CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, January 21, 2016 - 3:00 P.M.
City Hall – Conference Room

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on December 17, 2015

COMMUNICATIONS & REPORTS

1. Summary of 2015 Activity
    a. Summary of Applications 2014 and 2015
    b. Summary of Architectural Review Certifications for 2015
    c. Report of 2015 Historic District Commission Activity

2. Department of Planning & Inspections Update

NEW APPLICATIONS

NEW BUSINESS

1. Review of Permits Referred to Commission

2. Information on Permits with Architectural Review Certification to be Issued By Staff:
    a. Building Permit #16-25: Brick Repair & Repointing Project at The Century Club Building at 40 The Green

3. Certified Local Government (CLG) Program
    a. Draft of Annual Report (May-September 2015)
    b. Grant Opportunities

OLD BUSINESS

1. South Bradford Street Streetscape Enhancements Project: Segment between West Division Street and West Loockerman Street (HI-15-08): Public Workshop held January 12, 2016

2. Discussion of Architectural Review Certification process

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: January 12, 2016

CITY OF DOVER
HISTORIC DISTRICT COMMISSION
December 17, 2015

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, December 17, 2015 at 3:11 PM with Vice Chairman McDaniel presiding. Members present were Vice Chairman McDaniel, Mr. Scrafford and Ms. Horsey. Mr. Jackson arrived at 3:20pm and Mr. Salkin was absent.

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

Mrs. Melson-Williams introduced our new planner Mr. Eddie Diaz.

APPROVAL OF AGENDA

Mr. Scrafford moved for approval of the agenda, seconded by Ms. Horsey and the motion was unanimously carried 3-0. Mr. Jackson arrived at 3:20pm and Mr. Salkin was absent.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF DECEMBER 17, 2015

Ms. Horsey moved to adopt the minutes of the regular Historic District Commission meeting of December 17, 2015, seconded by Mr. Scrafford and the motion was unanimously carried 3-0 of the members present.

COMMUNICATIONS & REPORTS

Summary of 2015 Activity

Mrs. Melson-Williams stated that there were no major changes to the Summary of Applications 2014 and 2015 since the October 2015 meeting. Update on application HI-15-07 which is The Santa House project; the building is in place. Santa was going to arrive this afternoon for an official ribbon cutting at 5pm, but due to weather delays he is expected to conduct the business on Monday, December 21, 2015 at 5pm.

Mr. Scrafford stated that it was nice to see The Santa House project take fruition.

Mrs. Melson-Williams stated that the roof is not the bright Santa red, but more of a burgundy tone and the two (2) doors on the front of the building are also in the same burgundy color.

Mrs. Melson-Williams asked if there were any questions regarding the Application Charts.

Mrs. Melson-Williams stated that the only other item related to an application would have been associated with the building located at 312 W. Loockerman Street which was the consideration of a determination of Demolition by Neglect. Ultimately, the City had to take the action to demolish the building and that has occurred. It's in the process of backfilling the hole because it had a basement. The work is progressing.

Vice Chairman McDaniel stated that he had kind of thought that the owner would have fixed up "My Place".

Mrs. Townshend stated that the owner tried just before the building was demolished. The owner called the office in November inquiring why permits could not be issued for the building. At that point, the asbestos abatement had already begun.

Both Vice Chairman McDaniel and Mr. Scrafford stated that the owner had plenty of time to fix the building.

Summary of Architectural Review Certifications for 2015

Mrs. Melson-Williams stated that permit activity within the Historic District had fifty-eight (58) permits. There were fifteen (15) interior renovation projects which require no Architectural Review Certifications. Of the fifty eight (58) permits, eight (8) permits made some type of appearance before the Historic District Commission as an informational item or as part of a formal application. Majority of the permits are related to signage. The chart enclosed in the packet is listed through the end of November 2015. There has been no activity on the permit for 2 West Loockerman Street.

Mr. McDaniel stated that the Century Club located on The Green received grant money and asked if a permit had been submitted, Mrs. Melson-Williams stated no, but she has spoken to a representative in the past.

Mrs. Townshend stated that the Century Club is also eligible for the Downtown Development District Grant. She stated that spoke to someone a long time ago shortly after designation regarding the program.

Mr. Scrafford mentioned working with the Century Club years ago regarding grants when they were going to do a roof project.

Mrs. Melson-Williams asked if there were any other questions regarding the permits.

Department of Planning & Inspections Update
Restoring Central Dover Community Plan
Delaware Downtown Development District Program

Mrs. Townshend stated that there have not been any major updates. The Downtown Development District boundary was extended to include the area that fronts Water Street between Governors Avenue and State Street and also the properties that front State Street between Loockerman Street and The Green. The area on State Street is in the Historic District. She hopes that people will utilize the opportunity to improve their buildings. Because of the legislation of the Downtown Development District, a portion of the State Historic Preservation Tax Credit is required to be spent within the Historic District.

Mr. Jackson arrived at 3:20pm.

Vice Chairman McDaniel stated that he had seen a list of the applications for the Downtown

Development District program.

Mrs. Townshend stated that the announcements of which projects are getting funded will be made at the end of January 2016.

Responding to Vice Chairman McDaniel as to whether the deadline to submit an application had passed, Mrs. Townshend stated yes, the application deadline was December 1, 2015 (for large projects).

NEW BUSINESS

Presentation of South Bradford Street Streetscape Enhancements Project: Segment between West Division Street and West Loockerman Street (HI-15-08)

Representative: Mr. Jonathan Hermes and Meghan Richardson; Century Engineering

Handout of South Bradford Street Streetscape Enhancements – Existing Conditions and Proposed Renderings

Mr. Hermes stated that the handouts on display were a little different than what the members received in their packet. The project falls under the State Transportation Alternative Program (TAP). DelDOT is the administrative agency and the sponsor is the City of Dover. The Streetscape Enhancements are between Loockerman Street to Division Street. The proposal is to do redo the sidewalks, add street lighting, new curbing and potentially improving the landscaping, ADA improvements from the Wesley College area to the Downtown Business area. The project is within the Historic District and the timeline for the project is in the concept stage. They are currently working on the concepts plan that will be completed in roughly January. The few concepts will then be put into the DelDOT system and funded. The design will start in the second half of the calendar year 2016. The design takes roughly a year, but if it gets moved forward it would still mean that construction is not until 2017. They have been going out to the public, met with some of the property owners, done field investigations, visited some of the DDP organizations and City. They came up with some alternatives that they feel are consistent with what the area is in historic nature.

Mr. Hermes gave an overview of the photo handout (Existing Conditions and Proposed Renderings).

