governors Avenue and halfway between Reed Street and West Loockerman Street. The owners of record are Downtown Dover Development Corporation c/o Downtown Dover Partnership and The City of Dover. Property Addresses: 105 S. New Street, 111 S. New Street, 115 S. New Street, 120 S. Governors Avenue, Dover, DE. Tax Parcels: ED-05-077.09-01-44.00-000, ED-05-077.09-01-37.00-000, ED-05-077.09-01-42.00-000, ED-05-077.09-01-43.00-000. Council District 4. *Waiver Approved for Opaque Barrier – Fence Components and Approved Parking Strategy Statement. This Application HI-25-02 was considered at the Historic District Commission Meeting of July 17, 2025 and granted conditional approval of the Site Plan and Architectural Review Certification by the Planning Commission with Application S-25-11 The Governor 120 S. Governors Avenue on September 15, 2025. This Application HI-25-02 Revised was considered at the Historic District Commission Meeting of September 17, 2026 and the Planning Commission Meeting of September 21, 2026.*

Mrs. Melson-Williams stated that if you remember back at your September meeting, what was presented to you was a series of architectural revisions to the project known as The Governor, which is a Mixed-Use Building at 120 South Governors Avenue. It expands that block between Governors and New Street. It reappeared because of refinement to the building's architectural elevations. The Revisions included refinement to the building architecture, specifically each of the elevations, with some materials changes, with minor adjustments to building entrances, the courtyard space and how the loading would function at this location. The Historic District Commission had a dialogue with the applicants at that time and had some concerns particularly with the New Street facade of the proposed revisions at your last meeting. You recommended the denial of their Architectural Review Certification. What's shown on screen is the image that you saw at your last meeting. As we noted at that Historic District Commission meeting, it was scheduled for the Planning Commission meeting on the following Monday. So, on September 21, 2026, the applicant reappeared before the Planning Commission. The Planning Commission had received the same information you had that focused on their variety of revisions to the project. The Planning Commission conducted a public hearing and had their conversation with the applicant. At that Planning Commission meeting, the applicant did verbally provide the Planning

Commission with their intended updates. (I'll call them) to the revisions. They focused specifically on and kind of responding to what your concerns as the Historic District Commission had been with this New Street frontage of the building in particular. Ultimately, the Planning Commission was charged with looking at both the Site Plan and the Architectural Review Certification at that time. Their motion was to approve both the Revised Site Plan and the Revised Architectural Review Certification. What we did note to the Planning Commission was that the Historic District Commission was expecting a revisit for the project team to share those revisions, improvements, updates to the New Street side of the building. So that's where we are today. In your packet was a larger printed version that was distributed to you as well. That basically consisted of a cover sheet, the initial Staff Review Report that we issued for September, then the Meeting Minutes from its original appearance of the project before the Commission and then the series of architectural graphic package. That architectural graphic package basically walks you through the revisions over time for each side of the building. It shows what was originally proposed, what was proposed in a revision, and then ultimately the most recent. In the case of the New Street side, the most recent update is the last page of that architectural graphics package. At this point, I think I would go to the project team. I'm not sure who's taking the lead of the project team. I have a volunteer in the audience here, that's going to come forward. Before he introduces himself, I'll just let you know who has joined us online.

We have Greg Reeves and Leslie Smallwood who are with Mosaic Development. They are the developers of this project. They have joined us online. Additionally, Shawn McAnally with NORR is also listening to us today.

Chairman Czerwinski mentioned that he wanted to verify the Architectural Review Certification by the Planning Commission. Did they approve this project already? Mrs. Melson-Williams replied that the short answer is yes. They verbally accepted what the project architect representatives at that Planning Commission meeting had described and what you are basically now seeing in an image. In the timeframe between the September Historic District Commission and the following Monday where the Planning Commission met, they didn't get through the graphic, but they came up with a concept for making those changes. The Planning Commission was certainly advised of the work-in-progress and that there was not a readily available graphic for them to see that evening. But they accepted the verbal presentation of the potential architectural changes. So, we felt that this should still be returned to the Historic District Commission since you asked for these improvements specific to the New Street side. That's why the project team is here today to share those; and we have of course at this point now an improved graphic as part of the package.

Chairman Czerwinski said alright, thank you for the clarification.

Representative: Mr. Eli Storch, Principal Architect NORR

Mr. Storch mentioned as he referred to the slide that he wanted to remind the Commission of what we heard along with the comments. We took them to heart, and we spent a lot of time both internally with the project team and then trying to make sure we could address as many of them as we could. So, if we jump forward again, could we go to the next slide?

So, some of the changes are at higher scale, some of them are more granular. We wanted to make sure that we wrapped some cornicing around to the back of the building. There's an increased thickness and depth and profile on the cornicing that now wraps the back of the building. That was an important point to make it feel continuous around the entire elevations of the building. We also looked at that element that I know had some consternation where we had that gray square that was intended as a future piece of public art or mural art. Rather than go with that approach, we lightened the material and color and we added the two windows that you see at the 2nd, 3rd, and 4th levels. The one on the right is in the hallway, which is a nice positive element for the architecture and that it's go bring natural light down that hallway for the residents; and then the second window vertically is in the stairwell. So, it's adding additional fenestration to break down that block, but also lightening the color of that material. That material appears there, and then around on the opposite corner bump out on that 2nd, 3rd, and 4th floor which is the same material. So, it's lightening those, but those will continue to match each other to have that continuity of color around the facade. We have looked at what's on the upper bay. On the lower bay, we've done some things to both improve the brickwork, standardize the storefront design, and better address the signage. From a simple color perspective, both the loading door and the egress door are in that darker red. Now they blend more comfortably with the brick. We've also added brick coursing. You can see that horizontal soldier brick coursing with the three-quarter inch inset there. That runs at the top of the storefront and that will carry all the way around into the courtyard on both sides. We also added a second coursing right above there, and you can see the way that that coursing interfaces with the new thicker cornice work. It's a mix of cornice work on top of the one-story and a piece of trim separating the materials on the 4th story section, but there's added depth, added profile, and that will sit right on top of a second soldier course. So again, we feel strongly that having that one story brick volume is really important with the grocery store. It reads really nicely, but we've also standardized the storefront so that you're reading the same style of storefront on both sides of the courtyard in terms of the spandrel, the vertical spandrels panels, the way that the glass is laid out. The design matches both sides of that courtyard to give it a little more uniformity despite the fact that it is not a symmetrical design because of the different pieces of program. We also, in our mind right sized that signage. It was on the building facades and was larger. We have shrunk it down to what we think is a more appropriate and natural size. Obviously, we will come back and chase the appropriate signage permitting when we know what that signage truly is. We think that getting it out onto the canopies there is a more elegant way to do it and with smaller lettering will make it feel more of an appropriate scale. And then we also rendered out the handrail on second floor. There will be a mix of outdoor space and plantings and some mechanical equipment which we will be screening there, which we've shown in the plans. We wanted to show that rail, which will have that continuity of black material having a little more texture and a little more thickness up on that second floor. I think the last piece that I'll bring up here is that the windows are all black. The last view made the windows look a little questionable on that front because they were too light. So, we've rendered out all the windows at all levels in the black so that there is continuous black fenestration all the way around the project. So, I believe those are the updates that we have made to address and respond to the comments that we heard. We could also look at the other image if you have questions about that one or chat about this one.

Chairman Czerwinski asked if anyone had any questions.

Mrs. Richardson mentioned she liked the changes that you've made, but the 2nd, 3rd, and 4th level still doesn't look like it's the same building as the one on Governors Avenue. It doesn't look like it's the same building.

Mr. Storch replied that he fully understands that comment. I think it is a different residential style because of how the shape of the building sits on the site and the need to think about the materials that we are using and are available to us to make the project work. So, wrapping the brick fully around the building is an extremely challenging proposition. And so, we changed the language in order to have a much more refined brick base here that uses detailing and nice high-quality materials to really make that strong robust base for both the commercial entry and then the central courtyard entry into the residential. Then we are using a fiber cement language up above. So, I agree that it is not the same and we weren't trying to make it the same, but it does wrap the corners nicely and have the right thicknesses. Then it is a different palette on this elevation.

Mrs. Richardson said that she was not pleased.

Mr. Storch asked if she was looking for them to wrap it at a certain point? You know, we can and we have done a lot to improve it, but to go to add that much of a brick material and really go to that level is a represents a very significant change.

Mrs. Richardson mentioned that she was looking at the slide on page seven of Governors Avenue. They could see the top cornices. This doesn't look like the same building as the last slide that showed the revised rendering of the grocery store and so forth.

Mr. Storch said I think that there are different conditions. They reflect different relationships on Governors versus New Street.

Mrs. Richardson said this building does not look like it belongs in a historic district; whereas, the one for the front that's on Governor's Avenue does and the one on New Street does not.

Mr. Storch said I think if we go back to the changes to update this. As he referred the slide, he said this is where we started and this is what we came in with. We felt that this was a little bit jumbled as a design. Two stories of material over two stories of brick is not a great proportion for a modern or a historic building. So, we felt that it needed to change and it needed to be set. Adatum line needed to be established at the top of the first floor. So, the changes we made to try and bring this design into better compliance, I think, have been pretty substantial in terms of adding appropriate historic detailing, adding windows and glazing where there weren't any, and developing the design further. I think we have done an awful lot to try and improve upon this, and we've also done a lot on Governors and New Streets. So, to say that there are different compositions on both front sides, I get that. They are very different compositions, but they maintain the datum lines, they maintain cornice elements in the material palette around the building. We just use the majority of our upper-level brick on the Governors street side and then we are using the majority of our brick on the first floor here by choice and by design to speak to that more commercial frontage of both the grocery store and the other retail space.

Mrs. Richardson said she did not see any cornice.

Mr. Storch said they are not as prominent. There were no cornices initially. There were no cornices when we last presented them to you and here, we have I think an 11-inch cornice represented on this rendering.

Mrs. Richardson asked what is the size of the cornice on the Governors Avenue side?

Mr. Storch replied probably 2 feet by 6 inches. It's a bigger cornice. It's a much bigger cornice, but that goes with the brick element that it's sitting on. This is a different material. So, using a cornice at that depth we felt would feel a little transitional and not in a good way. Normally, we do a 4-inch exposure if you're just doing capping. So, with the 11-inch which will also have an outset and a profile to it that will read as sort of the modern cornice that goes with the flat panel on the fiber cement.

Ms. Baker said thank you for taking the time to come as well as your colleagues. Your presentation is very forceful. I have a couple of questions. One is the handrail on the second floor. Can you describe what is going to be on the external roof section of the second floor and whether it will be available to residents?

Mr. Storch replied yes. So, it will be an outdoor amenity space for residents of the building. It is not a public space. It is still in design, but it will be a mix of planters or potted plants. There will be plantings, decorative pavers and benches. It will be a nice but modest outdoor space for folks in the building. I mean modest in size, not in quality. It's just that the roof is not that big there, but it is a nice opportunity for folks to get some outdoor space up on that level.

Ms. Baker asked about the horizontal articulations that you added in the current offering. I am echoing my colleagues' concerns that the New Street side seems to be almost not even a distant relation to the Governors side. I do like the horizontal articulations above the childcare center which I really hope is going to be more like a community center than a commercial entity and that we might think of it that way. Above the childcare center, there is a kind of a tan two story course. Above that is an almost white single-story course. Above the grocery store, there is a very dark gray three-story course. Then there's another color.

Mr. Storch replied that the gray on the right and the two-story gray on the left are the same. It is a lighting thing. Those are the same color. Any color that goes second to the fourth floor is that darker color which is on that sort of Governor Street corner that we looked at. Then there will be two colors: one for the 2nd and for the 3rd floor and then the light color for the 4th floor. Where those are looking a little different, that's about the rendering than not about the color. Those will be the same.

Ms. Baker said she was just wondering how that could possibly be made to look a little less blockish and little more like a historic district. I have one observation on that on the Governors Avenue side; I think the strongest element of that is the corner where you have the three windows and it wraps around on what I suspect is going to be an alley. Can it be assisted by taking three windows and just putting a little vertical articulation in there for some fashion? Then again, it doesn't need to be a bump out. I don't know what. It could be a substitution of color.

