CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, May 19, 2016 - 3:00 P.M.
City Hall – Conference Room

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on April 21, 2016

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. Review of Permits Referred to Commission
    a. HI-15-04 Sign Permit #16-611: Signage for The Depot at 595 Forest Street– Referral by the City Planner to the Historic District Commission for Review of Architectural Review Certification for Sign Permit application #16-611 for a wall sign including LED electronic message center. The property is zoned C-2A (Limited Central Commercial Zone) and is subject to the H (Historic District Zone). The property is located on the north side of Forest Street between South West Street and South Kirkwood Street. The owner of record is the Lakshya, LLC. Addresses: 585-595 Forest Street and 111 S. West Street. Tax Parcel: ED-05-076.12-02-46.00-000.

NEW APPLICATIONS

OLD BUSINESS

1. Certified Local Government (CLG) Program –
    a. Update on Application for Grant Funding for FFY2016

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: May 11, 2016

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

    - The Meeting Minutes of the April 21, 2016 are still being prepared. These Meeting Minutes will be distributed to the Historic District Commission via email and at the May 19, 2016 meeting for review.

    - Adoption of the Meeting Minutes will be considered at the May 19, 2016 meeting of the Historic District Commission.

City of Dover Historic District Commission
Summary of Applications 2016
Updated thru May 11, 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 approval pending
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 and Letter of Agreement expected in June; 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; Scheduled for 5/19/16 HDC Meeting	Permit Referred for consultation

City of Dover Historic District Commission
Summary of Applications 2015
Updated thru May 11, 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.

City of Dover Historic District Commission
Summary of Applications 2015
Updated thru May 11, 2016

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 4-30-2016

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 4-30-2016

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 ArchRev Cert 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.

Certified Local Government Program
Update on Application for Grant Funding for FFY2016

The City of Dover submitted for consideration our Certified Local Government Grant Application for Funding for FFY2016. We have proposed a project to "Evaluate and Update the *Design Standards & Guidelines for the City of Dover Historic District Zone."* Copies of the full Application are on file in the Planning Office. The following items from the Application are provided as information:

- Cover Letter of April 28, 2016 for Submission of CLG Grant Application: Request for Funding for FFY2016)

- Project Narrative: Evaluate and Update the *Design Standards & Guidelines for the City of Dover Historic District Zone*

City of Dover

ARCHITECTURAL REVIEW REPORT
Referral by City Planner to Historic District Commission
Meeting of May 19, 2016

Permit:	Permit #16-611 Signage for The Depot
Location:	595 Forest Street Located on the north side of Forest Street between South West Street and South Kirkwood Street
Tax Parcel:	ED-05-076.12-02-46.00-000
File Number:	HI-16-04

Referral of Permit:
The following application **Sign Permit #16-611** is referred by the City Planner to the Historic District Commission for consultation regarding the issuance of the Architectural Review Certificate. Applications for certain types of construction activity within the Historic District Zone (H) are reviewed by the City Planner (or Staff as designated) for Architectural Review Certification as part of the Building (Sign) Permit application review process. Staff is referring the Permit for review under the provisions of *Zoning Ordinance*, Article 10 Section 3.22(A) and (B). See below.

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

Permit Proposal:
Sign Permit #16-611 was filed on May 3, 2016 for the proposed wall sign with LED Electronic Message Center at The Depot in the building at 595 Forest Street, Dover. There is other existing wall signage and freestanding signage on the property will remain in place.

The permit application is for a new wall sign to be mounted on the south elevation wall of the building facing Forest Street. The Sign has two components consisting of the sign panel and the Electronic Message Center area. It is 44 inches by 104 inches for a total sign area of 31.77 SF and the changeable area (EMC) of the sign is 20.2 SF (63.5% of the total sign area). See permit application form and attachments.

Staff Review of Permit for Architectural Review Certification:

In reviewing the proposed project for Architectural Review Certification, Staff referenced various sections of Chapter 5: Storefronts and Signage (pages 5-5 thru 5-8) of the *Design Standards and Guidelines for the City of Dover Historic District Zone* which presents the Recommended, Not Recommended, and Inappropriate approaches to construction of various elements in the Historic District. While Chapter 5 focuses on signage to be mounted on buildings in the commercial district, it does not specifically address the use of Electronic Message Center signs.

According to the *Design Standards and Guidelines* for the City of Dover Historic District Zone (Chapter 5), the following are some of the Recommended practices for signage:

- A sign should be consistent and compatible in terms of its size, style, materials, and location with the historic building, and should be integrated into the architectural design of the building on which it is located.
- Sign material should be compatible with the design of the building. Wood and metal signs are recommended.