Mr. Hermes stated that they are proposing a new concrete sidewalk with brick edging and a 4 foot buffer between the sidewalk and the curb. It would be one consistent style of brick that is ADA compliant in the area. There is also a photo of the full area in brick. They wanted to do this because it ties into the historic area and it is consistent with the brick buildings and the work done on Loockerman Street. When the two alternatives are compared, the brick is definitely more expensive and the other concern was the overall maintenance of the brick. The long term maintenance is a higher cost when you have brick verses the concrete. The proposed concrete with brick is easier to maintain but yet has the historic features and accent. It also provides a better visual direction for the ADA requirements and people that maybe visually impaired. He mentioned that the pattern shown with the concrete sidewalk with brick edging was used on the Capital City

Trail Streetscape project two (2) years ago. This was also used to tie in the Downtown and the sidewalk from Legislative Hall to Route 13 and over to Silver Lake Park. One of the biggest concerns with the landscaping is the roots of the large trees. The roots have pushed up to the sidewalks. This is one of the first items mentioned when they met with the residents and they asked to have their sidewalk replaced. Concrete will do a better job and last longer because the brick have many smaller openings; therefore, when the roots come up it allows for a more gaps which need to be fixed due to ADA Compliance. These trees are mature and they do not expect a small root to become a big root and do as much damage such as pushing up through the sidewalk. They will put some things into the design to help limit if there are areas with no trees or plans to add trees to help minimize the roots coming into the sidewalk area. He asked if there were any questions.

Mrs. Townshend want to clarify from the City's perspective the preferred alternative was the middle photo (concrete with brick) in the Downtown portion closer to Loockerman Street. There were a couple of concerns with full brick such as cost of maintenance and the ability to keep it maintained and the long term accessibility. It may meet ADA when it is installed, but it is much harder to maintain it as accessible. In her recent discussion with the Institute for Public Administration when they were in Dover, they did an accessibility tour where the accessibility Coordinator for DelDOT went around in his mobilized wheelchair. Even the well maintained brick sidewalks were very difficult for someone in a wheelchair. Even though we tend to like the brick, from a maintenance and accessibility perspective the concrete for the walking path is the preferred alternative. This was also the preferred alternative of the City Manager and Public Works perspective.

Mr. Hermes stated that DelDOT does not approve brick under a standard sidewalk application. They will only consider if it is historic or a special application for ADA reasons. This is a location that is historic in nature.

Vice Chairman McDaniel stated that when Mr. Hermes came to the Downtown Development Partnership some of the members stated that they liked the all brick idea and that could have been one of the reasons it was added.

Mrs. Townshend stated that it was put back on the table after it was taken off the table prior to the meeting.

Vice Chairman McDaniel stated that as the Acting Chair he liked the all brick.

Ms. Horsey stated that the sidewalk between the north side of The Green and Loockerman Street that was placed in 1987 for the bicentennial year, the brick is perfect. She stated that it was laid correctly and is beautiful.

Ms. Horsey questioned why brick can't be laid to last a long time. She stated that the concrete with brick is fine for bicycle path, but not for the Downtown. If Belgium block is laid correctly and tightly she would define anyone not to get a wheelchair across it.

Vice Chairman McDaniel stated that when the Belgium block was first put in he fell down getting out of the car.

Ms. Horsey stated that it depends on how it is laid.

Vice Chairman McDaniel stated that maybe a compromise could be made that in the residential block it could be concrete with brick. He happens to like the brick in the Historic District. He stated that he has not had any issues with the brick that was laid on sand 12 years ago in front of his home.

Responding to Mr. Scrafford's question of the design criteria for sidewalks in the Historic District, Mrs. Melson-Williams stated that the *Design Standard and Guidelines* for the Historic District zone does allow for brick and concrete for sidewalks.

Responding to Mr. Scrafford' s and Vice Chairman McDaniel's question regarding who pays for the project, Mrs. Townshend stated that it is paid for by DelDOT. In terms of the regulatory authority of the Historic District it relates to the private properties. In this case your comments are advisory and will be considered by DelDOT and Public Works as the project moves forward.

Mr. Hermes stated that the project is funded 80% through federal funding and 20% through sponsors. A concrete base is also placed with the brick to help with the stability. Some of the issues maybe when Public Works has to adjust a sewer or water valve especially in the residential area and they cut into the brick, then it is never put back the same way. There is also the tree issue. Everything will be done to mitigate the roots, but you will have trees in the area that will get into some of the bricks. Brick that is put in well and that has a good foundation and drainage can last a very long time without openings.

Ms. Horsey stated that there is beautiful brick laid on The Green that has been there since the 1920's or earlier and there is nothing wrong with it.

Mr. Hermes mentioned that there will be a Public Workshop on January 12, 2016 from 6-7pm. Notices were sent to all residents in the area.

Vice Chairman McDaniel questioned as the Historic District Commission do the members want to take a stand on the project so that it is known how they feel.

Mr. Scrafford stated no, because the members will have to vote on the project officially when they come back before the Historic District Commission.

Vice Chairman McDaniel stated that the project would not come back before the Historic District Commission.

Mr. Scrafford questioned how can they avoid not coming back before the Historic District Commission? Vice Chairman McDaniel stated because it is advisory element.

Mr. Scrafford stated if anyone does work in the Historic District they would have to come before the Historic District Commission. Sidewalks are a part of the design criteria. Therefore they get a chance to vote on the project and he did not want to vote on it today.

Mrs. Townshend stated that the *Zoning Ordinance* regulates private properties and not the public right-of-way. Therefore, improvements that are associated with the public right-of-way are not brought before the Historic District Commission. As it relates to the authority of the Commission under the *Zoning Ordinance* and because zoning only relates to private property, she thinks the regulatory component of the district role relates only to private property.

Vice Chairman McDaniel stated that they just advised on the bicycle path, Mrs. Townshend concurred.

Mr. Hermes stated that recommendations were provided by the Historic District Commission regarding the bicycle path. He stated that he would also like to have a recommendation from the Historic District Commission regarding this project. He stated that they would be coming back before the Historic District Commission. He stated that the Historic District Commission is one component and he would like to have the feelings and comments on record. They do have to come up with a cost estimate.

Vice Chairman McDaniel moved to state that the Historic District Commission was in favor of all brick (for the sidewalk project). The motion was seconded by Ms. Horsey and unanimously carried 4-0. Mr. Salkin was absent.

Mr. Hermes again welcomed all comments and invited the Historic District Commission to the Public Workshop on January 12, 2016 from 6-7pm in the City Hall Conference Room.

Mr. Scrafford asked again who was paying for the project; Mrs. Townshend stated that the project is funded 80% through federal funding and 20% match from the City of Dover.

Mr. Scrafford stated that the State of Delaware right-of-way is from curb to curb and this is the City's right-of-way.

Mrs. Townshend stated that it is the City's street not DelDOT. Bradford Street is not a State maintained road.

Responding to Ms. Horsey' s question regarding how DelDOT can spend money on a City street, Mrs. Townshend stated that it is under the Transportation Alternatives Program.

Mr. Hermes stated that through the Transportation Alternatives Program it allows DelDOT to sponsor programs and projects that are in the City and outside of their right-of-way. The sponsor has to be a municipality and in this case it is the City of Dover; it could have been Kent County.

Mr. Scrafford stated that in a sense it is not a DelDOT project, but a City of Dover project. Mr. Hermes concurred, but it is administered through the DelDOT process for this project.

