CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, August 18, 2016 - 3:00 P.M.
City Hall – Conference Room

ROLL CALL

APPROVAL OF AGENDA
APPROVAL OF MINUTES OF MEETING on July 21, 2016

WELCOME to Commissioners
1. Eric S. Czerwinski (New Appointment)
2. Richard Scrafford (Reappointment)

COMMUNICATIONS & REPORTS
1. Summary of 2016 Activity
    a. Summary of Applications 2015 and 2016
    b. Summary of Architectural Review Certifications for 2016

2. Department of Planning & Inspections Update

NEW BUSINESS
1. Election for Vacancy of Chairman Position
2. Review of Permits Referred to Commission

OLD BUSINESS
1. HI-16-05 Mixed Use Buildings at 126 West Loockerman Street – Update on Project Design. The Historic District Commission on July 21, 2016 recommended approval of the Architectural Review Certification subject to conditions for Application HI-16-05 which proposes the construction of two mixed use buildings on the existing site known as Loockerman Way. One four-story building and one three-story building is proposed, with ground floor commercial uses and residential uses on upper floors, and associated site improvements, subject to future Site Development Plan approval processes. The property is zoned C-2 (Central Commercial Zone) and is subject to the H (Historic District Overlay Zone). The property is located on the south side of West Loockerman Street between South Governors Avenue and South State Street. The owner of record is Downtown Dover Partnership Corporation and equitable owner is Loockerman Plaza, LLC. Address: 126 West Loockerman Street. Tax Parcel: ED-05-077.09-04-06.00-000. Council District 4.

2. Certified Local Government (CLG) Program –
    a. Update on FFY2016 Grant Project: Evaluate and Update the *Design Standards & Guidelines for the City of Dover Historic District Zone*

NEW APPLICATIONS - None

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: August 9, 2016

- **MINUTES of**
  Historic District Commission Meeting
  Of July 21, 2016

    - The Meeting Minutes of the July 21, 2016 are still being prepared. These Meeting Minutes will be distributed to the Historic District Commission via email and at the August 18, 2016 meeting for review.

    - Adoption of the Meeting Minutes will be considered at the August 18, 2016 meeting of the Historic District Commission.

City of Dover Historic District Commission
Summary of Applications 2016
Updated thru August 9, 2016

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 approved (but not issued as of yet)
HI-16-03	CLG Grant Application for FFY2016	Certified Local Government Application for Grant Funding	Information File	Notice of Eligibility for Grant 2/19/2016; FFY2016 CLG Grant Application submitted 4/28/2016 to SHPO	Grant Application received; Formal Award Letter received and Letter of Agreement pending; Grant Timeframe 7/1/16-6/30/17
HI-16-04	Referral of Sign Permit #16-611	The Depot at 595 Forest Street	Sign Permit for Wall Sign with Electronic Message Center	Permit #16-611 referred to HDC by City Planner for Architectural Review Certification consultation; Considered at 5/19/16 HDC Meeting	Permit approved based on HCD consultation; Permit issued
HI-16-05	Mixed Use Buildings at Loockerman Way	126 West Loockerman Street, current site of Loockerman Way (plaza area)	3-story Commercial/Apartment Building and 4-story Commercial/Apartment Building	7/21/2016 HDC Public Hearing and Review for Recommendations; Approval of ArchRevCert subject to conditions	HDC Recommendation on ArchRevCert subject to conditions. Site Plan application S-16-18 filed 8/5/2016 for Planning Commission review; scheduled for September.

City of Dover Historic District Commission
Summary of Applications 2015
Updated thru August 9, 2016

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-15-01	DRAFT Certified Local Government Application	City of Dover	Application to be designated as a Certified Local Government	Draft Application presented to HDC on 1/15/2015. Draft Application reviewed by Legislative, Finance & Administration Committee on 2/9/2015. City Council on 2/23/2015 approved Application for submission.	Planning Staff completed DRAFT of CLG Application. Application presented to City Council who endorsed its submission. Submission to SHPO with cover letter dated 3/30/2015 from Mayor. Designated a CLG on May 15, 2015.
HI-15-02	Sign Permit #14-1609 Referral	151 Kings Highway SW, Woodburn Governors Mansion	Sign Permit for post and panel sign	Permit #14-1609 referred to HDC by City Planner for Architectural Review Certification consultation; 1/15/2015 HDC Meeting - approved ARC as submitted in permit; Staff Approval of Permit per ARC	Permit issued for post and panel sign. Sign installed.
HI-15-03	Sign Permit #15-15 Referral	6 South State Street, Baird Mandalas & Brockstedt	Sign Permit for freestanding sign and fence	Permit #15-15 referred to HDC by City Planner for Architectural Review Certification consultation; 1/15/2015 HDC Meeting - approved ARC with conditions on height and size; Staff Approval of Permit per ARC	Permit issued. Freestanding sign and fence installed at property corner of South State Street and Division Street.
HI-15-04	Building Permit #15-19 Referral	3 Loockerman Plaza, PNC Bank	Building Permit for Drive-thru ATM structure	Permit #15-19 referred to HDC by City Planner for Architectural Review Certification consultation; 1/15/2015 HDC Meeting - approved ARC with conditions for dumpster enclosure; Staff Approval of Permit per ARC	Permit issued. Construction complete.
HI-15-05	Biggs Museum Sculpture	406 Federal Street	Installation of exterior sculpture of tree and birds	Architectural Review Certification Application granted at HDC meeting of 2/19/2015; Staff Approval of Permit per ARC	Permit issued. Installation of the sculpture is complete.

