CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, December 21, 2017 - 3:00 P.M.
City Hall – Conference Room

ROLL CALL
APPROVAL OF AGENDA
APPROVAL OF MINUTES OF MEETING on September 21, 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 APPLICATIONS

1. HI-17-04 Governors Café Kitchen Addition at 144 Kings Highway SW – Public Hearing and Review for Action on the Architectural Review Certification associated with the construction of a one-story addition to the kitchen for the Governors Cafe. The Governors Café is located within the existing building at 144 Kings Highway SW. The property is zoned RGO (General Residence and Office Zone) and is subject to the H (Historic District Overlay Zone). The property is located at the southernmost intersection of American Avenue and Kings Highway. The owner of record is Cahall Properties, LLC. Address: 144 Kings Highway SW. Tax Parcel: ED-05-077.05-04-40.00-000. Council District 2.

NEW BUSINESS

1. Resolution for Col. Richard E. Scrafford, USAF (Retired)

2. Review of Permits Referred to Commission

3. Annual Meeting of Historic District Commission
    a. Election of Chairman and Vice Chairman
    b. Meeting & Deadline Schedule for 2018

OLD BUSINESS

1. Update on HI-17-03 Sign Permit #17-1484: Wall Sign at 115 West Loockerman Street

2. Certified Local Government (CLG) Program
    a. Update on FFY2017 CLG Grant Project: Amendment to Design Guidelines for Dover's Historic District (Addendum to *Design Standards & Guidelines for the City of Dover Historic District Zone*: Modern Materials & Technologies)
        i. Project Activities – Update on Draft Request for Proposal
        ii. Submission of Progress Report 1 (July -September 2017)

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: December 12, 2017

CITY OF DOVER
HISTORIC DISTRICT COMMISSION
September 21, 2017

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, September 21, 2017 at 3:00 PM with Chairman McDaniel presiding. Members present were Chairman McDaniel, Mr. Czerwinski, Mr. Scrafford and Ms. Horsey. Mr. Jackson was absent.

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

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. Mr. Jackson was absent.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF AUGUST 17, 2017

Mr. Czerwinski moved for approval of the minutes of August 17, 2017, seconded by Mr. Scrafford and the motion was unanimously carried 4-0. Mr. Jackson was absent.

COMMUNICATIONS & REPORTS

Summary of Applications 2016 and 2017

Mrs. Melson-Williams stated that there were no real changes to any items. In 2016, the Historic District Commission dealt with six (6) applications. For 2017, there have been three (3) applications. There has been no update regarding the project at Loockerman Way.

Summary of Architectural Review Certifications for 2017

Mrs. Melson-Williams stated that there have been a total of twenty-seven (27) 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. Twelve (12) of the twenty-seven permits did not require Architectural Review Certification. Of the twenty-seven (27) permits issued seven (7) were building interior renovations, two (2) accessory structures, five (5) signage (with 2 Temporary Signs), four (4) exterior projects, three (3) roofs, and two (2) Administrative Permits and a Fence Permit and a Demolition Permit.

Mr. McDaniel stated for the record that he received a Demolition Permit for his property at 122 Bank Lane.

Mrs. Melson-Williams stated that the property at 122 Bank Lane was an accessory structure (shed) that was eligible for Staff review.

Department of Planning & Inspections Update

Mrs. Melson-Williams stated that the Planning Office is working with a grant that was awarded from AARP related to a Bike Path Marketing project with the opening of the POW-MIA Parkway.

This is the North Street path from Schutte Park that will be fully opened again. They are looking to do some signage related to the bike path corridor and how it could continue into Downtown. The link will be along Bank Lane coming from West Street. The grant will be used to develop and place the signage of the Bike Path. There is a sidewalk path improvement project also along West Street that will taking place to complete the link over to Bank Lane.

Mr. Czerwinski questioned whether this was the alternate route to the Division and Cecil Street project. Mrs. Melson-Williams replied that is a different project that is associated with the Senator Bikeway. That project will ultimately link the schools in the Capital School District together.

NEW BUSINESS

Review of Permits Referred to Commission:

HI-17-03 Sign Permit #17-1484: Wall Sign at 115 West Loockerman Street– Referral by the City Planner to the Historic District Commission for Review of Architectural Review Certification for Sign Permit application #17-1484 pertaining to the installation of an internally lit wall sign at Puffster Smoke Vape Lounge. The property is zoned C-2 (Central Commercial Zone) and is subject to the H (Historic District Zone). The property is located on the north side of West Loockerman Street between South Governors Avenue and South Bradford Street. The owners of record are Samuel G. and Nicole M. Chick. Property Address: 115 West Loockerman Street. Tax Parcel: ED-05-077.09-02-07.00-000.

Mrs. Melson-Williams gave a brief overview of the Application/Sign Permit and Staff Report.

Representative: Samuel G. Chick, Owner.

Mr. Chick stated that he purchased the building in February 2017. During that time, he has done some renovations and improvements to the roof and the interior of the building and apartment. He stated that this is a standard sign and these types of signs are on 75% of businesses in the State of Delaware. This is just a box sign with florescent lights inside. They are a business that operates at night so he needs nighttime illumination. He does not like the overhead lights and not only that he already has the sign and got a really good deal. He does not want to use outside illumination; he wants to use internal illumination. He is here today asking for permission to turn on the inside illumination.

