CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, November 20, 2014 - 3:00 P.M.
City Hall – Conference Room

ROLL CALL
APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on September 18, 2014

COMMUNICATIONS & REPORTS

1. Summary of 2014 Activity
    a. Summary of Applications 2014 and 2013
    b. Summary of Architectural Review Certifications for 2014

2. Department of Planning & Inspections Update
    a. Draft Bicycle Plan and Pedestrian Plan for Dover
    b. Restoring Central Dover Community Plan
    c. Citywide Recreational Needs Assessment
    d. Delaware Downtown Development District program

OLD BUSINESS

NEW APPLICATIONS

1. Consideration of Historic Property Tax Credit Application
    a. HI-14-05 at 54 The Green – Consideration of a Historic Property Tax Credit Application associated with Architectural Review Certification issued with Building Permit #14-1231. The project involved repair and repointing of exterior brick wall. The property is zoned RGO (General Residence and Office Zone) and is subject to the H (Historic District Overlay Zone) and SWPOZ (Source Water Protection Overlay Zone). The property is located on the south side of The Green west of South State Street. The owners of record are Mr. and Mrs. Joseph McDaniel. Address: 54 The Green. Tax Parcel: ED-05-077.09-03-42.00-000. Council District 4.

NEW BUSINESS

1. First State National Monument: Wayside Planning for The Green

2. Review of Permits Referred to Commission

3. Update on Certified Local Government (CLG) Program Application

4. Annual Meeting of Historic District Commission
    a. Election of Chairman and Vice Chairman
    b. Meeting & Deadline Schedule for 2014

ADJOURN

THE AGENDA ITEMS MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSION.

Agenda Posted: November 12, 2014 at 2:00pm

CITY OF DOVER
HISTORIC DISTRICT COMMISSION
September 18, 2014

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, September 18, 2014 at 3:00 PM with Chairman Scrafford presiding. Members present were Chairman Scrafford, Mr. McDaniel, Ms. Horsey, Mr. Salkin and Mr. Jackson.

Planning Office Staff members present were Mrs. Melson-Williams, Mrs.Townshend, Mr. Cook, and Mrs. Purnell. Also present was Mrs. McDowell from the City Clerk's Office, Glenn Mandalas, Cameron Llewellyn, and Troy Adams.

APPROVAL OF AGENDA

Mr. McDaniel moved for approval of the agenda as submitted, seconded by Mr. Salkin and the motion was unanimously carried 5-0.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF AUGUST 21, 2014

Mr. McDaniel moved to adopt the minutes of the regular Historic District Commission meeting of August 21, 2014, seconded by Mr. Jackson and the motion was unanimously carried 5-0.

COMMUNICATIONS & REPORTS

Summary of 2014 Activity

Mrs. Melson-Williams stated that included in the packet was a Summary of Applications from 2014 and 2013. There were four (4) applications this year one of which the Historic District Commission will hear about again today. There were two (2) Sign Permits that were referred to the Historic District Commission that consisted of the EZ-Pass and the revised Family Dollar which have been installed. There have been some questions regarding the Family Dollar sign. The gooseneck lights do light the sign from overhead. If for some reason the sign itself starts to glow we will be able to pursue Code Enforcement issues, because it is not supposed to have any internal lighting to the sign.

Mr. Salkin questioned the backlit unit lighting (raised plastic) that was taken off the agenda and the gooseneck lighting that is currently there that is worse. He stated that it was contrary to the Historic District Commission standards. They were told that there would not be a light that looked like that. This is another example where the Historic District Commission does not see the Final Plan. The Historic District Commission does not have a chance to comment. Personally, he was very disappointed to see that there are backlit lights that are installed.

Mrs. Townshend stated that it was not backlit lighting.

Chairman Scrafford stated that there are backlit signs with no lighting and gooseneck lights over the front to meet all of the criteria.

Mrs. Townshend stated that the issue may be with the architecturals that were turned in for the application and the information for the Sign Permit was not the same material.

Mrs. Melson-Williams stated she was not sure how detailed the information was, but they would have to pull all the permit information. It was very specific information in the revised Permit that there would be no internal illumination of the sign and that was the key element of the Architectural Review Certification that they went through with the building itself.

Mrs. Horsey questioned if they could be informed that the Historic District Commission is disappointed at least and maybe they will do the right thing and something different and make revisions? Mrs. Melson-Williams stated that technically the project is still under construction. The Certificate of Occupancy inspections have not been done. They anticipate them to be scheduled before the month ends.

Mrs. Townshend stated that no final inspections have been completed for the sign.

Summary of 2013 Applications

Mrs. Melson-Williams stated that there was a total of five (5) in that calendar year. The Family Dollar building was one of those. The other big project was the North Street Pocket Park that has been under construction this summer and looks as if they were making good progress on all the various planters.

Mr. McDaniel stated that they were putting benches in today.

Mrs. Melson-Williams asked if there were any other questions regarding the applications and their status.

Summary of Architectural Review Certifications for 2014

Mrs. Melson-Williams stated that there have been forty-six (46) permits within the Historic District. Seven (7) of the permits involved projects that came before the Historic District Commission and twenty-seven (27) were handled by Planning Staff. There were twelve (12) permits for activities within the Historic District that consisted of interior renovation that does not require Architectural Review Certification. Most of the permit activities are signs. There were ten (10) Sign Permits and five (5) Temporary Sign Permits. The others were a mixture of building exterior permits such as roofing and fences. Only two (2) were Building Permits that consisted of an accessory structure and an Administrative Permit.

Responding to Mr. Salkin's question why the Building Permit for 210-220 South Governors Avenue did not come before the Historic District Commission. He saw the finish product of the project today. This was the entire façade. He does not understand what criteria are used to determine when a permit comes before the Historic District Commission. His personal preference is to ere on the side of extra review. This is one that jumped out at him and thought that it was one that the Historic District Commission should have approved. Mrs. Melson-Williams stated that Staff considered it a minor project and they were taking an asphalt roof and going to a metal roof for the building which is certainly in keeping with the *Design Standard and Guidelines*. The other

façade work on the front was deemed that it was appropriate for the *Guidelines*. She questioned if they wanted to look at a more specific type of threshold that the Planning Staff automatically refer the permit to the Historic District Commission. What was established in the *Zoning Ordinance* certainly gives Staff the ability to review minor permits.

