CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, June 15, 2017 - 3:00 P.M.
City Hall – Conference Room

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on May 18, 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
    a. HI-17-02 Building Permit #17-949: Renovations to Apartment Building at 305 South Governors Avenue– Referral by the City Planner to the Historic District Commission for Review of Architectural Review Certification for Building Permit application #17-949 renovations to existing apartment building including exterior improvements for building access/egress including additions and fire escape stairways. The property is zoned C-2 (Central Commercial Zone) and is subject to the H (Historic District Zone). The property is located on the east side of South Governors Avenue just south of North Street. The owner of record is EBJ Inc. Property Address: 305 South Governors Avenue. Tax Parcel: ED-05-077.09-04-65.00-000.

NEW APPLICATIONS - None

OLD BUSINESS

1. Certified Local Government (CLG) Program
    a. 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: June 7, 2017

MINUTES OF
HISTORIC DISTRICT COMMISSION MEETING
OF MAY 18, 2017

- The Meeting Minutes of the May 18, 2017 are still being prepared. These Meeting Minutes will be distributed to the Historic District Commission via email or hand delivered.
- Adoption of the Meeting Minutes will be considered at the June 15, 2017 meeting of the Historic District Commission.

City of Dover Historic District Commission
Summary of Applications 2016
Updated thru June 7, 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; Grant Withdrawn 4/13/2017
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 June 7, 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.

City of Dover Historic District Commission
Summary of Applications 2017
Updated thru June 7, 2017

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-17-01	CLG Grant Application for FFY2017	Certified Local Government Application for Grant Funding	Information File	Notice of Eligibility for Grant 3/1/2017; FFY2017 CLG Grant Application submitted 4/28/2017 to SHPO	Grant Application submitted; awaiting Formal Award Letter; Grant Timeframe to cover 7/1/17-6/30/18
HI-17-02	Referral of Building Permit #17-949	305 South Governors Avenue	Buidling Permit for Renovations to Apartment Building	Permit #17-949 referred to HDC by City Planner for Architectural Review Certification consultation; To Be Considered at 6/15/2017 HDC Meeting	Permit Application received 6/6/2017

Summary of Permit Applications with Architectural Review Certification
2017 - Updated Thru 5-31-2017

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. Construction underway.
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 complete.
4/10/2017	17-320	25 Jerusalem Way, New Jerusalem Baptist Church	Building Permit - Shed	Staff Approval	Replacement of existing shed with new shed in same location
4/3/2017	17-414	54 South State Street, Presbyterian Church of Dover	Temporary Sign Permit	Staff Approval	Banner installed for 15 days (4/3/17-4/17/17) and removed.

Summary of Permit Applications with Architectural Review Certification
2017 - Updated Thru 5-31-2017

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
4/20/2017	17-617	54 South State Street, Presbyterian Church of Dover	Roof Permit	Staff Approval	Replacement of flat roof areas with flat roof system and replacement of existing asphalt shingles. Replace gutters and downspouts in-kind.
5/5/2017	17-666	305 South State Street	Building Permit - Interior & Exterior Renovations (Rear Addition)	Staff Approval. No ArchRevCert required due to project location is not visible from public way.	Interior Renovations and Exterior Renovations (window and door replacements, paint exterior wood siding, new roof) to Rear Frame Addition. Supersedes Permit #15-1158.
5/9/2017	17-726	501 South State Street, Christ Church	Temporary Sign Permit	Staff Approval	Banners installed for 90 days (5/4/17-8/4/17) and removed.
5/31/2017	17-780	35 Loockerman Plaza. Dover Public Library	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior only work to install of glass will in AV Room.
5/19/2017	17-814	311 South State Street, Law Office of Sean Lynn (Annex)	Sign Permit - Wall Sign	Staff Approval	Projecting wall sign on metal bracket. Same design as main office sign across street.
5/25/2017	17-834	108 South Governors Avenue	Building Permit - Deck Renovations	Staff Approval. No ArchRevCert required as project is not visible.	Removal and replacement of existing wood deck.
5/24/2017	17-853	25 West Loockerman Street	Building Permit - Door Replacement	Staff Approval. No ArchRevCert required as project is not visible.	Replacement of rear exterior door.
5/22/2017	17-855	501 South State Street, Christ Church	Building Permit - Exterior Renovations (Soffit and Fascia)	No Planning Staff Review.	Wood repairs and painting of soffit, fascia, gutters on parish house.
5/24/2017	17-879	300 South State Street, Young Law Offices	Administrative Building Permit	No Planning Staff Review.	Emergency stabilization of front façade (wall & window area) due to vehicular accident.