Similarly, the following is Not Recommended:

- Plastic signs are not recommended.

The following is deemed Inappropriate:

- Back-lit fluorescent signs are inappropriate.
- Temporary, visually assertive signs set behind display windows are not appropriate.

Staff also reviewed the proposed signage for compliance with provisions of the *Zoning Ordinance*. Per the Sign Regulations (*Zoning Ordinance*, Article 5, Section 4), for this multi-tenant building each tenant can have two wall signs and the proposed sign size of approximately 32 SF complies with the size limitations (maximum is 64 SF). Electronic Message Centers, a type of changeable copy sign, have specific provisions. See the following definitions and sign provisions from the *Zoning Ordinance*.

Wall sign: Any sign, other than a projecting sign, which is attached to or painted on any wall of any building and projects from the plane of the wall less than 18 inches. A sign attached to the lower slope or face of a mansard roof, canopy, or awning shall be considered a wall sign for purposes of this ordinance. For purposes of this section only, a "wall" shall include any permanent architectural extension of a wall, including parapets, even if such extension projects beyond or above the enclosed portions of the building. Canopy, marquee, and awning signs are all types of wall signs.

Changeable sign: A sign with the capability of content change by means of manual or remote input, includes the following types:

(1) *Manually activated:* Changeable sign whose messages, copy or content can be changed manually on a display surface.

(2) *Electrically activated:* Changeable sign whose message copy or content can be changed by means of remote electrically energized on-off switching combinations of alphabetic or pictographic components arranged on a display surface. Illumination may be integral to the components, such as characterized by lamps or other light-emitting devices; or it may be from an external light source designed to reflect off the changeable component display. See also "Electronic message center."

Electronic message center or *sign (EMC):* An electrically activated changeable sign whose variable message and/or graphic presentation capability can be electronically programmed by computer from a remote location. Also known as an EMC. EMC's typically use light emitting diodes (LEDs) as a lighting source

Article 5 Section 4.4 Design Requirements

E. *Changeable signs.*

1. Changeable signs may be incorporated into a sign face when the changeable component of the sign face occupies less than 70 percent of the total area of that sign face.

2. Changeable sign area shall be integrated into the sign face and shall be enclosed by a border or similar enclosure so as to form one sign panel.

3. Electronic message centers (EMC):

(a) The following EMC display features and functions are permitted: scrolling, fading and dissolving while transitioning between messages.

(b) EMC's shall have a minimum display time of eight seconds. The transition time between message and/or message frames is limited to one second.

(c) The following EMC display features and functions are prohibited: traveling, flashing, spinning, rotating, any other moving effects, and all dynamic frame effects or patterns of illusionary movement or simulated movement.

The *Zoning Ordinance* provisions for signs in the Historic District require a Sign Permit review process but allow for the sign standards to be waived as part of the Architectural Certification Review process of the Permit if "determined to contribute to or improve the historic context of the building."

Previous Applications:

The property includes two late 20th century building and a collection of existing signage including freestanding signs, wall signs, and window signs. Staff notes that signage for this property was previously considered by the Historic District Commission with Applications HI-00-06 and HI-08-03. In February 2000 with Application HI-00-06, the Historic District Commission granted approval of an Architectural Review Certificate to allow the use of 16 inch green internally lit channel letter signs for each of the tenants in the two-story building addressed as 111 South West Street and 585-595 Forest Street. In a revised submission, the Historic District Commission granted approval on April 15, 2001 to the design of two (2) monument signs. In May 2008 with Application HI-08-03 Lands of Dan Batra: Gulf Gas Station and former Duncan Depot, the Historic District Commission granted conditional approval of the Architectural Review Certification for a series of signs. Signs included the approval for use of 18 inch letters and the use of different colors for wall signage; approval of a revised sign design on the gas canopy faces; and the denial of a proposed pylon sign but approval of an alternative taller monument sign with changeable copy sign (LED lighting) for the display of gas prices subject to conditions.

Historic District Commission Action

The Historic District Commission should consider the proposal for the proposed signage and take action in regards to the Architectural Review Certification for the Sign Permit #16-611.

Staff Findings from Review of Sign Permit:

Staff findings are summarized as follows for the proposed signage for The Depot (as presented in Permit #16-611).

1. Sign Location: The proposed sign format and location complies with the sign regulations of the *Zoning Ordinance*. The sign format would be considered a wall sign. This sign location on the late 20th century building has somewhat limited visibility from the street due to the

location of the gas station service canopy and pumps on the site. It is mostly visible to visitors internal to the site.