Mr. Storch said it is something that we will certainly take on board.

Ms. Baker said it would just echo on the other side of the building. Having spent some quality time on New Street today imagining this building, I don't know how long New Street has been as sad as it is now. But there is such hope and I'd really like to see the design reflect the idea of hope.

Ms. Baker also mentioned that there are 14 parking spaces. What's up with that? And what is the relationship between those 14 parking spaces and my colleague's wonderful new Mobility Center that I as a resident of Bradford Street can tell you I am observing very, very closely right at the present time. It is very much part of our lives. And is there a possibility of associating the Mobility Center parking to participate with a visit to the grocery store where one could possibly get a free half hour parking space or something like that? That just seems a lot of space devoted again to cars and parking.

Mr. Storch said he appreciates the comments. For a grocery store, the expectation is that folks will use the garage and we'll use the Mobility Center. Fourteen (14) spaces are used when it comes to quick trips and grab & go and are quite few for a grocery store. Some of these other uses here were required to be on site; so, we were able to limit it. It could have been more. I think we are at a pretty low number relative to the types and a number of commercial spaces, but the question is to make them 30-minutes of free parking.

Ms. Baker said I appreciate that there may be regulations that are associated with it and how we are not so encouraging people to go on foot or by bicycle to places. Maybe that might be revisited here in Dover. It just seems like a lot of space.

Mr. Storch said that it is key to the plan that there is access at the main entry to the grocery store on Governors and on New Street and a main entry to the residential on both Governors and New Street. On the slide, you can see this is the Revised courtyard.

When you last saw this particular image, we had bollards shown. We are committed to those removable bollards so that we can use that space. We're showing a decorative paver instead of asphalt inside that court to make that a much nicer central space. From New Street, the challenge is that there is depth to get to the residential entry and then the grocery store protrudes closer. You can see deep in there with that black canopy and the Governors logo on top of it, that is the second main entry into the residential. So, we've revised this space with the mix of plantings and running these detailing and more glazing deeper into this court. This court is brighter and more glazed. I think it is a lot nicer than it was with the change to the paving and the removable bollards. This will make it a space where you can actually have some nice outdoor events and hopefully the grocery store will spill out and be selling produce and other nice things out there.

Ms. Richardson said that was another question. I mean what is the discussion of the intended use question with regard to the childcare center? How high are those ceilings in that childcare?

Mr. Storch replied he believes they are 15 feet floor to floor here on that first floor or it's substantial. So, childcare design these days is a mix of acoustic clouds and acoustic ceiling tiles that usually with a 2-foot plenum for airspace. You can keep that ceiling at 11-12 feet, or you can drop it lower if you want something that feels more intimate with the kids. We do the heights at all different heights. My daughter goes to a daycare that has open trusses and then they've hung

acoustic clouds and it's nice, I like it. But there's a lot of different ways to do those. But it's keeping grand and open ceilings and with a lot of natural glazing.

Ms. Baker said okay, that is a lovely description, I appreciate it very much. I'll just observe that we still have on page twelve the elevation, even though there are six windows, it still looks like a box. Have you seen the wild bird painting in the alley nearby here?

Mr. Storch said yes, I have.

Mrs. Richardson mentioned that in the original presentation, I think that the 14-space parking lot, part of its intended use, would be for people dropping their children off at the childcare versus using the parking garage and walking all the way around.

Mr. Storch stated that yes, it is a challenge to get that queuing and drop off right. We have tried to minimize it, but there are needs there that exist.

Ms. Baker said we had to shut down an entire block in Alexandria, Virginia for schoolwork.

Ms. Horsey said I have mostly positive comments. I think you've done an amazing redesign of this New Street, and it has a different facade because it's got a different purpose. Governor's Avenue is beautiful and dignified, but in a more modern sense. This New Street facade is really the same. It needs to be different. I think the elements that you've brought in with the cornice, you have done that. They are smaller, but it needs to be smaller. And the surrounds on the window really work well, and you've brought the fencing of course on that upper deck from the grocery store that echoed the brick design. Even though the box with the windows that we've all referred to still maybe a little tiny problem area. I think the overall design is very inviting and warm. I do like the extension of the pedestrian space going into it. I really like the fact that you've incorporated what looks like to be garage doors on the south side there. They are not as prominent, and they work really well with that wall. The dark red sign that says The Governor on it, is in the approach and is really inviting. I think overall that you've done a great job and yes, the parking spaces are definitely needed for both the grocery store and of course parents.

Mr. Storch mentioned that he will speak for the team that we like the changes. We think that the comments made them better. So, thank you for sharing that with us. The design is stronger for it.

Chairman Czerwinski stated that he was not thrilled about the elevation as my colleague Ms. Horsey unfortunately. If you look at what the responsibility of the Historic District Commission, it is to preserve the integrity and the look of the Downtown area. And the key word to this is compliment. Does this structure compliment the structures around it? Now Governors Avenue, we've got no argument that is an absolute knock out of the park. It looks absolutely gorgeous; it is completely different. But all that money was put into that façade and then the rear elevation is almost completely ignored. If you look at the original design for the rear elevation, it almost looks better than this one because at least on that corner, you have a two-story brick structure that kind of compliments the rest of the building. But you lowered that down to a single story and then you're like, well, the rest is just going to be concrete squares.

You know on the Governors side, they have sashed window designs. These are just two pane single construction windows. It just has no character whatsoever to it. I'm disappointed and I hope that this is something we will learn for the future. I think at this point there's kind of an academic exercise, but I'm hoping in the future that we show a lot more sensitivity to all faces. We did the same thing with the Parking Garage because the Parking Garage looked really good on the front and then they stopped at the corner. And we had really good success because of the brick facade and it just stopped there. If you look right at the corner, it's concrete. And what they did for us is they wrapped that around to cover that corner to trick the eye. Well, here it's just nothing, you know. A small cornice on the first story does nothing to it in my opinion to improve the overall look of the building. I'd hope that in this case, maybe, on the rear elevation was to do the first-floor paneling and push that up to the second and third floor as the brick. You only have to go all the way up to the top of the fourth floor, but at least up on the top of the third floor to compliment the rest of the building. You have to remember this is facing houses, ok? This isn't Bayhealth that's on Governors facing a car dealership. This is actually facing houses. So, if you're living there, would you be really happy to see the back of the building? You have to put yourself in their shoes. Then we have to look at what this is contributing to the Downtown area as a whole because not everything is just on one street. This thing is visible from three to four angles. It's extremely visible because that's a big building. I mean this is pretty big and I'm definitely not happy with the design. You put a thicker cornice on the first floor and you put a railing around it, put some windows on a section and say, well, that was a major improvement. I just don't see it personally. I would hope, and like I said, if you look at the original design with the two floor or the two-story brick, I would hope that it would have been something that would be carried over just to maintain that two story look. You know that carries the character of the building all the way around the building. I understand money. It looks like you just took all the money and just put it on Governors Avenue. As if saying I'm going to put everything here and it's going to look gorgeous, but on the back, we just got flat plain windows. It is really important in the Historic District that we maintain at least some complimentary features that when you're facing these Victorian houses what they're looking at is something that makes sense. And to me, it still looks like the hospital that we had talked about a long time ago. It still looks like a basic hospital. There aren't a whole lot of features that would make this compliment the neighborhood. Because again the front of Governors Avenue does not front any houses. That's more of the Downtown area. The back faces the neighborhood, and then you have a concrete building that's facing a bunch of houses. I just think a little bit more thought and raising the brick structure up to a second or third floor and then adding the cornice with some architectural features and courses. That would have been a far better option in this case. If you wanted to go with the first-floor paneling that was on the Governors and maybe even do a simpler dark feature on the first floor and preserve the brick to the second and third and move that up a little bit, I think it would be a better-looking building. But instead we have shoe boxes and that's what I see. You have colored gray or however you want. I'm disappointed with this because we were hoping for more and then in the past we've had really good success. We understand there's limitations. We understand that there's money, but there's a way you could trick the eye. And that's the key is tricking the eye. We've had great success with other building projects that they were able to accommodate just enough to trick the eye. And that didn't cost an exorbitant amount of money. I almost think the first design is actually my favorite at this point. If you go back to that second story because that compliments when you're wrapping around that building.

If you're coming down New Street from the north, you're going to see that building going across is just going to drop to nothing. And so, it's just what I see. Anyways, I appreciate you.

Chairman Czerwinski asked if there were any more comments.

On-line

Mr. Greg Reaves mentioned that they led the design for the Mobility Center as well. I will tell you that I take some exception to the notion that we did this because it's less expensive. The building is much more expensive than what we were approved to do and designed and presented to the Historic Commission last year. So that design last year was actually at least half a million dollars cheaper than this building. And so, we weren't cutting corners. We weren't taking any approach in that way. And so, if you look at the prior design, the prior design actually had CMU on the back of the building all around the perimeter of the grocery store where we replaced that with brick. And we did that because we wanted to pay more attention to the historic nature of the Downtown District. We also just want to remind everybody of what was there before. I mean when there were always houses there, but you had an Acme that was sitting there. You had a center that was operating in there that wasn't really a grocery store at that point, but it was a large parking lot with a building that was a substandard building in that space. This in our view is a significant improvement to the Downtown District on both New Street and Governors Avenue. We believe that we are really paying homage to both entrances and that was always the intention of this design. I personally could, and I'll talk with my team, but we can go back to the original design that was approved of last year. I've said to Dawn, we are happy to do that. We certainly think this is an improvement, but we certainly don't want to design something that the Downtown District just doesn't support. Even though we've received support for this new design already. I'm just really surprised by some of the comments.

Chairman Czerwinski said thank you for your comments, I appreciate it.

Mr. Storch stated that he believes this is a stronger design. He believes the materiality is much better. I believe the detailing is much better. He believes the amount of fenestration and the quality of it is much better. So personally, I obviously have a vested interest in this design, I do believe that from a standpoint of looking at trying to create something that fits in the community that we've made some significant strides here. I do think that the comments that you've given us have pushed us in a better direction. So, I appreciate the time.

Chairman Czerwinski said I appreciate your patience with this as well. Thank you very much.

Mrs. Richardson asked will the parking outside the grocery store be free parking?

Mr. Reaves replied that the intention is that the parking be short-term parking where you will have 15 minutes. It's primarily used for people that come in very quickly to the grocery store or for dropoff for the child learning center. That’s the intent of that space; it's not long. We're fully invested in parking in the Mobility Center as the garage. That was part of the Master Plan Design that we worked on together with the community. We understand the importance of it. The reason that it was placed there in part was to support this building and the 120 units that are coming with this building. But we also know that on the commercial side of the building, there's some

really fast limited use that a parking garage just doesn't work well for. They're really paying attention to that because those entrances do sit on New Street and not on Governors in all cases.

Mr. Hatfield stated that the expectation is those 14 spaces will be free parking, but as Greg said, they're intended for short term. So, the reason why they're there and they really are a modest number relative to 120 units and grocery and daycare, and other potential retail users are there. The thought is that it would be short term parking, dropping off a daycare and going in. The grocery vendor has told us that their average person is in and out in less than 30 minutes. So, it's intended for that as free, short-term turnover parking. If someone wants to be longer, that's why the Mobility Center is right across the street. We expect most residents will wind up in the Mobility Center.

Mrs. Richardson asked how will you enforce that short term parking?

Mr. Hatfield said that they will have staff that are in the Mobility Center that will go over periodically or if somebody in the daycare or in the grocery store notices somebody that's sitting there all day. The Staff from the Mobility Center will come over and because you will have people parking all day.

Mrs. Richardson said that the 2-hour parking ordinance is not enforced.

Mr. Hatfield said, but that's changing. Times are changing. So, does that answer your questions?

Mrs. Richardson said yes, thank you.

Ms. Leslie Smallwood mentioned that she just wanted to add that the parking is also something that we need to do to accommodate the tenants and to secure the tenants for the site. I don't want us to lose sight of that. It is something that they request and think that they need for the viability of their businesses. So, we do need to accommodate them. And we tried to keep the count down as low as we possibly could, but still meet the need of attendance.

Chairman Czerwinski said so what you're saying is that the tenants in this building are the vast majority that are actually going be having permit parking in the parking garage.

