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

ROLL CALL
APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on November 20, 2014

COMMUNICATIONS & REPORTS

1. Summary of 2014 Activity
    a. Summary of Applications 2014 and 2013
    b. Summary of Architectural Review Certifications for 2014
    c. Report of 2014 Historic District Commission Activity

2. Department of Planning & Inspections Update
    a. Draft Bicycle Plan and Pedestrian Plan for Dover
    b. Restoring Central Dover Community Plan
    c. Citywide Recreational Needs Assessment
    d. Delaware Downtown Development District program

OLD BUSINESS

NEW APPLICATIONS

NEW BUSINESS

1. Review of Permits Referred to Commission:
    a. HI-15-02 Sign Permit #14-1609: Signage for Woodburn at 151 Kings Highway, SW – Referral by the City Planner to the Historic District Commission for Review of Architectural Review Certification for Sign Permit application #14-1609 for a post and panel sign. The property is zoned R-10 (One Family Residence Zone) and is subject to the H (Historic District Zone). The property is located on the east side of Kings Highway and south of Division Street. The owner of record is the State of Delaware. Address: 151 Kings Highway SW. Tax Parcel: ED-05-077.05-04-49.00-000.

    b. HI-15-03 Sign Permit #15-15: Signage at 6 South State Street– Referral by the City Planner to the Historic District Commission for Review of Architectural Review Certification for Sign Permit application #15-15 for freestanding sign and fence. The property is zoned RGO (General Residence and Office Zone) and is subject to the H (Historic District Zone). The property is located on the southwest corner of the intersection of South State Street and West Division Street. The owner of record is Six South State, LLC. Address: 6 South State Street. Tax Parcel: ED-05-077.05-04-27.00-000.

    c. HI-15-04 Building Permit #15-19: Drive-thru ATM at PNC Bank – Referral by the City Planner to the Historic District Commission for Review of Architectural Review Certification for Building Permit application #15-19 for a freestanding drive-thru

ATM on the property of PNC Bank. The property is zoned I-O (Institutional and Office Zone) and is subject to the H (Historic District Zone). The property is located at the northeast corner of the intersection of South State Street, Kings Highway, and Loockerman Plaza. The owner of record is PNC Bank. Address: 3 Loockerman Plaza. Tax Parcel: ED-05-077.05-04-57.00-000.

2. Review of DRAFT Certified Local Government (CLG) Program Application (HI-15-01)

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: January 6, 2015 at 3:00pm.

CITY OF DOVER
HISTORIC DISTRICT COMMISSION
November 20, 2014

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, November 20, 2014 at 3:11 PM with Chairman Scrafford presiding. Members present were Chairman Scrafford, Mr. McDaniel, Ms. Horsey, Mr. Salkin and Mr. Jackson.

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

APPROVAL OF AGENDA

Mr. Salkin moved for approval of the agenda with Item #1 under New Business being first on the agenda before Old Business, seconded by Mr. McDaniel and the motion was unanimously carried 5-0.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF SEPTEMBER 18, 2014

Ms. Horsey moved to adopt the minutes of the regular Historic District Commission meeting of September 18, 2014, seconded by Mr. Jackson and the motion was unanimously carried 5-0.

COMMUNICATIONS & REPORTS

Summary of 2014 Activity

Mrs. Melson-Williams stated that today the Historic District will hear their fifth application of the calendar year. A majority of the applications permits were referrals.

Summary of 2013 Applications

Mrs. Melson-Williams stated that there was a total of five (5) in that calendar year. The Family Dollar located at 300 West Loockerman Street construction is complete. The Certificate of Occupancy was issued and they are now open for business. The North Street Pocket Park project is also complete.

Mrs. Melson-Williams asked if there were any other questions regarding the applications and their status and there were none.

Summary of Architectural Review Certifications for 2014

Mrs. Melson-Williams stated that there have been fifty-six (56) permits within the Historic District. Seven (7) of the permits involved projects that came before the Historic District Commission. Most of the permit activities are signs. There were eleven (11) Sign Permits and five (5) Temporary Sign Permits. There were fourteen (14) building exterior permits for renovations which could be approved by Staff because they are minor projects. The others were a mixture of building exterior permits such as roofing and fences. There were a number of interior renovation permits which are tracked as permit activities in the Historic District. Since they are interior renovations they are not subject to the Architectural Review Certification. This is the permit activity through the end of October 2014.

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

Responding to Mr. Salkin's question of 61 South Bradford Street, Mrs. Melson-Williams stated that it was the back of Tolbert Funeral Chapel building closer to the alley where a car ran into the back of the building.

Department of Planning & Inspections Update
Draft Bicycle Plan & Pedestrian Plan for Dover
Mrs. Melson-Williams stated that there is a Draft Bicycle Plan and Pedestrian Plan for Dover that the Dover Kent County MPO has been working on. If Commission members are interested in a obtaining a copy of the Draft Plan she will get it to them or it may also be available on the MPO website.

Restoring Central Dover Community Plan
Mrs. Melson-Williams stated that a press conference was held on November 19, 2014 and released the final report. The document presents a series of information gathered through the various surveys and open houses as well as three (3) goal areas that consist of a strong community, positive development, and integrated public realm infrastructure. The plan is the result of the receipt of a Wells Fargo Foundation Grant. The next step will be the implementation suggestions. The grant application has been filed and will be under consideration.

Responding to Mr. Salkin's question if the information was on-line, Mrs. Melson-Williams stated that she was not sure how it was posted on-line.

Responding to Mr. McDaniel's question if NCALL would be the location where they would receive a copy, Mrs. Melson-Williams stated yes.

Citywide Recreational Needs Assessment
Mrs. Melson-Williams stated that it is an on-going project. The survey is now closed and they are now sorting out the data step of the process. There is no document to share at the current time.

Delaware Downtown Development District Program
Mrs. Melson-Williams stated that the City filed an application to have a Downtown Development District designated as part of the program. The application was due November 1, 2014. The application had to identify an area of a specific size or less and have a plan. The two main plans for implementation are *Restoring Central Dover Plan* and the *Dover Transit Center Neighborhood Plan and Design Book.* We are in competition with other towns in Kent County. After the first of the year, the Governor will designate one district in each county of the state. If Dover is selected, then within the designated area private individuals and developers have the opportunity to apply for grants that will be managed through the Delaware State Housing Authority.

Responding to Mr. McDaniel's question of whom applied, Mrs. Melson-Williams stated that other than Dover, it was Smyrna, Milford, and Clayton.

Responding to Mr. McDaniel's question whether the Committee was council members and/or

citizens, Mrs. Melson-Williams stated that the Parks and Recreation Community Enhancement Committee consists of City Council members and two (2) members of the public.

NEW BUSINESS

First State National Monument: Wayside Planning for The Green

Representative: Russ Smith, Superintendent

Mr. Smith stated that First State National Monument was created in March 2013. One issue with The Green is how you know when you are there. They felt that waysides could help create a point of designation and interpret The Green and Delaware Ratification of the United States Constitution.

Presentation

Mr. Smith gave an overview of the presentation (series of Power Point slides showing the proposed location, the view, and proposed wayside panels). Mr. Smith stated that Kent County Tourism is very interested in having a place to direct visitors.

Mr. McDaniel stated that three (3) of the members of the Historic District Commission are residents on The Green. He thought that it looks like a good idea. It has always been difficult to know when you are at The Green. There is not enough signage.

Chairman Scrafford stated that it was an ideal position for what they were trying to accomplish, but it did not help the people on State Street.

Mr. Smith stated that (the State Division of) Historical and Cultural Affairs have offered to place the Waysides and put in some landscaping.

Mr. Jackson stated that it looks great and did not have any questions.

Responding to Ms. Horsey's question whether the sign would be similar in make and like the ones at Legislative Hall, Mr. Smith stated yes, they will be.

Responding to Ms. Horsey's question regarding the text, Mr. Smith stated that it will be passed by the Friends of Old Dover, but he did not have any contact information. Ms. Horsey stated that she would make sure he received the contact information.

Responding to Mr. Salkin's question whether this was a consensus site, Mr. Smith stated that they had a group of people from HCA and Tourism.

Mr. McDaniel moved to support the placement efforts shown today of the Wayside Planning for The Green, seconded by Mr. Salkin and the motion was unanimously carried 5-0.