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HI-15-06	Building at 312 West Loockerman Street	312 West Loockerman Street	Determination of Demolition by Neglect	Determination of Demolition by Neglect by HCD at meeting of 2/19/2015. Property declared a Dangerous Building by City Council on 3/9/2015.	Active Code Enforcement Cases and designated a Dangerous Building. Property owner has until 9/9/2015 to repair or demolish building. City taking action to demolish the building. Demolition Permit #15-1387 issued 10/9/2015. Demolition of building complete.
HI-15-07	Santa House Project	Loockerman Way and other locations	Informational Presentation	Project for a portable temporary structure. Presentation on project at 4/23/2015 HDC Meeting. Staff Approval of Permit #15-1159 per ARC recommendations.	Permit issued. Structure placed 12/17/2015.
HI-15-08	South Bradford Street Streetscape Enhancements Project	Bradford Street segment between West Division Street and West Loockerman Street	Informational Presentation	Project concept for proposed pedestrian improvements including new sidewalks, curb ramps, crosswalks, curbing, pedestrian lighting, landscaping. Presentation on project concept at 12/17/2015 HDC Meeting.	Presentation of project concepts/alternatives. Public Workshop held by DelDOT 1/12/2016. City Council granted authorization on 4/11/2016 to execute Transportation Enhancement Program Agreement to initiate the project design.

Summary of Permit Applications with Architectural Review Certification
2016 - Updated Thru 7-31-2016

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
1/12/2016	16-35	47 South West Street	Roof Permit	Staff Approval. No ArchRevCert required due to lack of visibility.	Replacement of flat roof system.
2/8/2016	16-64	151 South Governors Avenue, Inkredible Art	Sign Permit - Projecting Sign	Staff Approval.	Hanging sign under pent roof canopy.
2/4/2016	16-65	100 West Water Street	Building Permit - Roof Drainage system	Staff Approval. No ArchRevCert required due to lack of visibility.	Additional downspout drainage system connection on rear/interior parking lot side of building that is not visible.
2/10/2016	16-129	308 South State Street, Law Offices of Sean Lynn	Sign Permit - Projecting Sign	Staff Approval	Projecting sign hanging under pent roof awning. Sign installed.
2/18/2016	16-175	40 The Green, The Century Club	Building Permit - Gutters & Downspouts	Staff Approval. Project information update to HDC on 2/18/2016.	Replacement of gutters using metal half rounds and downspouts on sides of building. Limited visibility.
3/28/2016	15-1702	34 South State Street, Wesley College President's House	Administrative Building Permit	Staff Approval	Brick replacement of brick sidewalk in herringbone pattern along property frontage.
3/7/2016	16-112	150 South Governors Avenue	Building Permit - Exterior and Interior Renovations	Staff Approval with notations about selection of exterior finish materials and formats.	Interior Renovations to retail space. Exterior Renovations of door & window replacements, reclad in new vinyl siding with entire façade in horizontal siding of clapboard style product. Discussion at 2/18/2016 HDC meeting recommended evaluation of alternative finish materials. Project work underway.
3/11/2016	16-237	147 South New Street, Bait N Hook	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior Renovation for take-out restaurant tenant.
3/18/2016	16-259	11 North State Street, Gunn Wealth Management	Sign Permit - Freestanding Sign	Staff Approval	Reface existing signage on decorative metal fence and wall sign on wall at rear entry for new tenant. Signs installed.