Mr. Hatfield said yes, that's the expectation.

Chairman Czerwinski asked how many spaces are there in the parking garage?

Mr. Hatfield said about 330.

Chairman Czerwinski said so 120 of those parking spaces are going to be taken up just from the apartment complex.

Mr. Storch said potentially it depends on how many cars. It could be less.

Chairman Czerwinski said let's say if somebody's got two cars. If you got a couple that have two cars, you could possibly double that.

I know it's outside their purview. So, at the Bayard Hotel, are they also going to have parking permits there as well?

Mr. Hatfield said we don't know yet.

Chairman Czerwinski said you don't know yet because I think they're parking on those spots as well, because they only have like 14 spots behind their apartment.

I'm just trying to visualize how many spots are actually going to be available to the general public after the apartment complex takes them and employees of these businesses such as E-ZPass who take up a lot of spots as well.

Mr. Reaves mentioned fortunately, Jed is the parking expert, and we've been talking about what you're asking now for a couple of years. So, I don't know Jed if you want to comment further, but it is something that we've been fully considering.

Mr. Hatfield said part of the expectation too is looking more holistically and to the extent that there are people extending beyond the 2-hour limit on Loockerman Street. They would get absorbed in the Mobility Center if they are going to be there all day. The people working and spending the day Downtown would come into the Mobility Center, but then free up those spaces on street for the short-term people that they're really intended.

Chairman Czerwinski said we're losing anyway, so losing through remodeling. I gotcha.

Mr. Hatfield said it's wonderful to hear that concern because as we were going through the process of designing and building, everybody's saying why do you need all these extra parking spaces? I think we sized it appropriately and I think it will take us into the future for some time. But at some point, if everything's successful, we'll need more parking.

Discussion

Chairman Czerwinski asked if anyone had anything to discuss about this before the motion?

Mrs. Ricardson asked if the Planning Commission had already approved this.

Chairman Czerwinski said right, I just want to verify they've already approved the Architectural Review.

Mrs. Melson-Williams replied yes, as part of the action taken by the Planning Commission on September 21, 2026 they did act to grant approval of the Revised Architectural Review Certification for this project. As noted, they received verbally basically what you are seeing in person today. They were advised that you were still concerned about the project, but in their motion, I guess they were comfortable with the path that was being proposed. The Planning Commission chose to go ahead and approve the Revision including this description basically of the New Street design updates.

Mrs. Richardson asked will this go back to the Planning Commission after our decision? Mrs. Melson-Williams replied it formally will not go back to them because they have acted on it. At

this point, it becomes a process to achieve approval with all regulatory agencies for their Site Development Plan. We will likely in some of our updates to the Planning Commission, note your discussions that transpired today regarding this particular façade of the building just as an update to them. But it's not a major reappearance before the Planning Commission at this point that's required.

Mrs. Richardson said okay, thank you.

Chairman Czerwinski asked if there were any other questions?

Chairman Czerwinski *forwarded a motion that the Commission deny or decline the Architectural Review Certification for HI-25-02 Revised and S-25-11 Revised The Governor Mixed-Use Building at 120 South Governors Avenue for the reasons indicated during this discussion. The motion was seconded by Mrs. Richardson.*

Roll Call Vote

Ms. Horsey - no

Ms. Baker, a yes is to deny, and the NO is to accept. Okay. No.

Mrs. Richardson, I agree we should deny the application.

Chairman Czerwinski, and I also, I say yes.

Mrs. Melson-Williams stated to the Chairman that on the motion to deny the Architectural Review Certification, you have two votes in favor of that denial and two votes opposed. The motion technically by Robert's Rules is deemed failed and lost. You can certainly put forth a different motion or just let it sit at that.

Chairman Czerwinski said he thinks they will just let leave it at that.

Chairman Czerwinski thanked everybody for coming to discuss that. Thank you.

Mr. Reaves said thanks for your time, I appreciate it. Thank you.

OLD BUSINESS

Certified Local Government (CLG) Program

Mrs. Melson-Williams stated that Dover remains a participant and there was no additional information regarding the Certified Local Government program. I will note that Preservation Delaware has an upcoming conference that has one day of online sessions, and I believe it's a Saturday in person session, which includes their annual meeting. So, you can certainly look to that if you're interested in participating. Preservation Delaware is a statewide nonprofit that has a focus on Historic Preservation.

Implementation of 2019 Comprehensive Plan

MI-26-11 2019 Comprehensive Plan - 2025 Annual Report on Implementation, Chapter 6 - Historic Preservation

Mrs. Melson-Williams stated that for months I've said we don't have anything to bring to you, but since we had something, I thought we'd go ahead and at least share it with you. Each year the Planning Office has to provide an Annual Report on how we're implementing our *Comprehensive Plan*. An Annual Report is submitted to the State Office of Planning Coordination.

And as part of our efforts this year in doing that Annual Report, Planning Staff member Alex was kind of the lead. He learned a lot about the City in putting this all together. He basically took the *Comprehensive Plan* and each of our topic area chapters as a series of Goals and Recommendations. So, we have created a chart that was included in your packet specifically related to the Historic Preservation Chapter of the *Comprehensive Plan*, which is Chapter 6. There is a second column that lists out the Goals and the series of Recommendations. This is straight out of the *Comprehensive Plan*. And then what we have done in the third column is basically an update of what's in recent years been happening that's related to that particular Goal or Recommendation. In some cases we've highlighted some of the major building projects that you've seen recently. There are some tallies of the permit activity that we were tracking each month for you. It is meant to be an annual reporting. In the long run if we keep up with this, it will help us when we get ready to move into our next *Comprehensive Plan*. It also puts back in the forefront the Goals that were established in the *Comprehensive Plan* back in 2019-2020 and the series of Recommendations. The bullet points are kind of action items. Some of them are very generic and we continue to act upon, and others are very specific project activities that as funding and or Staff time allow we may focus on. This is meant to give you kind of an update and put that back in front of you. If you don't have a copy of the *Comprehensive Plan*, it is posted on the City's website as part of the Planning Office page. You each may have received a written copy of the document at some point in time as well. This is just presented to you. I'd be happy to try to field any questions. Certainly, a big thank you goes to Alex who spent a lot of time on this. If you have an interest in seeing the entire document, we can certainly provide that to you as well. Just let Staff know and we will be happy to field any questions.

Ms. Baker said she did not have any questions at the moment, but I have an enormous compliment. I mean this is extremely difficult to cope with and so incredibly detailed and how to make the judgments. But I am very much encouraged to see items such as with Recommendation 3 on Goal 1: Evaluated and consider the use of modern materials and technologies in the *Standards and Guidelines*. I think that it is really critical that it be examined and updated. I know our Chairman has spoken of that. That would be an excellent use of time and save a lot of people a lot of grief. Another couple of items that came to my eye especially is the Recommendation for the certification process. The last one in the group to evaluate the process of Requests for demolition and the identification of Demolition by Neglect properties for Code revisions and educational opportunities. I can see this happening on my very block. I think bold steps are needed and it may ruffle some feathers. But bold steps are needed to make sure that we can preserve the material that we have here in town already. We don't have to go through an anguishing process of trying to get a residence of history of two projects that are just not historical. So, at any rate, thank you for that. Also, in the support of historic resources of landscapes on page two, the last item recommends completion of a self-assessment for the

Historic District Commission to identify other strategic planning needs. I'm wondering if this very fine and extremely thoughtful body has ever had an opportunity to do that and spell out some things. Because I'm very impressed with the thinking that goes into all that comes before us and the time that people spend considering. So, thank you for this document, Alex and Staff and our fearless leader. And yes, public education is absolutely critical. I think that this is a good leaping off point for it. Thank you.

Chairman Czerwinski said thank you.

Chairman Czerwinski asked if anybody else having any comments?

Chairman Czerwinski said I know that we've had discussions in the past about having workshop opportunities for the Historic District Commission to discuss those sorts of topics because we really don't have the time at a meeting like this to actually sit down and discuss some of these goals. It would be nice to be able to kind of synergize some of that information as far as preservation opportunities and a lot of stuff like to identify properties that could be of historic value and that sort of thing. It's something we definitely need but we don't do as a Commission. Maybe that's one of those things we need to sit down and set up an outline to discuss some of that stuff and see where we need to go with some of these goals.

Chairman Czerwinski asked what we have done in the past? I know since I have been a member we have not done anything like that. In the past, have you had those opportunities with the older committee members where they would actually have workshops to discuss that sort of thing?

Ms. Horsey said yes, and Dawn, you can verify this. But in the beginning, when I first became a member a dozen years ago we did but not really since. I think the opportunities have been there, but beyond just the HDC. Yes, I remember attending some, but they're helpful.

Chairman Czerwinski said that he knew that there are other Historic District Commissions that held like workshops and things like that. I think in Maryland, there was a workshop years ago that they had. I don't know if they're still doing that, where they would host the workshop. You would go there and discuss that kind of subject and those exact subject matters where you're talking about opportunities instead of just reacting. Where you're actually kind of doing the outreach and that sort of thing. I forgot what City that did it because that was about a good five years ago that they were offering that. I think it is something that we need to seek out again.

PUBLIC COMMENTS OPPORTUNITY

Mrs. Melson-Williams stated it is an opportunity that's given for members of the public to provide any comments to the Historic District Commission, specifically not related to any particular applications or public hearings that you may have during the meeting. There were no additional members of the public in the room or online at this point in time. I don't see any members of the public taking advantage of that opportunity this afternoon or evening.

Chairman Czerwinski asked if there were any other questions before the meeting adjourns? There were none.

Meeting adjourned at 4:54 PM
Sincerely,

Maretta Savage-Purnell
Secretary

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-25-01 and Revised HI-25-01	The Old Post at 55 Loockerman Plaza	55 Loockerman Plaza (Old Dover Post Office)	Site Plan for development of mixed-use with apartments	Review for Architectural Review Certification of Site Plan; Public Hearing and Review by HDC on 2/20/2025 and Recommended approval of ArchRevCert for project. Revised HI-25-01 filed and scheduled for HDC Review on 11/20/2025 for consideration of architectural design revisions.	Site Plan reviewed by Historic District Commission for Recommendation. Site Plan Application (S-25-07) filed and granted conditional approval and ArchRevCert by Planning Commission on 3/17/2025. Design revisions to add additional floor and architecture requires additional review of ArchRevCert by HDC and PC. S-25-07 recommended for approval of ArchRevCert by HDC and granted by PC 12/15/2025. Final site Plan Approval pending and preliminary interior clean-up/demolition has begun under Permit.
HI-25-02	Mixed Use Building at 120 S Governors Avenue (The Governor)	120 S Governors Avenue	Site Plan for development of mixed use building	Revised Application filed June 2025. Review for Architectural Review Certification of Site Plan; Public Hearing and Review by HDC on 7/17/2025. HDC Recommended approval of ArchRevCert for project.	Application initially filed in March 2025 then placed on hold by the Applicant for continued design work. Application updated and Site Plan reviewed by Historic District Commission for Recommendation in July 2025. Site Plan Application (S-25-11) filed and scheduled for Planning Commission Review on 9/15/2025. Conditional Approval of Site Plan and ArchRevCert granted by Planning Commission.

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-25-03	Biggs Museum Expansion: Selected Removals at 15 and 21 The Green	15 The Green and 21 The Green	Review for Architectural Certification for Select Removal/Demolition of Rear Additions	Review for Architectural Review Certification. Public Hearing and Review for Architectural Review Certification by HCD on 5/15/2025. Granted Approval subject to conditions.	HDC completed review of Request to remove/demolish portions of the rear additions at the buildings as associated with future project for the Biggs Museum of American Art expansion. Granted Architectural Review Certification; moving into design phase for project that will be subject to future ArchRevCert.
HI-25-04	Referral of Fence Permit #25-1463 at 55 Kings Hwy SW (Merrill Lynch Office)	55 Kings Hwy SW	Fence Permit	Permit #25-1463 referred to HDC by City Planner for consultation on Architectural Review Certification; scheduled for review on 11/20/2025. HDC deferred action seeking more information.	Permit Application received 10/8/2025 and Referred to the HDC for consultation. Permit seeks to construct a 6 foot vinyl fence. Applicant revised the application to a metal picket style fence at height of 4 feet. Fence installed.

