CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, November 19, 2015 - 3:00 P.M.
City Hall – Conference Room

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on October 15, 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

OLD BUSINESS

1. Discussion of Architectural Review Certification process

NEW APPLICATIONS

NEW BUSINESS

1. Review of Permits Referred to Commission

2. Certified Local Government (CLG) Program

3. Annual Meeting of Historic District Commission
    a. Election of Chairman and Vice Chairman
    b. Meeting & Deadline Schedule for 2016

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: November 12, 2015

CITY OF DOVER
HISTORIC DISTRICT COMMISSION
October 15, 2015

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, October 15, 2015 at 3:15 PM with Chairman Salkin presiding. Members present were Chairman Salkin, Mr. McDaniel, and Mr. Jackson (arrived at 3:14 p.m.). Mr. Scrafford and Ms. Horsey were absent.

Planning Office Staff members present were Mrs. Melson-Williams, Mrs. Townshend, and Mrs. Purnell. Also present were Delaware State University Historic Preservation Graduate Program students Jing Lv and Jennifer Hewett.

APPROVAL OF AGENDA

The agenda as presented was approved by acclamation.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF JULY 16, 2015

Mr. McDaniel moved to adopt the minutes of the regular Historic District Commission meeting of July 16, 2015, seconded by Mr. Jackson and the motion was unanimously carried 3-0.

COMMUNICATIONS & REPORTS

Summary of 2015 Activity

Mrs. Melson-Williams stated that there were no major changes to the Summary of Applications 2014 and 2015. The most recent change is The Santa House (kiosk) that will be temporarily located on Loockerman Street; the Building Permit was recently issued.

Mrs. Townshend stated that the old My Place Tavern located at 312 West Loockerman Street did not make repairs in the time allotted and the process for the demolition has begun.

Responding to Mr. McDaniel's question whether there was any communication with the owner, Mrs. Townshend stated no, not really. The owner was present when the property went before City Council as a Dangerous Building. There was never any follow up to Staff regarding the property until September 8, 2015 when someone came in to inquire about obtaining a Building Permit to make repairs because they were going to lease the building.

Responding to Mr. McDaniel's question whether the property was adjacent to the Family Dollar building, Mrs. Townshend stated yes.

Responding to Chairman Salkin's question whether The Santa House was going to be built as presented to the Historic District Commission, Mrs. Melson-Williams stated that is what the permit reflected.

Summary of Architectural Review Certifications for 2015 (through the end of September)
Mrs. Melson-Williams stated that permit activity within the Historic District had forty-two (42) permits. Majority of the permits are related to building interior work. There were a high number of Sign Permits. There were some roof projects. Six (6) of the forty-two (42) permits made some type of appearance before the Historic District Commission as an informational item or as part of a formal application.

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

Mr. McDaniel commented that the Kirby and Holloway Sign still stands. Mrs. Townshend stated that she did not expect them to rebuild. Mrs. Melson-Williams stated that the Sign was protected and it will not be an Abandoned Sign that requires removal because of the designation that was placed as a Significant Sign.

Chairman Salkin commented that it is not protected, but they are allowed to keep it. Mrs. Townshend stated that the Sign was protected from the Code.

Department of Planning & Inspections Update
Restoring Central Dover Community Plan
Mrs. Townshend stated that there was a community cleanup in the Downtown area. NCALL received a $750,000 grant over a five (5) year period for Implementation of the Restoring Central Dover Plan. A Neighborhood Revitalization Coordinator and a Community Organizer were hired. Staff has been working to keep the various work groups of the Steering Committee moving forward and providing information to the Steering Committee to make sure they stay on task with keeping things moving forward.

Responding to Mr. McDaniel's question whether the bulk of the money was for implementation planning, Mrs. Townshend stated that the bulk of the money is primarily administration and small projects.

Responding to Mr. McDaniel's question whether five (5) years from now will there be any difference, Mrs. Townshend stated that it will be because you have very qualified and dedicated Staff making sure what is in the plan continues to move forward. They are working with the partners and keeping them engaged.

Mrs. Townshend stated that RG-1 zone is related to Restoring Central Delaware. On Monday, City Council approved amendments to the General Residence Zone (found in the Downtown area). It will allow townhouses and duplexes as a Conditional Use with Planning Commission approval. It will also allow administrative waivers and establish infill Standards. The three (3) Infill Standards are: a front façade from the street, a frontage sidewalk, and some degree of landscaping. The City is in the process and under contract with the House of Pride to acquire four (4) properties from them.

Delaware Downtown Development District Program
Mrs. Melson-Williams stated that a handout was provided. Referring to the handout of the current boundary and they are currently moving through the process to add two (2) additional areas to the

Downtown Development District. The expansion of the boundaries has been considered by the State Cabinet Committee on State Planning and the City's Legislative Finance Administration Committee and is awaiting Council formal action at this point.

