CITY OF DOVER
HISTORIC DISTRICT COMMISSION
November 17, 2016

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, November 17, 2016 at 3:00 PM with Chairman McDaniel presiding. Members present were Chairman McDaniel, Mr. Czerwinski, Ms. Horsey, Mr. Jackson, and Mr. Scrafford.

Planning Office Staff members present were Mrs. Melson-Williams and Mrs. Purnell.

APPROVAL OF AGENDA

Mr. Scrafford moved for approval of the agenda, seconded by Mr. Czerwinski and the motion was unanimously carried 5-0.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF OCTOBER 20, 2016

Mr. Scrafford moved for approval of the minutes of October 20, 2016, seconded by Ms. Horsey and the motion was unanimously carried 5-0.

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 six (6) applications and we have another Informational item today that will be assigned a number. Some of the projects have been completed. There is no new information regarding the mixed use project on Loockerman Way. They made it through the Planning Commission Review in September 2016 and at this point they would be working to finalize the Site Plan aspect of the process. There has not been any resubmission at the current time. For 2015, there were a total of eight (8).

Summary of Architectural Review Certifications for 2016

Mrs. Melson-Williams stated that to date there have been forty-three (43) Permits with activities in the Historic District that includes building interior and exterior projects, roof, signage, and fence permits. There were twelve (12) Sign Permits, two (2) Temporary Sign Permits, and nine (9) building renovation projects. Twenty-four (24) of the Permits were approved by Staff including four (4) that were heard by the Historic District Commission. There were fifteen (15) Permits which required no Architectural Review Certification because of the type of project.

Mrs. Melson-Williams gave an update on 2 West Loockerman Street regarding the fire egress of the third floor apartment. The renovation Permit for the project has door that accesses a roof deck that is in fact internal to the block that cannot be seen at all from State Street or Loockerman Street.

Mr. McDaniel questioned if it was the law office. Mrs. Melson-Williams replied yes.

Department of Planning & Inspections Update

Mrs. Melson-Williams stated some of Planning Staff participated in a one-day conference with the Delaware Chapter of the American Planning Association on November 3, 2016 that was held in Milford, Delaware. There was an informative presentation regarding the Downtown Development Districts. Mrs. Townshend presented on the activities in Dover and then they heard from a newly renovated designated town on how they went about developing their application and how they are moving forward in the Town of Harrington.

Update on East Water Street Brickwork Project

Mrs. Melson-Williams stated that it is an area within the Historic District. The Public Notice Informational Sheet was included in the packet that was issued by Public Works. The project is along East Water Street in the vicinity of Christ Church. For a number of years there have been issues with the sidewalk and what is a low retaining wall in that area. This is not the wall of the cemetery. She believes Community Transportation Funds were used for this project. She spoke with the project manager from the Department of Public Works regarding the brick for the reconstruction of the low knee wall. All of the work is in the right-of-way and the project is underway.

Ms. Horsey questioned whether this particular wall was a part of what was built in the earlier part of the 20th century and stated that the brick was a good match. They look like they were doing a great job. She also commented regarding saving part of the knee wall. Mrs. Melson-Williams stated that there were structural issues regarding the knee wall.

NEW BUSINESS

Review of Permits Referred to Commission:

Mrs. Melson-Williams stated that this was not a referred Permit, but more of an informational item. The Office received a Fence Permit #16-1711 for the property at 46 South Bradford Street which is the location of the People's Church of Dover. Historic District Commission members received a copy of the Google street view of the property from South Bradford Street looking west (main entry of the church as it extends further back). On the reverse of the page is the diagram and their Permit is related to the boxes on the north wall of the church. At that location, there are several egress ways of stairs that lead up from a basement level and they are proposing to enclose those spaces and include the appropriate kind of gate system necessary. The proposed fence is a 6-feet black chain-link fence with vinyl coating. It is internal to the site and it is somewhat related to securing building egress issues. The property itself has a decorative black medal fence around most of its property line anyway. This location is not really visible from the street.

Mr. Czerwinski questioned if it was black chain link. Mrs. Melson-Williams replied yes. Currently, there is some type of railing that is at least on one of them (white color).

Chairman McDaniel questioned whether what was being proposed complied with the standards. Mrs. Melson-Williams stated that the *Design Standards and Guidelines* talk about fencing limited to 4-feet in height. This is not exactly a fence. The *Design Standards and Guidelines* also talk about chain-link not being a recommended practice for fencing. This is an enclosure and the fence

material is being used to create it.

Mr. Scrafford questioned whether the two areas were the 13 and 16 feet. Mrs. Melson-Williams replied that it was the two areas.

Mr. Scrafford questioned whether they were internal to the property lines. Mrs. Melson-Williams replied yes, they were internal to the property lines and attached right up against the building.

Chairman McDaniel stated that the building had a lot of moving parts in the past such as (bowling alley, Boy Scouts, lunch, etc.)

Ms. Horsey questioned if the 6-foot height was necessary; could it be 5-feet? Mrs. Melson-Williams replied that she was not sure how deep it was.

Mr. Czerwinski questioned if it was chain-link interspersed with vinyl. Mrs. Melson-William replied that it was not clear if there are slats. This is a black vinyl coated chain link fence, one-inch wire mesh.

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

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

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

Mrs. Melson-Williams stated that City Council recognized Mr. Salkin's commitment to the Historic District Commission at their Council meeting on Monday, November 14, 2016. He was presented with a Certificate for Recognition of Service to the Historic District Commission.

Meeting & Deadline Schedule for 2017
Mrs. Melson-Williams stated that the meeting date will remain as the third (3rd) Thursday of each month at 3:00pm. The deadline date to file an application has to be at least 30 days prior to the meeting date. The Meeting and Deadline Schedule for 2017 were provided to all members.

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*: Submission of Progress Report 1 (July-September 2016)

Mrs. Melson-Williams stated that they had to submit a submission of progress report which has been provided. It was to cover the timeframe between July-September. It has been accepted by the State Historic Preservation Office. It was noted that there was a change in membership that happened during that timeframe. The match that the City needed to do was included the City's budget that began July 1. At this point some of the background procedure reading been completed on the State side and here at the City. We will be working on the draft of the RFP document. In

the first quarter, there are a number of other commitments that Staff had to dedicate time to, so we are just a little behind on this project.

Chairman McDaniel questioned the level of Staff in the Planning Department. Mrs. Melson-Williams replied that Staff consists of Mrs. Townshend, Planning & Inspections Director and Parks & Recreation Division Director; Mr. Cook, Planner; Mr. Diaz, Planner; Mrs. Harvey, Planner and CDBG Manager; Mrs. Melson-Williams, Principal Planner and Mrs. Purnell, Administrative Assistant.

Chairman McDaniel commented that Mrs. Harvey is not seen that much. Mrs. Melson-Williams replied that you typically do not see Mrs. Harvey. Her Planning activities are not necessarily with the Historic District Commission. She does a lot of our housing related permit review, items regarding daycare centers in the City and other aspects.

Mr. Scrafford questioned whether they anticipated expensing the $10,000 in this fiscal year? Mrs. Melson-Williams replied yes.

Mr. Scrafford questioned whether the funds could be carried forward? Mrs. Melson-Williams replied that there is some opportunity for that, but they would also be into another grant year.

Mr. Scrafford questioned whether the City applied for $10,000? Mrs. Melson-Williams replied no. The $10,000 is the match that the City has, but the grant itself is between $6,000-$7,000. The City is matching over the required percentage.

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

Meeting adjourned at 3:32 PM

Sincerely,
Maretta Savage-Purnell
Secretary