CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, July 16, 2015 - 3:00 P.M.
City Hall – Conference Room

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on April 23, 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. Citywide Recreational Needs Assessment – DRAFT Report
    c. Delaware Downtown Development District program

OLD BUSINESS

1. Update on Certified Local Government (CLG) Program

NEW APPLICATIONS

NEW BUSINESS

1. Review of Permits Referred to Commission

2. Information on Permits with Architectural Review Certification Issued By Staff
    a. Sign Permit #15-251: Wayside Signage on The Green for First State National Heritage Park (HI-14-06)
    b. Building Permit #15-643: Exterior Renovations at 15 & 21 The Green

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: July 8, 2015 at 8:30am

CITY OF DOVER
HISTORIC DISTRICT COMMISSION
April 23, 2015

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, April 23, 2015 at 3:10 PM with Chairman Salkin presiding. Members present were Chairman Salkin, Mr. McDaniel, Mr. Salkin and Mr. Jackson (arrived at 3:24pm). Ms. Horsey was absent.

Planning Office Staff members present were Mrs. Melson-Williams, Mr. Cook, Mrs. Townshend, and Mrs. Purnell. Also present were Mr. Conan Garrett, Mr. Gregg Moore, and Dr. R.J. Chandler.

APPROVAL OF AGENDA

Mr. McDaniel moved for approval of the agenda and that the New Business be moved to be presented after Communications & Reports, seconded by Mr. Scrafford and the motion was unanimously carried 3-0. Mr. Jackson arrived later in the meeting. Ms. Horsey was absent.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF FEBRUARY 19, 2015

Mr. McDaniel moved to adopt the minutes of the regular Historic District Commission meeting of February 19, 2015, seconded by Mr. Scrafford and the motion was unanimously carried 3-0. Mr. Jackson arrived later in the meeting. Ms. Horsey was absent.

COMMUNICATIONS & REPORTS

Summary of 2015 Activity

Mrs. Melson-Williams stated that majority of the 2014 applications were completed except for 6 South State Street who is still on a Temporary Certificate of Occupancy that is related to a water line. In 2015 applications, construction of the projects is underway. The construction of the Drive-thru at PNC Bank located at 3 Loockerman Street is underway. The Biggs Museum Sculpture is also underway.

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

Responding to Mr. Scrafford's question regarding the status of 312 West Loockerman Street (My Place) Mrs. Townshend stated that City Council approved the six (6) month extended recommendation of the Historic District Commission.

Mr. Scrafford commented that it has been a month or more and did not want the owner to show up at the last minute to make improvements on the property. He suggested that maybe the Department could be proactive and send a letter to inform the owner that no improvements have taken place.

Mrs. Townshend stated that there is a standard protocol for demolitions.

Responding to Mr. Scrafford's questioned if the owner had been notified. Mrs. Townshend stated that the owner is well aware. The owner has been notified of City Council action and the timeline. Staff has not met with any engineers or architects for the property.

Summary of Architectural Review Certifications for 2015 (through the end of March)
Mrs. Melson-Williams stated that permit activity within the Historic District had ten (10) permits. Some of them did not involve exterior work. There were three (3) Sign Permits and one (1) Building Permit related to the ATM structure.

Responding to Chairman Salkin's question of the approval of the freestanding sign at 54 South State Street, Presbyterian Church of Dover and if they were removing a sign. Mrs. Townshend stated that the church is allowed to have two (2) frontage signs.

Chairman Salkin stated that at the last meeting several members asked about the second sign at The building (6 South State Street) Landmark and they were told that they are only allowed one (1) sign unless it was a directional sign. He just wanted clarification.

Mrs. Townshend stated that Staff would have to look into it.

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

Department of Planning & Inspections Update
Draft Bicycle Plan & Pedestrian Plan for Dover
Mrs. Townshend stated that the Bicycle and Pedestrian subcommittee and the MPO made a presentation to the Safety Advisory and Transportation Committee on February 25, 2015. City Council approved the Bicycle Plan & Pedestrian Plan for Dover.

Restoring Central Dover Community Plan
Mrs. Townshend stated that the Steering Committee continues to actively work on their implementation pieces. There is a sub-group that is a subset of the Steering Committee that includes NCALL, Habitat for Humanity, Milford Housing Development Corporation, and the City of Dover. The coalition that was led by Habitat for Humanity was successful in getting "Strong Neighborhood" money for developing housing. Just under $700,000 will be spent in the Downtown by January 2017 to purchase, demolish, and construct or renovate residential properties.

Responding to Chairman Salkin's question if there was a full copy of the report at the library, Mrs. Townshend stated that there was not a copy at the library, but she could ask NCALL if they have a copy of the full report.

Citywide Recreational Needs Assessment
Mrs. Townshend stated that there has not been any progress.

Delaware Downtown Development District Program
Mrs. Townshend stated that on April 29, 2015 at 11:00am at the Priscilla Block Building there will be an announcement by Governor Markell regarding the funding for large projects in the Downtown Development District.

Mrs. Townshend stated that they are now turning their attention to working with the Legislators for

funding for next year.

Responding to Gregg Moore's question whether The Santa House project would fall under the category of small projects? Mrs. Townshend questioned whether the project would be more than $25,000. Mr. Moore stated that it could be. Mr. Moore questioned whether a person had to spend more than $25,000 in order to get the grant. Mrs. Townshend stated that the first $25,000 is out-of-pocket.

Mr. McDaniel commented on the great job of information presented on DDDD program and the Bicycle Plan. He stated that he had the opportunity to attend one of the workshops. He has ridden the bicycle trail that starts at Silver Lake and goes to Route 13 along Martin Luther King Jr. Blvd. He stated that as part of the Bicycle Plan there are sharrows on Route 13. Mrs. Townshend stated that on Route 13 it is a bike lane not sharrows. The sharrows are located on Loockerman Street. Mr. McDaniel stated that there are sharrows on the ground.

NEW BUSINESS

HI-15-07 "The Santa House" Project - Informational Presentation on "The Santa House" Project. This project is a proposed portable temporary structure. Its primary placement is anticipated to be located in Loockerman Way, the open space area between West Loockerman Street and North Street. Property owner: Downtown Dover Partnership.

Mrs. Melson-Williams gave a brief overview of the application. The project will require a City of Dover Building Permit. The Building Permit can be approved by Staff.

Responding to Mr. McDaniel's question on whether the Historic District Commission members needed to vote on the application, Mrs. Melson-Williams stated that technically the Historic District Commission members did not have to vote on the application unless the permit application that was filed was significantly different than what could be approved in the District.

Chairman Salkin stated that there have been temporary buildings at the site previously. There could be times in the future where someone else proposes to bring in a temporary structure that will not come before the Historic District Commission as informational purposes. He asked what are the perimeters whereas someone could do that now, whether the Historic District Commission likes the design or not. He was not specifically referring to the Santa House Design. He asked about the rules that cover temporary structures and if the Historic District Commission had any oversight regarding the design of temporary structures. Mrs. Townshend responded by stating that temporary structures that were previous have been simply the kiosk you will see for the Dover Days celebration and the stage for the Concerts on The Green. Those do not require a permit because they are already assembled.

Mr. McDaniel commented that he would imagine that the Downtown Dover Partnership would be the ones who would determine where the structure will be located.

Chairman Salkin stated that he was interested in the City's Ordinance and requirements for someone to bring in a temporary facility for a structure because the landowner states it is okay.

Mrs. Townshend stated that the Code is very silent. This is the reason the Planning Office had to work with the Chief Building Inspector because this is new construction and it will require a Building Permit. It is being reviewed under the Building Code as a Kiosk.

Responding to Mr. Scrafford's question whether there was anything for an existing manual, Mrs. Townshend stated that it is not a permanent improvement (something that can't move); therefore, the Code does not address it. That is the reason it was brought forth to the Historic District Commission for discussion.

Responding to Mr. Scrafford's question whether their ideas applied to the Building Permit that was required. Mrs. Townshend stated that they have specifically had discussion and have worked with Downtown Dover Partnership and Delaware Technical Community College to make sure the building elements that are presented are consistent.

Mr. Scrafford stated that he was not trying to put the book on top of this project; he was just trying to understand where the book stands in relationship to this project so that the Historic District Commission does not get left out. Mrs. Townshend stated again that the Code is silent. The Planning Office felt it was important to bring The Santa House Project forward to the Historic District Commission because it is something that will be on the Loockerman Way Plaza on a fairly regular basis. The house will be used as the Santa House, Easter House, Farmers Market, Ticket Booth, etc.

Presentation

Representative: Dr. R. J. Chandler, Delaware Technical Community College; Mr. Conan Garrett, Delaware Technical & Community College ASID and ACE Club Student; Mr. Gregory Moore PE, Becker Morgan Group Principal Engineer.

Dr. Chandler stated that there was a charrette where students were encouraged to come up with different design concepts for The Santa House. They were approached by Ms. Parks of DDP to have a house that would be multi-functional for various functions throughout the year. The structure would need to be moveable. Ms. Parks contacted Quality Builders that has a trailer that will be used for this particular project. After speaking with Ms. Parks and meeting with Mayor Christiansen, the students became very excited about the project. The students received support and advice from the Becker Morgan Group regarding the roof of the Santa House. Because The Santa House will be in the Historic District they wanted The Santa House to be in harmony with the environment. They are going forward with a gable roof and maintaining of a red metal roofing system. Draft drawings were submitted for the materials and the Final drawings will be submitted after final review by the Becker Morgan Group. Dr. Chandler gave a detailed overview of the drawings. There is a concern about the weight limits that the trailer has to accommodate. The estimated cost that does not include labor is $8,000-$12,000. The Department to Corrections would volunteer their labor and construct the house. He stated that it was difficult to make the structure handicap accessible based on the design of the trailer. Therefore they cut down on some of the material usage and will be providing access for those in wheelchairs. People in wheelchairs would be able to move around the area without having anything forbidding them from getting in and out of the house. The proposal regarding the attachment of the house to the trailer is to have

plates welded onto the trailer and then have L brackets that would include holes to provide for carriage bolts. Once the house is in place the hitch will be removed. After meeting with Mrs. Melson-Williams and discussing the security of the facility, it was included in the plans that they will identify an area on the plaza where the trailer with the house can be parked and anchored for security purposes. The house will have cedar shake siding, red metal roof, Dutch doors, and a basic gable roof. They will need to hook up to electric that already exists on the plaza. They will be using recessed lighting. Dr. Chandler stated that he was very pleased with the students and the professionalism of the work done on this project and the opportunity that has been extended to the students at Delaware Technical Community College. He is grateful for the wonderful partnership with Gregg Moore and the Becker Morgan Group. They are great mentors and have given great advice that will help the students to become professionals. It was also practical information for this process.

Responding to Mr. McDaniel's question that the house will be brought in on a trailer and then anchored and the pictures reflect how the house will look once anchored, Dr. Chandler concurred.

Responding to Mr. McDaniel's question on whether inside the house, there will be cabinets around the tires, Dr. Chandler stated absolutely as he referred to the page 101 of the drawing. The floor plan shows that it is open for tires. The cabinets will hide the tires.

Responding to Mr. McDaniel's question whether there will be a ceiling and on the other side of the ceiling will be the Carrier unit, Dr. Chandler concurred. They will consult with Becker Morgan regarding the heating to make sure they are in compliance with the code.

