CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, April 20, 2017 - 3:00 P.M.
City Hall – Conference Room

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on February 16, 2017

COMMUNICATIONS & REPORTS

1. Summary of Activity
    a. Summary of Applications 2016 and 2017
    b. Summary of Architectural Review Certifications for 2017

2. Department of Planning & Inspections Update

NEW BUSINESS

1. Review of Permits Referred to Commission

2. Consultation on Proposed Project
    a. Fence Project at 2 North State Street: Fence Height and Materials

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:*
        i. Submission of Progress Report 3 (January – March 2017)
        ii. Withdrawal of FFY2016 CLG Grant Proposal

    b. Update on Application for CLG Grant Funding for FFY2017

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: April 12, 2017

CITY OF DOVER
HISTORIC DISTRICT COMMISSION
February 16, 2017

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, February 16, 2017 at 3:00 PM with Chairman McDaniel presiding. Members present were Chairman McDaniel, Mr. Czerwinski, and Mr. Scrafford. Ms. Horsey and Mr. Jackson were absent.

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

APPROVAL OF AGENDA

Mr. Scrafford moved for approval of the agenda as amended, seconded by Mr. Czerwinski and the motion was unanimously carried 3-0. Ms. Horsey and Mr. Jackson were absent.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF NOVEMBER 17, 2016

Mr. Scrafford moved for approval of the minutes of November 17, 2016, seconded by Mr. Czerwinski and the motion was unanimously carried 3-0. Ms. Horsey and Mr. Jackson were absent.

COMMUNICATIONS & REPORTS

Summary of Activity 2016 Report

Mrs. Melson-Williams stated that included in the packet was a narrative Summary of Activity for 2016 that was related to the Historic Preservation and the Historic District Commission in the calendar year. Included are tallies and charts of various Permit activities. Also, included is a summary on some key projects, construction activities in the District and other programs preservation related. Some of the information found in this report included in your packet will be included in the Planning and Inspections Annual Report.

Summary of the 2015 and 2016 applications that came before the Historic District Commission was provided. For each calendar year, there were a total of eight (8) applications for 2015 and six (6) applications for 2016. Majority of the 2015 projects are complete except for the South Bradford Streetscape project. The City continues to work with DelDOT on that project.

Mr. McDaniel questioned whether there was any timetable for the South Bradford Streetscape project? Mrs. Melson-Williams replied that she did not know.

Mr. Scrafford questioned whether the segment of South Bradford Street from Loockerman Street to Division Street going to become something other than just Bradford Street? Chairman McDaniel replied he did not think so and Mrs. Melson- Williams replied no; it is part of some of the Downtown initiatives and particularly thinking that it is a corridor that leads from Wesley more directly into the downtown.

Mr. Scrafford questioned whether it was a visual improvement? Mrs. Melson-Williams replied

yes. Chairman McDaniel replied that they came before the Historic District Commission regarding redoing the sidewalks on Bradford Street. There were two (2) or three (3) choices and the Commission voiced their opinion of whether it would be all brick or cement in the middle with brick trim.

Mr. Czerwinski questioned whether a decision was made? Mrs. Melson-Williams replied that she believed that it was predominately concrete with brick accent. It was not intended to be stamped pavement.

Chairman McDaniel stated that the residents like the concrete better than all brick.

Mr. Czerwinski stated that residents were used to seeing the existing brick flake up.

Mr. Czerwinski questioned whether trees would be removed in order to do this project? Mrs. Melson-Williams replied no; it will stay in the right-of-way. There may be other utility improvements.

Summary of Architectural Review Certifications for 2016

Mrs. Melson-Williams stated that to date there have been forty-nine (49) Permits with activities in the Historic District and that includes building interior and exterior projects, roof, signage, and fence permits. Thirty-two (32) of the Permits were approved by Staff including three (3) that were heard by the Historic District Commission. There were seventeen (17) Permits which required no Architectural Review Certification because of the type of project.

Mr. Scrafford questioned whether there were any permits with problems? Mrs. Melson-Williams replied the project at 527-529 South State Street that was reviewed for a parking lot and a fence, a permit was obtained, but there has been no activity. The building is currently a couple of apartment units, but it is zoned as such that it could be offices.

Summary of Architectural Review Certifications for 2017

Mrs. Melson-Williams stated that the Permit for the Carriage House at 2 Kings Highway was issued in January.

Chairman McDaniel questioned whether this was Dr. Halpern project? Mrs. Melson-Williams replied yes. This projects takes down the existing garage and builds a new Carriage House that serves as a garage, pool facility, and second floor interior space.

Chairman McDaniel questioned the summary status of the project at Loockerman Way, Mrs. Melson-Williams replied that it is application HI-16-05 which is the mixed-used buildings at Loockerman Way. It went through the Historic District Commission process, received Planning Commission approval, and at this point the Planning Office is awaiting updated plans (Check Print process) to ensure their plans are meeting all the requirements from the Planning Commission meeting and other agencies. We have not seen a submission of the plans at the current time.

Mr. Czerwinski questioned whether there was any discussion regarding the cornice. Mrs. Melson-Williams replied that since it went to Planning Commission, no additional information has been

submitted. The applicant went before the Planning Commission in September of 2016 and from that Planning Commission date they technically have two years to finalize the plan and start construction on the first phase.

Chairman McDaniel questioned whether the applicant would need to ask for an extension after one year? Mrs. Melson-Williams replied no.

Department of Planning & Inspections Update

Mrs. Melson-Williams stated that Mr. William (Bill) Cook who was a Planner in the office returned to Alexandria, Virginia and is now currently a Development Activity Plans Reviewer in the Planning Office for the City of Alexandria. He originally worked in the private sector in that area and has returned. He was certainly appreciative of his time and experience with the City of Dover. The vacant position has been posted.

NEW BUSINESS

Review of Permits Referred to Commission: None

OLD BUSINESS

Certified Local Government (CLG) Program:

CLG Annual Report for FFY October 2015-September 2016

Mrs. Melson-Williams stated that included in your packet was a portion of the CLG Annual Report that needs to be completed. The Planning Office reports on the entire application review process. The information has been submitted. There were also two (2) additional National Park Service forms that had to be completed.

Chairman McDaniel questioned whether new bios had to be submitted? Mrs. Melson-Williams replied when a new person comes on board you have to submit the resume and we are current.

Update on FFY2016 Grant Project: Evaluate and Update the *Design Standards & Guidelines for the City of Dover Historic District Zone:*

- Submission of Progress Report 2 (October - December 2016)
- Project Activities

Mrs. Melson-Williams stated that the second Progress Report for the timeframe from (October - December 2016) was submitted. There has been very limited progress to date. Staff has not fully drafted the RFP which will be necessary to retain consultant services to do the project. There will be a meeting next week with the State Historic Preservation Office regarding the status of the grant to determine a path forward.

Mrs. Melson-Williams stated that the Office has not received any information regarding proposing a grant project for the next Federal fiscal year which would start July of 2017.

Mr. Scrafford questioned whether the grant would stay issued once it is issued or pulled at a certain time? Mrs. Melson-Williams replied that there is an expiration date.

Discussion on 2 West Loockerman Street

Mr. Czerwinski commented his concern that it was his understanding from a former member that there was a series of concurrent staff approvals to get the structural fixes done to the building and have the façade removed and replaced. He questioned whether it was correct that none of that came before the Historic District Commission? Mrs. Melson-Williams replied that is correct.

