CITY OF DOVER
HISTORIC DISTRICT COMMISSION
June 15, 2017

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, June 15, 2017 at 3:05 PM with Chairman McDaniel presiding. Members present were Chairman McDaniel, Mr. Czerwinski, Mr. Scrafford, Mr. Jackson and Ms. Horsey.

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 5-0.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF MAY 18, 2017

Mr. Czerwinski moved for approval of the minutes of May 18, 2017, seconded by Mr. Scrafford and the motion was unanimously carried 5-0.

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 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 and Renovations to Apartment Building at 305 South Governors Avenue.

Summary of Architectural Review Certifications for 2017

Mrs. Melson-Williams stated that there have been a total of eighteen (18) 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 whether the work would commence soon for the building at 300 South State Street that was damaged by the vehicle accident. A Building Permit was submitted.

Department of Planning & Inspections Update

Mr. Dave S. Hugg III, Interim Planning Director, stated that he was hired on a contractual agreement for 6 months and apologizes for not being able to attend the last meeting. He stated that a Planner was officially hired to fill the vacant position and Julian will start in July.

NEW BUSINESS

Review of Permits Referred to Commission:

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.

Mrs. Melson-Williams gave a brief overview of the permit for renovations to the apartment building referencing the Staff Review Report and a series of proposed building elevation drawings.

Representative: Mr. Bill Boyles, officer of EBJ Inc.
Mr. Boyles stated that EBJ Inc. is a non-profit organization that owns the building. There are three apartments in the building. We will be maximizing the use of the building by developing larger living space. The building was previously the Inn at Meeting House Square. Majority of the beautiful building has been restored on the inside in the past year. Now we are trying to finalize the next couple of projects. The fire escapes are a life safety item and they also have existing fire escape. The lower wooden area will be replaced with metal. They have a Bilco door in the basement, but obviously it is not acceptable means of egress so it will be replaced.

Mr. McDaniel questioned whether on the rear east elevation the applicant was removing part of the fire escape and replacing it with metal, Mr. Boyles replied yes.

Mr. Scrafford questioned whether the applicant was planning to make the lap siding of wood and painted to match. Mr. Boyles replied yes.

Mr. Scrafford questioned whether the door was replica of the one on the other side. Mr. Boyles replied yes.

Mr. McDaniel commented that he liked the great design of the building. It makes the building look alive, viable, and useful. There is great parking and the way the building is situated it will not be seen from the street.

Mr. Czerwinski commented that he liked the fact that the footprint of the building was not being changed and the structure remains intact. He did not have any problems with the design.

Mr. Scrafford questioned the apartment on the third floor. Mr. Boyles replied that they would be developing the space for additional living space.

Mr. Scrafford questioned whether the egress dormer window was a special window? Mr. Boyles replied that he was not sure what it meant. Mrs. Melson-Williams replied that the window would have to be a certain size.

Mr. Scrafford wanted to make sure that the egress dormer window looked like the other windows

on the building.

Mr. Czerwinski questioned whether anything was being done regarding façade to the building? Mr. Boyles replied no, but they applied for a Façade Grant for the front side of the building which is unrelated to this proposal.

Mr. McDaniel questioned whether the applicant was EJB. Mr. Boyles replied no, EJB represented Everett Jay Bennett.

Ms. Horsey complimented the applicant for taking and carrying on the project and tradition.

Ms. Horsey commented on the park and the foliage and the visibility of the fire escape from the street. She questioned the foliage because the house is currently exposed on the north side. Would there be more coverage? Mr. Boyles replied that he was not sure how large it would grow. Mr. McDaniel replied that it is the City's responsibility. Mrs. Melson-Williams replied that the planter itself has something in it and she believes if you look at the plan it states lands of City of Dover. There may be a couple of trees in the location. Mr. Boyles stated that he would do his best to save the trees located in the rear near the pad.

Mr. Czerwinski moved to accept project application HI-17-02 and Building Permit #17-949 and that the Architectural Review Certifications should be issued as referenced in the report and as presented. The motion was seconded by Ms. Horsey and unanimously carried 5-0.

OLD BUSINESS

Update on Application for CLG Grant Funding for FFY2017

Mrs. Melson-Williams stated that she has not received any confirmation letter regarding the amount at the current time. The Draft Budget that was that was presented to City Council does include in the Planning budget the $10,000 for consulting services specifically for the grant project. The City budget final hearing and action is scheduled for June 26, 2017. The Grant Proposal is for a project "Addendum to the *Design Standards and Guidelines"* focusing on modern materials and technology.

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

Meeting adjourned at 3:28 PM

Sincerely,
Maretta Savage-Purnell
Secretary