CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, November 17, 2016 - 3:00 P.M.
City Hall – Conference Room

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on October 20, 2016

COMMUNICATIONS & REPORTS

1. Summary of 2016 Activity
    a. Summary of Applications 2015 and 2016
    b. Summary of Architectural Review Certifications for 2016

2. Department of Planning & Inspections Update

3. Update on East Water Street Brickwork Project

NEW BUSINESS

1. Review of Permits Referred to Commission

2. Annual Meeting of Historic District Commission
    a. Election of Chairman and Vice Chairman
    b. Meeting & Deadline Schedule for 2017

NEW APPLICATIONS - None

OLD BUSINESS

1. Certified Local Government (CLG) Program –
    a. Update on FFY2016 Grant Project: Evaluate and Update the *Design Standards & Guidelines for the City of Dover Historic District Zone:* Submission of Progress Report 1 (July – September 2016)

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 8, 2016

CITY OF DOVER
HISTORIC DISTRICT COMMISSION
October 20, 2016

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, October 20, 2016 at 3:00 PM with Chairman McDaniel presiding. Members present were Chairman McDaniel, Mr. Czerwinski, Ms. Horsey, and Mr. Scrafford. Mr. Jackson was absent.

Planning Office Staff members present were Mrs. Melson-Williams, Mrs. Townshend, Mrs. Purnell, and Mr. Diaz.

APPROVAL OF AGENDA

Ms. Horsey moved for approval of the agenda, seconded by Mr. Scrafford and the motion was unanimously carried 4-0. Mr. Jackson was absent.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF July 21, 2016

Mr. Scrafford moved for approval of the minutes of July 21, 2016, seconded by Mr. Czerwinski and the motion was unanimously carried 4-0. Mr. Jackson was absent.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF August 18, 2016

Ms. Horsey moved for approval of the minutes of August 18, 2016, seconded by Mr. Scrafford and the motion was unanimously carried 4-0. Mr. Jackson was absent.

COMMUNICATIONS & REPORTS

Summary of 2016 Activity

Mrs. Melson-Williams stated that included in the packet was a Summary of the 2015 and 2016 applications that came before the Historic District Commission. For this calendar year there were five (5) applications and we have another Informational item today that will be assigned a number. For 2015 there were a total of eight (8). As an update on applications, HI-16-05 was conditional approved by the Planning Commission on September 19, 2016 and the Architectural Review Certification was also granted noting the Historic District Commission's Recommendations. Mr. McDaniel questioned the Planning Commission action on the cornice. Mrs. Melson-Williams noted that the Planning Commission did discuss the cornice and their concerns about a flat roof system.

Summary of Architectural Review Certifications for 2016

Mrs. Melson-Williams stated that to date there have been thirty-six (36) Permits with activities in the Historic District that includes building interior and exterior projects, roof, signage, and fence permits. There were nine (9) Sign Permits, two (2) Temporary Sign Permits, and seven (7) building renovation projects. Twenty (20) of the Permits were approved by Staff including four (4) that were heard by the Historic District Commission. There were twelve (12) Permits which required no Architectural Review Certification because of the type of project.

Chairman McDaniel questioned the most recent permit at 2 West Loockerman Street and which building it was. Mrs. Melson-Williams replied that it was the drugstore building (now law offices) and the interior Demolition Permit is for the third floor space of the building. Their plans are to convert the space into an apartment.

Mr. Scrafford questioned whether the apartment would require an exterior fire escape, Mrs. Melson-Williams replied that there is an internal stair access and this would be something that the Building Code would look at. She believes there are egress windows that will get you out onto a lower roof level on the back side that is not visible on State Street or Loockerman Street.

Chairman McDaniel and Mr. Scrafford questioned if this would come before the Historic District Commission because they were concerned if it was an exterior escape that it could be on the outside of the building that was visible. Mrs. Melson-Williams replied that she did not believe it was; it is on the interior of the block. Again, it is not on the State Street or Loockerman Street façade. There is another Permit also associated with the project.

Department of Planning & Inspections Update

Mrs. Melson-Williams stated some of Planning Staff participated in the Delaware Maryland Regional Planning Conference, October 14-15, 2016 that was held in Towson, Maryland.

Mrs. Melson-Williams stated the Planning Office continues to have a fairly steady volume of permit activity as well as applications to our Planning Commission. We also have a variety of other study projects.

NEW BUSINESS

There was no review of Permits referred to Commission.

OLD BUSINESS

Presentation on Open Flags for Downtown Businesses (HI-16-06)

Mrs. Melson-Williams stated that included in the packet was a cover sheet and image that the Planning Office received in regards to the concept for Open Flags at Downtown Businesses. She gave a brief overview of the application and stated that Open Signs do not require a Permit.

Mr. Scrafford questioned the indication of "Open" whether it meant the business was open or an open kind of flag. Mrs. Townshend replied that the "Open" indicates that the business is open.

Presentation

Mr. Stonesifer handed out additional information (photograph examples).

