CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, February 16, 2017 - 3:00 P.M.
City Hall – Conference Room

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on November 17, 2016

COMMUNICATIONS & REPORTS

1. Summary of Activity
    a. Summary of Activity 2016 Report
    b. Summary of Applications 2015 and 2016
    c. Summary of Architectural Review Certifications for 2016
    d. Summary of Architectural Review Certifications for 2017

2. Department of Planning & Inspections Update

NEW BUSINESS

1. Review of Permits Referred to Commission

NEW APPLICATIONS - None

OLD BUSINESS

1. Certified Local Government (CLG) Program
    a. CLG Annual Report for FFY October 2015 – September 2016
    b. Update on FFY2016 Grant Project: Evaluate and Update the *Design Standards & Guidelines for the City of Dover Historic District Zone:*
        i. Submission of Progress Report 2 (October - December 2016)
        ii. Project Activities

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: February 6, 2017

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

Historic District Commission
2016 Summary of Activity

The City of Dover, Delaware Historic District Commission consists of five members. The members during 2016 include Chazz Salkin (member through July), Eric Czerwinski (new member appointed in July), Ann Baker Horsey, Terry Jackson, Joe McDaniel, and Col. Dick Scrafford. The Commission receives staff support from the Planning Office. During early 2016 Chazz Salkin served as Chairman and Joe McDaniel in served as Vice-Chairman. Upon Mr. Salkin completing his term of service, a special election was held to fill the Chairman vacancy in August 2016 with Joe McDaniel being elected as Chairman and Ann Horsey as Vice-Chairman. At the Commission's Annual Meeting in November 2016, Joe McDaniel was elected as Chairman and Ann Horsey as Vice-Chairman.

Architectural Review Certification

The Historic District Commission held eight meetings in 2016. The Historic District Commission reviewed six (6) applications for Architectural Review Certificates or as informational items in 2016. This included the referral of a Sign Permit involved The Depot at 595 Forest Street (HI-16-04). Two projects were reviewed for Architectural Review Certification. Architectural Review Certification was granted with conditions to a project to replace a garage with a new carriage house building at 2 Kings Highway NE (HI-16-02). The Historic District Commission recommended approval with conditions of the Architectural Review Certification for a mixed-use project at 126 West Loockerman Street (Loockerman Way) for construction of a three story commercial/apartment building and a four story commercial/apartment building (HI-16-05); the Planning Commission granted the final approval of the Certification in conjunction with the Site Plan review of the project. Informational items included a presentation on Lighting Upgrades in the Capitol Complex area (HI-16-01) and a presentation on a concept for uniformly design "Open" Flags for Downtown Businesses (HI-16-06).

Most projects within the Historic District were eligible for administrative review of the Architectural Review Certificate as part of the Building Permit process and included such projects as signs, temporary signs, roof and window replacement projects, and exterior finish/siding/trim work renovations. Several permits were presented to the Historic District Commission as informational items following Staff review of the permit for Architectural Review Certification. A number of properties located in the Historic District submitted Building Permits for review; however, project activities only involving interior renovations are not subject to the Architectural Review Certification process.

- Summary of Permit Activity in the Historic District in 2016:
    - Permits not requiring Architectural Review Certification: 17
    - Permits requiring Architectural Review Certification: 32
    - Total Number of Permits: 49

The following chart provides information for 2016 and the last six calendar years. Depending on the type of construction activity the Architectural Review Certification Review for each project may be eligible for Staff Review, Historic District Commission Review, or Historic District Commission Recommendation with Planning Commission Review.

Summary of Permit Activity	2010	2011	2012	2013	2014	2015	2016
Building Permits – ARC Review by Staff	20	21	25	37	42	36	29
Building Permits – ARC Review by HDC	4	5	4	2	0	5	2
Building Permits – ARC Review by HDC/PC	0	8	3	2	5	0	2
Sign Permits - ARC Review by Staff	18	25	27	39	21	13	15
Sign Permits – ARC Review by HDC	0	2	2	0	0	4	1
TOTALS	42	61	61	80	68	58	49

The following chart provides information on the specific types of Permits with Architectural Review Certifications (ARC) issued for construction activities with the Historic District.

