CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, December 17, 2015 - 3:00 P.M.
City Hall – Conference Room

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on November 19, 2015

COMMUNICATIONS & REPORTS

1. Summary of 2015 Activity
    a. Summary of Applications 2014 and 2015
    b. Summary of Architectural Review Certifications for 2015

2. Department of Planning & Inspections Update
    a. Restoring Central Dover Community Plan
    b. Delaware Downtown Development District program

NEW APPLICATIONS

NEW BUSINESS

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

2. Review of Permits Referred to Commission

3. Certified Local Government (CLG) Program

OLD BUSINESS

1. 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: December 7, 2015

CITY OF DOVER
HISTORIC DISTRICT COMMISSION
November 19, 2015

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, November 19, 2015 at 3:08 PM with Chairman Salkin presiding. Members present were Chairman Salkin, Mr. McDaniel, Mr. Scrafford and Ms. Horsey. Mr. Jackson was absent.

Planning Office Staff members present were Mrs. Melson-Williams, Mr. Cook, and Mrs. Purnell. Also present were Delaware State University Historic Preservation Graduate Program student Jennifer Hewett.

APPROVAL OF AGENDA

The agenda as presented was approved by acclamation.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF OCTOBER 15, 2015

Mr. Scrafford moved to adopt the minutes of the regular Historic District Commission meeting of October 15, 2015, seconded by Mr. McDaniel and the motion was unanimously carried 4-0 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-15-06 which was the consideration of determination of Demolition by Neglect for the building at 312 West Loockerman Street, the Building Permit was issued in early October, but the demolition process of the building has not started at this point.

Responding to Mr. McDaniel's question of whether the owner or the City applied for the Demolition Permit, Mrs. Melson-Williams stated the City. It was determined a Dangerous Building and the owner had until September 2015 to take action themselves and when that did not happen the City proceeded to bid the demolition and award the bid. A lien will be placed on the property for the cost of the demolition.

Mrs. Melson-Williams stated that she did not have any update on The Santa House project.

Summary of Architectural Review Certifications for 2015

Mrs. Melson-Williams stated that permit activity within the Historic District had fifty-two (52) permits. Majority of the permits are related to building interior work. There were a high number of Sign Permits. There were some window and roof projects. There were two Demolition Permits, one that was previously mentioned and the other was an interior demolition project. Seven (7) of the fifty-two (52) permits made some type of appearance before the Historic District Commission as an informational item or as part of a formal application. Two (2) of the permits were associated with formal applications. The remaining permits were eligible for Staff approval.

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

Chairman Salkin asked in a previous meeting (6 months ago) about the status of 6 South State Street extra sign and the second sign at Presbyterian Church and his question was to help him understand where they stood in relation to the Ordinance.

Mrs. Melson-Williams stated that the sign at 6 South State Street was originally placed without a permit and in doing the permit submission review it could be considered a directional sign if changes to the height was made. Changes to the height of the sign were made and the permit was reprocessed for a directional sign. She will give information on the second sign for the Presbyterian Church at the next meeting.

Responding to Chairman Salkin's question regarding the temporary sign for Christ Church and if it was the sign in the corner. Mrs. Melson-Williams yes, the green painted posts tend to stay and the banner is temporary.

Department of Planning & Inspections Update
Restoring Central Dover Community Plan
Mrs. Melson-Williams stated that there was a handout regarding Division Street Design Week. The Kick Off meeting was held on Monday, November 16, 2015 and tonight starting at 5:00pm there will be a Final Presentation. The Final Presentation focuses on proposals related to transportation in the corridor, land uses, and other beautification type landscape improvements. The improvement would begin at Division Street and ending at Saulsbury Road (to include Forest Street and Weston Drive). The report will be due after the first of the year. There are some areas that are at the edge of the Historic District.

Responding to Chairman Salkin's question whether the Historic Preservation one of the elements that is being considered, Mrs. Melson-Williams stated yes, a lot of data gathering was done before coming to Dover this week. A lot of stakeholder interviews were done with various entities and officials. This week they have been hearing from the public and property owners. They have been doing a number of different ways to gather information and some of them have been visual preference. Historic Preservation is not one of their task areas, but it informs all of what is going on.

Responding to Chairman Salkin's question whether she knew the specifics of tonight's program and the length of time of the presentation, Mrs. Melson-Williams stated she believed that it is kind of a welcome program of what was learned this week and the alternatives. There may be some interactive activities on the project.

Delaware Downtown Development District Program
Mrs. Melson-Williams stated that the entire Division Street and Forest Street project goes through this area as well. The Downtown Development District completed the approval process to add two (2) additional areas to the Downtown Development District on the east side of South State Street and on the south side of Water Street.

OLD BUSINESS
Discussion of Architectural Review Certifications process

Mrs. Melson-Williams stated that it was mentioned at last month meeting to discuss Architectural Review Certifications. 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 meeting. Included in the packet this time the information was more simplified and put together some charts to outline the Architectural Review Certifications process. She gave a brief overview of the process.

Mrs. Melson-Williams asked if there were any questions regarding the process or chart.