Mr. Czerwinski questioned why the light was built without a Sign Permit. Mr. Chick replied that he has a Sign Permit. Mr. Czerwinski stated that it was a Conditional upon approval. Mr. Chick replied that he has a Sign Permit to install the sign as a non-illuminated Sign. Mr. Czerwinski stated that as a box sign it is inappropriate for the street. Mr. Chick replied not according to the City Planner. There are already many signs like this one on the street as stated by Mrs. Melson-Williams. He would appreciate if the Historic District Commission would let him conduct business.

Chairman McDaniel stated that putting the sign up was okay.

Mrs. Melson-Williams stated that the Permit was issued to install the Sign. This was done at the direction of the Planning Director to issue the Sign Permit to install the sign. The permit did not authorize illumination (to turn it on) or to utilize any kind of internal system to light the sign.

Mr. Scrafford questioned whether the applicant was aware when he filed the application of what the sign would consist of and if the applicant already had the sign. Mr. Chick replied yes, he had already purchased the sign.

Mr. Scrafford questioned whether the applicant purchased the sign with the idea of illuminating it. Mr. Chick replied yes.

Mr. Scrafford questioned whether the applicant was told he could have illumination. Mr. Chick replied no, he purchased the sign before applying for a Sign Permit.

Mr. Scrafford questioned the applicant that when he received the Sign Permit did he understand at that time that it could not be illuminated. Mr. Chick replied if you go off the Guidelines and not the law then sure.

Mr. Scrafford questioned the applicant as to what he understood when he received the Sign Permit. Mr. Chick stated that initially the Sign Permit stated that he could not put it up at all. Then he decided to go forth and put it up as unilluminated. This what he did. He was also told that he could come before the Historic District Commission to ask for permission to turn it on.

Mr. Scrafford questioned why the applicant put the sign up knowing it could not be illuminated. Mr. Chick replied because he has a business and he needs a sign, that's why.

Mr. Scrafford questioned whether the applicant asked for illumination when he applied for Sign Permit. Mr. Chick replied that he did, but it was rejected. Then he submitted the Sign Permit without the illumination.

Mr. Scrafford questioned whether the applicant had met all of the other requirements. Mr. Chick replied yes, the sign is currently up and good to go; he just needs permission to turn it on. Mr. Scrafford stated the question is the light. Mr. Chick replied correct. Mr. Scrafford questioned whether this was the reason he was present today. Mr. Chick replied that is right. There are other internally illuminated signs that are on the street such as the Brunch and Lunch, Family Dollar, Suds Bar, and Zuha all have a sign like this.

Ms. Horsey questioned what would it take to do the external lighting other than more money. Mr. Chick replied it was just stated, more money.

Ms. Horsey stated that Staff finds the illumination inappropriate and so does she, that is the reason she is asking if there was any other possibility because the Historic District Commission wants him to stay in business. The Historic District Commission wants to help you, but she thinks that Mr. Chick also needs to realize that just because the City has Guidelines does not mean that they should always be not used or enforced. The problem with the Historic District Commission is a lot of times

they are overruled and they either have Historic District Guidelines and follow them or we do not. Staff highly recommends not to do it and she would have to follow that.

Mr. Chick stated that the building to the left and right of his building are modern buildings and across the street is a modern apartment complex with giant windows. He thinks that this is just a little anti-business and we should move on from this. This is not anything that takes away from the Historic District. The sign fits very nicely in the area. He needs to illuminate his sign because if it is dark at night, he wants people to see his business.

Chairman McDaniel questioned what sign was there before. It was mentioned Bell, Book & Candle.

Chairman McDaniel questioned Staff what was stated again upon reading some of the Guidelines. Mrs. Melson-Williams stated that per page 2 of the report the *Design Standards and Guidelines* specifically list the following as inappropriate: Back-lit fluorescent signs are inappropriate. It also states that a recommended practice for signage is "concealed incandescent lighting." It is recommended in the Dover Historic Commercial context and this is where this property is located. The Loockerman Street area would be considered the Commercial context.
Chairman McDaniel questioned what is "concealed incandescent." Mrs. Melson-Williams replied that it means that it is not internal to the sign. It is a fixture that is designed so that you are not seeing the bare bulb (there may be a shield on one side of it) that will basically direct the light to where you want it to go. Staff noted in the review that they recognized advancement in lighting technology and that there are other forms of light sources than incandescent bulbs. They felt that a different type of bulb would still be compatible in the District. When the *Design Standards and Guidelines* were written in the 1990's they probably were not thinking much about LED or those types of light sources at the time.

Ms. Horsey questioned with the Downtown Dover Partnership programs if this would qualify for the grant to put this lighting in. Mrs. Melson-Williams replied the Downtown Dover Partnership Façade Grant program does offer opportunities for façade grants for things related to signage. The light fixture(s) purchase would certainly be something that the Design Committee (which is separate from this) could consider as a type of financial assistance for the project. They typically do not fully fund. An application was presented to the Deign Committee regarding the signage and some of the aspects of their improvements to the building. She believes the Committee funded a portion of the improvements, but did not fund things related to the sign that was presented to them. There is certainly an opportunity there to seek a Façade Grant to assist with the external illumination of the signage or the purchase of fixtures.

Chairman McDaniel questioned if this is a type business that is opened at night. Mr. Chick replied yes.