Summary of Permit Applications with Architectural Review Certification
2016 - Updated Thru 7-31-2016

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
3/21/2016	16-282	147 South New Street, Bait N Hook	Sign Permit - Wall Sign and Window Signs	Staff Approval	Wall sign to be mounted in signboard area of upper wall and placement of window signage.
3/21/2016	16-292	316 South Governors Avenue	Fence Permit	Staff Approval	Replacement of fence segment with decorative metal fencing.
3/29/2016	16-369	527-529 South State Street, Lands of Boyles	Fence Permit	HDC Recommendation on ARC 2/21/2013; PC Approval of ARC 3/18/2013; Applications HI-13-01 and S-13-03; Staff issued Permit	Construction of fence along Elm Terrace frontage as part of Parking Lot construction project.
3/29/2016	16-360	527-529 South State Street, Lands of Boyles	Administrative Building Permit - Parking Lot construction	HDC Recommendation on ARC 2/21/2013; PC Approval of ARC 3/18/2013; Applications HI-13-01 and S-13-03; Staff issued Permit	Construction of Parking lot at rear of property with access from alley.
4/1/2016	16-291	116 E Water Street	Fence Permit	Staff Approval	Fence along west side of rear parking lot. Portion of fence located within the Historic District is limited to 4 ft. height.
4/12/2016	16-417	5 E Reed Street, Weyant Hall Building	Roof Permit	No Planning Staff Review. No ArchRevCert required due to lack of visibility.	Replacement of flat roof system.
4/12/2016	16-442	213 West Loockerman Street, Janaids	Building Permit - Interior Renovations	Administrative Approval of Permit. (No ArchRevCert required for interior work.)	Replaces previously issued Permit #14-1074 that had expired for interior renovations for change of use to hair salon.
4/28/2016	16-555	116 E Water Street, Barratt Business Services	Sign Permit	Staff Approval	Reface of existing post sign.
5/16/2016	16-25	40 The Green, The Century Club	Building Permit - Exterior Renovations	Staff Approval	Brick repair and repointing on front façade. Project complete.
5/10/2016	16-389	333 South Governors Avenue, Access Labor Services	Sign Permit - Window Signs	Staff Approval	Consultation with Staff to refine sign proposal for approval of a series of window signs.

Summary of Permit Applications with Architectural Review Certification
2016 - Updated Thru 7-31-2016

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5/4/2016	16-400	102 South Governors Avenue	Roof Permit	Staff Approval	Replacement of existing asphalt shingle roof with new asphalt shingle roof
5/23/2016	16-666	54 South State Street, Presbyterian Church	Temporary Sign Permit	Staff Approval	Temporary Banner installation.
6/24/2016	16-755	211-213 West Loockerman Street, Janaids	Sign Permit - Window Signs	Staff Approval	Two window signs installed
6/20/2016	16-833	403-405 West Loockerman Street, Coaching Great Minds Preschool Academy	Sign Permit - Roof Sign	Staff Approval	Reface of existing roof sign
7/8/2016	16-934	304 S Governors Avenue, Reith Hall	Sign Permit - Wall Sign	Staff Approval	Wall sign of individual raised letters to be placed in arched topped transom area over entry door.
7/11/2016	16-986	27 West Loockerman Street, The Moving Experience	Building Permit - Interior Renovations	No Planning Staff Review. No ArchRevCert required for interior work.	Interior renovations for real estate brokerage business office.
7/26/2016	16-1094	13 & 17 West Loockerman Street	Roof Permit	Staff Approval	Replacement of pent roof system with metal roof.
7/26/2016	16-1095	15 & 19 West Loockerman Street	Roof Permit	Staff Approval	Replacement of pent roof system with metal roof.

HI-16-05 Mixed Use Buildings at 126 West Loockerman Street – Update on Project Design. The Historic District Commission on July 21, 2016 recommended approval of the Architectural Review Certification subject to conditions for Application HI-16-05 which proposes the construction of two mixed use buildings on the existing site known as Loockerman Way. One four-story building and one three-story building is proposed, with ground floor commercial uses and residential uses on upper floors, and associated site improvements, subject to future Site Development Plan approval processes. The property is zoned C-2 (Central Commercial Zone) and is subject to the H (Historic District Overlay Zone). The property is located on the south side of West Loockerman Street between South Governors Avenue and South State Street. The owner of record is Downtown Dover Partnership Corporation and equitable owner is Loockerman Plaza, LLC. Address: 126 West Loockerman Street. Tax Parcel: ED-05-077.09-04-06.00-000. Council District 4.

- Application HI-16-05 was reviewed at the July 21, 2016 meeting of the Historic District Commission resulting in a Recommendation on the Architectural Review Certification with conditions.

- Historic District Commission asked that the Applicant provide an update on revisions to the submission as the design progresses in response to this review.

- Information will be provided at the Historic District Commission meeting of August 18, 2016.