City of Dover

ARCHITECTURAL REVIEW REPORT
Referral by City Planner to Historic District Commission
Meeting of June 15, 2016

Permit:	Building Permit #17-949 Exterior (and Interior) Building Renovations
Location:	305 South Governors Avenue Located on the east side of South Governors Avenue just south of North Street
Tax Parcel:	ED-05-077.09-04-65.00-000
File Number:	HI-17-02

Referral of Permit:
The following application **Building Permit #17-949** is referred by the City Planner to the Historic District Commission for consultation regarding the issuance of the Architectural Review Certificate. Applications for certain types of construction activity within the Historic District Zone (H) are reviewed by the City Planner (or Staff as designated) for Architectural Review Certification as part of the Building Permit application review process. Staff is referring the Permit for review under the provisions of *Zoning Ordinance*, Article 10 Section 3.22(A) and (B). See below.

> Section 3.22 Architectural review certification by the city planner.
> (A) An architectural review certificate for specific classes of building permits, including fences, signs, siding, window and door replacement, roofing, the addition or replacement of decorative features, minor demolition, residential additions, and other construction of a minor nature, may be issued by the city planner, after a review and determination that the proposed construction is in general accordance with the standards set forth in subsection 3.25.
> (B) The city planner may refer any permit application for demolition or construction in the historic district for consultation with commission.

Permit Proposal:
Building Permit #17-949 was filed on June 6, 2017 for the renovations to existing building including exterior improvements for building access/egress including additions and fire escape stairways.

The permit application is for interior and exterior improvements related to the use of the building as three apartment units (with varying numbers of bedrooms) and a common area space (on the second floor of the rear wing). The interior renovations are not subject to Architectural Review Certification. The exterior improvements occur in two areas: the addition of an attic level rear facing dormer on the building's main block with a fire escape stairway and the addition of an enclosed basement entry with a second fire escape/stairway system serving portions of the rear

wing of the building. The dormer includes a double-hung egress window and is clad in painting siding and capped with a metal roof system. The enclosed basement entry replaces a Bilco door in the same location and is clad in horizontal painted siding with a flat roof system as it is to be located under a fire escape/stairway system. To accommodate this basement entry a window on the east elevation of the wing will be infilled like the adjacent wall surface. The fire escape/stairway systems are to be of metal construction. See permit application form and drawing attachments.

Staff Review of Permit for Architectural Review Certification:
In reviewing the proposed project for Architectural Review Certification, Staff referenced various sections of Chapter 3: Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings and Chapter 4: New Construction, Additions, Demolition and Relocation of the *Design Standards and Guidelines for the City of Dover Historic District Zone* which presents the Recommended, Not Recommended, and Inappropriate approaches to construction of various elements in the Historic District.

Chapter 3 presents information on Recommended materials for use in the Historic District. This project in involves the building elements of windows, doors, walls – brick and wood, and roofs. A section in Chapter 4 (pages 4-8 and 4-10) discusses additions and the considerations for their construction including location, materials, and form and scale characteristics. The use of dormer windows is *Not Recommended*; however, can be acceptable if location of the rear of the building and not visible from the street. The proposed elements of fire escapes/stairways are not discussed.

Historic District Commission Action
The Historic District Commission should consider the proposal for the exterior building renovations and take action in regards to the Architectural Review Certification for the Building Permit #17-949.

Staff Findings from Review of Building Permit:
Staff findings are summarized as follows for the proposed exterior building renovations as presented in Permit #17-949. The overall structure design and material choices comply with the *Design Standards and Guidelines for the City of Dover Historic District Zone.*

- Addition Locations: The placement of the additions is to the rear of the building (as front facade faces South Governors Avenue). Portions of the side and rear of this building are currently more visible as the adjacent property to the north is an open space/pocket park which makes it also visible from North Street. The proposed dormer is located on the rear of the main block of the building with limited visibility from South Governors Avenue. The basement entry addition is likewise on the rear (east) elevation of the rear wing and is further screened from view by the stairway system, fencing, and vegetation on the adjacent property.