Mr. Salkin stated that it seems as a radical change and appearance overall. Each piece may be in keeping with the standards, but it is a whole new look.

Mrs. Townshend stated that they were taking material off the building that did not comply with the *Standards* and placing it with something that did comply.

Mr. Salkin stated that overall it is an improvement, but this was done back in April and he did not understand what they were doing at 210-220 South Governors Avenue and at that time it did not occur to him to question or comment on it.

Department of Planning & Inspections Update
Draft Bicycle Plan & Pedestrian Plan for Dover
Mrs. Townshend stated that there is no update since mentioning it last month.

Responding to Mr. Salkin's question whether it had been formally adopted, Mrs. Townshend stated no.

Restoring Central Dover Community Plan
Mrs. Townshend stated that there is still not a full draft plan available. The Implementations Strategies and Recommendations have been distributed to the Steering Committee. They are relying on the community for the implementation. Hope to have some information relatively soon.

Citywide Recreational Needs Assessment
Mrs. Townshend stated that there are three (3) workshops scheduled as follows:

- Monday, September 29, 2014 from 5:00pm -7:00pm at Towne Point Elementary School.
- Tuesday, September 30, 2014 from 5:00pm -7:00pm at Dover Public Library.
- Monday, October 6, 2014 from 5:00pm -7:00pm at John W. Pitts Recreation Center.

The deadline for the survey is October 15, 2014.

Delaware Downtown Development District Program
Mrs. Townshend stated that the application is due to the State on November 1, 2014. Included in the Historic District Commission members packet was the boundary that was determined and approved by City Council. The City is in the process of compiling a lot of Census data and other information to this boundary so that they will have the information needed to provide on the application.

Chairman Scrafford asked if there were any additional questions or comments. There was none.

OLD BUSINESS

Revisions to Site Plan and Architectural Review Certification:

HI-14-03 at 6 South State Street – Information and Revisions to approved Plan and its Architectural Review Certification associated with a Site Plan (S-14-11) to permit the construction of a parking lot, handicap access, and the landscape plan. The property is zoned RGO (General Residence and Office Zone) and is subject to the H (Historic District Overlay Zone). The property is located on the southwest corner of South State Street and Division Street. The owner of record is Six South State, LLC. Address: 6 South State Street. Tax Parcel: ED-05-077.05-04-27.00-000. Council District 3. *Upon hearing an update on project activities on August 21, 2014, the Historic District Commission requested additional information on the project.*

Mrs. Melson-Williams stated that at the August meeting Staff reported on the status of the project. During that time there were a series of inspections related to receiving a Temporary Certificate of Occupancy. At that point, during the Staff inspection of the property a number of items were identified as incomplete or did not match the approved Final Site Plan for the project. The project went through the Historic District Commission for review and then was heard at the Planning Commission because it required a Site Plan due to the addition of the parking lot. The Planning Commission issued the Architectural Review Certification for the project based on recommendations from the Historic District Commission. Today information will be presented on the revisions to the Approved Plan and the Architectural Review Certification. Included in the packets was a copy of the Final Site Plan Landscape Plan sheet and a Site Plan Exhibit diagram that shows the as-built conditions of the rear portion of the property near the alley. The key items to be addressed as related to Architectural Review Certification are as follows: wrought iron fence that does not extend the full length on the north side of the parking lot row to the alley as per the Final Site Plan. The fence along with the new boxwood shrubs were presented and approved as the screening for the parking spaces. A retaining wall of block pavers that was added on the east edge of the parking lot sidewalk between the building and Division Street. The Final Site Plan shows this area from the lawn to the sidewalk as being graded only.

Representatives: Glenn Mandalas, Baird Mandalas Brockstedt LLC; Cameron Llewellyn, Tidemark Construction; Troy Adams, Mountain Consulting Civil Engineers.

Mr. Mandalas stated that this project was a labor of love for them. They hope to one day be the project that people point to as an example of how to do things right. This is a wonderful and unique property and he extended the invitation to the Historic District Commission and anyone who would like to do a walk through to please stop by.

Mr. Llewellyn, as he referred to the Exhibit, stated that the dark line represents the overall boxwood shrubs. The original wrought iron fence had to be removed because there was a 2 ½ foot drop to get down to the sidewalk. It had to be cut in order to put in the parking lot. There was a problem on how to make the parking lot functional so that people could get out of their cars and

onto the sidewalk without an injury. If the wrought iron fence was there then the plants would have to be in the middle of the wrought iron fence. However; you cannot put plants in the middle of a wrought iron fence. He stated that it was a judgment call on his part if the plants were put in the middle of the fence then in six (6) months the fence would be gone. The purpose of the shrubs was to obscure the parking area from view. A wrought iron fence and no boxwoods would means that they cannot grant the request by the Planning Commission to screen the parking with plants. They only had about 20 inches of soil. They have the fence material, but wanted to keep it in the basement in case the fence was damaged then they would be able to make the repairs. He stated that it was his opinion, but it did not represent anyone else that was present at the meeting.

Responding to Chairman Scrafford's question whether he was planning for the boxwood to be as high as the fence that currently exists; Mr. Llewellyn stated that the requirement was that the boxwood needed be at least 24 inches in height when they were installed. The intent of having them there is to screen the parking.

Responding to Chairman Scrafford's question whether the boxwood would interfere with the proposed fence and that he did not need both; Mr. Llewellyn stated that they needed one or the other. They could not do both.

Responding to Mr. McDaniel's question whether the boxwoods were in, Mr. Llewellyn stated yes. The fence is only thirty inches tall.

Chairman Scrafford asked if there were any other questions regarding the presentation?

Responding to Ms. Horsey's question whether there was any thought given to extending an antique fence around the entire building, as it once was in the past instead of having the fence stop halfway; Chairman Scrafford stated that the request for parking interfered with what was the turn of the corner.

Responding to Ms. Horsey's question that she was referring to the front corner of State Street and Division Street, Mr. McDaniel stated that this particular fence has been gone for quite some time. It was not there when the new owners purchased the property and the Historic District Commission did not have any requirements.