2016 Permit Activity	Staff Approval	Historic District Commission Approval*	Historic District Commission Recommendation with Planning Commission Approval**
Building Permit	0	0	0
Demolition Permit	2	0	0
Administrative Building Permit	2	0	1
Building Permit – Renovations	13	2	0
Fence Permit	3	0	1
Roof & Siding Permits	9	0	0
Window Permits	0	0	0
Sign Permit	15	1	0
Temporary Sign Permit	3	0	0
TOTAL	44	3	*2*

** Permits associated with applications acted upon by HDC only*

*** Permits associated with applications recommended by HDC with PC action*

Construction Activity in the Historic District

The construction activities in the Historic District involved renovations to existing historic buildings. Following exterior renovations, the building at 150 South Governors Avenue will reopen as the retail shop BluVintage. The Century Club Building at 40 The Green underwent a series of exterior repairs to repoint its brick façade, woodwork repairs and painting of the entrance canopy, and gutter/downspout system replacement. Likewise, exterior work at the serpentine stone office building at 2 North State Street involved work repairs, painting, and masonry repairs.

The Green – National Historical Park
The Green in Dover was initially designated in 2013 as part of the First State National Monument and in 2015 was designated as a National Historical Park along with a series of other sites in Delaware to become the First State National Historical Park. The Green remains an active City Park location with the Historic District hosting a variety of arts, cultural, and history activities and events such a summer concert series and walking tours presented by the First State Heritage Park.

Certified Local Government Program
The City of Dover was designated a Certified Local Government on May 15, 2015. As part of the Certified Local Government Program, application was made in April to seek grant funding in the FFY2016 CLG Grant Application process (HI-16-03). The Grant Application proposed a project to Evaluate and Update the *Design Standards & Guidelines for the City of Dover Historic District Zone* document. The City will seek to hire a consultant to assist the Commission and Staff in this project. The Grant timeframe is from July 1, 2016 through June 20, 2017.

Downtown Development District Designation
In January 2015, the City of Dover was designated a Delaware Downtown Development District. The designated Downtown Development District area includes areas located within the Historic District. Various projects have made use of grants and incentives associated with this program.

Tax Credits for Historic Properties Program
With Ordinance #2015-03 adopted on February 23, 2015, the application procedures for the Tax Credit for Historic Properties program were amended to create an administrative review process with the City Planner (Staff) rather than formal review by the Historic District Commission in order to streamline the program. In 2015, three properties were certified to receive Tax Credits under the new program process. In 2016, three additional properties have projects underway that intend to utilize the program.

Training
At one meeting informal training activities were held as Staff reviewed with the Historic District Commission the provisions of the *Zoning Ordinance* and the Architectural Review Certification process. The newly appointed member of the Historic District Commission met with Planning Staff to review Commission membership responsibilities, By-Laws, meeting procedures, *Zoning Ordinance* provisions related to the Historic District, and how to utilize the *Design Standards & Guidelines* document.

Other Activities
In 2016, a number of plans and studies were underway or completed which involved areas located within the Historic District or may affect development activities or infrastructure improvements in the area. These studies include:

- *Kent County Regional Bicycle Plan* – Study underway in 2016; study led by Dover/Kent County MPO. Related project is the Senator Bikeway.
- *Restoring Central Dover Plan* – Final Plan released in November 2014; plan implementation process continues as led by NCALL with City of Dover participation
- *Downtown Parking Study* – Study of parking utilization in central business district area; study by consultant with data collection by City Staff.

The Historic District area of Downtown Dover continues to be the site of many community festivals, parades, and activities associated with the First State Heritage Park.

