CITY OF DOVER
HISTORIC DISTRICT COMMISSION
November 20, 2014

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, November 20, 2014 at 3:11 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, Mr. Cook, and Mrs. Purnell. Also present was Mr. Russ Smith.

APPROVAL OF AGENDA

Mr. Salkin moved for approval of the agenda with Item #1 under New Business being first on the agenda before Old Business, seconded by Mr. McDaniel and the motion was unanimously carried 5-0.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF SEPTEMBER 18, 2014

Ms. Horsey moved to adopt the minutes of the regular Historic District Commission meeting of September 18, 2014, seconded by Mr. Jackson and the motion was unanimously carried 5-0.

COMMUNICATIONS & REPORTS

Summary of 2014 Activity

Mrs. Melson-Williams stated that today the Historic District will hear their fifth application of the calendar year. A majority of the applications permits were referrals.

Summary of 2013 Applications

Mrs. Melson-Williams stated that there was a total of five (5) in that calendar year. The Family Dollar located at 300 West Loockerman Street construction is complete. The Certificate of Occupancy was issued and they are now open for business. The North Street Pocket Park project is also complete.

Mrs. Melson-Williams asked if there were any other questions regarding the applications and their status and there were none.

Summary of Architectural Review Certifications for 2014

Mrs. Melson-Williams stated that there have been fifty-six (56) permits within the Historic District. Seven (7) of the permits involved projects that came before the Historic District Commission. Most of the permit activities are signs. There were eleven (11) Sign Permits and five (5) Temporary Sign Permits. There were fourteen (14) building exterior permits for renovations which could be approved by Staff because they are minor projects. The others were a mixture of building exterior permits such as roofing and fences. There were a number of interior renovation permits which are tracked as permit activities in the Historic District. Since they are interior renovations they are not subject to the Architectural Review Certification. This is the permit activity through the end of October 2014.

Mrs. Melson-Williams asked if there were any other questions regarding the permits.

Responding to Mr. Salkin's question of 61 South Bradford Street, Mrs. Melson-Williams stated that it was the back of Tolbert Funeral Chapel building closer to the alley where a car ran into the back of the building.

Department of Planning & Inspections Update
Draft Bicycle Plan & Pedestrian Plan for Dover
Mrs. Melson-Williams stated that there is a Draft Bicycle Plan and Pedestrian Plan for Dover that the Dover Kent County MPO has been working on. If Commission members are interested in a obtaining a copy of the Draft Plan she will get it to them or it may also be available on the MPO website.

Restoring Central Dover Community Plan
Mrs. Melson-Williams stated that a press conference was held on November 19, 2014 and released the final report. The document presents a series of information gathered through the various surveys and open houses as well as three (3) goal areas that consist of a strong community, positive development, and integrated public realm infrastructure. The plan is the result of the receipt of a Wells Fargo Foundation Grant. The next step will be the implementation suggestions. The grant application has been filed and will be under consideration.

Responding to Mr. Salkin's question if the information was on-line, Mrs. Melson-Williams stated that she was not sure how it was posted on-line.

Responding to Mr. McDaniel's question if NCALL would be the location where they would receive a copy, Mrs. Melson-Williams stated yes.

Citywide Recreational Needs Assessment
Mrs. Melson-Williams stated that it is an on-going project. The survey is now closed and they are now sorting out the data step of the process. There is no document to share at the current time.

Delaware Downtown Development District Program
Mrs. Melson-Williams stated that the City filed an application to have a Downtown Development District designated as part of the program. The application was due November 1, 2014. The application had to identify an area of a specific size or less and have a plan. The two main plans for implementation are *Restoring Central Dover Plan* and the *Dover Transit Center Neighborhood Plan and Design Book.* We are in competition with other towns in Kent County. After the first of the year, the Governor will designate one district in each county of the state. If Dover is selected, then within the designated area private individuals and developers have the opportunity to apply for grants that will be managed through the Delaware State Housing Authority.

Responding to Mr. McDaniel's question of whom applied, Mrs. Melson-Williams stated that other than Dover, it was Smyrna, Milford, and Clayton.

Responding to Mr. McDaniel's question whether the Committee was council members and/or

citizens, Mrs. Melson-Williams stated that the Parks and Recreation Community Enhancement Committee consists of City Council members and two (2) members of the public.

NEW BUSINESS

First State National Monument: Wayside Planning for The Green

Representative: Russ Smith, Superintendent

Mr. Smith stated that First State National Monument was created in March 2013. One issue with The Green is how you know when you are there. They felt that waysides could help create a point of designation and interpret The Green and Delaware Ratification of the United States Constitution.