2. Sign Size: The sign size (sign area of approximately 32 SF) complies with the sign regulations of the *Zoning Ordinance* based on the type of road and the use characteristics of the surrounding area. The wall sign is proportional to the solid masonry wall area where placed.

3. Sign Material: The proposed materials are listed as LED, plexi, and aluminum to create what appears as a rectangular box format for the sign. The sign panel (on right) appears similar to a painted sign panel and the Electronic Message Center similar to a television screen.

4. Sign Illumination: The Electronic Message Center (EMC) is labeled as LED and the functions of EMCs allow the display to change the message (text and/or images). The brightness of the display will vary with the format of the message panel. The *Zoning Ordinance* includes a limit on the illumination level.

5. Electronic Message Center: While not a sign type seen in the Historic District, conditions on the size, placement, and changing dynamics of the EMC sign can be established for this specific site to give the appearance of a static sign. Consideration should be given to the duration of the message before it changes to a new message (timing of message). The limitations established by the *Zoning Ordinance*, Article 5 §4.4E on the features and functions of the EMC related to brightness and effects must be followed at a minimum.

Advisory Comments and Recommendations:

1. The applicant shall be aware that a Permit is required prior to installation of signage. The Sign Permit Application must be updated if necessary to comply with the conditions established through the Architectural Review Certification process.

Attachments:

- Sign Permit #16-611 application form and permit drawings
- Letter of Notice to Applicant dated May 10, 2016

City of Dover, DE
Department of Planning and Inspections
P.O. Box 475, Dover, Delaware 19903
(302) 736-7010 Fax: (302) 736-4217
www.cityofdover.com

H

Permit # 16-611

Sign Permit Application

Applicant's Name: Kent Signs Richard Haxton

Project Name: The Depot

Address: 595 Forest Street Dover De

Phone: 302-736-1040 Dover Business License # abhaysu@aol.com

Property Owner: Lakshya LLC E-mail:

Contractor Name: Kent Signs

Address: 2 East Bradys Lane Dover De

Phone: 302-697-2181 Dover Business License #:

E-mail: richard@kentsigns.net

Sign Information

Sign	1	2	3	4	5
New/Reface	New				
Type of Sign Ex. wall, monument, window, etc.	Wall				
Dimensions Length, width and depth	44x 104"				
Square Footage	31.77				
Setback from Right-of-Way	N/A				
Sign Material Ex., aluminum, PVC,	LED Plex Alum				
Overall Height	8'				
Clear Height Wall signs only	64"				
Illumination Type Internal, external, LED, etc.	LED				

For Office Use Only		Tax Parcel # ED-05-076.12-02-460.000-000						
Date Received: 5/3/16 MJ				Date Issued:				
Planner Assigned		Zoning District	C-2A	Historic District	Y/N	Adj. to Residential	Y/N	Date Approved
Road Classification	UPA/UMA/UC	Accurate Plot Plan	Y/N/NA	Wall Elevation	Y/N/NA	Sign Elevation	Y/N	
Unified Sign#/BOA #		Application Complete	Y/N	Total # Signs		Total SF Signs		
Fee Paid	Check #	Cash		Collected By		Permit Fee $ 50.00		