OLD BUSINESS
None

Mrs. Melson-Williams stated that the applicant for 54 The Green is a member of the Historic District Commission and today Mr. McDaniel will be an applicant for consideration of Historic Property Tax Credit Application filed on the behalf of Mr. & Mrs. Joseph McDaniel.

NEW APPLICATION
Consideration of Historic Property Tax Credit Application

a. HI-14-05 at 54 The Green – Consideration of a Historic Property Tax Credit Application associated with Architectural Review Certification issued with Building Permit #14-1231. The project involved repair and repointing of exterior brick wall. The property is zoned RGO (General Residence and Office Zone) and is subject to the H (Historic District Overlay Zone) and SWPOZ (Source Water Protection Overlay Zone). The property is located on the south side of The Green west of South State Street. The owners of record are Mr. and Mrs. Joseph McDaniel. Address: 54 The Green. Tax Parcel: ED-05-077.09-03-42.00-000. Council District 4.

Exhibits for the Record: summary of the application, application, series of attachments (photos and drawings), permit and proposed project information.

Mrs. Melson-Williams also stated that the after the Historic District Commission takes action today, then it will become an Administrative process in determining the amounts that will be applied to the City portion of the property taxes owned for the property. It is prorated over a 10-year period.

Responding to Mr. Jackson's question when the tax period would start, Mrs. Melson-Williams stated that it would start the following tax year as of July 1, 2015.

Mrs. Melson-Williams stated that this application does not require a public hearing only action by the Historic District Commission.

Representative: Mr. Joseph McDaniel, Owner

Mr. McDaniel gave an overview of the photos and original blue prints from the 1930's that were received in the packet. He stated that the west wall was not very visible in the photos. The project consisted of restoration, repair and repointing of the west brick wall, south wall, and east chimney. There is only 37 inches between his house and the next house. He stated that the wall was crumbling and some bricks were falling out. Ten years ago the front of the house (the north wall) including relocation of the front entry door was done in the same manner. The project was completed in six (6) days.

Responding to Chairman Scrafford's question whether there was significant value or any history of the house, Mr. McDaniel stated that the most important person that lived in his house was Vera

G. Davis who was a politician in the House of Representative, Treasurer of the State of Delaware. A blind lawyer worked in the house and used one side of the fireplace as a guide which is now worn down. Regardless of who lived in a house on The Green, he thinks that all the houses on The Green are significant.

Responding to Chairman Scrafford's question whether there was any architectural significance to the homes around The Green or were they simply constructed in relativeness to the era they were built, Mr. Jackson stated it was a Market Square which was not governmental. There were old houses that no one cared about and they were moved onto The Green.

Responding to Chairman Scrafford's question who built the house, Mr. McDaniel stated that Sipple built the house. The McDaniel's were recognized in 2006 by Old Friends of Dover for the restoration that was done.

Responding to Chairman Scrafford's question whether the submitted plans were reviewed, Mrs. Melson-Williams stated yes, the review of the project itself activities was completed with the Building Permit #14-1231 for the brick repointing and restoration project.

Responding to Chairman Scrafford's question whether the Historic District Commission voted on and approved, Mrs. Melson-Williams stated no, the Historic District Commission was advised that Staff was going to issue the Architectural Review Certification. It is seen from a public street when you are standing in the right place and sustains the existing form of the building. The project conformed to the practices of the *Design Standard and Guidelines for the Historic District.*

Chairman Scrafford questioned if anyone had any questions regarding the eligibility or confirmation and there was none.

Mrs. Melson-Williams stated that the Tax Credit Application Program cannot be approved by Staff; it requires a vote of the Historic District Commission.

Responding to Chairman Scrafford's question whether Staff was comfortable with the application, Mrs. Melson-Williams stated yes.

Mr. Salkin commented on the submission process not regarding this project, but other projects that have come before the Historic District Commission in the past where there were issues and more complex it would be helpful to clarify the process and sequence. In this case, it came before the Historic District Commission indirectly because it was going to be approved by Staff and because it was located on The Green. If it was not on The Green, the Historic District Commission would not have seen it, Building Permit would have been issued, and then the owner would come to the Historic District Commission to submit the application and then the Historic District Commission might not have known the project was happening and would be asked to act on it after it was done. Referring to Section A on the application where it suggests that the owner should come in with an application and a Building Permit application and the packet should be reviewed by the Historic District Commission. In the future, he thinks that Staff should clarify for applicants or people who are acquiring what the process is. He was afraid that there might be a potential for a Tax Credit Application to come before the Historic District Commission on a project that the Historic District

Commission would not have approved if it came before them as a Building Permit. Secondly, he commented that he has been a Historic District Commission member for 4-5 years and he did not know the City had a Tax Credit Program. It has never been talked about or promoted. Given the struggle to save the Historic District of Dover it would seem that the City would have some method of regularly informing eligible property owners that they can pursue this credit and the Historic District Commission should encourage it.

Mr. McDaniel stated that there are also State Tax Credits.

Mr. Salkin stated that he was aware of the State Tax Credit because he had received tax credit on his house because he is listed in the National Register District, but he would not have known to apply for the City Tax Credit.

Responding to Chairman Scrafford's question whether there was any other Tax Credit projects in action at the current time, Mrs. Melson-Williams stated that the last one she found that was considered by the Historic District Commission was in 2004. There is a State and Federal Tax Credit Program.

Mr. Jackson suggested a checklist.

Mr. Salkin moved to approve the Application HI-14-05 located at 54 The Green for the City Historic Property Tax Credit, seconded by Mr. Jackson and the motion was unanimously carried 5-0.

NEW BUSINESS

Review of Building Permits Referred to Commission
Mrs. Melson-Williams stated that there were no permits to refer to the Historic District Commission.

Update on Certified Local Government (CLG) Program Application
Mrs. Melson-Williams stated that all resumes have been updated. Staff will be working to put together the application. In order to be a Certified Local Government, one must have the qualification of having a Historic District Commission.

Responding to Mr. Salkin's question of the schedule of the State Grant Program and is the City on schedule to get the application in and approved to apply by the next cycle, Mrs. Melson-Williams stated that she was not sure how the State opens their Grants process because it would be based on federal fiscal year which is October 1.

Responding to Mr. Jackson's question when was the City's fiscal year, Mrs. Melson-Williams stated July 1st to June 30th .

Annual Meeting of Historic District Commission
Election of Chairman and Vice Chairman

Mrs. Melson-Williams gave an overview of the by-laws for the Historic District Commission. November is actually the Annual Meeting of the Commission. It dates to when the body was originally established. The Chairman and Vice Chairman may serve two (2) appointed terms which is a total of six (6) years. Chairman Scrafford has just completed year number six (6).

Chairman Scrafford moved to elect by acclamation Mr. Salkin as Chairman for the Historic District Commission. The motion was seconded by Ms. Horsey and unanimously carried 5-0.

Chairman Scrafford moved to elect by acclamation Mr. McDaniel as Vice Chairman for the Historic District Commission. The motion was seconded by Ms. Salkin and unanimously carried 5-0.

Meeting & Deadline Schedule for 2015

Mrs. Melson-Williams stated that the meeting date will remain as the third (3rd) Thursday of each month. The deadline date to file an application has to be at least 30 days prior to the meeting date.

Mr. Salkin commented that he was surprised to see that the Scull House garage carport located on State Street had been demolished. Mrs. Melson-Williams stated that it was a Site Plan project that was reviewed by the Planning Commission. As part of the Recommendation for Approval, Staff did identify that the property was on the National Register of Historical Places and requested documentation of the garage/office building prior to its demolition. The Building Permit was held until the series of photos of the building were received. It had been extensively modified, but had some semblance of the shape and form relating to the early history of the Mansion House. It was not in the Historic District but in the review process Staff was able to identify it and get some information.

Responding to Mr. McDaniel's question how far down State Street does the Historic District go, Mrs. Melson-Williams stated Elm Terrace.

Responding to Ms. Horsey's question the reason, Mrs. Melson-Williams stated that it was a parking lot expansion between the Mansion House/Surgery Center and to the north of the Mansion House will become a parking lot. It is not in the Historic District.

Ms. Horsey stated that it should be in the National Register of Historical Places. Mrs. Melson-Williams stated that it is listed in the National Register of Historical Places, but it does not result in local review.