Mrs. Townshend stated that DelDOT will oversee the construction of the project.

Vice Chairman McDaniel stated that he thinks it is a great project regardless of what happens. He was glad that the project was presented to the Historic District Commission and all members of the

Historic District Commission and property owners should make an effort to attend the workshop.

Mr. Hermes mentioned if anyone had any questions before the workshop to contact them. At the current time, it is a $200,000 sponsor match from the City of Dover as it is a $1,000,000 cap project.

NEW BUSINESS

Review of Permits Referred to Commission
There were none. Mrs. Melson-Williams stated that the Office received a permit today that was associated related to interior repairs at Legislative Hall.

Certified Local Government (CLG) Program:
Mrs. Melson-Williams stated that there was nothing new to report. She read more about the program and there is an Annual Report that needs to be prepared based on the Historic District Commission activities during what was the last federal fiscal year that ended October 2015. The report is due by the end of January 2016.

OLD BUSINESS
Discussion of Architectural Review Certifications process

Mrs. Melson-Williams stated that it was mentioned at last month's meeting to discuss Architectural Review Certifications. She was able to look at some other jurisdictions'. Other jurisdictions process is broken into minor and major works. She has not had a chance to deeply research what their code states versus which side of the list it falls into. Looking at the examples, it really depends on the individual jurisdiction's design standards and guidelines and how restrictive they are in general and the types of projects they see within the Historic District. There are some other approaches to how the task responsibilities are distributed between staff and the commissions.

All of the ordinances that relate to the Historic District and how the Architectural Review Certifications are laid out in the Code were given out at last month's meeting. Included in the packet this time, the information was more simplified and put together in some charts to outline the Architectural Review Certifications process. She gave a brief overview of the process.

Responding to Mr. Jackson's question of who is the ultimate determiner of the major and minor projects, Mrs. Melson-Williams stated that the City does not currently use those two (2) terms. The *Zoning Ordinance* lays out three (3) different procedures that include a staff review process, Historic District Commission only or the case with what typically happens with large building projects. The Historic District Commission is normally the recommending body typically with large building projects because the application is of a size that it has to go to the Planning Commission. The *Zoning Ordinance* specifically describes the types of reviews that can happen with the building permit process.

Mr. Scrafford stated that there was some discussion whether a project was new construction or renovation of existing construction because you have to abide by the definition of major or minor.

Mrs. Melson-Williams stated that the ordinance includes a much generalized list of projects types. It is not detailed enough to capture every potential project that someone could think of.

Mr. Scrafford moved to adjourn the meeting; seconded by Ms. Jackson and unanimously carried 4-0.

Meeting adjourned at 3:50 PM

Sincerely,

Maretta Savage-Purnell
Secretary

City of Dover Historic District Commission
Summary of Applications 2014
Updated thru December 31, 2015

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-14-01	Sign Permit #14-148 Referral	22-24 West Loockerman Street - EZ Pass Offices	Sign Permit for two wall signs	Permit #14-148 referred to HDC by City Planner for Architectural Review Certification consultation;2/20/14 HDC Meeting - no quorum present, Staff continued to work with applicant	Staff worked with applicant to revised design and material of wall signs. Revised concept approved and Permit issued. Signage installed.
HI-14-02	Kirby & Holloway Sign	656 North DuPont Highway	Consideration to determine historic/cultural or aesthetic significance of pylon sign	3/20/2014 HDC Consideration of status of pylon sign; HDC Determined Sign to be a Historic & Significant Sign under the provisions of Zoning Ordinance, Article 5 Section 4.12	Sign maintains its legal non-conforming status indefinitely and can remain in its current form.
HI-14-03	Lands of Six South State, LLC: 6 South State Street	6 South State Street	Construction of parking lot off alley and other site improvements	4/17/14 HDC Recommendation of Approval of ArchRevCert with conditions. Application S-14-11 reviewed by PC and granted Approval of ArchRevCert with conditions on 5/19/2014	Check Prints of Site Plan submitted; Review Comments issued 7/7/14 and 8/5/14. Building interior work ongoing under permit and exterior trimwork being painted. Landscape clean-up and select tree removal has occurred. Final Site Plan approval 8/8/2014. Administrative Building Permit #14-1023 issued for site improvements. Inspections of site on 8/18/2014; Temporary Certificate of Occupancy issued.
HI-14-04	Sign Permit #14-279 Referral	300 West Loockerman Street - Family Dollar	Sign Permit for two wall signs	Permit #14-279 referred to HDC by City Planner for Architectural Review Certification consultation; scheduled for 6/19/2014 HDC Meeting. Revised Sign Permit submitted to supersede Permit #14-279; no action by HDC required.	Sign Permit #14-279 superseded by new revised Sign Permit #14-764. With Permit #14-764 Wall Signs to be externally lit by gooseneck lights in compliance with DS&G. Permit approval granted. Signage and gooseneck lights installed.
HI-14-05	Historic Property Tax Credit	54 The Green	Consideration of Application for Historic Property Tax Credit	Application for Tax Credit approved by HDC on 11/20/2014.	Project work received Architectural Review Certification with Permit #14-1231 (Staff Review and information presented to HDC on 9/18/2014). Project complete. Documents processed to Award Tax Credit.
HI-14-06	Wayside Signage for First State National Monument	The Green; near 21 The Green	Presentation of signage concept for Waysides	Informational Presentation to HDC on 11/20/2014 by National Park Service staff.	Sign Permit #15-251 for two Waysides Signs issued, signs installed, and placement ceremony held 5/29/2015. The Green originally designated as part of the First State National Monument is now designated as part of the First State National Historical Park.

City of Dover Historic District Commission
Summary of Applications 2015
Updated thru December 31, 2015

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.
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 in progress in early December 2015.

City of Dover Historic District Commission
Summary of Applications 2015
Updated thru December 31, 2015

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 scheudled by DelDOT for 1/12/2016.

Summary of Permit Applications with Architectural Review Certification
2015 - Updated Thru December 31, 2015

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
1/26/2015	14-1609	151 Kings Highway, SW, Woodburn - Governors Mansion	Sign Permit - Post and Panel Sign	Staff Referral to HDC for 1/15/2015; HDC Consultation as HI-15-02 recommended ARC as Permit	Post and panel sign at driveway entrance; fiberglass panel with black metal posts. Sign installed.
1/26/2015	15-26	406 Federal Street, Biggs Museum	Building Permit- Drainage Improvements	Staff Approval	Project for drainage improvements: new gutter, downspouts, brick and concrete sidewalk regrading, add low brick retaining wall. Complete in April 2015.
1/12/2015	15-49	15 Kent Avenue, Murphey School	Roof Permit	No Review of Permit by Planning Staff	Replacement of roof with synthetic slate roof and also work on a flat roof area. This project is similar to roof project on another building in Murphey School complex that received CDBG funding which included review by SHPO Office (Finding of No Adverse Impact) and Planning Staff consultation for project scope of work.
1/22/2015	15-65	125-A West Loockerman Street, Uncorked Canvas	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations for tenant fit-out. Complete in February 2015.
2/5/2015	15-15	6 South State Street, Baird, Mandalas & Brockstedt	Sign Permit - Freestanding Sign and Fence	Staff Referral to HDC for 1/15/2015; HDC Consultation as HI-15-03 recommended ARC with revisions and conditions	Freestanding Sign on Fence at corner of South State Street and Division Street. Fence with Signs installed. Some landscaping installed.
2/13/2015	15-93	414 South State Street	Building Permit - Window Replacement	Staff Approval	Replacement of window on side elevation. Complete in March 2015.
2/6/2015	15-162	15 Kings Highway, NE	Roof Permit	No Review of Permit by Planning Staff	Replacement of Roof. Existing residential dwelling being converted to professional offices Application C-15-01. Roof Complete.