Mr. Czerwinski stated that of all the things that have been done to the façade and front of the building which is probably the most visible building on Loockerman Street was never given any review by the Historic District Commission.

Chairman McDaniel stated that the Historic District Commission saw rendering of what the project would look like.

Mr. Czerwinski questioned what was the outcome from the renderings? Chairman McDaniel replied that he did not quite remember, but it was not objected to. It is an improvement because there are structural problems with the building. Mrs. Melson-Williams replied that it came before the Commission as information because anything interior is subject to permitting, but it is not subject to Architectural Review Certification. The exterior improvements are basically related to the first floor and the corner. The project consisted of removing the vinyl, the series of windows, and the door and going back with basically a storefront system that looks very similar to what it looked like when it was the drugstore.

Mr. Czerwinski stated his concern was that it did not look like the storefront. Staff made approval for a building that is extremely visible that should have had some sort of oversight or approval from the Historic District Commission.

Mr. Czerwinski questioned whether there was more than one Staff approval required? Mrs. Melson-Williams replied there would have been multiple permits related to their work. She would need to look at the Permit history because there are also interior renovation activities on the third floor which is an apartment space (that has no outside impact). The *Zoning Ordinance* gives the authority for that type of activity for Staff to review. It does not require Historic District Commission. Staff can bring it to the Commission when there is a question about whether or not it meets the *Design Standard and Guidelines*. Because it has Staff review does not exclude them from looking at the book. If their plan information was not indicating that some of the historic stuff was still there like the windows, they would have no way of knowing that.

Mr. Czerwinski stated that he did not realize that the setbacks were still in the windows when they were removed. He questioned whether Staff saw when they were pulled off? Mrs. Melson-Williams replied that she did not see it because of the frequent tarp.

Mr. Czerwinski stated that each of the window frame was still in place. They were not occupying the first 6-feet of the structure because the setbacks to the window and door was still there. He thinks the Commission lost a good opportunity of restoring it a little to its original appearance. Putting windows down in a line does not reflect the storefront. He suggested perhaps there could have been a discussion with Mr. Malmberg to have the Malmberg logo on the window which would also be a better presentation for his company.

Chairman McDaniel stated that the point was well taken. Sometimes the Commission is surprised as to what they do and do not hear. He stated that it was a signature location.

Mrs. Melson-Williams stated that there is nothing in the Code that states that signature locations have to come before the Historic District Commission. Planning Office can make available what was proposed.

Mr. Czerwinski stated that he was still not clear on how it was strictly a Staff decision to make to a full change to a façade. In the future, the Commission has to review what constitutes a legitimate Staff Review of an item.

Mrs. Melson-Williams stated that if there were several meetings in the past regarding the authorization that are granted in the *Zoning Ordinance*. The authorizations are listed in the *Zoning Ordinance, Article 10, Section 3.*

The Commission continued to briefly discuss the above item of 2 W. Loockerman Street and what the Historic District Commission should review.

Mr. Scrafford moved to adjourn the meeting, seconded by Mr. Czerwinski and unanimously carried 3-0. Ms. Horsey and Mr. Jackson were absent.

Meeting adjourned at 4:01 PM

Sincerely,
Maretta Savage-Purnell
Secretary

City of Dover Historic District Commission
Summary of Applications 2016
Updated thru April 10, 2017

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 #16-337 approved. New Permit submitted #17-39 with project updates and revisions per ARC; permit issued. Construction underway.
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.

City of Dover Historic District Commission
Summary of Applications 2016
Updated thru April 10, 2017

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. Flag design implemented of medium blue and white colors; open flags installed.

State of Delaware
Historical and Cultural Affairs

21 The Green
Dover, DE 19901-3611

Phone: (302) 736.7400 Fax: (302) 739.5660

March 1, 2017

Mrs. Ann Marie Townshend
Department of Planning and Inspections
City of Dover
P.O. Box 475
Dover, DE 19903

RE: Certified Local Government Grant Funding for FFY 2017

Dear Mrs. Townshend:

Annually, Congress appropriates a federal grant award from the Historic Preservation Fund (HPF) to each of the states in support of preservation activities allowable under the regulations implementing the National Historic Preservation Act of 1966, as amended. In Delaware, this grant is administered by the Division of Historical and Cultural Affairs (HCA). One of the requirements of this federal grant is to sub-grant a minimum of 10% of Delaware's grant award to Certified Local Governments (CLGs). Delaware has received notification of partial award of our annual HPF grant award for FFY 2017 in the amount of $399,283. We anticipate an increase in this amount, but notification of this will likely not be received until May.

From the current award, Delaware will be sub-granting $39,936 to their seven CLGs. Delaware CLGs must be fully compliant with the regulations governing Delaware's CLG Program in order to receive grant funding. Dover is currently in compliance.

The CLG Grant Application Guidelines (enclosed) describe how the Delaware SHPO makes a determination on how to allocate funds among the CLGs, the types of activities which are eligible for grant funding, and indicates the format required for grant application submittal. We ask you to please review these guidelines carefully; they include some revisions for this grant year. Following the formula in the CLG Grant Application Guidelines, Dover is eligible to apply for $6,488 from the current CLG allocation. We expect to be able to increase this amount slightly when we receive our supplemental grant award, but due to the addition of a new CLG, you should anticipate that any final award total will be less than last year. CLGs must provide match for the HPF grants at a minimum of 40% of the project's total cost. Match may be provided by the CLG or by a partner in the project, and may be either in cash or in-kind. Based on the federal share above, your required minimum match is $4,326. Your application must be received in our office by April 28, 2017.

Should you have questions regarding this year's grant application process, please contact Joan Larrivee, Grant Manager, at 302-736-7406 or joan.larrivee@state.de.us.

Sincerely,

Gwenyth A. Davis
Deputy State Historic Preservation Officer

SAVING DELAWARE HISTORY

c: Dawn Melson-Williams via email

Delaware Division of Historical and Cultural Affairs
State Historic Preservation Office
21 The Green, Dover, DE 19901
(302)736-7400 • (302)739-5660 (fax)

GRANT APPLICATION GUIDELINES FOR CERTIFIED LOCAL GOVERNMENTS

ALLOCATION OF FUNDING IN DELAWARE

Each year, the Congress appropriates a federal Historic Preservation Fund (HPF) grant to each state in support of various preservation activities allowable under the regulations implementing the National Historic Preservation Act of 1966, as amended. In Delaware, this grant is administered by the Division of Historical and Cultural Affairs (HCA), whose Director acts as the State Historic Preservation Officer (SHPO). One of the requirements of this federal grant is that a minimum of 10% of the annual grant award must be sub-granted to Certified Local Governments (CLGs). Because the federal grant award to Delaware varies from year to year, the amount awarded to Delaware's CLGs also varies.

Only local governments which have been formally certified as a CLG prior to January 1 of any calendar year and which continue to meet the requirements for certification are eligible to apply for CLG grant funding. One requirement of CLG status is the submission of an annual report due on January 31 of each year. If the CLG fails to submit this report to the SHPO by the date on which the grant application is due, the CLG will not be eligible to receive grant funding for that year.

Each CLG who fulfills the above requirements and submits an application that is consistent with these Grant Application Guidelines will receive grant funding. Delaware's CLG allocation formula provides for a minimum allocation of $2,000 to each CLG plus an additional allocation based on population to make up a yearly Basic Program Allocation (BPA).