Mr. Salkin commented that they were losing historic fabric of Dover left and right outside of the Historic District and the very least there should be a historic review for demolition.

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

Meeting adjourned at 4:13 PM

Sincerely,

Maretta Savage-Purnell
Secretary

City of Dover Historic District Commission
Summary of Applications 2014
Updated thru December 31, 2014

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. Submission of documents pending.

City of Dover Historic District Commission
Summary of Applications 2013
Updated thru December 31, 2014

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-13-01 S-13-03	Lands of Boyles: Parking Lot Construction	527-529 South State Street	Construction of parking lot east of existing building	2/21/2013 HDC Recommendation of Approval of ArchRevCert with conditions. Application S-13-03 reviewed by PC and granted Approval of ArchRevCert with conditions.	Check Print of Site Plan submitted 5/28/2013 for review and comments issued. Final Plan submitted 8/22/2013 for review. Final Plan Approval issued 11/6/2013. Project must apply for Building Permits prior to start of construction.
HI-13-02 S-13-12	Family Dollar	300 West Loockerman Street	Demolition of existing commercial building (old NAPA) and construction of 8,308 S.F. retail building.	3/21/2013 HDC Recommendation of Approval of ArchRevCert with conditions. Application S-13-12 reviewed by PC and granted Approval of ArchRevCert with conditions on 5/20/2013.	Check Prints of Site Plan submitted 7/19/2013 for review and comments issued 8/22/2013. Documentation of building submitted 1/10/2014.Final Site Plan approval letter of 1/16/2014. Demolition Permit #13-1428 issued 2/4/2014. Pre-Construction meeting held 2/26/2014. Building Permit issued 2/28/2014. Construction complete and CO issued.
HI-13-03	Capital City Trail Project: Phase 2	Between Martin Luther King Jr. Boulevard (Court Street) and East Loockerman Street	Bike and Pedestrian Improvements	Information Presentation presented at HDC Meeting of 3/21/2013	Construction underway for Phase 2. Construction of Phase 1 trail segment began in April 2013 and is complete.
HI-13-04	Building Permits #13-260 Referral for John Bell House: Replica Outhouse & Rear Yard Fence	43 The Green	Construction of accessory structure (Outhouse) and Fence	Permit #13-260 referred to HDC by City Planner for Architectural Review Certification: 3/21/2013 HDC Approval of ArchRevCert. Permit approved for issuance	Permit ready to be issued as of 4/11/2013. Project not started yet.

City of Dover Historic District Commission
Summary of Applications 2013
Updated thru December 31, 2014

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-13-05 S-13-10	North Street Pocket Park	301 South Governors Avenue	Redevelopment of vacant parcel as park with paving and landscape areas.	7/18/2013 HDC Recommendation of Approval of ArchRevCert with conditions. Application S-13-10 reviewed by PC and granted Approval of ArchRev Cert with conditions on 8/19/2013.	Review by PRCE on 4/8/13 with recommendation. 4/22/13 City Council reviewed and referred back to PRCE. Review by PRCE on 6/10/2013. City Council approved property use as a Pocket Park on 6/24/2013. Final Site Plan approval granted 3/28/2014. Pre-Construction meeting held 4/16/14. Permits #14-437 and 14-438 issued. Construction complete.

Summary of Permit Application with Architectural Review Certification
2014 - Updated Thru 12-31-2014

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
1/2/2014	13-1735	154 South Governors Avenue, Independent Resources Office	Sign Permit - Wall Sign	Staff Approval	Sign Installed.
1/2/2014	13-1736	61 South Bradford Street	Building Permit - Exterior & Interior Renovations	Staff Approval	Project to repair exterior finishes and stucco (after vehicle accident).
2/4/2014	13-1428	300 West Loockerman Street	Demolition Permit - Existing Commercial Building	HDC Recommendation on ARC: PC Approval of ARC; Applications HI-13-02 and S-13-12; Staff issued Permit	Documentation of existing building received as per condition of ARC. Associated with Permit #14-94. Demolition complete.
2/21/2014	13-1620	8 West Loockerman Street	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Permit issued.
2/7/2014	14-02	205 South State Street	Roof Permit	Staff Approval	Project to replace existing cedar shake roof with new wood shingle roof and replacement of siding on gable end. Project complete.
2/19/2014	14-68	102 South Governors Avenue	Building Permit -Exterior Renovations	Staff Approval	Rebuild front porch steps. Permit Issued
2/28/2014	14-94	300 West Loockerman Street, Family Dollar	Building Permit - New Retail Building	HDC Recommendation on ARC: PC Approval of ARC; Applications HI-13-02 and S-13-12; Staff issued Permit	Permit issued. Pre-Construction Meeting held with City Departments. Construction complete.
2/21/2014	14-136	134 West Loockerman Street, Golden Fleece Tavern	Building Permit - Renovations	Staff Approval	Modifications to outdoor patio areas. Demolish fence and stairs; new railing for upper deck. Project complete.

Summary of Permit Application with Architectural Review Certification
2014 - Updated Thru 12-31-2014

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
2/25/2014	14-148	22-24 West Loockerman Street	Sign Permit - Wall Signs	Staff Referral to HDC for 2/20/2014 - lack of quorum at meeting. Staff continued to work with applicant to refine design to comply with DS&G. Staff Approval of revised design.	Signs installed. Two wall signs placed in framed wall area consisting of raised lettering and graphics applied to wall surface.
3/10/2014	13-495	19 N American Avenue	Fence Permit	Staff Approval	Replacement of fence at rear of lot with vinyl. Noted as not visible from public way.
2/6/2014	14-129	409 Federal Street - Biggs Museum	Temporary Sign Permit	Staff Approval	Sign installed 5/1-5/10/14 for Biggs Gala event and removed.
3/14/2014	14-156	209 South State Street, Wesley United Methodist Church	Building Permit - Exterior Renovations	Staff Approval	Brick repair and repointing project on front (west) façade of building. Project complete.
3/11/2014	14-191	33 South State Street, Offices	Sign Permit - Post sign	Staff Approval	Installation of Post Sign with three hanging signs for office tenants. Sign installed.
3/27/2014	14-209	136 West Loockerman Street, Shear Dreams Hair Salon	Sign Permit - Window Sign	Staff Approval	Permit issued for signage. Sign installed.
3/5/2014	14-211	315 South State Street	Temporary Sign Permit	Staff Approval	Temporary Sign placed in window through 6/4/2014 then to be removed.
3/14/2014	14-237	123-127 West Loockerman Street, Blue Hen Auctions	Sign Permit - Wall Sign	Staff Approval	Wall sign installed in sign band area for first floor tenant.
3/18/2014	14-241	304 South State Street, Dale's Bail Bonds	Sign Permit - Window Sign and Projecting Sign	Staff Approval	Window sign and projecting sign installed for first floor office tenant. Sign installed.
3/31/2014	14-257	29 South State Street	Building Permit - Interior & Exterior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations to office space and replacement of front entry door. Project complete.

Summary of Permit Application with Architectural Review Certification
2014 - Updated Thru 12-31-2014

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
4/14/2014	14-283	134 West Loockerman Street	Building Permit - Roof Repairs	Staff Approval. No ArchRevCert required due to limited visibility.	Repairs and expansion of rear roof over rear yard/patio area; limited visibility from public way. Project complete.
4/1/2014	14-289	207 West Loockerman Street	Building Permit - Roof Repairs	Staff Approval. No ArchRevCert required due to no visibility.	Installation of rubber roof on flat roof area not visible from the public way. Application withdrawn.
4/25/2014	14-339	210-220 South Governors Avenue	Building Permit - Exterior Renovations, Roof Replacement	Staff Approval.	Replace asphalt roof with metal roof, Front façade work: build pent roof overhang, replace 2 windows, replace aluminum siding with Hardie-board, clean brick (do not paint). Project complete.
4/24/2014	14-381	29 West Loockerman Street	Building Permit - Exterior Renovations	Staff Approval	Replace pent roof wood shingles with new wood shingles, repair ceiling area and trimwork, paint first floor wall. Project under construction.
4/17/2014	14-396	5 South State Street	Building Permit - Roof Repairs	Staff Approval	Repair/replacement in-kind select painted wood roof shingles on mansard roof area. Complete.
5/5/2014	14-183	124 South State Street, Diamond State Telephone	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Replacement of chillers and mechanical work.
5/2/2014	14-327	300 South State Street	Building Permit - Exterior Renovations	Staff Approval	Brick repair, repointing, painting, and window trimwork repair on west elevation. Existing brick is painted already. Project complete.
5/15/2014	14-412	121 West Loockerman Street	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations adding wall partitions. Construction underway.