Responding to Chairman Salkin's question whether it was strategic to bring this in or if it was an opportunity to make it big as you can, Mrs. Townshend stated yes to both questions. Initially streets were used as the boundary, but we found that the block between The Green and Loockerman Street on the east side has people who want and need to invest in their properties. The City thought it was important to include the area. The area south of Water Street has buildings that could use some renovations and the State Street Commons interior fit-out qualifies as a large project. Therefore, this ensures that we have large projects to utilize the money allocated to Dover. In the last large project round, Dover did not have enough large projects to utilize the funding fully.

Responding to Mr. McDaniel's question whether the people in the red area (in the first block after The Green) qualify for parking permits, Mrs. Townshend stated that she did not know, but thought that it was just the residential parking permits for residences on The Green, but she would check. Mr. McDaniel stated that it was a drawback of that block on both sides in that area. Mrs. Townshend stated that people must rely entirely on public parking.

Zoning Ordinance Provisions for Historic District

Mrs. Melson-Williams gave a brief overview of City of *Dover Code of Ordinances*, Appendix B: Zoning Ordinance that included Article 3-District Regulations, Section 21-Historic District (H) and Article 10-Planning Commission, Section 3-Historic District Commission and Architectural Reviewed an Excerpt of Definitions associated with Historic District activities from Article 12-Definitions. She stated that Article 3, Section 21 establishes that there is a Historic District as a Zoning District (a Zoning Overlay) boundary. The boundary is specifically adopted through the mapping process. Article 10, Section 3 of the *Zoning Ordinance* specifically deals with the establishment of the of the Commission. The Architectural Review Certification process is whether it is a process of the City Planner, the Historic District Commission or the Commission with the Planning Commission. It also establishes how the Historic District is amended and Demolition by Neglect.

Review of Permits Referred to Commission

Mrs. Melson-Williams stated that there were two (2) permits that were provided for information today to the Commission, but technically these permits are not formally being referred to the commission. One is for the garage building located on the Woodburn property that serves as the security office for the Governors House. A permit has been filed for brick repointing to be completed by Paul's Pointing. There is also a set of Sign Permits for the State Street Commons building. At the completion of the tenant fit-out it will be a new home to some of the divisions of DNREC. This project would add a number of projecting signs: one sign on the State Street side of the building and two signs (2) on the Water Street side of the building.

Responding to Mr. McDaniel's question whether the main entrance was off of Water Street, Mrs. Melson-Williams stated yes. The entry to the building is kind of tucked in what is known as the Rectory Building (the historic building that remains on the corner). The street level entry is from a

sidewalk that leads from Water Street. To the rear of the property, the upper floor of the parking garage gets you to the second entry which is the handicap accessible entry to the building. Free-standing signs are being proposed on each of the street frontages. She mentioned in the strict interpretation of the sign regulations, without it being in the Historic District, there would be too many signs and too large of signs. However, in the Historic District and given the unique situation with this building and the user tenant, staff feels comfortable that the signage is appropriate and not excessive. The building will no longer be vacant.

Responding to Mr. McDaniel's question whether the building was in the Historic District, Mrs. Melson-Williams stated yes.

Responding to Chairman Salkin's question of which agency is the applicant, Mrs. Melson-Williams stated that the application came from the sign contractor for DNREC which is the Department in general.

Update on Certified Local Government (CLG) Program:
Mrs. Melson-Williams stated that the State Historic Preservation Office recently hired a new employee Laurie Turkawski. who will become the new Certified Local Government Coordinator. The grant is a 60/40 matching basis. The match coming from the City can be cash or donated service or material.

Information on Permits with Architectural Review Certification Issued by Staff
Building Permit #15-992: Exterior Renovations & Structural Repairs at 2 West Loockerman Street

Mrs. Melson Williams stated that the Permit is for renovations to the first floor exterior area. Included in the packet was a historic photo of the building. They are proposing to reestablish the display window, glass and panel appearance work of the first floor while maintaining entry to the building. This comes in part with need for some structural work related to the north side of the building that faces Loockerman Street. It was brought to the Historic District Commission as an informational item. The activity of exterior surface improvement that was being done on the first floor was allowed for staff review under the *Zoning Ordinance*. The *Design Standards and Guidelines* were followed for the storefront reconstruction and rehabilitation.

Responding to Mr. McDaniel's question on whether big panels will be windows located on the first floor and will you be able to see, Mrs. Melson-Williams stated yes. It will create an aluminum store front window system. It was indicated in the comments that the windows should be clear glass and the use of tinted is not appropriate or permitted in the Historic District.