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-26-01	Referral of Door/Window Permit #26-118 at 1 Kings Hwy NE (Residence)	1 Kings Hwy NE	Door/Window Permit	Permit #26-118 referred to HDC by City Planner for consultation on Architectural Review Certification; Reviewed on February 19, 2026 and granted conditional approval.	Permit Application received 1/23/2026 and Referred to the HDC for consultation. Permit approval granted for replacement of 4 windows found to be not in a visible location. HDC noted that the door should be replaced as a double door (the proposal for a single door with sidelights was not approved).
HI-26-02	Referral of Siding Permit #26-848 at 108 S. Governors Ave	108 S. Governors Avenue	Siding Permit	Permit #26-848 referred to HDC by City Planner for consultation on Architectural Review Certification; reviewed by the HDC on 6/18/2026. Since HDC in June, the applicant has chosen a new material for siding. Staff Approval given based on alignment with HDC Action on ArchRevCert HI-26-02.	Permit Application received 5/29/2026 and Referred to the HDC for consultation. Project proposes replacement of existing siding with vinyl siding. Applicant worked with staff to resubmit new siding with Hardie Plank siding (7 in. exposure and horizontal format) and corner board trim and rear of window trim areas.
HI-24-07 Revised: ADA Ramp	Revised Legislative Hall Building Addition: ADA Ramp at the West Entrance of Legislative Hall	411 Legislative Ave, Legislative Hall	Site Plan Review for Architectural Review Certification	Revised Architectural Review Certification by HDC on 6/18/2026 and requested additional information. Redesign of door opening approved by HDC on 7/16/2026. Previous Public Hearing and Review for Recommendation on a Revised Architectural Review Certification by HDC on 10/17/2024 for approval and forwarded to Planning Commission; which granted ArchRevCert approval.	Site Development Plan review for Building Addition and Plaza Area and associated site improvements. Granted conditional approval with ArchRevCert by Planning Commission on November 18, 2024. Revision Referred for Review by the HDC for a Recommendation for a Revised Architectural Review Certification for Ramp. Project proposed the addition of an ADA Ramp for the West Entrance of Legislative Hall. Ramp Revision reported to PC on 8/17/2026 and was accepted.

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-26-03	Referral of Fence Permit #26-1225 at 103 S. Governors Avenue, Dover Fire Department Station #1	103 S. Governors Avenue	Fence Permit	Permit #26-1225 referred to HDC by City Planner for consultation on Architectural Review Certification; Reviewed by the HDC on 8/20/2026 and granted ArchRevCert for 6-foot fence.	The project proposes a 6-foot black ornamental metal fence for the Parking Lots on a series of properties fronting on South Governors Avenue, W. Reed Street, and South Bradford Street associated with the Dover Fire Department Station #1. Permit Review to be completed subject to condition; permit issued 10/2/2026.
HI-26-04	Referral of Fence Permit #26-1250 at 46 S Bradford Street, People's Church	46 S Bradford Street	Fence Permit	Permit #26-1250 referred to HDC by City Planner for consultation on Architectural Review Certification; Reviewed by the HDC on 8/20/2026 and granted ArchRevCert for 6-foot fence with conditions.	The project proposes a 6-foot black-coated chain link fence for the mechanical equipment being placed on the property on the north side of the People's Church Building. ArchRevCert conditions include fence to be ornamental black metal fence with landscape screening. Permit review completed subject to conditions; it was issued on 8/27/2026.

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-25-01 Revised #2	The Old Post at 55 Loockerman Plaza Revised #2	55 Loockerman Plaza (Old Dover Post Office)	Site Plan for development of mixed-use with apartments	Review for Architectural Review Certification of Site Plan; Public Hearing and Review by HDC on 2/20/2025 and Recommended approval of ArchRevCert for project. Revised HI-25-01 filed and scheduled for HDC Review on 11/20/2025 and Recommended approval of ArchRevCert for project. Revised #2 HI-25-01 filed and scheduled for HDC Review on 9/17/2026 and recommended approval of Arch RevCert for the project and concerning the architectural design revisions and demolition of entire building with reconstruction. Review by PC on 9/21/2026 and; granted Revised #2 Architectural Review Certification and Revised #2 Site Development Plan.	Site Plan reviewed by Historic District Commission for Recommendation. Site Plan Application (S-25-07) filed and granted conditional approval and ArchRevCert by Planning Commission on 3/17/2025. Site Plan Reviewed by Historic District Commission for Revised Recommendation. Site Plan Application (S-25-07 Revised) filed and granted conditional approval and ArchRevCert by Planning Commission on 12/15/2025. Revised #2 design revisions to demolish the entire building in its entirety and use a brick EIFS material in place of bricks to rebuild the structure was granted conditional approval and ArchRevCert by the Planning Commission on 9/21/2026. Final Site Plan Approval on hold until Revision #2 updates are completed. Preliminary interior clean-up/demolition has begun under separate Permit.

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-25-02 Revised	Mixed Use Building at 120 S Governors Avenue (The Governor) Revised	120 S Governors Avenue	Site Plan for development of mixed use building	Application filed June 2025. Review for Architectural Review Certification of Site Plan; Public Hearing and Review by HDC on 7/17/2025 and Recommended Approval of ArchRevCert for project. Revised Application filed August 2026. Review for Architectural Review Certification of Site Plan; Public Hearing and Review by HDC on 9/17/2026 for consideration of architectural revisions and was denied ArchRevCert seeking additional information. Review by PC on 9/21/2026 and; granted approval of Revised Architectural Review Certification and Revised Site Development Plan. Continued Review by HDC on 10/15/2026 for consideration of architectural revision had a failed motion to deny the ArchRevCert.	Application initially filed in March 2025 then placed on hold by the Applicant for continued design work. Application updated and Site Plan reviewed by Historic District Commission for Recommendation in July 2025. Site Plan Application (S-25-11) filed and scheduled for Planning Commission Review on 9/15/2025. Conditional Approval of Site Plan and ArchRevCert granted by Planning Commission. Revised submission of August 2026 focuses on revisions to building architecture and materials. This Revision before the HDC was denied ArchRevCert at its meeting on 9/17/2026 as the Commission was seeking additional information. Revision presented to PC on 9/21/2026 and was granted conditional approval of Revised Site Plan and Revised ArchRevCert. A Revised submission was presented to HDC in October that focused on the revisions to the building architecture and materials noted at the HDC meeting in September. The Revised submission presented to HDC had its motion lost to deny the Revision ArchRevCert.

Summary of Permit Applications with Architectural Review Certification
2026 - Updated Thru 10-31-2026

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
1/13/2026	25-1668	8 W Loockerman Street	Demolition Permit	Staff Approval	Demolition of select interior area and removal of bank drive thru canopy.
1/5/2026	25-1767	1 Kings Highway NE	Fence Permit	Staff Approval	Installation of black metal picket style fence of 4 foot height.
1/20/2026	26-71	420 S State Street	Sign Permit	Staff Approval	Installation of hanging wall sign.
2/10/2026	25-1393	55 The Green; Supreme Court	Building Permit	Staff Approval per HDC approval of HI-24-06	Project is a one story building expansion clad in brick with brick and cast stone detailing.
2/25/2026	25-1847	55 The Green; Supreme Court	Roof Permit	Staff Approval	Replacement of existing dome roof and associated shingle roof area at the rotunda building entry. Project replaces the shingle roof with a composite slate shingle in DaVinci Inspire Classic Slate in Graphite (color).
2/17/2026	26-64	146 S State Street	Building Permit - Interior Renovations/Demolition	Staff Approval. No ArchRevCert required	Interior demolition in anticipation of renovations for a commercial kitchen to support catering operation, which will be done under a separate permit.
2/4/2026	26-118	1 Kings Highway NE	Window Permit	HDC approved the windows, but did not approve the replacement of the front door.	Was initially for 4 replacement windows at rear of building not visible and the replacement of the front door. The existing front entry is a double door that is likely original to the structure.
2/17/2026	26-189	202 W Loockerman St	Sign Permit	Staff Approval	Permit for a projecting wall sign on an existing building on Loockerman Street. Sign area is 3.52 SF, which complies with the sign regulations.
3/19/2026	25-1443	417 Federal St	Roof Permit	Staff Approval. ArchRevCert Approved	Roof project to replace exiting sloped roof with new synthetic slate singles system, EPDM assemblies, and flat seam copper rooting, and associated flashing, gutters, and coping.

Summary of Permit Applications with Architectural Review Certification
2026 - Updated Thru 10-31-2026

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
3/24/2026	25-1825	55 Kings Hwy SW	Fence Permit	Staff Approval. ArchRevCert Approved	Installation of a four-foot metal picket fence along the north and east property lines for a total length of 302 feet. This permit supersedes a previous Fence Perit #25-1463 for a vinyl fence of 6 feet that was referred to the HDC as HI-25-04.
3/4/2026	26-81	55 Loockerman Plz, The Old Post	Fence Permit	Staff Approval	Temporary installation of construction fencing at 55 Loockerman Plaza as the side of the Old Post project for the renovation, partial demolition, and new addition to the previous Post Office building. Fencing is 6-foot chain link to be installed along the property lines with removable panels on the Innovation Way side for site access as necessary.
3/5/2026	26-163	425 East Ave, Legislative Hall Parking Garage	Administrative Permit	Approved by PC. Staff Approval per PC Final Action of ArchRevCert under Recommendation of HDC. H-24-04/S-24-14	For the Site Work for the Legislative Hall Parking Garage project. Project activities under this permit include infrastructure work for the project including erosion and sediment controls, temporary Perimeter Construction Fencing, sewer relocation/additions, demolition of site features, grading, and other utilities work.
4/15/2026	25-121	122 Martin Luther King Jr. Blvd S	Building Permit - Interior Renovation	Staff Approval. No ArchRevCert required	Permit for interior renovations to conference room area within the Haslett Armory Building.
4/8/2026	26-473	32 W Loockerman St L100	Building Permit - Interior Renovation	Staff Approval. No ArchRevCert required	Permit for interior renovations of gym area in tenant suite L100, which includes the installation of a french drain.
4/10/2026	26-530	500 W Loockerman St	Building Permit - Interior Renovation	Staff Approval. No ArchRevCert required	Interior renovation to existing office space. No change in use or exterior changes to the building.

Summary of Permit Applications with Architectural Review Certification
2026 - Updated Thru 10-31-2026

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
5/13/2026	25-1545	527-529 S State St	Building Permit - Interior and Exterior Renovation	Staff Approval	Permit for interior and exterior remodeling of the existing triplex.
5/20/2026	26-162	425 East Ave, Legislative Hall Parking Garage	Building Permit	Approved by PC. Staff Approval per PC Final Action of ArchRevCert under Recommendation of HDC. HI-24-04 / S-24-14	Permit for Legislative Hall Parking Garage; construction of a 3-story new Parking Garage Structure with 344 vehicle parking spaces with associated surface parking for service area, and the decorative fence and brick wall surrounding the generator.
5/27/2026	26-180	55 Lockerman Plz, The Old Post	Demolition Permit	Staff Approval per HDC Recommendation and PC Approval of ArchRevCert HI-25-01/S-25-07	Permit demotion of the rear portion of the former post office. Final Site Plan approval pending.
5/18/2026	26-692	415 W Loockerman St	Building Permit	Staff Approval	Permit is for interior renovation to an existing building to relocate a restroom.
6/11/2026	25-695	144 S Governors Ave	Building - Renovation Permit	Staff Approval. No ArchRevCert required	Plans do not reflect any changes to the front or side facades of the building that is proposed as multi-family building.
6/25/2026	26-524	101 W Loockerman St, CenDel Foundation Building Parking Lot	Fence Permit	Staff Approval	Permit is for the installation of a four-foot black aluminum metal picket fence along the north and east property lines including a vehicle access gate and pedestrian access gate.
6/8/2026	26-589	133-135 S Governors Ave, Dover Mobility Center	Building Permit	Approved by PC. Staff Approval per PC Final Action of ArchRevCert under Recommendation of HDC. HI-24-09/S-25-01.	Permit is for the construction of a new Parking Garage Structure (4 story) of four parking levels plus roof level for a total of 328 vehicle parking spaces (with bicycle and scooter parking spaces) and first floor other retail, business, commercial, storage spaces for future tenants.

