CITY OF DOVER
HISTORIC DISTRICT COMMISSION
May 18, 2017

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, May 18, 2017 at 3:00 PM with Chairman McDaniel presiding. Members present were Chairman McDaniel, Mr. Czerwinski, Mr. Scrafford, and Mr. Jackson. Ms. Horsey was 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 submitted, seconded by Mr. Czerwinski and the motion was unanimously carried 4-0. Ms. Horsey was absent.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF APRIL 20, 2017

Mr. Scrafford moved for approval of the minutes of April 20, 2017, seconded by Mr. Czerwinski and the motion was unanimously carried 4-0. Ms. Horsey was absent.

COMMUNICATIONS & REPORTS

Summary of Applications 2016 and 2017

Mrs. Melson-Williams stated that for 2016 applications there were a total of six (6) applications or informational files that were established for the Commission. The construction of the Carriage House at 2 Kings Highway is now underway. There are no additional updates about the mixed use buildings on Loockerman Way Plaza. The only file for 2017 is the most recent Certified Local Government (CLG) Grant Application.

Summary of Architectural Review Certifications for 2017

Mrs. Melson-Williams stated that there have been a total of ten (10) permits in the Historic District. Most of them have been for interior projects which Staff reviews to make sure that there is no impact to the outside. It does include the Carriage House Permit which was issued in January 2017.

Mr. McDaniel commented on the confusion most people have regarding the address for the Court House which is 38 The Green.

Department of Planning & Inspections Update

Mr. Dave S. Hugg III has been on board for a little over four weeks now. He was unable to join the Historic District Commission meeting today due to another meeting.

NEW BUSINESS

Review of Permits Referred to Commission: None

OLD BUSINESS

Update on Research for Consultation on Proposed Project

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

Mrs. Melson-Williams stated that the Office received information requesting consultation on a project before they file their Permit. The Planning Office had conversations with the applicant and informed them how the Historic District Commission process works and the indication of the *Design Standards and Guidelines*. They also wanted to make sure they were putting forth a good project for the site. This is a proposal for a fence project at 2 North State Street and there are questions in regards to the fence height and materials. The applicant was seeking guidance about the replacement of what is an existing 6-foot wooden fence, specifically the issues of fence height and choice of material. The applicant submitted a narrative letter along with a series of photographs of the existing conditions and the fence proposals. The Historic District Commission recommended approval of the 6-foot wooden fence with the recommendation to use the brown woodgrain PVC type material at their April 20, 2017 meeting. The Historic District Commission requested Staff confirm the previous history of the property to confirm whether the existing fence height was originally implemented per approved Plans and Permits. Ms. Horsey remembered it going before the Planning Commission, so Staff can report on it today.

Mrs. Melson-Williams gave an update on 2 North State Street. There was a lot going on in 1994. There was a Rezoning Application and the property at the time was owned by a Willis & Elizabeth Sargent. There was a Rezoning Application to take it from RG-1 (General Residence Zone) to RGO because the future owners at the time were looking to convert the home into offices. The Rezoning Application was reviewed and approved in early summer of 1994. About the same time the future owners approached the Historic District Commission in May of 1994 to talk about demolition of the barn on the property located near the alley. The plan diagram is from the Site Plan that was filed. The owners were given some guidance on the Historic District Commission's thoughts. The Site Plan shows an existing fence in 1994. Ultimately, there was a file MI-94-12 which was a specific plan to demolish the barn and to construct a parking lot in the backyard. The submission was reviewed by the Historic District Commission and their recommendation focused on documentation of the barn which consisted of photographs and the Cultural Resource Survey form, archaeology, and a stone chip surface for the parking lot. The proposal presented was an option for hot mix or stone chip. Also, the recommendations dealt with plantings of either boxwoods or azaleas in the space at the top of the wall along Division Street edge of the parking lot. There was no discussion in the application file regarding the fence. There was a shorter picket fence along the rest of the alley that the barn did not exist on. After recommendation from the Historic District Commission, they filed their Site Plan Application with the Planning Commission in August 1994. Again, there is no mention of the wooden fence, only a label on the plan that states "wooden fence to remain." In 1996 there was a letter request to convert the stone chip parking lot to pavement. The Historic District Commission approved the pavement. There was no permit on file.

Mr. McDaniel commented that the house has been redone at least once, if not twice in the last 20 years on the outside.

Mr. Czerwinski moved to approve the requested fence with new materials to be a brown 6-foot fence with woodgrain to match as closely as possible with the existing old fence. The motion was seconded by Mr. Scrafford and unanimously carried 4-0. Ms. Horsey was absent.

OLD BUSINESS

Update on Application for CLG Grant Funding for FFY2017

Mrs. Melson-Williams stated that in the Historic District Commission packet was a copy of the letter, application, various forms, and the project narrative that was developed by Staff. Staff received notification that the submission was received. She only received tentative numbers.

Mr. McDaniel questioned whether the numbers came from the Feds to the State? Mrs. Melson-Williams replied yes.

Mr. McDaniel questioned when Staff would know? Mrs. Melson-Williams replied probably within the next month or so.

Mrs. Melson-Williams stated that the Department requested $10,000 in the Planning budget for consulting services specifically for the grant project. The $10,000 is in the Draft Budget that was released last week. Budget hearings will start in two (2) weeks. The Grant Proposal is for a project "Addendum to the *Design Standards and Guidelines"* focusing on modern materials and technology.

Mr. Scrafford commented that he wanted to make sure the discussion regarding altering Loockerman Street was not lost. He was concerned about the waivers and changes.

Mr. McDaniel commented that he did not think that you are loosening Loockerman Street; he just thinks the Standards are being changed. He mentioned it could be loosening from a historic aspect.

Mrs. Melson-Williams stated that at the current time Staff is awaiting approval of the grant. The grant starts July 1, 2017.

Mr. McDaniel questioned after approval if they would then do advertisement and hiring of consulting services. Mrs. Melson-Williams replied yes.

Mr. Scrafford questioned the adoption of the *Design Standards and Guidelines.* Mrs. Melson-Williams replied that the *Design Standards and Guidelines* are adopted by reference in the Codes.

Mr. Czerwinski questioned whether it caused a possibility of demolition of said properties to fit what others think should be on Loockerman Street.

There was a brief discussion on the altering of the District boundaries, waivers, and *Design Standards and Guidelines* for Loockerman Street and other areas.

Mrs. Melson-Williams stated that when there is any type of study there is some type of public outreach component.

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

Meeting adjourned at 3:45 PM

Sincerely,
Maretta Savage-Purnell
Secretary