Retaining Wall

Mr. Llewellyn stated that regarding the retaining wall there was some grading issues and it was intended to have the grading behind the Gazebo which is part of the National Registry to drop off to the parking area. They had just enough material in stock to put up a small retaining wall because they feel that the building is going to be the most photographic in Dover. Because they have the material available that closely match the character of the building they put the small retaining wall there so that the area around the back of the Gazebo did not just fall off. The Gazebo itself is suffering from ages of neglect. They have cleaned it chemically, sprayed it with two (2) layers of rust proof paint to try preserving it. They are going to try to keep the Gazebo there for as long as

they can. It is kind of disappointing because they spent money for the retaining wall that was not intended and it was done without asking anyone and they now realize they should have asked someone first.

Mr. Mandalas stated that the material used could have been more of a more historical type or matched the brick of the building. He apologized for not doing so as it would probably have enhanced the building a little. The initial Site Plan showed the parking area to be all asphalt without the raised concrete sidewalk that would basically be in line along the back of the parking area. The area in general was enhanced through this process. The wall has a technical reason that makes sense for the fence to be there.

Responding to Mr. Salkin's question whether the retaining wall was there when the Historic District Commission first reviewed the Plans and if so, what was the proposal; Mr. Llewellyn stated that the retaining wall was a matter of a budget to complete the project and what they could and could not do. If they had decided not to put the wall in they would have decided to put plantings around the area so that someone could not step off of the Gazebo and fall.

Responding to Chairman Scrafford's question whether the wall was a budget issue when the first proposal was made; Mr. Llewellyn stated that everything was a budget issue.

Mrs. Melson-Williams stated that there are two (2) plan sheets that made up the packet the Historic District Commission received for information that was originally filed. The Site Plan sheet showed a retaining wall and the Landscape Plan Sheet showed it being achieved through grading. The Staff comments for the review of it asked that it be clarified if the retaining wall was going to be utilized or re-grading of the site was going to be done in that area. There was a conflict in the early submission and she believed that the testimony at the meeting was that they were going to try to grade it and the retaining wall would not be necessary.

Responding to Mr. Salkin's question whether the application was approved with grading and no wall; Chairman Scrafford concurred.

Responding to Mr. Llewellyn's question whether everyone had seen the outside of the building since the completion of the project; all members concurred.

Mr. Llewellyn stated that about 75% of the retaining wall is around Division Street and State Street that was inherited.

Ms. Horsey stated that the retaining wall was ugly.

Responding to Ms. Horsey's question whether they could at least look into facing the retaining wall with more compatible material, Mr. Llewellyn stated that is an engineered paver retaining wall and it cannot be fixed. It would have to be taken down because they are engineered blocks that are stacked on each other.

Mr. McDaniel moved to approve HI-14-03 the wrought iron fence and boxwood as it currently exists, seconded by Mr. Jackson and the motion was unanimously carried 5-0.

Mr. McDaniel moved to approve HI-14-03 the retaining wall with block pavers at the east edge of the parking lot, seconded by Mr. Jackson. Discussion continued.

Mr. Salkin stated that he thought the retaining wall was a mistake. The matching units that were installed at the corner by DelDOT were a huge mistake. The original installation at the corner was not in the Site Plan. There should not have been a wall without a request and even if there was a request the Historic District Commission would have asked for a matching brick. His preference would be to remove, replace, or re-grade.

Mr. McDaniel stated that the retaining wall closer to the intersection was not put in by DelDOT, but by the previous owner.

Mrs. Townshend stated that the retaining wall closer to the intersection at the edge of the property was put in by DelDOT.

Mr. Salkin stated that the material that was used for the retaining wall matches what was put there by DelDOT.

Chairman Scrafford agreed with Mr. Salkin and stated that it was below standard and it was a red #2.

Chairman Scrafford questioned if there was any discussion regarding the retaining wall at the parking lot on the sidewalk.

Mr. Salkin stated that his above comment was regarding the retaining wall at the parking lot on the sidewalk.

Responding to Chairman Scrafford's question whether Mr. Salkin did not like the color, Mr. Salkin stated that he did not like the type of material or color. His personal preference would be no wall, but if there had to be a wall it should meet the Historic District Preservation Standards.

Chairman Scrafford stated that there were comments concerning why the retaining wall was needed (valid) from an engineering standpoint.

Responding to Mr. Jackson's question of the plantings behind the retaining wall, Mr. Llewellyn stated turf. All the old plants that were overgrown over the years were taken out.

Chairman Scrafford questioned if there were any additional questions or concerns as a motion was on the floor.

Mr. McDaniel moved to approve HI-14-03 the retaining wall with block pavers at the east edge of the parking lot, seconded by Mr. Jackson and the motion was carried with a vote of 3-Yes and 2-No. Mr. Salkin and Ms. Horsey voted no.

Chairman Scrafford stated that if the wall needed to be replaced the applicant would need to come back before the Historic District Commission.

Responding to Ms. Horsey's question of how the applicant killed the ivy, Mr. Llewellyn stated that it was many weeks of Round-up spray.

Responding to Chairman Scrafford's question whether there was a plan for beautification of the corner on State and Division Street where it is bare at the present time, Mr. Llewellyn and Mr. Mandalas stated yes. Mr. Mandalas also stated that they are currently talking with sign contractors.

Responding to Chairman Scrafford's question whether there will be an application for a sign, Mr. Mandalas stated yes. Mr. Llewellyn also stated that the sign is part of the Site Plan.

Mr. Llewellyn stated that one of the first things that left the applicant's construction budget when they opened up walls and found what resembled mulch than wood was the irrigation. They had planned to put in an underground sprinkler system. The Attorneys have been given a proposal and they hope to recover financially from what was done. They really want the corner to be special when people drive through Downtown Dover; they feel that this is what is representing above the historic building stock.

Chairman Scrafford stated that the signage will need to conform with the other three (3) corners.

Mr. Mandalas stated that the signs will.

Responding to Chairman Scrafford's question whether there was a potential for a tree in the corner, Mr. Llewellyn stated that some of the comments from the Planning Commission did not want trees in front of the house. Through this entire process the applicant has been trying to please multiple entities which are difficult to do.

