CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, October 15, 2015 - 3:00 P.M.
City Hall – Conference Room

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on July 16, 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

3. *Zoning Ordinance* Provisions for Historic District

OLD BUSINESS

NEW APPLICATIONS

NEW BUSINESS

1. Review of Permits Referred to Commission

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

3. Certified Local Government (CLG) Program

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: October 7, 2015

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CITY OF DOVER
HISTORIC DISTRICT COMMISSION
July 16, 2015

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, July 16, 2015 at 3:00 PM with Chairman Salkin presiding. Members present were Chairman Salkin, Mr. McDaniel, Mr. Scrafford, Mr. Jackson and Ms. Horsey.

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

APPROVAL OF AGENDA

The agenda as presented was approved by acclamation.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF APRIL 23, 2015

Mr. Scrafford moved to adopt the minutes of the regular Historic District Commission meeting of April 23, 2015, seconded by Mr. McDaniel and the motion was unanimously carried 5-0.

COMMUNICATIONS & REPORTS

Summary of 2015 Activity

Mrs. Melson-Williams stated that the update of the 2014 applications was the Wayside Signage associated with the First State National Historical Park (HI-14-06). There are seven (7) applications for 2015 that came before the Historic District Commission. There has been no additional activity related to the building at 312 West Loockerman Street that was a Determination of Demolition by Neglect.

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

Ms. Horsey stated for clarity (correction) that for the Wayside Signage it was associated with the First State National "Historical" Park instead of "Heritage."

Chairman Salkin questioned sign questions that were raised about the second sign at 6 South State Street, 54 South State Street (Presbyterian Church of Dover), and the Banners at the Governor's Café. He asked if there could be an update at the next meeting.

Responding to Mr. McDaniel's question regarding any action on the Kirby & Holloway sign and the property, Mrs. Melson-Williams suggested a drive-by and stated that to her understanding the building was under active demolition.

Responding to Mr. McDaniel's question regarding any action on the Santa House project, Mrs. Melson-Williams stated that she did not have any additional information.

Summary of Architectural Review Certifications for 2015 (through the end of June)

Mrs. Melson-Williams stated that permit activity within the Historic District had twenty-three (23) permits. Five (5) of the permits appeared before the Historic District Commission. Majority of the

permits were Sign Permits. There were a number of permits related to building interior work. There were some roof projects. There was one interior Demolition Permit related to interior renovations.

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

Department of Planning & Inspections Update
Restoring Central Dover Community Plan
Mrs. Melson-Williams stated that the Restoring Central Dover Community Plan was adopted over the winter. They were successful with the second application for the Implementation Grant from the Wells Fargo Foundation; that was announced in June. The Steering Committee continues to actively work on their implementation pieces.

Citywide Recreational Needs Assessment
Mrs. Melson-Williams stated that the DRAFT Report of the document is available and was presented earlier this week for review to the Parks Recreation and Community Enhancement Committee on July 13, 2015. The document will move forward to City Council for review. The Historic District Commission was provided information regarding the Narrative Report and Appendix A: Dover City Parks. The full DRAFT Report also includes Appendix B-Recreation & Park Walkshed Maps and Appendix C-Survey Questionnaire and Summary. The Draft Report also gives a list of implementation strategies that were identified as a result of the initial Needs Assessment. The full DRAFT Report is viewable on the City's website under the Meetings heading for the Parks, Recreation & Community Enhancement Committee Meeting Paperless Packet. The areas that are City Parks within the Historic District were identified as the City Plaza area, the landscape area in front of City Hall, Constitutional Park, Memorial Park, and The Green.

Delaware Downtown Development District Program
Mrs. Melson-Williams stated that the program is active. There have been a number of permits for the activities within the Development District. Habitat for Humanity has been working on the construction of several homes on South Kirkwood Street which is utilizing a number of the incentives from the Downtown Development District Program.

OLD BUSINESS

Update on Certified Local Government (CLG) Program:
Mrs. Melson-Williams stated that included in the packets was the letter of May 15, 2015 that formally designates Dover as a Certified Local Government Program. There are some additional opportunities for technical and financial assistance in dealing with Historic Preservation matters. There is a specific agreement that the City had to be a party to that recognizes what the requirements are for being a Certified Local Government. The agreement relates to the processes for the designation and protection of historic properties. There is a Historic Preservation Review Commission in place. There is a system for survey and inventory of historic properties and it also references opportunities for public participation. If any property was to pursue National Register of Historic Places designation it would move through a very specific review process with the City as well as the State processes that are currently required. The first eligibility to apply for funds is next spring for FY17 starting (July 2016) with the available money in the amount of $10,000.

Chairman Salkin commented that it would be helpful to have the application process as an agenda item in the next month or two.

Mr. McDaniel stated that it is important that the Historic District Commission received the designation of the Certified Local Government Program because it has been a long time and he was excited. This is what the City needs to ensure that there is a historic review board.

Mrs. Melson-Williams stated that as part of the Certified Local Government program is the ability of the State Historic Preservation Office to clearly to devote time to technical assistance. It would be an excellent opportunity for them to visit and give more details about the program.

Responding to Mr. McDaniel's question on whether there were many in Delaware, Mrs. Melson-Williams stated that there are five (5) or six (6) Certified Local Government programs. They are the City of Wilmington, New Castle County, Delaware City, Lewes, Milton, and the City of Dover. Lewes is one of the newer groups and is fairly active. As part of their grant money they received they have sponsored specific training.

Mr. Scrafford commented that it would be helpful to have a list of successful grants.

Mrs. Melson-Williams stated that there are items that have been established through various studies such as the City's Comprehensive Plan Historic Preservation Chapter that lays out a series of goals and initiatives.

Mr. Scrafford commented that one at of the meetings it was stated that a brochure was produced. Mrs. Melson-Williams stated that it is not necessarily bricks and mortar projects that receive the grants and it actually may be prohibited under the grant. It is more like outreach materials, specific studies, and development of guidelines, etc.

Responding to Chairman Salkin's question whether there was any need for cash match, Mrs. Melson-Williams stated that there may be a matching component, but it does allow the in-kind services which is staff hours.

Review of Permits Referred to Commission
There were no permits referred to the Commission for consideration.

Information on Permits with Architectural Review Certification Issued by Staff
Sign Permit #15-251: Wayside Signage on The Green for First State National ~~Heritage~~ Historical Park (HI-14-06)

Mrs. Melson Williams stated that it was brought to the Historic District Commission as an informational presentation. Persons from the National Park Service spoke regarding the plan for the Wayside in November of 2014. It is considered a Public Sign under the Sign Regulations. However, due to the placement and the recent involvement related to establishment of what was the First State National Monument Park and now the Historical Park it was brought before the Historic District Commission. Staff attended the ceremonial dedication and unveiling of the signs that happened in late May. The signs are not physically located on The Green. The signs are

located on the other side of the roadway between the State House and the Kirk-Short Building which is the State Historic Preservation Office. They are referred to as two Waysides and there are a couple of other waysides that are located in other areas of the Capitol Complex. There is one wayside on each of the north and south sides of Legislative Hall. There used to be a wayside sign between the Sykes Building as you moved toward the old Levy Court Building.

Ms. Horsey stated that the wayside sign between the Sykes Building is still there.

Mrs. Melson-Williams stated that the Wayside Sign utilizes the National Park Service format so that people know that they have arrived which is one of the concerns of this being a very different type of park from what you typically see in their system.

Building Permit #15-643: Exterior Renovations at 15 & 21 The Green

Mrs. Melson-Williams stated that the Building Permit is for exterior renovations at 15 & 21 The Green which is the State Historic Preservation Office. The Planning Office provided comments. The project on the Kirk-Short Building project is a continuation of some of their other activities that they have been doing at the building over the past five (5) years. There has been maintenance and repair of the historic building which is related to the exterior fenestration and building system.

The permit focused on the north and west elevations of the building. Work was previously done on the south (front) and east elevations. The brick building work involved exterior masonry repair. They are specifically working with some of the windows, wood work and gutter and downspout repair. Work is also being done on portion of the rear wing of the building that has asphalt shingles. There is a small demolition related to a later addition that is on the rear of the building that provided access in a restroom facility that was being removed on the interior with this project. The building was originally used as multiple different office spaces, but now it is being occupied by one agency. Staff did the Permit Review and it was noted that the permit would be brought before the Historic District Commission as informational purposes. All of the activities that were being done in this project clearly met the *Design Standards and Guidelines*. They were also addressing some drainage issues.

Responding to Mr. Scrafford's question whether the Guidelines in the book were being met, Mrs. Melson-Williams replied yes.

Ms. Horsey commented that as an employee of this Division and also as a neighbor she was delighted beyond belief that this is finally occurring. She thought that since everyone is concerned about the Historic District this work is being done in the highest manner and there is no fake material and the work is being done by BRS Consulting Inc.

Responding to Chairman Salkin's question on whether the aluminum siding was staying, Mrs. Melson-Williams replied yes.

Responding to Chairman Salkin's question whether the metal roof was being replaced, Mrs. Melson-Williams stated that it is part of the flat roof system on both buildings with a built in gutter that is not visible on the information provided.

Responding to Chairman Salkin's question whether the M7 windows were changing in size, Mrs. Melson-Williams stated yes. The windows are changing in size and are related to the proximity to the roof system of the addition. The brick is the infill of that space and will match the brick of the existing wall.

Responding to Chairman Salkin's question whether it was restoring it to an original dimension or is it a modification of the historic building, Mrs. Melson-Williams stated that it is very likely that it may have been the square format to begin with.

Mr. Jackson stated that it looks like with the addition they were reduced from the original size.

Mrs. Melson-Williams stated that there is some change on the west side of the building which is most likely related to drainage issues.

Chairman Salkin stated that he asked the question because the contractor may be modifying the historic fabric of the building. He questioned if this was routine. Responding to Chairman Salkin, Mrs. Melson-Williams stated that she considered this minor. If the contractor was putting up big display windows or more extensively changing the dimension of the windows then that would certainly be something that would warrant additional review. This is the rear of the building and most of the work has very limited visibility**.**

Responding to Chairman Salkin's questioned whether the ADA compliance was the responsibility of the contractor such as the stairs, doorways, and railings of this project. ADA requires that improvements to be made when there is a major renovation project and where did it fit in. If the contractor did follow the ADA requirements the permit would probably need to come back before the Historic District Commission. He wanted to make sure that whatever was required for ADA is engrained with this process so that the Historic District Commission has the opportunity make comments ahead of time in case there is an issue. He imagined if the stairs for example required a new railing to be in compliance; then ADA could impact the design. Mrs. Melson-Williams stated that there are provisions in the Building Code related to full compliance with ADA accessibility items if it is listed on the National Register or in a Local Historic District. It gives the Building Code Official some flexibility in looking at what are some reasonable accommodations that do not impact or take away the significance of the building.

Chairman Salkin stated that in most cases the issues have not been dealt with on historic buildings.

Mrs. Melson-Williams stated that a number of years ago a lot of work was done related ADA accessibility for a number of buildings in the Capital Complex and a lot of railing work was done.