Summary of Permit Applications with Architectural Review Certification
2015 - Updated Thru December 31, 2015

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
3/24/2015	15-19	3 Loockerman Plaza, PNC Bank	Building Permit - Drive-thru ATM structure	Staff Referral to HDC for 1/15/2015; HDC Consultation as HI-15-04 recommended ARC with conditions	Freestanding drive-thru ATM structure with site circulation changes and new Dumpster enclosure. Permit issued. Construction complete 6/25/2015.
3/27/2015	15-144	54 South State Street, Presbyterian Church of Dover	Sign Permit - Post and Panel Sign	Staff Approval	Post and panel sign with church name installed in yard area at corner of South State Street and Reed Street
3/27/2015	15-278	406 Federal Street, Biggs Museum	Building Permit - Exterior Sculpture & Site improvements	HDC Approval of ARC on 2/19/2015 as Application HI-15-05; Staff Issued Permit per Approval	Permit issued. Sculpture installed.
4/7/20015	15-251	The Green (Near 21 The Green)	Sign Permit - Waysides	Informational Presentation to HDC on 11/20/2014 as Application HI-14-07: Staff Issued Permit	Wayside signs are part of the interpretation of the First State National Historical Park: The Green. Signs installed.
4/17/2015	15-354	239 West Loockerman Street	Sign Permit - Wall Sign	Staff Approval	Sign installed.
5/20/2015	15-109	125A West Loockerman Street, Uncorked Canvas	Sign Permit - Window Sign	Staff Approval	Sign installed.
5/12/2015	15-377	15 Kings Highway, NE, Professional Offices	Building Permit - Interior Renovations and ADA Ramp	Staff Approval	Existing residential dwelling being converted to professional offices Application C-15-01. Complete and Certificate of Occupancy issued.
5/8/2015	15-506	54 South State Street, Presbyterian Church of Dover	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Renovations for commercial kitchen space. Construction underway.
5/5/2015	15-507	501 South State Street, Christ Church	Temporary Sign Permit - Banners	Staff Approval	Banners to be placed in May, June and July.
5/12/2015	15-582	54 South State Street, Presbyterian Church of Dover	Temporary Sign Permit - Banner and Sign	Staff Approval	Signs for placement in June; now removed.

Summary of Permit Applications with Architectural Review Certification
2015 - Updated Thru December 31, 2015

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
5/13/2015	15-595	140 South State Street, Grey Fox Grille	Demolition Permit - Interior Demolition only	Staff Approval. No ArchRevCert required for interior work.	Interior selective demolition related to interior renovations for restaurant. Complete.
6/11/2015	15-630	140 South State Street, Grey Fox Grille	Building Permit - Interior Renovations & Exterior Repairs	Staff Approval	For re-establishment of restaurant use including interior work, repair front door, replace 3 windows and awnings. Also painting of building. Complete; Certificate of Occupancy issued 9/10/2015.
6/4/2015	15-641	25 West Loockerman Street, The Brunch N Lunch	Sign Permit - Projecting Sign	Staff Approval	Refacing of legal non-conforming projecting box sign.
6/25/2015	15-643	15 The Green and 21 The Green	Building Permit - Exterior and Interior Renovations	Staff Approval	Project information to be presented to HDC on 7/16/2015. Exterior work involves masonry restoration, window and trimwork detail repair.
6/22/2015	15-707	212 South Governors Avenue, The Sandwich Nook	Sign Permit - Window Sign	Staff Approval	Permit issued.
6/10/2015	15-739	401 South Governors Avenue, Bike Werx	Roof Permit - Metal Roof	No Review of Permit by Planning Staff	Existing mansard style roof on 20th century building: wood shingles replaced with metal roof.
7/2/2015	15-698	401 Federal Street, Townsend Building	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations in 1st and 3rd floor areas.
7/14/2015	15-767	121 Martin Luther King Jr. Blvd. North, Delaware Public Archives	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovation to lobby reception and orientation area.
7/2/2015	15-836	133 South Braford Street	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior Minor Demo and Renovations following fire damage. Actions to secure building.
7/30/2015	15-861	150 Martin Luther King Jr. Blvd South, Tatnall Building	Building Permit - Generator Replacement	Staff Approval	Replacement of generator on south side of building within existing equipment area.

Summary of Permit Applications with Architectural Review Certification
2015 - Updated Thru December 31, 2015

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
7/10/2015	15-886	304 South Governors Avenue, Reith Hall	Building Permit - Lift Elevator Replacement	Staff Approval	Replacement of vertical wheelchair platform lift elevator on exterior.
7/17/2015	15-912	305 South Governors Avenue, Inn at Meeting House Square	Sign Permit	Staff Approval	Wall sign installed.
7/29/2015	15-941	1 West Loockerman Street	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations to existing upper floor office space. Complete.
7/21/2015	15-958	9 East Loockerman Street, Treadway Towers	Building Permit - Window Replacement	Staff Approval	Window replacement of same style windows.
8/10/2015	15-956	506 South State Street, State Street Commons	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior Renovations for tenant fit-out of Unit 2
8/12/2015	15-968	136 East Water Street, DE State Education Association	Roof Permit	Staff Approval	Replacement of existing asphalt shingle roof with dimensional asphalt shingle roof and work on flat roof areas.
8/12/2015	15-969	502 South State Street	Building Permit - Concrete Repair	Staff Approval. No ArchRevCert required due to work location.	Concrete repairs to parking deck.
8/25/2015	15-992	2 West Loockerman Street	Building Permit - Exterior Renovations & Structural Repair	Staff Approval	Structural repairs to front façade and renovations to reconstruct first floor display window system.
8/12/2015	15-1010	1 West Loockerman Street	Window Permit	Staff Approval	Replacement of select window glass panels for cracked/damaged 2nd floor windows.
8/3/2015	15-1011	1 West Loockerman Street	Roof Permit	Staff Approval. No ArchRevCert required due to lack of visibility.	Replacement of flat roof system.
8/12/2015	15-1020	15-17 West Loockerman Street	Window Permit	Staff Approval	Replacement of select windows on 2nd floor (front and rear) in same format to replicate grid pattern.
8/27/2015	15-1075	410 Federal Street	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior Renovations to existing office space.
9/17/2015	15-1092	506 South State Street, State Street Commons	Building Permit - Interior Renovations	Staff Approval	Interior renovation for tenant fit out of Unit 2 (Phase 2).