Mr. Czerwinski questioned how much work would it be to remove the box and remount the sign flush and put the lighting over the top. Mr. Chick replied that it costed him $1200 to put up the current sign. The other Historic District Commission members stated that the sign did not have to be removed, but it could be moved over (to position lighting). Mr. Chick replied that even if he was rejected he is not planning on doing that because that is ugly. This is his property and his building

and he is not going to do that. The other nice thing about this sign is its removable. So if he was to sell the building he could just slide the sign out.

Chairman McDaniel stated that this was a difficult one and he hates to see stuff like this. The Guidelines sometimes worry him.

Mr. Scrafford questioned if these regulations and guidelines will be rewritten when the new consultant is hired. Mrs. Melson-Williams replied that it is certainly something that could be looked at under the Grant project (or modern materials and technology) and how it impacts the *Design Standards and Guidelines.* That may capture the type of light bulb, but she is not sure if it would change the true types of signage. It may talk about other types of modern signage that are not dealt with such as the electronic options. From a timing perspective that consultant is not on board and any changes to the *Design Standards and Guidelines* are probably a year away before anything would be implemented.

Mr. Czerwinski asked present members if they were okay with the box sign. Members were okay with the box sign. Mr. Scrafford stated that they have to be okay with the box sign because the sign was approved to be installed without being lit. The applicant is here to get it lit and that is where he sees the problem. They questioned whether to allow the applicant to light the sign or not in the manner that the sign currently exists or to recommend something different.

Mr. Czerwinski referred to the *Design Standards and Guidelines* as previously mentioned and stated if LED was added then he would be complying with the literature of the *Design Standards and Guidelines*. This is a normal sign.

Ms. Horsey stated that when she was on the Planning Commission she thought it was a real honor to serve the City and she would state 99% of the time when Staff recommended a certain action that she would most always take their advice. She thinks that what the Historic District Commission should do in this case is do the same thing or state that the Historic District Commission does not value our Staff opinion.

Chairman McDaniel stated that it was not a fair way or expression.

Mr. Scrafford stated that he was sorry to hear that because the applicant was present for a waiver. He questioned why the applicant could not get a waiver from the Historic District Commission.

Ms. Horsey was not in agreement with a waiver; although the Historic District Commission could waiver anything they wanted, but the City is full of waivers every single day.

Mr. Czerwinski moved that for application HI-17-03 and Sign Permit #17-1484 that the Historic District Commission do not recommend the back lighting of the sign as installed on the building. The motion was seconded by Ms. Horsey. The motion failed because of a tie vote 2-2.

Mr. Scrafford moved that for application HI-17-03 and Sign Permit #17-1484 that the Historic District Commission allow the applicant to precede with lighting at some point if the lighting source

is altered. The motion was seconded by Chairman McDaniel. The motion failed because of a tie vote 2-2.

Mr. Chick stated that he could take out the fluorescent bulbs and install LED.

The Historic District Commission had a brief discussion regarding the rewriting of the rules and guidelines.

Ms. Horsey asked Staff what type of lights could be used because LEDs are softer. Mrs. Melson-Williams replied that the Staff findings in regards to illumination have basically interpreted this as "Inappropriate" for anything back-lit. Although it stated fluorescent, Staff would come down on "back-lit" as the function of how the light source is provided. Changing it to a LED still means it is a back-lit sign and the emphasis would be on the back-lit.

Mr. Chick asked what did the wording state in the *Design Standards and Guidelines* as previously mentioned. If it states fluorescent, then you must follow that. Ms. Horsey asked that the applicant not tell the Historic District Commission how to interpret the Guidelines.

The Historic District Commission stated that the *Design Standards and Guidelines* were written in 1993 before LED came about, so the Historic District Commission has to interpret the intent.

Ms. Horsey asked the applicant again what would it take to do the external lighting in a manner that might work for him and perhaps use a grant. This could help and the applicant would not have to pay the entire fee.

Mr. Chick stated that what was better than what Ms. Horsey previously mentioned was not paying anything and just turning the sign on. Ms. Horsey stated that she was just trying to get through this to help the applicant.

Mr. Chick did not feel that some of the Historic District Commission members were trying to help him; he just wished they would just approve the lighting.

Ms. Horsey thanked the applicant for his comments.

Mrs. Melson-Williams stated that signage is something that typically by the *Zoning Ordinance* is allowed to be reviewed by Staff. The *Zoning Ordinance* allows Staff to refer anything that is of a question to the Historic District Commission to then look at the *Design Standards and Guidelines* and do that level of interpretation. In question is the type of bulb. Basic fluorescent is in the *Design Standards and Guidelines.* Is another type of bulb appropriate? Or is backlit not the intent of the *Design Standards and Guidelines.*

Chairman McDaniel recommended tabling the application until the next Historic District Commission meeting when they will have five (5) members present.

Mr. Czerwinski asked if the tie could go back to City Planning Staff. Mrs. Melson-Williams stated the options: (1) develop a motion that results in a vote other than a tie; (2) let the tie stand, which

means the Permit is only issued as is and there is no action to light it from inside; or (3) there is provisions in the Code whereas when Architectural Review Certifications are considered by the Historic District Commission that is given in a written notice of decision in the event of a denial (or there is nothing approved or denied) the applicant can appeal the decision of the Historic District Commission to the Planning Commission and then the Planning Commission would consider the Architectural Review Certification.