Summary of Permit Applications with Architectural Review Certification
2026 - Updated Thru 10-31-2026

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
6/16/2026	26-793	500 W Loockerman St	Building - Renovation Permit	Staff Approval. No ArchRevCert required	Permit is for interior renovations to existing office space. No change of use or exterior modifications are proposed.
6/8/2026	26-845	523 S State St, Christ Church	Temporary Sign Permit	Staff Approval	Permit is for a temporary banner (19.50 SF) to be placed at the property for 35 days. This is the first permit for the calendar year. Sign is permitted to be in place until July 27, 2026. Temporary signs are permitted for no more than 90 days in a calendar year.
7/14/2026	26-730	46 S Bradford St, People's Church	Building - Renovation Permit	Staff Approval	Permit is for the removal and replacement of the structural floor at Roof Level (Level 4 - Chimes Levels) interior to the Bell Tower and repairs to the Stucco Ceiling at the Ground Level entry to the Bell Tower. There is also several brick crack repairs that are to be made on the north elevation of the Bell Tower.
7/17/2026	26-848	108 S Governors Ave	Siding Permit	Staff Approval aligned with HDC Action on ArchRevCert HI-26-02.	Permit is for new installation of Hardie Plank siding (7 in. exposure and horizontal format) and corner board trim and repair of window trim areas.
7/23/2026	26-997	500 W Loockerman St	Building - Interior Renovation Permit	Staff Approval. No ArchRevCert required	Permit is for the renovation of the 5th floor of the building for adding offices and a kitchenette.
7/31/2026	26-1157	122 Martin Luther King Jr. Blvd S, Haslet Armory	Roof Permit	No Planning Staff Review	Permit is for the replacement of a roof on the Haslet Armory Building.
7/21/2026	26-1159	108 S Governors Ave	Building - Renovation Permit	Staff Approval	Permit is for installing a railing system on front porch with staff giving conditions for materials and approval.

Summary of Permit Applications with Architectural Review Certification
2026 - Updated Thru 10-31-2026

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
8/13/2026	26-998	16 The Green	Building - Renovation Permit	Staff Approval	Permit is for the rebuild of an exterior ADA handicap ramp made of wood, new decking, and framing using existing concrete piers.
8/4/2026	26-1208	55 Kings Hwy SW	Fence Permit	Staff Approval	Permit is for the installation of a four-foot black aluminum metal picket fence with no gates.
8/27/2026	26-1250	46 S Bradford St, People's Church	Fence Permit	Staff Approval aligned with HDC Action on ArchRevCert HI-26-04.	Permit is for a six-foot black decorative steel/iron fence with landscaping.
9/11/2026	26-1233	417 Federal St, Jesse Cooper Building	Building - Renovation Permit	Staff Approval. ArchRevCert Approved	Permit is for Bathroom Renovations (floors 1-3) and Window Replacements on the entire building at the Jesse Cooper Building.
9/9/2026	26-1260	15 Kings Hwy NE, The Kidner Building	Deck Permit	Staff Approval. ArchRevCert Approved	Permit is for the construction of a deck in the rear the property that is proposed over the existing brick patio.
9/23/2026	26-1352	133-135 S Governors Ave, Dover Mobility Center	Building - Renovation Permit	Staff Approval aligned with HDC Action on ArchRevCert HI-24-09.	Permit is for Interior Tenant Fit out for Transcore/EZPass Offices on the ground floor (First Tier) of the Dover Mobility Center (Parking Garage Building). Project activities focus on the fit-out of the lobby, reception, offices, and associated spaces for this office tenant.
9/11/2026	26-1377	10 N State St	Deck Permit	Staff Approval. ArchRevCert Approved	Permit is for exterior renovations include a staircase in the rear of the property to an existing apartment unit, which is not visible from the street, and meets the design intent of the Historic District.
9/11/2026	26-1378	10 N State St	Building - Renovation Permit	Staff Approval. No ArchRevCert required	Permit is for interiors renovations that include a kitchen renovation and bathroom renovation, with no expansion of the building footprint.

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
9/14/2026	26-1398	99 Kings Hwy SW, Delaware Economic Development Office Building	Roof Permit	Staff Approval. ArchRevCert Approved	Permit is for the installation of a new seam metal roof system that is two stories in elevation including but not limited to roof panels, underlayment, sheathing, flashing, trim, and accessories for the entire building with new snow guards and brackets. Also includes installation of new gutter screens, new downspouts with gutter system, new trims, new weather hood and bird screen, new ice and water shield on the edge of the roof, and four (4) new windows located on the roof.
9/29/2026	26-1505	523 S State St, Christ Church	Fence Permit	Staff Approval. ArchRevCert Approved	Permit is for the erection of 4-foot tall metal fence segments and decorative masonry walls on the south wall of the cemetery.
9/29/2026	26-1506	523 S State St, Christ Church	Building - Renovation Permit	Staff Approval. ArchRevCert Approved	Permit is for the demolition of a wood wall at the cemetery and two parking spaces that are existing. This project includes the construction of 4-foot tall masonry retaining wall and the concrete ramp for the cemetery access. There are plantings proposed for the decorative planter proposed adjacent to the concrete ramp.
10/6/2026	26-440	306 S State St	Sign Permit	Staff Approval. ArchRevCert Approved	Permit is for two signs: A projecting sign along the South State Street frontage and a wall sign for the rear of the building. New signage will replace existing signage.

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
10/2/2026	26-1225	103 S Governors Ave, Dover Fire Department Station #1	Fence Permit	Staff Approval per ArchRevCert under Recommendation of HDC. HI-26-03.	Permit is for the construction of a 6-foot black ornamental metal fence for the Parking Lots on a series of properties fronting on South Governors Avenue, W Reed Street, and South Bradford Street associated to the Dover Fire Department Station #1.
10/16/2026	26-1428	3 Loockerman Plz, PNC Bank	Building - Renovation Permit	Staff Approval. ArchRevCert Approved	Exterior restoration project at the PNC Bank Building: Window restoration (for the existing dormers and those on the existing building elevation); siding and trim replacement on the dormers; full sealant replacement (including all brick masonry walls); brick masonry cleaning; and necessary brick masonry repairs. Alternative 1 for this permit entails the complete rebuild of displaced portions of the brick masonry landscaping wall. Alternative 2 focuses on renovations for the two brick masonry chimneys. Alternative 3 involves removing the existing antennae structure from one of the chimneys.
10/21/2026	26-1444	414 S State St	Building - Renovation Permit	Staff Approval. ArchRevCert Approved	Permit is for the replacement of 28 windows on the first and second floors of the existing building to match the architectural language of the original windows.
10/20/2026	26-1510	6 Kings Hwy NE	Building - Renovation Permit	Staff Approval. ArchRevCert Approved	Permit is for the replacement of 36 White Exterior/White Interior Double Hung Windows. Replacements will be similar to the existing windows located on the first and second floors, and the dormers.

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
10/8/2026	26-1519	121 Martin Luther King Jr Blvd N., Delaware Public Archives Building	Roof Permit	Staff Approval. ArchRevCert Approved	Permit is for Partial Roof Replacement and Chimney Repointing Work focusing on the Hall Records Section: Replace existing flat roof with new TPO roof membrane system; removal and replacement of the wood roof shingles with synthetic slate shingles on the mansard roof slopes; replacement of cooper roof system on the arched dormers; replacement of the roof systems on the triangle roof area on the cast stone wedge projection, on the east side of the building, and at the rotunda connection area; and other roof repairs associated with drainage and built-in gutters, scuppers, etc. with in-kind materials; reinstalling lighting protection; and brick repointing repairs on chimneys.
10/1/2026	26-1520	15 Loockerman Plz, City Hall	Roof Permit	Staff Approval. ArchRevCert Approved	Permit is for Roof Replacement for the flat roof areas on the west one-story section, the middle connector section, and the east two-story section. Project involves removal of existing membrane roof system and replacement with a membrane and installation roof system.
10/12/2026	26-1548	10 The Green	Roof Permit	Staff Approval. ArchRevCert Approved	Permit is for Roof Replacement of the low hipped roof on the main block of the dwelling which appears as a flat roof form the street level. The roof project is GAF Lifetime roofing system in Timberline HDZ shingles in Charcoal color and with EDPM in the gutter system.

Summary of Permit Applications with Architectural Review Certification
2026 - Updated Thru 10-31-2026

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
10/26/2026	26-1570	32 W Loockerman St, Loockerman Square Apartments	Building - Renovation Permit	Staff Approval. ArchRevCert Approved	Permit is for a siding exterior renovation project involving the removal of vertical metal siding on the right side of the building and replace it with new Mastic Ovation Siding (horizontal) and includes capping the windows.
10/27/2026	26-1684	55 Kings Hwy SW, Merrill Lynch	Sign Permit	Staff Approval. ArchRevCert Approved	Permit is for the reface of a double faced post and panel sign, and the replacement of a wall sign to be installed on the existing building. This permit also includes the installation of 3 exterior lamps mounted on the brick exterior of the building above the new proposed wall sign.
10/27/2026	26-1691	117-119 W Loockerman St, Mitten & Winters	Sign Permit	Staff Approval. ArchRevCert Approved	Permit is for the replacement of a wall sign to be installed on the the central bump-out of the brick exterior on the first floor. The sign is made of PVC material made to look like a carved painted sign. The sign gives business name and directory of key staff.

City of Dover

ARCHITECTURAL REVIEW STAFF REPORT
Before Dover Historic District Commission
November 19, 2026

Application:	Lands of Ruggerio Wilson Properties LLC: Office and Parking Lot Improvements at 419 S. State Street, HI-26-06
Owner:	Ruggerio Wilson Properties LLC
Location:	Northeast corner of South State Street and Water Street
Address:	419 South State Street, Dover DE
Tax Parcel:	ED-05-077.09-05-31.00-000
Size:	1.03 acres +/-
Present Use:	Residence
Proposed Use:	Office
Present Zoning:	RG-O (General Residence & Office Zone) H (Historic District Zone) SWPOZ (Source Water Protection Overlay Zone)
For Consideration:	Architectural Review Certification including consideration of the Parking Requirements

I. PROJECT DESCRIPTION:

The Historic District Commission will act on an Architectural Review Certificate for a Site Development Plan Application for Parking Improvements associated with the change of use of the existing residence to Office use. The property is zoned RGO (General Residence and Office Zone) and is subject to the H (Historic District Overlay Zone) and to the SWPOZ (Source Water Protection Overlay Zone). The property is located at the northeast corner of South State Street and Water Street. The owner of record is Ruggerio Willson Properties LLC. Address: 419 South State Street. Tax Parcel: ED-05-077.09-03-31.00-000. Council District 4.

This project will also be subject to Administrative Site Plan Review.

Surrounding Land Uses

This subject property location is situated within Dover's historic civic core in the block just south of The Green and near the State Capital Complex area. To the east, the property adjoins the Kent County Courthouse complex with the state office facilities and open green space of the Legislative

Mall area leading toward Legislative Hall to the east. Immediately to the west across South State Street are professional office buildings with several residential and commercial properties. To the south across Water Street is Christ Church and its cemetery. Surrounding properties are primarily zoned IO (Institutional and Office Zone) and RGO (General Residence and Office Zone). Properties in this immediate area, including the subject site, are located within the City Dover H (Historic Zone) District.

Associated Applications

The project site at 419 S. State Street is the subject of other Building Permits for associated construction activities related to the conversion of the existing building from a residence to office use. These include Permit #26-1330 for the removal of a one-story frame porch on the rear of the building and Permit #26-1452 for minor interior renovations and to document the change of use.

II. HISTORIC PROPERTY INFORMATION

Review of Historic Maps

A series of historic maps were reviewed by Planning Staff for preliminary information on this property. The 1868 Beers Map published by Pomeroy & Beers shows the property owned by T. B. Bradford. The building (in two sections) is shown on the 1885 Bird's Eye View of Dover and the 1887 Map of the Town of Dover by W.R. Roe. The series of Sanborn Fire Insurance Maps is also a reference source for information on the buildings which occupied this property over time. The 1897-1944 Sanborn Maps series shows this property with a two-story building in masonry and frame with rear additions and miscellaneous outbuildings.