Chairman Scrafford stated that a Landscape Plan will need to be done for the corner.

Responding to Mr. McDaniel's question whether the applicant would run into the same problem with signs as fences regarding no more than 3 feet on a corner, Mrs. Townshend stated that they will need to be out of the corner visibility area.

Mr. Llewellyn stated that where Mountain Consulting has a future sign represented (on the Site Plan); it does acknowledge that line of sight that is required on both state roads.

NEW BUSINESS

Review of Building Permits Referred to Commission

Mrs. Melson-Williams stated that there was no specific permit to refer to the Historic District Commission, but there was one that she wanted to make the Historic District Commission aware of because it is located at 54 The Green and owned by Historic District Commission member Mr. McDaniel. A Permit was received this week to do repairs to the brick walls on the west side of the house. The proposal involves repair to the brick which involves mortar that is loose and crumbling in the area and there are some bricks that are spalling. The mortar issues will be addressed and minor brick replacements. Paul's Pointing is the contractor for the project and he has done a lot of work in the historic area. The Architectural Review Certification and Permit can be approved by

Staff. The area has limited visibility unless you are standing in the right place and looking in the right area.

Update on Certified Local Government (CLG) Program Application
Mrs. Melson-Williams stated that they are making some progress. Most resumes have been updated. Mr. Jackson's still needs to be updated.

Mr. Jackson stated that he would provide a markup copy of his resume.

Responding to Mr. McDaniel's question whether the Certified Local Government (CLG) tied into the DDP Grant application, Mrs. Townshend stated no.

Responding to Mr. Salkin's question whether there was still Federal funding, Mrs. Melson-Williams stated yes, the State of Delaware receives as part of the Historic Preservation Fund a certain amount of monies. A certain percentage of the monies issued to the State have to be sub-granted or re-granted to communities that have the CLG status. There are a lot of communities and New Castle County is a Certified Local Government.

Responding to Mr. Salkin's question regarding the trail projects at the Archives and Mirror Lake and whether the trees that were taken out were going to be replaced because he had not seen a Landscape Plan since Phase I, Mrs. Townshend stated that she was not entirely sure, but there will be plantings.

Responding to Mr. Jackson's question of the end date for the trail projects, Mrs. Townshend stated that they are supposed to start on the Park Drive segment next week, but they are ahead of schedule and have already started there. It should be done relatively soon.

NEW APPLICATIONS
There were none.

Mr. McDaniel moved to adjourn the meeting; seconded by Mr. Salkin and unanimously carried 5-0.

Meeting adjourned at 3:56 PM

Sincerely,

Maretta Savage-Purnell
Secretary

City of Dover Historic District Commission
Summary of Applications 2014
Updated thru November 1, 2014

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-14-01	Sign Permit #14-148 Referral	22-24 West Loockerman Street - EZ Pass Offices	Sign Permit for two wall signs	Permit #14-148 referred to HDC by City Planner for Architectural Review Certification consultation;2/20/14 HDC Meeting - no quorum present, Staff continued to work with applicant	Staff worked with applicant to revised design and material of wall signs. Revised concept approved and Permit issued. Signage installed.
HI-14-02	Kirby & Holloway Sign	656 North DuPont Highway	Consideration to determine historic/cultural or aesthetic significance of pylon sign	3/20/2014 HDC Consideration of status of pylon sign; HDC Determined Sign to be a Historic & Significant Sign under the provisions of Zoning Ordinance, Article 5 Section 4.12	Sign maintains its legal non-conforming status indefinitely and can remain in its current form.
HI-14-03	Lands of Six South State, LLC: 6 South State Street	6 South State Street	Construction of parking lot off alley and other site improvements	4/17/14 HDC Recommendation of Approval of ArchRevCert with conditions. Application S-14-11 reviewed by PC and granted Approval of ArchRevCert with conditions on 5/19/2014	Check Prints of Site Plan submitted; Review Comments issued 7/7/14 and 8/5/14. Building interior work ongoing under permit and exterior trimwork being painted. Landscape clean-up and select tree removal has occurred. Final Site Plan approval 8/8/2014. Administrative Building Permit #14-1023 issued for site improvements. Inspections of site on 8/18/2014; Temporary Certificate of Occupancy issued.
HI-14-04	Sign Permit #14-279 Referral	300 West Loockerman Street - Family Dollar	Sign Permit for two wall signs	Permit #14-279 referred to HDC by City Planner for Architectural Review Certification consultation; scheduled for 6/19/2014 HDC Meeting. Revised Sign Permit submitted to supersede Permit #14-279; no action by HDC required.	Sign Permit #14-279 superseded by new revised Sign Permit #14-764. With Permit #14-764 Wall Signs to be externally lit by gooseneck lights in compliance with DS&G. Permit approval granted. Signage and gooseneck lights installed.
HI-04-05	Historic Property Tax Credit	54 The Green	Consideration of Application for Historic Property Tax Credit	Application for Tax Credit to be reviewed by HDC on 11/20/2014.	Project work received Architectural Review Certification with Permit #14-1231 (Staff Review and information presented to HDC on 9/18/2014).

City of Dover Historic District Commission
Summary of Applications 2013
Updated thru November 1, 2014

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-13-01 S-13-03	Lands of Boyles: Parking Lot Construction	527-529 South State Street	Construction of parking lot east of existing building	2/21/2013 HDC Recommendation of Approval of ArchRevCert with conditions. Application S-13-03 reviewed by PC and granted Approval of ArchRevCert with conditions.	Check Print of Site Plan submitted 5/28/2013 for review and comments issued. Final Plan submitted 8/22/2013 for review. Final Plan Approval issued 11/6/2013. Project must apply for Building Permits prior to start of construction.
HI-13-02 S-13-12	Family Dollar	300 West Loockerman Street	Demolition of existing commercial building (old NAPA) and construction of 8,308 S.F. retail building.	3/21/2013 HDC Recommendation of Approval of ArchRevCert with conditions. Application S-13-12 reviewed by PC and granted Approval of ArchRevCert with conditions on 5/20/2013.	Check Prints of Site Plan submitted 7/19/2013 for review and comments issued 8/22/2013. Documentation of building submitted 1/10/2014.Final Site Plan approval letter of 1/16/2014. Demolition Permit #13-1428 issued 2/4/2014. Pre-Construction meeting held 2/26/2014. Building Permit issued 2/28/2014. Construction complete and CO issued.
HI-13-03	Capital City Trail Project: Phase 2	Between Martin Luther King Jr. Boulevard (Court Street) and East Loockerman Street	Bike and Pedestrian Improvements	Information Presentation presented at HDC Meeting of 3/21/2013	Construction underway for Phase 2. Construction of Phase 1 trail segment began in April 2013 and is complete.
HI-13-04	Building Permits #13-260 Referral for John Bell House: Replica Outhouse & Rear Yard Fence	43 The Green	Construction of accessory structure (Outhouse) and Fence	Permit #13-260 referred to HDC by City Planner for Architectural Review Certification: 3/21/2013 HDC Approval of ArchRevCert. Permit approved for issuance	Permit ready to be issued as of 4/11/2013. Project not started yet.