Mr. Scrafford stated that the Courthouse was addressed. Mrs. Melson–Williams stated that yes, some of it came before the Historic District Commission but she was not sure if all of it was ultimately implemented. With State projects there is a State Accessibility Review Board. Responding to Mr. Scrafford's question if it was to affect the exterior of the building it would come before the Historic District Commission, Mrs. Melson-Williams stated that it would be in a

permit activity and depending on what it is it might need to come before the Historic District Commission.

Mr. Scrafford stated that it seems to be inconsistent to design the building and get it through the Historic District Commission and then attack ADA only to find out that you need to come back again**.** It just seems odd to add the very thing that people are trying to avoid, which is repetitive meetings with the Historic District Commission than to accept or disapprove what is submitted. Mrs. Melson-Williams stated that the listing on the permit is standard language that issued coming out of the Building Code side of the review.

Chairman Salkin stated that he was looking for simple terms that are helpful to him to understand through whatever process an owner goes through to determine ADA requirements. Whether it is the City or State Accessibility Board, the Historic District Commission should understand what the legal ADA requirements are for the building review of the plans.

Mr. Jackson commented that it is enough for the Historic District Commission to just mention that it will be done by others for example requirements are for the building review of the plans such as how the railings might affect the appearance of the building.

Discussion of above comments regarding ADA requirements.

Mr. McDaniel commented that he would think that the Building Inspections process would take care of their concerns.

Chairman Salkin commented and agreed with Mr. Jackson that it should be in writing what needs to be done and by whom.

Ms. Horsey wondered if there were other buildings on The Green (the Sykes Building in particular) that put in a ramp many years ago and if the ramp was installed due to a requirement. The building is not visited no more than the building on 21 The Green. They are not highly visited public buildings. This is an example of a building similar in age that has a ramp.

Mr. Scrafford stated that the decision as to whether it should or should not is not the Historic District Commission responsibility. If it is done, then it is the Historic District Commission task to evaluate. He agreed with Mr. Jackson that it needs to be listed somewhere that the Historic District Commission has indicated that they recognize it needs to be done.

Mr. McDaniel stated that the Sykes Building had the opportunity to put in the ramp when the wall fell off. Ms. Horsey agreed.

Chairman Salkin commented that he believed that this project should have come before the Historic District Commission a long time ago. The Historic District Commission has asked that every project on The Green come before them. It is a great project and it is as intrusive as any project on a historic project that he has seen in five (5) years. In a normal process the Historic District Commission would have the owner, builder, and consultant at a meeting so that questions

could be answered before approval (to include ADA questions). He stated that he was very disappointed that these questions and other questions he had could not be answered. Responding to Chairman Salkin's question if someone submits a permit that meets the Guidelines does it still have to come before the Historic District Commission, Mrs. Melson-Williams stated it depends on what the project is. The *Zoning Ordinance* specifically lays out the type of things that are eligible for Staff review and the type of things that require Historic District Commission review and potentially Planning Commission review. Typically, the construction of a new building is not something that Staff can review; it would require the Historic District Commission and the Planning Commission. Smaller rehab style projects and Sign Permits that are specifically laid out in the *Zoning Ordinance* can be renewed by Staff. Staff can provide for the next Historic District Commission the entire section of the *Zoning Ordinance* on the Architectural Review Certification process and the types of activities that can be handled through a Staff Administrative process with a Building Permit (this was previously discussed). There are types of things that have to take that next step of filing a formal application to the Historic District Commission. Even those that are just a Building Permit application, if Staff has any questions on whether it meets the *Design Standards and Guidelines* they have the opportunity to do so and forward the information to the HDC.

Mr. McDaniel stated that the Historic District Commission wanted to be aware of items on The Green and have input.

Ms. Horsey stated that the bricks on sidewalks are not the same as on buildings, but in some ways they are because the Historic District Commission has asked in previous meetings to know about the uptake of old bricks (sidewalks) within the Historic District. It is really the same thing as windows on a building in her mind (it is not a whole lot of difference). It is more of an FYI (For Your Information) that some of the projects, especially on The Green or nearby, should just automatically come through the Historic District Commission. This is the reason the Historic District Commission exists.

Chairman Salkin stated what the Historic District Commission is lacking in part is some type of a notification process for these kinds of projects because the Ordinance states one thing and the tradition states another and Staff may have a different perspective. On a project like this that was submitted two (2) months ago, there was plenty of time for him as the Chairman or the entire body as members to get an email or be alerted that the Permit was going through the process and if they had any questions to come into the office. There is a gap. Mrs. Melson-Williams stated that she was not sure how much of that could be done without constituting a meeting. Chairman Salkin stated that he understood, but as individuals the Historic District Commission could look at a set of drawings that are on display. During the time there were no Historic District Commission meetings the Permit was moving through the process. We could have had a meeting or some notification of the status. It fits into two (2) categories that (unofficial policy) anything on The Green was reviewed by Historic District Commission and after the Woodburn project was approved that he thought that everyone including Staff agreed that the Historic District Commission would see the larger state agency projects. It needs to be clarified at some point because this permit fits into both categories.

No action needs to be taken on this Permit it was informational.

Responding to Chairman Salkin's question on the status of the project, Mrs. Melson-Williams stated that she had not seen any major scaffolding at this point but the Permit has been issued. The Permit as all permits would be active for a period of six (6) months after it would be eligible for an extension if needed. Given the timing the Permit it might be related to some fiscal year transition.

Mr. Scarfford stated that it is a big project.

Mrs. Melson-Williams stated that tomorrow is the deadline for filing new applications to the Historic District Commission and there are no new applications at the current time. They typically will wait until August before determining whether or not a meeting needs to be held so that any permit activity can be captured that may need to come before the Historic District Commission.

Mr. Scrafford moved to adjourn the meeting; seconded by Mr. Jackson and unanimously carried 5-0.

Meeting adjourned at 4:01 PM

Sincerely,

Maretta Savage-Purnell
Secretary

City of Dover Historic District Commission
Summary of Applications 2015
Updated thru October 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.
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 October 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 9-30-2015

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 9-30-2015

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 9-30-2015

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 9-30-2015

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 9-30-2015

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.

Article 3 - District Regulations

Section 21. - Historic district (H).

21.1 *Purpose.* The purpose of this historic district regulation is to preserve and enhance that unique character and value of the old portion of Dover as an area of special charm and interest. It is particularly intended that the regulations prevent, in the historic district, any change of conditions that would be deemed to be a disfigurement or degradation of the present unique visual and architectural qualities of the district.

21.2 [*Use and bulk requirements.*] In the historic district, use[s] and bulk shall be governed by those provisions of this ordinance related to the zone designation of each property, except those aspects of building height, bulk and setback that are subject to architectural review as set forth in article 10, section 3 of this ordinance.

21.3 [*Architectural review certificate*.] An architectural review certificate shall be 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, as provided in article 10, section 3 of this ordinance.

21.4 [*Amendments, supplements and repeals.*] The city council shall not take any action to amend, supplement, or repeal the historic district in accordance with article 10, section 5, amendments, without a report by the historic district commission in accordance with article 10, section 3.3, unless the historic district commission fails to render such a report within 75 days after its regularly scheduled meeting following referral by the city council.

21.5 [*[Signs.*] Signs shall meet the regulations found in article 5, section 4, supplementary sign regulations.

(Ord. of 3-24-1986; Ord. of 7-26-1993; Ord. of 2-12-2001)

Article 10 – Planning Commission

Section 3. - Historic district commission and architectural review.

3.1 *Historic district commission established.*

3.11 *Creation and purpose.* There shall be a historic district commission for the purpose of assisting the planning commission and city planner in reviewing applications for architectural review certifications as specified in subsection 3.2; and for making recommendations for designation of historic district zones; and for establishing guidelines for the preservation and conservation of historic district zones; and for advising other officials and departments in the City of Dover in matters concerning historic preservation; and for reviewing all proposed National Register nominations in the City of Dover; and for acting as a liaison on behalf of the City of Dover to individuals and organizations concerned with historic preservation; and for carrying out programs of historic preservation education in the City of Dover.

3.12 *Appointment.* The commission shall consist of five members nominated by the mayor and approved by the city council, who are residents of the City of Dover and who have demonstrated special interest, experience, or knowledge in history, architecture, or historic preservation. Two of the members, to the extent available, shall be professional members representing the professions of architecture, history, archaeology, planning, historic preservation or related disciplines. At least two members shall be residents of the district, and at least one shall represent the business within the district.

3.13 *Term.* The members of the commission shall serve for three-year staggered terms. Vacancies shall be filled within 60 days in accordance with subsection 3.12.

3.14 *Organization.* The commission shall meet at least four times per year in a place that is advertised in advance and open to the public and shall keep minutes of its meetings that are available to the public. All review decisions shall be made in public. The commission shall establish bylaws for its general procedure, which shall include a section addressing conflicts of interest. The commission shall produce an annual report of its activity that is kept on file for public review with the city planning office.

3.2 *Architectural review certification.*

3.21 *Effect of architectural review certificate.* No building permit or certificate of occupancy may be issued for any structure in the historic district until an architectural review certificate is issued as required under article 3, section 21, subsection 21.3 for the historic district.

3.22 *Architectural review certification by the city planner.*

(A) An architectural review certificate for specific classes of building permits, including fences, signs, siding, window and door replacement, roofing, the addition or replacement of decorative features, minor demolition, residential additions, and other construction of a minor nature, may be issued by the city planner, after a review and determination that the proposed construction is in general accordance with the standards set forth in subsection 3.25.

(B) The city planner may refer any permit application for demolition or construction in the historic district for consultation with commission.

(C) All decisions of the city planner pursuant to this subsection shall be documented on the building permit. When the city planner grants a conditional approval under this section, all conditions of approval shall be set forth in writing on the building permit. In the event of a denial, the reasons for such denial shall be documented in a written notice of decision which shall identify all elements of the application found to be contrary to the provisions or intent of this section.

(D) An applicant may appeal the decision of the city planner to the historic district commission and such appeal shall be considered as an architectural review certification application to the historic district commission and shall meet all of the requirements set forth in subsection 3.23.

3.23 *Architectural review certification by the historic district commission.*

(A) The historic district commission shall issue architectural review certificates for the construction or demolition of single-family and two-family homes, and nonresidential structures or additions involving a gross floor area of 3,000 square feet or less, after review of the proposed construction and after a determination that the construction is in general accordance with the standards set forth in subsection 3.25 below.

(B) All applications to the historic district commission for architectural review certification shall be subject to the procedures set forth in subsection 3.26.

(C) All decisions of the historic district commission pursuant to this subsection shall be formalized in a written notice of decision. When the commission grants a conditional approval under this subsection, all conditions of approval shall be set forth in writing in the notice of decision. In the event of a denial, the notice of decision shall state the reasons for denial and shall identify all elements of the application found to be contrary to the provisions or intent of this subsection.

(D) An applicant may appeal the decision of the historic district commission to the planning commission, and such appeal shall be considered as an architectural review certification application to the planning commission and shall meet all of the requirements set forth in subsection 3.24 and subsection 3.26.

3.24 *Architectural review certification by the planning commission.*

(A) The planning commission shall issue architectural review certificates referred or appealed to it, upon review of the recommendations of the historic district commission and upon a determination that the proposed construction is in accordance with the standards set forth in subsection 3.25.