Presentation

Mr. Smith gave an overview of the presentation (series of Power Point slides showing the proposed location, the view, and proposed wayside panels). Mr. Smith stated that Kent County Tourism is very interested in having a place to direct visitors.

Mr. McDaniel stated that three (3) of the members of the Historic District Commission are residents on The Green. He thought that it looks like a good idea. It has always been difficult to know when you are at The Green. There is not enough signage.

Chairman Scrafford stated that it was an ideal position for what they were trying to accomplish, but it did not help the people on State Street.

Mr. Smith stated that (the State Division of) Historical and Cultural Affairs have offered to place the Waysides and put in some landscaping.

Mr. Jackson stated that it looks great and did not have any questions.

Responding to Ms. Horsey's question whether the sign would be similar in make and like the ones at Legislative Hall, Mr. Smith stated yes, they will be.

Responding to Ms. Horsey's question regarding the text, Mr. Smith stated that it will be passed by the Friends of Old Dover, but he did not have any contact information. Ms. Horsey stated that she would make sure he received the contact information.

Responding to Mr. Salkin's question whether this was a consensus site, Mr. Smith stated that they had a group of people from HCA and Tourism.

Mr. McDaniel moved to support the placement efforts shown today of the Wayside Planning for The Green, seconded by Mr. Salkin and the motion was unanimously carried 5-0.

OLD BUSINESS
None

Mrs. Melson-Williams stated that the applicant for 54 The Green is a member of the Historic District Commission and today Mr. McDaniel will be an applicant for consideration of Historic Property Tax Credit Application filed on the behalf of Mr. & Mrs. Joseph McDaniel.

NEW APPLICATION
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.

Exhibits for the Record: summary of the application, application, series of attachments (photos and drawings), permit and proposed project information.

Mrs. Melson-Williams also stated that the after the Historic District Commission takes action today, then it will become an Administrative process in determining the amounts that will be applied to the City portion of the property taxes owned for the property. It is prorated over a 10-year period.

Responding to Mr. Jackson's question when the tax period would start, Mrs. Melson-Williams stated that it would start the following tax year as of July 1, 2015.

Mrs. Melson-Williams stated that this application does not require a public hearing only action by the Historic District Commission.

Representative: Mr. Joseph McDaniel, Owner

Mr. McDaniel gave an overview of the photos and original blue prints from the 1930's that were received in the packet. He stated that the west wall was not very visible in the photos. The project consisted of restoration, repair and repointing of the west brick wall, south wall, and east chimney. There is only 37 inches between his house and the next house. He stated that the wall was crumbling and some bricks were falling out. Ten years ago the front of the house (the north wall) including relocation of the front entry door was done in the same manner. The project was completed in six (6) days.

Responding to Chairman Scrafford's question whether there was significant value or any history of the house, Mr. McDaniel stated that the most important person that lived in his house was Vera

G. Davis who was a politician in the House of Representative, Treasurer of the State of Delaware. A blind lawyer worked in the house and used one side of the fireplace as a guide which is now worn down. Regardless of who lived in a house on The Green, he thinks that all the houses on The Green are significant.

Responding to Chairman Scrafford's question whether there was any architectural significance to the homes around The Green or were they simply constructed in relativeness to the era they were built, Mr. Jackson stated it was a Market Square which was not governmental. There were old houses that no one cared about and they were moved onto The Green.

Responding to Chairman Scrafford's question who built the house, Mr. McDaniel stated that Sipple built the house. The McDaniel's were recognized in 2006 by Old Friends of Dover for the restoration that was done.

Responding to Chairman Scrafford's question whether the submitted plans were reviewed, Mrs. Melson-Williams stated yes, the review of the project itself activities was completed with the Building Permit #14-1231 for the brick repointing and restoration project.

Responding to Chairman Scrafford's question whether the Historic District Commission voted on and approved, Mrs. Melson-Williams stated no, the Historic District Commission was advised that Staff was going to issue the Architectural Review Certification. It is seen from a public street when you are standing in the right place and sustains the existing form of the building. The project conformed to the practices of the *Design Standard and Guidelines for the Historic District.*

Chairman Scrafford questioned if anyone had any questions regarding the eligibility or confirmation and there was none.

Mrs. Melson-Williams stated that the Tax Credit Application Program cannot be approved by Staff; it requires a vote of the Historic District Commission.

Responding to Chairman Scrafford's question whether Staff was comfortable with the application, Mrs. Melson-Williams stated yes.

