CITY OF DOVER
HISTORIC DISTRICT COMMISSION
August 18, 2016

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, August 18, 2016 at 3:00 PM with Vice Chairman McDaniel presiding. Members present were Vice Chairman McDaniel, Mr. Czerwinski, Mr. Scrafford. Mr. Jackson arrived at 3:11pm. Ms. Horsey arrived at 3:12pm.

Planning Office Staff members present were Mrs. Melson-Williams, Mr. Cook, Mrs. Purnell, and Mr. Diaz.

Vice Chairman McDaniel welcomed new Appointment Mr. Czerwinski and Mr. Scrafford as a Reappointment.

APPROVAL OF AGENDA

Mr. Scrafford moved for approval of the agenda, seconded by Mr. Czerwinski and the motion was unanimously carried 3-0. Ms. Horsey and Mr. Jackson was absent.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF July 21, 2016

Mrs. Melson-Williams stated that the minutes are still in the process of being prepared. Action will be deferred until the next meeting.

COMMUNICATIONS & REPORTS

Summary of 2016 Activity

Mrs. Melson-Williams stated that included in the packet was a Summary of the 2015 and 2016 applications that came before the Historic District Commission. For this calendar year there were five (5) applications. For 2015 there were a total of eight (8). There were no major changes with the exception of the HI-16-05 Mixed Use Buildings at 126 West Loockerman Street filed their Site Plan Application. This will go before the Planning Commission on September 19, 2016.

Summary of Architectural Review Certifications for 2016

Mrs. Melson-Williams stated that to date there have been twenty-seven (27) Permits with activities in the Historic District that includes building interior and exterior projects, roof, signage, and fence permits. Seventeen (17) of the Permits were approved by Staff including four (4) that were heard by the Historic District Commission. There were six (6) Permits that involved interior items that were not visible from the public street which required no Architectural Review Certification.

Mr. McDaniel commented on The Century Club project on The Green was progressing well and the contractors were doing a splendid job.

Mrs. Melson-Williams stated that permits were issued for gutters, brick repointing, minor wood repair, etc. at that site.

Mr. Jackson arrived at 3:11pm.

Department of Planning & Inspections Update
Mrs. Melson-Williams stated that there were no updates.

NEW BUSINESS
Election for Vacancy of Chairman Position

Ms. Horsey arrived at 3:12pm.

Mr. Scrafford moved to elect Mr. McDaniel as Chairman for the Historic District Commission. The motion was seconded by Ms. Horsey and unanimously carried 5-0.

Mr. Scrafford moved to elect Ms. Horsey as Vice Chairman for the Historic District Commission. The motion was seconded by Mr. McDaniel and unanimously carried 5-0.

OLD BUSINESS
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.

Mrs. Melson-Williams stated that at the July 21, 2016 meeting, a Public Hearing was conducted and the Commission recommended approval of the Architectural Review Certification subject to a series of conditions. The applicant was asked to bring back a progress update in response to the discussion at the July meeting. Members received today two updated (2) sheets from the architect.

Representative
Mr. Adam Perza, Esquire who represents Lighthouse Construction.

A supplemental set of drawings with the response to request from the Historic District Commission members have been provided. The appearance of the windows from the second floor to the top of the building look like a long line of windows that did not appear to be separated enough to appear to be 2 or 3 stories. The architect revised the plans by shorting the windows and eliminating the bottom panels so that there is more of a brick pathway that separates each of the floors. They have added more texture to the brick (that is set off from the wall panel). This was done to add more definition or depth to the building. There is also a modification to the balcony. There is an additional balcony added to the second and third floor in the west building. Additional color details do not get decided

until part of the planning process. The builder plans to communicate and work with the Planning Office as it progresses through the construction phase to make sure the City of Dover and residents are happy with the development of the project and that it reflects well and conforms and compliments its surrounding properties on Loockerman Street.

Mrs. Melson-Williams reiterated that the key differences are the window proportions on the west building (bigger brick space) between the top of the second floor window and the start of the area of the window on the third floor. The same thing somewhat occurs on the east building. The west building does have the addition of balcony space rather than just all windows across the Loockerman Street façade of the building. There has also been a slight change where the residential entry is on the west side. In the coloring rendering, you can start to see some of the potential for the brick treatment features (texture) on the building. The Historic District Commission made a recommendation of approval, but wanted to continue to hear the progress to date. The recommendation along with any updates will be forwarded to the Planning Commission. The Planning Commission will be involved in looking at the architecture and the Architectural Review Certification for this project.

Chairman McDaniel questioned if the applicant would be asked at the Planning Commission what type of brick they will be using. Mrs. Melson-Williams replied that she did not know if they would have a brick color choice specifically decided even at that point. Material choices such as that tend to happen later in the process. The Planning Office can keep the Historic District Commission members updated.

Ms. Horsey asked about the cornice at the top of the building which was also mentioned at the last meeting because it does not look like from the new rendering that it was done. She asked if it could be looked at. Mr. Scrafford stated that at the last meeting the applicant was in agreement that they would show the Historic District Commission members the update.

Chairman McDaniel questioned whether this would hold up the project, Mrs. Melson-Williams replied no. It was certainly one of the items that was discussed at the last meeting and it may continue to be evaluated as part of the building design.

Mr. Czerwinski questioned whether the applicant went to single solid pane windows. In the previous design the taller window frame had dual pane. The single pane windows are not attractive; He would like to see them incorporate a sash look to the window.

Mrs. Melson-Williams mentioned that it looks like it continues on the Plaza. The window is perhaps divided.

Mr. Czerwinski questioned whether there was any problem with having the balconies right on the street, Mrs. Melson-Williams replied no.

Mr. Czerwinski also commented regarding the cornice and stated that almost every building downtown has some type cornice to compliment what is there because these are major buildings.

Mr. McDaniel recapped what was previously mentioned regarding the cornice and the windows on the east and west buildings.

Mr. Perza commented at the last meeting the Historic District Commission did not want two identical buildings, he questioned whether they wanted the buildings looking the same, Chairman McDaniel replied yes.

Mr. Scrafford moved to continue approval of the project from July and that they received a progress update. Two (2) suggestions were made regarding the revised submittal: the cornice to be placed on both buildings in accordance with the conversation and approval at the July 21, 2016 meeting and that the windows design on the east building be more reflective of the windows on the west building (similar in design). The motion was seconded by Ms. Horsey and unanimously carried 5-0.

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

Mrs. Melson-Williams stated that Staff has started some initial work on the document they need to prepare to go out to seek a consultant. It has not been advertised at the current time. There is also a grant agreement document that needs to be signed between the City and State Historic Preservation Office that outlines the grant administration and the reporting on quarterly status and progress to date. She anticipates there would be grant monies starting next July so she suggests to be thinking ahead of the next potential project.

Mr. Scrafford asked if any suggestions be brought to the Historic District Commission.

Mrs. Melson-Williams stated that the grant money is not available for brick and mortar projects. The grant is more in the line for studies, public outreach, and specific training opportunities.

Chairman McDaniel questioned whether Mrs. Melson-Williams was the point of contact for the program, Mrs. Melson-Williams replied yes.

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

Meeting adjourned at 3:36 PM

Sincerely,

Maretta Savage-Purnell
Secretary