Property Information

The project site is located with the local Historic District Zone (H) and subject to the provisions of the *Zoning Ordinance*, Article 3 §21 and referenced sections. The building on the property is listed in the National Register of Historic Places and is known as the Bradford-Loockerman House, built circa 1742. (K-104).

This building is also located within the boundaries of the National Register of Historic Places Historic District, specifically the Dover Green Historic District. It is a listed as a contributing resource of the National Register Historic District. Provided below is the building summary from the building inventory listing found within the National Register nomination completed for the Dover Green Historic District (nomination completed 1973-76, amended 1979, 1984). This federal designation focuses on the area immediately around The Green and extends for several blocks to its south. The nomination recognizes "the significance of the evolution of Dover during the eighteenth and early nineteenth centuries." The resources in the District were predominately dwellings of the 19th century through mid-twentieth century.

> K-394.65 419 S. State Street – Bradford Loockerman House – c. 1747; brick; 2 ½ story, 5 bay. This Federal dwelling has a gable roof with cove cornice. It is covered in stucco. The door has a pediment and fluted pilasters. On the south side is a 19th century frame cross gable wing. It is covered in clapboard. The front gable has a pointed arch window. (c)

III. PROJECT PROPOSAL

PROJECT PROPOSAL (Site Plan dated 10/16/2026):
The application proposes the removal of an existing enclosed rear porch to create a paved terrace area, and removal of select existing paver sidewalks/steps and an existing paver driveway entrance. Construction on site involves the erection of a small, paved parking lot in the eastern portion of backyard area of 419 S. State Street taking access from the adjoining property (subject to separate agreement/easement). A paver sidewalk is proposed to be installed going from the proposed new parking lot to the proposed brick patio/terrace at the rear of the building. The elements of the project are as follows:

1. Removal/Demolition: The project to convert this property from residential use to office use involves the removal of an existing rear enclosed porch (230 S.F.) and also the removal of portion of the existing landscape features of the existing paver sidewalks and step with a handrail (355 S.F.) and the existing paver driveway entrance (158 S.F.).

2. Paved Parking Area: The current property does not have any designated paved parking area; this project will create 2,214 S.F. of newly paved surface area for a designated Parking Lot area. The Parking Lot area design allows for four (4) parking spaces, with one ADA Handicapped parking spot being proposed. The parking spaces have handicapped signage, parking space lines and handicapped parking painted symbols.

3. Brick Patio/Paver Sidewalk: A 230-S.F. brick terrace patio is proposed to be created from the foundation footprint in the rear of the existing structure where an enclosed porch is located. A 5-foot-wide, 775 S.F. paver-styled sidewalk is proposed to be installed in the rear portion of the property extending from the proposed parking lot to the proposed brick patio.

4. Tree Removal and Landscaping: Two existing trees are noted to be removed from the site. The proposed trees to be removed must be clarified but are likely in the back yard area. The removal of these two trees may be associated with creating the open space for the newly proposed Parking Lot area indicated on the Site Plan.

IV. ZONING REVIEW

The entire project site is located in the H (Historic District Zone) and subject to the provisions of the *Zoning Ordinance*, Article 3 §21 and referenced sections. *Zoning Ordinance,* Article 10 §3.2 outlines the review process for Architectural Review Certification and related building height, bulk, and setback standards.

The subject project area is zoned RG-O (General Residence and Office Zone). The RG-O zone allows the use for business, professional, or governmental offices on suitably landscaped lots and makes the development subject to provisions of regulations the RG-O zone. A parking lot would be considered an allowable use.

The parking requirement for Office Buildings in the RGO zone is one parking space per 300 square feet of building area or one space per employee. The building consists of 4,542 square feet thus requiring 16 parking spaces. The *Zoning Ordinance* allows a parking reduction of up to 50% based on its location in the Downtown Redevelopment Target Area and the availability of pedestrian access, transit, etc. The Historic District Commission can further consider adjustments to the parking requirement as it is a bulk standard in order to maintain the character of the area. The project proposes only four (4) parking spaces and the associated drive aisle for access/egress.

- Potential Waiver Request: Elimination of Upright Curbing: The upright curbing for parking lots and drive aisles is required in the requirements of Article 6 Section 3.6(b) of the *Zoning Ordinance*. As no upright curbing is proposed for the parking lot, a series of parking bumpers are recommended to be placed at the head of each parking space. Planning Staff can consider a Waiver recognizing the lack of upright curbing for the parking lot areas as more appropriate for the character of the Historic District area.

Review of DESIGN STANDARDS AND GUIDELINES

The subject project site is in the Dover Historic District Zone within The Green Historic Context. The Green Historic Context is described on pages 2-3 through 2-5 of the *Design Standards and Guidelines for the City of Dover Historic District Zone*. Locations within the Dover Historic District Zone require proposals for demolition, new construction, additions, and certain renovation or rehabilitation activities to existing buildings to receive an Architectural Review Certificate.

As stated in the *Design Standards and Guidelines for the City of Dover Historic District Zone*, an Architectural Review Certificate will be granted "if it is found that the architectural style, general design, height, bulk and setbacks, arrangement location and materials affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district." In accordance with Article 10 §3.2, the Historic District Commission will act regarding the project's compliance with the architectural review standards.

This proposal should be reviewed for conformity with the design criteria and development guidelines found in the *Design Standards and Guidelines* of Chapter 3: Maintenance, Repair, Preservation, and Restoration of Existing Historic Buildings. More specifically the sections on *Design Guidelines* for Landscaping and Site Amenities, Fencing and Walls, Paving and Bordering, and Parking Lots found on pages 3-24 through 3-27. These guidelines highlight the consideration that should be given to the areas surrounding buildings including the choice of materials. The *Design Guidelines* recommend that 20% of parking lots should be unpaved and planted.

STAFF COMMENTS AND RECOMMENDATIONS

The following are Staff comments and recommendations for this application regarding project activities and Architectural Review Certification.

1) Staff recommends conditional approval of the Architectural Review Certificate for the Parking Lot Improvements at 419 South State Street. The design of the Parking Lot Improvements generally follows the Guidelines for these types of site improvements within

the local Historic District while minimizing impact to the trees and landscaping of the side and rear yard of the property. This recommendation is made subject to the following comments and suggested revisions.

a. Planning Staff recommends approval of a Waiver to eliminate the upright curbing requirement for the Parking Lot and drive aisle, recognizing the lack of upright curbing for the Parking Lot area as a more appropriate for the character of the area.

2) The following clarifications/conditions are recommended by Staff to improve the project's compliance with the recommended guidelines of the *Design Standards and Guidelines*. The following are recommended conditions:
   a. Clarify the paving material for the Parking Lot area and for the paver sidewalks. It is recommended that the sidewalks continue to be a brick material.
   b. Add parking bumpers at the head of each parking space.
   c. Utilize black posts for any signage elements to be attached to posts i.e., handicapped parking signage and any traffic control signs.
   d. Any light fixtures/poles utilized on the property for site lighting should utilize a black finish color. Light fixtures/poles continue style of the lighting used in the nearby areas of the Historic District.
   e. Clarify where trees and landscaping are to be removed for this project.
   f. Any revisions or changes in the identified materials may be subject to further review by the Historic District Commission.

3) Some of the site improvements/amenities were not specifically described or had limited information within the application information. Please provide information for consideration and discussion.
   a. Based on the number of parking spaces (rate of 1 bicycle space per 20 vehicle spaces), the property will be required to provide one bicycle parking space. The bicycle parking rack should be black in finish color and of a decorative style.
   b. Currently, there is a wood split rail fence along the Water Street frontage of the property. Consideration could be given to replacement of that fence with a black metal fence or hedge-like plantings to provide additional screening of the Parking Lot area.

4) The plan for this project is also subject to the application and review process for Site Development Plan (Article 10 §2 of the *Zoning Ordinance*) through Administrative Site Plan Review; this review is also underway with this plan submission. Additional technical items for compliance with the *Zoning Ordinance* and other regulations may be identified during the Site Plan Process. Review comments pertaining specifically to the Site Plan set will be issued at that time.

5) The following items should be clarified regarding the paver sidewalk and brick patio designs:
   a. Identify brick material (size, form, etc.) and patterning.
   b. Pavement type to be used for the proposed paved parking area.

6) The applicant should be aware of the potential for historic archaeological resources which may include previous building locations, wells, privies, etc. on the property. The State Division of Historical & Cultural Affairs can provide technical assistance when dealing with archaeological resources including previous studies at the subject location.

7) In the event that major changes and revisions to the design, materials, or site layout occur in the finalization of the plan and/or construction drawings contact the Department of Planning and Inspections. These changes may require resubmittal for review by the Historic District Commission.

8) The applicant shall be aware that Building Permits are required to proceed with any construction activities on the project site. An Administrative Building Permit will be required for construction of the Parking Lot. The permit applications must comply with the approvals and conditions granted through the Architectural Review Certification and Site Plan Review process.

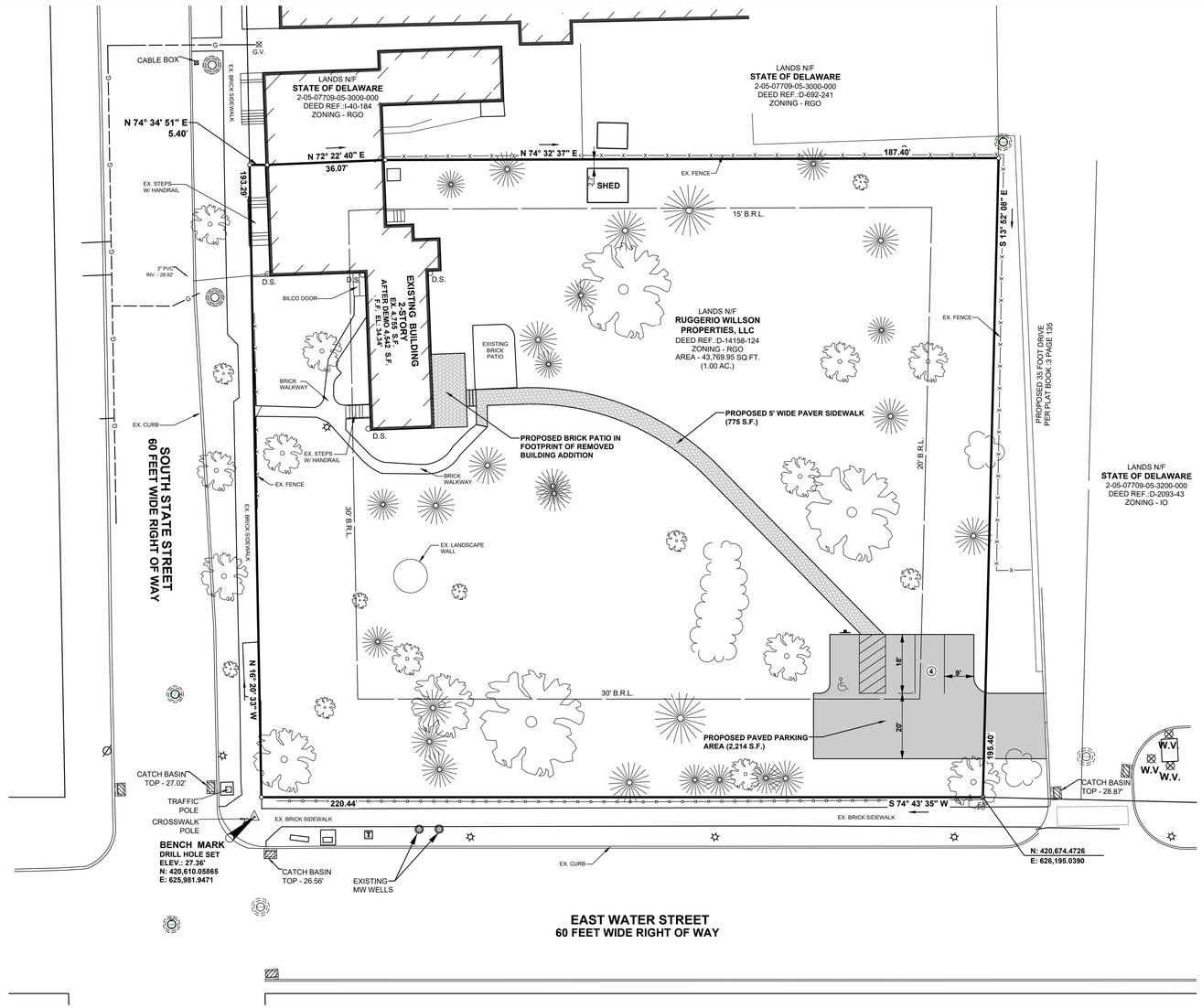
9) For any building renovation/construction activities, the requirements of the building code or fire code must be complied with. Consult with the Building Inspection Staff and Fire Marshal for these requirements.