(B) All applications to the planning commission for architectural review certification shall be subject to the procedures set forth in subsection 3.26.

(C) All decisions of the planning commission pursuant to this subsection shall be formalized in a written notice of decision. When the planning commission grants a conditional approval under this subsection, all conditions of approval shall be set forth in writing in the notice of decision. In the event of a denial, the notice of decision shall state the reasons for denial

and shall identify all elements of the application found to be contrary to the provisions or intent of this subsection.

3.25 *Architectural review standards.*

(A) 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.

(B) The city planner, historic district commission or planning commission shall not consider normal maintenance and repair (see Definitions, article 12), interior arrangement, or building features not subject to public view.

3.26 *Procedures for an architectural review by the historic district commission and/or planning commission.*

(A) *Architectural preapplication meeting.* Prior to action on any application for an architectural review certificate, the applicant shall meet in person with the city planner or his delegated representative. The purpose of such conference shall be to discuss the proposed construction or other action requiring the certificate in order to determine what information is useful in the determination of conformity with the provisions and intent of the historic district regulation as expressed in this article.

(B) *Application and fee.* The application to the historic district commission for an architectural review certificate and related information shall be submitted to the city planner at least 30 days prior to the historic district commission meeting at which review is requested and shall be accompanied by a fee as provided for in Appendix F—Fees and Fines.

(C) *Public hearing.* Prior to the review and action on an architectural review certification, the historic district commission shall hold a public hearing subject to the following public notification procedures:

(1) The applicant shall advertise the public hearing newspaper of general circulation at least 15 days prior thereto.

(2) The applicant shall notify, by mail, all property owners within 200 feet of the extreme limits of the subject property as their names appear on the municipal tax record at least 15 days prior thereto.

(3) The applicant shall post a notice outlining the date, time, place, and nature of the hearing in a conspicuous location on the property. Such notice shall be designed in accordance with standards set forth by the planning commission.

(4) The applicant shall provide the planning office with a copy of the notice, verification of newspaper publication, a date-stamped photo of the property posting, and post office mail receipts indicating date of mailing for all letters on or before the meeting date.

(5) Said notices shall state the date, time, and place of the hearings before the historic district commission, a brief description of the

project and shall state that a copy of the application and plan is on file with the planning office for public review.

(6) If the planning commission is reviewing a project in accordance with other sections of this article, then the public hearing notice on those applications must also give notice of architectural review certification.

(D) *Application information.* The applicant shall provide such information and documents listed below which will satisfactorily illustrate the proposed action as indicated in the architectural preapplication meeting required in subsection 3.26(A):

(1) All plan elements required in subsection 2.5.

(2) Plans and specifications indicating existing and proposed development, including structures, architectural elevation drawings, trees and any other landscaping, existing and proposed, including the general design, location and orientation of structures in relation to curb line, right-of-way line and neighboring buildings, colors, and materials to be used on exterior surfaces, detailed plans for any signs, photographs of the existing site and neighboring buildings, and such other information as will enable the historic district commission or planning commission to determine conformity with the ordinance.

(E) *City planner report.* For each application to the planning commission the city planner shall issue a report to the planning commission including comments from other agencies detailing how the application conforms to the requirements of the zoning ordinance and other provision of city and state codes. This report shall not be deemed to represent a comprehensive list of all city and state code requirements. The city planner shall transmit copies of the proposed site development plan and the city planner's report at least seven days prior to the date of the meeting at which approval of the site development plan is to be requested.

(F) *Historic district commission action.* The historic district commission shall act to review and render a recommendation to approve any such application within 45 days of transmittal to the commission or within such additional time as may be consented to by the applicant. The recommendation of the historic district commission shall be forwarded to the planning commission and acted upon by the planning commission in conjunction with action on the associated site development plan. If a site development plan application is not filed in accordance with the provisions of subsection 2.4 of this article within one year of recommendation, the recommendation shall expire. The historic district commission may grant a one-year extension of its recommendation upon written request by the applicant. Such request shall be made in writing to the planning office at least thirty days prior to the expiration of the historic district commission's recommendation.

(G) *Substantial amendments.* Substantial amendments to an application or an architectural review certificate shall be acted upon in the same manner as the original plan.

(H) *Expiration of architectural review certification issued by the historic district commission.*

(1) Architectural review certification approval shall expire on the last day of the 12th month after the date of approval if construction of the work authorized or use permitted has not started or unless an extension of time is applied for by the applicant and granted by the historic district commission. Approval shall also expire if the construction of work authorized has stopped for a period of one year unless an extension of time is applied for and granted by the historic district commission.

(2) Request for extension of approval shall be made no later than 30 days prior to the final approval expiration date. Upon receipt of such request, the matter shall be considered at the next regularly scheduled meeting of the historic district commission.

(3) In considering a request for an extension of approval, the historic district commission shall consider, but not be limited to, the following:
   (a) Whether the project has been delayed for reasons beyond the control of the applicant, excluding economic or financial reasons.
   (b) Whether the applicant has made substantial progress toward obtaining final approvals.
   (c) Whether there have been any significant changes in the surrounding neighborhood.
   (d) Whether there has been any related amendments to the zoning map or text, or the comprehensive plan, or if any waivers or variances have been granted.

(4) Requests for extensions shall be submitted in writing to the planning office.

(5) Under no circumstances shall the historic district commission grant extensions beyond 24 months from the date of first approval.

3.3 *Historic district amendments.*

3.31 *Historic district commission review required.* Any motion or petition to amend, supplement, or repeal a historic district by the city council in accordance with section 5, Amendments, shall require a report by the historic district commission as set forth in article 3, subsection 21.4.

3.32 *Review criteria for placing individual structures in a historic district.* The historic district commission may recommend that an individual structure or property be placed in an existing contiguous historic district or be placed in a historic district specifically created for the property or structure upon considering the following criteria and factors:

(A) Significant value as part of the historical, cultural, artistic, social, ethnic or other heritage of the nation, state or community;

(B) Association with an important person or event in national, state, or local history.

(C) Representative of the distinguishing characteristics of an architectural type inherently valuable for the study of a period, style, craftsmanship, method of construction or use of indigenous material;

(D) Notable work of a master builder, designer, architect, or artist whose individual genius has influenced an era;

(E) The desire of the owner to have the property designated;

(F) Increased potential of economic or community development.

3.33 *Review criteria for amendments or creation of new historic districts.* The historic district commission may recommend amendments to an existing historic district, recommend repeal of an existing historic district or recommend the creation of a new historic district upon considering the following criteria:

(A) Any criteria listed in subsection 3.32.

(B) Distinctive character or homogeneity of architectural design or dates of construction throughout the area.

(C) Identifiable by clear and distinctive boundaries.

(D) Repetition of distinguishing architectural or land use characteristics throughout the area.

3.34 *Public hearing required.* For all proposed amendments to the boundary of the historic district, the historic district commission shall hold a public hearing subject to the following public notification procedures:

(A) The planning office shall advertise the public hearing in a newspaper of general circulation at least 15 days prior thereto.

(B) The planning office shall notify, by mail, all directly affected property owners and all property owners within 200 feet of the extreme limits of the properties proposed for addition to or removal from the district as their names appear on the municipal tax record at least 15 days prior thereto.

3.4 *Demolition by neglect.*

3.41 *Responsibility of property owners.* Property owners of properties within the historic districts shall not allow their buildings to be demolished by neglect (see Definitions, article 12) by failing to provide ordinary maintenance or repair.

3.42 *Responsibility of the historic district commission.* The historic district commission shall monitor the condition of historic properties and existing buildings in the historic district to determine if they are being demolished by neglect by failing to provide ordinary maintenance and repair (see Definitions, article 12). In the event that the commission determines a demolition by neglect is occurring, it shall carry out the following:

(A) Determine and set forth steps required to remedy the situations or defects.

(B) Direct the city planner to inform the property owners of its findings, determination, and recommended remedies.

(C) In the event that the property owners fail to commence work within the reasonable time allotted by the commission, the commission may direct the building inspector to begin proceedings under chapter 22, buildings, and building regulations, article XI, dangerous buildings, of the Code of Ordinances for the City of Dover to bring about the repair or demolition of the building.

3.43 *Responsibility of the city planner.* The city planner shall notify the historic district commission of buildings within the historic district that have been referred to him by the building inspector that meet the definition of dangerous buildings under the provisions of chapter 22 Buildings and Building Regulations, article XI Dangerous Buildings, of the Code of Ordinances for the City of Dover. In such cases the commission shall determine if the building is being demolished by neglect. Before referring a property to the commission for consideration as demolition by neglect, the city planner shall give written notice to the owner, occupant, mortgagee, lessee, agent, and all other persons having an interest in said building, as shown by the records of the recorder of deeds of the county, to appear before historic district commission at the time, date and location specified.

(Ord. No. 2011-14, 8-8-2011)

Section 4. - Development information requirements.

4.1 In order to more effectively evaluate the probable impact of proposed development and thereby to carry out the purposes of this ordinance when making decisions and recommendations regarding development proposals, the planning commission, historic district commission, or city planner may adopt a standard set of information requirements, which may be updated from time to time as necessary.

4.2 The information requirements shall be administered by the city planner and shall be a part of submission requirements for all applications to the planning commission.

(Ord. No. 2011-14, 8-8-2011)

City of Dover Code of Ordinances
Appendix B: *Zoning Ordinance*

Excerpt of Definitions associated with Historic District activities.

Article 12 - Definitions

Unless otherwise expressly stated, the following terms shall, for the purpose of this ordinance, have the following meanings. Words used in the present tense include the future. The singular includes the plural and the plural includes the singular. The word "person" includes a corporation, association or partnership, as well as an individual. The word "lot" includes the word "plot." The term "occupied" or "used," as applied to any building, shall be construed as though followed by the words "or intended, arranged or designed to be occupied or used":

Accessory building: A building or use clearly incidental or subordinate to, and customar[il]y in connection with, the principal building or use on the same lot.

Applicant: A landowner or developer, as hereinafter defined, who has filed application for development, including his heirs, successors and assigns.

Architectural review certificate: A signed and dated document indicating the approval of the City of Dover Planning Commission, or the historic district commission, or city planner upon the authority of the historic district commission, for alteration, construction, relocation, or demolition within the historic district.

Building: Any combination of materials forming a construction. The term "building" is not intended to include underground construction which permits the use of the ground above as if no construction existed. The term "building" shall include the term "structure," as well as the following:

(a) Signs;

(b) Fences;

(c) Walls, except retaining walls projecting above the ground not more than three feet at the higher ground level and not more than 6½ feet at the lower ground level;

(d) Radio and television antennae, except for such antennae installed on the roof of a building and extending not more than 15 feet above the highest level of the roof of such building; and

(e) Porches, carports, bins and other similar structures;

(f) All areas used for outdoor display and storage of products for sale on the site for more than 14 consecutive days or 21 days in a calendar year. Excluded from this definition are approved motor vehicle, boat and trailer sales establishments; contractors' yards; nurseries and landscaping material sales (where the sale of these materials is the primary use on the lot); wholesale building supply stores and lumber yards; or similar uses.