City of Dover Historic District Commission
Summary of Applications 2013
Updated thru November 1, 2014

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-13-05 S-13-10	North Street Pocket Park	301 South Governors Avenue	Redevelopment of vacant parcel as park with paving and landscape areas.	7/18/2013 HDC Recommendation of Approval of ArchRevCert with conditions. Application S-13-10 reviewed by PC and granted Approval of ArchRev Cert with conditions on 8/19/2013.	Review by PRCE on 4/8/13 with recommendation. 4/22/13 City Council reviewed and referred back to PRCE. Review by PRCE on 6/10/2013. City Council approved property use as a Pocket Park on 6/24/2013. Final Site Plan approval granted 3/28/2014. Pre-Construction meeting held 4/16/14. Permits #14-437 and 14-438 issued. Construction complete.

Summary of Permit Application with Architectural Review Certification
2014 - Updated Thru 11-1-2014

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
1/2/2014	13-1735	154 South Governors Avenue, Independent Resources Office	Sign Permit - Wall Sign	Staff Approval	Sign Installed.
1/2/2014	13-1736	61 South Bradford Street	Building Permit - Exterior & Interior Renovations	Staff Approval	Project to repair exterior finishes and stucco (after vehicle accident).
2/4/2014	13-1428	300 West Loockerman Street	Demolition Permit - Existing Commercial Building	HDC Recommendation on ARC: PC Approval of ARC; Applications HI-13-02 and S-13-12; Staff issued Permit	Documentation of existing building received as per condition of ARC. Associated with Permit #14-94. Demolition complete.
2/21/2014	13-1620	8 West Loockerman Street	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Permit issued.
2/7/2014	14-02	205 South State Street	Roof Permit	Staff Approval	Project to replace existing cedar shake roof with new wood shingle roof and replacement of siding on gable end. Project complete.
2/19/2014	14-68	102 South Governors Avenue	Building Permit -Exterior Renovations	Staff Approval	Rebuild front porch steps. Permit Issued
2/28/2014	14-94	300 West Loockerman Street, Family Dollar	Building Permit - New Retail Building	HDC Recommendation on ARC: PC Approval of ARC; Applications HI-13-02 and S-13-12; Staff issued Permit	Permit issued. Pre-Construction Meeting held with City Departments. Construction complete.
2/21/2014	14-136	134 West Loockerman Street, Golden Fleece Tavern	Building Permit - Renovations	Staff Approval	Modifications to outdoor patio areas. Demolish fence and stairs; new railing for upper deck. Project underway.

Summary of Permit Application with Architectural Review Certification
2014 - Updated Thru 11-1-2014

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
2/25/2014	14-148	22-24 West Loockerman Street	Sign Permit - Wall Signs	Staff Referral to HDC for 2/20/2014 - lack of quorum at meeting. Staff continued to work with applicant to refine design to comply with DS&G. Staff Approval of revised design.	Signs installed. Two wall signs placed in framed wall area consisting of raised lettering and graphics applied to wall surface.
3/10/2014	13-495	19 N American Avenue	Fence Permit	Staff Approval	Replacement of fence at rear of lot with vinyl. Noted as not visible from public way.
2/6/2014	14-129	409 Federal Street - Biggs Museum	Temporary Sign Permit	Staff Approval	Sign installed 5/1-5/10/14 for Biggs Gala event and removed.
3/14/2014	14-156	209 South State Street, Wesley United Methodist Church	Building Permit - Exterior Renovations	Staff Approval	Brick repair and repointing project on front (west) façade of building. Project complete.
3/11/2014	14-191	33 South State Street, Offices	Sign Permit - Post sign	Staff Approval	Installation of Post Sign with three hanging signs for office tenants. Sign installed.
3/27/2014	14-209	136 West Loockerman Street, Shear Dreams Hair Salon	Sign Permit - Window Sign	Staff Approval	Permit issued for signage. Sign installed.
3/5/2014	14-211	315 South State Street	Temporary Sign Permit	Staff Approval	Temporary Sign to be placed in window through 6/4/2014.
3/14/2014	14-237	123-127 West Loockerman Street, Blue Hen Auctions	Sign Permit - Wall Sign	Staff Approval	Wall sign installed in sign band area for first floor tenant.
3/18/2014	14-241	304 South State Street, Dale's Bail Bonds	Sign Permit - Window Sign and Projecting Sign	Staff Approval	Window sign and projecting sign installed for first floor office tenant. Sign installed.
3/31/2014	14-257	29 South State Street	Building Permit - Interior & Exterior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations to office space and replacement of front entry door. Project complete.