Mrs. Melson-Williams stated that you could certainly defer action seeking the presence of five (5) members of the body or recognize that there is a tie of the members present and suggest the applicant make the appeal to the Planning Commission.

The Historic District Commission members asked which process would be faster. Mrs. Melson-Williams replied that the next meeting of the Planning Commission is October 16, 2017 and action is taken the same night of the meeting unless they request or need additional information.

Chairman McDaniel asked the applicant Mr. Chick what he would like to do. Mr. Chick replied, "well let's see, so I can gamble and hope this other guy says yes and if he says no, then we can go to the Planning Commission." He asked if he was understanding this correctly. Mrs. Melson-Williams replied if there were five (5) members present it could be dispensed of it one way or the other. The Appeal would be to the Planning Commission and at that point this would be the October 19, 2017 meeting of the Historic District Commission and the Planning Commission would not meet until November 20, 2017.

Mr. Scrafford noted if you were unsuccessful with the five (5) members then you would still have the Planning Commission at his disposal. The Historic District Commission makes recommendations to the Planning Commission. The Planning Commission do not have to take the Historic District Commission recommendations; the Planning Commission is still free to make their own decision.

Mr. Chick stated that he would go before the Planning Commission on October 16, 2017.

Chairman McDaniel apologized for not being able to make a decision within the Historic District Commission.

Mr. Chick replied to Chairman McDaniel comment by stating "You can, but you choose not to." He wanted the people to stop wasting his time on the lit sign on his business; this is anti-business, bad for Dover. He is still going to put a big banner up on the front of his building that states City of Dover is bad for business. How is that going to make Loockerman Street and the City of Dover look?

Mr. Scrafford encouraged Mr. Chick not to do that, just because he did not get his way does not mean that everyone else is wrong. As far as then anti-business that is the opinion that you have, not necessarily the same opinion as the members of the Historic District Commission and that needs to be recognized. So, if you did not get your way today, grow up.

Mr. Chick stated that he is grown and the City in his opinion is anti-business Colonel, Mr. Czerwinski, Ms. Horsey and he is free to express that. It is very "anti-business" when you have a

business that is operating and he paid over $6000 in City taxes this year. He is trying to bring people Downtown and the City is making it difficult for him, that is anti-business. Mr. Scrafford agreed, but stated you still have the option to light the sign, but not in the manner that you want.

Mr. Chick stated that the Guidelines, are not law.

OLD BUSINESS

Questions on Sign Permit #17-1122 for the Property at 2 West Loockerman Street.

Mrs. Melson-Williams stated that provided in the packets was a copy of the Sign Permit Application of that submission and a copy of the Sign Permit as issued in mid-July. The signs were installed in mid-August. Photos showing the two sign areas were taken of both sides of the building by Planning Staff.

The Commission had no questions.

Certified Local Government (CLG) Program

Update on FFY2017 CLG Grant Project: Amendment to Design Guidelines for Dover's Historic District (Addendum to *Design Standards & Guidelines for the City of Dover Historic District Zone*: Modern Materials & Technologies) and Project Activities.

Mrs. Melson-Williams stated that Staff have been working on the development of the RFP Document in order to issue the RFP to seek the consultant services. A draft copy of the RFP was due to the State Historic Preservation Office on September 15, 2017. Staff met the deadline and is now in the process of waiting for comments back from the State Historic Preservation Office.

Mr. Scrafford asked if this was small enough to allow for three (3) bids without having to allow for a full process. Mrs. Melson-Williams replied that it is still called a Request for Proposal. It is more than just calling to get a quote.

Mr. Scrafford asked if there needed to be a submittal from the vendor. Mrs. Melson-Williams replied yes. It is not as complicated as if it was over $25,000.

Chairman McDaniel questioned the turnaround time. Mrs. Melson-Williams replied that the State has 15-days to comment.

Mrs. Melson-Williams stated that once a consultant is on board there will be some interchanges of how it will all transpire with Staff and the Commission.

Mr. Scrafford questioned the purpose of the consultant. Mrs. Melson-Williams replied that the qualified consultant will focus on the *Design Standards & Guidelines for the City of Dover Historic District Zone* in the light of Modern Materials & Technologies. The interaction with the consultant will be with Staff, the public and the Historic District Commission.

Chairman McDaniel questioned whether it would be feasible for the Commission to pull Loockerman Street out of the Historic District. Mrs. Melson-Williams replied that it technically

an amendment to the Zoning Map. It requires a fairly extensive background report on why it would be sought to be removed and it would go through multiple public hearing processes in order to have that happen.

Chairman McDaniel thinks that Loockerman Street should be pulled out of the Historic District. Not because of what happened today, but because of the fact that there have been so many changes over the years.

Mr. Czerwinski stated that history does not stop at one period of time, but it continues with modifications and changes. Because we might have a brutalist building on the corner on Loockerman does not mean it's no longer historic. He questioned whether we pull it out because it does not look like a 18th or 19th century neighborhood. He did not think this was the case since it is going through transformation. We have to be careful if it was pulled out then you would have some really strange modifications made to the street and demolition. In the case of the sign, it is really not a bad sign and he did not have much trouble with it. The problem is the back lighting. Within the context of the street you can still have overhead lighting. Again, we should still keep this in the Historic District because yes, it does have missing teeth. It is important to keep it within the purview of this committee because you are not sure of the ratifications. Then you may not like what will replace the buildings that are already existing. We are all aware that owners are not putting investments in the building(s).