Responding to Mr. McDaniel's question the heating and air conditioning unit's estimated cost, Dr. Chandler stated that it will be added, but it would not increase the cost significantly because the Carrier unit has a reasonable cost as there will be some items that will come off the listing.

Responding to Mr. McDaniel's question regarding the cost of the metal roof, Dr. Chandler stated that the cost of the metal roof is not included because they are waiting for pricing from SG Williams. Ms. Parks thinks that they will be able to provide a roof for free.

Responding to Mr. Scrafford's question whether this would be an over-the-road trailer and if it needed any DelDOT requirements, Mr. Moore stated yes it would be an over-the-road trailer and they have spoken to someone at the DMV office. The general plan is for the house to be on the plaza and be relocated on the plaza based on the event.

Chairman Salkin commented nice job on the project.

Responding to Chairman Salkin's question if it was real cedar and that the finish would be rough cedar, Mr. Moore concurred.

Responding to Chairman Salkin's question on the exterior lighting and if it would be built into the unit, Dr. Chandler stated no, but it can be attached. He stated that lighting could be added to the soffit.

Responding to Chairman Salkin's question on ADA accessibility regarding egress or ingress and if there would be ramps, Dr. Chandler stated yes. There will be a 6 ft. ramp.

Chairman Salkin questioned if the doors would open and close; for example, if someone was in a wheelchair would they be able to open and close the door and if the door had hardware. Dr. Chandler stated that there will be hardware on the door and it can be opened. He would imagine that depending on the function; for example, if the event is for the Santa House the doors will be open. If the event was for Dover Days than half of the door would be closed and the other half opened. There will be a lever latch over the front door.

Chairman Salkin encouraged Dr. Chandler to look into the door and maximize the accessibility.

Mr. McDaniel stated that he liked the project a lot.

Responding to Mr. Scrafford's question if the project would still be under the preview of the Planning Office, Mrs. Melson-Williams stated yes. As the Building Permit comes in it has a building code aspect that will also include the Fire Marshal's Office.

Mr. Cook commented on the accommodation of signage for the various uses. He suggested maybe a frame type sign.

Dr. Chandler stated that Mrs. Melson-Williams mentioned that signage at their meeting and Becker Morgan suggested that they go with the gable so that they could have maximum wall space for signage. Signage will be added to the drawings and details.

Responding to Chairman Salkin's question regarding the California corner detail, Dr. Chandler stated that you have a through wall and a butt wall and it is designated as a California corner with a double top plate that meets the rafters. The top of the double top plate will overlap.

All of the members were in favor of The Santa House project and recommended of Dr. Chandler continue working with Staff to complete the project.

OLD BUSINESS

Status of DRAFT Certified Local Government (CLG) Application (HI-15-01):

Mrs. Melson-Williams stated that the application was submitted. The cover letter was signed by the Mayor and then sent to the State Historic Preservation Office for review. At the current time Staff has not heard back from the State Historic Preservation Office. They have sixty (60) days to respond. If the application is deemed appropriate for Certification, then they will enter into discussion with Staff to develop the agreement that outlines the responsibilities on daily basis related to the CLG status. Once the agreement is signed the entire package goes to the National Park Service.

Responding to Chairman Salkin's question on when the first opportunity to apply for a grant, Mrs. Melson-Williams stated that she was not sure because the Federal fiscal year is different than the City fiscal year.

Ordinance #2015-03 (MI-15-02) Updates to *Dover Code of Ordinances*, Chapter 102 – Taxation, Article V – Tax Credits for Historic Properties

Mrs. Melson-Williams stated that included in the packet was a copy of Ordinance #2015-03 which was a series of amendments to the tax chapter of the *Dover Code of Ordinances.* The particular interest to the Historic District Commission is some of the revisions that were made to the Tax Credit Program for Historic Properties. It was brought before the Historic District Commission for the language adjustment that was recommended to make clear that certain applications may have to come before the Historic District Commission in terms of the Architectural Review Certification process. The Tax Credits could be approved administratively, but would be tied to the Architectural Review Certificate. Staff is currently working on one application related to 6 South State Street.

There were no new applications.

Review of Permits Referred to Commission
There were no permits.

The members collectively moved to adjourn the meeting and unanimously carried 5-0.

Meeting adjourned at 4:04 PM

Sincerely,

Maretta Savage-Purnell
Secretary

City of Dover Historic District Commission
Summary of Applications 2014
Updated thru July 8, 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 orginally designated as part of the First State National Monument is now designated as part of the First State National Heritage Park.

City of Dover Historic District Commission
Summary of Applications 2015
Updated thru July 8, 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 almost 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.
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.	Project design continues following presentation to HDC.

Summary of Permit Applications with Architectural Review Certification
2015 - Updated Thru 6-30-2015

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 installation. 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.

Summary of Permit Applications with Architectural Review Certification
2015 - Updated Thru 6-30-2015

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 Heritage 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. Construction underway.
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.

Summary of Permit Applications with Architectural Review Certification
2015 - Updated Thru 6-30-2015

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. Work underway.
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. Work underway.
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.

Citywide Recreational Needs Assessment

As an update on the status of the Citywide Recreational Needs Assessment, it is noted that a DRAFT Report is now available. A copy of select sections of the DRAFT *City of Dover Recreation Needs Assessment* (dated 7/2/2015) is attached.

- The DRAFT Report will be reviewed by the Parks, Recreation & Community Enhancement Committee of City Council on July 13, 2015.

- The DRAFT Report provided consists of the following sections: 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 Full DRAFT Report will be made available as part of the packet for the Parks, Recreation & Community Enhancement Committee meeting that is viewable on the City's website www.cityofdover.com under the Meetings heading.

Appendix A:
Dover City Parks

City of Dover

Parks & Facilities

Park Name	Acreage	Pavilions	Picnic Tables	Grills	Parking Lots	Playground Equip Ages 2-5	Playground Equip Ages 5-12	Swings	Passive Area	Walking/Jogging Path	Fitness Course	Cultural / Historical	Disc Golf Course	Horseshoe Pits	Shuffleboard Courts	Basketball Courts	Softball Fields	Multipurpose Fields	Tennis Courts	Pickle Ball Courts	Recreation Centers	Boating/ Boat Ramp	Fishing
City Hall Plaza 15 E Loockerman St.	.2								◆														
Constitution Park State & North Sts.	.2											◆											
Continental Park Independence Blvd.	2.95								◆														
Crossgates Park Blue Beach Rd.	5.66								◆														
Dover & New St Park Dover & New Sts.	4.42					◆	◆	◆	◆							◆	◆						
Dover Park 1210 White Oak Rd.	28.2	◆	◆		◆	◆	◆		◆				◆	◆	◆	◆	◆	◆	◆	◆			
Division & Kirkwood Park Division & Kirkwood Sts.	.76					◆	◆									◆							
Hamlet Park Old Forge Dr.	11.5					◆		◆	◆														
Heatherfield East Heatherfield Way	1.15								◆														
Kirkwood & Mary Park Kirkwood & Mary Sts.	.15					◆	◆	◆															
Mallard Pond Park Mallard Pond	6.07			◆					◆														
Mayfair Park Alder Rd.	2.6					◆	◆	◆								◆	◆	◆					
Memorial Park Park Dr.	4.6								◆			◆											
Millcreek Park Millcreek Dr.	1.864						◆		◆														
Orville Myers Park State & Division Sts.	.20476								◆														
Paul's Property St Jones River Greenway	14.2								◆														
Richardson Park Walker Rd. & State St.	1								◆														◆
Saulsbury Park Salisbury Rd.	2.7								◆														
Schutte Park Hazlettville Rd. & Electric Ave.	71	◆	◆		◆	◆	◆			◆							◆	◆			◆		
Silver Lake Recreation Area Kings Hwy/Washington St.	182	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆											◆	◆
The Green South State St.	.7								◆			◆											
Turner Drive Park Turner Dr.	1.004								◆														
Westfield Park Sweetgum Dr.	1.4								◆														
Westwind Meadows Westview Meadows	.62								◆														
Williams Park Nimitz Rd.	8.88				◆		◆	◆	◆							◆	◆	◆					
Woodbrook Westview Terrace	8.6								◆														

City of Dover Parks & Recreation

City of Dover Recreation Needs Assessment

Purpose of the Assessment



The *City of Dover 2015 Recreation Needs Assessment* is intended as a way to assess and prioritize what Dover residents have articulated as their outdoor recreation needs. The *Recreation Needs Assessment* will guide the City as we make investments in our park systems to ensure that capital investments support the articulated needs of the community. Public dollars are stretched thin, and as stewards of public land and public dollars, the City needs to ensure that the limited funds are invested in a way that best meet the needs of Dover's diverse community. Through looking at the locations of parks in relation to population and the articulated needs of residents and park users, the City can ensure that we continue to offer a quality system of parks and variety of recreation programs in an effective and efficient manner.

Parks and Recreation Services

The City of Dover Parks and Recreation Department provides a comprehensive recreational program to meet the needs of all citizens, along with a citywide park system. Programming includes special events such as the Spring/Summer Performing Arts Series, Dover Days, Youth Government Day, fitness and enrichment programs, and athletic programs/leagues. The City's athletic programs and leagues encompass softball, basketball, women's lacrosse, soccer, field hockey, volleyball, and football.

The City operates twenty-seven (27) City parks, ranging from passive planted areas to community playgrounds to larger regional parks. A full listing of City Parks and their amenities is provided in Appendix A.

While the City is a municipal recreation service provider, many of our programs and parks attract visitors from the larger Kent County region. The multi-purpose fields at Schutte Park provide a home for regional soccer and girls lacrosse programs. Silver Lake Park has served as home to many charity 5K run/walk events that draw from the larger region. Continuing to function as a regional provider while focusing primarily on addressing the recreation needs and priorities for Dover residents is important for the Parks and Recreation Department.

City of Dover Recreation Needs Assessment



Providing quality affordable recreation and leisure services that promote healthy lifestyles for residents of Dover and its surrounding communities continues to be the goal of our staff. Our sports programming consists of sports leagues, clinics, and conditioning clinics. Basketball, field hockey, lacrosse, volleyball, softball, and tennis are the most popular leagues and sports that we offer throughout the year. Fitness classes employing todays' most popular fitness routines take shape in the John W. Pitts Recreation Center and at the Dover Public Library. Leisure time classes are pleasing a variety of ages with card/craft making, cookie decorating, family movies and fun nights. Our line-up of day trips has included fishing on the Delaware Bay, the Philadelphia Flower Show and New York City for the sites and sounds. Most recently, the City has added a number of bicycle programs to promote bicycling and bicycle safety within the City. These include Bike to Work Day and the Ride of Silence.

Our Youth Connections after school program offers elementary school children a safe haven to receive tutoring, mentoring, life skill development, meet new friends, while feeling safe in the supervised environment. Summer camps held in Schutte Park and on the Delaware State University Campus offer families affordable summer options for the working parent and to give children a fun summer experience with guidance and supervision.

Operationally, the Parks and Recreation Department merged into the Department of Planning & Inspections in 2012 following the retirement of the former Parks and Recreation Director. When this organizational change was implemented, the staff offices were moved from the old recreation center at Dover Park to the John W. Pitts Recreation Center. The use of the Dover Park recreation center had declined over time, especially following the opening of the John W. Pitts Center in 2008. Functionally, the building no longer met the programming needs. Additionally, locating all department staff in one building helped to improve staff safety and the efficiency of the operations.