Mr. Salkin commented on the submission process not regarding this project, but other projects that have come before the Historic District Commission in the past where there were issues and more complex it would be helpful to clarify the process and sequence. In this case, it came before the Historic District Commission indirectly because it was going to be approved by Staff and because it was located on The Green. If it was not on The Green, the Historic District Commission would not have seen it, Building Permit would have been issued, and then the owner would come to the Historic District Commission to submit the application and then the Historic District Commission might not have known the project was happening and would be asked to act on it after it was done. Referring to Section A on the application where it suggests that the owner should come in with an application and a Building Permit application and the packet should be reviewed by the Historic District Commission. In the future, he thinks that Staff should clarify for applicants or people who are acquiring what the process is. He was afraid that there might be a potential for a Tax Credit Application to come before the Historic District Commission on a project that the Historic District

Commission would not have approved if it came before them as a Building Permit. Secondly, he commented that he has been a Historic District Commission member for 4-5 years and he did not know the City had a Tax Credit Program. It has never been talked about or promoted. Given the struggle to save the Historic District of Dover it would seem that the City would have some method of regularly informing eligible property owners that they can pursue this credit and the Historic District Commission should encourage it.

Mr. McDaniel stated that there are also State Tax Credits.

Mr. Salkin stated that he was aware of the State Tax Credit because he had received tax credit on his house because he is listed in the National Register District, but he would not have known to apply for the City Tax Credit.

Responding to Chairman Scrafford's question whether there was any other Tax Credit projects in action at the current time, Mrs. Melson-Williams stated that the last one she found that was considered by the Historic District Commission was in 2004. There is a State and Federal Tax Credit Program.

Mr. Jackson suggested a checklist.

Mr. Salkin moved to approve the Application HI-14-05 located at 54 The Green for the City Historic Property Tax Credit, seconded by Mr. Jackson and the motion was unanimously carried 5-0.

NEW BUSINESS

Review of Building Permits Referred to Commission
Mrs. Melson-Williams stated that there were no permits to refer to the Historic District Commission.

Update on Certified Local Government (CLG) Program Application
Mrs. Melson-Williams stated that all resumes have been updated. Staff will be working to put together the application. In order to be a Certified Local Government, one must have the qualification of having a Historic District Commission.

Responding to Mr. Salkin's question of the schedule of the State Grant Program and is the City on schedule to get the application in and approved to apply by the next cycle, Mrs. Melson-Williams stated that she was not sure how the State opens their Grants process because it would be based on federal fiscal year which is October 1.

Responding to Mr. Jackson's question when was the City's fiscal year, Mrs. Melson-Williams stated July 1st to June 30th .

Annual Meeting of Historic District Commission
Election of Chairman and Vice Chairman

Mrs. Melson-Williams gave an overview of the by-laws for the Historic District Commission. November is actually the Annual Meeting of the Commission. It dates to when the body was originally established. The Chairman and Vice Chairman may serve two (2) appointed terms which is a total of six (6) years. Chairman Scrafford has just completed year number six (6).

Chairman Scrafford moved to elect by acclamation Mr. Salkin as Chairman for the Historic District Commission. The motion was seconded by Ms. Horsey and unanimously carried 5-0.

Chairman Scrafford moved to elect by acclamation Mr. McDaniel as Vice Chairman for the Historic District Commission. The motion was seconded by Ms. Salkin and unanimously carried 5-0.

Meeting & Deadline Schedule for 2015

Mrs. Melson-Williams stated that the meeting date will remain as the third (3rd) Thursday of each month. The deadline date to file an application has to be at least 30 days prior to the meeting date.

Mr. Salkin commented that he was surprised to see that the Scull House garage carport located on State Street had been demolished. Mrs. Melson-Williams stated that it was a Site Plan project that was reviewed by the Planning Commission. As part of the Recommendation for Approval, Staff did identify that the property was on the National Register of Historical Places and requested documentation of the garage/office building prior to its demolition. The Building Permit was held until the series of photos of the building were received. It had been extensively modified, but had some semblance of the shape and form relating to the early history of the Mansion House. It was not in the Historic District but in the review process Staff was able to identify it and get some information.

Responding to Mr. McDaniel's question how far down State Street does the Historic District go, Mrs. Melson-Williams stated Elm Terrace.

Responding to Ms. Horsey's question the reason, Mrs. Melson-Williams stated that it was a parking lot expansion between the Mansion House/Surgery Center and to the north of the Mansion House will become a parking lot. It is not in the Historic District.

Ms. Horsey stated that it should be in the National Register of Historical Places. Mrs. Melson-Williams stated that it is listed in the National Register of Historical Places, but it does not result in local review.

Mr. Salkin commented that they were losing historic fabric of Dover left and right outside of the Historic District and the very least there should be a historic review for demolition.

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

Meeting adjourned at 4:13 PM

Sincerely,

Maretta Savage-Purnell
Secretary