Mr. Scrafford stated that the committee also went one step closer than total deletion. Modification of the guidelines for Loockerman Street to be a little more lenient and that keeps you at a modicum of control. If you retain Loockerman Street in the Historic District, you still have control of what it will looks like and requesting changes to the ordinances that governs.

Mrs. Melson-Williams stated that if you take it out of the Historic District purview, the Historic District is a zoning overlay. The Guidelines can focus differently on how you approach different areas of the district. You may achieve some of that in this modern materials question and start to focus on that commercial aspect or area of the historic district.

Mr. Scrafford spoke briefly regarding the use of the Addendum to alter the Guidelines for Loockerman Street alone or businesses could try to flourish. He stated that it has not gone anywhere in 40 years.

Mr. Czerwinski stated that he would believe that the Historic District Commission has probably had zero impact. The real issue is how much of an impact has this Commission really had.

The committee continued a brief discussion of the Commission's impact, standards, parking, and lighting.

Chairman McDaniel stated that sometimes Dover can appear to be not business friendly.

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

Meeting adjourned at 4:00 PM

Sincerely,
Maretta Savage-Purnell
Secretary

City of Dover Historic District Commission
Summary of Applications 2016
Updated thru December 13, 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; 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 December 13, 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 December 13, 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; Formal Award Letter received with Grant Agreement; Grant Timeframe to cover 7/6/17-6/30/18
HI-17-02	Referral of Building Permit #17-949	305 South Governors Avenue	Building Permit for Renovations to Apartment Building	Permit #17-949 referred to HDC by City Planner for Architectural Review Certification consultation; Considered at 6/15/2017 HDC Meeting	Permit Application received 6/6/2017; Permit to be issued subject to conditions of Architectural Review Certification
HI-17-03	Referral of Sign Permit #17-1484	115 West Loockerman Street	Sign Permit: Wall Sign	Permit #17-1484 referred to HDC by City Planner for Architectural Review Certification consultation; Considered at 9/21/2017 HDC Meeting; Appealed to Planning Commission and considered on 10/16/2017	Permit Application received 8/16/2017; Permit issued for installation of wall sign. Applicant seeks to allow back-lit sign. Determination by City Planner of prohibiting the back-lit sign remained in place after two failed motions by the HDC. Applicant appealed the decision of the HDC to the PC. PC took action to approve Architectural Review Certification to allow backlighting of the sign.
HI-17-04	Governors Café Kitchen Addition	144 Kings Highway SW	One story addition to kitchen	12/21/2017 Scheduled for Public Hearing and Architectural Review Certification Review with the Historic District Commission	Project proposal to add a one-story building addition to rear wing of the existing building to expand the kitchen area. Project will also be subject to Conditional Use Review with the Planning Commission.

Summary of Permit Applications with Architectural Review Certification
2017 - Updated Thru 11-30-2017

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 11-30-2017

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.
6/15/2017	17-837	406 Federal Street, Biggs Museum	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations to reconfigure gallery entry and space.

Summary of Permit Applications with Architectural Review Certification
2017 - Updated Thru 11-30-2017

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
7/14/2017	17-1122	2 West Loockerman Street	Sign Permit - Wall Sign	Staff Approval.	Two wall signs: east wall and front façade location within banding area over entry door.
7/5/2017	17-1124	111 West Loockerman Street	Roof Permit	Staff Approval. No ArchRevCert required as roof work not visible.	Resurfacing of low slope roof that is not visible.
7/20/2017	17-1226	6 South State Street, Office of Baird Mandalas Brockstedt	Roof Permit - Porch Roof	Staff Approval. No ArchRevCert required as project is not visible.	Replacement of flat roof areas of front porch roof.
8/8/2017	17-363	209 South State Street, Wesley UMC Preschool	Fence Permit	Staff Approval.	Replacement of black chain-link fence with black metal decorative fencing surrounding preschool playground area.
8/30/2017	17-1118	134 West Loockerman Street, The Golden Fleece	Building Permit: Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations to expand existing tavern space from 132 into 134.
8/23/2017	17-1254	122 Bank Lane	Demolition Permit	Staff Approval of demolition of accessory structure (shed).	Demolition of accessory structure (shed) determined to be non-contributing due to lack of integrity and modern materials.
8/1/2017	17-1260	9 East Loockerman Street, Treadway Towers	Sign Permit - Monument Sign (Refacing)	Staff Approval.	Existing freestanding monument sign to be refaced to include multiple tenant panels.
8/16/2017	17-1360	307 South State Street	Sign Permit - Wall Signs	Staff Approval.	Installation of hanging sign and wall sign for business.
9/15/2017	17-1335	120 S Governors Avenue, AutoPLUS (Kunkle's)	Sign Permit - Wall Sign	Staff Approval.	Replacement of wall sign with aluminum wall panel that is non-illuminated.
9/15/2017	17-1483	123-127 W. Loockerman Street, The Loocke	Sign Permit - Walls Signs	Staff Approval	A wall sign and new projecting sign for a new business in building.