Representative

Mr. Todd Stonesifer, Moving Experience

Mr. Stonesifer stated that he represents a group called Destination Downtown Dover. The group is dedicated to the revitalization of the Downtown area. They work very closely with the merchants and the Downtown Dover Partnership. As he referred to the photo, he stated that the group took a fieldtrip to a little town called Lititz, Pennsylvania. They saw a vibrant neighborhood that was

represented by a uniform Open Flag that was put out when the business was open and taken down when the business was closed. He spoke to the Main Street Director who informed them that they use to have a "missing tooth" syndrome. The "missing tooth" syndrome was described as when patrons would walk up and down the street and they come across a vacant building they are liable to turn around. They were able to overcome that and represent an open business a few doors down the street by having this uniform sight line streetscape going on. They loved the idea and decided to borrow it. Destination Downtown Dover raises various funds through festivals held Downtown on Loockerman Street. Those funds are used to give back to the community. The second photo is their concept and take on the Lititz "Open for Business" flags. They have been able to use the historic Dover branding and logo (Caesar Rodney horse riding) and they will be using Delaware historical colors (bright colors that are noticeable). Their group will pay for the flags as well as the mounting system, a flag will be given to each business merchant; everything will be installed at the group's expense. The flag is 12 x 18, double sided, polyester material, washable, and the brackets will be mounted to the wall at a 90-degree angle. He hopes to place the order as soon as possible upon the blessing of the Historic District Commission so that they can begin their crusade of helping Downtown look a little better. He stated that also present was Ms. Tina Bradbury who represents the Downtown Dover Partnership committee and Mr. Tom Smith who represents the merchant's committee of the Downtown Dover Partnership.

Mr. Scrafford questioned if the Mayor approved of the "Open Flags" with the Caesar Rodney emblem. Mr. Stonesifer stated that the Caesar Rodney emblem is Dover brand; it is not something he made up. Mr. Scrafford mentioned it was not the Capital School District brand. Again Mr. Stonesifer replied it is Dover brand and if you drive up and down the streets you will notice the Caesar Rodney emblem.

Chairman McDaniel commented that the bar was 6-feet tall and wanted to make sure no one would hit the bar.

Mr. Stonesifer stated that you would have to measure the projection. Some of the buildings may not accommodate a flag.

Chairman McDaniel stated that he would like to see all of the flags uniform if at all possible.

Mr. Stonesifer stated that he will make the flags uniform if at all possible.

Responding to Mr. Scrafford's question why the group did not select a flag that was angled and more vertical or like the way the Lititz sign is located so that you do not have the potential for customers or persons that are 6-foot 4 that might walk into the bar. He suggested these questions and concerns be taken into consideration.

Mr. Stonesifer stated that the flags are custom made and hang at a right angle 12 inches off the wall. To his understanding there was no additional approval for the flags other than from the Historic District Commission.

Chairman McDaniel stated that the flags will be close enough to the buildings that it might be harder to walk into them.

Mr. Czerwinski stated that the narrow ones are less likely to be yanked on or ran into. For example, he was concerned of someone hitting their head coming off of the steps.

Mr. Scrafford stated that he was not in favor of the concept, but he was in favor of the signs.

Ms. Horsey commented that Lititz is a beautiful little town and has a great downtown area that has signs that identify the shops at a certain level and the open signs are underneath them. What makes it work the flag work is the angle and narrowness of the open sign. She stated that the proposed colors were garish. She liked the ones in Lititz and thought they were tasteful and subtle. She mentioned cost. She would hate to see Downtown Dover full of all these flags up and down the street. She loves the idea and thinks it is smashing; she just thinks it needs to be redesigned and rethought if. She asked where the money would come from if it was more expensive.

Responding to Chairman McDaniel's question how much the group planned on spending on the signs. Mr. Stonesifer replied that they group was going to donate roughly $8,000 for a total of 150 signs.

Ms. Horsey commented on that there was never any confirmation that Caesar Rodney ever rode a horse. She was not trying to be hard, but it was too much. You have to consider where the signs are for the stores, are they going to be secured, and if you will be bumping into them because they are coming out from the building.

Mr. Scrafford stated that this is only a 12 x 18 sign. According to the scale on the photo, it looks as if the perspective is incorrect. He is also not an advocate of the color, but whatever can promote openness to Downtown Loockerman Street needs to be done.

Mr. Stonesifer stated that it could be off because his building is the second one in the photo and the overhang above the stairs is very much more than 18", it is closer to 2-feet. The proposed flag shows more of the overhang.

Chairman McDaniel questioned as he referred to the photo if the black and white awning was his building, Mr. Stonesifer replied yes.

Chairman McDaniel stated that he did not have a problem with the color of the flags.

Responding to Mr. Scrafford's question if the flags were a Temporary Sign, Mrs. Townshend replied it is not a Temporary Sign that would require a Temporary Sign Permit. It would be removable when the business is closed. Mr. Stonesifer stated that the mounting is permanent.

Responding to Mr. Scrafford's question who controls the sign or if someone decided in the future to do something different, would there be a control, Chairman McDaniel stated that he would imagine once this is approved this is what they will have. One of the problems might be if one of the merchants do not like it and want to design their own.

Responding to Mr. Scrafford's question whether you would be able to have a mix-match of signs instead of standardize sign. Mrs. Townshend replied what the Historic District Commission is

reviewing at the current time is the thematic approach. If the merchant does something different it could be something subject to the Sign Regulations and it could be subject to a permit. Again, an "Open" sign does not require a Permit.

Mr. Czerwinski questioned who manages the sign once they are installed and used. Is it the group purview to make sure the merchants are using the approved sign? Mr. Stonesifer replied absolutely not.

Responding to Mr. Czerwinski's question if the merchants could technically pull the sign off the bar and put up whatever they want, Mr. Stonesifer replied that as long as they follow the Sign Ordinance. They cannot make them do anything other than that. Mrs. Townshend replied that they could all put up different "Open" signs now if they wanted. A business can have two (2) "Open" signs, but no flashing signs.