The Parks and Recreation staff are responsible for the recreation programming and the management of facility reservations and schedules. The Public Works Department, Grounds Division is responsible for maintenance of parks, grounds and fields. Strong collaboration is required between the two departments to ensure that park management is seamless and meets the needs of our visitors and users.

The City of Dover Comprehensive Plan has called for a citywide parks and open space plan since 1996, and while individual park plans have been developed, the City has not completed a system-wide plan. The demolition of the recreation center at Dover Park focused attention of assessing the citywide recreation needs and making capital investments in our parks to meet these identified needs. There was concern raised by the community and members of City

City of Dover Recreation Needs Assessment



Council that the City neglected the needs of residents on the east side of U.S. Route 13 through its park investments in recent years. This concern brought forward the need to fully assess the citywide recreation needs and to make the capital investments in our parks in accordance with these identified needs.

Our Anchor Parks

Dover Park

Dover Park is located on White Oak Road between U.S. Route 13 and Delaware Route 1. The park is 28.2 acres and while largely wooded, includes softball fields, a playground, pavilions, basketball courts, tennis courts, disc golf, and more. This is also the location of the former recreation center building. The recreation center building was constructed in the 1970's and became functionally obsolete over time. There was some deterioration of the building and water penetration, which ultimately contributed to the decision to demolish the structure. The outdoor amenities are well-utilized, but park patrons have raised the concerns about safety, especially as it relates to the heavily vegetated areas and lighting within the park.

Of the 506 people who completed the City's Recreation Needs Assessment Survey, 42 percent indicated that they use Dover Park. Over 56 percent of the 239 respondents to the question of the purpose of their visit to Dover Park indicated that they use the park for walking or jogging. Other popular activities identified in the response include league activities and playground use.

Schutte Park

Schutte Park functions as a regional athletic center, home to multipurpose fields used for soccer, field hockey, and girls lacrosse; lighted softball fields; and the Dover Little League Park which is leased and managed by the Dover Little League.



City of Dover Recreation Needs Assessment

Schutte Park is also home to the John W. Pitts Recreation Center, the City's indoor recreation center that opened in 2008, which includes a gymnasium and multi-purpose room. This park and the John W. Pitts Recreation Center in particular, serves as the hub for the City's recreation programming.

Of the 506 responses to the City's Recreation Needs Assessment Survey, 68 percent indicated that they visit Schutte Park. The top reason that people indicated that they visit Schutte Park is league play, followed by trail use and playground use. Forty-four percent of the 506 survey respondents indicated that they use the John W. Pitts Recreation Center. Primary purposes for visiting the John W. Pitts Recreation Center includes sports leagues, fitness classes, the walking track, and open gym.

Silver Lake Park



Silver Lake Park is a major recreation area for Dover and Central Delaware. The lake itself provides both passive and active recreational activities for all ages. Activities include fishing, waterskiing, and boating. Most of Silver Lake Park is located below the dam, and therefore along the St. Jones River. This park is a hub of activity for families, joggers, walkers, and many others. The park includes a multi-use path that now connects with the Capital City Trail, a trail system that begins along Park Drive and continues to the intersection of U.S. Route 13 and Public Safety Boulevard. Many regional walk and run events begin and end at Silver Lake Park, bringing in visitors from far beyond Dover. In coordination with DNREC and the Silver Lake Commission, the City has developed plans for a "Silver Lake Revitalization" project. The project is designed to improve water quality of the lake and the St. Jones River by providing buffers to the stream with natural vegetation and to create a management plan for the lake and St. Jones River. This project has resulted in a number of vegetated buffer plantings in Silver Lake Park and in Memorial Park along the St. Jones River.

Concerted efforts of the Silver Lake Commission for bringing awareness and educating younger generations of the value and importance of our watersheds is demonstrated with bi-annual clean up events hosted at Silver Lake Park and Mirror Lake area along Park Drive. Clean up events include soliciting youth from local schools, churches, and organizations such as the Hugh O'Brien Youth group, in addition to inviting the public to bring out their gloves, rakes & shovels. Many of the clean up events have include educational displays presented by DRNEC showing the value of the watershed and its importance. As recently as June 6, 2015, the Spring Clean Up day was held with approximately 60 HOBY youth assisting in the removal of weeds, debris/trash and invasive growth along the Park Drive area. These volunteers also spread several loads of mulch along the selected project area adding to the protection of this waterway. We will continue these efforts, while enhancing our outreach for more involvement

City of Dover Recreation Needs Assessment

and educational components from our partners to garner an increased in community awareness and participation.

Of the 506 respondents to the City's recreation needs assessment survey, 65 percent reported that they visit Silver Lake Park. By far, the top reason for visiting the park (75 percent of 337 respondents) is for walking and jogging. Other popular reasons for visiting Silver Lake Park include picnicking, birdwatching, and fishing.



Neighborhood Parks

In addition to the anchor parks, the many neighborhood parks located throughout Dover provide close-to-home opportunities for residents to enjoy the open space, climb on playground equipment, walk their dogs, or just find some peace and quiet. These parks are a valuable component to the City's park network.

Other Recreation Service Providers

In addition to the parks and recreation programs provided by the City of Dover, other organizations provide a variety of recreation services in and around Dover that help to support the recreation needs of Dover residents. The City of Dover partners with some of these other providers to help coordinate resources in an efficient and effective way.

Kent County Parks and Recreation

While Kent County does not operate parks inside the City of Dover, there are several parks that are near the City boundary and serve City residents. Brecknock Park is located just south of Rodney Village in Camden and offers a variety of facilities, including a large playground, horseshoe pits, a picnic pavilion, ballfields, and a walking trail. Kent County is also constructing a new park and recreation center off New Burton Road just south of the City of Dover. The recreation center will also include an area for programming offered by the Boys and Girls Club. The Isaacs Branch segment of the St. Jones Greenway connects with Dover's newly constructed Capital City Trail and is managed by Kent County, connecting U.S. Route 13 to Delaware Route 10. While there has been little collaboration between the City of Dover and Kent County in the area of recreation, the addition of these new facilities draws attention to the need for collaboration and partnership between the two agencies.

YMCA of Dover

The Dover YMCA operates a branch in Dover that includes a fitness room, fitness studios, two indoor pools, and a gymnasium. The Dover YMCA also recently purchased the Kent Swim Club, an outdoor pool on an 18-acre site that is largely wooded. This site is surrounded by neighborhoods and has served as a popular outdoor pool for many years. Under the YMCA's

City of Dover Recreation Needs Assessment

management and ownership, the role of this site in meeting the areas recreation needs will be expanded. The City of Dover participates on a committee to develop a long-range plan for the Kent Swim Club property, which could include additional recreation amenities beyond the pool and pavilions that currently exist. Additionally the YMCA has participated as a sponsor for the City's Concerts on The Green and has worked through grant funds to provide swim lessons to participants in Dover's summer day camps. Continued collaboration with the YMCA will ensure that resources are efficiently utilized to meet the needs of Dover's population.

Capital School District

The City of Dover has a long-standing collaboration with the Capital School District in the area of recreation. The Capital School District and the City of Dover have a large geographical overlap, and therefore serve many of the same constituents. The City operates an afterschool program at Towne Point Elementary School. The City of Dover's athletic leagues and sports programs often coordinate closely with the Capital School District to offer programs to youth in Dover's schools and to share field space.

Specialized Providers

The City of Dover works closely with the Delaware Special Olympics and the Delaware Senior Olympics to provide programming and opportunities that meet the needs of these more specialized constituencies.

Colleges and Universities

The City of Dover has longstanding partnerships with Delaware State University and Wesley College on programs such as athletic leagues, summer camps, and other programming. Delaware State University and Wesley College have both had college interns work with the Parks and Recreation Department to help them gain practical experience in recreation and sports management, and to help the City to offer quality affordable programming.

Outside Leagues

There are a number of outside leagues that utilize City field space to support their programming. These include the Delaware Diamonds Ladies Youth Lacrosse program, Calvary Christian Academy's soccer program, and the Delaware Union soccer program. These leagues are most frequently more regional in nature that just the City of Dover, and the City needs to balance their needs with the City's programs which are aimed principally at Dover residents.

Paying for Parks and Recreation Services



Parks and Recreation services are a general fund expense for the City of Dover. The City's recreation programs and park operations are supported through a combination of user fees and other general revenue sources. The FY 2015 operating budget for the Parks and Recreation Department is $706,400.

City of Dover Recreation Needs Assessment

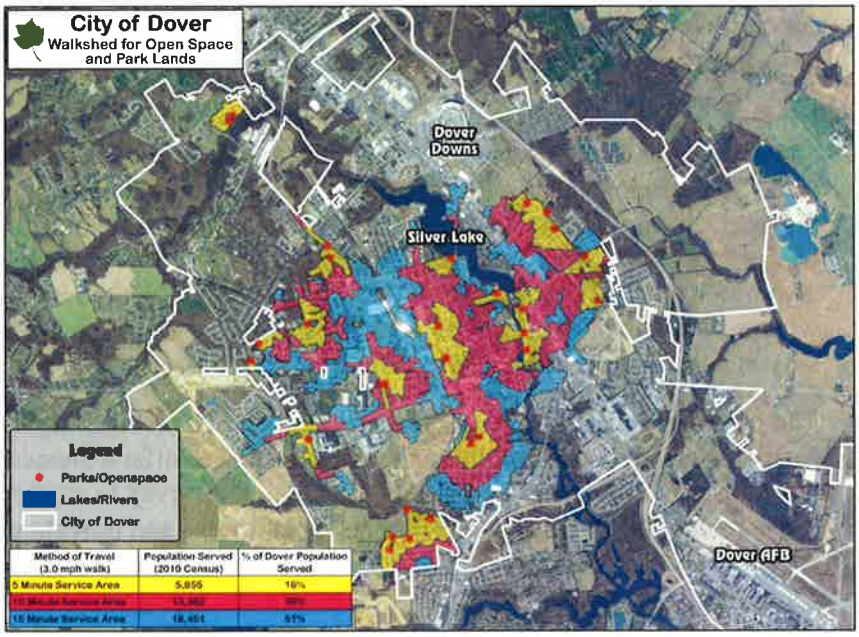
Since the Grounds Division is responsible for lawn mowing, litter pick-up, field maintenance, and other maintenance within the City's parks, a portion of the City's $1,191,900 Grounds Division budget for FY 2015 could also be attributed to support of the park system. The annual revenue associated with the Parks and Recreation Department is approximately $150,000. Approximately 21 percent of the Parks and Recreation operating budget is supported by the department's revenue. If the operating budget of the Grounds Division is included as a parks and recreation cost, only about 8 percent of the City's parks and recreation costs are supported by the department's revenue.

Capital improvements to the City's parks are funded through a combination of general fund sources, funds from the City's Parkland Reserve, and grant funds. The City works to utilize grant funds when they are available to supplement the City's capital investments. The City has utilized grant funds through the Delaware Land and Water Conservation Trust Fund program, administered by the Delaware Division of Parks and Recreation, to expand and improve our park system. The City's Parkland Reserve is funded primarily through payments from developers in lieu of providing recreation amenities within their residential developments. The Parkland Reserve has no reliable or steady stream of funding to sustain it over a long period of time.

Process for Developing Needs Assessment

Walksheds for Open Space and Parkland

In preparing the Recreation Needs Assessment, the City of Dover coordinated with the Delaware Division of Parks and Recreation, who maintains a statewide recreation and open space database. The Division has developed tools to help communities better analyze public recreation service levels and identify areas that are underserved by public parks. This is done primarily by mapping park locations and determining what areas are within a 15-minute walk of public parkland. The analysis does not consider private, homeowner association managed open space.