Chairman Salkin stated when he made the comments about Section 3.22 last month; he thought that it was minor projects. When Mrs. Townshend was explaining how the decisions were made and why certain projects do not come before the Historic District Commission, she stated that there were changes in the procedure to facilitate minor projects moving forward. The issue that he still has even with the wording of Section 3.22 he cannot conceive that the project at the corner of State and Loockerman would be considered "minor" by anyone. He thinks moving forward they need to have a clear understanding of what constitutes "minor"; either in size, location, or dramatic change in appearance. Again, at last month's meeting Mrs. Townshend went through a listing of all the different changes such as the windows, doors, framing, etc. Each piece of that could be an argument of "minor" in or of itself, but pulling them all together goes way beyond the intent and the definition of Section 3.22 since there seems to be a difference of opinion. It would be helpful if there was a working definition or understanding so that at least between the Historic District Commission and Staff they would understand their project of this magnitude.

Responding to Mr. Scrafford's question whether he was looking for a definition of "minor construction", Chairman Salkin stated perhaps. Mr. Scrafford stated that "minor construction" in the business he was in when he was with the Air Force encumbered huge projects (minor construction as opposed to construction). There is also a difference between maintenance and repair.

Chairman Salkin stated that he does not think that he is talking about minor construction, but the elements of the building that comes under the Historic District Commission's purvue when those elements are being dramatically impacted (in this case dramatically impacted for the better).

Mr. Scrafford stated that it may not be "minor construction". It could be maintenance and repair. Chairman Salkin stated or it could be major construction. He would like to hear from the other Commission members if he is on the right track when he says that it was not an impact (scope). Mr. Scrafford stated that the scope could include minor construction or maintenance and repair, but the "scope" of the project may define whether or not it needs to be reviewed. Chairman Salkin stated that scope was a better way to characterize it.

Ms. Horsey stated that to her it was not a "minor" project. She agreed with what has already been previously stated above. She stated that terminology-wise everyone needs to be on the same page and maybe that is part of the problem (major and minor construction).
Mr. Scrafford stated that the Historic District Commission is looking at the scope of the project; they do not care about whether it is new construction or maintenance and repair.

Chairman Salkin stated that from his own point of view he was not proposing that the Commission suggest a change in the Ordinance. He wants a working definition so that he understands. The Commission already has the working understanding with The Green and it would be great if it was done with State projects. He wanted more precise definitions regarding the projects. He would like to have a longer discussion regarding this issue. He also stated that in this particular case the applicants have invested to bring this building back towards what it was like previously, but it is not authentic, and he's not saying it has to be. Unless they do a complete restoration it would be representative. It is pretty dramatic even though it is for the better; whether it is the scope from the historic preservation point of view or the size of the space. For example, if it was the entire storefront it should come before the Historic District Commission. Ms. Horsey agreed.

Mr. Scrafford stated that their definition of it is repurposing the facility and they require that the exterior part of the facility be retained. You can repurpose the facility from the inside, but you have to retain the exterior. Once you start dealing with alterations to the exterior of the building then it needs to come before the Historic District Commission. Ms. Horsey stated absolutely.

Mr. McDaniel stated that we are at the point where Staff thinks one thing and the Historic District Commission thinks something else and we do not want to change the ordinance. We want to make things happen as easily as possible. Maybe there can be an informal process when there is something in a certain area that the Historic District Commission is made aware, not that they are trying to slow down the project or without going against FOIA (Freedom of Information Act).

Mrs. Melson-Williams stated that the informal process of notification gets a little tricky. If an email is sent and it goes to all of the Historic District Commission members it could be considered a meeting.

Mr. McDaniel stated that he wants to know everything that goes on regarding The Green because he lives on The Green. This project is minor enough, but it is also major enough for the Commission to know what is going on.

Responding to Mr. McDaniel's question when the work will start on the project, Mrs. Melson-Williams stated that the Building Permit has been issued. It also has some interior structural component to the project with steel reinforcement beams that need to be installed as part of the integrity of the north wall and tying it back into the building. The last she heard that they were waiting on the steel.

Responding to Mr. McDaniel's question whether they are going to attempt to work in the building while this is going on, Mrs. Melson-Williams stated that she believed that is the case, but there are a number of items related to the Building and Fire Codes side that will help govern how that happens.

Mr. McDaniel and Chairman Salkin continued to discuss the matter that was mentioned above about the scope and definition of a project.

Chairman Salkin also suggested that maybe the Chair could be advised to get guidance from one person without having a meeting. Information could be shared with members of the Commission. He mentioned again about being informed or advised about the project even though there was no meeting for two (2) months while this was being considered by Staff.

Brief Discussion
Members continued to briefly discuss the project.

Mrs. Melson-Williams stated that the permit drawing shows the exterior work related to the first floor and it does not include the removal of the upper brick area.

Mrs. Melson-Williams stated that Mrs. Townshend was not present at the meeting today, but she would take the information back to her regarding the definition of "minor" and scope of work. If it is not defined in the Ordinance you defer to the dictionary definition.