Mr. Czerwinski mentioned that most "Open" signs are mostly A-frame signs on the sidewalk and there was another business that had a light post sign. Mrs. Townshend stated that there were two (2) businesses that had the sign on the light post.

Chairman McDaniel stated that they were missing is when you walk pass the Old Town Pub and the next store is vacant you turn around and walk back. But with these signs you see "Open" then you are aware that more stores are "Open".

Mrs. Townshend stated that there is even a more concrete effect when you get to Governors Avenue. The corner is vacant, but if you see the "Open" flag because there are more businesses open and it may draw people further.

Representative and Chairman of the Merchant Committee of Downtown Dover Partnership
Mr. Tom Smith of Dover manages the Delaware Store stated that he supports the project. If we have learned anything about the Historic Preservation and commercial districts is that a thriving business district can and will support preservation and active use of historically significant buildings. If we want building owners to have the money needed to keep these buildings in good repair, then the historic commercial core must prosper. These attractive flags will help our businesses attract customers and serve as a reminder that good things are happening Downtown. He commends Destination Downtown Dover for this project. He has personally spoken with over two (2) dozen merchants, shown them pictures, and talked with them about the concept; all of them thought it was a good deal. He hopes the Historic District Commission will support the project. The Delaware Store and the Parke Green Gallery currently have five (5) flags outside of their businesses. One (1) is an "Open" sign and the others are of different nations. The flags are bright and they can be seen. They have a lot of customers because of the flags. No one has ever walked into the flags on the outside flag poles. He does not think that the flags will be an issue on Downtown.

Responding to Chairman McDaniel's question if he also put out the flower pots and how many, Mr. Smith replied yes. He was not sure how many, but he puts them down the entire block. His goal is to encourage other businesses to do the same.

Chairman McDaniel mentioned that he was sure other members have been by Mr. Smith business and have seen how nice and festive it looks with all the flags.

Ms. Tina Bradbury with Downtown Dover Partnership

Ms. Bradbury stated that she was speaking from a perspective at looking at how they brought people out at the Farmers Market this season. They actually looked across the street and saw maybe a building that was not vacant and looked at it as an opportunity to become entrepreneurs. If they are walking along and seeing these flags and the vibrancy that it is creating and that there are open businesses that puts them in the mindset to possible want to come Downtown to be an entrepreneur. You are no longer seeing it as a vacant spot. One of the members from D3 used the word "opportunity" and that is what it should look like. It is an opportunity for someone envisioning having a storefront business Downtown. Whether it is the color or sizing that has to come into agreement, it can be worked out quickly. The system of unity will draw people to want to shop and possibly get the spots filled that the Downtown so desperately needs.

Chairman McDaniel clarified that the Downtown Dover Partnership is one entity and Destination Downtown Dover is another entity. Mr. Stonesifer represents Destination Downtown Dover and they want to pay for the flags and the wall mounting. Destination Downtown Dover is more or less a group that can get things done quicker because they are not a part of Downtown Dover Partnership.

Mrs. Townshend stated that there are no public funds so they are a little more versatile.

Chairman McDaniel stated that if you went down to the Beer Festival or OctoDover Festival there must have been roughly 3000 people and that is where the money comes from for these projects. He stated that he does not want to get all wrapped up on Caesar Rodney or colors. The Historic District Commission needs to look at what can be done so that the project has our blessing.

Mr. Scrafford mentioned that it is good to hash the colors and the poles to get it out in the open because there is nothing worse than finding out you did not later on and you wish you should have.

Mr. Czerwinski stated that everyone agrees the "open" flags are needed and it is a great idea. His overriding worry is safety. You have a pole sticking out at 60-inches and someone trips and you have still people riding skate boards and bikes. The bars poles in Pennsylvania example are angled up and the points of the narrow signs are roughly 64-inches. He suggested the poles be raised to get above most people heads. He is afraid people will poke or hit their head. He thinks the "open" flags idea is perfect.

Historic District Commission suggested that the pole be higher (maybe 7-feet) so no one can hit their head and it is safe, but still visible. They are in favor of the sign.

Mr. Stonesifer stated that he would need to measure the awnings. He does not want the flags to be hiding behind the awning.

Mr. Stonesifer questioned the height of Mr. Smith flags at this business. Mr. Smith replied he was not sure.

Ms. Bradbury stated that the enforcement could possibly be done within the Downtown Dover Partnership Design Committee or Marketing & Merchants to keep a uniform look.

Mr. Scrafford suggested to Mr. Stonesifer to have a rule or control for the "Open" flags and be prepared for complaints and protect himself.

Ms. Horsey questioned how much more expensive would it cost to have an angled bar. Mr. Stonesifer replied three (3) times as much. It is not the shape but the angle that it hangs and in order to make it hang straight down the flag will need to be custom made. You want to make the sign so that it can be read.

Mr. Scrafford questioned who brought the flags in Lititz, Pennsylvania. Mr. Stonesifer replied he was not sure. He believes it is a Main Street Program.

The Commission continued to discuss the flag concerns and suggestions as previously discussed.

Mr. Stonesifer stated that he has already spoken to the merchants.

Mr. Scrafford moved that the program for "Open" Signs in the Central Business District be endorsed as presented by Mr. Stonesifer. The motion was seconded by Ms. Horsey and unanimously carried 4-0. Mr. Jackson was absent.