Funding Category	Equivalent Population	Minimum Allocation	Population Factor	BPA
1	Less than 3,500	$2,000	+ $1,000	= $3,000
2	3,500 – 10,000	$2,000	+ $2,000	= $4,000
3	10,000 – 40,000	$2,000	+ $3,000	= $5,000
4	Over 40,000	$2,000	+ $5,000	= $7,000

Because the HPF grant 10% set-aside that the Delaware SHPO is required to award to CLGs typically exceeds the amount of the BPA, the CLGs have been placed in Funding Categories in accordance with their 2010 census populations and are assigned points equivalent to that Funding Category. The points derived are used to calculate the additional grant funds that CLGs will be awarded. The total number of points is divided into the difference between 10% of that year's HPF grant and the total dollars that are assigned in accordance with the BPA allocation. A total award is then calculated using this formula times the number of points assigned plus their PBA.

Certified Local Governments	2010 Population	Funding Category/Points	BPA
City of Delaware City	1,695	1	$3,000
City of Lewes	2,747	1	$3,000
Town of Milton	2,576	1	$3,000
City of New Castle	5,285	2	$4,000
City of Dover	37,366	3	$5,000
City of Wilmington	70,851	4	$7,000
New Castle County	538,479	4	$7,000
Totals		**16**	**$32,000**

Each year that Delaware receives an HPF grant award, the SHPO evaluates each Delaware's CLGs eligibility to receive grant funding. The SHPO sends a notification letter, as early in the calendar year as possible, to indicate the CLGs eligibility status, the amount of the federal funds which the SHPO has determined to award (see grant award funding formula above), and the date on which application for that year is due. If any CLG is currently not in compliance with Delaware's CLG Program Guidelines at that time, they are able to take corrective action to change their eligibility status prior to the date on which the application is due.

The federal award indicated in the CLGs notification letter cannot exceed 60% of the project total budget. These grants also require that the CLG must provide match either in cash or in kind which equals at least 40% of the project budget. Note that a CLG may partner with another entity which is willing to provide all or part of the non-federal (matching) funds for a project. In addition, two or more CLGs may collaborate and pool their awards to allow for a greater project budget to accomplish common goals. If, for whatever reason, a CLG chooses not to apply for their allotted federal funds or applies for less than the amount allotted, the SHPO will determine how to equitably distribute these monies to those CLGS whose grant application shows that they have need for additional grant monies.

GRANT REQUIREMENTS

Each CLG must fulfill certain programmatic and administrative requirements in order to obtain a grant award. The programmatic requirements are:

- As noted in the discussion of eligible grant activities, some projects require a Principal Investigator whose professional qualifications are consistent with the Secretary of the Interior's professional qualification standards (http://www.cr.nps.gov/local-law/arch_stnds_9.htm).
- Projects must result in tangible outcomes which address a preservation goal, and which are consistent with the appropriate Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation (http://www.cr.nps.gov/local-law/arch_stnds_0.htm).
- All written material must acknowledge receipt of federal funding as well as include a non-discriminations statement.
- For each approved application, a Grant Agreement must be signed by an Authorized Official (e.g. Mayor, Town Manager, or other government staff with oversight responsibility) of the CLG before any federal funds may be disbursed. The Grant Agreement contains the approved scope of work, budget, project period, detailed performance schedule, list of activities to be accomplished, and references to the performance standards, stipulations, and federal regulations appropriate to the project, including: non-discrimination, political activities, disclosure of information, conflict of interest, insurance, handicapped accessibility, and record retention and accessibility.
- All activities and expenses associated with the grant including the hiring of a consultant are to take place between the start and end dates indicated in the Grant Agreement or in any amendment to it.. The start date of the grant is generally July 1 and the end date is generally the following June 30. Exceptions for an earlier start date or an extension to the end date require approval by HCA.
- The project budget must indicate a local match, either in cash or in kind, equal to a minimum of at least 40% of the total project costs. A CLG may partner with another entity which is willing to provide all or part of the matching funds for a project; however, the grant recipient is required to be the CLG who will remain responsible for fulfillment of the outcomes indicated in the Grant Agreement.
- CLGs may not charge for grant-funded programs except to cover associated direct costs, such as for meals during workshops.
- CLG grants are funded on a reimbursable basis and requests for reimbursement of project costs are made either on a quarterly basis on a schedule indicated in the Grant Agreement, or at the close-out of the grant. Each request for reimbursement which contains evidence of grant approved expenditures will be reimbursed at up to 60% of the documented expenditures, but in no case will the reimbursement of expenses exceed the grant award. HCA may retain up to 20% of the awarded grant funds until the tangible grant outcome is achieved/produced. The last date on which the CLG may submit a request for reimbursement of grant expenses is August 30.

The administrative requirements, as certified to by an authorized representative of the CLG in Attachment 3, are to ensure that the CLG has:

- complied with all requirements of Delaware's CLG Program including timely submittal of their annual report outlining CLG commission actions and activities for the prior year;
- a satisfactory record of integrity, judgment, and performance especially related to performance of grants and contracts;
- adequate financial resources for performance, as well as the necessary experience, technical qualifications, and facilities;
- an adequate accounting system and auditing procedures to provide effective accountability and control of property, funds and assets sufficient to meet federal audit requirements;
- financial and compliance audits in accordance with the Single Audit Act Amendments of 1996, and OMB-Circular A-133, and submission of the audit report which covers the period of the grant to the HCA Grant Manager;
- conformed with federal debarment requirements as well as statutes relating to non-discrimination; and
- complied with provisions of the Hatch Act which limits political activities of employees whose principal employment responsibilities are funded in whole or in part with federal funds.

ELIGIBLE GRANT ACTIVITIES

Several broad categories of projects have been approved for CLG grant funding. Within these categories, the CLG may choose specific activities which align with their local needs. If uncertain as to whether a proposed project might qualify for grant funding, applicants should discuss their proposals with the HCA Grant Manager prior to submittal. For collaborative projects, prior notification of the HCA Grant Manager is required.

The allowable grant activities and the requirements related to each are outlined below:

- **Historic Property Surveys:**
  - An historic property survey project should reflect a defined area, and may be conducted at either identification or evaluation level.
  - Identification surveys identify and gather data on a community's historic resources. They require the preparation of standard forms, maps and a report. Evaluation surveys build on the identification survey by developing contexts under which the significance of properties can be determined. The boundary of the property or area which has been determined to have adequate significance and integrity to be eligible for listing in the National Register of Historic Places as well as all contributing buildings/structures will be specified in the final report.
  - Survey projects must produce a survey report which meets the applicable federal standards and state guidance contained in HCAs "Guidelines for Architectural Surveys in Delaware."
  - For areas surveyed more than 20 years ago, the CLG may conduct update survey to meet current standards for descriptive forms, maps, and photographs. Such surveys must produce forms which conform to current standards, as well as unaltered JPEGS.
  - The application's project narrative must indicate the type of survey (identification, evaluation or update); a written description as well as a map of the area to be surveyed; and the estimated number of properties within the survey area. Final reports must indicate the number of acres.
  - Survey reports, which are in compliance with HCAs "Guidelines for Architectural Surveys in Delaware." must be submitted to the assigned HCA Reviewer (with copies to the HCA Grant Manager) in digital formats for initial review in accordance with the schedule in the Grant Agreement. Final reports must be submitted prior to the end date of the grant in both electronic, and, if not a section of a larger document, written form.
  - Historic Property Survey projects require oversight by a Principal Investigator (PI) who meets the professional qualification standards contained in 36 CFR 61. If the PI for this project is a staff member or intern employed by the CLG, then their resume should be attached to the application. If the CLG will hire a consultant or will partner with a qualified entity to carry out this project, then the resume of the PI should be provided to the HCA Grant Manager when the consultant or entity has been determined. The PI should contact the HCA Research Center

Manager prior to initiating any survey project in order to review the information on file and assess requirements.