City of Dover Historic District Commission
Summary of Applications 2016
Updated thru December 31, 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 December 31, 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 December 31, 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 12-31-2016

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 12-31-2016

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 12-31-2016

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 12-31-2016

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 12-31-2016

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.
11/4/2016	16-1614	415 West Loockerman Street, Simaron's	Building Permit - Renovations	Staff Approval. No ArchRevCert required due to lack of visibility.	Installation of walls to surround refrigerator equipment at rear of building.
11/18/2016	16-1666	406 Federal Street, Biggs Museum	Temporary Sign Permit	Staff Approval.	Temporary signs for Happy Holidays event installed 11/18-12/4.
11/21/2016	16-1736	4 The Green, Willis Group	Sign - Hanging Sign	Staff Approval.	Projecting hanging sign at corner of the building for office tenant.
11/9/2016	16-1748	333 South Governors Avenue, Access Labor Services	Roof Permit	No Planning Office review.	Work on flat roof
12/7/2016	16-1711	46 S Bradford Street, Peoples Church	Fence Permit	Staff Approval	Security type fence adjacent to building around basement access. Limited visibility due to vegetation. Info on Permit presented to HDC at 11/17/16 meeting.
12/5/2016	16-1811	124 South State Street, Verizon	Building Permit - Interior & Exterior Renovations	Staff Approval	Addition of equipment pads/paving on north side of building. Limited visibility due to property wall enclosure.

Summary of Permit Applications with Architectural Review Certification
2017 - Updated Thru 1-31-2017

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
1/10/2017	16-1954	38 The Green, Kent County Courthouse	Buidling Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations for security in lobby area of 'new' building.
1/11/2017	16-1992	500 W Loockerman Street, Duncan Center	Building Permit - Interior Renovations	No Planning Staff Review. No ArchRev Cert required for interior work.	Interior renovations for new layout of Third Floor space.
1/11/2017	17-39	2 Kings Highway NE, Carriage House	Buidling Permit - Addition of Accessory Structure	HDC Approval with Conditions on ARC 4/21/2016; Application HI-16-02; Staff approval per ARC	Demolition of existing garage and construction of new Carriage House Building. This permit supersedes Permit #16-337 that was approved but not issued.

City of Dover

January 30, 2017

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 2 (October - December 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 2 for FY2016 CLG Grant #10-16-141266-06. This Report 2 covers the time period of October 1, 2016 through December 31, 2016. See the attached Report 2.

With our project to "Evaluate and Update of *Design Standards & Guidelines for the City of Dover Historic District Zone*," there has been very limited progress to date. The City had proposed 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*; however, no Request for Proposal (RFP) has been issued. The budget allocation of $10,000 for Consultant Services for the grant project remains part of the Department of Planning & Inspections FY2016-2017 Budget.

The Planning Office may be contacted at (302) 736-7196 with any questions. We would like to meet to discuss options for revising the project scope, activities, and/or timeframe and will contact your office to schedule.

Sincerely,
Department of Planning & Inspections

Dawn Melson-Williams, AICP
Principal Planner

Enclosures: FFY2016 CLG Grant Progress Report 2

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 (October –December 2016):

- Updates to Historic District Commission on Grant Project:
  - October 20, 2016 Meeting: Staff provided an update on the steps for development of an RFP for consultant services associated with the FFY2016 Grant Project: Evaluate and Update the *Design Standards & Guidelines for the City of Dover Historic District Zone*.
  - November 17, 2016 Meeting: Staff reported on the submission of the Progress Report 1 (July 1- September 30) for the Grant. Report 1 was submitted October 28, 2016.
  - No December meeting of the Historic District Commission.
- Research by Planning Staff for examples of RFP documents used by City and search for similar project type examples.

Overall Progress to date:

- The adopted FY2016-2017 City Budget includes the required cash match of $10,000 for the grant in the Planning Department's budget lines.
- Planning Staff reviewed City Procedures for Grant Application & Administration.
- Planning Staff has begun preparing to write the draft RFP document.

Problems Affecting Progress:

- Limited ability of Staff to dedicate time to Grant Project due to Staffing levels, holiday and vacation leave, and other work assignments in second quarter (October - December 2016).
- Staff will need to coordinate with the City Procurement Manager regarding the development and release of the Request for Proposal to procure consultant services for this project.