Summary of Permit Application with Architectural Review Certification
2014 - Updated Thru 12-31-2014

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
5/1/2014	14-437	301 South Governors Avenue, North Street Pocket Park	Building Permit - Fence	HDC Recommendation on ARC; PC approval of ARC; Applications HI-13-05 and S-13-10; Staff issued Permit per Approvals	Pre-Construction meeting held for park project and coordination of landscaping. Project complete..
5/1/2014	14-438	301 South Governors Avenue, North Street Pocket Park	Administrative Building Permit - Site Improvements	HDC Recommendation on ARC: PC Approval of ARC; Applications HI-13-05 and S-13-10; Staff issued Permit per Approvals	Pre-Construction meeting held for park project and coordination of landscaping. Project complete.
5/1/2014	14-510	501 South State Street, Christ Church	Temporary Sign Permit	Staff Approval	VBS Sign installed 5/2/2014-6/2/2014 and removed.
5/7/2014	14-533	6 South State Street	Demolition Permit - Interior	No Planning Staff Review occurred. Interior work does not require ArchRevCert.	Interior Work - Minor Preparation for Renovation project. Interior demolition complete. Temporary CO issued 8/28/2014.
5/29/2014	14-548	42 Kings Hwy NE, Murphey School property	Building Permit - Accessory Building	Staff Approval	Relocation of pavilion (brick piers, columns support hipped roof). Previously located on property at rear of Woodburn. Project underway.
5/20/2014	14-561	54 South State Street, Presbyterian Church of Dover	Temporary Sign Permit	Staff Approval	Feather banner for Church 300th anniversary. Placement for limited hours each week when staff on-site.
6/16/2014	14-654	147 S Governors Avenue, Tiffanee & Co.	Sign Permit - Projecting Sign	Staff Approval	Sign Installed.
6/23/2014	14-702	25 Jerusalem Way, New Jerusalem Baptist Church	Roof Permit	Staff Approval	Replacement of existing asphalt shingle roof with asphalt architectural shingles. Project complete.

Summary of Permit Application with Architectural Review Certification
2014 - Updated Thru 12-31-2014

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
6/30/2014	14-703	108 West Loockerman Street	Siding Permit - Fascia, siding	Staff Approval subject to conditions	Replacement of siding over plywood areas, and add new siding on rear of building on side of rear addition. Use of vinyl siding not approved; repair existing surfaces or use horizontal wood/fiber composite siding. Project started.
6/18/2014	14-761	321 & 323 South Governors Avenue	Building Permit - Foundations under Freezer/Refrigerator.	Staff Approval.	Reinstall slab with footers under mechanical items at rear of building. Project underway.
6/24/2014	14-796	54 South State Street, Presbyterian Church of Dover	Temporary Sign Permit	Staff Approval	VBS Sign age (Banner & Sign) installed 6/25/2014-8/11/2014 then removed.
7/8/2014	14-511	6 South State Street	Building Permit - Interior Renovations	Staff Approval	Permit for interior renovations and rear porch wall (not visible) to create accessible entry. Project under construction. Other Site Improvements are subject to separate Site Plan S-14-11 and ArchRevCert Review HI-14-03 and future permitting. Project almost complete; TCO issued 8/28/2014.
7/11/2014	14-854	29 South State Street	Sign Permit - Post Sign, Wall Sign	Staff Approval	Post sign installed using existing post with bracket arm.
7/17/2014	14-925	45 South State Street	Administrative Building Permit	No Planning Staff Review occurred.	Install chain-link panels over stairwell.
8/20/2014	14-709	147 S Governors Avenue, Tiffanee & Co.	Administrative Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Construction of interior dividing walls for tenant fit-out as bakery. TCO issued 10/3/14.
8/5/2014	14-764	300 West Loockerman Street, Family Dollar	Sign Permit - Wall Signs	Staff Approval following revisions. Original Permit #14-279 referred to HDC as HI-14-04 then withdrawn by applicant.	Approved signs are acrylic wall signs with external illumination by gooseneck lights. Signage installed.

Summary of Permit Application with Architectural Review Certification
2014 - Updated Thru 12-31-2014

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
8/21/2014	14-1014	9 West Loockerman Street, Dinos & Darlings	Administrative Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations for walls and shelving for retail tenant fit out. Project complete.
8/11/2014	14-1023	6 South State Street	Administrative Building Permit - Site Improvements	HDC Recommendation on ARC: PC Approval of ARC: Applications HI-14-03 and S-14-11; Staff issued permit	Site Improvements for parking lot and landscaping. Project almost complete; Temporary CO issued 8/28/14.
8/22/2014	14-1035	54 South State Street, Presbyterian Church of Dover	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior Renovations.
8/29/2014	14-1089	414 South State Street	Building Permit - Exterior Renovations	Staff Approval. No ArchRevCert required as project location no visible from public way.	Concrete work to reconstruct existing handicap ramp at rear of building. Project complete.
8/28/2014	14-1098	202 West Loockerman Street, Bayard Pharmacy	Sign Permit - Window Signs	Staff Approval after consultation to revise sign concept.	Window signage installed. Worked with applicant to revise proposal into compliance with DS&G for ArchRevCert.
9/26/2014	14-1142	139 South State Street, M&T Bank	Building Permit - Exterior Renovations	Staff Approval with conditions on design of railing system	Renovations to north building entrance to improve handicapped accessibility. Relocation handicapped parking spaces, new ramp and railing system. Project complete.
9/19/2014	14-1231	54 The Green	Siding Permit - Brick Restoration	Staff Approval after providing project information to the Historic District Commission.	Project completed in October.
10/2/2014	14-1185	147 S New Street, Bait-N-Hook	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Permit Issued.
10/23/2014	14-1240	210-220 S Governors Avenue	Fence Permit	Staff Approval. No Arch RevCert required as fence location is in rear of property.	Proposal for wood fence.

Summary of Permit Application with Architectural Review Certification
2014 - Updated Thru 12-31-2014

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
10/8/2014	14-1256	151 S Governors Avenue	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Change of Use for Tenant Space to Tattoo Studio. Certificate of Occupancy issued.
10/15/2014	14-1260	25 Jerusalem Way, New Jerusalem Baptist Church	Building Permit - Exterior Renovations	Staff Approval of ArchRevCert with Conditions for accessibility ramp and entry.	Addition of accessibility ramp (constructed of wood) and change modern window to door on the north elevation of the building. Project underway.
10/7/2014	14-1317	14 Kings Hwy SE, Murphey School Building	Roof Permit	No Review of Permit by Planning Staff occurred.	Replacement of roof with synthetic slate roof. This project is similar to roof project on another building in Murphey School complex that will receive CDBG Funding which included review by SHPO Office (Finding of No Adverse Impact) and Planning Staff during consultation for project scope of work.
10/29/2014	14-1385	103 S Bradford Street, Mountain Consulting	Sign Permit - Hanging Sign	Staff Approval.	Hanging Sign for new office tenant.
12/9/2014	13-1740	211-213 W Loockerman St, Janaids	Demolition Permit - Interior	Staff Approval. No ArchRevCert required for interior work.	Selective demolition of interior in preparation for renovations.
12/9/2014	14-1074	213 W Loockerman Street, Janaids	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations for change of use to hair salon.
12/8/2014	14-1159	9 West Loockerman Street, Dinos & Darlings	Sign Permit - Projecting Sign and Window Signs	Staff Approval.	Projecting sign (bib shape) installed and window signage applied to glass.
12/12/2014	14-1417	25 Jerusalem Way, New Jerusalem Baptist Church	Sign Permit - Freestanding Sign	Staff Approval with conditions.	Freestanding "church-style" message board sign.
12/3/2014	14-1483	207-209 S Governors Avenue, Delaware Tire Center	Sign Permit - Awning Sign.	Staff Approval.	New awning installed with business logo/name over entry door and adjacent windows.