Summary of Permit Application with Architectural Review Certification
2014 - Updated Thru 11-1-2014

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
4/14/2014	14-283	134 West Loockerman Street	Building Permit - Roof Repairs	Staff Approval. No ArchRevCert required due to limited visibility.	Repairs and expansion of rear roof over rear yard/patio area; limited visibility from public way. Project complete.
4/1/2014	14-289	207 West Loockerman Street	Building Permit - Roof Repairs	Staff Approval. No ArchRevCert required due to no visibility.	Installation of rubber roof on flat roof area not visible from the public way. Application withdrawn.
4/25/2014	14-339	210-220 South Governors Avenue	Building Permit - Exterior Renovations,. Roof Replacement	Staff Approval.	Replace asphalt roof with metal roof, Front façade work: build pent roof overhang, replace 2 windows, replace aluminum siding with Hardie-board, clean brick (do not paint). Project not started yet.
4/24/2014	14-381	29 West Loockerman Street	Building Permit - Exterior Renovations	Staff Approval	Replace pent roof wood shingles with new wood shingles, repair ceiling area and trimwork, paint first floor wall. Project under construction.
4/17/2014	14-396	5 South State Street	Building Permit - Roof Repairs	Staff Approval	Repair/replacement in-kind select painted wood roof shingles on mansard roof area. Complete.
5/5/2014	14-183	124 South State Street, Diamond State Telephone	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Replacement of chillers and mechanical work.
5/2/2014	14-327	300 South State Street	Building Permit - Exterior Renovations	Staff Approval	Brick repair, repointing, painting, and window trimwork repair on west elevation. Existing brick is painted already.
5/15/2014	14-412	121 West Loockerman Street	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations adding wall partitions. Construction underway.

Summary of Permit Application with Architectural Review Certification
2014 - Updated Thru 11-1-2014

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
5/1/2014	14-437	301 South Governors Avenue, North Street Pocket Park	Building Permit - Fence	HDC Recommendation on ARC; PC approval of ARC; Applications HI-13-05 and S-13-10; Staff issued Permit per Approvals	Pre-Construction meeting held for park project and coordination of landscaping. Project complete..
5/1/2014	14-438	301 South Governors Avenue, North Street Pocket Park	Administrative Building Permit - Site Improvements	HDC Recommendation on ARC: PC Approval of ARC; Applications HI-13-05 and S-13-10; Staff issued Permit per Approvals	Pre-Construction meeting held for park project and coordination of landscaping. Project complete.
5/1/2014	14-510	501 South State Street, Christ Church	Temporary Sign Permit	Staff Approval	VBS Sign installed 5/2/2014-6/2/2014 and removed.
5/7/2014	14-533	6 South State Street	Demolition Permit - Interior	No Planning Staff Review occurred. Interior work does not require ArchRevCert.	Interior Work - Minor Preparation for Renovation project. Interior demolition complete. Temporary CO issued 8/28/2014.
5/29/2014	14-548	42 Kings Hwy NE, Murphey School property	Building Permit - Accessory Building	Staff Approval	Relocation of pavilion (brick piers, columns support hipped roof). Previously located on property at rear of Woodburn. Project underway.
5/20/2014	14-561	54 South State Street, Presbyterian Church of Dover	Temporary Sign Permit	Staff Approval	Feather banner for Church 300th anniversary. Placement for limited hours each week when staff on-site.
6/16/2014	14-654	147 S Governors Avenue, Tiffanee & Co.	Sign Permit - Projecting Sign	Staff Approval	Sign Installed.
6/23/2014	14-702	25 Jerusalem Way, New Jerusalem Baptist Church	Roof Permit	Staff Approval	Replacement of existing asphalt shingle roof with asphalt architectural shingles. Project complete.

Summary of Permit Application with Architectural Review Certification
2014 - Updated Thru 11-1-2014

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
6/30/2014	14-703	108 West Loockerman Street	Siding Permit - Fascia, siding	Staff Approval subject to conditions	Replacement of siding over plywood areas, and add new siding on rear of building on side of rear addition. Use of vinyl siding not approved; repair existing surfaces or use horizontal wood/fiber composite siding. Project started.
6/18/2014	14-761	321 & 323 South Governors Avenue	Building Permit - Foundations under Freezer/Refrigerator.	Staff Approval.	Reinstall slab with footers under mechanical items at rear of building. Project underway.
6/24/2014	14-796	54 South State Street, Presbyterian Church of Dover	Temporary Sign Permit	Staff Approval	VBS Sign age (Banner & Sign) installed 6/25/2014-8/11/2014.
7/8/2014	14-511	6 South State Street	Building Permit - Interior Renovations	Staff Approval	Permit for interior renovations and rear porch wall (not visible) to create accessible entry. Project under construction. Other Site Improvements are subject to separate Site Plan S-14-11 and ArchRevCert Review HI-14-03 and future permitting. Project almost complete; TCO issued 8/28/2014.
7/11/2014	14-854	29 South State Street	Sign Permit - Post Sign, Wall Sign	Staff Approval	Post sign installed using existing post with bracket arm.
7/17/2014	14-925	45 South State Street	Administrative Building Permit	No Planning Staff Review occurred.	Install chainlink panels over stairwell.
8/20/2014	14-709	147 S Governors Avenue, Tiffanee & Co.	Administrative Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Construction of interior dividing walls for tenant fit-out as bakery.
8/5/2014	14-764	300 West Loockerman Street, Family Dollar	Sign Permit - Wall Signs	Staff Approval following revisions. Original Permit #14-279 referred to HDC as HI-14-04 then withdrawn by applicant.	Approved signs are acrylic wall signs with external illumination by gooseneck lights. Signage installed.

Summary of Permit Application with Architectural Review Certification
2014 - Updated Thru 11-1-2014

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
8/21/2014	14-1014	9 West Loockerman Street, Dinos & Darlings	Administrative Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations for walls and shelving for retail tenant fitout. Project complete.
8/11/2014	14-1023	6 South State Street	Administrative Building Permit - Site Improvements	HDC Recommendation on ARC: PC Approval of ARC: Applications HI-14-03 and S-14-11; Staff issued permit	Site Improvements for parking lot and landscaping. Project almost complete; Temporary CO issued 8/28/14.
8/22/2014	14-1035	54 South State Street, Presbyterian Church of Dover	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior Renovations.
8/29/2014	14-1089	414 South State Street	Building Permit - Exterior Renovations	Staff Approval. No ArchRevCert required as project location no visible from public way.	Concrete work to reconstruct existing handicap ramp at rear of building.
8/28/2014	14-1098	202 West Loockerman Street, Bayard Pharmacy	Sign Permit - Window Signs	Staff Approval after consultation to revise sign concept.	Window signage. Worked with applicant to revise proposal into compliance with DS&G for ArchRevCert.
9/26/2014	14-1142	139 South State Street, M&T Bank	Building Permit - Exterior Renovations	Staff Approval with conditions on design of railing system	Renovations to north building entrance to improve handicapped accessibility. Relocation handicapped parking spaces, new ramp and railing system. Project underway.
9/19/2014	14-1231	54 The Green	Siding Permit - Brick Restoration	Staff Approval after providing project information to the Historic District Commission.	Project completed in October.
10/2/2014	14-1185	147 S New Street, Bait-N-Hook	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Permit Issued.
10/23/2014	14-1240	210-220 S Governors Avenue	Fence Permit	Staff Approval. No Arch RevCert required as fence location is in rear of property.	Proposal for wood fence.
10/8/2014	!4-1256	151 S Governors Avenue	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Change of Use for Tenant Space to Tattoo Studio.