- **National Register Nominations or Amendments:**
  - A National Register project consists of preparing a National Register nomination for an individual property, or historic district, or amending or providing significant additional information for a district or property currently listed on the National Register.
  - The name of the property/properties to be nominated or updated need not be known at the time of application; however, they must be identified within two months of grant award. By this time, the CLG must contact the HCA National Register Coordinator providing a list of any properties being considered for nomination. A CLG representative and the National Register Coordinator would then conduct a site visit of the properties to determine their potential for nomination and to discuss the research criteria that would be required to support the nomination.
  - Within four months of grant award, the CLG must provide the National Register Coordinator with an outline which includes but is not limited to: name of property, period of significance, applicable National Register criterion, level of significance, possession of qualities of integrity, areas of research, number of contributing and non-contributing properties, proposed boundary, property owner's name and address, nomination author(s), and proposed schedule for completion of the nomination. The CLG must allow adequate time in the schedule for the National Register Coordinator to review and comment on drafts of the text of the nomination and for the author(s) to address such comments prior to submittal of the final draft.
  - Final drafts of nomination must be submitted electronically by the end of the grant period. The National Register Coordinator will provide guidance as to the requirements for the submittal. In general, such submittals will include: the nomination form with all fields completed and the appropriate number of photographs inserted; individual, unaltered JPEGs of photographs with labels and a photo key; a USPS topographical map showing the location of the property/historic district; a site map showing the nominated boundary and the location of contributing/non-contributing properties; and other supporting documentation, as needed. The CLG is responsible for obtaining approvals of its local commission, and for preparing and presenting a PowerPoint presentation before the State Review Board for Historic Preservation. This will take place after HCA approves the final draft of the nomination and will likely be outside the grant period.
  - Project oversight should be provided by a Principal Investigator (PI) who meets the professional qualification standards contained in 36 CFR 61. If the PI for this project is a staff member or intern employed by the CLG, then their resume should be attached to the application. If the CLG will hire a consultant or will partner with a qualified entity to carry out this project, then the resume of the PI should be provided to the HCA Grant Manager when the consultant or entity has been determined. The PI should update the National Register Coordinator on their progress in completing the nomination on a monthly basis.

- **Preservation Planning Assistance:**
  - A planning report may address any preservation related topic which is of concern to the CLG. Some examples of planning projects are: preparation or update of the historic preservation component of a municipal or county comprehensive plan; development of an historic context; development of or revisions to an historic zoning ordinance; or assessment of expansion to a local zoning or National Register historic district.
  - Planning projects must produce a report or draft document which meets applicable Standards. The project narrative should indicate the type of planning document to be produced; the geographic area of impact; for contexts, the theme, time period and geographic zone; and if the project will produce a new or revised document. HCA will assign a staff member to perform an initial review and provide comments on planning reports. Final reports must be submitted to the HCA Grant Manager prior to the end date of the grant in both electronic and written form.
  - The report must be submitted to HCA Grant Manager in both written and digital formats.
  - Preservation Planning projects generally require oversight by a Principal Investigator (PI) who meets the professional qualification standards contained in 36 CFR 61. If the PI for this project

is a staff member or intern employed by the CLG, then their resume should be attached to the application. If the CLG will hire a consultant or will partner with a qualified entity to carry out this project, then the resume of the PI should be provided to the HCA Grant Manager when the consultant or entity has been determined.

- **Outreach to Public on Preservation Issues:**
  - Outreach projects may include, but are not limited to: technical or informational workshops or seminars; brochures addressing issues such as design review guidelines, local zoning laws, driving or walking tours; or web pages on the aforementioned topics.
  - The CLG may want to discuss specific public outreach proposals with the HCA Grant Manager in advance of applying to ensure that the topic is eligible for grant funding. For written activities, the CLG must indicate the number of copies being produced. In the application, the following questions should be answered, as appropriate.
    1. Who is the intended audience for the project and why is that constituency targeted?
    2. If a program/workshop/conference is proposed, how many people are expected to attend? [Programs must be held at handicapped accessible locations and any associated fees should be limited to only covering meals.]
    3. If published materials are an element of a project, how many copies will be produced? What form will they take? [Published materials may consist of web pages, brochures, pamphlets, monographs, reports, videos or PowerPoint presentations. The number of copies of published materials should be adequate to disseminate the information it contains to the intended audience. Published material must be distributed without charge.]
  - Project oversight by a consultant, partnering entity, or a staff member who meets the professional qualification standards is not required for many outreach efforts, but may be essential to other efforts. If such professional assistance is part of the project, the application should indicate this. Public Outreach projects also often involve volunteers (see section on Allowable Costs for CLG Grant - Donated Time for further information on how volunteer time is compensated.)

- **Training for Commission Members of CLG Staff:**
  - CLGs may seek grant funding to send commission members and commission staff to training which assists them in fulfillment of their responsibilities or furthers their knowledge of preservation issues.
  - Cost of basic registration (no tours), transportation, and a maximum of two nights lodging are allowed.
  - Advance approval from the HCA Grant Manager for attendance at each training/workshop is required. Such approval may be obtained when the grant is initiated or may be requested during the grant period. The request for approval must contain the name of the workshop/training, the date, the location, who will attend, and how it will benefit those attending. If such approval is not obtained prior to the workshop/training event, costs related to it will not be reimbursed.

- **Support for 36 CFR 61 Qualified Staff or Intern:**
  - Projects which support staff positions should reflect the activities of such staff through projects which fit the approved categories above or technical assistance to the CLG as described in the list of activities below. Approved technical assistance activities are:
    - To administer the project, including all required reports;
    - To provide information on state or local preservation plan goals and priorities to the public and those within their governmental agency;
    - To educate themselves, those within their agency, and their boards and commissions regarding historic preservation issues;
    - To explain the goals and objectives in the Historic Preservation State Plan to those within their governmental agency and the public;
    - To provide information to their agency regarding preservation goals for inclusion in local land use or agency plans;

- To distribute information regarding federal or state historic preservation tax incentives or other federal programs which might meet constituent's needs;
- To assist the public by determining whether their property is potentially eligible for listing in the National Register of Historic Places;
- To explain survey or National Register work and train interns to carry out such work;
- To provide review or advice on historic preservation rehabilitation standards to those within their governmental agency or to the public;
- To make determinations of eligibility and identifying projects of archaeological concern or NR-eligible historic structures within their jurisdiction;
- To review demolition permits and land use changes for their impact on historic properties; and
- To provide assistance to those within their governmental agency and federal agencies with whom they interact in regard to the Section 106 compliance process. [*Note: Costs associated with mitigation activities performed as a condition or pre-condition of obtaining a federal permit or funding by other federal programs are not allowable.*]

o The resume of the 36CFR qualified staff person or consultant to be supported in whole or in part by grant funding must be attached to the grant application. In addition, the application must state the categories of technical assistance that will be included in the grant and for each category, must indicate the estimated number of cases.