- Addition Size and Form: The size and form of the proposed additions are clearly subordinate to the main building. Their size is related to Building Code and Fire Code requirements for access and egress.

- Materials: The proposed materials for the additions are of frame construction and include metal roofing and flat roofing systems and areas of horizontal siding (on the rear dormer and basement entry addition). The fire escapes/stairways are to be constructed of painted fabricated metal. Staff finds that the material choices and resulting appearance thereof to be generally consistent with the *Design Standards and Guidelines for the City of Dover Historic District Zone*. The existing building is of stucco and brick. The use of siding occurs in areas of limited visibility such as the dormer at attic level of 2 ½ story height and on the basement enclosed entry which is under the rear exterior fire escape/stairway.

Advisory Comments and Recommendations:

1. The applicant shall be aware that issuance of a Building Permit is required prior to the commencement of construction. The Building Permit Application will be subject to the conditions of approval established and may be required to be updated if necessary to comply with these conditions established through the Architectural Review Certification process.

2. In the matters of the building access and egress for this particular use as an apartment building, the City's adopted Building Codes and Fire Codes may have additional requirements.

Attachments:

- Building Permit #17-949 application form and select permit drawings and project renderings
- Letter of Notice to Applicant dated June 7, 2017

City of Dover - BUILDING PERMIT APPLICATION

15 Loockerman Plaza ♦ Dover, Delaware 19901 ♦ (302) 736-7010 ♦ FAX (302) 736-4217

Project Address/Tax Parcel Identification Number
305 SOUTH GOVERNORS AVE., DOVER, DE 19904
ED05-077.09-04-65.00

Applicant's Name
EJB, INC.

Owner Name and Address: WILLIAM BOYLES, c/o EJB 327 MARTIN ST DOVER DE 19901 Phone #( ) 302 943 4619
E-mail address: wcboyles@comcast.net

Contractor Name and Address: WILLIAM C. BOYLES Phone # (302 943 4619
E-mail address: wcboyles@comcast.net Dover Business License # B24625129230-001

BUILDING DETAILS

Proposed Occupancy R2 3UNIT APARTMENT BLDG
Type of Construction 5B MULTI-STICK BUILT, BRICKS/STUCCO
Change in Occupancy or Use? Yes or (No)
If yes, describe the previous use —

Type of work: ( ) New (X) Addition (X) Demolition
(X) Renovation – Interior (X) Exterior ___
( ) Roof – tear off ___ overlay ___ # of layers ___
( ) Alteration ( ) Siding ( ) Solar panels
( ) Full Building Demolition (X) Selective Demolition
( ) Fence - Height ___ ( ) Pool ( ) Elevator
( ) OTHER ___
Historic District

Number of Stories 3
Total Height in Feet 30
Total Land Area to be Disturbed (in SF) FOOTERS FOR FIRE ESCAPES 20 SQ FT
Proposed Occupant Load 15
Square Footage All Floors 5707
Total Work Area (in SF) 2096

Description of Work:
ADDING 4 BEDROOMS AND ONE FULL BATH BY RENOVATING ATTIC AND BASEMENT AREAS, REPLACE ONE EXISTING FIRE ESCAPE, ADD ONE NEW FIRE ESCAPE, SPRINKLE ENTIRE BUILDING FIRE ALARM ENTIRE BUILDING

Sprinkler System? Yes or (No)
Fire Alarm System? (Yes) or No PARTIAL

Estimated Value of Construction: $140,000.00

Before You Dig! Call Miss Utility 1-800-282-8555 or other authorized locator.

Attention! Please post your issued permit on site and visible from the street.

Office Use Only
Permit Number 17-949
(Roll Plans) Fold Plans (CD/Email)

Date Received 6/6/17
Date Issued ___
Flood Plain Y (N) Taxes Y (N) CE N
Public Works (Y) N KCD Y N
Impact Fee Fixtures Sheet (Y) N
C/O Required ___

Review Approvals

( ) Building Plan	Date___ Initials___
( ) Fire Plan	Date___ Initials___
( ) Zoning / Site Plan	Date___ Initials___

Total Fee 1137.00
Fees Paid ( )
Check # ___ Cash ___
Collected By ___

Application for Downtown Development District Incentives

Certification in Lieu of Oath

I hereby certify that I am the owner of record or a contractor authorized by the owner of record to make this application, and that all work will be performed in accordance with the applicable Codes and Ordinances.