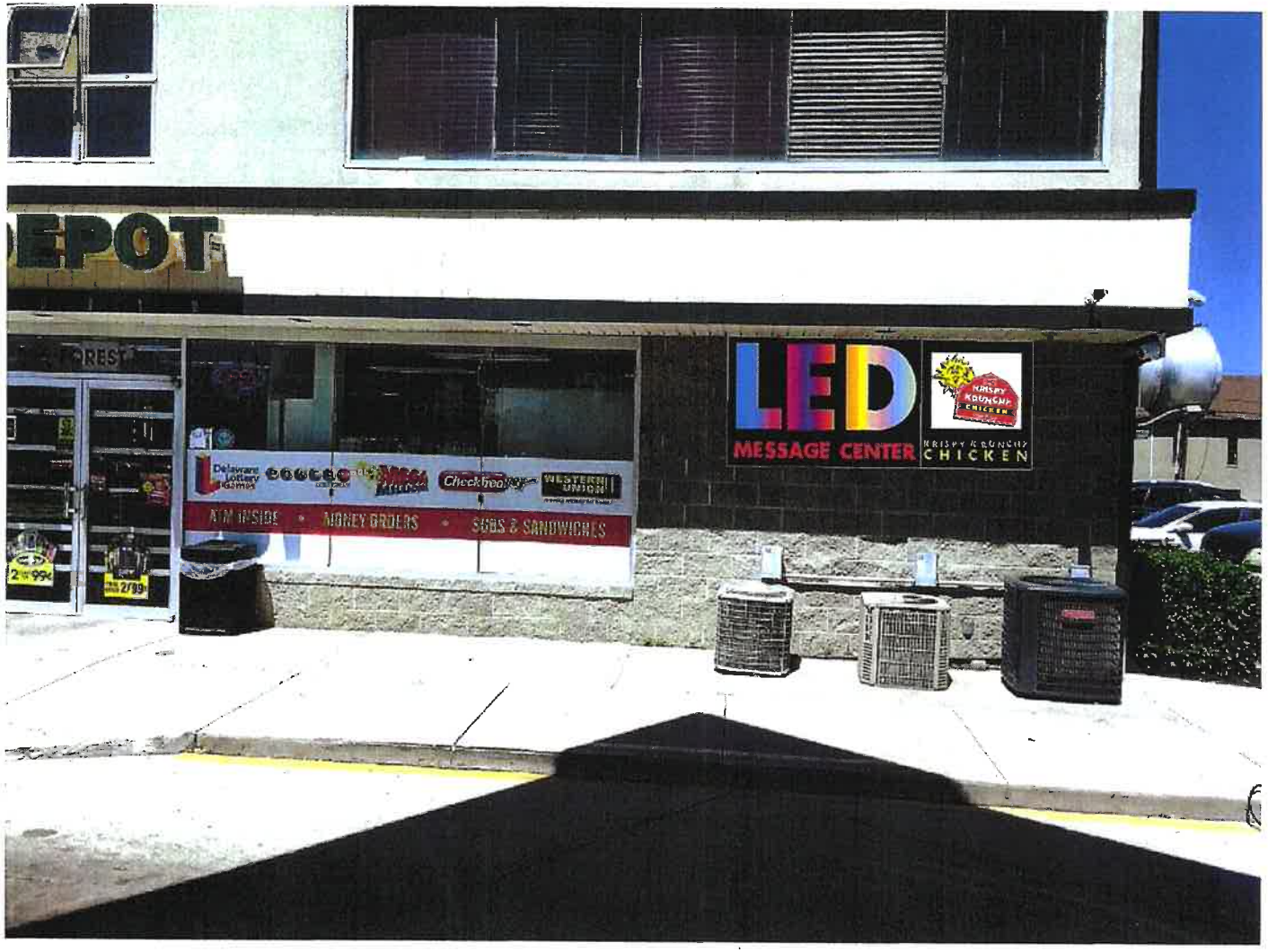
Applicant's Signature

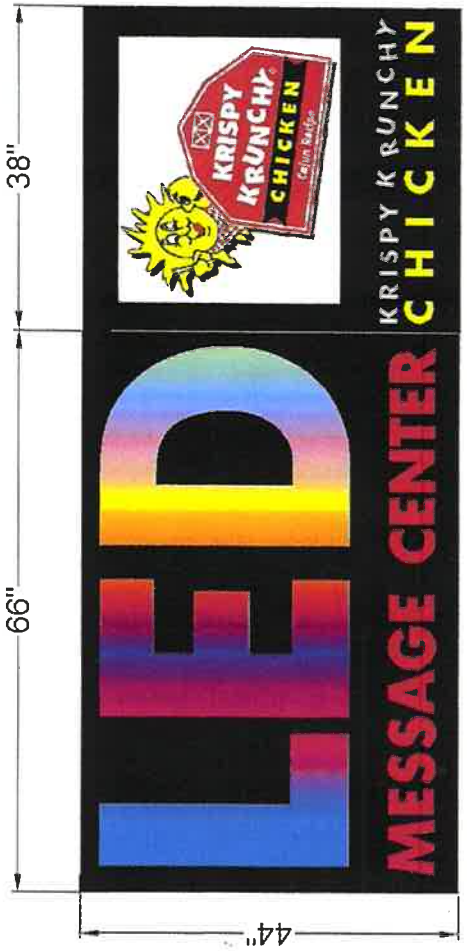
I the undersigned do affirm that all the information provided in this application is accurate. I also affirm that I am authorized by the Property Owner and have the authority to make this application. Finally I will perform all work in accordance with the City of Dover Code and of this permit.