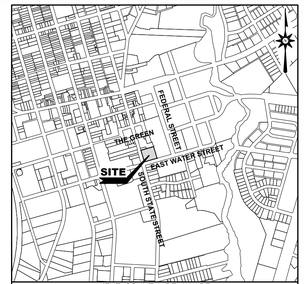
10) The applicant should be aware that a Sign Permit is required to proceed with the placement of signage on the property.

Historic District Commission Action Required

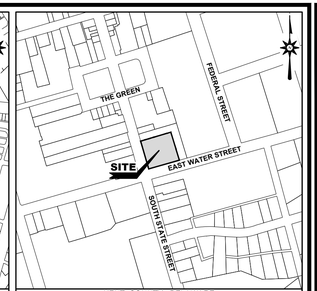
The Historic District Commission shall consider the proposal and take action in regard to the Architectural Review Certification for the parking improvements associated with the change of use of the existing residence to Office use. The recommendation should reflect consideration of the *Design Standards and Guidelines for the City of Dover Historic District Zone.*

BECKER MORGAN GROUP ARCHITECTURE - ENGINEERING DELAWARE - MARYLAND - NORTH CAROLINA - VIRGINIA www.beckermorgan.com





LOCATION MAP SCALE: 1" = 1,200'



LOCATION MAP SCALE: 1" = 400'

SITE DATA

1.	OWNER OF RECORD:	RUGGERIO WILLSON PROPERTIES LLC 20358 SILVER LAKE DR, REHOBOTH BEACH, DE 19971 (302) 542-6278 - EMAIL: kim@ruggerio.com
2.	ENGINEER / SURVEYOR:	BECKER MORGAN GROUP INC. 309 SOUTH GOVERNORS AVE. DOVER, DE. 19904 (302) 734-7950 - EMAIL: mhenry@beckermorgan.com
3.	PROPERTY MAP NUMBERS:	2-05-07709-05-3100-00001
4.	PROPERTY ADDRESS:	419 S. STATE ST., DOVER, DE 19901
5.	PROPERTY LOCATION:	LATITUDE N39° 09' 18.12" - NAD83 (2011) LONGITUDE W75° 31' 20.48" - NAD83 (2011)
6.	ZONING CLASSIFICATION:	EXISTING: RG-O - GENERAL RESIDENCE AND OFFICE ZONE PROPOSED: RG-O - GENERAL RESIDENCE AND OFFICE ZONE
7.	DEED REFERENCE :	DEED BOOK: D14158/124
8.	PLAT REFERENCE :	PLAT BOOK 3, PAGE 135
9.	PRESENT USE: PROPOSED USE:	RESIDENCE OFFICE
10.	PROPERTY AREA:	43,770 S.F. (1.00 ACRES)
11.	IMPERVIOUS (LOT) COVERAGE:	MAXIMUM ALLOWED: 85% EXISTING: 4,017 S.F. EXISTING TO BE REMOVED: 513 S.F. PROPOSED: 2,989 S.F. TOTAL AT COMPLETION: 6,493 S.F. = 14.8% TOTAL INCREASE: 2,476 S.F.
12.	BULK STANDARDS:	RG-O-GENERAL RESIDENCE AND OFFICE LOT AREA (MIN.): - LOT WIDTH (MIN.): 100 FT. LOT DEPTH (MIN.): 100 FT. FRONT SETBACK: 30 FT. SIDE SETBACK: 15 FT. REAR SETBACK: EQUAL TO THE HEIGHT OF THE HIGHEST POINT OF THE BUILDING WITHIN 30 FEET OF THE REAR LOT LINE, BUT IN NO CASE LESS THAN 20 FEET.
13.	BUILDINGS:	EXISTING: 4,755 S.F. EXISTING TO BE REMOVED: 213 S.F. PROPOSED: 0 S.F. TOTAL S.F. AT COMPLETION: 4,542 S.F. EXISTING HT. 2 1/2 STORIES (35 FEET)
14.	UTILITIES:	WATER: CITY OF DOVER SEWER: CITY OF DOVER GAS: CHESAPEAKE UTILITIES ELECTRIC: CITY OF DOVER
15.	PARKING CALCULATIONS :	RG-O - GENERAL RESIDENCE AND OFFICE ZONE REQUIRED: 4,542 / 300 = 15.1 = 16 PROVIDED: 8 (50% REDUCTION REQUESTED) HANDICAPPED PARKING REQUIRED : 1 HANDICAPPED PARKING PROVIDED : 1 (VAN ACCESSIBLE) BICYCLE PARKING REQUIRED : 1 BICYCLE PARKING PROVIDED : 1
16.	LOADING CALCULATIONS :	LOADING BERTHS REQUIRED : 0 LOADING BERTHS PROVIDED : 0
17.	DUMPSTER CALCULATIONS :	DUMPSTERS REQUIRED : 2 DUMPSTERS PROVIDED : 0 - CITY STANDARD CANS/TRASH PICKUP
18.	TREE PRESERVATION :	EX. WOODLAND AREA: 0 S.F. WOODLANDS TO BE CLEARED: 0 S.F. (0%) TOTAL WOODLANDS REMAINING: 0 S.F. (0%) TOTAL NON-WOODLAND PROJECT AREA: 43,770 S.F. 43,770 S.F. / 3,000 S.F. / TREE = 14.6 = 15 15 TREES REQUIRED EXISTING TREES : 47 TREES TO BE REMOVED: 2 PROPOSED TREES: 0 TOTAL TREES: 45
19.	SIGNAGE :	FUTURE PERMIT SUBMISSION
20.	OUTDOOR LIGHTING :	LIGHTING SHALL BE 1.5 FOOT CANDLES (MINIMUM) AT GRADE
21.	SURVEY DATUM:	DRILL HOLE VERTICAL: NAVD 88 - DEDO HORIZONTAL: NAD 83 (2011) DSP - DEDO
22.	MONUMENTATION:	1 FOUND / 0 SET
23.	SOILS ON SITE:	HkB - HAMBROOK-URBAN LAND COMPLEX, 0 TO 5 PERCENT SLOPES (ENTIRE SITE)
24.	WETLAND AREA:	0.00 ACRES

SHEET INDEX

C-001	SITE PLAN
C-101	EXISTING CONDITIONS AND DEMOLITION PLAN

OWNERS CERTIFICATION

WE, RUGGERIO WILLSON PROPERTIES, LLC, HEREBY CERTIFY THAT WE ARE THE OWNER OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN, THAT THE PLAN WAS MADE AT OUR DIRECTION, AND THAT WE ACKNOWLEDGE THE SAME TO BE OUR ACT AND DESIRE THE PLAN TO BE DEVELOPED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

KIM WILLSON — DATE

ENGINEERS CERTIFICATION

I, J. MICHAEL RIEMANN, P.E., HEREBY CERTIFY THAT I AM A REGISTERED ENGINEER IN THE STATE OF DELAWARE, THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION AND TO MY BEST OF MY KNOWLEDGE AND BELIEF REPRESENTS GOOD ENGINEERING PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

J. MICHAEL RIEMANN, P.E — P.E. 13772 — DATE

NOTE:
PRIOR TO THE START OF CONSTRUCTION OR ORDERING OF MATERIALS, THE CONTRACTOR SHALL ENGAGE A PRIVATE UTILITY LOCATOR TO VERIFY LOCATIONS OF ALL EXISTING UTILITIES WITHIN THE PROJECT EXTENTS AS WELL AS VERIFYING ELEVATIONS OF ALL UTILITIES TO BE CROSSED WITH NEW IMPROVEMENTS. CONTRACTOR SHALL REPORT CONFLICTS/ISSUES TO THE ENGINEER.

GENERAL NOTES :

