CITY OF DOVER
HISTORIC DISTRICT COMMISSION
January 21, 2016

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, January 21, 2016 at 3:07 PM with Chairman Salkin presiding. Members present were Chairman Salkin, Mr. Scrafford and Mr. McDaniel. Mr. Jackson and Ms. Horsey were absent.

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

APPROVAL OF AGENDA

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

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

Mr. McDaniel 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 2014-2015 Activity

Mrs. Melson-Williams stated that there were six (6) numbered applications for 2014 and eight (8) for 2015. Some of which were informational or referrals that came before the Historic District Commission. There were no major changes to the Summary of Applications other than what was previously noted the building at 312 W. Loockerman Street which was the consideration of a determination of Demolition by Neglect has now been demolished by the City.

Mrs. Melson-Williams stated the Santa House arrived just in time before Christmas so that it could be occupied by Santa.

Responding to Chairman Salkin's question regarding the status of South State Street and Elm Terrace, Mrs. Melson-Williams stated that it went through a Historic District Commission review process and then a Site Plan process with the Planning Commission. The plans were finalized. They are still within their plan approval timeframe from Planning Commission. It may expire later this year. From the Planning Commission approval, they have two (2) years to finalize the plan and start construction and they can ask for an additional one (1) year extension. She thinks that they have already asked for the one (1) year extension so it would expire in 2016. This was pertaining to the parking lot at the rear of the building. The building is divided as apartments.

Summary of Architectural Review Certifications for 2015

Mrs. Melson-Williams stated that there was a flat roof permit (in December). The permit activity within the Historic District had fifty-eight (58) permits. There were sixteen (16) interior or non-visible renovation projects which require no Architectural Review Certification. There were

42 permits that required some type of Architectural Review Certifications.

Responding to Mr. Scrafford's question regarding if there was a continuation of trees on their plans at the Brockstedt Law Office on State and Loockerman Street facing Division Street or is it complete, Mrs. Melson-Williams stated that she thinks it is complete relating to landscaping. There was a tree planting requirement because portion of the project had to go before the Planning Commission. The discussion of the trees facing Division Street was for the shrub plantings at the end of the parking lot fencing area.

Mr. Scrafford stated that it looked good but he thought that there was more.

Report of 2015 Historic District Commission Activity
Mrs. Melson-Williams stated that they were reporting on the designation as a Certified Local Government. The report will become part of the overall Department of Planning and Inspections annual report.

Responding to Mr. McDaniel's question whether verification had to be sent to the State so that they know the Historic District Commission is abiding by the rules of the Certified Local Government, Mrs. Melson-Williams stated that she will discuss it later in the meeting.

NEW BUSINESS

Review of Permits Referred to Commission
There were none.

Information on Permits with Architectural Review Certification to be issued by Staff:
Mrs. Melson-Williams stated included in the packet was information and photos on Building Permit #16-25: Brick Repair & Repointing Project at the Century Club Building at 40 The Green. The contractor will be Paul's Pointing. The project will consist of the entire front brick façade of the building. There are some minor brick repairs where the brick condition has deteriorated. The permit was filed with the anticipation of an early spring start on the project. The project follows the *Design Standards and Guidelines for the City of Dover Historic District* zone in their approach to taking care of the historic brick. Staff intends to issue the Architectural Review Certification. Mr. McDaniel is a nearby neighbor of the facility.

Certified Local Government (CLG) Program:
Mrs. Melson-Williams stated that there is a start of an Annual Report that is required as a Certified Local Government. The report will cover the City of Dover's participation as a Certified Local Government during the timeframe of May 15, 2015 through September 30, 2015. She has begun the Annual Historic Preservation Report based on the guidance in the Certified Local Government handbook. Earlier this week she received some correspondence from the State Historic Preservation Staff member (Laurie) who manages the Certified Local Government program. The requested information is due by February 15, 2016. The final version will be provided to the Historic District Commission members once it is completed.

Responding to Chairman Salkin's question whether the requested information had to be submitted to the State and Federal, Mrs. Melson-Williams stated that it is a State requirement and then the State gathers information collectively, to then do an overall roll up for federal submission. She also received a question series from the National Park Service and it will also ultimately get rolled up by the State Office.

Responding to Mr. McDaniel's question regarding how many communities is part of the Certified Local Government, Mrs. Melson-Williams stated that they are number 6.

Grant Opportunities

Mrs. Melson-Williams stated that information was provided in the packet. The first is the National Creative Placemaking Fund, which funds projects that work with artists and arts organizations in the historic district area. The second is 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.

Mr. Scrafford questioned whether the Dover Transit Center Neighborhood Plan project Mr. Gregg Moore presented to the Historic District Commission was a qualifying project.

Mr. McDaniel stated that when the Dover Transit Center Neighborhood Plan first started they were going to try to locate an office building in the location.

Mrs. Melson-Williams stated that the Neighborhood Plan has a number of different implementation strategies and projects.

Mr. Scrafford and Mr. McDaniel suggested informing Mr. Moore of the grant opportunities.

Mrs. Melson-Williams stated that the grant sounded like for a project that needs additional technical assistance in working through the details.

Responding to Mr. McDaniel's question whether the Historic District Commission qualified for the grants because they are a Certified Local Government, Mrs. Melson-Williams stated that the Historic District Commission potentially qualified and they reached out specifically to those types of entities.

OLD BUSINESS

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

Mrs. Melson-Williams stated that the Public Workshop was an open house format. They presented the overall maps that were presented to the Historic District Commission. There was an opportunity to provide written comments. Planning Staff will forward the minutes of the last meeting to the project team of the presentation made at the Historic District Commission meeting so that it will reflect the questions and views on the project.

Responding to Mr. McDaniel's question whether from the open forum if Mrs. Melson-Williams got a feel of what the other people would like regarding the project, Mrs. Melson-Williams stated that there were a number of people who expressed interest in the full brick concept. There were less than 20 people in attendance and some of them included residents along the street.

Mr. McDaniel commented that it seemed like a long time before they choose what they are going to do and an even longer time before they implement the project.

Mrs. Melson-Williams stated that this is the concept stage and then they move into what are the alternatives, selection of proposals, design details, and bidding then construction of the project.

Responding to Mr. McDaniel's question whether the timeframe would be 2017, Mrs. Melson-Williams stated that she believed that it was the timeframe. She will keep the Historic District Commission updated as things progress.

Mr. Scrafford stated that the project was advancement in the City's historic presentation. In the historic area sometimes the residents are driven by dollars and that is not what the program is about. There are successful brick sidewalks in the City.

Discussion of Architectural Review Certifications process

Mrs. Melson-Williams stated that there was nothing new to report.

Mr. Scrafford stated that the process works well, but they just need to make sure they are comfortable with how it works because sometimes they get a little confused. It seems to be moving in the direction the Historic District Commission wants the process to go.

Chairman Salkin stated that the process itself other than the decision about what gets into the process seems to be working fine.

Responding to Mr. McDaniel's question if there were any applications, Mrs. Melson-Williams stated not at this point. There may be something in the future due to the vacant lots in the Downtown Historic District area if something was to move forward.

The meeting was adjourned by acclamation.

Meeting adjourned at 3:34 PM

Sincerely,

Maretta Savage-Purnell
Secretary