Summary of Permit Applications with Architectural Review Certification
2017 - Updated Thru 11-30-2017

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
9/7/2017	17-1484	115 W. Loockerman Street, Puffster	Sign Permit - Wall Sign	Staff Approval. Referral to HDC for ArchRevCert on illumination; no action. Appeal to PC.	Installation of non-illuminated wall (box) sign approved by Permit. Appeal to PC resulted in authorization of ArchRevCert to allow back-lit sign.
10/13/2017	17-1862	9 W. Loockerman Street, My Roots	Sign Permit - Projecting Sign	Staff Approval.	Projecting wall sign on metal bracket.
10/24/2017	17-1969	2 Kings Highway, NE	Roof Permit	No Planning Staff Review.	Replacement of roofing with new shingle roof and repairs to siding on dormers.
11/14/2017	17-1956	30 Loockerman Plaza, Wesley Education Center Building	Exterior Renovations - Stairwell Railing	Staff Approval.	Replacement of metal picket railing on basement entry stairwell on south side of building.
11/8/2017	17-1970	321 W. Loockerman Street, A Lot of Scents	Sign Permit - Window Sign	Staff Approval	Installation of applied vinyl lettering to window surface for name of retail business tenant.

City of Dover

ARCHITECTURAL REVIEW STAFF REPORT
Before Dover Historic District Commission
December 21, 2017

Application:	Governors Café Kitchen Addition at 144 Kings Highway SW, HI-17-04
Project Location:	Northern corner of Kings Highway SW where Kings Highway and South America Avenue merge, just west of Woodburn, the Governor's mansion.
Property Address:	144 Kings Highway SW, Dover
Tax Parcel:	ED-05-077.05-04-40.00-000
Owner:	Cahall Properties, LLC
Present Zoning:	RGO (General Residence and Office Zone) H (Historic District Zone)
Current Use: Proposed Uses:	First Floor: Restaurant (café) First Floor: Restaurant (café) with expanded kitchen area

Project Description:
The Historic District Commission will conduct a Public Hearing and Review of an application for an Architectural Review Certificate for the Governors Café Kitchen Addition at 144 Kings Highway SW.

This application consists of a project involving a one-story addition to the kitchen at the rear of the existing building. The property is zoned RGO (General Residence and Office Zone) and is subject to the H (Historic District Zone). The property is located at the northern corner of Kings Highway SW and South American Avenue where the two roads merge, immediately west of Woodburn.

Property Information:
The project site is located with the local Historic District Zone (H) and subject to the provisions of the *Zoning Ordinance*, Article 3 §21 and referenced sections.

This building is also located within the boundaries of a National Register Historic District, specifically the Victorian Dover Historic District. It is a listed as a contributing resource of this National Register Historic District. Provided below is the building summary from the building inventory listing found within the National Register nomination completed for the Victorian Dover Historic District (nomination completed 1978-79). The building is identified as K-396.475 in the Delaware Cultural Resource Survey. The nomination dates the origin of the structure to before 1885 and mentions particularly the "2-story wing" where the current kitchen is located.

> *K-396.475 144 Kings Highway Southwest – pre-1885, 3-story with 2-story wing, brick residence; common-bond brickwork; hip roof, bracket cornice with paneled frieze; 3-story octagonal tower added at corner in the late 19th century, slate roof, modifies mansard with straight sides, double bracketed cornice; 2/2 and 4/4 sash; façade porch, tapering Doric columns, turned balusters; elaborate ornamental iron porch at wing entry.*

A series of historic maps were reviewed by Planning Staff for preliminary information on this area of Kings Highway. The *1859 A.D. Byles Map of Kent County* (Dover insert) shows this subject property as part of a larger tract owned by N.B. Smithers with the existing structure being the only residence on the property. The subject property remains part of the large parcel on the *1868 Beers Map published by Pomeroy & Beers* listed in the ownership of William M. Shakespeare. The *1885 Bird's Eye View of Dover* and the *1887 Map of the Town of Dover* continues to show this residence in the triangular shaped block.

Other map series such as the *Sanborn Fire Insurance Maps* would be a likely reference source for information on this dwelling. For Dover, this series of maps dated from 1897-1944.

PROJECT PROPOSAL (Drawings dated 10/30/2017 and 11/14/2017):
The application proposes an addition to the kitchen of the existing structure. A series of photographs show the existing state of the structure. the applicant provided drawings showing the addition in the context of the overall structure, the building elevations in the subject area, and a floor plan of the kitchen. The addition is presented in color renderings. The elements of the project are as follows:

1. Addition to the kitchen of the existing building: The proposal is for a 344 S.F. addition to the kitchen of the existing structure. The addition would be on the west side of the 2-story rear wing of the building. This area is adjacent a small parking lot area. The addition is one story in height and consists of a brick veneer foundation and painted wood horizontal siding. The flat roof system includes a parapet wall to assist in screening the roof mounted vent/equipment elements. There is one paneled entry door on the west wall of the addition providing access to the kitchen.

2. Access/Parking: Access to the site remains unchanged and includes a small parking lot off an alley to the west of the building. Also in front of the building is a horseshoe shaped driving with parallel parking spaces. Nearby on-street parking is often utilized by the patrons and the existing sidewalk network leads to the building. The main entry to the restaurant (café) in the building is from the south facing wrap-around porch. On the east side of the rear wing there is a handicapped accessible entry point.

3. Existing Landscaping: The Site Plan drawings shows a series of existing mature trees and shrubbery throughout the property. Landscaping on the site is not proposed to change.