William C. Boyles
Signature

6/6/17
Date



BECKER MORGAN GROUP

ARCHITECTURE ENGINEERING

305 S GOVERNERS - PROPOSED SOUTH ELEVATION

2016081.00

04.04.17



BECKER MORGAN GROUP
ARCHITECTURE ENGINEERING

305 S GOVERNERS - PROPOSED EAST ELEVATION

2016081.00
04.04.17



BECKER MORGAN GROUP
ARCHITECTURE ENGINEERING

305 S GOVERNERS - PROPOSED NORTH ELEVATION

2016081.00
04.04.17

NAD83 - STATE PLANE

LANDS N/F
JAMES R. GODDARD, ET UX
ED-05-077.09-04-39.00
DEED BOOK: 5536/262
ZONED: C2

EXISTING TWO-STORY BUILDING

EXISTING TWO-STORY BUILDING

SIRC

S 16° 01' 28" E **48.00'**

FIRC

FIRC

WOODEN STOCKADE FENCE

S 73° 46' 10" W

LANDS N/F
DORIS LEE BROWN
ED-05-077.09-04-38.00
DEED BOOK: Z 26/470
ZONED: C2

149.92'

STONE PARKING AREA

LANDS N/F
CHERYL L. DEZWARTE, TRUSTEE
ED-05-077.09-04-65.00
DEED BOOK: 6876/287
7,193 S.F. ±
ZONED C2

LANDS N/F
RUDOLPH VON CROY
ED-05-077.09-04-43.00
DEED BOOK: Q 54/069
ZONED: C2

FIP

LANDS N/F
GOLDEN R. MYERS
ED-05-077.09-04-37.00
DEED BOOK: 3579/323
ZONED: C2

EXISTING TWO-STORY BUILDING

PROPOSED 4.25' x 10.13' ENTRY / EXIT ADDITION

PROPOSED FOUNDATION (TYP). SEE STRUCTURAL DRAWINGS.

PROPOSED FOUNDATION (TYP). SEE STRUCTURAL DRAWINGS.

BRICK WALL

FIP

LANDS N/F
THE CITY OF DOVER
ED-05-077.09-04-36.00
DEED BOOK: 6647/095
ZONED: C2

BRICK PATIO

PROPOSED FOUNDATION (TYP). SEE STRUCTURAL DRAWINGS.

N 73° 46' 10" E

5.62'

10.67'

EX. TWO-STORY BRICK BUILDING

11.8'

PROPOSED FIRE ESCAPE FOUNDATION

BRICK DRIVEWAY

149.77'

1.2'

EXISTING PORCH

10.6'

P.O.B.

S 16° 12' 35" E 45.89'

SDH

48.00' **N 16° 12' 35" W**

FIRC

NORTH STREET
40' RIGHT OF WAY

S. GOVERNORS AVENUE
60' RIGHT OF WAY

0 10 20
SCALE: 1" = 20'