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. This schedule has been delayed significantly until the Consultant can be retained.

Other Pertinent Information: None

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

Submitted By: Laura E. Robertson-Williams **Date:** 1/30/2017

CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT

Instructions:

1. The following questions and requested materials are based on the **"Reporting Period"** noted below (unless otherwise specified)
2. Format: a digital copy on CD is preferred, but a paper copy will also be accepted
3. Submit completed report by February 15 to:

Kara A. Briggs
Division of Historical and Cultural Affairs
21 The Green
Dover, DE 19901

Kara.Briggs@state.de.us
(302) 736-7433

Reporting Period: October 1, 2015 – September 30, 2016

LOCAL GOVERNMENT: City of Dover

Historic Preservation Commission (Commission)

List *current* Commission members and emails (*to add additional rows, hit "tab"):*

Name	**Email**
Joseph S. McDaniel, III (Chairman)	jmcdaniel3@aol.com
Ann Baker Horsey (Vice-Chairman)	ann.horsey@state.de.us
Charles T. "Terry" Jackson, II	Jackson.theo0@gmail.com
Col. Richard "Dick" Scrafford	dick.scrafford@verizon.net
Eric Czerwinski	teamski1@hotmail.com

Attach resumes for all newly appointed Commission members demonstrating their interest, competence, or knowledge in historic preservation.

The Resume for Eric Czerwinski is attached; he was appointed as a member in July 2016.

Are there *currently* any vacancies on the Commission?

☐ Yes – total #: _____ / ■ No

If yes, specify the duration of each vacancy (in months): _____; _____; _____;

During this reporting period, have any Commission members participated in some form of historic preservation training (workshops, webinars, etc…)?

■ Yes – total # (of participating Commissioners): ___*4*_____ / ☐ No

If yes, please describe such training program(s):

- Informal training activities were held at several regular meetings of the Historic District Commission. Staff reviewed and discussed with the Historic District Commission the provisions of the *Zoning Ordinance* and the Architectural Review Certification process. (October 2015: 3 members, November 2015: 4 members, December 2015: 4 members, January 2016: 3 members)
- The newly appointed member of the Historic District Commission met with Planning Staff in August 2016 to review Commission membership responsibilities, By-Laws, meeting procedures, *Zoning Ordinance* provisions related to the Historic District, and how to utilize the *Design Standards & Guidelines* document.

Please specify any requests for training or other technical assistance from our office:

There were no formal requests for technical assistance from the SHPO by the Historic District Commission during this Review period.

Specific Requests for Training/Technical Assistance for the upcoming year: to learn more about design standards/guidelines for historic district architecture and a demonstration of the CHRIS system. The Historic District Commission would also like to be aware of any other local/regional workshops or training opportunities.

Zoning Ordinance / Public Participation

For this reporting period, have there been any changes to the local government's preservation ordinance, public notification process, or Commission's rules of procedures/bylaws?

☐ Yes / ■ No

If yes, please attach a copy of such changes and briefly summarize below:

There have been no revisions or new historic preservation zoning ordinances, amendments, regulations, By-laws or guidelines during the review period. There were Code amendments adopted in December 2015

(Effective January 1, 2016) that revised the City's Schedule of Application Fees; however, no changes were made to the Application fees for Architectural Review Certification applications.

Attach a copy of meeting agendas, minutes and supporting documents for this reporting period.

The review period of October 2015 to September 2016 consists a total of twelve months. The Historic District Commission met three times in 2015 and six times in 2016 with the other regular monthly meetings of this period were cancelled due to lack of business for the Commission.

See Attachments for copies of the Meeting Agendas and Meeting Minutes from the review period of October 2015 to September 2016: Meetings of October 15, 2015; November 19, 2015; December 17, 2015; January 21, 2016; February 18, 2016; April 21, 2016; May 19, 2016; July 21, 2016; and August 18, 2016.

National Register Nominations:

For this reporting period, has the Commission reviewed any nominations to the National Register of Historic Places?