Chairman McDaniel thanked Mr. Stonesifer for being so generous in donating the signs.

OLD BUSINESS

Certified Local Government (CLG) Program:
Update on FFY2016 Grant Project: Evaluate and Update the *Design Standards & Guidelines for the City of Dover Historic District Zone*

Mrs. Melson-Williams stated that they are into the grant year for the project Evaluation and Update the *Design Guidelines* for the City of Dover Historic District Zone. There is also a grant agreement document that needs to be signed between the City and State Historic Preservation Office that outlines the grant administration and the reporting on a quarterly status and progress to date. At the current time Staff need to be working on the RFP to seek consultant services for the project. It is still a work in progress.

Chairman McDaniel questioned the receipt of the Planning publication that they use to receive. Mrs. Melson-Williams replied that the Commission may have received a publication from the National Association of Historic District Commission. It is a membership and she was not sure if the membership had been renewed.

Mr. Scrafford moved to adjourn the meeting, seconded by Mr. Czerwinski and unanimously carried 4-0. Mr. Jackson was absent.

Meeting adjourned at 3:49 PM

Sincerely,
Maretta Savage-Purnell
Secretary

City of Dover Historic District Commission
Summary of Applications 2016
Updated thru November 8, 2016

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-16-01	Capitol Complex Lighting Upgrades	Capital Complex Area: Federal Street, Martin Luther King Jr. Boulevard, Legislative Avenue	Presentation of Information	Presentation at HDC 2/18/2016 Meeting	Project lighting concept for light fixture and bulb illumination positively received by HDC. Project is informational only; no formal action or permitting process required.
HI-16-02	Carriage House at 2 Kings Highway NE	2 Kings Highway NE	Demolition of garage and construction of carriage house building as accessory structure	Architectural Review Certification granted with conditions at 4/21/2016 HDC Meeting; Staff Approval of Permit per ARC pending	Upon receipt of Building Permit #16-337 project was identified as requiring application to HDC; Application HI-16-02 filed and considered; Permit approved (but not issued as of yet)
HI-16-03	CLG Grant Application for FFY2016	Certified Local Government Application for Grant Funding	Information File	Notice of Eligibility for Grant 2/19/2016; FFY2016 CLG Grant Application submitted 4/28/2016 to SHPO	Grant Application received; Formal Award Letter received and Letter of Agreement pending; Grant Timeframe 7/1/16-6/30/17
HI-16-04	Referral of Sign Permit #16-611	The Depot at 595 Forest Street	Sign Permit for Wall Sign with Electronic Message Center	Permit #16-611 referred to HDC by City Planner for Architectural Review Certification consultation; Considered at 5/19/16 HDC Meeting	Permit approved based on HCD consultation; Permit issued
HI-16-05	Mixed Use Buildings at Loockerman Way	126 West Loockerman Street, current site of Loockerman Way (plaza area)	3-story Commercial/Apartment Building and 4-story Commercial/Apartment Building	7/21/2016 HDC Public Hearing and Review for Recommendations; HDC Recommended Approval of ArchRevCert subject to conditions; Application S-16-18 reviewed by PC and granted Approval of ArchRevCert with conditions 9/19/2016.	HDC Recommendation on ArchRevCert subject to conditions. Site Plan application S-16-18 granted conditional approval by Planning Commission in September with approval of ArchRevCert subject to conditions. Need to work to finalize Site Plan.
HI-16-06	Open Flags for Downtown Businesses	Downtown Dover area	Presentation of Information	Presentation at HDC Meeting on 10/20/2016; HDC endorsement of project concept	Concept for uniform Open flags with "Dover - Historically Happening" graphics; HDC discussion and suggestions for design consideration

City of Dover Historic District Commission
Summary of Applications 2015
Updated thru November 8, 2016

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-15-01	DRAFT Certified Local Government Application	City of Dover	Application to be designated as a Certified Local Government	Draft Application presented to HDC on 1/15/2015. Draft Application reviewed by Legislative, Finance & Administration Committee on 2/9/2015. City Council on 2/23/2015 approved Application for submission.	Planning Staff completed DRAFT of CLG Application. Application presented to City Council who endorsed its submission. Submission to SHPO with cover letter dated 3/30/2015 from Mayor. Designated a CLG on May 15, 2015.
HI-15-02	Sign Permit #14-1609 Referral	151 Kings Highway SW, Woodburn Governors Mansion	Sign Permit for post and panel sign	Permit #14-1609 referred to HDC by City Planner for Architectural Review Certification consultation; 1/15/2015 HDC Meeting - approved ARC as submitted in permit; Staff Approval of Permit per ARC	Permit issued for post and panel sign. Sign installed.
HI-15-03	Sign Permit #15-15 Referral	6 South State Street, Baird Mandalas & Brockstedt	Sign Permit for freestanding sign and fence	Permit #15-15 referred to HDC by City Planner for Architectural Review Certification consultation; 1/15/2015 HDC Meeting - approved ARC with conditions on height and size; Staff Approval of Permit per ARC	Permit issued. Freestanding sign and fence installed at property corner of South State Street and Division Street.
HI-15-04	Building Permit #15-19 Referral	3 Loockerman Plaza, PNC Bank	Building Permit for Drive-thru ATM structure	Permit #15-19 referred to HDC by City Planner for Architectural Review Certification consultation; 1/15/2015 HDC Meeting - approved ARC with conditions for dumpster enclosure; Staff Approval of Permit per ARC	Permit issued. Construction complete.
HI-15-05	Biggs Museum Sculpture	406 Federal Street	Installation of exterior sculpture of tree and birds	Architectural Review Certification Application granted at HDC meeting of 2/19/2015; Staff Approval of Permit per ARC	Permit issued. Installation of the sculpture is complete.