GRANT APPLICATION PACKET

The Authorized Representative/Chief Elected Official for each CLG will be notified annually of grant availability. This letter will indicate the tentative award amount and the due date for grant applications which is generally at the end of April. Without prior approval in advance, no late submissions will be accepted and any assigned grant funds will be re-assigned in accordance with the criteria outlined above. Application submittals may be emailed as a scanned pdf, submitted by mail, or hand-delivered. Hand-deliver or mail to: SHPO Grant Manager, Division of Historical and Cultural Affairs, 21 The Green, Dover, DE 19901. Submit by email to: joan.larrivee@state.de.us. Upon receipt, applications will be reviewed to determine if they meet the requirements outlined in these guidelines. The Project Coordinator listed on the application cover form will be contacted if there are any questions regarding the proposed project.

The CLG grant application packet consists of four main sections. Attach any supplementary materials required to support the project as outlined in the Grant Activities section above.

1. **CLG Grant Application Packet Cover Form (Attachment 1):** Indicate the name of the project, the project contacts, and provide a short description of the project.

2. **Project Narrative:** A detailed description of the project which should be limited to no more than three typed pages and which should address the questions outlined below for each project activity to be included as part of the project.
   - **What:** What will be achieved as a result of the project? All projects must result in some tangible outcome. [See the Eligible Grant Activities section for further guidance on this.]
   - **Where:** Where is the geographic area that will be impacted by the project? [Provide a map to clarify, as needed.]
   - **Why:** Why is the proposed activity important to your community? Indicate benefit to the historic properties in your community would result from the project. Indicate the objectives in Delaware's Historic Preservation Plan that would be met by the project.
   - **How:** How will the activity be undertaken? Indicate the methods to be employed to achieve your objectives. Indicate the schedule for completing project work.
   - **Who:** Who will be involved in the project? Provide the names and/or titles of all personnel who are to be involved in the project indicating their role. For known project personnel who will serve as a Principal Investigator (provide their resume).
   - **When:** If there are events, when will they happen? If there are reports, when will they be completed? Indicate specific dates.

3. **Project Budget (Attachment 2/2A or equivalent):** The project budget information must indicate all costs associated with the project (see Section below on Allowable Costs for CLG Grants) as well as information related to the donor, source, kind, and amount of non-federal (matching) funds for the project (see Attachment 2A for guidance on defining applicant match which may be contributed by the applicant or a third party). Applicants may use Attachments 2/2A to provide the budget information or may create their own project budget forms as long as they contain equivalent information.

4. **Statement of Assurances for CLG Grants (Attachment 3):** Certification that the CLG is in compliance with the administrative requirements of the grant program. It must be signed by the chief elected official/authorized representative of the CLG.

ALLOWABLE COSTS FOR CLG GRANTS

The list below includes most types of allowable costs associated with CLG grants. Any cost not indicated should be discussed with the HCA Grant Manager. A number of cost categories require advance discussion with the HCA Grant Manager.

1. **Advertising** – If the advertising is directly related to project activities.
2. **Books** – If directly related to project objectives and after prior approval by the HCA Grant Manager.
3. **Personnel Compensation (including wages, salaries and fringe benefits)** – These may be paid from the grant or may be matching share as long as the personnel are directly involved with grant activities or administrative or fiscal oversight. In addition to salary, employer's contributions or expenses for social security, employee's life and health insurance plans, unemployment insurance coverage, workmen's compensation insurance, and pension plans are allowable provided such benefits are granted under approved plans and are distributed equitably. Note that benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, sick leave, court leave, military leave, and the like, are allowable only if the cost is equitably allocated.
4. **Capital Expenditures (Costs Over $500)** – Requires prior approval from HCA Grant Manager.
5. **Donated Time** – Volunteer time may be used as a part of the matching share if it is integral and necessary to the project. The application should indicate the estimated number of hours and the hourly rate claimed for each volunteer. Rates claimed for volunteer services within their area of professional expertise (e.g. lawyer's performing legal services) must be consistent with rates paid for similar work in State government, up to a maximum of $50 (Contact HCA Grant Manager to discuss rates). For all others, the Delaware minimum wage rate must be used.
6. **Exhibits** – If the exhibit is temporary and the topic is related to grant objectives.
7. **Indirect Costs** – If developed in accordance with applicable indirect cost principles and based on a current provisional rate awarded by a federal agency in accordance with an approved cost allocation plan. Include a copy of the indirect cost plan approval, and documentation of the approved rate, the time period which it covers, and the cost categories covered by the rate.
8. **Materials and Specialized Supplies** – If these supplies are directly related to project goals; general stationary and office supplies are excluded.
9. **Mileage** – If one of the approved grant activities is travel and then only at a rate per mile that coincides with the approved state mileage rate (Discuss the HCA Grant Manager).
10. **Postage and Shipping** – If directly related to project objectives.
11. **Printing and Reproduction** – If directly related to project objectives (includes photo reproduction and duplication, and photocopying).
12. **Professional and Consultant Services** – Professional services may be sole-sourced if under $50,000 and reimbursed at a maximum rate of $74 an hour, but contracting is to be conducted in a manner that provides maximum open and free competition (Discuss with HCA Grant Manager).
13. **Registration** – For attendance at conferences/workshops (Basic registration only – no special tours) (HCA Grant Manager must approve attendance in advance).
14. **Travel** – Costs of transportation to and from the conference at the rate the state approved mileage rate between the attendee's home or office and the conference location. Public transportation is reimbursed at cost when receipts are provided. A maximum of two nights lodging at the federally-allowed per diem rate is also allowed. (Contact HCA Grant Manager for federal lodging per diem rate).

Attachment 1

CLG GRANT APPLICATION PACKET COVER FORM

CLG Applicant: _____

Contact Person	Responsible for Program Management	Responsible for Fiscal Management
Name **Title**		
Address		
Phone		
Email		

Indicate Attachments:

☐ **Project Narrative (maximum of 3 pages)**

☐ **Project Budget (Attachment 2 or equiv.)**

☐ **Applicant Match (Attachment 2A or equiv.)**

☐ **Statement of Assurances (Attachment 3)**

☐ **Resume of PI, if known, and required**

☐ **Other** _____

Eligible Grant Activities (check all that apply):

☐ **Survey**

☐ **National Register**

☐ **Planning**

☐ **Commission/Staff Training**

☐ **Public Outreach**

☐ **Support for CLG Staff**

Short summary of the application's goals and activities including the time frame of the project:

PROJECT BUDGET FORM

(Complete applicable sections; round to nearest dollar)

COST CATEGORIES	COSTS	TOTALS
Personnel Salary and Fringes		
_____ # of hrs. _____ (Rate $_____)	$_____	
_____ # of hrs. _____ (Rate $ _____)	$_____	
_____ # of hrs. _____ (Rate $ _____)	$_____	
_____ # of hrs. _____ (Rate $ _____)	$_____	
Personnel Total		$_____
Volunteers (This must be listed in Attachment 2A)		
_____ # of hrs. _____ (Rate $ _____)	$_____	
_____ # of hrs. _____ (Rate $ _____)	$_____	
_____ # of hrs. _____ (Rate $ _____)	$_____	
_____ # of hrs. _____ (Rate $ _____)	$_____	
Volunteer Total		$_____
Consultant Services (Name, if known, and rate/hr.)		
_____	$_____	
Consultant Total		$_____
Supplies and Expenses (List specific cost categories)		
_____	$_____	
_____	$_____	
_____	$_____	
_____	$_____	
_____	$_____	
_____	$_____	
Supplies and Expenses Total		$_____
Indirect Cost Rate (see Allowable Costs for CLG Grants) ($_____ X _____%)		$_____
TOTAL PROJECT COSTS		$_____
FEDERAL SHARE REQUESTED		$_____