☐ Yes – total # _____ / ■ No

There were no National Register nominations reviewed by the Commission.

Local Survey and Inventory:

For this reporting period, were any archaeological or architectural surveys completed by the CLG?

☐ Yes – total # _____ / ■ No

If yes, was our office provided a copy of the report(s)?

☐ Yes / ☐ No

Additional Activities:

Describe any special historic preservation-related projects (such as new guidelines for renewable energy systems, signage, etc…) completed by the local government during this reporting period:

There were not any special historic preservation-related projects fully completed during the October 2015 – September 2016 review period. During this reporting time frame began the City's grant project as associated with the FFY2016 CLG Grant Application process. The Grant Application proposed a project to Evaluate and Update the *Design Standards & Guidelines for the City of Dover Historic District Zone.* With the City's Tax Credits for Historic Properties Program, one project received tax credits in October 2015 and in 2016 three projects commenced construction activities that intend to utilize the program.

The information given below reports on the regular application review activities occurring during the period.

Application Review Process in the Historic District:
The *Zoning Ordinance* establishes the Architectural Review Certification process for the City of Dover's Historic District (H). Most projects within the Historic District were eligible for administrative review of the Architectural Review Certificate as part of the Building Permit process and included such projects as signs, temporary signs, roof replacement projects, and exterior finish/siding/trim work renovations. A number of properties located in the Historic District submitted Building Permits for review; however, project activities only involving interior renovations are not subject to the Architectural Review Certification process.

Summary of cases reviewed under the authority of the *Zoning Ordinance* during the review period is listed below.

- Summary of Permit Activity in the Historic District for October 2015 - September 2016:
    - Permits not requiring Architectural Review Certification: 16
    - Permits requiring Architectural Review Certification: 36
    - Total Number of Permits: 52

The Permits with related Historic District Commission Activity can be distinguished as three different types: formal applications for review, Permits referred for consultation, and informational items. Two projects were reviewed for Architectural Review Certification by the Commission. In the first project, Architectural Review Certification was granted with conditions to a project to replace a garage with a new carriage house building at 2 Kings Highway NE (HI-16-02). In the second project, the Historic District Commission recommended approval with conditions of the Architectural Review Certification for a mixed-use project at 126 West Loockerman Street (Loockerman Way) for construction of a three story commercial/apartment building and a four story commercial/apartment building (HI-16-05); the Planning Commission granted the final approval of the Certification in conjunction with the Site Plan review of the project. The Historic District Commission completed Architectural Review Certification of a Sign Permit a referred to them for consultation involving The Depot at 595 Forest Street (HI-16-04). Informational items presented to the Commission included South Bradford Street Streetscape Enhancements project (HI-15-08) and a proposal for Lighting Upgrades in the Capitol Complex area (HI-16-01).

The following chart provides more information on the specific types of Permits including those requiring Architectural Review Certifications (ARC) as issued for construction activities with the Historic District during the reporting period of October 1, 2015 through September 30, 2016.

	October 2015 – December 2015		January 2016 – September 2016		Total for Review Period	
Permit Type	Staff Approval	HDC Activity	Staff Approval	HDC Activity	Staff Approval	Historic District Commission Activity
Building Permit	0	0	0	0	0	0
Demolition Permit	0	1	1	0	1	1
Administrative Building Permit	1	0	1	1	2	1
Building Permit – Interior Renovations	3	0	4	0	7	0
Building Permit – Exterior Renovations	1	1	6	2	7	3
Fence Permit	0	0	2	1	2	1
Roof & Siding Permits	3	0	7	0	10	0
Window Permits	0	0	0	0	0	0
Sign Permit	4	1	9	0	13	1
Temporary Sign Permit	1	0	2	0	3	0
TOTAL	13	3	32	4	45	7

Prepared By:

Name: _Dawn E. Melson-Williams, AICP_____ **Date:** __February 7, 2017_____

Email: _dmelson@dover.de.us_____

Phone: ___(302) 736-7196_____City of Dover Department of Planning & Inspections_____