Summary of Permit Application with Architectural Review Certification
2014 - Updated Thru 11-1-2014

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
10/15/2014	14-1260	25 Jerusalem Way, New Jerusalem Baptist Church	Building Permit - Exterior Renovations	Staff Approval of ArchRevCert with Conditions for accessibility ramp and entry.	Addition of accessibility ramp (constructed of wood) and change modern window to door on the north elevation of the building.
10/7/2014	14-1316	35 Kent Avenue, Murphey School Building	Roof Permit	No Review of Permit by Planning Staff occurred.	Replacement of roof with synthetic slate roof. Project to received CDBG Funding. Review by SHPO Office (Finding of No Adverse Impact) and Planning Staff during consultation for project scope of work.
10/7/2014	14-1317	14 Kings Hwy SE, Murphey School Building	Roof Permit	No Review of Permit by Planning Staff occurred.	Replacement of roof with synthetic slate roof. Project to received CDBG Funding. Review by SHPO Office (Finding of No Adverse Impact) and Planning Staff during consultation for project scope of work.
10/29/2014	14-1385	103 S Bradford Street, Mountain Consulting	Sign Permit - Hanging Sign	Staff Approval.	Hanging Sign for new office tenant.

City of Dover Code of Ordinances
Chapter 102 Taxation
ARTICLE V. TAX CREDITS FOR HISTORIC PROPERTIES

Sec. 102-151. Voluntary tax credits for preservation, restoration, and/or rehabilitation.
Owners of historic properties located in the city historic district zone, as shown on the city zoning map, or properties listed on the National Register of Historic Places may be entitled to tax credits for preservation, restoration, and/or rehabilitation of the exterior architectural facades of their buildings, subject to the following special procedures and requirements:

(1) *Applicability.* Tax credits shall be applicable only for preservation, rehabilitation, and/or restoration of exterior architectural improvements which are not covered by insurance claims due to recent damage of the property.

(2) *Amount.* Tax credits shall be provided at 50 percent of the total cost of the approved preservation, restoration, and/or rehabilitation, up to a maximum credit of $6,000.00 (with a total project cost minimum of $12,000.00). The cost of the project must be at least $1,200.00, resulting in a minimum tax credit for the project of $600.00.

(3) *Run with property.* Tax credits shall run with the property for a ten-year period. However, the credit shall not transfer to any new owners of the property.

(4) *Prorated.* Tax credits shall be prorated over the ten-year period. For example, a $6,000.00 credit shall be applied in $600.00 increments each year toward a property owner's city real estate tax. If the credit is less than the annual tax due on a property, the owner shall pay the difference to the city through the real estate billing process. If the credit is more than the annual tax due on a property, the owner's credit shall be deemed to be equivalent to the annual tax due.

(5) *Total credit.* The owners of a property may apply more than once for tax credits; however, the total credit shall not exceed $600.00 per year in any given year, and a property may not receive a total abatement greater than $12,000.00.

(Code 1981, § 19.5-40; Ord. of 1-12-1998; Ord. of 1-10-2000)

Sec. 102-152. Application requirements.

(a) *Submissions to historic district commission.* Property owners shall submit a historic tax credit application, and, when applicable, a building permit application to the historic district commission.

(b) *When submitted.* The application and related information shall be submitted to the city planner at least 30 days prior to the historic district commission meeting at which review or approval is requested.

(c) *Plans.* A tax credit request submittal shall include the type and number of plans and specifications required for a building permit and, in addition, elevation plans and

specifications, showing the impact of the proposed work on the exterior architectural facade of the building.

(d) *Photographs.* A tax credit application submittal shall include current color photographs of the property, showing the present condition of the property, and accurately representing the existing materials and texture. All photographs shall be labeled indicating the direction of view.

(e) *Other information.* Other information may be required by the city planner to facilitate review of such tax credit submittal.

(f) *Cost estimate.* An itemized cost estimate shall be submitted, which shall be the basis for the tax credit.

(Code 1981, § 19.5-41; Ord. of 1-12-1998)

Sec. 102-153. Application review and approval.

(a) *Factors considered.* The historic district commission shall first review the submitted applications, plans, photos, and related information to determine if the property is a qualifying historic property. In making this determination, the commission shall consider the following:

(1) The property's significant value as part of the historical, cultural, artistic, social, ethnic or other heritage of the nation, state or city;

(2) The property's association with an important person or event in national, state, or local history;

(3) Whether the property is representative of the distinguishing characteristics of an architectural type inherently valuable for the study of a period, style, craftsmanship, method of construction or use of an indigenous material;

(4) Whether the property is the notable work of a master builder, designer, architect, or artist whose individual genius has influenced an era.

(b) *Review.* If the historic district commission determines that the property is a qualifying property, they shall review the submitted application plans, specifications, and related information for compliance with the following:

(1) The proposed application constitutes an exterior preservation project seen readily from a street, sidewalk, or public way, where measures are applied to sustain the existing form, integrity, and material of the building or structure, including stabilization work, where necessary, as part of ordinary maintenance and repair;

(2) The proposed application constitutes an exterior rehabilitation project readily seen from a street, sidewalk or public way, which would return the property to a state of utility through repair or alteration which makes possible an efficient use of the

building, while preserving those portions or features of the property which are central to its historic, architectural, and cultural significance;

(3) The proposed application constitutes an exterior restoration project readily seen from a street, sidewalk, or public way, which accurately recovers the form and detail of a property and its setting as it appeared at a particular period of time in the past by means of removal of later work or by the replacement of missing earlier work; or

(4) The proposed application conforms with the recommended practices and treatments of the design standards and guidelines for the city historic district. Practices and treatments designated as not recommended or inappropriate in the guidelines, or determined by the historic district commission to be inappropriate shall not qualify for this tax credit.