Summary of Permit Applications with Architectural Review Certification
2015 - Updated Thru December 31, 2015

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
9/22/2015	15-1159	126 West Loockerman Street, Loockerman Way	Building Permit - Kiosk	Staff Approval following HDC Informational Review	Construction of The Santa House (HI-15-07). Permit issued.
9/17/2015	15-1175	5 East Reed Street, Weyant Hall	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior Renovations to existing office area.
10/23/2015	15-38	6 South State Street, Baird, Mandalas & Brockstedt	Sign Permit - Directional Sign	Staff Approval	Placement of directional sign at alley parking area. Original proposed sign height reduced to comply with directional signage provisions.
10/29/2015	15-957	109 East Division Street	Administrative Permit - Change of Use	Staff Approval	Existing residential dwelling being converted to professional office use. Subject of Conditional Use Application C-14-04.
10/6/2015	15-1033	411 Legislative Avenue, Legislative Hall	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required.	Interior renovation within existing building.
10/26/2015	15-1188	140 South State Street, Grey Fox Grille	Sign Permit - Awning Sign	Staff Approval	New black awning with business logo (sign) installed at front entry porch.
10/6/2015	15-1209	304 South State Street	Sign Permit - Projecting Sign	Staff Approval	Projecting sign for building tenant: Finance of America.
10/20/2015	15-1377	151 Kings Highway, SW, Woodburn - Governors Mansion	Building Permit - Exterior Renovations	Staff Approval. Presented to HDC as informational item on 10/15/2015.	Brick repointing on east wall of carriage house (garage) building. Project complete.
10/9/2015	15-1387	312 West Loockerman Street	Demolition Permit	Staff Approval per Determination of Neglect by HDC on 2/19/2015.	City proceeding with demolition as per designation as Dangerous Building. Permit issued and Demolition underway.
10/12/2015	15-1394	12 Kings Highway NE, Murphey School	Roof Permit	Staff Approval	Replacement of roof with synthetic slate roof.
10/12/2015	15-1396	48 Kings Highway NE, Murphey School	Roof Permit	Staff Approval	Replacement of roof with synthetic slate roof.
10/28/2015	15-1488	406 Federal Street, Biggs Museum	Temporary Sign Permit	Staff Approval	Temporary Signs for event on 11/7/2015; signs now removed.

Summary of Permit Applications with Architectural Review Certification
2015 - Updated Thru December 31, 2015

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
11/19/2015	15-1352	15 Loockerman Plaza, City Hall	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations in lobby and office area.
11/9/2015	15-1374	100 West Water Street, State Street Commons	Sign Permit	Staff Approval. Presented to HDC as informational item on 10/15/2015.	Series of wall signs, projecting signs, and post & panel signs for identification of DNREC tenant space.
11/5/2015	15-1489	149 South Governors Avenue	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations to create nail salon.
11/18/2015	15-1578	115 West Loockerman Street	Sign Permit - Wall Sign	Staff Approval.	Reface/repaint existing wall sign for new business tenant.
11/24/2015	15-1580	121 South State Street, M&T Bank Financial Center	Building Permit	Staff Approval.	Reconstruction of building entry steps in brick with black metal railing system.
12/8/2015	15-1749	225 West Loockerman Street	Roof Permit	Staff Approval. No ArchRevCert required due to lack of visibility.	Replacement of flat roof system.

Historic District Commission
2015 Summary of Activity

The City of Dover, Delaware Historic District Commission consists of five members: Ann Baker Horsey, Terry Jackson, Joe McDaniel, Chazz Salkin, and Col. Dick Scrafford. The Commission receives staff support from the Planning Office. During 2015 Chazz Salkin served as Chairman and Joe McDaniel in served as Vice-Chairman. At the Commission's Annual Meeting in November 2015, Chazz Salkin was elected as Chairman and Joe McDaniel as Vice-Chairman.

Architectural Review Certification

The Historic District Commission held seven meetings in 2015. The Historic District Commission reviewed eight (8) applications for Architectural Review Certificates or as informational items in 2015. This included the referral of two Sign Permits and a one Building Permit to the Historic District Commission for review of the proposals. Sign proposals involved the properties at 6 South State Street (offices) and Woodburn (Governor's House) on Kings Highway (HI-15-03 and HI-15-02). The Building Permit was related to construction a drive-up ATM at PNC Bank (HI-15-04).

One project was reviewed for Architectural Review Certification involving construction of a tree sculpture on the grounds of the Biggs Museum of American Art (HI-15-05). In February, the commercial building at 312 West Loockerman Street was determined as Demolition by Neglect (HI-15-06). Informational items included the permit for The Santa House to be located on Loockerman Way (HI-15-07) and a presentation on the initial concepts for the Bradford Street Streetscape Enhancements project (HI-15-08).

Most projects within the Historic District were eligible for administrative review of the Architectural Review Certificate as part of the Building Permit process and included such projects as signs, temporary signs, roof and window replacement projects, and exterior finish/siding/trim work renovations. Several permits were presented to the Historic District Commission as informational items following Staff review of the permit for Architectural Review Certification. A number of properties located in the Historic District submitted Building Permits for review; however, project activities only involving interior renovations are not subject to the Architectural Review Certification process.

- Summary of Permit Activity in the Historic District in 2015:
  - Permits not requiring Architectural Review Certification: 16
  - Permits requiring Architectural Review Certification: 42
  - Total Number of Permits: 58

The following chart provides information for 2015 and the last six calendar years. Depending on the type of construction activity the Architectural Review Certification Review for each project may be eligible for Staff Review, Historic District Commission Review, or Historic District Commission Recommendation with Planning Commission Review.

Summary of Permit Activity	2009	2010	2011	2012	2013	2014	2015
Building Permits – ARC Review by Staff	23	20	21	25	37	42	36
Building Permits – ARC Review by HDC	2	4	5	4	2	0	5
Building Permits – ARC Review by HDC/PC	0	0	8	3	2	5	0

Sign Permits - ARC Review by Staff	16	18	25	27	39	21	13
Sign Permits – ARC Review by HDC	1	0	2	2	0	0	4
TOTALS	43	42	61	61	80	68	58

The following chart provides information on the specific types of Permits with Architectural Review Certifications (ARC) issued for construction activities with the Historic District.