City of Dover Recreation Needs Assessment

Using this tool, several areas have been identified as underserved. These include neighborhoods such as Fox Hall, Fox Hall West, the Village of Westover, the Village of Cannon Mills, Hidden Creek, Morris Estates, Schoolview, Acorn Farms, Persimmon Park Place, Wild Meadows, the Meadows, and several other smaller neighborhoods. In several cases, the communities are served by privately owned open space, such as homeowners association amenities, or in some cases the Maple Dale Country Club. In other cases, this analysis identifies areas where additional investments should be made in recreation access (such as multi-use trails or additional parks). Appendix B includes a series of maps provided by the State of Delaware, including all public open space within the City (based on their Outdoor Recreation Inventory), underserved areas, and park walksheds.

Recreation Needs Assessment Survey

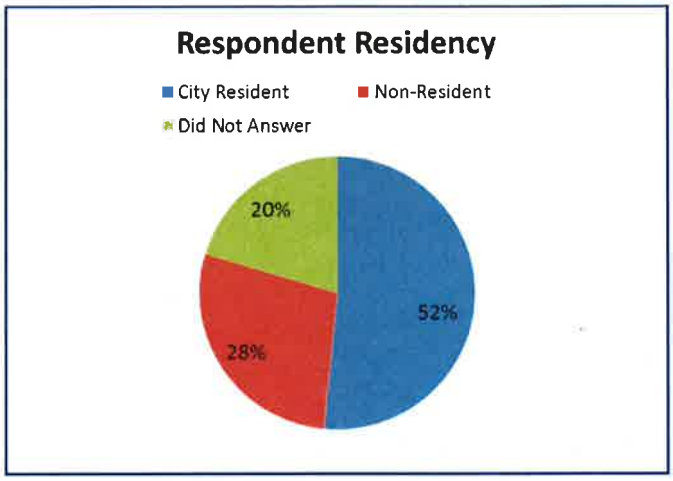


The City Department of Parks and Recreation utilized Survey Monkey to do gather information from the public for the Recreation Needs Assessment. A copy of the survey can be found in Appendix C to this document, along with a detailed summary of survey responses. Our survey process was comprised of several steps to provide a holistic picture of the recreational needs of the Dover community. Planning and design, advertising and marketing, public workshops, and methods data collection were among the main focus of the survey process. Another step in the process included our industry partners and organizations for crafting the questions and survey distribution assistance. We outlined and finalized the survey that was then distributed using multiple media formats.

Bringing in our industry partners proved to be a valuable step in the process. The survey questions were brought to meetings of the Central Delaware Recreational Committee, Silver Lake Commission and the Bicycle Pedestrian Subcommittee to name a few. The YMCA of Dover, Delaware Special Olympics, Delaware Sports Tourism, City of Newark, Delaware Senior Olympics, Delaware State University, and Wesley College represent most of the committee members. The Parks and Recreation staff solicited input from their colleagues as well as shared their own professional knowledge to bring a complete picture of our current park system and what we may need to offer for to our citizens.

The planning and design stage of the survey focused on ensuring the reader could quickly and easily understand and respond to the question and to offer a chance to tell us something we may have missed in our response options. Keeping the survey to a user friendly and short time requirement played a role in the number of questions and how they were presented.

City of Dover Recreation Needs Assessment



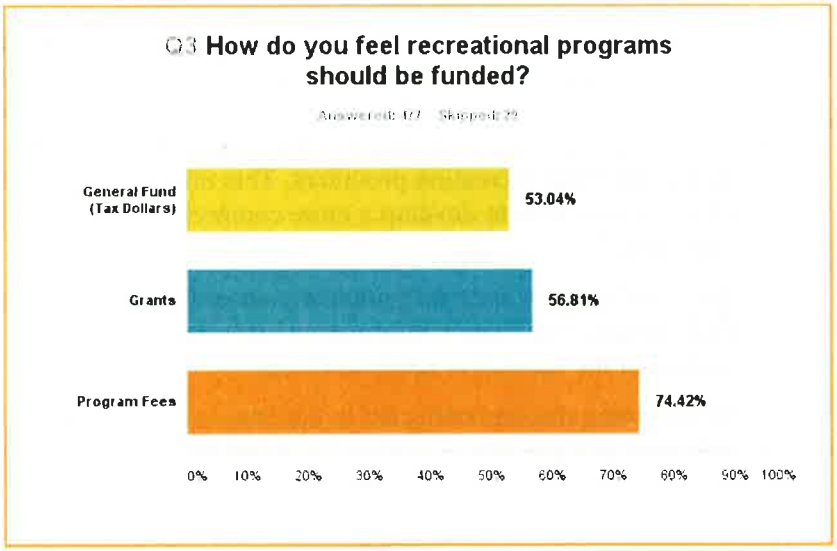
Advertising and marketing of the survey was multifaceted. The survey was posted online on various websites such as the Dover/Kent County MPO and Delaware Senior Olympics, in addition to the City of Dover postings. Multiple public services announcements were listed in the local print media, the survey link was posted on the City of Dover Verizon channel and multiple Facebook postings. Our partner organizations encouraged their memberships to participate either in hard copy or online.

Public workshops were held to offer citizens a chance to see a complete picture of the park system. With display boards and surveys in hand, workshops were held at Towne Point Elementary School, Dover Public Library, and the John W. Pitts Recreation Center. The first two meetings were poorly attended; however, through a more concerted media outreach, the third meeting was well-attended.

Surveys were available online and links to the survey were on our partner websites as well. Hard copies of the survey were available at the public workshops, the Dover Public Library, Department of Customer Services at Reed Street, and the John W. Pitts Recreation Center. All of the hard copy submissions were manually keyed and comments were entered as submitted. Data collection from all surveys completed was combined for offering the final results.

The survey included general questions, as well as focused questions on each of the three anchor parks and sections on Dover/New Street Park and Williams Park.

A total of 506 surveys were completed. Of these 52 percent were City of Dover residents; 28 percent were non-residents of Dover, and 20 percent did not answer the question of residence. While the survey methodology includes a self-selected sample and not a completely random sample of Dover residents, the number of surveys completed and the portion completed by Dover residents is helpful in discerning the priorities of Dover residents as they relate to recreation.



City of Dover Recreation Needs Assessment

Based on all of the surveys completed (506 surveys), the following needs were ranked most highly (≥25%):

Silver Lake Park	Indoor Restrooms	39.9%
Schutte Park	Expansion of Trail System	38.3%
Dover Park	Indoor Restrooms	32.0%
Schutte Park	Benches	29.6%
Dover Park	Paved Trail System (loop)	26.5%
JWP Center	Weight Room	26.3%
Silver Lake Park	Benches	26.3%
Schutte Park	Fitness Stations Along Trail	26.1%
Dover Park	Indoor Recreation Center	25.7%

People seem generally supportive that programs should be supported by a mix of fees, grants and taxes. Respondents also indicated that fundraising and seeking business sponsorships should be sought to support programs. There is also significant support for City residents paying a lower fee for programs than non-residents of Dover.

The City has discussed the need for a splash pad and a skate park for several years. Based on the survey responses, a skate park seems best suited for Schutte Park and/or Dover Park, a splash pad seems best suited for Dover Park and/or Silver Lake Park. While not highly indicated through the numerical survey responses, the comments provided on the surveys and through other outreach indicated strong support for pickle ball (particularly among seniors) and a dog park.

Statewide Comprehensive Outdoor Recreation Plan (SCORP)

The State of Delaware Division of Parks and Recreation develops a Statewide Comprehensive Outdoor Recreation Plan (SCORP) every five years. This plan helps the State to prioritize grant funding and other investments in outdoor recreation to meet the needs identified by State residents. In developing the SCORP, the State performs a random telephone survey to assess recreation participation patterns and identify needs. In performing the survey and analyzing the data, the State is divided into five regions. Kent County is identified as Region 3. In performing the survey, the State oversamples larger municipalities, including Dover, to provide meaningful data to the local recreation providers. This information can be viewed in combination with the City's survey data to develop a more comprehensive picture of recreation participation patterns and needs.

The City's survey focused principally on use of the City's park system and needs specific to the park system. The State's information can supplement this to give us a more comprehensive picture of the recreation needs in Dover.

In reviewing the data collected in the State's survey, 61% of the 267 respondents in Dover indicated that outdoor recreation in Delaware is very important to them personally. Sixty-one

percent of Dover respondents also indicated that the principal reason for their participation in outdoor recreation is for fitness. Seventy percent of respondents indicated that they choose their locations for outdoor recreation because they live near the facility, and 57 percent indicated that they would participate more in outdoor recreation if there were areas closer to where they live.

In response to the question of what facilities would survey respondents like to see added to a park in their community, responses included:

- Improved Amenities (17%)
- Outdoor Public Swimming Pools (17%)
- Indoor Recreation Facilities (14%)
- Playgrounds (12%)
- Bike Paths (8%)
- Hiking/Walking Trails (7%)
- Paved Walkways (6%)
- Restrooms (6%)
- Football Fields (5%)

Summary of Data and Process

In looking together at all of the sources of data that help us to form a picture of recreation patterns and needs within the City, we are able to develop a plan that focuses on meeting these needs. In looking at the walksheds and seeing through the State's survey that proximity to recreation areas affects residents' participation in recreation, we are able to determine where we may need to look for opportunities to provide outdoor recreation in these areas. This could be achieved by adding a new park or by partnering with other providers who may already have facilities in the area to make their facilities more publicly accessible. The confluence of walksheds, proximity to recreation areas, the prevalence of walking and jogging as a desired recreation activity, and the connection between outdoor recreation and fitness support the need to continue to improve the pedestrian infrastructure within the City to ensure that residents have safe locations to walk or jog. Much of the area that is outside of a 15-minute walk to a park also has poor pedestrian connectivity. For example, Kenton Road lacks sidewalks, so opportunities to walk or jog safely are limited to streets within subdivision, which also lack sidewalks but experience lower traffic volumes and traffic speeds.

City of Dover Recreation Needs Assessment

Implementation Strategies

As stated previously, one of the principal purposes of this assessment is to ensure that limited dollars are invested in a way that best meets the needs of Dover's residents. To that end, the following strategies will guide the City as we plan for capital investments in our recreation infrastructure and as we work to provide the quality programming our residents have come to enjoy.

- Develop master plans for the anchor parks. Dover's anchor parks serve as regional hubs for recreation within the City of Dover. Appropriate planning for improvements to these parks needs to involve the public, and the plans for improvement to these parks will drive the City's capital plan as it relates to parks and recreation.

    - Dover Park

    As previously stated, this 28-acre park was home to the City's first indoor recreation center. Due to its functional obsolescence, deterioration over the years, and lack of successful programming following the opening of the John W. Pitts Recreation Center, this recreation center building was demolished in 2014. During the debate over the center's demolition, there was significant discussion of the importance of addressing the recreation needs of residents on the east side of U.S. Route 13 and the concern that with the investments in Schutte Park and the John W. Pitts Recreation Center, the City failed to provide for residents east of U.S. Route 13 who may not be able to access the new amenities at Schutte Park. Additionally during this discussion, concerns of safety and lighting within the park arose. A master plan for Dover Park needs to address these challenges.