LAYER STATE: SITE PLAN

FOUNDATION PLAN
305 SOUTH GOVERNORS AVE BUILDING RENOVATIONS

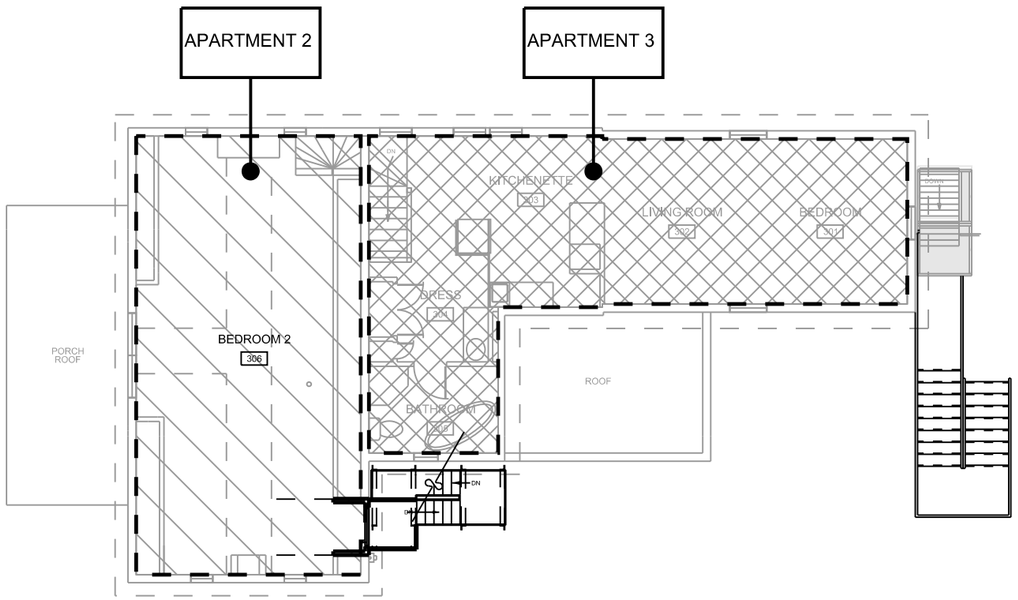
305 SOUTH GOVERNORS AVENUE
CITY OF DOVER - KENT COUNTY, DELAWARE

BECKER MORGAN GROUP
ARCHITECTURE
ENGINEERING
Dover, DE
309 S. Governors Ave.
Dover, DE 19904
Ph. 302.734.7950
Fax 302.734.7965

BMG: **2016081.00**
SCALE: **1" = 20'**
DATE: **04-10-17**
DRAWN BY: **A.P.C.**

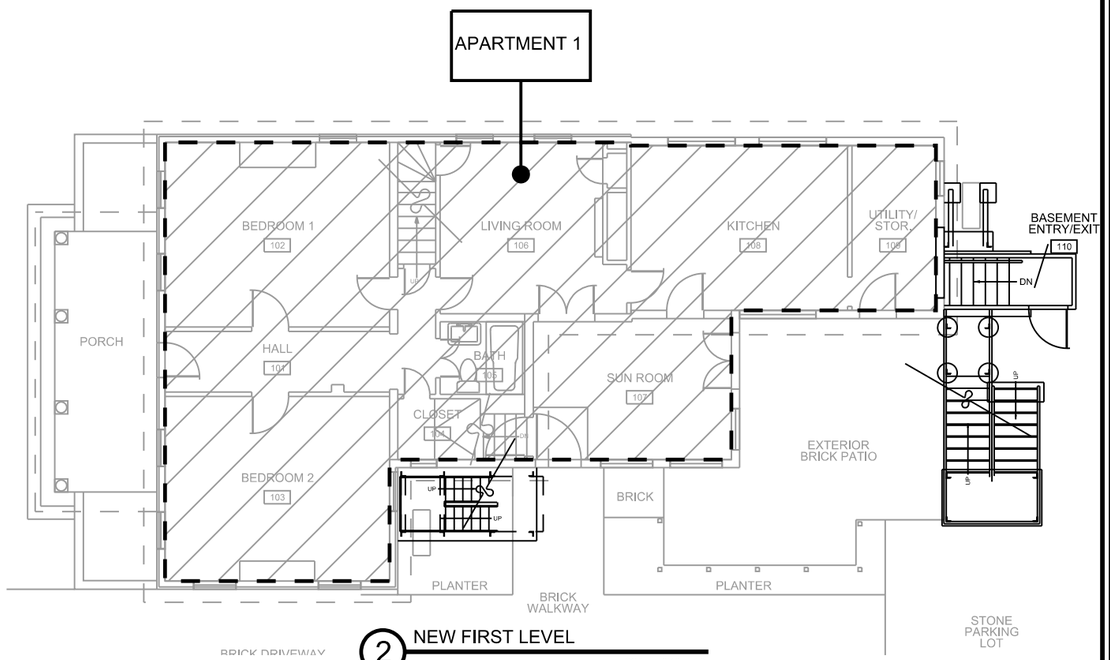
1

F:\AutoCAD\Projects\2016\2016081\DWG\2016081-SITE-C3D15.dwg, May 02, 2017 - 4:34pm



4 NEW ATTIC LEVEL

SCALE: 3/16" = 1'0"