APPLICANT MATCH

(To be provided by applicant or an entity partnering with the CLG)

Donor:	_____	Donor:	_____
Source:	_____	Source:	_____
Kind:	_____	Kind:	_____
Amount:	_____	Amount:	_____

Donor:	_____	Donor:	_____
Source:	_____	Source:	_____
Kind:	_____	Kind:	_____
Amount:	_____	Amount:	_____

TOTAL MATCH: $_____ (Must equal or exceed 40% of the total project costs)

Definitions to be used to complete the information above:

Donor: Indicate applicant's name or list name(s) of other donor(s)

Source: Indicate the source of the funds (examples: operating funds, private donation, appropriated funds)

Kind: Indicate the kind of match (examples: cash, applicant personnel or in-kind services, donated/volunteer time, or indirect costs (with a federally approved indirect cost plan)

Amount: For each kind of applicant match indicate the dollar amount

STATEMENT OF ASSURANCES FOR CLG GRANTS

As a duly authorized representative of the government which is applying for this federal CLG Grant, I certify the following statements to be true.

1. The applicant has complied with all requirements of Delaware's CLG Program including timely submittal of their annual report outlining CLG commission actions and activities for the prior year.

2. The applicant has a satisfactory record of integrity, judgment, and performance, especially with prior performance of grants and contracts.

3. The applicant will be able to comply with the proposed completion schedule for the project.

4. The applicant has adequate financial resources for performance, as well as the necessary experience, technical qualifications, and facilities.

5. The applicant has an adequate accounting system and auditing procedures to provide effective accountability and control of property, funds and assets sufficient to meet federal audit requirements.

6. The applicant will perform the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996, and OMB-Circular A-133.

7. The applicant is in conformance with all federal statutes relating to non-discrimination, and will execute a U.S. Department of the Interior Civil Rights Assurance of Compliance as part of their Letter of Agreement.

8. The applicant will comply with provision of the Hatch Act which limit political activities of employees whose principal employment responsibilities are funded in whole or in part with federal funds.

9. The applicant is not debarred from receiving federal funds.

10. The applicant will comply with the Grant Requirements outlined in application guidelines, and with the Secretary of the Interior's Standards and Guidelines for Historic Preservation Projects, as applicable.

_____ _____

Signature of CLG Authorized Representative Date

_____

Typed Name and Title of Authorized Representative

_____

Applicant (Municipality or County)

The activities funded under the CLG grant program are financed in part with federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity funded by this Program, or if you desire further information, please write to: Office of Equal Opportunity, National Park Service, 1849 C Street, N.W., Washington, D.C. 20240.

City of Dover

April 13, 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 3 (January – March 2017)
Notification of Withdrawal of Grant (Termination)
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 3 for FY2016 CLG Grant #10-16-141266-06. This Report 3 covers the time period of January 1, 2017 through March 31, 2017. See the attached Report 3.

This Letter is also to provide notification of the City's intent to withdraw and terminate the FFY2016 CLG Grant #10-16-141266-06. With our project to "Evaluate and Update of *Design Standards & Guidelines for the City of Dover Historic District Zone*," 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*. To date there has been very limited progress on grant activities and the process to retain consultant services did not occur. During the Grant year, the Planning Staff had limited time to dedicate to the Grant due to staffing levels (staff leave, a vacant position, and resignation of Department Director) and due to other obligated work assignments. Planning Staff did meet with the SHPO staff to discuss the grant issues and potential for amending the grant project; however, it has been determined that termination of the FFY2016 grant is appropriate given the situation. No Federal funds were expended by the sub-grantee for the FFY2016 Grant.

The Planning Office may be contacted at (302) 736-7196 with any questions. Thank you for your assistance on this Grant.

Sincerely,
Department of Planning & Inspections

Dawn Melson-Williams, AICP
Principal Planner

Enclosures: FFY2016 CLG Grant Progress Report 3

CC: David Hugg, Interim Director of Planning & Community Development
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)**	☐ **Report 2 (Due January 31)**	■ **Report 3 (Due April 30)**
For July 1 – September 30	**For October 1 – December 31**	**For January 1 – March 31**

Specific Activities Accomplished during Reporting Period (January–March 31):

- Updates to Historic District Commission on Grant Project:
  - February 16, 2017 Meeting: Staff provided an update on the project to seek consultant services associated with the FFY2016 Grant Project: Evaluate and Update the *Design Standards & Guidelines for the City of Dover Historic District Zone*.
  - February 16, 2017 Meeting: Staff reported on the submission of the Progress Report 2 (October 1 - December 31) for the Grant. Report 2 was submitted January 30, 2017.
  - There was no January or March meeting of the Historic District Commission.
- February 22, 2017: Planning Director (Ann Marie Townshend) and Principal Planner (Dawn Melson-Williams) met with State Historic Preservation Office staff to discuss the status of grant activities and potential options for grant project revisions to scope of work and timeline.

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 is evaluating the ability to accomplish and complete the intended grant project.

Problems Affecting Progress:

- Staff has had limited time to work on grant activities due to staffing levels in Planning Office (a Planner resigned in January and the position is vacant). The limited ability of remaining Staff to dedicate time to Grant Project due to Staffing levels and other work assignments increased in third quarter (January – March 2017).
- Planning Director (Ann Marie Townshend) resigned her position with the City of Dover (effective March 31, 2017) to begin a new position with the City of Lewes, DE. An Acting Director for the Department was anticipated to be named in April 2017.

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: See Cover Letter of April 13, 2017 which indicates the intent to withdrawal the FFY2016 Grant.

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

Submitted By: Dawn E. Melson-Williams **Date:** 4/13/2017

Consultation on Proposed Project

Fence Project at 2 North State Street: Fence Height and Materials

A property owner is seeking guidance for replacement of an existing six-foot wooden fence specifically related to the fence height and choice of fence materials.

- See attached Letter and Photograph Series as submitted (4 pages).

- Reference the *Design Standards & Guidelines for the City of Dover Historic District Zone:*
    - Fencing and Walls, page 3-26 and 3-27

PARADEE
FINANCIAL

RECEIVED
MAR 14 2017
CITY OF DOVER
PLANNING & INSPECTIONS

Trey Paradee
President

March 16, 2017

Dover Historic District Commission
City of Dover
VIA Hand Delivery

Dear Members of the Dover Historic District Commission:
Mr. Joseph McDaniel, Chair,
Mrs. Ann Baker Horsey, Vice Chair,
Mr. Eric S. Czerwinski,
Mr. C. Terry Jackson II, and
Colonel Richard E. Scrafford,

Thank you for your service to our community. Like you, I understand the importance of protecting and preserving the beauty and rich historic legacy of Dover. I wish I was able to join you at this afternoon's meeting, but I must take my seat at Legislative Hall, representing the 29th Representative District in the Delaware General Assembly.