    As it relates to the Recreation Needs Assessment Survey, the following amenities need to be addressed within a master plan for Dover Park:

    - Indoor Restrooms
    - Paved Loop Trail System
    - Fitness Stations along the Paved Trail System
    - Skate Park
    - Splash Pad
    - Bicycle Racks



City of Dover Recreation Needs Assessment

Additionally, the master plan needs to reserve space in the event that an indoor recreation center is needed in the future. Of the total 506 survey respondents, 25.7 percent indicated that this was a priority. While other priorities for improvements to the parks system were identified as higher priorities, it is important to provide a location of an indoor facility within Dover Park for some point in the future as our needs for indoor recreation increase. The SCORP survey did identify indoor recreation facilities as one of the more highly ranked needs in the City of Dover.

- Schutte Park

Schutte Park has served as the hub for Dover's athletic leagues and active recreation programming. In 2004, with the development of Nottingham Meadows land was donated for the expansion Schutte Park. This land had been separated from the park by Wyoming Mill Road, but with the realignment of Wyoming Mill Road in 2013, this land is now contiguous to the remainder of the park. In 2014, the City had a land survey completed of the entire Schutte Park, including the Dover Little League Park and the areas of the park utilized by the Public Works Department. The City will utilize in-house engineering staff to create a master plan for this park that includes expansion of the multi-purpose athletic fields and the parking necessary to support the field expansion and other park amenities. The master plan will also include expansion of the paved path to create a loop. Based on the feedback received through the Recreation Needs Assessment Survey, the plan might also include the addition of benches, fitness stations along the loop trail, tennis courts, and a skate park. This plan also needs to account for the potential expansion of the John W. Pitts Recreation Center in the future, as the demand for indoor recreation space increases.

Schutte Park is impacted by the Source Water Protection Overlay Zone (SWPOZ), a zoning overlay intended to protect water quality through protecting recharge areas and areas around municipal wells. Schutte Park contains both an Excellent Recharge Area and a municipal well, so the park master plan will need to ensure that these resources are protected as the park is improved to meet the population's recreation needs.

- Silver Lake Park

Silver Lake Park is centered on the St. Jones River, including the shoreline of Silver Lake just upstream of the dam and the St. Jones River below the dam. It is a popular location for community walks and 5K run events, as well as fishing, picnicking, playing, or just relaxing. Planning for Silver Lake Park needs to account for the sensitive natural resources, including the stream bank, floodplain, and the flora and fauna that depend on the St. Jones River. There have been a number of projects in recent years to improve water quality in Silver Lake and the St. Jones River, including a bank restoration project along the St. Jones River within the park. The City of Dover has worked closely with the Silver Lake Commission and DNREC on

efforts to improve the park. Any future plans for the park need to include close coordination with the Silver Lake Commission and DNREC as well. The northwest corner of the park near the parking lot off Washington Street also includes an old African American cemetery that is threatened by erosion. Planning efforts for Silver Lake Park need to include efforts to survey the extent of the cemetery and develop a plan to protect it. Coordination with the State Historic Preservation Office will be necessary in this regard.

In addition to these issues that would need to be addressed in a plan for Silver Lake Park, the Recreation Needs Assessment Survey indicates a very high priority for restrooms at this park. Other amenities to be evaluated during a park master plan would include additional benches and bike racks in the park and a splash pad.

- Continue to develop and implement improvement plans for neighborhood parks. The Statewide survey completed for the SCORP indicates both statewide and in Dover that respondents would be more likely to participate in outdoor recreation if opportunities were available closer to where they live. Seventy percent of the respondents in Dover indicated that they chose locations for outdoor recreation based on proximity to where they live. Neighborhood parks play an important role in quality of life for Dover residents, providing opportunities for daily activity. The City's capital investments in our park system need to include regular upgrades to amenities in local parks. Upgrades to existing parks should always include a process to gather inputs from the residents who live nearest to the parks to ensure that improvements are in line with residents' priorities.

- Determine appropriate location for dog park. Work with the public to design a dog park that meets the needs of the community.

- Develop a reliable and consistent stream of funding for the Parkland Reserve. Currently, the Parkland Reserve has no consistent stream of revenue. Cash-in-lieu of active recreation area is permitted in the *Zoning Ordinance* only if the Planning Commission determines that providing active recreation area within a residential development is impractical or infeasible. The need for active recreation space within residential developments is currently addressed through the requirement that developers set aside area and develop it with active recreation amenities to be maintained by the homeowners association or other private entity. Unfortunately, homeowners associations are frequently ill-equipped to manage these areas, and these areas are intended only for the use of residents within the specific community. The following

mechanisms should be evaluated as ways to provide a regular funding stream to the Parkland Reserve:

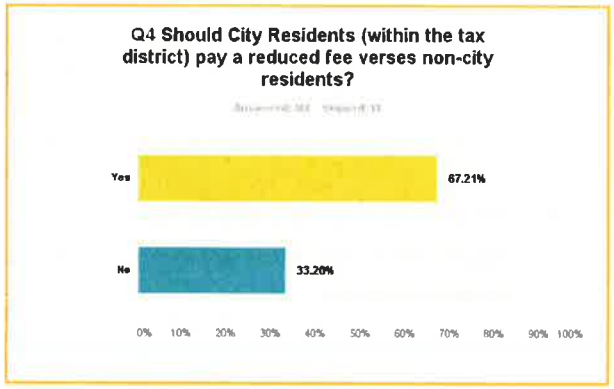
  - Amend the *Zoning Ordinance* to eliminate the requirement for active recreation area in residential developments. Replace this requirement with a surcharge on building permits that would fund the Parkland Reserve.
  - Explore other mechanisms to provide funding for the Parkland Reserve

- Work with residents and recreation partners to ensure availability of outdoor recreation opportunities for those areas that have been identified as outside of the walkshed to recreation areas.
  - Host public meetings in the neighborhoods and park areas identified for constituent feedback
  - Include industry partners such as the Dover/Kent County MPO, DelDOT, and DNREC to assist in ensuring opportunities to fill gaps while complimenting pathway/trail plans.
- Continue to build upon and develop partnerships with other agencies to expand recreational offerings within the City.
  - Keep current relationships fresh and viable while exploring the opportunity to find new partners in the area to keep focus on City of Dover recreational programming needs
  - Determine preventative measures ensure duplication of services remains limited.
  - Focus on providing Dover residents avenues to participate in our programs.
  - Develop a stronger collaboration with Kent County to ensure that we are collectively meeting the needs of residents in a way that provides value to taxpayers.
- Explore other funding mechanisms, including corporate sponsorships, to augment revenue streams.

City of Dover Recreation Needs Assessment

- Assign staff to seek corporate and foundation funding resources and grants for promoting healthy lifestyles, park amenities and services

- Develop fee differential for residents and non-residents for participation in recreation programs.



  - Consult with other recreation providers in Delaware who employ a variable rate for residents versus non-residents
  - Use data to create and implement a plan for which City of Dover residents pay a reduced participation rate, either through a non-resident surcharge or a separate fee for residents and non-residents.

- Address park maintenance needs. As new amenities are added to the City's park system, these amenities need to be maintained. In planning for amenities, maintenance needs must be taken into consideration and addressed in the planning process.

United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, D.C. 20240

RECEIVED
MAY 20 2015
CITY OF DOVER
PLANNING & INSPECTIONS

IN REPLY REFER TO:

May 15, 2015

Ms. Gwenyth A. Davis
Deputy SHPO
State of Delaware Historic and Cultural Affairs
21 The Green
Dover, DE 19901-3611

Dear Ms. Davis:

Thank you for forwarding the necessary documentation concerning the City of Dover's application for participation in the Certified Local Government (CLG) Program. I have reviewed your submission and am pleased to concur in your recommendation that Dover be certified under the provision of Section 101(c) of the National Historic Preservation Act.

The date of certification will be recorded as the date of this letter. We are also providing a copy of this letter to the City of Dover.

We welcome the City of Dover as a local partner in the Federal Preservation Program and look forward to working with them to preserve what makes their community special and significant. They have been added to our database and can find their listing there as well as more information on the CLG program by going to: www.nps.gov/clg

If you have any questions about this letter, please feel free to contact me by phone at 202-354-2062, or by email at megan_brown@nps.gov.

Sincerely,

Megan J. Brown
Certified Local Government Program Coordinator

cc: Ann Marie Townshend, City of Dover
Joan Larrivee, Delaware SHPO (via email)

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

a. Sign Permit #15-251: Wayside Signage on The Green for First State National Heritage Park (HI-14-06)

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

See the attached Permits as submitted and issued for the above projects. Also included are plan drawings or photographs.

City of Dover, DE
Department of Planning and Inspections
P.O. Box 475, Dover, Delaware 19903
(302) 736-7010 Fax: (302) 736-4217
www.cityofdover.com

Permit # 15-251

Sign Permit Application

Applicant's Name: Joy M. Pietschmann

Project Name: Interpretive Waysides First State National Monument: the Green

Address: In front of 21 The Green, Dover, DE

Phone: (302) 544-6363 Dover Business License # ✓

Property Owner: State of Delaware E-mail: firststate@nps.gov

Contractor Name: Hopewell Manufacturing, Inc.

Address: 217 N. Franklin Street

Phone: (301) 582-2343 Dover Business License #: X

E-mail: jackie@hopewellmfg.com

Sign Information

Sign	1	2	3	4	5
New/Reface	New	New			
Type of Sign Ex. wall, monument, window, etc.	Wayside	Wayside			
Dimensions Length, width and depth	36" x 24"	36" x 24"			
Square Footage	6 sqft	6 sqft			
Setback from Right-of-Way	1'	1'			
Sign Material Ex., aluminum, PVC,	alum/fiberglass	alum/fiberglass			
Overall Height	3'	3'			
Clear Height Wall signs only					
Illumination Type Internal, external, LED, etc.	none	none			

HI-14-06 presentation Information to Historic District Commission - 11/20/2014

• Considered type of public sign

For Office Use Only		Tax Parcel # ED05-077.09-05-18.00						
Date Received: 3/4/15 KLM				Date Issued:				
Planner Assigned	DEMO	Zoning District	10/H	Historic District	(Y)/N	Adj. to Residential	(Y)/N	Date Approved
Road Classification	UPA UMA (UC)	Accurate Plot Plan	(Y)/N/NA	Wall Elevation	Y/N/(NA)	Sign Elevation	(Y)/N	4/7/2015
Unified Sign#/BOA #	N/A	Application Complete	(Y)/N	Total # Signs	2	Total SF Signs	12 SF	
Fee Paid	Check #	Cash	Collected By		Permit Fee $	30.00		

• No charge. Permit required for tracking only.

Applicant's Signature

I the undersigned do affirm that all the information provided in this application is accurate. I also affirm that I am authorized by the Property Owner and have the authority to make this application. Finally I will perform all work in accordance with the City of Dover Code and of this permit.