Demolition by neglect: Improper maintenance or lack of maintenance of a building, structure or object which results in substantial and widespread deterioration of the building, structure or object which threatens the likelihood of preservation and which presents a threat to the public safety, health and welfare of the immediate community.

Historic district: The geographic areas of Dover that have been designated by the City of Dover, and graphically illustrated on the official zone map of the City of Dover, as possessing a significant concentration of properties, buildings, structures or objects associated with and representative of the historical development of Dover and which meet at least one of the following criteria:

(a) Exemplifies or reflects the broad cultural, political, economic, or social history of Dover, Kent County, the State of Delaware, or the United States of America; or

(b) Is associated with the lives of persons of historic importance or with events of historic significance to Dover, Kent County, the State of Delaware, or the United States of America; or

(c) Embodies distinguishing architectural characteristics which are invaluable resources for the study, understanding and appreciation of periods, styles, society, methods of construction, craftsmanship and the use of indigenous materials; or

(d) Represents the notable work of master builders, designers or architects whose designs, construction and craftsmanship have been recognized as distinctive and whose work has influenced the period of time in which they lived.

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.

National Register of Historic Places: A federal list of cultural resources worthy of preservation, authorized under the National Historic Preservation Act of 1966 as part of a national program to coordinate and support public efforts to identify, evaluate, and protect the nation's historic and archaeological resources. The national register program is administered by the state historic preservation office and by the National Park Service under the department of the interior.

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.

Public view: That which can be seen readily from a public street, public building or public property, excluding views from alley rights-of-way.

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

a. Building Permit #15-992: Exterior Renovations & Structural Repairs at 2 West Loockerman Street

See the attached Permit as submitted and issued for the above project. Also included are plan drawings and photographs.

Article 3 - District Regulations

Section 21. - Historic district (H).

21.1 *Purpose.* The purpose of this historic district regulation is to preserve and enhance that unique character and value of the old portion of Dover as an area of special charm and interest. It is particularly intended that the regulations prevent, in the historic district, any change of conditions that would be deemed to be a disfigurement or degradation of the present unique visual and architectural qualities of the district.

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21.5 [*[Signs.*] Signs shall meet the regulations found in article 5, section 4, supplementary sign regulations.

(Ord. of 3-24-1986; Ord. of 7-26-1993; Ord. of 2-12-2001)

Article 10 – Planning Commission

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3.11 *Creation and purpose.* There shall be a historic district commission for the purpose of assisting the planning commission and city planner in reviewing applications for architectural review certifications as specified in subsection 3.2; and for making recommendations for designation of historic district zones; and for establishing guidelines for the preservation and conservation of historic district zones; and for advising other officials and departments in the City of Dover in matters concerning historic preservation; and for reviewing all proposed National Register nominations in the City of Dover; and for acting as a liaison on behalf of the City of Dover to individuals and organizations concerned with historic preservation; and for carrying out programs of historic preservation education in the City of Dover.

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3.21 *Effect of architectural review certificate.* No building permit or certificate of occupancy may be issued for any structure in the historic district until an architectural review certificate is issued as required under article 3, section 21, subsection 21.3 for the historic district.

3.22 *Architectural review certification by the city planner.*

(A) An architectural review certificate for specific classes of building permits, including fences, signs, siding, window and door replacement, roofing, the addition or replacement of decorative features, minor demolition, residential additions, and other construction of a minor nature, may be issued by the city planner, after a review and determination that the proposed construction is in general accordance with the standards set forth in subsection 3.25.

(B) The city planner may refer any permit application for demolition or construction in the historic district for consultation with commission.

(C) All decisions of the city planner pursuant to this subsection shall be documented on the building permit. When the city planner grants a conditional approval under this section, all conditions of approval shall be set forth in writing on the building permit. In the event of a denial, the reasons for such denial shall be documented in a written notice of decision which shall identify all elements of the application found to be contrary to the provisions or intent of this section.

(D) An applicant may appeal the decision of the city planner to the historic district commission and such appeal shall be considered as an architectural review certification application to the historic district commission and shall meet all of the requirements set forth in subsection 3.23.

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(B) All applications to the historic district commission for architectural review certification shall be subject to the procedures set forth in subsection 3.26.

(C) All decisions of the historic district commission pursuant to this subsection shall be formalized in a written notice of decision. When the commission grants a conditional approval under this subsection, all conditions of approval shall be set forth in writing in the notice of decision. In the event of a denial, the notice of decision shall state the reasons for denial and shall identify all elements of the application found to be contrary to the provisions or intent of this subsection.

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(A) The planning commission shall issue architectural review certificates referred or appealed to it, upon review of the recommendations of the historic district commission and upon a determination that the proposed construction is in accordance with the standards set forth in subsection 3.25.

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(C) All decisions of the planning commission pursuant to this subsection shall be formalized in a written notice of decision. When the planning commission grants a conditional approval under this subsection, all conditions of approval shall be set forth in writing in the notice of decision. In the event of a denial, the notice of decision shall state the reasons for denial

and shall identify all elements of the application found to be contrary to the provisions or intent of this subsection.

3.25 *Architectural review standards.*

(A) 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.

(B) The city planner, historic district commission or planning commission shall not consider normal maintenance and repair (see Definitions, article 12), interior arrangement, or building features not subject to public view.

3.26 *Procedures for an architectural review by the historic district commission and/or planning commission.*

(A) *Architectural preapplication meeting.* Prior to action on any application for an architectural review certificate, the applicant shall meet in person with the city planner or his delegated representative. The purpose of such conference shall be to discuss the proposed construction or other action requiring the certificate in order to determine what information is useful in the determination of conformity with the provisions and intent of the historic district regulation as expressed in this article.

(B) *Application and fee.* The application to the historic district commission for an architectural review certificate and related information shall be submitted to the city planner at least 30 days prior to the historic district commission meeting at which review is requested and shall be accompanied by a fee as provided for in Appendix F—Fees and Fines.

(C) *Public hearing.* Prior to the review and action on an architectural review certification, the historic district commission shall hold a public hearing subject to the following public notification procedures:

(1) The applicant shall advertise the public hearing newspaper of general circulation at least 15 days prior thereto.

(2) The applicant shall notify, by mail, all property owners within 200 feet of the extreme limits of the subject property as their names appear on the municipal tax record at least 15 days prior thereto.

(3) The applicant shall post a notice outlining the date, time, place, and nature of the hearing in a conspicuous location on the property. Such notice shall be designed in accordance with standards set forth by the planning commission.

(4) The applicant shall provide the planning office with a copy of the notice, verification of newspaper publication, a date-stamped photo of the property posting, and post office mail receipts indicating date of mailing for all letters on or before the meeting date.

(5) Said notices shall state the date, time, and place of the hearings before the historic district commission, a brief description of the

project and shall state that a copy of the application and plan is on file with the planning office for public review.

(6) If the planning commission is reviewing a project in accordance with other sections of this article, then the public hearing notice on those applications must also give notice of architectural review certification.

(D) *Application information.* The applicant shall provide such information and documents listed below which will satisfactorily illustrate the proposed action as indicated in the architectural preapplication meeting required in subsection 3.26(A):

(1) All plan elements required in subsection 2.5.

(2) Plans and specifications indicating existing and proposed development, including structures, architectural elevation drawings, trees and any other landscaping, existing and proposed, including the general design, location and orientation of structures in relation to curb line, right-of-way line and neighboring buildings, colors, and materials to be used on exterior surfaces, detailed plans for any signs, photographs of the existing site and neighboring buildings, and such other information as will enable the historic district commission or planning commission to determine conformity with the ordinance.

(E) *City planner report.* For each application to the planning commission the city planner shall issue a report to the planning commission including comments from other agencies detailing how the application conforms to the requirements of the zoning ordinance and other provision of city and state codes. This report shall not be deemed to represent a comprehensive list of all city and state code requirements. The city planner shall transmit copies of the proposed site development plan and the city planner's report at least seven days prior to the date of the meeting at which approval of the site development plan is to be requested.

(F) *Historic district commission action.* The historic district commission shall act to review and render a recommendation to approve any such application within 45 days of transmittal to the commission or within such additional time as may be consented to by the applicant. The recommendation of the historic district commission shall be forwarded to the planning commission and acted upon by the planning commission in conjunction with action on the associated site development plan. If a site development plan application is not filed in accordance with the provisions of subsection 2.4 of this article within one year of recommendation, the recommendation shall expire. The historic district commission may grant a one-year extension of its recommendation upon written request by the applicant. Such request shall be made in writing to the planning office at least thirty days prior to the expiration of the historic district commission's recommendation.

(G) *Substantial amendments.* Substantial amendments to an application or an architectural review certificate shall be acted upon in the same manner as the original plan.

(H) *Expiration of architectural review certification issued by the historic district commission.*

(1) Architectural review certification approval shall expire on the last day of the 12th month after the date of approval if construction of the work authorized or use permitted has not started or unless an extension of time is applied for by the applicant and granted by the historic district commission. Approval shall also expire if the construction of work authorized has stopped for a period of one year unless an extension of time is applied for and granted by the historic district commission.

(2) Request for extension of approval shall be made no later than 30 days prior to the final approval expiration date. Upon receipt of such request, the matter shall be considered at the next regularly scheduled meeting of the historic district commission.

(3) In considering a request for an extension of approval, the historic district commission shall consider, but not be limited to, the following:
   (a) Whether the project has been delayed for reasons beyond the control of the applicant, excluding economic or financial reasons.
   (b) Whether the applicant has made substantial progress toward obtaining final approvals.
   (c) Whether there have been any significant changes in the surrounding neighborhood.
   (d) Whether there has been any related amendments to the zoning map or text, or the comprehensive plan, or if any waivers or variances have been granted.

(4) Requests for extensions shall be submitted in writing to the planning office.

(5) Under no circumstances shall the historic district commission grant extensions beyond 24 months from the date of first approval.

3.3 *Historic district amendments.*

3.31 *Historic district commission review required.* Any motion or petition to amend, supplement, or repeal a historic district by the city council in accordance with section 5, Amendments, shall require a report by the historic district commission as set forth in article 3, subsection 21.4.

3.32 *Review criteria for placing individual structures in a historic district.* The historic district commission may recommend that an individual structure or property be placed in an existing contiguous historic district or be placed in a historic district specifically created for the property or structure upon considering the following criteria and factors:

(A) Significant value as part of the historical, cultural, artistic, social, ethnic or other heritage of the nation, state or community;

(B) Association with an important person or event in national, state, or local history.

(C) Representative of the distinguishing characteristics of an architectural type inherently valuable for the study of a period, style, craftsmanship, method of construction or use of indigenous material;

(D) Notable work of a master builder, designer, architect, or artist whose individual genius has influenced an era;

(E) The desire of the owner to have the property designated;

(F) Increased potential of economic or community development.

3.33 *Review criteria for amendments or creation of new historic districts.* The historic district commission may recommend amendments to an existing historic district, recommend repeal of an existing historic district or recommend the creation of a new historic district upon considering the following criteria:

(A) Any criteria listed in subsection 3.32.

(B) Distinctive character or homogeneity of architectural design or dates of construction throughout the area.

(C) Identifiable by clear and distinctive boundaries.

(D) Repetition of distinguishing architectural or land use characteristics throughout the area.