Chairman Salkin commented that he was delighted to see that the façade was going to be replaced after twenty-five (25) years. He was stunned that the Historic District Commission was receiving the information after the fact. After reading the Architectural Review Certification section many times, that by the letter and spirit of the Ordinance (Article 10 Sections 3.22 and 3.23(B)) it seemed that this project should have come before the Historic District Commission. The Article outlines what Staff can do independently and what can be referred to the Historic District Commission. This project goes far beyond the minor changes indicated. The Commission has reiterated in the past, even in July, the desire to see the permits and project. He stated that ninety (90) days had passed since that time, which was plenty of time for the Historic District Commission to have

reviewed the permit. It is very unfortunate that the Historic District Commission did not have the chance to comment on the project. Whether the Historic District Commission would have proposed to do anything differently or not and he did not have any personal opinion to offer at this point. He felt that there is a serious problem, if you have a project like this that is so prominent and it involves the entire façade of the building is determined to be minor under Article 10, Section 3.22 which is a mistake. He would like to have a more serious discussion regarding this issue at the next meeting because he thought it was made clear previously they wanted to see all projects on The Green. He knew that at least one of the Commission members who were not present today feels very strongly about this issue.

Mrs. Townshend responded to Chairman Salkin's comments by stating that there is nothing in Article 10 Section 3.22 that states minor projects, the only reference is minor demolition. She reiterated Article 10, Section 3.23(A). It was not an indication that Staff thought it was minor, but it is within the types of things that are specified for Staff review and it complied with the *Guidelines*. If something does not comply with the *Guidelines* then it would be referred to the Historic District Commission under Article 10-Section 3:23(B).

Chairman Salkin stated that he disagreed with Mrs. Townshend's interpretation. You could argue about the letter of the Ordinance, but the spirit and the discussion in recent months and the last several years has been that the Historic District Commission wanted to see the permits or projects. It does not state in the Ordinance that the Historic District Commission has to see everything on The Green, but they have stated that they want to see everything on The Green. This is the exact project that they have been saying for months and months that they want to see. It was made perfectly clear in July. Staff could have brought this project to the Historic District Commission under an advisory capacity if they felt it did not come under their jurisdiction.

Responding to Chairman Salkin's question how this project was different from the Mitten & Winters project that came under their jurisdiction, Mrs. Townshend stated that they were using material that was not in Mrs. Melson-Williams judgment in character with what the *Guidelines* indicated.

Chairman Salkin questioned if the determination was related to aluminum and plastic products. Mrs. Melson-Williams stated that Mitten & Winters was removing the historic bricks from the original construction. Mrs. Townshend stated that they were removing it and replacing it with something less true to the district.

Chairman Salkin stated that if you take anyone of the items in Article 10, Section 3.22 the article suggests that this is minor, but this project includes the entire façade, but again by the letter of the law he disagrees as previously stated. By the spirit of the law he continues to be disappointed as previously stated. He asked why the Historic District Commission exists and why they put their energy into what they do if a project that has this much impact in spite of visibility is not brought before the Commission. He would like to discuss it independently regarding this project at the next meeting and clarify these sorts of things because they are important to the Historic District Commission members and this is not the first time it has come up.

Mrs. Townshend stated that the *Zoning Ordinance* is adopted by City Council. When amendments are made they are done through a very transparent process. The entire Article 10 was rewritten roughly five (5) years ago and at that point the direction from City Council was that they wanted Staff to do as much of the minor stuff administratively as possible. There are items that use to go to the Planning Commission and Historic District Commission that no longer go before these Commissions. If anything comes into the office that even appears not to comply with the *Guidelines* (even if it is extremely minor) it would come before the Historic District Commission. The purpose of the Historic District Commission is to make sure the integrity stays there, but if it is a minor project and it complies it is reviewed by Staff. If we want to revisit what comes to the Historic District Commission then it is about revisiting the Ordinance.

Chairman Salkin stated that he understood that and respected that, but disagreed. He sees a lot of gray area and sees Staff going in one direction when it is in the gray area and not the other direction. This is not a minor project, but very prominent and significant.

Mr. McDaniel stated that he comes down on both sides. The Historic District Commission is being made aware of the project. It is stated after the fact, but it could not even come in the packet.

Chairman Salkin stated that it does not change anything.

Mr. McDaniel stated that the Historic District Commission still needs to be aware.

Mrs. Townshend stated that there was a discussion at one point where Staff had approved something and there were no pictures in the packet. The request of the Historic District Commission was even if it is administratively and visible to call it out on the packet so it is not just on the list.