2014 Permit Activity	Staff Approval	Historic District Commission Approval*	Historic District Commission Recommendation with Planning Commission Approval**
Building Permit	0	3	0
Demolition Permit	1	1	0
Administrative Building Permit	1	0	0
Building Permit – Renovations	22	1	0
Fence Permit	0	0	0
Roof & Siding Permits	8	0	0
Window Permits	4	0	0
Sign Permit	10	4	0
Temporary Sign Permit	3	0	0
TOTAL	49	9	0

* Permits associated with applications acted upon by HDC only

** Permits associated with applications recommended by HDC with PC action

Major Construction Activity in the Historic District

The construction activities in the Historic District involved renovations to existing historic buildings. Following renovations including exterior repairs and painting, the building at 140 South State Street reopened as a restaurant known as the Grey Fox Grille. With limited exterior changes, the buildings at 109 East Division Street and 15 Kings Highway NE were renovated from residences into professional office spaces (C-14-04 and C-15-01). The mid-twentieth century commercial building at 312 West Loockerman Street was declared Demolition by Neglect and a Dangerous Building; it was ultimately demolished in November 2015 after the owner took no action to repair the building (HI-15-06).

The Green – National Historical Park

In 2013, The Green in Dover was designated as part of the **First State National Monument** which consists of the Woodlawn Property along the Brandywine Creek and the New Castle Courthouse Complex of the New Castle Green and the Old Sheriff's House. In 2015, The Green was designated as a National Historical Park along with a series of other sites in Delaware to become the **First State National Historical Park**. The Historic District Commission was provided information on the Sign Permit #15-251 that installed informational waysides near The Green as part of the interpretation efforts for the site.

Certified Local Government Designation
Planning Staff with the Historic District Commission worked on preparation of the application for Certified Local Government (CLG) status. The application was submitted in April 2015 (HI-15-01). The **City of Dover was designated a Certified Local Government on May 15, 2015**. The CLG program of the National Park Service involves local governments in national preservation efforts by supporting local communities which have local historic preservation districts and a historic preservation commission. The CLG program provides technical assistance to support historic preservation efforts, establishes eligibility for federal Historic Preservation Funds, requires participation in the National Register of Historic Places nomination process, and provides training and technical assistance from the State Historic Preservation Office. The designation as a CLG includes a Certification Agreement outlining the City's responsibilities as a Certified Local Government.

Downtown Development District Designation
In January 2015, the City of Dover was designated a Delaware Downtown Development District. The designated Downtown Development District area includes areas located within the Historic District. In late 2015 the boundaries of the Downtown Development District were expanded in two areas along South State Street and West Water Street that are also in the Historic District. As part of the Downtown Development District program, one of the City's incentives is the Tax Credits for Historic Properties program. With Ordinance #2015-03 adopted on February 23, 2015, the application procedures for the **Tax Credit for Historic Properties program** were amended to create an administrative review process with the City Planner (Staff) rather than formal review by the Historic District Commission in order to streamline the program. Several Tax Credit applications are utilizing this new process.

Training
At two meetings informal training activities were held as Staff reviewed with the Historic District Commission the provisions of the *Zoning Ordinance* and the Architectural Review Certification process.

Other Activities
In 2015, a number of plans and studies were underway or completed which involved areas located within the Historic District or may affect development activities or infrastructure improvements in the area. These studies include:

- *City of Dover Pedestrian Plan* –Final Plan adopted February 2015; study led by Dover/Kent County MPO
- *City of Dover Bicycle Plan* – Final Plan adopted March 2015; study led by Dover/Kent County MPO
- *Restoring Central Dover Plan* – Final Plan released in November 2014; plan implementation process continues as led by NCALL with City of Dover participation
- *City Recreational Needs Assessment* – Final Study approved August 24, 2015; Study led by City's Division of the Parks & Recreation, the Planning Office, and other partners

The Historic District area of Downtown Dover continues to be the site of many community festivals, parades, and activities associated with the First State Heritage Park.

2. Information on Permits with Architectural Review Certification Issued by Staff

a. Building Permit #16-25: Brick Repair & Repointing Project at The Century Club Building at 40 The Green

See the attached Permit as submitted for the above project. Also included are the scope of project work and photographs.

City of Dover - BUILDING PERMIT APPLICATION

15 Loockerman Plaza ♦ Dover, Delaware 19901 ♦ (302) 736-7010 ♦ FAX (302) 736-4217

Project Address/Tax Parcel Identification Number

40 The Green, Dover Delaware 19901

Applicant's Name Paul Steiner
Paul's Pointing Inc.

Owner Name and Address The Dover Century Club Phone # ( ) 302-736-6779

E-mail address: Bubolt1@comcast.net Contact: Sylvia Holt

Contractor Name and Address Paul's Pointing Inc., Paul Steiner Phone # ( ) 610-633-2510
230 N Thistle Down Dr. Kennett Square Pa 19348

E-mail address: paulspointing@verizon.net Dover Business License # 16-00011652

BUILDING DETAILS

Proposed Occupancy _____

Type of Construction _____

Change in Occupancy or Use? Yes or (No)

If yes, describe the previous use _____

Type of work: ( ) New ( ) Addition ( ) Demolition
( ) Renovation – Interior ___ Exterior ___
( ) Roof – tear off ___ overlay ___ # of layers_____
( ) Alteration ( ) Siding ( ) Solar panels
( ) Full Building Demolition ( ) Selective Demolition
( ) Fence - Height _____ ( )Pool ( ) Elevator
( ) OTHER Brick Pointing

Number of Stories Two

Total Height in Feet _____

Total Land Area to be Disturbed (in SF) _____

Proposed Occupant Load _____

Square Footage All Floors _____

Total Work Area (in SF) _____

Sprinkler System? Yes or No

Fire Alarm System? Yes or No

Description of Work:

Rake, and Repoint total brick mortar joints, front elevation of building.
Replace all objectionably spalled, and cracked brick.
Scope of work supplied.

Historic District

Estimated Value of Construction: 18,500.00

Before You Dig! Call Miss Utility 1-800-282-8555 or other authorized locator.

Attention! Please post your issued permit on site and visible from the street.

Office Use Only

Permit Number 16-25

Roll Plans Fold Plans CD

Date Received 1/11/16 KLM

Date Issued _____

Flood Plain Y (N) **Taxes** Y (N) H+S

Public Works Y (N) **KCD** Y (N)

C/O Required _____

Review Approvals	
( ) Building Plan	Date____ Initials____
( ) Fire Plan	Date____ Initials____
( ) Zoning / Site Plan	Date____ Initials____

Total Fee 250.00

Fees Paid ( )

Check #_____ **Cash** _____

Collected By _____

Certification in Lieu of Oath

I hereby certify that I am the owner of record or a contractor authorized by the owner of record to make this application, and that all work will be performed in accordance with the applicable Codes and Ordinances.

_____
Signature

_____
Date

Proposal

DoverCenturyClub1

Paul's Pointing, Inc.