4. Site Features: The plan drawing submission also includes a diagram for the establishment of temporary event seating areas on the property. This are proposed as the addition of table seating within the existing circular paved patio area at the corner of American

Avenue SW and Kings Highway SW. Also shown in two options for the placement of 20 ft. x40 ft. tent with seating in adjacent lawn areas to be associated with temporary events.

Review of DESIGN STANDARDS AND GUIDELINES

In the Historic District Zone, the uses and bulk requirements are governed by the provisions of the *Zoning Ordinance* related to the zoning of the property. In this case, these are the provisions of the RGO zone (Article 3 §9 and Article 4 §4.13). The Historic District Commission can consider (if necessary) alternatives to the bulk requirements relating to building height, bulk, and setbacks as related to the Architectural Review Certification process.

The subject project site is located in the Dover Historic District Zone within Victorian Historic Context. The Victorian Historic Context is described on pages 2-5 through 2-7. Location within the Dover Historic District Zone requires proposals for demolition, new construction, additions, and certain renovation or rehabilitation activities to existing buildings to receive an Architectural Review Certificate.

As stated in the *Design Standards and Guidelines for the City of Dover Historic District Zone*, an Architectural Review Certificate will be granted "if it is found that the architectural style, general design, height, bulk and setbacks, arrangement location and materials affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district." In accordance with Article 10 §3.2, the Historic District Commission will take action regarding the project's compliance with the architectural review standards.

This proposal should be reviewed for conformity with the design criteria and development guidelines found in the *Design Standards and Guidelines* of Chapter 4: New Construction, Additions, Demolition, and Relocation. More specifically the sections on found on 4-8 through 4-10 focus on Additions to Existing Buildings. For Additions, it recommends their placement at the rear of the building and that it should be smaller in scale and mass to the primary structure but with same or subordinate materials. These *Guidelines* also highlight the consideration that should be given to the proportions, massing, materials, form, orientation, and siting as described on pages 4-8 through 4-10. Chapter 3 of the *Design Standards and Guidelines* should also be consulted regarding the selection of materials and their form.

STAFF COMMENTS AND RECOMMENDATIONS

The following are Staff comments and recommendations for this application regarding project activities and Architectural Review Certification.

1) Staff recommends conditional approval of the Architectural Review Certificate for the rear kitchen addition based on the proposal presented in the plans and drawings dated 10/30/2017 and 11/14/2017. The location and massing of the kitchen addition proposed is subordinate to the main building structure and its existing rear wing (addition). The materials selected of brick veneer foundation and the exterior wall finish of horizontal siding and trimwork fit the character of the existing building and the Historic District. This recommendation is made subject to the following comments and suggested revisions.

2) The following conditions are recommended by Staff to improve project's compliance with the recommended guidelines of the *Design Standards and Guidelines*. The following are recommended conditions:
    a. Approval to allow the minor encroachment of the proposed addition into the side yard/rear yard setback. The existing structure (construction prior to the establishment of zoning regulations) already encroaches into this setback to a greater degree and is considered legal non-conforming. An irregular shape of the property (and therefore setbacks) occurs due to the shape of the block and its internal alley.
    b. Clarify the material and type of the paneled door and the associated railing system for this entry proposed for the addition.
    c. Continue to retain existing trees and/or replant trees to maintain the existing landscape plantings as screening of this rear area from the adjacent streets.
    d. All mechanical equipment should be located so as to not be visible from the streets. Appropriate screening by plantings, screening elements, etc. must be implemented.
    e. The kitchen addition is subject to compliance with the requirements of the City's adopted Building Codes and Fire Codes. Its construction is subject to the Building Permit application process.

3) In the event, that major changes and revisions to the design, materials, or site layout occur with the project contact the Department of Planning and Inspections. These changes may require resubmittal for review by the Historic District Commission.

4) The establishment of the temporary seating areas on the property is subject to separate compliance reviews related to Special Event activities and the public occupancy regulations as administered by the Office of the Fire Marshal.

5) The restaurant (café) use in the building was established through a Conditional Use Application (C-11-03). The expansion of the kitchen area with require submission and review of an updated Conditional Use Application to the Planning Commission. Contact the Planning Office regarding the application process and submission requirements.

<u>Historic District Commission Action Required</u>
The Historic District Commission shall consider the proposal and take action in regards to the Architectural Review Certification for the project reflecting consideration of the *Design Standards and Guidelines.*

Resolution

Whereas, Col. Richard E. Scrafford *became a member of the City of Dover Historic District Commission in April 1998 and has served with diligence and distinction in this capacity as an advocate for implementation of the Historic District Standards and Guidelines to maintain the historic character of the city's Historic District; and,*

Whereas, Col. Richard E. Scrafford *has played a key role in ensuring fundamental fairness and careful forethought in the planning and development of the Capital City through his service on the Historic District Commission; and,*

Whereas, Col. Richard E. Scrafford *has provided leadership on the Historic District Commission through his role as chairman from November 2008 through November 2014; and,*

Whereas, Col. Richard E. Scrafford *has influenced the pattern and appearance of development in the Historic District in Dover through his contributions to the development of the Historic Preservation chapters of the* 2003 Comprehensive Plan Update *and the* 2008 Comprehensive Plan *and his participation in achieving the City's designation as Certified Local Government as authorized by the* National Historic Preservation Act of 1966*; and,*

Whereas, Col. Richard E. Scrafford *completed his service on the City of Dover Historic District Commission on October 12, 2017.*