City of Dover Historic District Commission
Summary of Applications 2015
Updated thru November 8, 2016

HI-15-06	Building at 312 West Loockerman Street	312 West Loockerman Street	Determination of Demolition by Neglect	Determination of Demolition by Neglect by HCD at meeting of 2/19/2015. Property declared a Dangerous Building by City Council on 3/9/2015.	Active Code Enforcement Cases and designated a Dangerous Building. Property owner has until 9/9/2015 to repair or demolish building. City taking action to demolish the building. Demolition Permit #15-1387 issued 10/9/2015. Demolition of building complete.
HI-15-07	Santa House Project	Loockerman Way and other locations	Informational Presentation	Project for a portable temporary structure. Presentation on project at 4/23/2015 HDC Meeting. Staff Approval of Permit #15-1159 per ARC recommendations.	Permit issued. Structure placed 12/17/2015.
HI-15-08	South Bradford Street Streetscape Enhancements Project	Bradford Street segment between West Division Street and West Loockerman Street	Informational Presentation	Project concept for proposed pedestrian improvements including new sidewalks, curb ramps, crosswalks, curbing, pedestrian lighting, landscaping. Presentation on project concept at 12/17/2015 HDC Meeting.	Presentation of project concepts/alternatives. Public Workshop held by DelDOT 1/12/2016. City Council granted authorization on 4/11/2016 to execute Transportation Enhancement Program Agreement to initiate the project design.

Summary of Permit Applications with Architectural Review Certification
2016 - Updated Thru 10-31-2016

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
1/12/2016	16-35	47 South West Street	Roof Permit	Staff Approval. No ArchRevCert required due to lack of visibility.	Replacement of flat roof system.
2/8/2016	16-64	151 South Governors Avenue, Inkredible Art	Sign Permit - Projecting Sign	Staff Approval.	Hanging sign under pent roof canopy.
2/4/2016	16-65	100 West Water Street	Building Permit - Roof Drainage system	Staff Approval. No ArchRevCert required due to lack of visibility.	Additional downspout drainage system connection on rear/interior parking lot side of building that is not visible.
2/10/2016	16-129	308 South State Street, Law Offices of Sean Lynn	Sign Permit - Projecting Sign	Staff Approval	Projecting sign hanging under pent roof awning. Sign installed.
2/18/2016	16-175	40 The Green, The Century Club	Building Permit - Gutters & Downspouts	Staff Approval. Project information update to HDC on 2/18/2016.	Replacement of gutters using metal half rounds and downspouts on sides of building. Limited visibility. Project complete.
3/28/2016	15-1702	34 South State Street, Wesley College President's House	Administrative Building Permit	Staff Approval	Brick replacement of brick sidewalk in herringbone pattern along property frontage. Project complete.
3/7/2016	16-112	150 South Governors Avenue	Building Permit - Exterior and Interior Renovations	Staff Approval with notations about selection of exterior finish materials and formats.	Interior Renovations to retail space. Exterior Renovations of door & window replacements, reclad in new vinyl siding with entire façade in horizontal siding of clapboard style product. Discussion at 2/18/2016 HDC meeting recommended evaluation of alternative finish materials. Project complete and CO issued.
3/11/2016	16-237	147 South New Street, Bait N Hook	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior Renovation for take-out restaurant tenant.

Summary of Permit Applications with Architectural Review Certification
2016 - Updated Thru 10-31-2016

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
3/18/2016	16-259	11 North State Street, Gunn Wealth Management	Sign Permit - Freestanding Sign	Staff Approval	Reface existing signage on decorative metal fence and wall sign on wall at rear entry for new tenant. Signs installed.
3/21/2016	16-282	147 South New Street, Bait N Hook	Sign Permit - Wall Sign and Window Signs	Staff Approval	Wall sign to be mounted in signboard area of upper wall and placement of window signage.
3/21/2016	16-292	316 South Governors Avenue	Fence Permit	Staff Approval	Replacement of fence segment with decorative metal fencing. Project complete.
3/29/2016	16-369	527-529 South State Street, Lands of Boyles	Fence Permit	HDC Recommendation on ARC 2/21/2013; PC Approval of ARC 3/18/2013; Applications HI-13-01 and S-13-03; Staff issued Permit	Construction of fence along Elm Terrace frontage as part of Parking Lot construction project.
3/29/2016	16-360	527-529 South State Street, Lands of Boyles	Administrative Building Permit - Parking Lot construction	HDC Recommendation on ARC 2/21/2013; PC Approval of ARC 3/18/2013; Applications HI-13-01 and S-13-03; Staff issued Permit	Construction of Parking lot at rear of property with access from alley.
4/1/2016	16-291	116 E Water Street	Fence Permit	Staff Approval	Fence along west side of rear parking lot. Portion of fence located within the Historic District is limited to 4 ft. height.
4/12/2016	16-417	5 E Reed Street, Weyant Hall Building	Roof Permit	No Planning Staff Review. No ArchRevCert required due to lack of visibility.	Replacement of flat roof system.
4/12/2016	16-442	213 West Loockerman Street, Janaids	Building Permit - Interior Renovations	Administrative Approval of Permit. (No ArchRevCert required for interior work.)	Replaces previously issued Permit #14-1074 that had expired for interior renovations for change of use to hair salon.
4/28/2016	16-555	116 E Water Street, Barratt Business Services	Sign Permit	Staff Approval	Reface of existing post sign.
5/16/2016	16-25	40 The Green, The Century Club	Building Permit - Exterior Renovations	Staff Approval	Brick repair and repointing on front façade. Project complete.