3.34 *Public hearing required.* For all proposed amendments to the boundary of the historic district, the historic district commission shall hold a public hearing subject to the following public notification procedures:

(A) The planning office shall advertise the public hearing in a newspaper of general circulation at least 15 days prior thereto.

(B) The planning office shall notify, by mail, all directly affected property owners and all property owners within 200 feet of the extreme limits of the properties proposed for addition to or removal from the district as their names appear on the municipal tax record at least 15 days prior thereto.

3.4 *Demolition by neglect.*

3.41 *Responsibility of property owners.* Property owners of properties within the historic districts shall not allow their buildings to be demolished by neglect (see Definitions, article 12) by failing to provide ordinary maintenance or repair.

3.42 *Responsibility of the historic district commission.* The historic district commission shall monitor the condition of historic properties and existing buildings in the historic district to determine if they are being demolished by neglect by failing to provide ordinary maintenance and repair (see Definitions, article 12). In the event that the commission determines a demolition by neglect is occurring, it shall carry out the following:

(A) Determine and set forth steps required to remedy the situations or defects.

(B) Direct the city planner to inform the property owners of its findings, determination, and recommended remedies.

(C) In the event that the property owners fail to commence work within the reasonable time allotted by the commission, the commission may direct the building inspector to begin proceedings under chapter 22, buildings, and building regulations, article XI, dangerous buildings, of the Code of Ordinances for the City of Dover to bring about the repair or demolition of the building.

3.43 *Responsibility of the city planner.* The city planner shall notify the historic district commission of buildings within the historic district that have been referred to him by the building inspector that meet the definition of dangerous buildings under the provisions of chapter 22 Buildings and Building Regulations, article XI Dangerous Buildings, of the Code of Ordinances for the City of Dover. In such cases the commission shall determine if the building is being demolished by neglect. Before referring a property to the commission for consideration as demolition by neglect, the city planner shall give written notice to the owner, occupant, mortgagee, lessee, agent, and all other persons having an interest in said building, as shown by the records of the recorder of deeds of the county, to appear before historic district commission at the time, date and location specified.

(Ord. No. 2011-14, 8-8-2011)

Section 4. - Development information requirements.

4.1 In order to more effectively evaluate the probable impact of proposed development and thereby to carry out the purposes of this ordinance when making decisions and recommendations regarding development proposals, the planning commission, historic district commission, or city planner may adopt a standard set of information requirements, which may be updated from time to time as necessary.

4.2 The information requirements shall be administered by the city planner and shall be a part of submission requirements for all applications to the planning commission.

(Ord. No. 2011-14, 8-8-2011)

City of Dover Code of Ordinances
Appendix B: *Zoning Ordinance*

Excerpt of Definitions associated with Historic District activities.

Article 12 - Definitions

Unless otherwise expressly stated, the following terms shall, for the purpose of this ordinance, have the following meanings. Words used in the present tense include the future. The singular includes the plural and the plural includes the singular. The word "person" includes a corporation, association or partnership, as well as an individual. The word "lot" includes the word "plot." The term "occupied" or "used," as applied to any building, shall be construed as though followed by the words "or intended, arranged or designed to be occupied or used":

Accessory building: A building or use clearly incidental or subordinate to, and customar[il]y in connection with, the principal building or use on the same lot.

Applicant: A landowner or developer, as hereinafter defined, who has filed application for development, including his heirs, successors and assigns.

Architectural review certificate: A signed and dated document indicating the approval of the City of Dover Planning Commission, or the historic district commission, or city planner upon the authority of the historic district commission, for alteration, construction, relocation, or demolition within the historic district.

Building: Any combination of materials forming a construction. The term "building" is not intended to include underground construction which permits the use of the ground above as if no construction existed. The term "building" shall include the term "structure," as well as the following:

(a) Signs;

(b) Fences;

(c) Walls, except retaining walls projecting above the ground not more than three feet at the higher ground level and not more than 6½ feet at the lower ground level;

(d) Radio and television antennae, except for such antennae installed on the roof of a building and extending not more than 15 feet above the highest level of the roof of such building; and

(e) Porches, carports, bins and other similar structures;

(f) All areas used for outdoor display and storage of products for sale on the site for more than 14 consecutive days or 21 days in a calendar year. Excluded from this definition are approved motor vehicle, boat and trailer sales establishments; contractors' yards; nurseries and landscaping material sales (where the sale of these materials is the primary use on the lot); wholesale building supply stores and lumber yards; or similar uses.

Demolition by neglect: Improper maintenance or lack of maintenance of a building, structure or object which results in substantial and widespread deterioration of the building, structure or object which threatens the likelihood of preservation and which presents a threat to the public safety, health and welfare of the immediate community.

Historic district: The geographic areas of Dover that have been designated by the City of Dover, and graphically illustrated on the official zone map of the City of Dover, as possessing a significant concentration of properties, buildings, structures or objects associated with and representative of the historical development of Dover and which meet at least one of the following criteria:

(a) Exemplifies or reflects the broad cultural, political, economic, or social history of Dover, Kent County, the State of Delaware, or the United States of America; or

(b) Is associated with the lives of persons of historic importance or with events of historic significance to Dover, Kent County, the State of Delaware, or the United States of America; or

(c) Embodies distinguishing architectural characteristics which are invaluable resources for the study, understanding and appreciation of periods, styles, society, methods of construction, craftsmanship and the use of indigenous materials; or

(d) Represents the notable work of master builders, designers or architects whose designs, construction and craftsmanship have been recognized as distinctive and whose work has influenced the period of time in which they lived.

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.

National Register of Historic Places: A federal list of cultural resources worthy of preservation, authorized under the National Historic Preservation Act of 1966 as part of a national program to coordinate and support public efforts to identify, evaluate, and protect the nation's historic and archaeological resources. The national register program is administered by the state historic preservation office and by the National Park Service under the department of the interior.

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.

Public view: That which can be seen readily from a public street, public building or public property, excluding views from alley rights-of-way.

Summary of Permit Applications with Architectural Review Certification
2015 - Updated Thru 9-30-2015

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 9-30-2015

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 9-30-2015

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 9-30-2015

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 9-30-2015

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.

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
2 West Loockerman
Dover, DE 19901
Tax Map Number: ED-05-077.09-04-19.00-000

Applicant's Name
Lighthouse Construction Inc
859 Golf Links Lane, Suite 1, Magnolia, DE 19962
Leon 302-632-3531

Owner Name and Address 2 West Loockerman LLC
30 The Green, Dover DE 19901
Phone # ( )
E-mail address:

Contractor Name and Address
Lighthouse Construction, Inc.
859 Golf Links Lane, Suite 1, Magnolia, DE 19962
Phone # (302) 677.1965
E-mail address: lthompson@lhconstruction.com Dover Business License # 16-00000657

BUILDING DETAILS

Proposed Occupancy Business (Unchanged)
Type of Construction VB
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 ___
( ) Shed ( ) Siding ( ) Solar panels
( ) Full Building Demolition (✓) Selective Demolition
( ) Fence - Height ___ ( ) Pool ( ) Elevator
( ) OTHER ___

Number of Stories 3
Total Height in Feet ±38'-0"
Total Land Area to be Disturbed (in SF) 0 sf
Proposed Occupant Load Unchanged
Square Footage All Floors Unchanged
Total Work Area (in SF) Unchanged

Sprinkler System? Yes or (No)
Fire Alarm System? Yes or (No)

Description of Work:
Exterior lower level facade renovation with minor interior modifications as needed.

Historic District

Estimated Value of Construction: $ 118,157.00

Office Use Only
Permit Number 15-982
Building Plan Fold Plan CD
Date Received 7/27/15 KM
Date Issued
C/O Required YES Bldg / FIRE

Review Approvals
(✓) Building Plan — Date 8/7 Initials QCA
(✓) Fire Plan — Date 8/7 Initials QCA
(✓) Zoning / Site Plan — Date 8/25/15 Initials DSH/MR
C-2/H Architectural Review Certification - Staff Review

Total Fee 960 - 480 DDD incentive
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
07/27/15
Date

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.

PW sheet - yes, sent 7/27/15
DT - no FD - no H - yes

CITY OF DOVER
PLANNING & INSPECTIONS
15 E LOOCKERMAN STREET
DOVER DE 19901

Application Number . . . . . 15-00000992 Date 8/25/15
Property Address . . . . . 2 W LOOCKERMAN ST
Tax Map Number: ED-05-077.09-04-190.000-000
DRS from Location Master: 20016600
Application type description COMMERCIAL RENOVATIONS
Subdivision Name . . . . . .
Property Use . . . . . .
Property Zoning . . . . . CENTRAL COMMERCIAL
Application valuation 118157

Application desc
EXTERIOR LOWER LEVEL FACADE RENO & MINOR INTER MOD

Owner	Contractor
2 WEST LOOCKERMAN LLC	LIGHTHOUSE CONSTRUCTION INC
30 THE GREEN	859 GOLF LINKS LN
DOVER DE 19901	MAGNOLIA DE 19962
	(302) 677-1965

Other struct info . . . . . HEIGHT OF STRUCTURE 38.00

Permit . . . . . ADDITION RENOVATION PERMIT
Additional desc . .
Permit Fee . . . . 969.00 Plan Check Fee . . .00
Issue Date . . . . 8/25/15 Valuation 118157
Expiration Date . . 2/21/16

Qty	Unit Charge	Per		Extension
			BASE FEE	25.00
118.00	8.0000	THOU	COST $1001 UP TO 10 MILLION	944.00

Special Notes and Comments
RE: ADA COMPLIANCE- THE CONTACTOR IS RESPONSIBLE FOR COMPLIANCE WITH ADA REQUIREMENTS SPECIFIC TO THE OCCUPANCY AND THE SCOPE OF WORK. APPROVAL OF THE PERMIT / PLANS ISSUED SHALL NOT BE CONSTRUED AS RELIEF FROM MEETING ANY REQUIREMENTS NECESSARY FOR ACHIEVING THE MINIMUM REQUIRED SPECIFIC TO THE OCCUPANCY PROPOSED PER THE BUILDING CODES.
2009, IBC 105.4 Validity of permit. The issuance or granting of a permit shall not be construed to be a permit for, or

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CALL(302)736-7010, 736-4457 or 736-7011
for scheduling inspections

Special Notes and Comments
an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the building official from requiring the correction of errors in the construction documents and other data. The building official is also authorized to prevent occupancy or use of a structure where in violation of this code or of any other ordinances of this jurisdiction.
THE ADDITION OF PLUMBING FIXTURES MAY REQUIRE THE ASSESSMENT OF SEWER AND WATER IMPACT FEES. IMPACT FEES ARE ASSESSED UPON APPLICATION FOR A CERTIFICATE OF OCCUPANCY AND MUST BE PAID PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY AMT 4/17/13
ATTENTION!!!! FOR ASBESTOS, CALL-ASBESTOS MANAGEMENT AND CONTROL AT 302-739-9402, THE SOLID HAZARDOUS WASTE BRANCH AT 302-739-9403, AND DNREC AT 302-739-9902.
COMMERCIAL RESIDENTIAL CLASS TYPE OCCUPANCIES REQUIRE BOTH SMOKE AND CARBON MONOXIDE DETECTION DEVICES PER THE ADOPTED BUILDING CODES.
OCCUPANCIES OTHER THAN R-3(SFD)MAY BE SUBJECT TO LIFE SAFETY REQUIREMENTS INCLUDING AND NOT LIMITED TO SPRINKLER PROTECTION, FIRE ALARM ETC... CONTACT THE CITY OF DOVER FIRE MARSHAL FOR SPECIFIC DETAILS REGARDING OCCUPANCY CLASSIIFICATION AND THE RELATED LIFE SAFETY REQUIREMENTS.
COMMERCIAL RENOVATIONS ARE SUBJECT TO

