CITY OF DOVER
HISTORIC DISTRICT COMMISSION
May 19, 2016

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, May 19, 2016 at 3:00 PM with Chairman Salkin presiding. Members present were Chairman Salkin, Mr. McDaniel and Ms. Horsey. Mr. Jackson and Mr. Scrafford were absent.

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

APPROVAL OF AGENDA

The agenda was approved by acclamation. Mr. Jackson and Mr. Scrafford were absent.

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

Mr. McDaniel moved to adopt the minutes of the regular Historic District Commission meeting of April 21, 2016, seconded by Ms. Horsey and the motion was unanimously carried 3-0 of the members present. Mr. Jackson and Mr. Scrafford were absent.

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. Today the Historic District Commission will consider application HI-16-04 for a referral of a Sign Permit. There were a total of eight (8) applications in 2015.

Summary of Architectural Review Certifications for 2016

Mrs. Melson-Williams stated that to date there has been seventeen (17) Permits with activities in the Historic District that includes building interior and exterior projects, roof, signage, and fence Permits. Eight (8) of the Permits were approved by Staff including four (4) that were heard by the Historic District Commission. There were five (5) Permits that involved interior items that were not visible from the public street which required no Architectural Review.

Department of Planning & Inspections Update

Mrs. Melson-Williams stated that tentatively scheduled for June there will be a Delaware Plan for Health Charrette. This is a grant project that the Delaware Chapter of the American Planning Association received with other partners in the State. More information will be provided as it comes available.

NEW BUSINESS

Review of Permits Referred to Commission

HI-16-04 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.

Mrs. Melson-Williams gave a brief overview of the application and Staff Findings. The property previously appeared before the Historic District Commission on two (2) occasions related to signage in February 2000 and May 2008.

Chairman Salkin questioned if there were any questions.

Responding to Chairman Salkin's question regarding if the *Zoning Ordinance* includes sign illumination and if the Commission should be considering anything else other that what is already covered by the zoning requirements, Mrs. Melson-Williams stated that the zoning requirements has illumination standards for signage. With the electronic message signs some of the level depends on what is on the screen.

Responding to Chairman Salkin's question whether there was anything regarding this project that the Commission should be concerned about or does Code and zoning address all of the concerns, Mrs. Melson-William stated that there is a maximum level of illumination that is currently described in the Code.

Responding to Chairman Salkin's question regarding the electronic message center duration of the message before it changes to a new message (timing of message), and if there were any other standards that have been used elsewhere in the City in order to give them guidance, Mr. Cook stated that it is in the Sign Ordinance with regards to change (the transitions) and there are generally code enforcement issues. The regulation is a one second transition and an eight second hold. There are limits on the different types of movements such as (phase or scroll). There are specific provisions related to depiction of movement. It should not approach animation.

Mr. McDaniel referred to the Dover Downs sign as a comparable sign.

Mr. Cook stated that the Dover Downs sign is probably not typical due to the size, but a more typical one would be some of the smaller businesses (Modern Maturity Center, Drugstores).

Mrs. Melson-Williams stated that it is part of the standard regulations and one of the Staff Findings is to look at the duration that the message stays. The code minimum is eight (8) seconds, because it is in the Historic District and if you wanted it to appear more like a static sign you might suggest the message stay longer than eight (8) seconds. There is no specific recommendation.

Responding to Ms. Horsey's question regarding whether the speed limit was 25mph and if you could read the message board in eight (8) seconds and if you would be able to read it more than once, Mrs. Melson-Williams replied that it is probably 25mph.

Ms. Patel stated that the sign is for persons (customers) pumping gas. Customers that are in the parking lot and to attract more customers.

Representative: Ms. Jaimini Patel and Mr. Jay Patel; Owners

Ms. Patel stated that the electronic message center was mainly for customers in the parking lot. They would be very appreciative if this would be approved. For the last six (6) months, they have been suffering from competition of other businesses.

Chairman Salkin questioned if there were any additional questions.