(c) *Vote on approval.* The historic district commission, after reviewing whether the proposed project is eligible and conforming with the requirements of these sections, shall, by a majority vote of members present at a publicly held meeting, approve, approve with conditions, or disapprove the tax credit request. The applicant shall have the right to appeal a tax credit disapproval to the city council.

(d) *Expense report.* Upon the completion of the work for which a tax credit has been approved, the property owner or his contractor shall submit to the city planner a written expense report, which verifies the costs associated with the project and shall request an inspection of the completed work by the city planner.

(e) *Tax credits.* The tax assessor shall apply approved tax credits during the fiscal year subsequent to the submittal to the city planner by the applicant of the contractor's final invoice to verify the cost of the repairs to the building and following certification from the city planner that the work has been completed in accordance with the approval of the historic district commission.
(Code 1981, § 19.5-42; Ord. of 1-12-1998)

City of Dover

HISTORIC PROPERTY TAX CREDIT PROGRAM
Summary of Application HI-14-05
Before the Dover Historic District Commission
November 20, 2014

Location:	54 The Green, Dover
Tax Parcel:	ED-05-077.09-03-42.00-000
Owner:	Mr. and Mrs. Joseph McDaniel III 54 The Green Dover, DE 19901
Present Zoning:	RGO – General Residence and Office Zone H - Historic District Overlay Zone SWPOZ – Source Water Protection Overlay Zone
Present Use:	Single Family Residence

DESCRIPTION:
The Historic District Commission shall consider the Application for a Historic Property Tax Credit for the property located 54 The Green. The property is located on the south side of The Green and west of South State Street. The exterior rehabilitation project consists of a brick restoration, repair and repointing of the west elevation brick wall and also work on the south wall and base of the east chimney. The project work activity was authorized with the Architectural Review Certification of Building Permit #14-1231. The following information is provided regarding the property and proposed project as required elements for review of the application.

- Status of Property as Contributing Structure within the Historic District Zone

The subject property is located in the Dover Historic District Zone within The Green Historic Context. This property is also included within the boundaries of the Dover Green Historic District (K-394) which is listed in National Register of Historic Places. Within the National Register nomination, the existing building (K-394.43) is noted as a contributing resource of the Historic District. The inventory listing within the National Register nomination reads as follows:

> K-394.43 54 The Green – 19th c.; brick, 2 ½ story, 4-bay, Federal style office building/dwelling with Flemish bond brick façade and corbeled brick cornice. The gable-roofed structure has two gable-roofed dormers. The off-center door has pilasters, frieze, cornice, and transom. Windows are 6/6 sash and have wooden sills and lintels which are painted white. First floor windows have paneled shutters painted white and second floor windows have green louvered shutters. The 1885 Sanborn insurance map of Dover indicated that this building was a double house. The 1919 map indicated that the building was being used as two offices. In 1929 the structure again being used as a dwelling and a 2-story frame wing had been added to the rear. No partition line is shown on the 1950 map and

> the structure is again serving as a dwelling. This suggests that the façade may have been altered to remove the second door and would explain the unusual placement of the entry. Today offices occupy the space. (c)

Other records of the Historic District Commission note that the building underwent a previous renovation project for changes to the front façade involving relocation of the front entry door and a window along with additions to the rear of the building and interior renovations. (Application HI-02-05) The building is currently a single family residence.

- Compliance of Project with the Historic District Design Standards and Guidelines

The project involved brick restoration, repair, and mortar repointing on the west building elevation adjacent to the alley/passageway space between this building and the adjacent building to the west. Project also included similar brick repair work on the south wall and base of the east chimney. On September 18, 2014 the Historic District Commission was advised of the Permit #14-1231 regarding this brick repointing/restoration project at 54 The Green and the intent of Staff to approve the Architectural Review Certification for the project. This project was granted Architectural Review Certification by Staff Review of the Building Permit #14-1231. The Permit was issued on September 19, 2014.

This project as proposed conformed to the design criteria and development guidelines of Chapter 3: Maintenance, Repair, Preservation, and Restoration of Existing Historic Buildings. More specifically the *Design Guidelines* starting on page 3-12 to 3-14 which pertains to masonry walls. These *Guidelines* first recommend repair of the existing brick with guidance on procedures for repointing of mortar joints and replacement of bricks. Architectural Review Certification was granted to the project finding that materials being replaced in-kind or similar form and were in compliance with the *Design Standards & Guidelines for the City of Dover Historic District Zone*.

The Historic District Commission shall consider this application for the Historic Property Tax Credit is accordance with the provisions of the *Dover Code of Ordinances,* Chapter 102 Taxation, Article V. Tax Credits for Historic Properties.

CITY OF DOVER
HISTORIC DISTRICT COMMISSION

Schedule of application deadlines and Historic District Commission meeting dates for the year of 2015. The submittal procedures for the Historic District Commission are outlined in *Zoning Ordinance*, Article 10, Section 3.2. Prior to application submission a Pre-Application Meeting with Planning Staff is required.

MONTH	DEADLINE DATE	MEETING DATE
JANUARY	12/12/14	01/15/15
FEBRUARY	01/16/15	02/19/15
MARCH	02/13/15	03/19/15
APRIL	03/13/15	04/16/15
MAY	04/17/15	05/21/15
JUNE	05/15/15	06/18/15
JULY	06/12/15	07/16/15
AUGUST	07/17/15	08/20/15
SEPTEMBER	08/14/15	09/17/15
OCTOBER	09/11/15	10/15/15
NOVEMBER	10/16/15	11/19/15
DECEMBER	11/13/15	12/17/15
JANUARY	12/18/15	01/21/16

For Information Contact: City of Dover
Department of Planning
15 Loockerman Plaza
P.O. Box 475
Dover, DE 19903
(302) 736-7196
(302) 736-4217 Fax
www.cityofdover.com E-mail: planning@cityofdover.com