Now Therefore Be It Resolved That*, the City of Dover Historic District Commission does hereby express its sincere appreciation to* ***Col. Richard E. Scrafford*** *for his faithful and exemplary service to the Citizens of the City of Dover as a member of the City of Dover Historic District Commission.*

_____ _____

Joseph McDaniel
Chairman, Historic District Commission

David S. Hugg, III
Acting City Planner

November 16, 2017

City of Dover

October 31, 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 1 (July-September 2017)
FFY2017 CLG Grant 10-17-151320-06
Project: Amendment to Design Guidelines for Dover's Historic District: DOVER

Dear Mrs. Larrivee:

The City of Dover, Delaware Department of Planning & Inspections with this letter submits the Progress Report 1 for FFY2017 CLG Grant #10-17-151320-06. This Report 1 covers the time period of July 1, 2017 through September 30, 2017. See the attached Report 1.

Our project to "Addendum to *Design Standards & Guidelines for the City of Dover Historic District Zone:* Modern Materials & Technologies" as you can see from the Report has made progress to develop the initial DRAFT of the Request for Proposal. The City is working through the process to seek consultant services to assist the Historic District Commission and Planning Staff in developing a Draft Addendum document. The Department of Planning & Inspections did receive the requested $10,000 for Consultant Services for the grant project as part of the FY2017-2018 Budget adopted by City Council.

The Planning Office may be contacted at (302) 736-7196 with any questions. We look forward to working with your Office regarding our grant project as part of the City of Dover's participation in the Certified Local Government program.

Sincerely,
Department of Planning & Inspections

Dawn Melson-Williams, AICP
Principal Planner

Enclosures: FFY2017 CLG Grant Progress Report 1

CC: David S. Hugg, III, Interim Planning Director
Planning Office File HI-17-01

Grant No. 10-17-151320-06 Start date: July 6, 2017 End Date: June 30, 2018

ATTACHMENT 1

CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM
CLG GRANT PROGRESS REPORT FORM

Project: Amendment to Design Guidelines for Dover's Historic District: DOVER
Grantee: The City of Dover
Grant Number: 10-17-151320-06
Reporting Period (check below):

■ **Report 1 (Due October 30)** **For July 1 – September 30**	☐ **Report 2 (Due January 31)** **For October 1 – December 31**	☐ **Report 3 (Due April 30)** **For January 1 – March 31**

Specific Activities Accomplished during Reporting Period (July – September 2017):

- Updates to Historic District Commission on Grant Project:
  - No July meeting of the Historic District Commission.
  - August 17, 2017 Meeting: Staff noted that formal Letter of Agreement for FFY2017 grant was received for signature and that the adopted FY2017-2018 City Budget included the required cash match of $10,000 in the Planning Department's budget lines.
  - September 21, 2017 Meeting: Staff provided an update on the progress for writing the Draft RFP for the FFY2017 Grant Project: Addendum to *Design Standards & Guidelines for the City of Dover Historic District Zone*: Modern Materials & Technologies.

Overall Progress to date:

- Planning Staff reviewed City Procedures form Grant Application & Administration
- Planning Staff completed initial DRAFT Request for Proposal for Professional Services and submitted it on September 15, 2017 to Grants Manager at HCA for review
- Received Review Comments on September 20, 2017 on DRAFT Request for Proposal from Grants Manager; minor edits to be completed

Problems Affecting Progress:

- Some limitations on available Staff time due to other work assignments

Schedule Status:

- In the next steps, Staff will be coordinating with the City's Procurement Management regarding the issuance of the Request for Proposal to procure consultant services for this project.
- The Grant Project was identified to have a series of phases: Planning, Public Outreach, Guidelines Revision & Refinement, and Preparation of Draft Addendum Document. We are still in the Planning phase (Fall 2017) preparing to retain consultant services.

Other Pertinent Information:

- In regards to Historic District Commission membership, on October 12, 2017 the City received notice that Ret. Col. Richard Scrafford was resigning his position on the Commission. A new Commission member will need to be appointed and confirmed by City Council for his position. Additionally, Commission Member Terry Jackson's term was expired in July 2017; he continues to serve until formally reappointed or replaced by a new member appointment.

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

Submitted By: Laura Elkborn Williams **Date:** 10/30/2017

CITY OF DOVER
HISTORIC DISTRICT COMMISSION

Schedule of application deadlines and Historic District Commission meeting dates for the year of 2018. The submittal procedures for the Historic District Commission are outlined in *Zoning Ordinance*, Article 10, Section 3.2. Prior to application submission a Pre-Application Meeting with Planning Staff is required.

MONTH	DEADLINE DATE	MEETING DATE
JANUARY	12/15/2017	01/18/2018
FEBRUARY	01/12/2018	02/15/2018
MARCH	02/9/2018	03/15/2018
APRIL	03/16/2018	04/19/2018
MAY	04/13/2018	05/17/2018
JUNE	05/18/2018	06/21/2018
JULY	06/15/2018	07/19/2018
AUGUST	07/13/2018	08/16/2018
SEPTEMBER	08/17/2018	09/20/2018
OCTOBER	09/14/2018	10/18/2018
NOVEMBER	10/12/2018	11/15/2018
DECEMBER	11/16/2018	12/20/2018
JANUARY	12/14/2018	1/17/2019

For Information Contact:

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