JOY PIETSCHMANN Joy Pietschmann 3/3/15

Signature Print Name Date

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

Application Number . . . . . 15-00000251 Date 4/07/15
Property Address . . . . . 21 THE GREEN 10K11
Tax Map Number: ED-05-077.09-05-180.000-000
DRS from Location Master: 40204900
Tenant nbr, name . . . . . INTERPRETIVE WAYSIDES
Application type description SIGN
Subdivision Name . . . . . .
Property Use . . . . . .
Property Zoning . . . . . INSTITUTIONAL & OFFICE
Application valuation 0

Owner	Contractor
STATE OF DELAWARE	OWNER
PO BOX 778	
DOVER DE 19903	

---------- Structure Information 000 000 ----------

Sign Type . . . . . EASEL
Other struct info . . . . . SIGN #1 SQFT 6.00
SIGN #2 SQFT 6.00

Permit . . . . . SIGN PERMIT
Additional desc . . NO CHARGE
Permit Fee . . . . .00 Plan Check Fee . . .00
Issue Date . . . . 4/07/15 Valuation 0
Expiration Date . . 10/04/15

Qty	Unit Charge	Per	Extension
		BASE FEE	.00
.00	.5000	SIGN PER SQFT	.00

Permit . . . . . SIGN PERMIT
Additional desc . . NO CHARGE
Permit Fee . . . . .00 Plan Check Fee . . .00
Issue Date . . . . 4/07/15 Valuation 0
Expiration Date . . 10/04/15

Qty	Unit Charge	Per	Extension
		BASE FEE	.00
.00	.5000	SIGN PER SQFT	.00

Special Notes and Comments
April 7, 2015 4:04:00 PM dem.
ARCHITECTURAL REVIEW CERTIFICATION
Sign Permit #15-251 for installation of two waysides

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

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

Application Number . . . . . 15-00000251 Date 4/07/15

Special Notes and Comments
associated with the First State National Monument: The Green. To be installed on the northeast corner of The Green near the sidewalk area in front of 21 The Green. The City of Dover Historic District Commission voted to support efforts to place such waysides (interpretative signs) after a presentation on 11/20/2014. The Planning Office grants Architectural Review Certification for the wayside signage. The waysides are considered a type of public sign; this permit was required to track the placement as associated with The Green.
March 5, 2015 8:48:27 AM jal.

Signs shall be installed at least 10' clear of the underground utility lines.

Fee summary	Charged	Paid	Credited	Due
Permit Fee Total	.00	.00	.00	.00
Plan Check Total	.00	.00	.00	.00
Grand Total	.00	.00	.00	.00

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









The Waysides on The Green
First State National Heritage Park

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

Application Number	15-00000643	Date	6/25/15
Property Address	15 THE GREEN 10K18		
Tax Map Number:	ED-05-077.09-05-190.000-000		
DRS from Location Master:	40204850		
Tenant nbr, name	KIRK-SHORT BLDGS		
Application type description	COMMERCIAL RENOVATIONS		
Subdivision Name			
Property Use			
Property Zoning	INSTITUTIONAL & OFFICE		
Application valuation	337000		

Application desc
EXTERIOR RESTORATIONS

Owner	Contractor
STATE OF DELAWARE	BRS CONSULTING, INC
PO BOX 778	PO BOX 237
DOVER DE 19903	HARRINGTON DE 19952
	(302) 786-2326

Other struct info	HEIGHT OF STRUCTURE	.00
	SQUARE FOOTAGE	12376.00

Permit	ADDITION RENOVATION PERMIT		
Additional desc . .			
Permit Fee	2713.00	Plan Check Fee . .	.00
Issue Date	6/25/15	Valuation	337000
Expiration Date . .	12/22/15		

Qty	Unit Charge	Per		Extension
			BASE FEE	25.00
336.00	8.0000	THOU	COST $1001 UP TO 10 MILLION	2688.00

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

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

Special Notes and Comments
issuance or granting of a permit shall not be construed to be a permit for, or 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

Special Notes and Comments
SAFETY REQUIREMENTS.
COMMERCIAL RENOVATIONS ARE SUBJECT TO 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

Application Number 15-00000643

Special Notes and Comments
barriers shall be labeled with their rating. Markings shall be located on 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

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

Application Number 15-00000643

Date 6/25/15

Special Notes and Comments
(includes Fire / Smoke Damper inspection),
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

Application Number 15-00000643

Special Notes and Comments
OTHER TRADES AND PERFORMED PRIOR TO CONCEALMENT.
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.
June 19, 2015 3:47:36 PM dem.
Permit #15-643 for Kirk-Short Buildings located at 15-21 The Green, Dover. Project activities focus on the north and west elevations of the buildings and consist of exterior restoration of masonry, windows, woodwork, gutter & downspouts and asphalt shingle roof replacement and including such activities as woodwork repair, paint stripping, painting, brickwork repointing and brick replacement, and demolition of a small bump-out addition (previous restroom access) on the rear of #15. The project was described in the permit submission of Plan Set dated 2/25/2015 prepared by Bernardon Haber Holloway.

The subject site is located within the H (Historic District) and the Dover Green 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

Application Number 15-00000643

Special Notes and Comments
District for the following components Walls: Masonry, Windows, Roofing, Downspouts, etc. found in pages 3-6 thru 3-14. Following Planning Staff review, the project is granted Architectural Review Certification (ARC) subject to the following conditions:
1. An Information Update on this project will be presented to the Historic District Commission at their next available meeting due to the prominent location of the buildings on The Green. However, approval of the Architectural Review Certification is granted with the issuance of this permit.
2. Project activities as approved confirm to the approach of repair and/or replacement with in-kind materials. It is noted that careful consideration must be given in the brick and mortar matching for the project.
3. In the placement of site work areas and scaffolding, the access and egress to the building must be maintained along with pedestrian access near the building.
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.
May 28, 2015 3:17:20 PM jal.

Per the Water/Wastewater Handbook; All renovation projects are required to bring the component of the water and/or wastewater service to be changed up to current standards and specifications as part of the proposed project. A renovation project is defined as; the purposes of this Handbook, consists of any project which proposes to change the character of the water and/or wastewater service at the subject location. Examples of such changes include, but are not limited to, changes in plumbing fixture quantity, changes to the size of the water line serving the location, changes to the size of the sanitary sewer line serving the location, and/or relocation of the water meter, water line and/or sewer line serving the location. This project is proposing a reduction in plumbing fixtures, therefore is held to the renovation definition and its implications.

The existing water meter size is adequate. However, the Handbook dictates that the water services shall be upgraded

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

Application Number . . . . . 15-00000643 Page 8
Date 6/25/15

Special Notes and Comments
to current specifications; therefore, a new 5/8 water meter shall be installed in a meter pit in a non-traffic bearing location, two-feet (2) behind the curb stop. This will be required at the address that renovation is occuring.

If a technical infeasibility exists, please submit a waiver request from this requirement for review. If you have questions, please contact the Department of Public Works at 302.736.7025.

Fee summary	Charged	Paid	Credited	Due
Permit Fee Total	2713.00	2713.00	.00	.00
Plan Check Total	.00	.00	.00	.00
Grand Total	2713.00	2713.00	.00	.00

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

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
15 & 21 The Green
Dover, DE 19901 ED05-077.09-05.19.00

Applicant's Name
BRS Consulting, Inc. Scott Schurman

Owner Name and Address
State of Delaware Office of Management & Budget Division of Facilities Management
540 South DuPont Highway Suite 1, Tom Collins Building Dover, DE 19901
Phone # ( )
E-mail address:

Contractor Name and Address BRS Consulting, Inc.
P.O. Box 237
Harrington, DE 19952
Phone # (302) 786-2326
Scott 270-0133
E-mail address: brsconsultinginc@brsconinc.com
Dover Business License # ~~11~~-00022990 15

BUILDING DETAILS

Proposed Occupancy 125 - No Change
Type of Construction Type II B (IBC) Type III (200) (NFPA)
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
(X) OTHER Exterior Restoration

Number of Stories 3
Total Height in Feet 55 FT
Total Land Area to be Disturbed (in SF) None
Proposed Occupant Load 125 - No Change
Square Footage All Floors 12,376
Total Work Area (in SF) N/A

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

Description of Work:
Exterior restoration of the north and west sides of the building, including refurbishment of wood windows, brick repointing, replication of the wood cornice, painting, installation of storm widows demolition of a portion of a small addition at the rear of the building, new asphalt shingle and SBS modified bitumen roofs, demolition of roof and plumbing fixtures, and structural repairs to the wood floor and wall framing.

Historic District

Estimated Value of Construction: $ 337,000.00

Before You Dig! Call Miss Utility 1-800-282-8555 or other authorized locator.
Attention! Please post your issued permit on site and visible from the street.

6/23 called Scott (Amy)

FP- NO
DT-NO
Modifications Highway order

Office Use Only
Permit Number 15-643
(Roll Plans) Fold Plans (CD)
Date Received 5/21/15 KMM
Date Issued 6/25/15 *
~~Fee Required~~ NEED Final-Bldg
Review Approvals
( ) Building Plan Date 6/4 Initials GCA
( ) Fire Plan Date 6/4 Initials GCA
(✓) Zoning / Site Plan IO/H/SWPO2 exempt Date 6/19/2015 Initials
10 Staff Review of Architectural Review certificat
Total Fee 2113.00
Fees Paid (✓)
Check # 1909 Cash
Collected By DAK

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

5-21-15
Date



1 A-202 NORTH ELEVATION
SCALE: 1/4" = 1'-0"

MASONRY RESTORATION KEY NOTES

M1. RESTORE ORIGINAL WINDOW OPENING AT EXISTING DOOR OPENING. PROVIDE BRICK INFILL BELOW NEW WINDOW SILL. MATCH DIMENSIONS AND COLOR OF EXISTING ADJACENT BRICK. KEY NEW BRICKS INTO EXISTING FACEBRICK TO AVOID BUTT JOINTS. POINT NEW INFILL TO MATCH EXISTING COLOR AND PROFILE OF ADJACENT POINTING.

M2. STRIP PAINT FROM NEWLY EXPOSED EXTERIOR BRICK FACE

M3. RAKE EXISTING BRICK JOINTS AND REPOINT 100% OF AREAS INDICATED TO MATCH EXISTING AND ADJACENT MORTAR. HATCHED AREA INDICATES AREA TO BE POINTED.

M4. PROVIDE SEALANT AT OPEN JOINT BETWEEN CHIMNEY AND BUILDING FULL HEIGHT OF CHIMNEY.

M5. REMOVE EXISTING DETERIORATED BRICKS AND PROVIDE REPLICATE BRICK TO MATCH EXISTING BRICKS. NUMBER IN PARENTHESES INDICATES QUANTITY OF BRICK TO BE REPLACED FOR FULL HEIGHT OF CHIMNEY.

M6. REMOVE ALL WINDOW AND DOOR PERIMETER SEALANT AND PROVIDE NEW WINDOW PERIMETER SEALANT, TYP ALL WINDOWS AND DOORS IN MASONRY OPENINGS.

M7. REMOVE EXISTING WINDOWS AND INFILL BOTTOM OF MASONRY OPENING WITH BRICK TO MATCH EXISTING TO PROVIDE NEW MASONRY OPENING SIZE AS INDICATED ON WINDOW SCHEDULE

ARCHITECTURAL WOODWORK RESTORATION KEY NOTES:

WW1. REMOVE ENTIRE EXG DETERIORATED CORNICE ASSEMBLY AS INDICATED AND PROVIDE NEW CORNICE ASSEMBLY TO MATCH EXG INCLUDING ALL EXPOSED MOLDED PROFILES, SOFFITS, CROWN MOULDING, BRACKETS, FRIEZE BOARDS AND PANELS, BEDMOLDS, CONCEALED NAILERS, BLOCKING AND SUBFRAMING. STAGGER AND BEVEL JOINTS WITHIN ASSEMBLY. SEE DETAILS 1, 2, & 3/A-501

WW2. REMOVE EXISTING DETERIORATED OR ROTTEN WOOD COMPONENT INDICATED AND PROVIDE WOOD COMPONENT REPLACEMENT TO MATCH EXISTING PROFILES. SEE DETAILS ON A-501.