Richard Haxton Richard Haxton 5/3/16

Signature Print Name Date

CE-N DT-N PW-N FP-N





DESCRIPTION: The Depot LED Message Center

DATE: 5/2/16

DESIGN BY: JY

APPROVED BY:

ALL DESIGNS PROPERTY OF:
Vent Signs

Google Maps Forest St

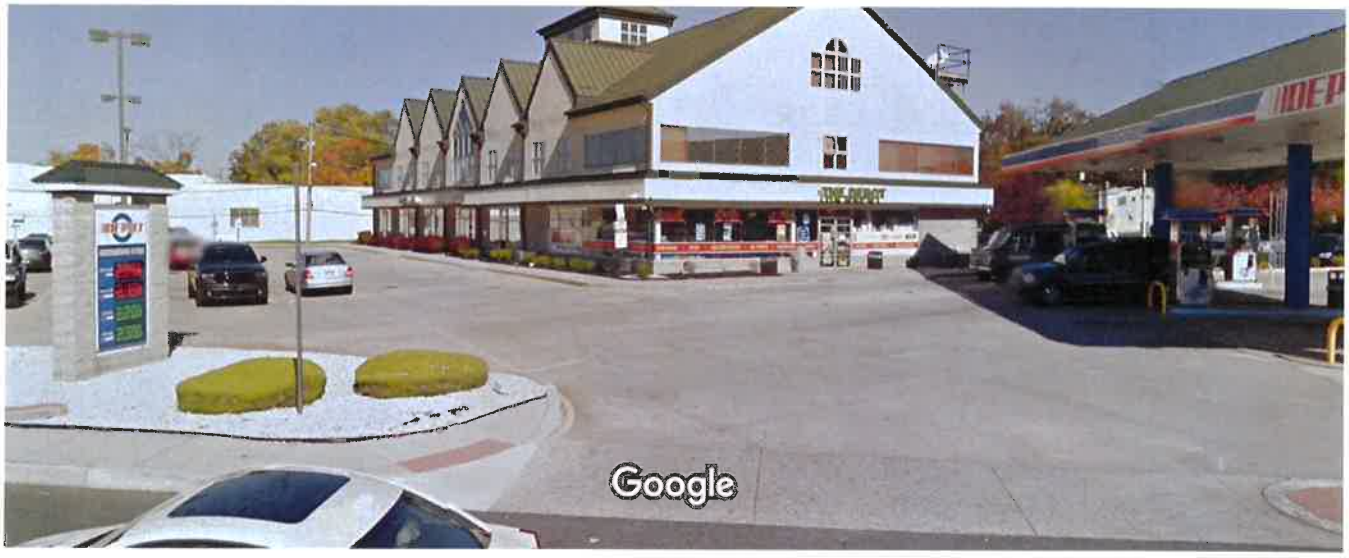


Image capture: Nov 2015 © 2016 Google

Dover, Delaware

Street View - Nov 2015



Google Maps

City of Dover

May 10, 2016

Richard Haxton and Kim Diehl
Kent Signs
2 East Bradys Lane
Dover DE 19901
Via Email: richard@kentsigns.net and kim@kentsigns.net

The Depot
595 Forest Street
Dover DE 19904
Via Email: abhagsu@aol.com

RE: Referral of Sign Permit #16-611 to Historic District Commission
Signage for The Depot at 595 Forest Street, Dover DE

Dear Applicants:

This letter is to inform you that Sign Permit application #16-611 has been referred to the City of Dover Historic District Commission for consultation. Sign Permit #16-611 was filed on May 3, 2016, for a proposed wall sign with LED electronic message center at The Depot, 595 Forest Street, Dover, Delaware.

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

> 3.25 *Architectural review standards.*
> (A) An architectural review certificate may be issued if it is found that the architectural style, general design, height, bulk and setbacks, arrangement, location and materials and structures affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district as set forth in the historic district design guidelines and standards adopted by the planning commission and as set forth in the United States Secretary of the Interior's Standards for Rehabilitation.

In reviewing the proposed signage for Architectural Review Certification, Staff referenced the Chapter 5: Storefronts and Signage of the *Design Standards and Guidelines* which present the *Recommended*, *Not Recommended*, and *Inappropriate* approaches to work in the Historic District. As the *Design Standards and Guidelines* do not specifically address the use of Electronic Message Center signs, I am referring the permit application to the Historic District Commission for review. See *Zoning Ordinance,* Article 10 Section 3.22 (A) and (B) listed below.

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

The City of Dover Historic District Commission will review this permit at their next meeting scheduled for Thursday, May 19, 2016 at 3:00pm in the City Hall Conference Room, 15 Loockerman Plaza, Dover. This permit referral has been assigned Application #HI-15-04. You are encouraged to attend this meeting to discuss the project. Staff will provide the Historic District Commission with the permit application materials and other background information for their review and action.

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

Sincerely,

Dawn Melson-Williams, AICP
Principal Planner

CC: Ann Marie Townshend, AICP, Planning Director