As you may have noticed, I have undertaken quite a restoration project at 2 North State Street, on the north west corner of State Street and Division Street (known as "The Mifflin House"), and I hope you are pleased with the results. Please feel free to stop by for a visit. Over the past few months, I have invested nearly $50,000 in painting and restoring the exterior, and, since acquiring the building in 2011, I have invested a total of nearly $140,000 in restoring it. I am writing you today to seek your approval to replace the fence that runs along my north property line, and I would like you to select a preferred fencing material.

As you can see from the photos I included, the existing, wooden fence has fallen into disrepair and is rotten in several places. This fence is approximately 6 feet tall in height and is unpainted. I assume that the fence was installed 20+ years ago when the original storage shed/barn was removed to make way for the parking lot that exists today, and I would also assume that the fence was installed for the benefit of the adjoining property owner at that time, who likely did

2 North State Street, Dover, DE 19901
Tel (302) 747-7583 | Tel (302) 382-2727 | Fax (302) 450-7411
trey@paradeefinancial.com | www.paradeefinancial.com

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Trey Paradee
President

not wish to gaze upon an asphalt parking lot filled with vehicles. I am aware from various documents, drawings, and photos that the property was fenced in its entirety with some form of fencing since the late 1800s.

There are three types of possible replacement fence that I would like you to consider: 1.) Replace the existing fence with a nearly identical 6' wooden fence, 2.) Replace the existing fence with a 6' white PVC fence, or 3.) Replace the existing fence with a 6' wood grain PVC fence (photos provided). I understand that the current City code does not allow for fences over 4' in height, but, considering the height of the existing fence and in deference to my neighbor's privacy, I would appreciate it if you would allow me to replace a 6' fence with a 6' fence. I also am not a fan of scraping and sanding paint. If your choice is to have me replace the existing wooden fence with a wooden fence of similar construction, I would prefer that you allow me seal it in its natural color, rather than apply white paint which would require me to access my neighbor's property every 2 – 4 years in order to repaint it. If you would prefer to see a white fence, I would respectfully request that you allow me to install a 6' white PVC fence. I would suggest that a white fence would match my building quite nicely, and I would like you to consider that the fence is hardly noticeable from State Street and sits approximately 75' away from Division Street. I would like to have your decision as quickly as possible (hopefully today). The terms of my construction loan require me to complete my renovation project soon, and the fence replacement is the last major expenditure.

Thank you very much for your time and consideration, and thank you again for your service to our community. If you ever need to speak to me for any reason, I may be reached at 302-747-7583.

Warmest Regards,

W. Charles Paradee, III "Trey"

2 North State Street, Dover, DE 19901
Tel (302) 747-7583 | Tel (302) 382-2727 | Fax (302) 450-7411
trey@paradeefinancial.com | www.paradeefinancial.com

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Existing fence photos. Paradee Property. 2 North State Street. "The Mifflin House".

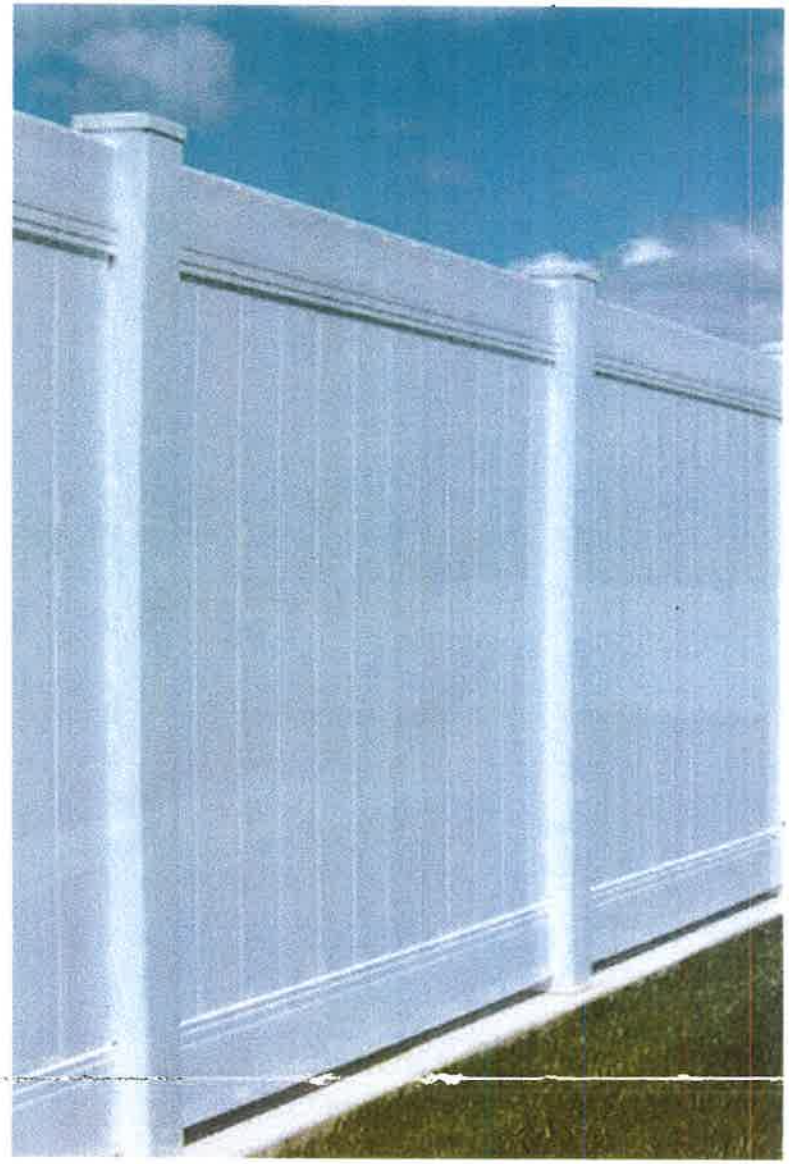












6' White PVC



6' Wood Grain PVC

Summary of Permit Applications with Architectural Review Certification
2017 - Updated Thru 3-31-2017

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
1/10/2017	16-1954	38 The Green, Kent County Courthouse	Building 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	Building 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.
1/18/2017	17-89	321 and 323 South Governors Avenue, Baguette Bakery	Sign Permit - Wall Sign	Staff Approval.	Wall Sign for new bakery tenant.
3/24/2017	16-1186	2 West Loockerman Street	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Revisions to proposed layout of third floor apartment. Interior renovations only.
3/28/2017	17-289	124 South State Street, Verizon	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations to reconfiguration space and equipment. Exterior equipment not visible from public street.
3/27/2017	17-357	6 South State Street, Office of Baird Mandalas Brockstedt	Administrative Building Permit	Staff Approval	Brick repointing and repairs to front tower area and other select areas on building.

Project Narrative FFY2016
Evaluate and Update of *Design Standards & Guidelines for the City of Dover Historic District Zone*

The City of Dover is proposing a preservation planning project to evaluate and update the *Design Standards & Guidelines for the City of Dover Historic District Zone* document. The result of the project will be a Draft document of the updated version of the *Design Standards & Guidelines*.