Summary of Permit Application with Architectural Review Certification
2014 - Updated Thru 12-31-2014

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
12/1/2014	14-1496	21 N State Street, State Street Assisted Living	Building Permit - Exterior Renovations	Staff Approval with conditions.	Repair and replacement of porch double pedestal columns and railing on State Street front porch.
12/18/2014	14-1564	506 S State Street Unit 1, Luff & Associates	Building Permit - Interior Tenant Fit out	Staff Approval. No ArchRevCert required for interior work.	Tenant fit out of office space for Luff & Associates.
12/22/2014	14-1580	139 South State Street, M&T Bank	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations in basement level.
12/1/2014	14-1586	6 South State Street, Baird Mandalas & Brockstedt	Temporary Sign Permit	Staff Approval.	Temp Sign installed for law firm.
12/10/2014	14-1607	506 S State Street Unit 1, Luff & Associates	Sign Permit - Projecting Sign	Staff Approval	Projecting sign installed for office tenant.
12/29/2014	14-1635	27 W Loockerman Street	Fence Permit	Staff Approval. No ArchRevCert required due to no visibility.	Add gate into existing chain-link rear fence. Not visible from public way.
12/10/2014	14-1642	25 Kent Avenue, Murphey School Building, Sanford Cottage	Roof Permit	Staff Approval with conditions.	Replacement of roof with synthetic slate roof. Project to receive CDBG Funding. Review by SHPO Office (Finding of No Adverse Impact) and Planning Staff during consultation for project scope of work.
12/12/2014	14-1655	321 W Loockerman Street	Window Permit	No Review of Permit by Planning Staff occurred.	Replacement of three vinyl windows.

Historic District Commission
2014 Summary of Activity

The City of Dover, Delaware Historic District Commission consists of five members: Col. Dick Scrafford, Chazz Salkin, Ann Baker Horsey, Joe McDaniel, and Terry Jackson. George Fisher was a Commission member completing his term in June 2014; Ann Baker Horsey was appointed in his place. The Commission receives staff support from the Planning Office. During 2014 Dick Scrafford served as Chairman and Chazz Salkin served as Vice-Chairman. At the Commission's Annual Meeting in November 2014, Chazz Salkin was elected as Chairman and Joe McDaniel as Vice-Chairman.

Architectural Review Certification

The Historic District Commission held seven meetings in 2014. The Historic District Commission reviewed five (5) applications for Architectural Review Certificates in 2014. This included the referral of two Sign Permits to the Historic District Commission for review of sign proposals. However, in each case the matter was resolved without Commission consultation for the signage at 22-24 West Loockerman Street for EZ Pass (sign redesign resolved with Staff) and the signage at 300 West Loockerman Street for Family Dollar (permit withdrawn and sign revised to comply).

One project was reviewed for Architectural Review Certification involving construction of a parking lot and landscaping improvements at 6 South State Street (Hi-14-03/S-14-11). Also in March 2014, the Historic District Commission determined the Kirby & Holloway Sign at 656 North DuPont Highway to be a Historic & Significant sign under the provisions of the *Zoning Ordinance*, Article 5 Section 4.12 (HI-14-02) allowing the sign to maintain its legal non-conforming status indefinitely for its current form and location. One Historic Property Tax Credit application was approved for 54 The Green associated with a brickwork repair project (HI-14-05).

Some projects within the Historic District were eligible for administrative review of the Architectural Review Certificate as part of the Building Permit process and included such projects as signs, temporary signs, door replacement projects, exterior finish/siding/trim work renovations, and façade renovations. A number of properties located in the Historic District submitted Building Permits for review; however, project activities involving interior renovations only are not subject to the Architectural Review Certification process.

- Summary of Permit Activity in the Historic District in 2014:
    - Permits not requiring Architectural Review Certification: 19
    - Permits requiring Architectural Review Certification: 49
    - Total Number of Permits: 68

The following chart provides information for 2014 and the last five calendar years. Depending on the type of construction activity the Architectural Review Certification Review for each project may be eligible for Staff Review, Historic District Commission Review, or Historic District Commission Recommendation with Planning Commission Review.

Summary of Permit Activity	2009	2010	2011	2012	2013	2014
Building Permits – ARC Review by Staff	23	20	21	25	37	42
Building Permits – ARC Review by HDC	2	4	5	4	2	0
Building Permits – ARC Review by HDC/PC	0	0	8	3	2	5
Sign Permits - ARC Review by Staff	16	18	25	27	39	21
Sign Permits – ARC Review by HDC	1	0	2	2	0	0
TOTALS	43	42	61	61	80	68

The following chart provides information on the specific types of Permits with Architectural Review Certifications (ARC) issued for construction activities with the Historic District.

2014 Permit Activity	Staff Approval	Historic District Commission Approval*	Historic District Commission Recommendation with Planning Commission Approval**
Building Permit	1	0	1
Demolition Permit	2	0	1
Administrative Building Permit	3	0	2
Building Permit – Renovations	24	0	0
Fence Permit	3	0	1
Roof & Siding Permits	9	0	0
Sign Permit	15	0	0
Temporary Sign Permit	6	0	0
TOTAL	63	0	5

* Permits associated with applications acted upon by HDC only

** Permits associated with applications recommended by HDC with PC action

Major Construction Activity in the Historic District

The construction of several major projects previously reviewed by the Historic District Commission continued to bring changes to Downtown Dover in 2014. The Family Dollar opened in a new commercial building constructed at 300 West Loockerman Street (HI-13-02) after demolition of the previous commercial building on the property and construction was completed of the North Street Pocket Park at the southeast corner of North Street and South Governors Avenue (HI-13-05). Other projects included brick repair and restoration of the South State Street façade of the Wesley United Methodist Church at 209 South State Street and the renovations and restoration to convert the existing building at 6 South State Street to office space (HI-14-03).

The Green – National Monument

On March 25, 2013 **The Green in Dover** was designated as a National Monument by action of President Barack Obama under the provisions of the Antiquities Act of 1906. The Green is one of several sites in Delaware designated as part of the **First State National Monument** which consists of the Woodlawn Property along the Brandywine Creek and the New Castle Courthouse Complex of the New Castle Green and the Old Sheriff's House. In November, the Historic District Commission heard a presentation regarding the planning for the installation of informational waysides near The Green as part of the interpretation efforts for the site. At the end of 2014, The Green was pending designation as a National Historical Park along with a series of other sites in Delaware to become the **First State National Historical Park.**

Other Activities

In 2014, a number of plans and studies were underway which involved areas located within the Historic District or may affect development activities or infrastructure improvements in the area. These studies include:

- *City of Dover Pedestrian Plan* – Draft Plan; study led by Dover/Kent County MPO
- *City of Dover Bicycle Plan* – Draft Plan; study led by Dover/Kent County MPO
- *Restoring Central Dover Plan* – Plan released in November 2014; plan process led by NCALL with City of Dover participation on the project Steering Committee
- City Recreational Needs Assessment – Study underway by City's Division of the Parks & Recreation, the Planning Office, and other partners

Also in 2014, the City of Dover submitted its application for designation of a Delaware Development District. The proposed District includes areas located within the Historic District. The State will designate one District in each county in early 2015.

Planning Staff with the Historic District Commission worked on preparation of the application for Certified Local Government (CLG) status. The application submission is expected to be complete in early 2015.

The Historic District area of Downtown Dover continues to be the site of many community festivals, parades, and activities associated with the First State Heritage Park.

City of Dover

ARCHITECTURAL REVIEW REPORT
Referral by City Planner to Historic District Commission
Meeting of January 15, 2015

Permit:	Permit #14-1609 Signage for Woodburn
Location:	151 Kings Highway SW Located on the east side of Kings Highway SW and south of Division Street
Tax Parcel:	ED-05-077.05-04-49.00-000
File Number:	HI-15-02

Referral of Permit:
The following application **Sign Permit #14-1609** is referred by the City Planner to the Historic District Commission for consultation regarding the issuance of the Architectural Review Certificate. Applications for certain types of construction activity within the Historic District Zone (H) are reviewed by the City Planner (or Staff as designated) for Architectural Review Certification as part of the Building (Sign) Permit application review process. Staff is referring the Permit for review under the provisions of *Zoning Ordinance*, Article 10 Section 3.22(A) and (B). See below.