Special Notes and Comments
COMPLIANCE WITH THE INTERNATIONAL BUILDING CODES, INCLUDING AND NOT LIMITED TO THE IBC,IEBC,DSFPR,NFPA AND CITY OF DOVER ORDINANCES.
CONSTRUCTION DOCUMENTS
COMMERCIAL WORK- Shop drawings for the fire protection system or systems (FIRE ALARM,SPRINKLER, HOOD SUPPRESSION ETC...)shall be submitted in accordance with FM requirements and shall be approved by the FM prior to the start of system installation. .
LIFE SAFETY COMMENTS: ALL EXISTING LIFE SAFETY FEATURES MUST REMAIN IN PLACE AND FUNCTIONAL. IT IS THE APPLICANT'S RESPONSIBILITY TO NOTIFY THE FIRE DEPARTMENT PRIOR TO ANY TESTING OR WORK OCCURRING TO ANY FIRE / SMOKE ALARM SYSTEM TO AVOID RESPONSE TO A "FALSE" ALARM. Contact City of Dover Fire Marshal's Office for Life Safety Equipment information, 302-736-7010.
FIRE MARSHAL, CITY OF DOVER
POLICY # 15-05 (commercial work)
DATE September 28, 2005
POLICY REF. Emergency Lighting in Bathrooms.
For new construction and buildings undergoing renovations, all public restrooms with three or more fixtures shall be equipped with emergency lighting. Exceptions: Single family dwellings. Bathrooms serving living units of Multi Residential, Hotel Motel, and Institutional Occupanies.
FIRE MARSHAL, CITY OF DOVER
DCO, CHAPTER 46- SEC. 46-128
Marking Rated Walls
Fire walls, fire barriers, shaft enclosures, fire partitions and smoke barriers shall be labeled with their rating. Markings shall be located on

Special Notes and Comments
both sides of the separation wall, a minimum of four inches in height and shall be red in color. Markings shall be visible when ceiling tiles are removed for inspection. Markings shall be no more than fifteen feet apart for the length of the wall.
Ratings are to be marked as follows:
One hour separation 1HR
Two hour separation 2HR
Three hour separation 3HR
Four hour separation 4HR
Smoke Barriers SB
SEPARATE PERMITS AND OR SHOP DRAWINGS SUBMISSION IS REQUIRED FOR THE FOLLOWING: FIRE ALARM/SPRINKLER SYSTEMS-PERMITS AND SHOP DRAWINGS SUBMISSION REQUIRED, COMMERCIAL HOOD/ HOOD SUPPRESSION-PERMITS AND SHOP DRAWINGS SUBMISSION REQUIRED, PLUMBING AND HVAC-SEPARATE PERMITS, SIGNAGE-PERMIT AND PLANS SUBMITTAL
REQUIRED INSPECTIONS
This is a GENERAL list which may vary depending on the project.
It is the applicant's responsibility to confirm and schedule inspections.
Footing
Foundation (prior to back fill) Pre-slab inspection (after plumbing underground inspection)
Electrical Rough-3rd party inspection not performed by City of Dover - must be Inspected / approved by an authorized agency, contact The Division of Professional Regulation for electrical inspection agencies (302) 744-4500
Plumbing Rough
Mechanical Rough
Above ceiling inspections for Mechanical (includes Fire / Smoke Damper inspection),

CITY OF DOVER
PLANNING & INSPECTIONS
15 E LOOCKERMAN STREET
DOVER DE 19901

Application Number . . . . . 15-00000992 Date 8/25/15

Special Notes and Comments
Plumbing, Fire / Smoke assemblies prior to concealment.
Frame- after electrical, plumbing and mechanical inspections are approved and before insulation.
Flashing- prior to exterior wall coverings(EIFS, brick, siding, etc.)
Insulation (Pre-Drywall)
Final Inspections required for Certificate of Occupancy
Final Electric-Before Building Final
Final Plumbing- Before Building Final
Final Mechanical- Before Building Final
Plumbing / Mechanical Inspections may be scheduled together, allow 1 hour min.
Final Kent Conservation/DNREC
Final Public Utilities
Final Planning and Zoning
Building Final or (C/O as required)
COMMERCIAL WORK requires Fire Marshal Final prior to Building C/O and Public Health after Fire Marshal and Plumbing Final inspections. A Public Occupancy permit may be required for certain occupancies after Fire Marshal approval and before application for C/O.
All associated fees must be paid prior to occupancy approval. THIRD PARTY ELECTRICAL INSPECTIONS REQUIRED FOR ALL ROUGH IN AND FINAL ELECTRICAL INSPECTIONS- "INCLUDING FIRE / SMOKE ALARM SYSTEMS AS REQUIRED BY THE DELAWARE STATE FIRE MARSHAL'S OFFICE. THE LICENSED ELECTRICIAN MUST USE AN AGENCY APPROVED BY THE DSFMO. CONFIRMATION OF SUCH APPROVALS ARE REQUIRED TO BE ON SITE AND THE SAME COPIED TO THE DOVER FIELD "BUILDING" INSPECTOR. "ALL" ROUGH INSPECTIONS ARE TO BE COORDINATED APPROPRIATELY WITH OTHER TRADES AND PERFORMED PRIOR TO CONCEALMENT.

CALL(302)736-7010, 736-4457 or 736-7011
for scheduling inspections

Special Notes and Comments
Contact The Division of Professional
Regulation for electrical code, permit
and inspection agencies (302) 744-4500
Attention: GENERAL NOTE SPECIFIC TO
MEDICAL OCCUPANCIES ONLY
Medical Occupancies are required to be
approved by CMS, the SFMO Office and the
Dover Fire Marshal Office.
CMS May require plans submission and
approval by the Delaware State Fire
Marshal's Office, confirm with the SFMO
/ CMS.
City of Dover Ordinance Sec. 22-65.
Permit fees.
(h)-Re-inspections. There will be no
charge for the first re-inspection of a
permit. The applicant shall pay the sum
of $25.00 for the second re-inspection,
$50.00 for the third re-inspection and
$100.00 for any subsequent
re-inspection.
August 7, 2015 10:09:07 AM gca.
AS AN EXISTING STRUCTURE WITH MULTIPLE FLOORS, IT IS THE APPLICANT'S RESPONSIBILITY TO CONTACT THE DOVER FIRE MARSHAL'S OFFICE PRIOR TO PERFORMANCE OF CONSTRUCTION AND PRIOR TO C/O INSPECTION(S) AND DURING CONSTRUCTION TO CONFIRM LIFE SAFETY EQUIPMENT PERMITS, THE RELATED REQUIREMENTS, LOCATIONS AND PLACEMENT OF THE SAME.
PLANNING & ZONING COMMENTS:
ARCHITECTURAL REVIEW CERTIFICATION
Permit #15-992 for the building at 2 West Loockerman Street, Dover consisting of a exterior lower level facade renovation project. Project activities focus on the front facade (north) and a portion of the east elevations of the building and consist of exterior restoration of the first floor. Project consists of removal and replacement of the existing vinyl siding, windows, and entry door with an aluminum storefront window system in a bronze finish with painted raised panels & moldings above and below the windows, and decorative pilasters to replicate the early 20th century display window system of the building (referencing historic photographs). The existing cornice and fascia between Floors

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Application Number . . . . . 15-00000992 Date 8/25/15

Special Notes and Comments
1 and 2 will remain. Interior structural repairs include header replacement between 1st and 2nd floors, new structural system for wall, interior tie roads on upper floors and reconfiguration of interior walls for new window alignment. The project was described in the permit submission of Plan Set dated 7/23/2015 by Moonlight Architecture and associated structural plans by Baker Ingram & Associates.

The subject site is located within the H (Historic District) and the Victorian Dover Historic District of the National Register of Historic Places. The project activities are in compliance with guidelines and intent of the Design Standards and Guidelines of the City of Dover Historic District for the following components of Chapter 5: Storefronts found in pages 5-1 thru 5-5 and Walls pages 3-12 to 3-16.

Following Planning Staff review, the project is granted Architectural Review Certification (ARC) subject to the following conditions:
1. Project activities as approved confirm to the approach of restoration and replacement of the first floor facade to recreate the display window storefront system.
2. Windows are to be a clear glass. The use of smoked, tinted color or reflective glass is inappropriate and not permitted.
3. In the placement of any site work areas, temporary shoring and scaffolding, the access and egress to the building must be maintained. Pedestrian protection may need to be incorporated for project in accordance with the Building Code. Contact the Public Works Office and City Managers Office regarding sidewalk closure requirements.
4. A Final Inspection by the Planning Office will be required to ensure compliance with the Architectural Review Certificate.
5. Any changes to project activities must be submitted for additional review by Planning Staff.
6. A separate Sign Permit is required for placement or re-installation of building signage.

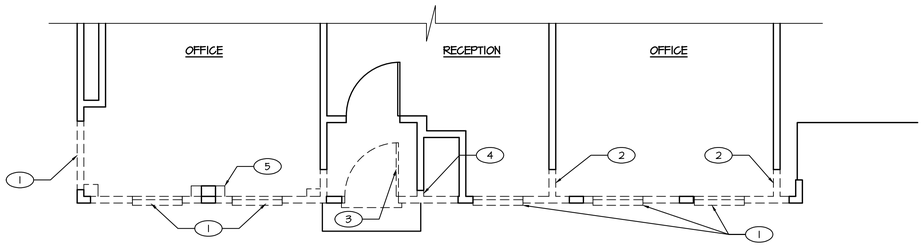
Fee summary	Charged	Paid	Credited	Due

CITY OF DOVER
PLANNING & INSPECTIONS
15 E LOOCKERMAN STREET
DOVER DE 19901

Application Number . . . . . 15-00000992 Date 8/25/15

Permit Fee Total	969.00	.00	.00	969.00
Plan Check Total	.00	.00	.00	.00
Grand Total	969.00	.00	.00	969.00

