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