> Section 3.22 Architectural review certification by the city planner.
> (A) An architectural review certificate for specific classes of building permits, including fences, signs, siding, window and door replacement, roofing, the addition or replacement of decorative features, minor demolition, residential additions, and other construction of a minor nature, may be issued by the city planner, after a review and determination that the proposed construction is in general accordance with the standards set forth in subsection 3.25.
> (B) The city planner may refer any permit application for demolition or construction in the historic district for consultation with commission.

Permit Proposal:
Sign Permit #14-1609 was filed on December 3, 2014 for the proposed signage for the Governor's Mansion property known as Woodburn located at 151 Kings Highway SW, Dover. The applicant was alerted on December 16, 2014 (via email) that the proposed signage did not comply with the *Design Standards and Guidelines for City of Dover Historic District Zone.*

The permit application is for one post and panel sign to be placed on the south side of the property's entrance drive from Kings Highway. The sign panel is proposed to be constructed of PVC (fiberglass) with a flat face and the sign panel is supported by black posts. The sign is 22 square feet in sign area and includes LED (external) illumination. See permit application form and attachments.

Staff Review of Permit for Architectural Review Certification:
In reviewing the proposed project for Architectural Review Certification, Staff referenced various sections of Chapter 5: Storefronts and Signage of the *Design Standards and Guidelines for the City of Dover Historic District Zone* (pages 5-5 thru 5-8) which presents the Recommended, Not Recommended, and Inappropriate approaches to construction of various elements in the Historic District. Chapter 5 primarily focuses on signage to be mounted on buildings in the commercial district and not freestanding signage; however, some of the same concepts still apply. Staff also reviewed the proposed signage for compliance with provisions of the *Zoning Ordinance.* This State owned property serves as a residence and is a quasi-public building.

Per the Sign Regulations (*Zoning Ordinance*, Article 5, Section 4), the site is limited in the placement of signs to those listed in Article 5 §4.5. Public signs and historical signs are permitted without a permit. The proposal is for a sign in the format of a post and panel sign. See the following definitions.

> *Historical or memorial sign:* A sign or tablet attached to a building indicating the date of construction and/or the names of the building, the principals involved in its construction, or the history of the building or the site.
>
> *Public Sign:* A sign erected by or on behalf of a governmental body to post a legal notice, identify public property or public buildings, convey public information, and direct or regulate pedestrian or vehicular traffic.
>
> *Post and panel sign*: A freestanding sign that has a noninternally illuminated panel, not more than six inches in depth that is affixed to two posts and is not more than seven feet in total height. The sign shall not be higher than the supporting posts.

The *Zoning Ordinance* provisions for signs in the Historic District require a Sign Permit review process but allow for the sign standards to be waived as part of the Architectural Certification Review process of the Permit if "determined to contribute to or improve the historic context of the building."

According to the *Design Standards and Guidelines for the City of Dover Historic District Zone* (Chapter 5), the following are some of the Recommended practices:

- A sign should be consistent and compatible in terms of its size, style, materials, and location with the historic building, and should be integrated into the architectural design of the building on which it is located.
- Sign material should be compatible with the design of the building. Wood and metal signs are recommended.

Similarly, the following is Not Recommended:

- Plastic signs are not recommended.

Staff notes that signage (identifying the name of the property as: Woodburn Governors Mansion) was previously installed at the property; however, a series of Building Permits for site and landscape improvements to address ADA accessibility at the site have been issued in the past two years. These improvements involved relocation of the site entrance and reconfiguration of the entrance driveway, sidewalks, and site circulation where previous signage was located.

Staff Findings from Review of Sign Permit:
Staff findings are summarized as follows for the proposed post and panel sign at 151 Kings Highway SW (as presented in Permit #14-1609):

- Sign Location and Size: The location and size of the proposed post and panel sign is consistent with the recommendations of the *Design Standards and Guidelines for the City of Dover Historic District Zone*. The proposed sign location is incorporated into a landscaped area; however, does not meet the typical setback of five (5) feet utilized for post and panel signs. The size and scale of the sign is compatible with the building's architecture and the character of the site which includes a black metal fence (< 4 feet in height) along the property frontage.

- Sign Illumination: The method of illumination is unclear from the submission. It appears that the sign may intend to be externally illuminated by LED. Staff finds that the approach to lighting of the signage by external illumination may be consistent with the *Design Standards and Guidelines for the City of Dover Historic District Zone* depending on the method of fixture installation.

- Sign Material: The proposed material for the signs is a colored PVC/fiberglass panel with a flat surface. Staff does not find that the material choice is consistent with the *Design Standards and Guidelines for the City of Dover Historic District Zone*, as the *Guidelines* specifically recommend that materials should be consistent and compatible with the design of the building. The previous sign at the property gave the appearance of carved wood with raised lettering in a contrasting color. Additionally, the *Guidelines* indicate that metal and wood signs are Recommended, and that plastic signs are Not Recommended.

Historic District Commission Action
The Historic District Commission should consider the proposal for the proposed signage and take action in regards to the Architectural Review Certification for the permit.

Advisory Comments and Recommendations:

1. The applicant shall be aware that a Permit is required prior to installation of signage. The Sign Permit Application must be updated if necessary to comply with the conditions established through the Architectural Review Certification process.

2. Staff recommends the following as it relates to the Architectural Review Certificate for the post and panel sign indicating the property name:
   a. That the sign placement location and size (sign area) of the proposed post and panel signage be approved, as it is consistent with the recommendations of the *Design Standards and Guidelines for the City of Dover Historic District Zone.*
   b. That the sign method of illumination be clarified to utilize external illumination. The light fixture should be dark in color to blend in with a ground mounted installation and include landscaping to screen the fixture.

c. That the sign material be modified to utilize wood, metal, or other material resulting is such an appearance. The material should be consistent with the building's architecture and create a carved sign appearance giving some dimension or texture rather than just a flat surface.

Attachments:

- Sign Permit #14-1609 application form and permit drawings
- Emails of December 16, 2014 regarding Sign Permit Review and Referral to HDC
- Letter of Notice to Applicant dated January 6, 2015

City of Dover

January 6, 2015

Lynn Riley
Division of Historical and Cultural Affairs
Carvel State Office Building, 4th Floor
820 N. French Street
Wilmington DE 19801
Via Email: Lynn.riley@state.de.us

Carolyn Phinney
Signs By Tomorrow
1062 S. DuPont Highway
Dover DE 19901
Via Email: cphinney@signsbytomorrow.com

RE: Referral of Building Permit #14-1609 to Historic District Commission
Signage for Woodburn at 151 Kings Highway SW, Dover DE

Dear Ms. Riley and Ms. Phinney:

This letter is to inform you that Sign Permit application #14-1609 has been referred to the City of Dover Historic District Commission for consultation. Sign Permit #14-1609 was filed on December 3, 2014, for the proposed signage associated with the Woodburn property at 151 Kings Highway SW, Dover, Delaware.

The location of the subject property within the City of Dover's Historic District zone requires the review and issuance of an Architectural Review Certificate (ARC) for construction activities. Certain types of activities such as this project are eligible for Staff review of the ARC during the Building Permit application process. Project activities are reviewed for compliance with the *Zoning Ordinance* and the *Design Standards and Guidelines for the City of Dover Historic District Zone* as stated in *Zoning Ordinance,* Article 10 Section 3.25(A).

> 3.25 *Architectural review standards.*
> (A) An architectural review certificate may be issued if it is found that the architectural style, general design, height, bulk and setbacks, arrangement, location and materials and structures affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district as set forth in the historic district design guidelines and standards adopted by the planning commission and as set forth in the United States Secretary of the Interior's Standards for Rehabilitation.

In reviewing the proposed Woodburn signage for Architectural Review Certification, Staff referenced the Chapter 5: Storefronts and Signage of the *Design Standards and Guidelines* which present the *Recommended*, *Not Recommended*, and *Inappropriate* approaches to work in the Historic District. Staff findings are summarized in the Architectural Review Report. (See Attached.)

I am referring the permit application to the Historic District Commission for review. See *Zoning Ordinance,* Article 10 Section 3.22 (A) and (B) listed below.

> Section 3.22 Architectural review certification by the city planner.
> (A) An architectural review certificate for specific classes of building permits, including fences, signs, siding, window and door replacement, roofing, the addition or replacement of decorative features, minor demolition, residential additions, and other construction of a minor nature, may be issued by the city planner, after a review and determination that the proposed construction is in general accordance with the standards set forth in subsection 3.25
> (B) The city planner may refer any permit application for demolition or construction in the historic district for consultation with commission.