Mrs. Melson-Williams stated that the application did not require a public hearing. Staff felt that it was a type of permit that the Historic District Commission should review as the electronic message center is a new concept in the Historic District. It was brought to the Historic District Commission for guidance and afterwards Staff will complete approval of the Sign Permit application.

Mr. McDaniel moved to accept Staff Recommendations for application HI-16-04 to allow for the standard timing on the LED electronic message center. The motion was seconded by Ms. Horsey and unanimously carried 3-0. Mr. Jackson and Mr. Scrafford were absent.

Mrs. Melson-Williams stated that the message will be governed by what is already existing in the *Zoning Ordinance.*

NEW APPLICATIONS
There were none.

OLD BUSINESS
Certified Local Government (CLG) Program: Update on Application for Grant Funding for FFY2016
Mrs. Melson-Williams stated that the application for Grant Funding for FFY 2016 was submitted. Included in the member packet was a copy of the cover letter submission and the narrative of specific project. Staff was notified that the application was received and the next step is a formal letter of agreement relating to the grant. The grant award is $10, 332 and the City has to provide a minimum cash or in kind match of $6,822 which is 40% of the total project cost. The Planning Office had requested $10,000 in consulting services which would cover the match. It is a project to evaluate and update the *Design Standards and Guidelines* document which dates from 1992. With the project they will be looking to have consulting services assistance. The updates to the *Design Standards and Guidelines* is something that was identified in the City's Comprehensive Plan. They plan to have a consultant on board by the fall and have a draft document by the spring of 2017. They do not need to have the document totally through the entire review process, adopted, and in place by the end of June 2017, but they would like to continue to move in that direction.

Responding to Chairman Salkin's question whether it would be roughly a $20,000 project for consulting services and if the City does not come through do you figure out the alternative, Mrs. Melson-Williams stated that we will figure out an alternative and if does not stay at $10,000 and becomes a lesser number. It may have to switch to cash and in kind which would mean specific staff hours dedicated to the project to match the grant.

Responding to Chairman Salkin's question regarding the City Council Budget schedule, Mrs. Melson-Williams replied that they are posted, she thinks they begin hearing presentations next week; she was not sure of the day.

Responding to Chairman Salkin's question whether there would be a specific time the project would be heard, Mrs. Melson-Williams replied that this is a line item in the Planning Office Budget.

Responding to Chairman Salkin's question whether it was the City Manager's recommended budget, Mrs. Melson-Williams replied yes.

Responding to Chairman Salkin's question whether it would be helpful for them individually or as a group to endorse the line item or will it draw attention, Mrs. Melson-Williams replied that it might draw attention, but she was not sure. Some years they delved into individual budget lines and sometimes they do not. The entire budget document is roughly 300 pages. This would be considered as part of the General Fund regarding the scheduling. She will let Mrs. Townshend know of what has been requested regarding the guidance and schedule of the budget meetings.

Responding to Ms. Horsey's question regarding the groups, Mrs. Melson-Williams replied that she would think that they would be looking for that kind of stakeholder input. A lot of it will go into the project planning phase on how to involve other entities that have a preservation interest.

Mr. McDaniel stated that the Dover Century Club brick work and gutter is being done by Paul's Pointing.

Mr. McDaniel also shared information regarding the $1200 fee for a variance application in Lewes compared to the fee charges in the City of Dover. The fee is nonrefundable. They have a beautiful Historic District.

Mrs. Melson-Williams stated that if it is an application for example new construction then the application fee is $250 for Architectural Review Certification. For Sign Permits referred to the Historic District Commission there is not an additional fee. The Sign Permit is S0.75 per square foot, but with a minimum of $25.00. A lot of the smaller jurisdictions fees are higher than the City of Dover because a lot of their technical review is done by hired consultants not professional staff.

The meeting was adjourned by acclamation.

Meeting adjourned at 3:40 PM

Sincerely,

Maretta Savage-Purnell
Secretary