Summary of Permit Applications with Architectural Review Certification
2016 - Updated Thru 10-31-2016

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
5/10/2016	16-389	333 South Governors Avenue, Access Labor Services	Sign Permit - Window Signs	Staff Approval	Consultation with Staff to refine sign proposal for approval of a series of window signs. Signs installed.
5/4/2016	16-400	102 South Governors Avenue	Roof Permit	Staff Approval	Replacement of existing asphalt shingle roof with new asphalt shingle roof
5/23/2016	16-666	54 South State Street, Presbyterian Church	Temporary Sign Permit	Staff Approval	Temporary Banner installed and removed.
6/24/2016	16-755	211-213 West Loockerman Street, Janaids	Sign Permit - Window Signs	Staff Approval	Two window signs installed
6/20/2016	16-833	403-405 West Loockerman Street, Coaching Great Minds Preschool Academy	Sign Permit - Roof Sign	Staff Approval	Reface of existing roof sign. Sign installed.
7/8/2016	16-934	304 S Governors Avenue, Reith Hall	Sign Permit - Wall Sign	Staff Approval	Wall sign of individual raised letters to be placed in arched topped transom area over entry door.
7/11/2016	16-986	27 West Loockerman Street, The Moving Experience	Building Permit - Interior Renovations	No Planning Staff Review. No ArchRevCert required for interior work.	Interior renovations for real estate brokerage business office. Project complete.
7/26/2016	16-1094	13 & 17 West Loockerman Street	Roof Permit	Staff Approval	Replacement of pent roof system with metal roof.
7/26/2016	16-1095	15 & 19 West Loockerman Street	Roof Permit	Staff Approval	Replacement of pent roof system with metal roof.
8/26/2016	16-864	126 West Loockerman Street, Loockerman Way	Temporary Sign Permit	Staff Approval	Banners related to Farmers Market placed on Santa House
8/1/2016	16-1064	2 North State Street	Building Permit - Exterior & Interior Renovations	Staff Approval	Woodwork repairs to trim and porch flooring; painting; repair of stone steps and brick paths. Project work underway.

Summary of Permit Applications with Architectural Review Certification
2016 - Updated Thru 10-31-2016

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
8/3/2016	16-1107	317 South State Street	Building Permit - Exterior Renovations	Staff Approval. No ArchRevCert required for work on rear addition as not visible from public way.	Reconstruction/Repair of second floor rear addition's roof and support posts.
8/3/2016	16-1118	315 South State Street	Siding Permit	Staff Approval. No ArchRevCert required for work on building rear as not visible from public way.	Repair of siding on adjacent building as related to Permit #16-1107.
8/29/2016	16-1282	415 West Loockerman Street, Simaron's	Building Permit - Renovations	No Planning Office review. No ArchRevCert required.	Project to repair building framing after car hit building. Project complete.
8/24/2016	16-1285	415 West Loockerman Street, Simaron's	Siding Permit	Staff Approval.	Repair and replacement of existing vinyl siding. Project work complete.
8/31/2016	16-1344	8 The Green	Building Permit - Exterior Renovations	Staff Approval. No ArchRevCert required as chimney not visible from public way.	Removal and capping of non-functioning chimney on west rear addition.
9/2/2016	16-1065	21 North State Street, State Street Assisted Living	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovation to existing space to create two residential units.
9/16/2016	16-1427	2 West Loockerman Street	Demolition Permit - Interior	No Planning Office review. No ArchRevCert required for interior work.	Selective interior demolition related to flooring covering removal and asbestos abatement.
10/14/2016	16-1185	2 West Loockerman Street	Demolition Permit - Interior	Staff Approval. No ArchRevCert required for interior work.	Selective interior demolition (wall, finishes) within third floor apartment space.
10/10/2016	16-1376	27 West Loockerman Street, The Moving Experience	Sign Permit - Wall Sign	Staff Approval	Wall sign of aluminum with painted/applied letters. Installation in sign band area.
10/6/2016	16-1439	411 Legislative Avenue, Legislative Hall	Building Permit - Renovations	Staff Approval. No ArchRevCert required for interior work and limited visibility for exterior door improvements.	Interior renovations to offices and loading dock area. Permit issued.
10/10/2016	16-1500	150 South Governors Avenue, Blu Vintage	Sign Permit - Window Signs	Staff Approval	Window sign of business name applied to window surface.

Summary of Permit Applications with Architectural Review Certification
2016 - Updated Thru 10-31-2016

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
10/4/2016	16-1521	111 West Loockerman Street, Petit Sweets	Sign Permit - Window Signs	Staff Approval	Window sign of business name applied to window surface.
10/14/2016	16-1583	415 West Loockerman Street, Simaron's	Building Permit - Renovations	Staff Approval. No ArchRevCert required due to lack of visibility.	Installation of concrete pad at rear of building for refrigerator equipment.
10/18/2016	16-1606	207 South Governors Avenue, Delaware Tire Center	Administrative Building Permit	Staff Approval.	Removal and repaving of parking lot surface.