CALL(302)736-7010, 736-4457 or 736-7011
for scheduling inspections



A2 DEMOLITION FLOOR PLAN

1/4" = 1'-0" KEY

WALL LEGEND

- EXG. WALL TO REMAIN.
- EXG. WALL TO BE REMOVED.
- NEW WALL

SELECTIVE DEMOLITION NOTES

1. PROTECT WALLS, CEILINGS, FLOORS, AND OTHER EXISTING FINISH WORK THAT ARE TO REMAIN AND ARE EXPOSED DURING SELECTIVE DEMOLITION OPERATIONS.
2. PROVIDE AND MAINTAIN INTERIOR AND EXTERIOR SHORING, BRACING, OR STRUCTURAL SUPPORT TO PRESERVE STABILITY AND PREVENT MOVEMENT OR SETTLEMENT.
3. CLEAN ADJACENT STRUCTURES AND IMPROVEMENTS OF DUST, DIRT, AND DEBRIS CAUSED BY SELECTIVE DEMOLITION OPERATIONS. RETURN ADJACENT AREAS TO CONDITION EXISTING BEFORE START OF SELECTIVE DEMOLITION OPERATIONS.
4. DEMOLISH AND REMOVE EXISTING CONSTRUCTION ONLY TO THE EXTENT REQUIRED BY NEW CONSTRUCTION AND AS INDICATED.
5. PROMPTLY PATCH AND REPAIR HOLES AND DAMAGED SURFACES CAUSED TO ADJACENT CONSTRUCTION BY SELECTIVE DEMOLITION OPERATIONS.
6. WHERE REPAIRS TO EXISTING SURFACES ARE REQUIRED, PATCH TO PRODUCE SURFACES SUITABLE FOR NEW MATERIALS.
7. RESTORE EXPOSED FINISHES OF PATCHED AREAS AND EXTEND FINISH RESTORATION INTO ADJOINING CONSTRUCTION TO REMAIN IN A MANNER THAT ELIMINATES EVIDENCE OF PATCHING AND REFINISHING.
8. PATCH AND REPAIR FLOOR AND WALL SURFACES IN THE NEW SPACE WHERE DEMOLISHED WALLS OR PARTITIONS EXTEND ONE FINISHED AREA INTO ANOTHER. PROVIDE A FLUSH AND EVEN SURFACE OF UNIFORM COLOR AND APPEARANCE.
9. PATCH AND REPAIR EXISTING CEILINGS AS NECESSARY TO PROVIDE AND EVEN-PLANE SURFACE OF UNIFORM APPEARANCE.
10. DISPOSAL: PROMPTLY DISPOSE OF DEMOLISHED MATERIALS. DO NOT ALLOW DEMOLISHED MATERIALS TO ACCUMULATE ON-SITE. DO NOT BURN DEMOLISHED MATERIALS. TRANSPORT DEMOLISHED MATERIALS OFF OWNER'S PROPERTY AND LEGALLY DISPOSE OF THEM.

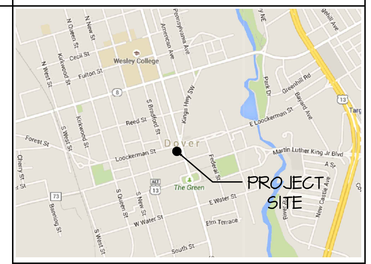
NOTE LEGEND (#)

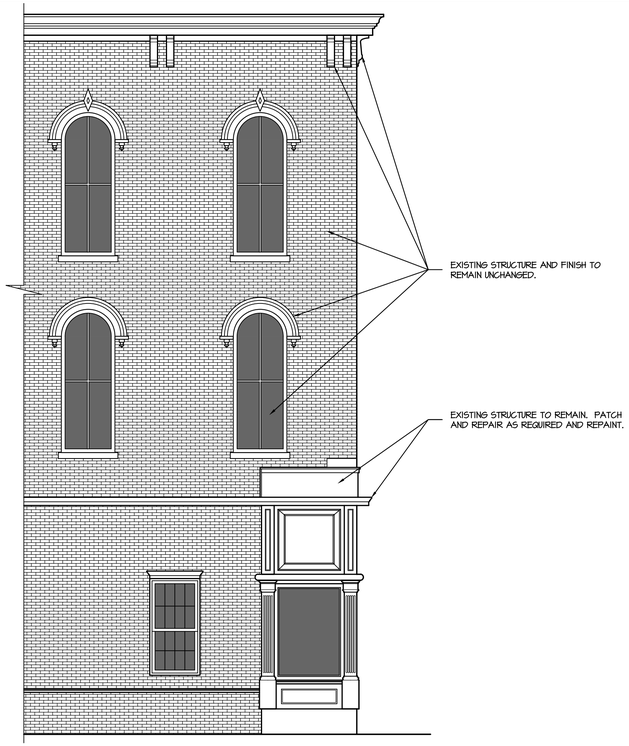
1. REMOVE EXG. WALL INCLUDING ANY EXISTING DOOR UNIT & EXISTING WINDOW UNIT LOCATED WITHIN THE WALL. PROVIDE TEMPORARY SHORING AS NEEDED TO SUPPORT EXG. STRUCTURE ABOVE TO REMAIN.
2. REMOVE EXG. WALL AS REQUIRED FOR A 1'-6" CLEARANCE BETWEEN NEW WALL AND STOREFRONT WINDOW AND PATCH EXPOSED SURFACES TO MATCH EXG. ADJACENT SURFACES.
3. REMOVE EXG. DOOR AND WALL AS REQUIRED FOR NEW DOOR UNIT AND PATCH EXPOSED SURFACES TO MATCH EXG. ADJACENT SURFACES.
4. REMOVE EXG. WALL AS REQUIRED FOR A 4" MIN. CLEARANCE BETWEEN CHASE WALL AND NEW STOREFRONT WINDOW AND PATCH EXPOSED SURFACES TO MATCH EXG. ADJACENT SURFACES.
5. MODIFY WALL TO ALIGN WITH EDGE OF WINDOWS.

GENERAL NOTES

1. DO NOT SCALE THESE DRAWINGS. (VERIFY ALL DIMENSIONS IN THE FIELD PRIOR TO CONSTRUCTION.)
2. THE CONTRACTOR SHALL VERIFY ALL SITE CONDITIONS PRIOR TO CONSTRUCTION.
3. THE INTERNATIONAL BUILDING CODE 2009 EDITION AS ADOPTED BY THE CITY OF DOVER, DELAWARE SHALL GOVERN CONSTRUCTION OF THIS PROJECT.
4. ALL DIMENSIONS ARE FROM FACE OF STUDS OR FACE OF MASONRY UNITS UNLESS NOTED OTHERWISE.
5. ALL WOOD IN CONTACT WITH CONCRETE OR MASONRY UNITS OR EXPOSED TO THE ENVIRONMENT SHALL BE PRESSURE TREATED WOOD.
6. CONTRACTOR SHALL MEET WITH OWNER OR OWNER'S REPRESENTATIVE AT COMPLETION OF FLOOR FRAMING/SLAB CONSTRUCTION. PROPOSED WALL LAYOUT (INCLUDING WINDOW AND DOOR LOCATIONS) SHALL BE CHALK-LINED ON SUB-FLOORS/SLAB FOR OWNER'S APPROVAL. CONTRACTOR SHALL OBTAIN OWNER'S WRITTEN APPROVAL OF WALL LAYOUT PRIOR TO PROCEEDING WITH WALL FRAMING.
7. CONTRACTOR SHALL MEET WITH OWNER OR OWNER'S REPRESENTATIVE AT COMPLETION OF ROUGH FRAMING AND PRIOR TO INSTALLATION OF ANY ELECTRICAL, MECHANICAL OR PLUMBING WORK. THE PURPOSE OF THIS MEETING IS TO FIELD-LOCATE ANY AND ALL ELECTRICAL SWITCHES, OUTLETS, LIGHT FIXTURES, ELECTRICAL PANELS, THERMOSTATS, AIR REGISTERS, GRILLES, EQUIPMENT, PLUMBING FIXTURES, ETC.. CONTRACTOR SHALL OBTAIN WRITTEN APPROVAL OF THESE LOCATIONS PRIOR TO PROCEEDING WITH THIS WORK.
8. FAILURE BY THE CONTRACTOR TO CONDUCT THE ABOVE MEETINGS AND OBTAIN WRITTEN APPROVAL ON LOCATIONS OF REFERENCED DATA WILL RELIEVE OWNER FROM ANY AND ALL CHANGES OR RELOCATION EXPENSES RELATED TO THE ABOVE.
9. PROVIDE BLOCKING OR DOUBLE FLOOR JOIST UNDER ALL WALLS PARALLEL TO JOISTS.
10. PROVIDE SOLID BRIDGING AT MIDSPAN FOR JOISTS 10' OR GREATER IN LENGTH.
11. PROVIDE DOUBLE JOISTS AROUND ALL FLOOR AND ROOF OPENINGS (UNLESS NOTED OTHERWISE).
12. ALL EXTERIOR WALLS ARE 2x4 WOOD STUDS AT 16" O.C. AND ALL INTERIOR WALLS ARE 2x4 WOOD STUDS AT 16" O.C. (UNLESS NOTED OTHERWISE).
13. ALL METAL CONNECTIONS/FASTENERS TO BE GALVANIZED (FRAMING SPECIALTIES TO BE MANUFACTURED BY KANT-SAG, SIMPSON, OR TECO).
14. PROVIDE WOOD BLOCKING FOR ALL TOILET ACCESSORIES MOUNTED TO STUD WALLS & OR FLOORS.
15. BOTTOM OF ALL FOOTINGS SHALL BE A MINIMUM OF 32" BELOW FINISH GRADE OR PER APPLICABLE BUILDING CODE FOR THIS PROJECT (USE GREATER OF THE TWO CONDITIONS).
16. SOIL BEARING CAPACITY (ASSUMED 2,000 PSF) SHALL BE VERIFIED BY A GEOTECHNICAL ENGINEER.
17. CONTRACTOR SHALL NOTIFY MISS UTILITY NOT LESS THAN 2 WORKING DAYS, BUT NOT MORE THAN 10 WORKING DAYS, PRIOR TO EXCAVATION OR DEMOLITION ON THIS PROJECT.
18. ALL NEW MATERIALS SHALL BE FREE OF LEAD, ASBESTOS OR MERCURY.
19. TOILET ROOMS SHALL COMPLY WITH REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (ADA).
20. ALL ELECTRICAL WORK SHALL COMPLY WITH NFPA 70, NATIONAL FIRE CODES AND NATIONAL ELECTRIC CODE (N.E.C.).
21. CORRIDOR PARTITIONS, SMOKESTOP PARTITIONS, HORIZONTAL EXIT PARTITIONS, EXIT ENCLOSURE, AND FIRE RATED WALLS SHALL BE EFFECTIVELY AND PERMANENTLY IDENTIFIED WITH SIGNS OR STENCILING IN A MANNER ACCEPTABLE TO THE AUTHORITY HAVING JURISDICTION. SUCH IDENTIFICATION SHALL BE ABOVE ANY DECORATIVE CEILING AND IN CONCEALED SPACES. SUGGESTED WORDING, "FIRE AND SMOKE BARRIER - PROTECT ALL OPENINGS".
22. SEED ALL AREAS INDICATED TO BE SEEDED IN ACCORDANCE WITH DelDOT SPECIFICATION SECTION 734.
23. ALL CURBS SHALL BE CONSTRUCTED IN ACCORDANCE WITH DelDOT SPECIFICATION SECTION 702.
24. ALL SIDEWALKS SHALL BE CONSTRUCTED IN ACCORDANCE WITH DelDOT SPECIFICATION SECTION 705.
25. SHOULD ANY WORDS OR NUMBERS THAT ARE NECESSARY FOR A CLEAR UNDERSTANDING OF THE WORK BE ILLEGIBLE OR OMITTED, OR SHOULD AN ERROR OR DISCREPANCY OCCUR IN ANY OF THE CONTRACT DOCUMENTS, THE CONTRACTOR SHALL NOT PROCEED WITH THAT PORTION OF THE WORK UNTIL CLARIFICATION IS RECEIVED. IN THE EVENT THE CONTRACTOR PROCEEDS WITHOUT SO NOTIFYING THE ARCHITECT, THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COST OF CORRECTING SAME, INCLUDING ANY RESULTING DAMAGE.
26. GENERAL CONTRACTOR IS RESPONSIBLE FOR ALL ASPECTS OF THE CONSTRUCTION DOCUMENTS (DRAWINGS & SPECIFICATIONS). ARCHITECT WILL NOT ISSUE PARTIAL SETS OF CONSTRUCTION DOCUMENTS (DRAWINGS & SPECIFICATIONS) TO ANY GENERAL CONTRACTOR, SUBCONTRACTOR OR MATERIAL SUPPLIER. IF GENERAL CONTRACTOR CHOOSES TO ISSUE PARTIAL SETS OF CONSTRUCTION DOCUMENTS (DRAWINGS & SPECIFICATIONS) TO ANY OF THEIR SUBCONTRACTORS OR MATERIAL SUPPLIERS, THEY ARE DOING SO AT THEIR OWN RISK AND THEY WILL BE RESPONSIBLE FOR ANY OMISSIONS OR COORDINATION CONFLICTS BETWEEN DISCIPLINES.
27. THE CONTRACTOR ACKNOWLEDGES AND HARRANTS THAT THEY HAVE CLOSELY EXAMINED ALL THE CONTRACT DOCUMENTS, THAT THEY ARE SUITABLE AND SUFFICIENT TO ENABLE THE CONTRACTOR TO COMPLETE THE WORK IN A TIMELY MANNER FOR THE CONTRACT SUM, AND THAT THEY INCLUDE ALL WORK, WHETHER OR NOT SHOWN OR DESCRIBED, WHICH REASONABLY MAY BE INFERRED TO BE REQUIRED OR USEFUL OF THE COMPLETION OF THE WORK IN FULL COMPLIANCE WITH ALL APPLICABLE CODES, LAWS, ORDINANCES AND REGULATIONS.