Chairman Salkin stated that he appreciated that and it is very helpful, but at the same time there have been discussions about notification. He had a meeting with Staff when he became Chairman and requested to be notified of high profile projects so that he could determine on behalf of the Historic District Commission if it was something that they would like to review. There is no public process for these types of projects if it does not come before the Historic District Commission. Therefore, it is just dealt with at Staff level and the Ordinance by Staff interpretation may state that it is okay for this project, but he respectfully disagrees and felt that it was a mistake.

Mr. Scrafford moved to adjourn the meeting; seconded by Mr. Jackson and unanimously carried 3-0.

Meeting adjourned at 3:57 PM

Sincerely,

Maretta Savage-Purnell
Secretary

Division Street Design Week

The City of Dover wants to hear your ideas for improving Division Street and Forest Street!

Street Improvements?

New Land Uses?

Beautification?

Please attend DESIGN WEEK
at the Inner City Sankofa Cultural Arts Center
39 South West Street, Dover

Monday,
November 16th

Kick Off Meeting

5:00 - 7:00PM

Tuesday,
November 17th

Design Options

5:00 - 7:00PM

Thursday,
November 19th

Final Presentation

5:00 - 7:00PM

Food and Refreshments will be available.
Children are welcome to attend.

Please call the City Planning Department at 736-7196 if you need more information.

City of Dover Historic District Commission
Summary of Applications 2015
Updated thru November 1, 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.
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.

City of Dover Historic District Commission
Summary of Applications 2014
Updated thru November 1, 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.

Summary of Permit Applications with Architectural Review Certification
2015 - Updated Thru 10-30-2015

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. Working on landscaping.
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 10-30-2015

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 10-30-2015

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 10-30-2015

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.
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 10-30-2015

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.
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.

Architectural Review Certification process

<table>
<tr><td rowspan="3">Architectural Review Certificate</td><td colspan="2">• Required for the demolition, construction, reconstruction, alteration or restoration of any new or existing structure or where general exterior repairs are made within the historic district.</td></tr>
<tr><td colspan="2">• Required for issuance of Building Permit or Certificate of Occupancy may be issued for any structure in the historic district</td></tr>
<tr><td>• An Architectural Review Certificate may be issued “if it is found that the architectural style, general design, height, bulk and setbacks, arrangement, location and materials and structures affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district as set forth in the historic district design guidelines and standards adopted by the planning commission and as set forth in the United States Secretary of the Interior's Standards for Rehabilitation.”</td><td>Historic district design guidelines and standards: The document adopted by the City of Dover Planning Commission as being the source reference document for construction and maintenance of buildings, structures and additions within the Dover Historic District and which is the guiding document for the historic district commission and city planner in their review of applications for architectural review certification.
• Design Standards and Guidelines for the City of Dover Historic District Zone</td></tr>
<tr><td rowspan="3">Architectural Review Certificate Not Required</td><td>• Not required for normal maintenance and repair</td><td>Ordinary maintenance and repair: Work performed to prevent deterioration of a building, structure or object, or any part thereof, by restoring the building, structure or object as nearly as practical to its original condition prior to such deterioration or damage by using replacement materials and applications, wherever possible, of the kind used in original construction.</td></tr>
<tr><td colspan="2">• Not required for interior arrangement</td></tr>
<tr><td>• Not required for building features not subject to public view</td><td>Public view: That which can be seen readily from a public street, public building or public property, excluding views from alley rights-of-way.</td></tr>
</table>

Reviewer	City Planner	Historic District Commission	Planning Commission*
Project Types	Specific classes of building permits: • fences • signs • siding • window and door replacement • roofing • the addition or replacement of decorative features • minor demolition • residential additions • other construction of a minor nature	• Construction of single-family and two-family homes • Demolition of single-family and two-family homes • Nonresidential structures or additions involving a gross floor area of 3,000 square feet or less	• Projects referred or appealed to Planning Commission • New Structures with floor area of 5,000 SF or greater • Additions to existing structures constituting 15% of existing floor area and greater than 5,000 SF • Additions of impervious surface constituting 15% of existing impervious floor area and greater than 5,000 SF • Nonresidential site plans with site disturbance greater than 2,500 SF and adjacent to residential uses/ zones **These projects are first considered by the Historic District Commission for recommendation.*
Procedures	• Review is part of Building Permit application process. • May refer any Permit for demolition or for consultation with Historic District Commission.	• Process to file Application • Staff Review Report • Public Hearing	• Process to file Application • Staff Review Report • Historic District Commission Consideration & Report • Public Hearing
Notice of Decision	• Written documentation of decision on Building Permit including any conditions of approval or reasons for denial.	• Written notice of decision letter including any conditions of approval or reasons for denial.	• Written notice of decision letter including any conditions of approval or reasons for denial.