Sam's Construction, LLC
1227 E 15th St,
Wilmington, DE 19802

PUBLIC NOTICE

EAST WATER STREET BRICK INFORMATION

OCTOBER 26, 2016

Dear Valued City of Dover Customers,

The City of Dover is replacing the existing four foot (4') wide brick sidewalk, brick retaining wall and concrete curb along the southerly line of East Water Street adjacent to the Christ Episcopal Church property. The project will be starting at the entrance to the church's cemetery and extending 114 feet in a westerly direction towards South State Street. This replacement is scheduled to start on October 31, 2016 and is scheduled to conclude on or around December 15, 2016. The normal work will be performed between 7:00am and 3:30pm, Monday through Friday. The purpose of this project is to remove and replace the failing brick retaining wall, brick sidewalk and concrete curb. This project will increase the safety of pedestrians, improve the flow of stormwater along the curb line and prevent the complete failure of the existing retaining wall.

The street affected by this upgrade is East Water Street (see attached site map). Due to the need for heavy equipment use and the scope of work during the construction period, at least one travel lane of this street will have intermittent closures to vehicle traffic and if necessary for public safety, both travel lanes. Flag persons will be in place to assist with traffic flow should these travel lanes be closed. Access to properties will be maintained to vehicular traffic to the best of our abilities.

This project will involve the removal, disposal and replacement of the following: 118 linear feet of a brick faced retaining wall, 114 linear feet of a four foot (4') wide brick sidewalk and 114 linear feet of concrete curb.

The contractor for this project will be Sam's Construction, LLC. Contact names and numbers are available below. On behalf of the City of Dover Department of Public Works, we would like to sincerely thank you for your cooperation with this improvement project. If you have any questions or concerns, please don't hesitate to contact us.

Sincerely,

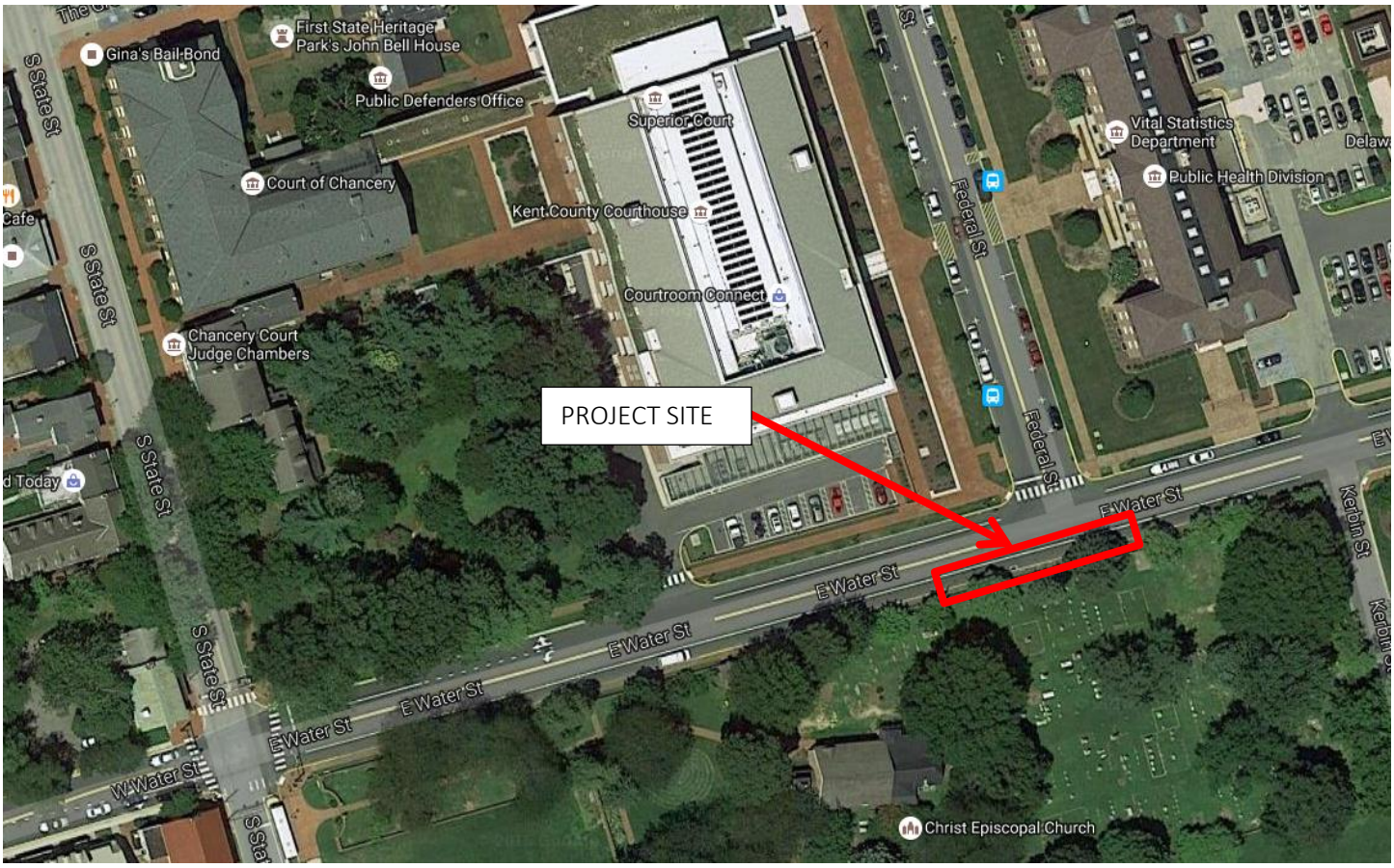
Paul Thompson
Construction Manager
City of Dover
Department of Public Works
Phone: 302-736-7025