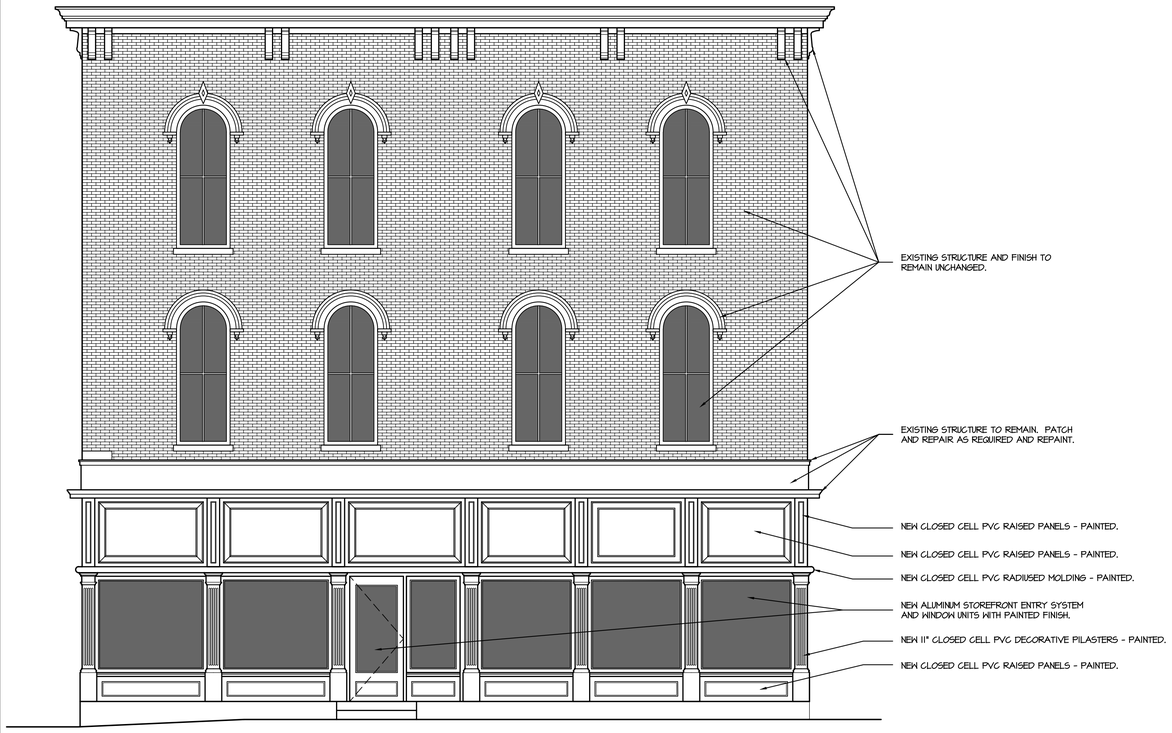
VICINITY MAP


Wesley College
The Green
PROJECT SITE
E Loockerman St
Martin Luther King Jr Blvd
Kings Hwy Byp
S State St
S Governors Ave
Forest St
Reed St
Bayard Ave
Duke of York St
Queen Anne's Rd
Division St
Cecil St
Fulton St
Kirkwood St
N Queen St
N Dupont Hwy
Governors Ave
Jefferson St
Webb's Ln
Dover Air Force Base
New Castle Ave
E Water St
W Water St
S Bradford St
S Kirkwood St
S Dupont Hwy
John Dickinson High School
Capitol Trail Pkwy
South St
S West St
Saulsbury Rd
Carver Rd
Mifflin Rd
Dover Park Dr
Dover Mall
Dover Downs Blvd
Dover Int'l Speedway
Dover Air Force Base
Dover Port Rd
Dover Rd
Scarborough Rd
Persimmon Ave
Sherwood Rd
Webbs Ln
Cherry Ln
Lebanon Rd
Walker Rd
Hazlett Rd
Saint Jones River
Puncheon Run
Silver Lake
Silver Lake Park
Bicentennial Park
Dover Green
Legislative Mall
Delaware Veterans Memorial Cemetery
Delaware Agricultural Museum & Village
Delaware Air National Guard Base
Delaware Air Museum
Dover Downs Hotel & Casino
Dover Motor Speedway
Dover Mall



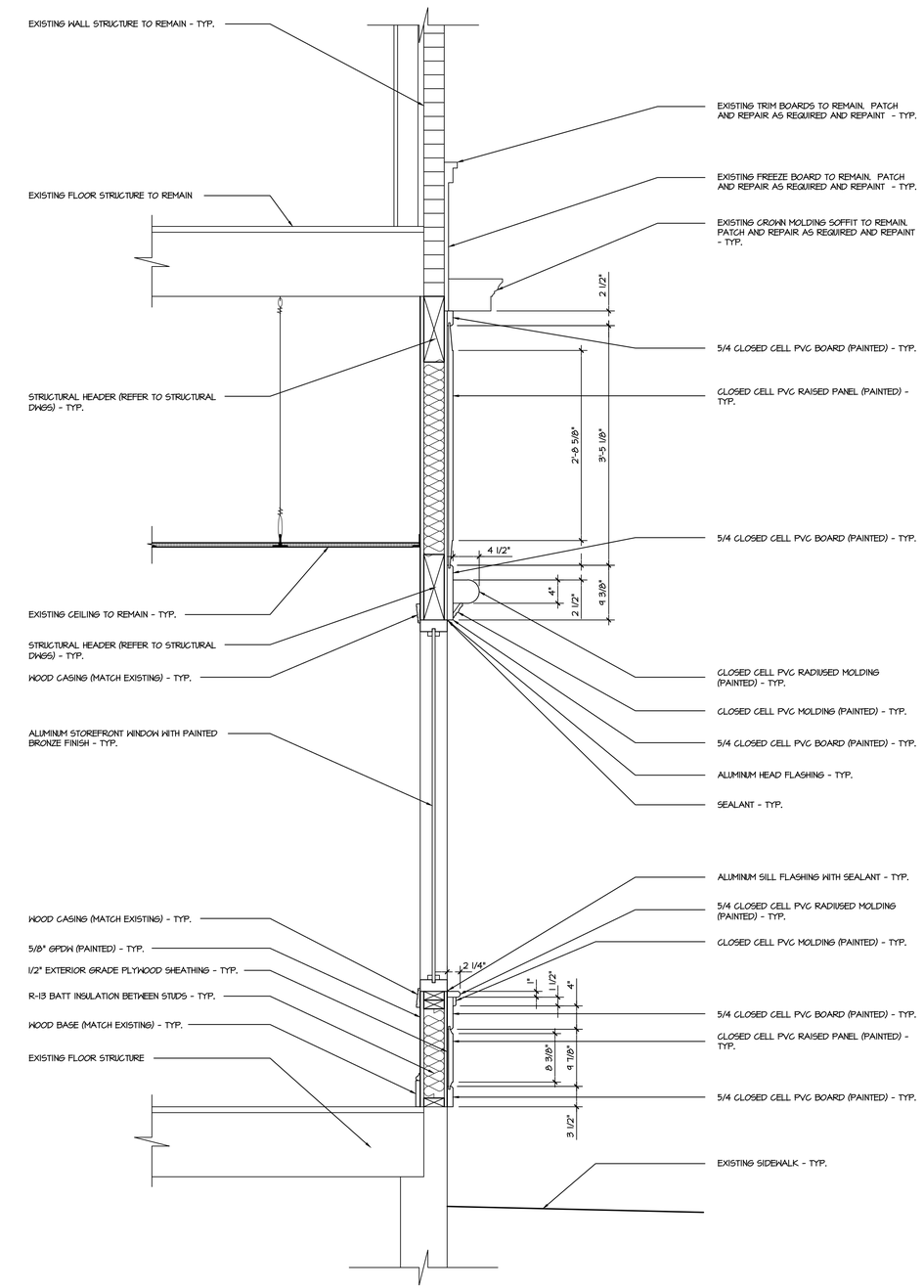
A2 SIDE ELEVATION

1/4" = 1'-0" KEY



A1 FRONT ELEVATION

1/4" = 1'-0" KEY



B1 WALL SECTION

1" = 1'-0" KEY

MOONLIGHT
ARCHITECTURE, INC.
(302) 645-9361

All designs, concepts, ideas, and arrangements depicted on these drawings are the property of Moonlight Architecture, Inc., and are intended to be used in connection with this specific project only and shall not be used in whole or in part for any other purpose whatsoever without the written consent of Moonlight Architecture, Inc. No claim or deductions shall be allowed without the written consent of Moonlight Architecture, Inc.

SCALE: AS NOTED
DATE: 07/23/2015
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CONSTRUCTION DOCUMENTS FOR THE:

2 LOOCKERMAN STREET

2 LOOCKERMAN STREET
DOVER, KENT COUNTY, DELAWARE

EXTERIOR ELEVATIONS & WALL SECTION

PROJECT #:
15052

SHEET #:
A-2