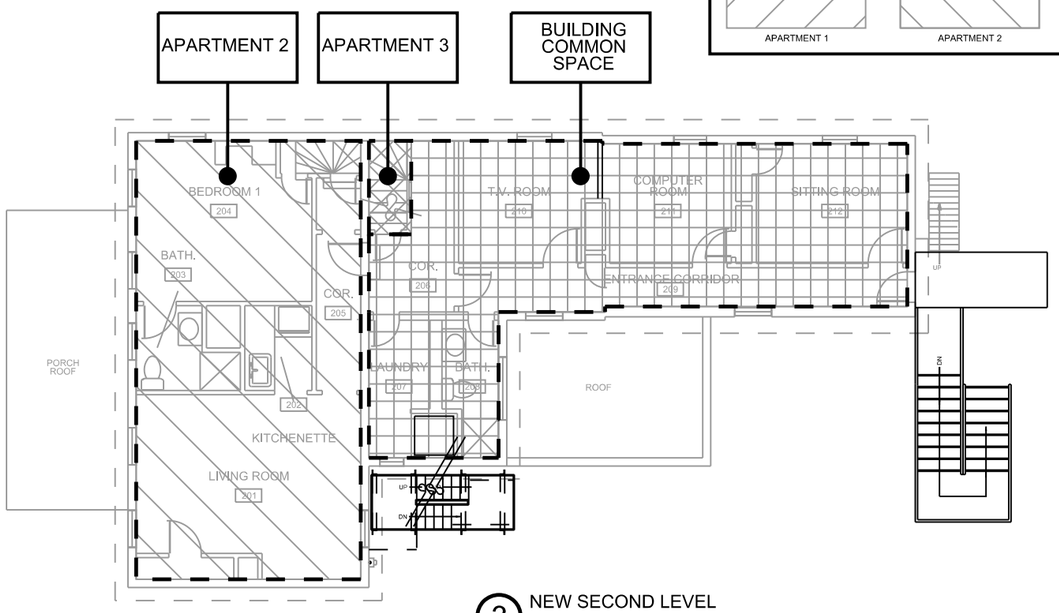


2 NEW FIRST LEVEL

SCALE: 3/16" = 1'0"

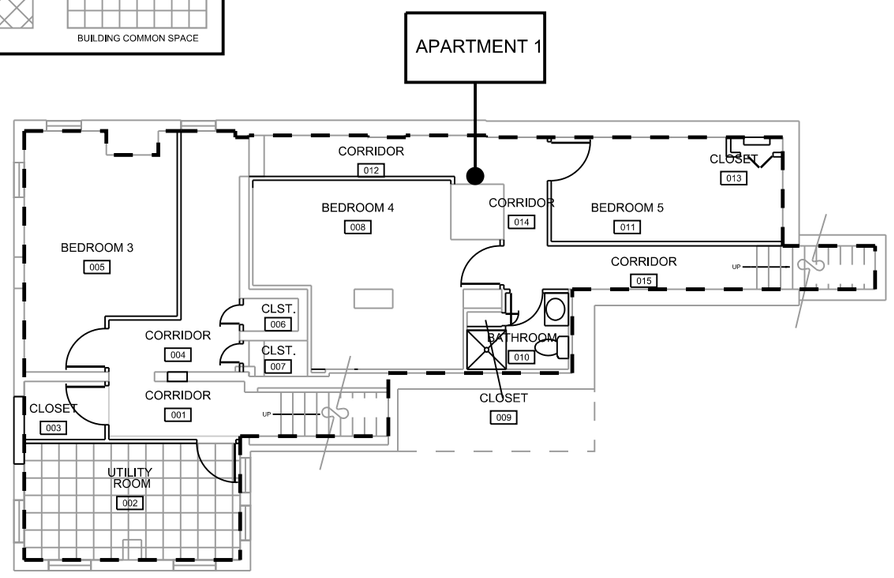
APARTMENT UNIT LAYOUT LEGEND

APARTMENT 1 | APARTMENT 2 | APARTMENT 3 | BUILDING COMMON SPACE



3 NEW SECOND LEVEL

SCALE: 3/16" = 1'0"



1 NEW BASEMENT LEVEL

SCALE: 3/16" = 1'0"

BECKER MORGAN GROUP
ARCHITECTURE ENGINEERING

Dover, DE
309 S Governors Ave
Dover, DE 19904
302.734.7950

Salisbury, MD
312 West Main St, Suite 300
Salisbury, MD 21801
410.546.9100

Wilmington, NC
3205 Randall Parkway, Suite 211
Wilmington, NC 28403
910.341.7600

www.beckermorgan.com

THE PROFESSIONAL SERVICES OF THE ARCHITECT ARE UNDERTAKEN FOR AND ARE PERFORMED IN THE INTEREST OF: 1: EJB, INC.