The current *Design Standards & Guidelines for the City of Dover Historic District Zone* document was created[1] and adopted in 1992-1993 with the formal establishment of the City's Historic District Commission (HDC) by ordinance adopted July 26, 1993. The ordinances of the City of Dover allow for the designation and protection of historic properties. The purpose of Historic District regulations is:

> "to preserve and enhance that unique character and value of the old portion of Dover as an area of special charm and interest. It is particularly intended that the regulations prevent, in the historic district, any change of conditions that would be deemed to be a disfigurement or degradation of the present unique visual and architectural qualities of the district." (*Zoning Ordinance,* Article 3, Section 21*)*

The geographic boundaries of the Historic District (H) zone are established as a zoning classification. The original boundaries of the Historic District established in 1961 were generally described as extending from just north of Division Street south to South Street inclusive of the properties fronting on South State Street and The Green then east to the St. Jones River. In 1997, the boundaries of the Historic District Zone were expanded to include properties fronting on West Loockerman Street from Bradford Street to the railroad corridor and areas in the vicinity of South Governors Avenue, South Bradford Street, North Street, and Bank Lane. The areas of expansion included many commercial and residential properties listed in the National Register of Historic Places as part of the Victorian Dover Historic District. See attached *Map of City of Dover Historic District* showing the current boundaries (shaded in orange).

As a preservation and redevelopment tool, the *Design Standards and Guidelines* provide guidance for property owners, design professionals, staff and the Historic District Commission (and Planning Commission). The "historic district design guidelines and standards" are defined by the *Zoning Ordinance* as follows:

> "*Historic district design guidelines and standards:* The document adopted by the City of Dover Planning Commission as being the source reference document for construction and maintenance of buildings, structures, and additions with the Dover Historic District and which is the guiding document for the historic district commission and city planner in their review of applications for architectural review certification."

Therefore, it is utilized as a guiding document in the decision making process of reviewing of construction activities in the Historic District zone for issuance of Architectural Review Certification (*Zoning Ordinance*, Article 10 Section 3). Applications for Architectural Review Certification are reviewed by the City Planner (Staff), the Historic District Commission, and Planning Commission. See code excerpt below regarding the architectural review standards.

> Zoning Ordinance, Article 10 Section 3.25 Architectural review standards.
>
> (A) An architectural review certificate may be issued if it is found that the architectural style, general design, height, bulk and setbacks, arrangement, location and materials and structures affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic

[1] The current document *Design Standards and Guidelines for the City of Dover Historic District Zone* was prepared in 1992 by John Milner Associates Inc. with funding by a grant from the National Park Service, U.S. Department of the Interior and administered by the State Historic Preservation Office. City Planning Staff, the State Historic Preservation Office, the Friends of Old Dover, Main Street Dover, and other interested parties participated in the development of the document.

district as set forth in the historic district design guidelines and standards adopted by the planning commission and as set forth in the United States Secretary of the Interior's Standards for Rehabilitation.

(B) The city planner, historic district commission or planning commission shall not consider normal maintenance and repair (see definitions, article 12), interior arrangement, or building features not subject to public view.

The *Zoning Ordinance* references the *Design Standards & Guidelines* when establishing the Architectural Review Certification process for the City of Dover's Historic District zone (H). An Architectural Review Certificate is required for a demolition, erection, reconstruction, alternation, restoration or exterior repairs on properties within the Historic District. Most projects within the Historic District are eligible for administrative review of the Architectural Review Certificate as part of the Building Permit process for such projects as signs, roof and door or window replacement, and exterior finish/siding/trim work renovations. Project activities only involving interior renovations are not subject to the Architectural Review Certification process. As an example in calendar year 2015, a total of fifty-eight (58) applications (permit activity in the Historic District) were reviewed under this process: 42 Permits required Architectural Review Certification; and 16 Permits did not require Architectural Review Certification. Of the fifty-eight (58) applications, forty-nine (49) were reviewed administratively by Staff with nine (9) applications involving the Historic District Commission. [2]

Historic Preservation Planning is part of a comprehensive approach to land use planning in the City of Dover. Recent Comprehensive Plans for the City of Dover have included specific chapters devoted to Historic Preservation. Title 22, Chapter 7 Section 702 of *Delaware Code* requires municipalities (over 2,000 in population) to include planning for the protection of historic and cultural resources in their comprehensive plans. In Dover's current plan, the *2008 Comprehensive Plan (as amended)* this information is presented in Chapter 6 - Historic Preservation and associated Map 6-1. The *2008 Comprehensive Plan* includes sets forth goals and a series of recommendations for each goal. The Historic Preservation Goals are as follows:

Historic Preservation	**Goal 1:** Preserve and Protect Historic Resources **Goal 2:** Provide and Promote Incentives for Preservation Activities **Goal 3:** Increase Public Information on Historic Resources **Goal 4:** Collaborate with Diverse Groups and Governments

2008 Comprehensive Plan, excerpt from Table 1-1: Plan Chapter Goals

To achieve Goal 1, one of the adopted Recommendations was the Evaluation of Design Standards and Guidelines since the original document was adopted in the early 90s. The recommendation also suggested consideration of the standards and guidelines for the levels of protection for The Green and the Loockerman Street areas.

For this project to evaluate and update the *Design Standards & Guidelines*, the City of Dover will seek to hire a consultant through a Request for Proposal process for Professional Services to assist the Historic District Commission and Planning Staff with the project. The consultant will be required to have a Principal Investigator (PI) who meets the professional qualification standards in 36 CFR 61. Also involved in the project, the Historic District Commission consists of five (5) appointed members and the Planning Commission[3] consists of nine (9) appointed members. The

[2] The volume of Permit Activity in the Historic District over the past five years has averaged 65 applications a year with a majority of them eligible for Architectural Review Certification review by Staff.

[3] The Planning Commission, per the *Zoning Ordinance*, Article 10 Section 3.25(A), is involved in the formal adoption process for the Historic District guidelines.

Planning Staff serves as staff support to the Historic District Commission and will manage the activities of this project.

With the project, we hope to create a user friendly document with best practices for maintenance, preservation and construction activities in the Historic District, which also addresses the use of modern materials and technologies. The document is to be consistent with the *Secretary of Interior Standards for Treatment of Historic Properties (Rehabilitation Standards and Guidelines)*. Components of the document will include guidelines for treatment of historic properties and features focusing on maintenance, repair, alternations, and preservation or restoration of existing buildings; guidelines for new construction activities (additions and new buildings), guidelines for demolition activities; guidelines for landscaping and site elements, and guidelines for signage. Background information will also be provided on the history of the area, the required review processes, a glossary of terms, and other reference items.

Building on the HDC's initial evaluation of the *Design Standards & Guidelines* from 2009-2010, the project will consist of a series of phases: Planning, Public Outreach, Guidelines Revision and Refinement, and Preparation of Draft Document. The following chart outlines the anticipated activities of the project.

Timeframe	**Project Phase**	**Activities and Products**
September – October 2016	Planning	Meetings with Consultant, Staff and HDC to outline general project approach, goals and format for revised guidelines, determine public input strategy.
November 2016	Public Outreach	Analysis of existing guidelines. Conduct focus groups/stakeholder meetings and a Public Workshop.
December 2016 – March 2017	Guidelines Revision & Refinement	Prepare example page format (text and photographs). Meetings with Staff and HDC to present drafts. Review of multiple Drafts by Staff, HDC.
March – April 2017	Preparation of Draft Document	Conduct Public Workshop on Draft. Review of Draft by State Historic Preservation Office.

The specific scope of work, tasks, and deliverables by the consultant will be further refined with Planning Staff. Electronic copies of documents are anticipated for use at meetings and posting on the City's website for review. Subject to the selection of the consultant, the Project's work timeframe is expected to be September 2016 through April 2017 with the formal review process to adopt the Draft Document to follow in Summer 2017 with the Historic District Commission and Planning Commission.