The City of Dover Historic District Commission will review this permit at their next meeting scheduled for Thursday, January 15 at 3:00pm in the City Hall Conference Room, 15 Loockerman Plaza, Dover. This permit referral has been assigned Application #HI-15-02. You are encouraged to attend this meeting to discuss the project. Staff will provide the Historic District Commission with the permit application materials and other background information for their review and action.

If you have questions or concerns, please contact the Planning Office at (302)736-7196.

Sincerely,

Ann Marie Townshend

Ann Marie Townshend, AICP
Director of Planning & Community Development

CC: Tim Slavin, Division of Historical and Cultural Affairs

Melson-Williams, Dawn

From: Townshend, Ann Marie
Sent: Tuesday, December 16, 2014 2:05 PM
To: Slavin, Timothy
Subject: RE: Woodburn sign permit application

The existing sign on the other side of the driveway is an interpretive panel that is designed to be viewed by pedestrians standing over it. It is not facing the roadway. The sign permit is for a sign that faces the roadway and identifies the property. Other similar signs in the area are carved. If the design is to remain flat, as presented, we need to refer the permit to the Historic District Commission. The *Design Standards and Guidelines for the City of Dover Historic District Zone* address signage on pages 5-6 through 5-8.

We also need clarification on the illumination of the sign. The permit states "LED" but does not indicate if the sign is to be internally or externally illuminated. The *Guidelines* do not favor internal illumination. We assume that it will be externally illuminated, but the application does not specify.

Ann Marie Townshend, AICP
Director of Planning & Community Development
Planning and Inspections / Parks and Recreation
P.O. Box 475
Dover, DE 19901
(302) 736-7196
(302) 736-4217

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From: Tim Slavin [mailto:timslavin1@gmail.com]
Sent: Tuesday, December 16, 2014 1:36 PM
To: Townshend, Ann Marie
Subject: Re: Woodburn sign permit application

There is a flat fiberglass wayside sign already approved and installed on the opposite side of the driveway. This was designed to compliment the already-permitted sign.

On Dec 16, 2014, at 1:21 PM, "Townshend, Ann Marie" <ATownshend@dover.de.us> wrote:

> Woodburn is an historic property within the Historic District. The other "campus" signage in the area are wood carved signs or at least have the appearance of such. A flat fiberglass sign is not consistent with the character of the District or the signage in the area. We cannot approve the sign as submitted administratively. We would need to refer it to the Historic District Commission. We would likely be able to approve the sign administratively if it is modified to include some dimension or texture to it, rather than a flat appearance.
>
> If you wish for the design to be considered as submitted, it will be referred to the Historic District Commission for their January 15, 2015 meeting. Please let me know if you have any questions.
>
> Ann Marie Townshend, AICP

Director of Planning & Community Development
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From: Carolyn Phinney [mailto:cphinney@signsbytomorrow.com]
Sent: Tuesday, December 16, 2014 12:50 PM
To: Cook, William T.; lynn.riley@state.de.us
Cc: Slavin, Timothy; Townshend, Ann Marie; Melson-Williams, Dawn; jphinney@signsbytomorrow.com
Subject: RE: Woodburn sign permit application

Hi Bill,

The sign will be made out of 1" PVC and will have a flat face.

Thank you,
Carolyn

Carolyn J. Phinney
President
Signs By Tomorrow
1062 S. Dupont Hwy
Dover, DE 19901
302.744.9396

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From: Cook, William T. [mailto:wcook@dover.de.us]
Sent: Tuesday, December 16, 2014 12:18 PM
To: cphinney@signsbytomorrow.com; lynn.riley@state.de.us
Cc: Slavin, Timothy; Townshend, Ann Marie; Melson-Williams, Dawn
Subject: Woodburn sign permit application

Ms. Riley,
Our office is reviewing the sign permit application for the Woodburn sign.
The material is listed as "fiberglass". Is this to be a carved sign or does it have a flat face?
Also could you explain the illumination?
Thank you,

Bill Cook - Planner I - City of Dover, DE - Department of Planning and Inspections
(302) 736-7196 phone
Sign Ordinance

Window Signs, Temporary Signs: see 4.9
Wall & Freestanding Signs: see 4.4
Sign Table: see 4.7 (also on Permit Application)
Definitions: see 4.3
Sign Permit Application + provide a graphic of the sign with dimensions.
For window & wall signs please label dimensions of the window or wall.
For freestanding signs also provide a plot plan with dimensions.
Temporary Sign Permit Application
To Apply/Check Status of Permits: Call Front Counter @ 302-736-7010

City of Dover

ARCHITECTURAL REVIEW REPORT
Referral by City Planner to Historic District Commission
Meeting of January 15, 2015

Permit:	Permit #15-15 Signage and Fence for Baird, Mandalas & Brockstedt
Location:	6 South State Street Located on the southwest corner of South State Street and West Division Street
Tax Parcel:	ED-05-077.05-04-27.00-000
File Number:	HI-15-03

Referral of Permit:
The following application **Sign Permit #15-15** is referred by the City Planner to the Historic District Commission for consultation regarding the issuance of the Architectural Review Certificate. Applications for certain types of construction activity within the Historic District Zone (H) are reviewed by the City Planner (or Staff as designated) for Architectural Review Certification as part of the Building (Sign) Permit application review process. Staff is referring the Permit for review under the provisions of *Zoning Ordinance*, Article 10 Section 3.22(A) and (B). See below.

> Section 3.22 Architectural review certification by the city planner.
> (A) An architectural review certificate for specific classes of building permits, including fences, signs, siding, window and door replacement, roofing, the addition or replacement of decorative features, minor demolition, residential additions, and other construction of a minor nature, may be issued by the city planner, after a review and determination that the proposed construction is in general accordance with the standards set forth in subsection 3.25.
> (B) The city planner may refer any permit application for demolition or construction in the historic district for consultation with commission.

Permit Proposal:
Sign Permit #15-15 was filed on January 5, 2015 for the proposed signage and fence for the offices of Baird, Mandalas, & Brockstedt located in the building at 6 South State Street, Dover. During Planning Staff's preliminary reviews in December 2014 of the signage concept the applicant was verbally advised that the concept of the proposed signage and fence element did not comply with the *Design Standards and Guidelines for City of Dover Historic District Zone.* And that Planning Staff would refer the Sign Permit to the Historic District Commission for consultation upon submission.

The permit application is for a freestanding sign consisting of a fence element with attached sign panels to be placed at the corner of the property at an angle facing the intersection of South State

Street and West Division Street. The proposed sign placement is not located within the corner visibility area where there are additional height limitations. The fence element consists of three segments ranging in height from approximately 5 feet to an overall height of 8 feet 2 inches. The fence consists of painted posts with gothic finials and vertical pickets. Two sign panels are attached to the center fence segment. The "Name" sign panel constructed of metal or plastic letters covered in gold leaf attached to a metal backing plate is listed as 17 square feet in sign area (overall dimensions of backing plate equal 24.28 SF). The "Logo" sign is a thirty (30) inch diameter sign constructed of blasted/carved urethane material with a sign area of 4.9 SF. The sign includes external illumination. See permit application form and attachments.

Staff Review of Permit for Architectural Review Certification:
In reviewing the proposed project for Architectural Review Certification, Staff referenced various sections of Chapter 3: Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings (section on Fencing and Walls on pages 3-26 and 3-27) and Chapter 5: Storefronts and Signage (pages 5-5 thru 5-8) of the *Design Standards and Guidelines for the City of Dover Historic District Zone* which presents the Recommended, Not Recommended, and Inappropriate approaches to construction of various elements in the Historic District.

The section in Chapter 3 for Fencing and Walls notes "generally, site fences and walls in the Dover Historic District zone should not exceed 4'-0" in height." The Recommended practices for fences include wood (painted), cast iron fencing, and wire fencing. Chapter 5 primarily focuses on signage to be mounted on buildings in the commercial district and not freestanding signage; however, some of the same concepts still apply. Staff also reviewed the proposed signage for compliance with provisions of the *Zoning Ordinance.*

Per the Sign Regulations (*Zoning Ordinance*, Article 5, Section 4), the site is limited in the placement of signs as per Article 5 §4.7. The proposal is for a sign in the format of a freestanding monument sign. See the following definition and sign provisions for property.