NO CONTRACTURAL OBLIGATION IS ASSUMED BY THE ARCHITECT FOR THE BENEFIT OF ANY OTHER PERSON INVOLVED IN THE PROJECT.

PROJECT TITLE

305 SOUTH GOVERNORS

305 SOUTH GOVERNORS AVE.
DOVER, DE

ISSUED
FOR PERMIT ONLY
DATE: 05/03/17

SHEET TITLE

APARTMENT UNIT LAYOUT PLANS

ISSUE BLOCK

MARK	DATE	DESCRIPTION
1	05/31/17	ISSUED FOR PERMIT

PROJECT NO:	2016081.00
DATE:	04/25/17
SCALE:	3/16 " = 1'0"
DRAWN BY: JAD	PROJ MGR: WJS

G003

COPYRIGHT© 2017

5/3/2017 P:\Job Projects\2016\2016081.00\Dgn\2016081G-001.dgn

City of Dover

June 7, 2017

William Boyles
C/o EJB Inc.
327 Martin Street
Dover DE 19901
Via Email: wcboyles@comcast.net

RE: Referral of Building Permit #17-949 to Historic District Commission, HI-17-02
Renovations to Apartment Building at 305 South Governors Avenue
Tax Parcel: ED-05-077.09-04-65.00-000.

Dear Applicants:

This letter is to inform you that Building Permit application #17-949 has been referred to the City of Dover Historic District Commission for consultation. Building Permit #17-949 was filed on June 6, 2017 for renovations to an existing building for exterior improvements related to building access/egress including additions and fire escape stairways at 305 South Governors Avenue, Dover, Delaware.

The location of the subject property within the City of Dover's Historic District zone requires the review and issuance of an Architectural Review Certificate (ARC) for construction activities. Certain types of activities such as this project are eligible for Staff review of the ARC during the Building/Sign Permit application process. Project activities are reviewed for compliance with the *Zoning Ordinance* and the *Design Standards and Guidelines for the City of Dover Historic District Zone* as stated in *Zoning Ordinance,* Article 10 Section 3.25(A).

> 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 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.

In reviewing the proposed project for Architectural Review Certification, Staff referenced the Chapter 3: Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings and Chapter 4: New Construction, Additions, Demolition and Relocation of the *Design Standards and Guidelines* which present the *Recommended*, *Not Recommended*, and *Inappropriate* approaches to work in the Historic District. The *Design Standards and Guidelines* do not specifically address the use of fire escapes/fire stairs. Therefore, as related to the visibility of these improvements, I am referring the permit application to the Historic District Commission for review. See *Zoning Ordinance,* Article 10 Section 3.22 (A) and (B) listed below.

> Section 3.22 Architectural review certification by the city planner.
> (A) An architectural review certificate for specific classes of building permits, including fences, signs, siding, window and door replacement, roofing, the addition or replacement of decorative features, minor demolition, residential additions, and other construction of a minor nature, may be issued by the city planner, after a review and determination that the proposed construction is in general accordance with the standards set forth in subsection 3.25
> (B) The city planner may refer any permit application for demolition or construction in the historic district for consultation with commission.

The City of Dover Historic District Commission will review this permit at their next meeting scheduled for Thursday, June 15, 2017 at 3:00pm in the City Hall Conference Room, 15 Loockerman Plaza, Dover. This permit referral has been assigned Application #HI-17-02. You are encouraged to attend this meeting to discuss the project. Staff will provide the Historic District Commission with the permit application materials and other background information for their review and action.

If you have questions or concerns, please contact the Planning Office at (302)736-7196.

Sincerely,

Dawn Melson-Williams, AICP
Principal Planner

CC: David S. Hugg, III, Interim Planning Director
Wayne Sharp, Becker Morgan Group via email
Permit #17-949