WW3. REMOVE EXG DETERIORATED CORNICE ASSEMBLY AS INDICATED AND PROVIDE NEW CORNICE ASSEMBLY TO MATCH EXG INCLUDING ALL EXPOSED MOLDED PROFILES, CONCEALED NAILERS, BLOCKING AND SUBFRAMING. STAGGER AND BEVEL JOINTS BETWEEN NEW AND EXG CORNICE ASSEMBLY. SEE DETAIL 5A-501.

WW4. PROVIDE TEMPORARY SHORING AS REQUIRED TO REMOVE EXISTING DETERIORATED WALL PLATE AND DETERIORATED OUTRIGGERS AND PROVIDE REPLICATE WALL PLATE AND OUTRIGGERS TO SUPPORT ROOF AND NEW CORNICE ASSEMBLY. SEE DETAIL 3/A-501.

WW5. PROVIDE TEMPORARY SHORING AS REQUIRED TO REMOVE EXISTING DETERIORATED WALL PLATE AND PROVIDE REPLICATE WALL PLATE TO SUPPORT ROOF AND NEW CORNICE ASSEMBLY. PROVIDE NEW PT SCAB AT ALL OUTRIGGERS AND CEILING JOISTS, CUT TO MATCH EXISTING PROFILE AND FASTEN TO SOUND MATERIAL EXTENDING BACK TO INSIDE FACE OF WALL PLATE, MIN. SEE DETAIL 6A-501.

WW6. PROVIDE TEMPORARY SHORING AS REQUIRED AND DEMOLISH PARTIAL WALLS AS INDICATED. SALVAGE EXISTING FULL HEIGHT WINDOW SASH AT EAST PORCH WALL FOR REINSTALLATION. PROVIDE NEW 2x6 WALL FRAMING AT NORTH PORCH WAL WITH NEW 3'-0"x6'-8" WOOD DOOR WITH LIGHT, AND REINSTALL EXISTING WINDOW SASH. SEE PLAN DETAIL 4/A-101.

WW7. REMOVE EXISTING DETERIORATED WOOD FRAME AND CLOSURE PANEL AND PROVIDE NEW WOOD FRAME AND PAINTED PLYWOOD CLOSURE PANEL. SEE DETAIL 7A-501.

WW8. PROVIDE FULL LENGTH PT FLOOR JOIST SISTER AT EXISTING NOTCHED FLOOR JOIST TO MATCH HEIGHT OF EXISTING FL JOIST.

WW9. REMOVE SECTION OF DETERIORATED FLOOR BOARDS AND PROVIDE NEW FLOOR BOARDS TO MATCH EXISTING.

ROOFING AND SHEET METAL RESTORATION KEY NOTES:

R1. REMOVE EXG SURFACE COUNTERFLASHING AND BASE FLASHING. CUT REGLETS IN EXG MORTAR JOINTS AND PROVIDE NEW METAL BASE FLASHING, MEMBRANE FLUSHING STRIPS AND STEPPED METAL COUNTERFLASHING SET IN NEW REGLETS WITH LEAD WEDGES. SEE DETAIL 5/A-502 (SIM).

R2. REMOVE EXISTING GUTTERS AND DOWNSPOUTS AND PROVIDE NEW 6" HALFROUND GUTTERS AND 4" SMOOTH ROUND DOWNSPOUT.

R3. REMOVE EXISTING ASPHALT SHINGLE ROOFING AND ALL EXISTING ROOFING MATERIALS AND FLASHINGS DOWN TO ROOF DECK. PROVIDE NEW ASPHALT SHINGLE ROOF AND METAL EDGE FLASHING.

R4. REMOVE EXG AND PROVIDE NEW 4" MIN OUTLET TUBES AND NEW 4" SMOOTH ROUND DOWNSPOUTS.

R5. REMOVE EXISTING MEMBRANE ROOFING AND ALL EXISTING ROOFING MATERIALS AND RELATED FLASHINGS AND PROVIDE NEW MODIFIED ROOFING AND METAL EDGE FLASHING.

R6. REMOVE EXISTING PITCH POCKET FLASHING AND PROVIDE NEW PITCHPOCKET FLASHINGS AT ALL ROOF PENETRATIONS.

R7. PROVIDE ELASTOMERIC COATING AT ALL SURFACES OF HIPPED ROOF AND BUILT-IN GUTTER.

R8. PROVIDE SHEET METAL BASE / APRON FLASHING AT ASPHALT ROOFING AND MODIFIED ROOFING TRANSITION, UNDER ASPHALT SHINGLES AND ON TOP OF MODIFIED ROOFING.

GENERAL CONSTRUCTION NOTES:

GC1. DEMOLISH EXISTING BUMP-OUT AT STAIRWAY. DEMOLISH PARTIAL WINDOW AND DOOR TO EXISTING BATHROOM. DEMOLISH ALL PLUMBING FIXTURES, AND CAP PIPING BEHIND EXISTING FINISHES.

GC2. PAINT ALL EXISTING PAINTED FINISHES AT EXISTING FIRE ESCAPE.

GC3. PROVIDE PAINTED GALVANIZED CHECKER-PLATE COVER ON STEEL ANGLES SET ON EXISTING PERIMETER MASONRY WALLS.

GC4. IN CELLAR ROOMS 018, 019 AND 020, PROVIDE BLOWN-IN INSULATION IN'O EACH FLOOR JOIST CAVITY AT EXTERIOR WALL. WHERE PLASTER CEILING IS IN PLACE, CUT BACK 12" OF PLASTER FINISH TO PROVIDE ACCESS FOR BLOWN-IN INSULATION. AFTER INSULATION IS INSTALLED, PATCH EXISTING PLASTER FINISH.

GC5. DEMOLISH ALL EXISTING PLUMBING FIXTURES AND PIPING RELATED TO RESTROOM USE. CAP PIPING BELOW SUBSTRATE OR SUBFLOOR. DEMOLISH EXISTING TOILET PARTITION AND ALL ASSOCIATED HARDWARE. PATCH PLASTER AND FLOORING FINISHES AFTER DEMOLITION IS COMPLETE.

Bernardon Haber Holloway ARCHITECTS

123 Justison Street, Suite 101
Wilmington, DE 19801
T 302.622.9550 F 302.622.9554

Kennett Square, Pennsylvania

www.bernardon.com

COUNCIL CHARLES HERTENBERGER NO. 86-7369 STATE OF DELAWARE REGISTERED ARCHITECT

Consultant:

FRENS & FRENS, LLC
120 South Church Street
West Chester, PA 19382
610-430-7730

14025.00

Project:

Phase II Exterior Restorations at
15 AND 21 THE GREEN
15 & 21 The Green
Dover, DE 19901
OMB/DFM Contract No: MC2006000083

GREAT SEAL OF THE STATE OF DELAWARE 1704 1776 1787

Owner:

STATE OF DELAWARE
HISTORICAL &
CULTURAL AFFAIRS
21 The Green
Dover, DE 19901

Revision/Issue:

1 2/25/15 ISSUED FOR CONSTRUCTION

Drawn: CQ
Reviewed: DF
Contact: Carol Quigley
Project Number: 8216.11-14

Sheet Title:

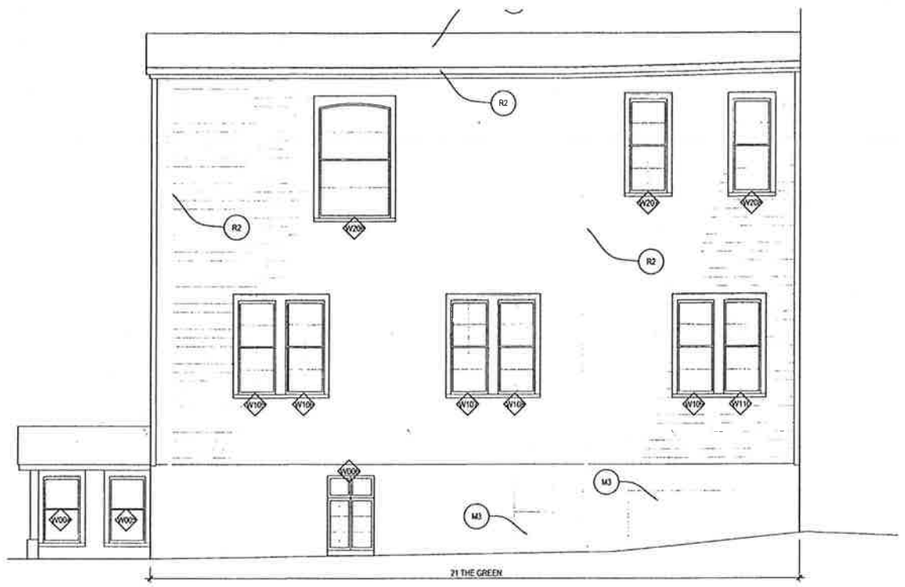
NORTH ELEVATION, KEY NOTES

Sheet Number:

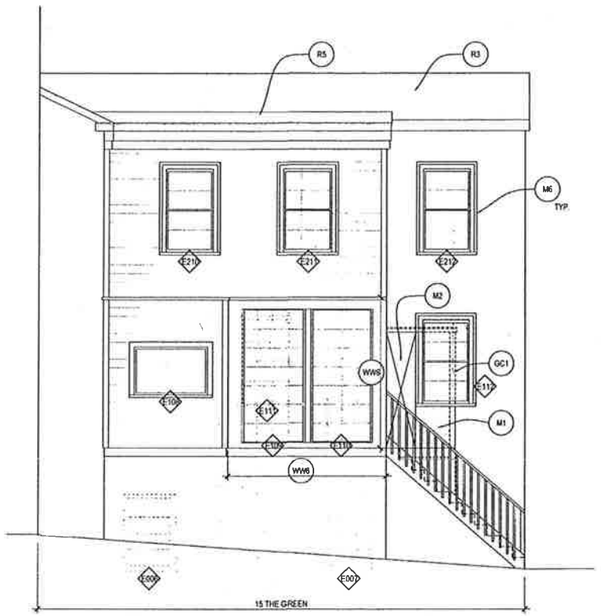
A-202

© 2015 BERNARDON HABER HOLLOWAY ARCHITECTS

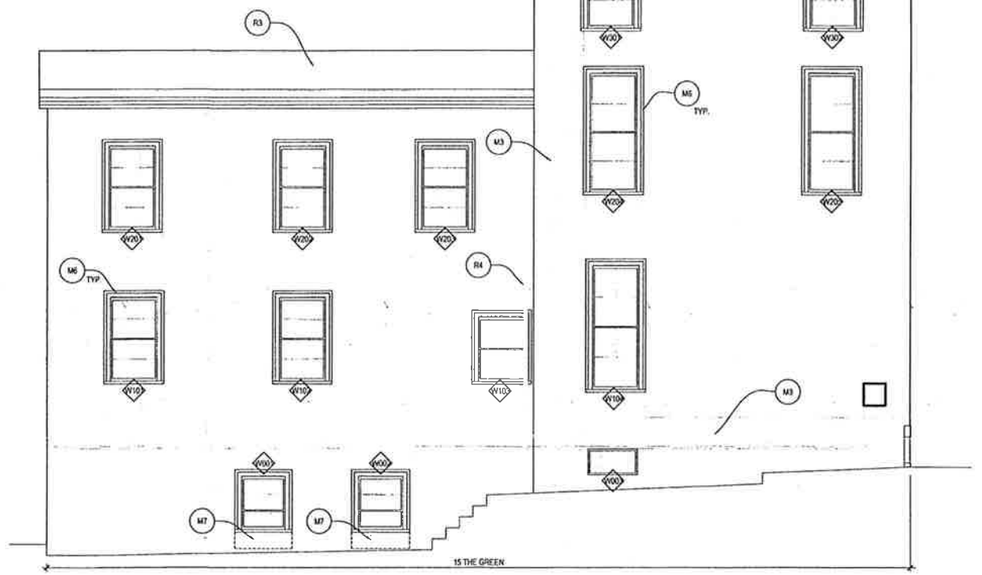
1/13/2015 5:14:01 PM C:\Revit Local\8216.11-14 15-21 the Green Phase II Exterior Restoration_tmathers.rvt