Chairman Salkin stated that he did not think it was about the word "minor"; he thinks that is a factor.

NEW BUSINESS

Chairman Salkin welcomed the guest, Jennifer Hewett and asked if she had any questions.

Ms. Hewett stated that from all her research of the different historic commissions she agreed that the project previously mentioned is a big deal. She was somewhat confused after looking at other commissions why it was this way. She is still confused about how the City of Dover runs their Historic District Commission.

Chairman Salkin stated that it was a good question and they are trying to resolve it.

Mr. Scrafford stated that there is a problem with the application of the *Design Standards* on Loockerman Street and in relation to the application the same *Design Standards* on the rest of the Historic District and that has not been resolved at the current time.

Responding to Ms. Hewett's question as to where the *Design Standards* on Loockerman Street are found, Mr. Scrafford stated you cannot. The Commission is trying to do things on Loockerman Street without having waivers for everything that occurs.

Responding to Ms. Hewett's question regarding what is a waiver, Mr. Scrafford stated that waivers can be issued for the criteria. It is listed in the *Design Standard and Guidelines* booklet.

Responding to Ms. Hewett's question whether the Historic District Commission could waive other things in the Historic District but not on Loockerman Street because she was confused, Mr. Scrafford stated no.

Responding to Ms. Hewett's question how Loockerman Street was different than other streets, Mr. Scrafford stated that they ran into issues on Loockerman Street in an attempt to build, fix, or change things that conflict with the *Design Standard and Guidelines*.

Ms. Horsey informed Ms. Hewett about the Downtown Dover Partnership's Design Committee that she and Mrs. Melson-Williams were members of.

Mrs. Melson-Williams stated that anything getting a Façade Grant (from the DDP Design Committee) follows the *Design Standards and Guidelines*. Some of what they fund for the Façade Grant Program is awning, installation, signage and painting which does not require a permit or come before the Historic District Commission. The projects have to be visible. They do not fund a project for a flat roof.

Review of Permits Referred to Commission
There were none.

Certified Local Government (CLG) Program:
Mrs. Melson-Williams stated that since we were designated in May 2015 the first time that we will be eligible for seeking any of the grants will be in the Spring 2016. The grant is a 60/40 matching basis. We could potentially be eligible for $10,000. Staff is in the process of starting the budget planning. We are targeting any grant money to the update review of the *Design Standards and Guidelines*. Utilizing the grant funds and other matching funds would be an opportunity for consulting assistance. The granted is mostly for educational training. There is also an application process for the grant that we have not received. It will be brought to the Historic District Commission once it is received.

Annual Meeting of Historic District Commission
Election of Chairman and Vice Chairman
Mrs. Melson-Williams stated that November is actually the Annual Meeting of the Commission. It dates to when the body was originally established. The Chairman and Vice Chairman may serve two (2) appointed terms (in an office position) which is a total of six (6) years. Mr. Salkin is finishing his first year as Chairman and is eligible to be nominated again as Chairman. The two previous chairmen served their term limits as Chairman.

Chairman Salkin stated that his term for the Historic District Commission expires in June 2016. At that point he does not have plans to ask for reappointment. He would not be able to fill out the full term, but he could serve until June 2016.

Mrs. Melson-Williams stated that an election be held if there is a vacancy in one of the positions. The term of appointment to the Commission is three (3) years.

Mr. Scrafford moved to elect by acclamation Mr. Salkin as Chairman for the Historic District Commission. The motion was seconded by Ms. Horsey and unanimously carried 4-0. Mr. Jackson was absent.

Mr. Scrafford moved to elect by acclamation Mr. McDaniel as Vice Chairman for the Historic District Commission. The motion was seconded by Ms. Horsey and unanimously carried 4-0. Mr. Jackson was absent.

Meeting & Deadline Schedule for 2016

Mrs. Melson-Williams stated that the meeting date will remain as the third (3rd) Thursday of each month at 3:00pm. The deadline date to file an application has to be at least 30 days prior to the meeting date. The Meeting and Deadline Schedule for 2016 were provided to all members.

Mrs. Melson-Williams questioned if the members were aware of their schedule for the December 17, 2015 meeting and if there was any conflicts. At the current time there are no new applications filed.

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

Meeting adjourned at 3:55 PM

Sincerely,

Maretta Savage-Purnell
Secretary

City of Dover Historic District Commission
Summary of Applications 2014
Updated thru December 7, 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 7, 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.
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.

Summary of Permit Applications with Architectural Review Certification
2015 - Updated Thru 11-30-2015

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 11-30-2015

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 11-30-2015

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 11-30-2015

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 11-30-2015

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 11-30-2015

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.

Presentation of South Bradford Street Streetscape Enhancements Project: Segment between West Division Street and West Loockerman Street

A presentation will be made at the meeting on the Bradford Street Streetscape Enhancements project. It is a Transportation Alternatives Program Project.

See the attached:

- Concept Overview Project Map of Alternative 1
- Concept Photographs of the two types of sidewalk sections (for residential areas and for commercial areas)