230 N. Thistle Down
Kennett Square, PA 19348

610-633-2510
Fax 610-793-7751

Www.Paulspointing.com
paulspointing@verizon.net

Specializing in Brick & Stone Pointing

Proposal Submitted to: The Dover Century Club		Phone: 302-736-6779	Date:
Street: 40 The Green		Job Name: Brick Pointing, Masonry Repair	
City, State and Zip Code: Dover, Delaware 19901		Job Location: Same	
Architect	Date of Plans: 03-28-2015	Attn; Sylvia Holt	Fax

Supply labor, and material to;

1. Rake and repoint total brick mortar, (butter joints), on front elevation, this location.
2. Care to be taken, not to damage bricks, in the process of raking joints.
3. Mortar color, and joint tooling profile, to replicate existing. Lime mortar to be utilized, for pointing.
4. Reset all loose brick. Replace all objectionably spalled, and cracked brick. Replacement brick to replicate existing in color, and size.
5. Restoration wash total front elevation, to remove algae, and clean brick.
6. Scaffolding to be utilized. Safety precautions to be taken. OSHA standards to apply. Front door to be closed, during work hours.
7. Area to be cleaned of all work debris, at completion, and removed.
8. Roof, and windows to be protected during, and cleaned at completion.
9. Time to complete (9 to 10 days).
10. Insurances, and references upon request. Delaware contractor's #1998207383
11. Paul's Pointing Inc to acquire work permit, from The City of Dover.
12. Customer to supply water, and electricity.

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Total Project

Eighteen Thousand, Five Hundred.

Dollars ($ 18,500.00

Payment to be made as follows: At completion of work.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Paul Steiner

Note: This proposal may be withdrawn by us if not accepted by 04/02/2016

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____

Annual Historic Preservation Report
May 15, 2015 – September 30, 2015 (Federal Fiscal Year 2015)
Certified Local Government Program
City of Dover, Delaware

Introduction

Certified Local Government Designation

The Certified Local Government (CLG) program of the National Park Service involves local governments in national preservation efforts by supporting local communities which have local historic preservation districts and a historic preservation commission. The CLG program provides technical assistance to support historic preservation efforts, establishes eligibility for federal Historic Preservation Funds, requires participation in the National Register of Historic Places nomination process, and provides training and technical assistance from the State Historic Preservation Office. In 2015 in the City of Dover, Delaware, Planning Staff with the City of Dover Historic District Commission worked on preparation of the application for Certified Local Government (CLG) status. The application was submitted in April 2015 (Application HI-15-01). **The City of Dover, Delaware was designated a Certified Local Government on May 15, 2015**.

This Annual Historic Preservation Report covers the City of Dover's participation as a Certified Local Government during the timeframe of May 15, 2015 through September 30, 2015. (Note: For the purposes of ease of reporting, the activity timeframe of May 1, 2015 through September 30, 2015 was utilized.) Planning Staff of the Department of Planning & Inspections serves as the primary CLG contact lead by Ann Marie Townshend, AICP, City Planner and Dawn Melson-Williams, AICP, Principal Planner.

Historic Zoning Ordinance:

1. *Copies of any new historic preservation zoning ordinances, amendments, regulations, by-laws, or guidelines implemented during the review period.*

There have been no revisions or new historic preservation zoning ordinances, amendments, regulations, by-laws or guidelines implemented during the review period. The provisions of the *City of Dover Code of Ordinances*: Appendix B – Zoning remain in place for the Historic District, the Historic District Commission, and the Architectural Review Certification processes. However, earlier in 2015 an amendment was made to the procedures for the City's Tax Credit for Historic Properties program (*Dover Code of Ordinances*, Chapter 102 – Taxation, Article V – Tax Credits for Historic Properties). As part of the Downtown Development District program, one of the City's incentives is the Tax Credits for Historic Properties program. With Ordinance #2015-03 adopted on February 23, 2015, the application procedures for the Tax Credit for Historic Properties program were amended to create an administrative review process with the City Planner (Staff) rather than formal review by the Historic District Commission in order to streamline the program.

2. *A total number of cases reviewed under the authority of the zoning ordinance during the review period.*

The *Zoning Ordinance* establishes the Architectural Review Certification process for the City of Dover's Historic District (H). Most projects within the Historic District were eligible for administrative review of the Architectural Review Certificate as part of the Building Permit process and included such projects as signs, temporary signs, roof and window replacement projects, and exterior finish/siding/trim work renovations. A number of properties located in the Historic District submitted Building Permits for review; however, project activities only involving interior renovations are not subject to the Architectural Review Certification process.

Summary of cases reviewed under the authority of the *Zoning Ordinance* during the review period is listed below.

- Summary of Permit Activity in the Historic District for May 2015 - September 2015:
  - Permits not requiring Architectural Review Certification: 12
  - Permits requiring Architectural Review Certification: 18
  - Total Number of Permits: 30

For comparison here is the overall permit activity in the Historic District for 2015.

- Summary of Permit Activity in the Historic District in Calendar Year 2015:
  - Permits not requiring Architectural Review Certification: 16
  - Permits requiring Architectural Review Certification: 42
  - Total Number of Permits: 58

The following chart provides more information on the specific types of Permits including those requiring Architectural Review Certifications (ARC) as issued for construction activities with the Historic District.

	May 2015 – September 2015 Review Period		**Calendar Year 2015**	
Permit Type	Staff Approval	Historic District Commission Activity	Staff Approval	Historic District Commission Activity
Building Permit	0	1	0	3
Demolition Permit	1	0	1	1
Administrative Building Permit	0	0	1	0
Building Permit – Interior Renovations	11	0	15	0
Building Permit – Exterior Renovations	3	2	7	1
Fence Permit	0	0	0	0
Roof & Siding Permits	3	0	8	0
Window Permits	3	0	4	0
Sign Permit	4	0	10	4
Temporary Sign Permit	2	0	3	0
TOTAL	27	3	49	9

The Permits with related Historic District Commission Activity can be distinguished as

three different types: formal applications for review, Permits referred for consultation, and informational items. During the review period May-September 2015 several permits were issued that involved informational items presented to the Historic District Commission (outside of the review period). These permits were presented to the Historic District Commission as informational items following Staff review of the permit for Architectural Review Certification. These informational items included the permit for The Santa House (a temporary accessory structure) to be located on Loockerman Way (HI-15-07); a masonry restoration and exterior repair project at 15-21 The Green; and a first floor façade renovation project at 2 West Loockerman Street.

Local Historic Preservation Commission:

1. *A list of all currently serving members of the Commission, any changes in membership during the review period, and resumes for any members of the Commission appointed during the review period demonstrating their interest, knowledge, or competence in historic preservation. [Please note whether any of the Commissioners meet the Secretary of the Interior's Professional Qualifications Standards as outlined in Appendix A].*

The City of Dover, Delaware Historic District Commission consists of five members: Ann Baker Horsey, Terry Jackson, Joe McDaniel, Chazz Salkin, and Col. Dick Scrafford. During this reporting period of 2015 Chazz Salkin served as Chairman and Joe McDaniel in served as Vice-Chairman. There were no changes in membership during the review period.

The CLG Application identified the following Historic District Commission members as meeting the *Secretary of Interior's Professional Qualification Standards*: Joe McDaniel - History, Ann Baker Horsey - Architectural History, and Terry Jackson - Architecture.

2. *Any vacancies on the Commission along with the duration of such vacancies.*

There were no vacancies during the review period.

3. *Members of the Commission who participated in historic preservation training and a description of such training.*

There was no formal historic preservation training for the members of the Commission during the review period.