Sincerely,

Sam's Construction, LLC., 302-654-6542
Sam Martinez, 302-654-6542

Location Map – East Water Street Replacement Project

Sam's Construction, LLC
1227 E 15th St,
Wilmington, DE 19802



CITY OF DOVER
HISTORIC DISTRICT COMMISSION

Schedule of application deadlines and Historic District Commission meeting dates for the year of 2017. 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	12/16/16	01/19/17
FEBRUARY	01/13/17	02/16/17
MARCH	02/10/17	03/16/17
APRIL	03/17/17	04/20/17
MAY	04/13/17	05/18/17
JUNE	05/12/17	06/15/17
JULY	06/16/17	07/20/17
AUGUST	07/14/17	08/17/17
SEPTEMBER	08/18/17	09/21/17
OCTOBER	09/15/17	10/19/17
NOVEMBER	10/13/17	11/16/17
DECEMBER	11/17/17	12/21/17
JANUARY	12/15/17	01/18/18

For Information Contact:

City of Dover
Department of Planning & Inspections
15 Loockerman Plaza
P.O. Box 475
Dover, DE 19903
(302) 736-7196
(302) 736-4217 Fax
www.cityofdover.com

City of Dover

October 28, 2016

Joan N. Larrivee
SHPO Grant Manager
Division of Historical and Cultural Affairs
21 The Green
Dover DE 19901
Via Email: joan.larrivee@state.de.us

RE: Submission of Progress Report 1 (July-September 2016)
FY2016 CLG Grant 10-16-141266-06
Project: Design Standards and Guidelines Update: DOVER

Dear Mrs. Larrivee:

The City of Dover, Delaware Department of Planning & Inspections with this letter submits the Progress Report 1 for FY2016 CLG Grant #10-16-141266-06. This Report 1 covers the time period of July 1, 2016 through September 30, 2016. See the attached Report 1.

Our project to "Evaluate and Update of *Design Standards & Guidelines for the City of Dover Historic District Zone*" as you can see from the Report is off to a slow start. The City intends to seek consultant services to assist the Historic District Commission and Planning Staff in developing a Draft document of the updated version of the *Design Standards & Guidelines.* The Department of Planning & Inspections did receive the requested $10,000 for Consultant Services for the grant project as part of the FY2016-2017 Budget adopted by City Council.

The Planning Office may be contacted at (302) 736-7196 with any questions. We look forward to working with your Office regarding our first grant project as part of the City of Dover's participation in the Certified Local Government program.

Sincerely,
Department of Planning & Inspections

Dawn Melson-Williams, AICP
Principal Planner

Enclosures: FFY2016 CLG Grant Progress Report 1

CC: Ann Marie Townshend, AICP, Planning Director
Planning Office File HI-16-03

Grant No. 10-16-141266-06 Start date: July 1, 2016 End Date: June 30, 2017

ATTACHMENT 1

CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM
CLG GRANT PROGRESS REPORT FORM

Project: Design Standards and Guidelines Update: DOVER
Grantee: The City of Dover
Grant Number: 10-16-141266-06
Reporting Period (check below):

■ **Report 1 (Due October 30) For July 1 – September 30**	☐ **Report 2 (Due January 31) For October 1 – December 31**	☐ **Report 3 (Due April 30) For January 1 – March 31**

Specific Activities Accomplished during Reporting Period (July – September 2016):

- A change in membership of the Historic District Commission occurred in July-August 2016 as one member (Charles Salkin) completed his term and new member (Eric Czerwinski) joined the Commission in August following his appointment in late July.
- Updates to Historic District Commission on Grant Project:
  - July 21, 2016 Meeting: Staff noted that formal Letter of Agreement for FFY2016 grant was received for signature and that the adopted FY2016-2017 City Budget included the required cash match of $10,000 in the Planning Department's budget lines.
  - August 18, 2016 Meeting: Staff provided an update on the scope for the FFY2016 Grant Project: Evaluate and Update the *Design Standards & Guidelines for the City of Dover Historic District Zone*.
  - No September meeting of the Historic District Commission.

Overall Progress to date:

- Planning Staff reviewed City Procedures for Grant Application & Administration.
- Staff will have to coordinate with the City Procurement Manager regarding the Request for Proposal to procure consultant services for this project.
- Planning Staff will begin writing the draft of RFP document in October.

Problems Affecting Progress:

- Limited ability of Staff to dedicate time to Grant Project due to medical leave, vacation leave, and other work assignments in this first quarter (July-September 2016).

Schedule Status:

- The Grant Project was identified to have a series of phases: Planning, Public Outreach, Guidelines Revision and Refinement, and Preparation of Draft Document. The Planning phase (September-October 2016) involving meetings with the Consultant to outline overall approach, goals, format, and public outreach has been delayed until the Consultant is retained.

Other Pertinent Information: None

Reimbursement Request Attached: Y [**N**]

Submitted By: Laura E. Nelson Williams **Date:** 10/28/2016