1. TOPOGRAPHIC SURVEY DATA SHOWN HEREON WAS PREPARED BY BECKER MORGAN GROUP, DOVER, DE., IN SEPTEMBER 2026. VERTICAL DATUM IS BASED ON NAVD 88.
2. BOUNDARY SURVEY WAS TAKEN FROM A PLAT ENTITLED BOUNDARY SURVEY PLAN FOR RUGGERIO WILLSON PROPERTIES, LLC, AS PREPARED BY TRUE NORTH LAND SURVEYORS, DATED DECEMBER 15, 2025.
3. BECKER MORGAN GROUP CERTIFIES THAT THERE ARE NO FRESH WATER WETLANDS LOCATED WITHIN THE IMPROVED AREA.
4. UNDERGROUND UTILITIES SHOWN HEREON ARE BASED ON FOUND MARKING IN THE FIELD AT TIME OF SURVEY. A MISS UTILITY TICKET HAS NOT BEEN REQUEST FOR THIS SITE. THE CONTRACTOR SHALL CONTACT MISS UTILITY OF DELMARVA (1-800-282-8555) AND ENGAGE A PRIVATE UTILITY LOCATOR TO VERIFY THEIR EXACT LOCATION PRIOR TO THE START OF ANY CONSTRUCTION. ANY DAMAGE INCURRED TO ANY UTILITIES SHALL BE REPAIRED IMMEDIATELY AT THE CONTRACTORS EXPENSE. IF THE CONTRACTOR RELIES ON THE UTILITY LOCATIONS SHOWN HEREON, HE DOES SO AT HIS OWN RISK AND WILL NOT BE ENTITLED TO ADDITIONAL COMPENSATION DUE TO TIME DELAYS FROM SAID RELIANCE.
5. THIS PROPERTY IS LOCATED WITH THE HISTORIC DISTRICT AND SOURCE WATER PROTECTION OVERLAY ZONE (SWPOZ).
6. FLOODPLAIN: PARCEL IS LOCATED WITHIN ZONE "X", AREA OF MINIMAL FLOODING HAZARD, BASED ON FEMA FIRM MAP 10001C0169J EFFECTIVE JULY 7, 2014.
7. ALL ROADS, PARKING AND OTHER PAVED AREAS WILL BE PRIVATELY OWNED AND MAINTAINED AND ARE NOT INTENDED FOR DEDICATION.
8. DELAWARE REGULATIONS PROHIBIT THE BURIAL OF CONSTRUCTION DEMOLITION DEBRIS, INCLUDING TREES AND STUMPS ON CONSTRUCTION SITES. ANY SOLID WASTE FOUND DURING EXCAVATION MUST BE REMOVED AND PROPERLY DISCARDED.
9. ALL HANDICAPPED PARKING DEMARCATION, STALLS, AND BUILDING ACCESSIBLE ROUTES SHALL COMPLY WITH THE "AMERICAN WITH DISABILITIES ACT" AND ANSI ICC A117.1 - 2017 " ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES"
10. THIS DRAWING DOES NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 AND ALL RULES AND REGULATIONS THERETO APPURTENANT.
11. BEFORE THE CONTRACTOR CAN BEGIN CONSTRUCTION HE MUST OBTAIN THE PROPER PERMITS AND/OR APPROVALS FROM THE CITY OF DOVER (C.O.D.), DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL (DNREC), DELAWARE DEPARTMENT OF TRANSPORTATION (DELDOT) , KENT CONSERVATION DISTRICT (KCD) AND ALL APPROPRIATE STATE AND COUNTY AGENCIES.
12. ALL CONSTRUCTION METHODS AND MATERIALS SHALL BE ACCORDING TO THE CITY OF DOVER WATER & WASTEWATER DEPARTMENT AND THE STATE OF DELAWARE (DELDOT) STANDARDS AND CONSTRUCTION SPECIFICATIONS.
13. ALL FIRE LANE DEMARCATION AND FIRE LANE SIGNS SHALL BE IN ACCORDANCE WITH ALL STATE FIRE PREVENTION REGULATIONS.
14. ALL WORK WITHIN CITY/DELDOT MAINTAINED ROAD RIGHT-OF-WAYS SHALL MEET THE REQUIREMENTS AS SET FORTH IN THE CURRENT REVISION OF THE STANDARD SPECIFICATION FOR ROAD AND BRIDGE CONSTRUCTION, BY THE DELAWARE DEPARTMENT OF TRANSPORTATION AND ALL CITY OF DOVER REQUIREMENTS.
15. TRAFFIC AND SAFETY CONTROL SHALL BE MAINTAINED DURING CONSTRUCTION IN CONFORMANCE WITH THE CURRENT VERSION OF THE DELAWARE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
16. STORMWATER MANAGEMENT AND SEDIMENT / EROSION CONTROL SHALL BE IN ACCORDANCE WITH THE CURRENT VERSION DELAWARE SEDIMENT AND STORMWATER REGULATIONS BY THE DELAWARE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL.
17. CONTRACTOR SHALL REFER TO ARCHITECTURAL/STRUCTURAL DRAWINGS OF PROPOSED STRUCTURES FOR ALL DIMENSIONS OF BUILDINGS AND FOUNDATIONS. PROPOSED BUILDING FOOTPRINTS, AS SHOWN ON SITE PLAN, SHOULD ONLY BE USED AS A REFERENCE TO THE ABOVE MENTIONED PLANS.
18. HYDRANT CONNECTIONS BY THE CONTRACTOR ARE PROHIBITED. THIS METHOD MAY NOT BE UTILIZED DURING ANY PHASE OF THE PROJECT.
19. ALL EXISTING SANITARY SEWER LINES, STORM DRAINS, AND WATER LINES NOT USED FOR THE PROPOSED FACILITY MUST BE PROPERLY ABANDONED AT THE MAINS IN ACCORDANCE WITH THE CITY OF DOVER WATER & WASTEWATER DEPARTMENT REQUIREMENTS PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY.
20. PART II, CHAPTER 180, ARTICLE III, SECTION 180-10 OF THE CODE OF KENT COUNTY REQUIRES THAT "NO PERSON SHALL DISCHARGE OR CAUSE TO BE DISCHARGED ANY STORMWATER, SURFACE WATER, UNCONTAMINATED GROUNDWATER, ROOF RUNOFF, SUBSURFACE DRAINAGE, UNCONTAMINATED NONCONTACT COOLING WATER, CONDENSATE, OR UNPOLLUTED INDUSTRIAL PROCESS WATERS TO ANY SANITARY SEWER". THE CONTRACTOR/DEVELOPER SHALL ENSURE DURING CONSTRUCTION THAT NO ILLEGAL DISCHARGES TO THE SANITARY SEWER SYSTEM ARE CREATED WITH THE SITE IMPROVEMENTS.
21. THE SITE CONTRACTOR SHALL NOTIFY THE CITY OF DOVER DEPARTMENT OF WATER AND WASTEWATER CONSTRUCTION MANAGER AT 302-736-7025 PRIOR TO THE START OF CONSTRUCTION. A REPRESENTATIVE FROM THE CITY OF DOVER DEPARTMENT OF WATER AND WASTEWATER MUST OBSERVE ALL CITY OWNED WATER AND SANITARY SEWER INTERCONNECTIONS AND TESTING. ALL WATER TAPS MUST BE PERFORMED BY A CITY OF DOVER APPROVED CONTRACTOR. THE PROPOSED LOCATION FOR THE WATER TAP MAY NEED TO BE ADJUSTED IN THE FIELD DUE TO CONDITIONS OF THE EXISTING MAIN. POSSIBLE CONDITIONS THAT WOULD REQUIRE TAPPING RELOCATION INCLUDE PROXIMITY TO PIPE JOINTS, OTHER TAPS, CONCRETE ENCASEMENTS, CONFLICT WITH OTHER UTILITIES, AND THE LIKE. TEST HOLES MUST BE PERFORMED BY THE CONTRACTOR TO DETERMINE THE BEST TAPPING LOCATION. THE CITY OF DOVER WILL NOT BE HELD RESPONSIBLE FOR FIELD CONDITIONS REQUIRING ADJUSTMENT OF THE TAPPING LOCATION OR FOR ANY WORK REQUIRED BY THE CONTRACTOR TO MAKE AN APPROPRIATE AND LAWFUL CONNECTION.
22. IF THE APPROVED PLAN NEEDS TO MODIFIED DUE TO ERRORS OR OMISSIONS OR FIELD CONDITIONS, ADDITIONAL SEDIMENT AND STORM WATER CONTROL MEASURES MAY BE REQUIRED AS DEEMED NECESSARY BY THE KENT CONSERVATION DISTRICT (KCD).
23. THE KENT CONSERVATION DISTRICT (KCD) RESERVES THE RIGHT TO ENTER PRIVATE PROPERTY FOR PURPOSES OF PERIODIC SITE INSPECTION.
24. ALL WATER AND WASTEWATER UTILITY COMPONENTS MUST MEET THE REQUIREMENTS OF THE CITY OF DOVER WATER & WASTEWATER DEPARTMENT SPECIFICATIONS.
25. ALL EXISTING UTILITIES SHALL BE ADJUSTED TO FINAL GRADE IN ACCORDANCE WITH CURRENT CITY OF DOVER REQUIREMENTS AND PRACTICES.
26. PRIOR TO THE START OF CONSTRUCTION OR ORDERING OF MATERIALS, THE CONTRACTOR SHALL ENGAGE A PRIVATE UTILITY LOCATOR TO VERIFY LOCATIONS OF ALL EXISTING UTILITIES WITHIN THE PROJECT EXTENTS AS WELL AS VERIFYING ELEVATIONS OF ALL UTILITIES TO BE CROSSED WITH NEW IMPROVEMENTS. CONTRACTOR SHALL REPORT CONFLICTS/ISSUES TO THE ENGINEER.
27. ALL SUBSURFACE UTILITIES SHOWN HEREON ARE BASED ON SURFACE EVIDENCE COLLECTED FROM THE FIELD TOPOGRAPHIC SURVEY AND THE BEST AVAILABLE RECORDS.
28. STANDARD CITY OF DOVER SIDEWALK, AS PER CHAPTER 98, ARTICLE IV OF THE DOVER CODE OF ORDINANCES, SHALL BE REQUIRED TO BE INSTALLED ALONG THE ENTIRE PUBLIC STREET FRONTAGE OF A PROPERTY. WHERE FRONTAGE SIDEWALK EXISTS BUT DOES NOT MEET THE STANDARDS OF CHAPTER 98, ARTICLE IV, THE SIDEWALK SHALL BE RE-LAID TO MEET THE STANDARDS. SIDEWALK SHALL INCLUDE BARRIER-FREE ACCESS RAMPING AT POINTS OF INTERSECTION WITH STREET CROSSINGS AND AT OTHER LOCATIONS SO AS TO AFFORD REASONABLE BARRIER-FREE PEDESTRIAN MOVEMENT AND SITE ACCESS.
29. IN ACCORDANCE WITH APPENDIX A, ARTICLE VI, SECTIONS B.3, ALL SIDEWALKS SHALL ASCEND FROM THE CURBSTONE TO THE BUILDING LINE AT THE RATIO OF ONE-QUARTER INCH TO THE FOOT. NOTHING IN THIS SECTION SHALL BE CONSTRUED TO AFFECT ANY PAVEMENT PREVIOUSLY LAID BY ORDER OF THE CITY COUNCIL, UNTIL IT IS TAKEN UP AND RE-LAID.

BECKER MORGAN GROUP

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PROJECT TITLE

RUGGERIO WILLSON PROPERTIES LLC 419 S. STATE ST. OFFICE

419 S. STATE STREET
CITY OF DOVER
KENT COUNTY, DELAWARE

SHEET TITLE

SITE PLAN

0 10 20 40

SCALE: 1" = 20'

ISSUE BLOCK		
MARK	DATE	DESCRIPTION

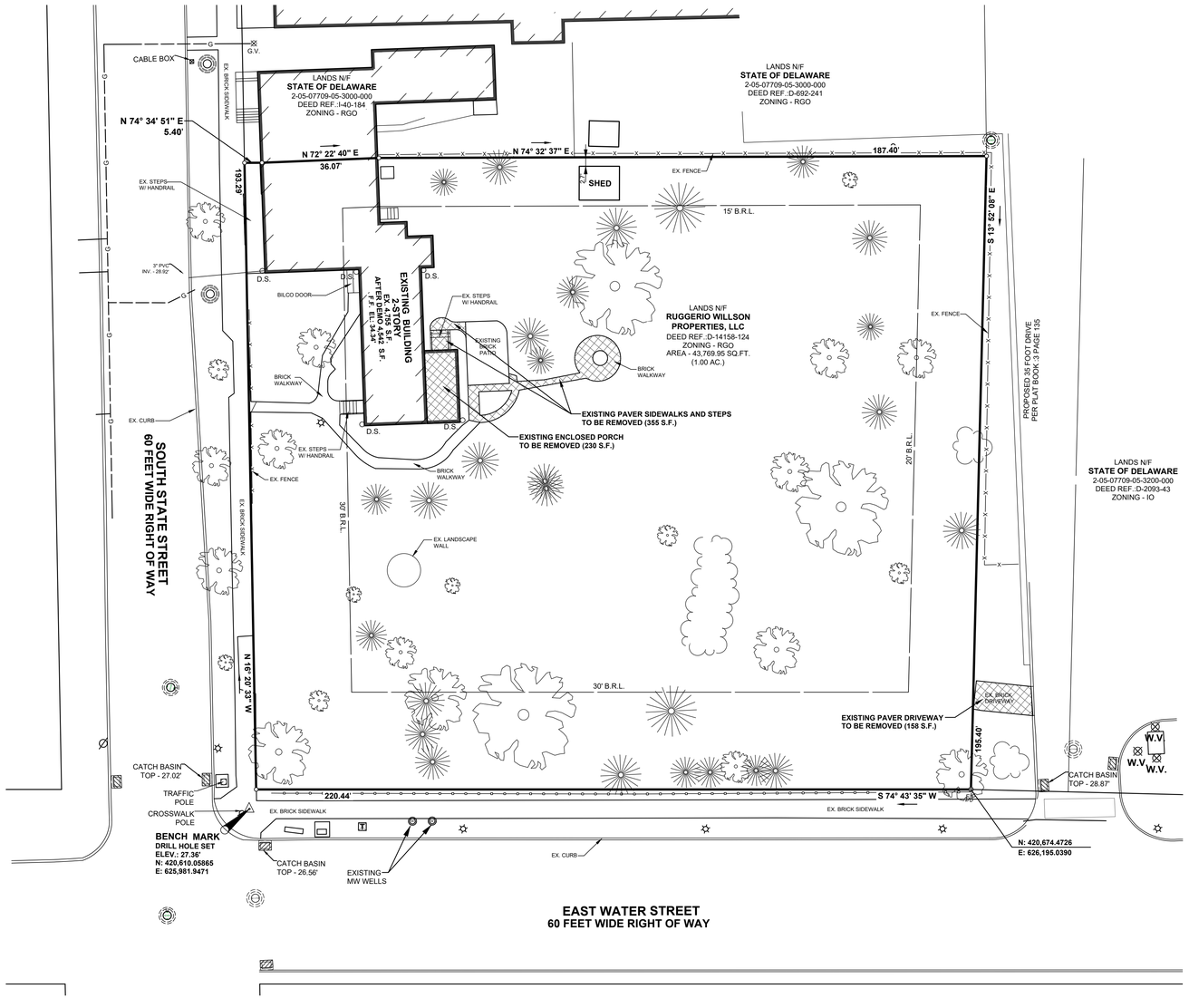
LAYER/STATE: C-001

PROJECT NO.: 2026197.00
DATE: 10-16-26
SCALE: 1" = 20'
DRAWN BY: M.J.H. | PROJ. MGR.: M.J.H.

SHEET

C-001

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C-101

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