4. *Any requests for technical assistance from the SHPO.*

There were no formal requests for technical assistance from the SHPO by the Historic District Commission.

Planning Staff did discuss with SHPO staff the availability of cultural resource survey information for K-6739 G. Parris Homestead at 1499 White Oak Road, Dover, Delaware (located within the Garrison Oak Technical Park, Lot 13 at 151 Garrison Oak Drive) and opportunities for historic property documentation.

Public Participation:

1. *Total number of Commission meetings held during this period.*

The review period of May 2015 to September 2015 consists of five (5) months. The Historic District Commission met once on July 16, 2016 and the other regular monthly meetings of this period were cancelled due to lack of business for the Commission.

This review period includes portions of two quarters of the calendar year: April-June and July-September. The Historic District Commission is required by the *Zoning Ordinance* to meet at least four times a year which is interpreted to be quarterly. The Commission met in April 2015 and July 2015 to satisfy this requirement for the quarters of the review period. Overall for calendar year 2015, the Historic District Commission held seven (7) meetings.

2. *Copy of the minutes and agenda for all Commission meetings.*

See Appendix for copies of the Meeting Agendas during the review period of May 2015 to September 2015.

See Appendix for copies of the Meeting Minutes from the review period of May 2015 to September 2015.

3. *Documentation of any changes to the public notification procedures.*

There were no changes to the public notification procedures.

4. *List of National Register nominations reviewed by the Commission.*

There were no National Register nominations reviewed by the Commission.

Local Survey and Inventory:

1. *Names of new local landmark and local historic district designations and a map illustrating their locations.*

There were no new local landmark and local historic district designations reviewed or adopted during the review period.

2. *Update on the status of historic property surveys in progress. [If completed but not submitted, a copy of the survey materials should be transmitted to the SHPO].*

There were no historic property surveys in progress during the review period.

In the Fall of 2015, Planning Staff was involved in a historic property documentation project of a property not located within the Historic District. Staff conducted fieldwork to prepare historic property documentation (annotated field notes with measured drawings and photographs) for the property known as K-6739 G. Parris Homestead at 1499 White Oak Road, Dover, Delaware. The dwelling and several outbuildings of the farmstead located within the Garrison Oak Technical Park, Lot 13 at 151 Garrison Oak Drive were documented prior to their demolition. The information will be compiled for submission to the *Delaware Cultural Resource Survey* records.

From:	Turkawski, Laurie (DOS)
To:	rcathcart@ci.delaware-city.de.us; John Collier; Pat Maley; Cesna, Valerie; Melson-Williams, Dawn; Townshend, Ann Marie; Kristy Rogers; Simmerman; jkurth@ci.wilmington.de.us
Subject:	Available grant opportunities
Date:	Friday, January 08, 2016 8:47:39 AM

Happy New Year everyone!

As CLG Coordinator, I am forwarding a few grant opportunities the National Park Service has made me aware of. Hopefully a few of your communities will be able to pursue, although deadlines are coming up quickly.

The first is from the National Creative Placemaking Fund, which funds projects that work with artists and arts organizations to help build stronger, healthier communities. Their website notes that they would love to fund a project in Delaware, so it may be an advantage for us. http://www.artplaceamerica.org/blog/national-creative-placemaking-fund-accepting-project-proposals

The second is from the American Architectural Foundation for their Sustainable Cities Design Academy, which provides development and design assistance to local government, business, and community leaders and developers engaged in planning and implementing civic projects that support and expand the sustainability goals of the city and region in which they are located. They are interested in applications from CLGs. http://www.archfoundation.org/wp-content/uploads/2015/12/2016-SCDA-Application.pdf

Good luck!

Laurie Turkawski
Architectural Historian
Delaware Division of Historical and Cultural Affairs
State Historic Preservation Office
21 The Green | Dover DE 19901
☎ (302)736-7433
Email: laurie.turkawski@state.de.us

INTRODUCTION (/OUR-WORK/NATIONAL-CREATIVE-PLACEMAKING-FUND/INTRODUCTION)

REGISTER & APPLY (HTTPS://ARTPLACEAMERICA.FLUXX.IO/)

DOWNLOAD WORKSHEET (/VIEW/PDF?F=PUBLIC://PICTURES/2016OPENCALLWORKSHEETFINAL.PDF)

FAQ (/OUR-WORK/NATIONAL-CREATIVE-PLACEMAKING-FUND/FAQ)

FUNDED PROJECTS (/GRANTEES?F[0]=FIELD_GRANTS_TYPE%3A249)

INTRODUCTION

Thank you for your interest in the National Creative Placemaking Fund.

The National Creative Placemaking Fund invests in planning and development projects where arts and culture play a central role. ArtPlace actively seeks to build a portfolio of funded projects that is a microcosm of the varied creative placemaking strategies used across the United States through this program. Since 2011, the National Creative Placemaking Fund has invested in 227 projects across 152 communities of all sizes in 43 states and the District of Columbia.

To register and submit your project for funding consideration click here (http://artplaceamerica.fluxx.io), and see below for a brief video about this funding opportunity.

09:29

IMPORTANT DATES FOR 2016:

January 5, 2016 - Application Materials Released

February 16, 2016 at 3:59PM EST – Registration Deadline

March 2, 2016 at 3:59PM EST – Submission Deadline

May 31, 2016 – Applicant Notifications

WEBINARS:

We'll be hosting a few webinars where we'll talk through the application process and field any questions that you may have. Click here (https://attendee.gotowebinar.com/rt/5816227766631081474) to register for any of the following times:

January 22, 2016 at 4:30PM EST

February 2, 2016 at 8:00AM EST

February 2, 2016 at 12:30PM EST

February 3, 2016 at 5:00PM EST

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Sustainable Cities Design Academy

AMERICAN ARCHITECTURAL FOUNDATION

2016 Call for Applications

The American Architectural Foundation (AAF) announces the Sustainable Cities Design Academy (SCDA) 2016 Call for Applications and encourages public-private partnership project teams to apply. Successful applicants will join AAF for a design workshop in Washington, DC, August 3-5, 2016.

SCDA connects project teams with conceptually designed projects and multi-disciplinary sustainable design experts through highly interactive design workshops that help the teams analyze and advance their green infrastructure and community development goals. To support a diverse portfolio of SCDA projects, United Technologies Corporation generously underwrites participants' attendance costs.

Past SCDA project team participants include:

Mariposa Corridor, Fresno, CA
Cemetery Resaca, Brownsville, TX
Penuelas Solar Park, PR
Bethlehem Steel Works, PA
Bloody Run Creek Greenway Redevelopment Project, Detroit, MI
Greenwood Sustainable City Plan, Greenwood, MS
Morristown Station Redevelopment, Morristown, NJ
Saw Mill Run Integrated Watershed Management Plan, Pittsburgh, PA

To read about these successful SCDA project teams and past participants visit www.archfoundation.org.

Applications are due on Thursday, January 28, 2016 at COB Eastern Time. If you have any questions regarding SCDA or this application process, contact:

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