2 A-203 WEST ELEVATION
SCALE: 1/4" = 1'-0"



3 A-203 EAST ELEVATION
SCALE: 1/4" = 1'-0"



1 A-203 WEST ELEVATION
SCALE: 1/4" = 1'-0"

MASONRY RESTORATION KEY NOTES

M1. RESTORE ORIGINAL WINDOW OPENING AT EXISTING DOOR OPENING. PROVIDE BRICK INFILL BELOW NEW WINDOW SILL. MATCH DIMENSIONS AND COLOR OF EXISTING ADJACENT BRICK. KEY NEW BRICKS INTO EXISTING FACEBRICK TO AVOID BUTT JOINTS. POINT NEW INFILL TO MATCH EXISTING COLOR AND PROFILE OF ADJACENT POINTING.

M2. STRIP PAINT FROM NEWLY EXPOSED EXTERIOR BRICK FACE.

M3. RAKE EXISTING BRICK JOINTS AND REPOINT 100% OF AREAS INDICATED TO MATCH EXISTING AND ADJACENT MORTAR. HATCHED AREA INDICATES AREA TOBE POINTED.

M4. PROVIDE SEALANT AT OPEN JOINT BETWEEN CHIMNEY AND BUILDING, FULL HEIGHT OF CHIMNEY.

M5. REMOVE EXISTING DETERIORATED BRICKS AND PROVIDE REPLICATE BRICK TO MATCH EXISTING BRICKS. NUMBER IN PARENTHESES INDICATES QUANTITY OF BRICK TO BE REPLACED FOR FULL HEIGHT OF CHIMNEY.

M6. REMOVE ALL WINDOW AND DOOR PERIMETER SEALANT AND PROVIDE NEW WINDOW PERIMETER SEALANT, TYP. ALL WINDOWS AND DOORS IN MASONRY OPENINGS.

M7. REMOVE EXISTING WINDOWS AND INFILL BOTTOM OF MASONRY OPENING WITH BRICK TO MATCH EXISTING TO PROVIDE NEW MASONRY OPENING SIZE AS INDICATED ON WINDOW SCHEDULE.

ARCHITECTURAL WOODWORK RESTORATION KEY NOTES:

WW1. REMOVE ENTIRE EXG DETERIORATED CORNICE ASSEMBLY AS INDICATED AND PROVIDE NEW CORNICE ASSEMBLY TO MATCH EXG INCLUDING ALL EXPOSED MOLDED PROFILES, , SOFFITS, CROWN MOULDING, BRACKETS, FRIEZE BOARDS AND PANELS, BEDMOULDS, CONCEALED NAILERS, BLOCKING AND SUBFRAMING. STAGGER AND BEVEL JOINTS WITHIN ASSEMBLY. SEE DETAILS 1, 2, & 3/A-501.

WW2. REMOVE EXISTING DETERIORATED OR ROTTEN WOOD COMPONENT INDICATED AND PROVIDE WOOD COMPONENT REPLACEMENT TO MATCH EXISTING PROFILES. SEE DETAILS ON A-501

WW3. REMOVE EXG DETERIORATED CORNICE ASSEMBLY AS INDICATEDAND PROVIDE NEW CORNICE ASSEMBLY TO MATCH EXG INCLUDING ALL EXPOSED MOLDED PROFILES, CONCEALED NAILERS, BLOCKING AND SUBFRAMING. STAGGER AND BEVEL JOINTS BETWEEN NEW AND EXG CORNICE ASSEMBLY. SEE DETAIL 5A-501.

WW4. PROVIDE TEMPORARY SHORING AS REQUIRED TO REMOVE EXISTING DETERIORATED WALL PLATE AND DETERIORATED OUTRIGGERS AND PROVIDE REPLICATE WALL PLATE AND OUTRIGGERS TO SUPPORT ROOF AND NEW CORNICE ASSEMBLY. SEE DETAIL 3/A-501.

WW5. PROVIDE TEMPORARY SHORING AS REQUIRED TO REMOVE EXISTING DETERIORATED WALL PLATE AND PROVIDE REPLICATE WALL PLATE TO SUPPORT ROOF AND NEW CORNICE ASSEMBLY. PROVIDE NEW PT SCAB AT ALL OUTRIGGERS AND CEILING JOISTS, CUT TO MATCH EXISTING PROFILE AND FASTEN TO SOUND MATERIAL EXTENDING BACK TO INSIDE FACE OF WALL PLATE, MIN SEE DETAIL 6/A-501.

WW6. PROVIDE TEMPORARY SHORING AS REQUIRED AND DEMOLISH PARTIAL WALLS AS INDICATED. SALVAGE EXISTING FULL HEIGHT WINDOW SASH AT EAST PARCH WALL FOR REINSTALLATION. PROVIDE NEW 2x6 WALL FRAMING AT NORTH PORCH YALL WITH NEW 3'-0"x6'-8" WOOD DOOR WITH LIGHT, AND REINSTALL EXISTING WINDOW SASH SEE PLAN DETAIL 4/A-101.

WW7. REMOVE EXISTING DETERIORATED WOOD FRAME AND CLOSURE PANEL AND PROVIDE NEW WOOD FRAME AND PAINTED PLYWOOD CLOSURE PANEL. SEE DETail 7/A-501.

WW8. PROVIDE FULL LENGTH PT FLOOR JOIST SISTER AT EXISTING NOTCHED FLOOR JOIST TO MATCH HEIGHT OF EXISTING FL JOIST.

WW9. REMOVE SECTION OF DETERIORATED FLOOR BOARDS AND PROVDE NEW FLOOR BOARDS TO MATCH EXISTING.

ROOFING AND SHEET METAL RESTORATION KEY NOTES:

R1. REMOVE EXG SURFACE COUNTERFLASHING AND BASE FLASHING. CUT REGLETS IN EXG MORTAR JOINTS AND PROVIDE NEW METAL BASE FLASHING, MEMBRANE FLASHING STRIPS AND STEPPED METAL COUNTERFLASHING SET IN NEW REGLETS WITH LEAD WEDGES SCE DETAIL 5/A-502 (SIM).

R2. REMOVE EXISTING GUTTERS AND DOWNSPOUTS AND PROVIDE NEV 6" HALFROUND GUTTERS AND 4" SMOOTH ROUND DOWNSPOUT.

R3. REMOVE EXISTING ASPHALT SHINGLE ROOFING AND ALL EXISTING ROOFING MATERIALS AND FLASHINGS DOWN TO ROOF DECK. PROVIDE NEW ASPHALT SHINGLE ROOF AND METAL EDGE FLASHING

R4. REMOVE EXG AND PROVIDE NEW 4" MIN OUTLET TUBES AND NEW 4"SMOOTH ROUND DOWNSPOUTS.

R5. REMOVE EXISTING MEMBRANE ROOFING AND ALL EXISTING ROOFING MATERIALS AND RELATED FLASHINGS AND PROVIDE NEW MODIFIED ROOFING AND META. EDGE FLASHING.

R6. REMOVE EXISTING PITCH POCKET FLASHING AND PROVIDE NEW PITCH POCKET FLASHINGS AT ALL ROOF PENETRATIONS

R7. PROVIDE ELASTOMERIC COATING AT ALL SURFACES OF HIPPED ROOF AND BUILT-IN GUTTER.

R8. PROVIDE SHEET METAL BASE / APRON FLASHING AT ASPHALT ROOFING AND MODIFIED ROOFING TRANSITION, UNDER ASPHALT SHINGLES AND ON TIP OF MODIFIED ROOFING.

GENERAL CONSTRUCTION NOTES:

GC1. DEMOLISH EXISTING BUMP-OUT AT STAIRWAY. DEMOLISH PARTial WINDOW AND DOOR TO EXISTING BATHROOM. DEMOLISH ALL PLUMBING FIXTURES, AND CAP PIPING BEHIND EXISTING FINISHES.

GC2. PAINT ALL EXISTING PAINTED FINISHES AT EXISTING FIRE ESCAPE.

GC3. PROVIDE PAINTED GALVANIZED CHECKER-PLATE COVER ON STEEL ANGLES SET ON EXISTING PERIMETER MASONRY WALLS.

GC4. IN CELLAR ROOMS 018, 019 AND 020, PROVIDE BLOWN-IN INSULATION INTO EACH FLOOR JOIST CAVITY AT EXTERIOR WALL. WHERE PLASTER CEILING IS IN PLACE, CUT BACK 12" OF PLASTER FINISH TO PROVIDE ACCESS FOR BLOWN-IN INSULATION. AFTER INSULATION IS INSTALLED, PATCH EXISTING PLASTER FINISH.

GC5. DEMOLISH ALL EXISTING PLUMBING FIXTURES AND PIPING RELATED TO RESTROOM USE. CAP PIPING BELOW SUBSTRATE OR SUBFLOOR. DEMOLISH EXISTING TOILET PARTITION AND ALL ASSOCIATED HARDWARE. PATCH PLASTER AND FLOORING FINISHES AFTER DEMOLITION IS COMPLETE.

Bernardon Haber Holloway ARCHITECTS

123 Justison Street, Suite 101
Wilmington, DE 19801
T 302-622-9550 F 302-622-9554

Kennett Square, Pennsylvania

www.bernardon.com

DONNA CHANDLER HERTENBERGER
NO. 005-7908
STATE OF DELAWARE
REGISTERED ARCHITECT

Consultant:

FRENS & FRENS, LLC
120 South Church Street
West Chester, PA 19382
610-430-7730

14025.00

Project:

Phase II Exterior Restorations at
15 AND 21 THE GREEN
15 & 21 The Green
Dover, DE 19901
OMB/DFM Contract No: MC2006000083

GREAT SEAL OF THE STATE OF DELAWARE
1704 • 1776 • 1787

Owner:

STATE OF DELAWARE
HISTORICAL & CULTURAL AFFAIRS
21 The Green
Dover, DE 19901

Revision/Issue:

1	2/25/15	ISSUED FOR CONSTRUCTION

Drawn:	CQ
Reviewed:	DF
Contact:	Carol Quigley
Project Number:	8216.11-14

Sheet Title:

WEST ELEVATION, KEY NOTES

Sheet Number:

A-203

© 2015 BERNARDON HABER HOLLOWAY ARCHITECTS

1/13/2015 5:14:01 PM C:\Revit Local\8216.11-14 15-21 the Green Phase II Exterior Restoration_tmalsen.rvt