> *Monument sign:* A low freestanding sign that is affixed to a base that is equal to or wider than the sign itself. The height of the sign is to be measured from the finished grade to the top of the sign.
>
> Article 5 Section 4.7 *Permitted signs.* Signs are permitted in all zones in accordance with the following table, which is a list of permitted sign types by use, proximity to residential uses and road classification.

Use	Specific Use	Road Type	Sign Type	Number Permitted	Max. Size	Max. Height	Percentage of Total Wall Area	Setback (ROW)	Exclusion Zone
Residential Uses and Nonresidential Uses in Residential Districts	Professional Office	All Streets	Post or Monument	1/entrance	12 S.F.	7 feet	N/A	5 feet	20 feet
			Wall	1/frontage	16 S.F.	N/A	≤ 15%	N/A	N/A

The *Zoning Ordinance* provisions for signs in the Historic District require a Sign Permit review process but allow for the sign standards to be waived as part of the Architectural Certification Review process of the Permit if "determined to contribute to or improve the historic context of the building."

According to the *Design Standards and Guidelines for the City of Dover Historic District Zone* (Chapter 5), the following are some of the Recommended practices:

- A sign should be consistent and compatible in terms of its size, style, materials, and location with the historic building, and should be integrated into the architectural design of the building on which it is located.
- Sign material should be compatible with the design of the building. Wood and metal signs are recommended.

Similarly, the following is Not Recommended:

- Plastic signs are not recommended.

Staff notes that the building has undergone renovations to convert it to office use with Applications HI-14-03 and S-14-11. These improvements involved construction of a rear parking lot and landscaping improvements on the property. Along a portion of the West Division Street frontage there is an existing wrought iron fence three feet in height.

Staff Findings from Review of Sign Permit:
Staff findings are summarized as follows for the proposed signage and fence at 6 South State Street (as presented in Permit #15-15):

- Sign Location: The proposed sign type and location complies with the sign regulations of the *Zoning Ordinance.* The sign format would be considered a monument sign. The sign placement avoids the corner visibility area at the corner. The sign placement complies with the setback of five feet from the property line/right-of-way line.

- Fence and Sign Size: However, the fence height and the sign height and sign size (sign area) do not comply with the *Zoning Ordinance* or with the recommendations of the *Design Standards and Guidelines for the City of Dover Historic District Zone*. The fence element of the sign exceeds the height limitation of four feet for fences in the Historic District. The proposed fence greatly exceeds the height of the existing wrought iron fence on the property. For the proposed sign, the overall sign height and sign area exceed the sign regulations and do not fit the character of the site. The height of this element will be out of scale with the adjacent pedestrian sidewalks and will appear to be even taller/larger due to the elevated grade from street level of this property. The size (sign area) of the "Name" sign and "logo seal" sign are too large and out of scale for this residential area. The exact height of the 'name' lettering was not provided. A majority of the other buildings in the immediate area utilize the post style sign format.

- Sign Illumination: The method of illumination is listed as externally lit but the submission does not indicate type of light fixture to be utilized. Staff finds that the approach to lighting of the signage by external illumination may be consistent with the

Design Standards and Guidelines for the City of Dover Historic District Zone depending on the method of fixture installation.

- Sign Material: The proposed materials for the "Name" sign consist of gold leafed metal or plastic letters applied to a metal panel thus giving the sign dimension. The "Logo Seal" sign constructed of urethane then blasted/carved also has dimension, texture and appearance of carved wood. Staff finds that the material choice and resulting appearance of the sign is consistent with the *Design Standards and Guidelines for the City of Dover Historic District Zone.*

Historic District Commission Action
The Historic District Commission should consider the proposal for the proposed signage and take action in regards to the Architectural Review Certification for the permit.

Advisory Comments and Recommendations:

1. The applicant shall be aware that a Permit is required prior to installation of signage. The Sign Permit Application must be updated if necessary to comply with the conditions established through the Architectural Review Certification process.

2. Staff recommends the following as it relates to the Architectural Review Certificate for the fence and signage:
   a. That the sign placement location of the proposed monument sign be approved, as it is consistent with the recommendations of the *Design Standards and Guidelines for the City of Dover Historic District Zone.*
   b. That the fence height be proportionally reduced so that the end segments match the height of the existing metal fence on the property and that the overall fence height at the center point is four feet. The fence should be constructed of painted wood or metal posts and metal pickets.
   c. That the size of each sign (name sign and logo sign) each be reduced in dimension (letter height, seal diameter, etc.) to fit within the recommended height of the fence element.
   d. That the sign method of illumination be clarified in how external illumination will occur. The light fixture should be dark in color to blend in with a ground mounted installation and include landscaping to screen the fixture.
   e. That the sign materials be approved as submitted with utilize materials that give a wood-like appearance or are metal materials finding that these materials are consistent with the building's architecture and character of the Historic District.
3. Staff recommends the establishment of a landscape planting bed in the area between the fence and the retaining wall at the corner. Landscaping may include low-growing ground covers and annuals or perennials.

Attachments:
- Sign Permit #15-15 application form and permit drawings
- Letter of Notice to Applicant dated January 6, 2015

City of Dover

January 6, 2015

Baird, Mandalas & Brockstedt
6 South State Street
Dover DE 19904
Via Email: glenn@bmbde.com, kevin@bmbde.com

Bill Austin
Austin Signs
351 Captain Davis Drive
Camden DE 19934
Via Email: sales@austinsigns.net

RE: Referral of Sign Permit #15-15 to Historic District Commission
Signage for 6 South State Street, Dover DE

To Whom It May Concern:

This letter is to inform you that Sign Permit application #15-15 has been referred to the City of Dover Historic District Commission for consultation. Sign Permit #15-15 was filed on January 5, 2015, for the proposed signage and fence for the Offices of Baird, Mandalas & Brockstedt at 6 South State Street, Dover, Delaware.

The location of the subject property within the City of Dover's Historic District zone requires the review and issuance of an Architectural Review Certificate (ARC) for construction activities. Certain types of activities such as this project are eligible for Staff review of the ARC during the Building Permit application process. Project activities are reviewed for compliance with the *Zoning Ordinance* and the *Design Standards and Guidelines for the City of Dover Historic District Zone* as stated in *Zoning Ordinance,* Article 10 Section 3.25(A).

> 3.25 *Architectural review standards.*
> (A) An architectural review certificate may be issued if it is found that the architectural style, general design, height, bulk and setbacks, arrangement, location and materials and structures affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district as set forth in the historic district design guidelines and standards adopted by the planning commission and as set forth in the United States Secretary of the Interior's Standards for Rehabilitation.

In reviewing the proposed sign and fence for Architectural Review Certification, Staff referenced Chapter 3: Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings (section on Fencing and Walls) and Chapter 5: Storefronts and Signage of the *Design Standards and Guidelines* which present the *Recommended*, *Not Recommended*, and *Inappropriate* approaches to work in the Historic District. Staff findings are summarized in the Architectural Review Report. (See Attached.)

I am referring the permit application to the Historic District Commission for review. See *Zoning Ordinance,* Article 10 Section 3.22 (A) and (B) listed below.

> Section 3.22 Architectural review certification by the city planner.
> (A) An architectural review certificate for specific classes of building permits, including fences, signs, siding, window and door replacement, roofing, the addition or replacement of decorative features, minor demolition, residential additions, and other construction of a minor nature, may be issued by the city planner, after a review and determination that the proposed construction is in general accordance with the standards set forth in subsection 3.25
> (B) The city planner may refer any permit application for demolition or construction in the historic district for consultation with commission.

The City of Dover Historic District Commission will review this permit at their next meeting scheduled for Thursday, January 15, 2015 at 3:00pm in the City Hall Conference Room, 15 Loockerman Plaza, Dover. This permit referral has been assigned Application #HI-15-03. You are encouraged to attend this meeting to discuss the project. Staff will provide the Historic District Commission with the permit application materials and other background information for their review and action.

If you have questions or concerns, please contact the Planning Office at (302)736-7196.

Sincerely,

Ann Marie Townshend

Ann Marie Townshend, AICP
Director of Planning & Community Development

Enclosures: HI-15-03 Review Report
Agenda for Historic District Commission Meeting of January 15, 2015

City of Dover

ARCHITECTURAL REVIEW REPORT
Referral by City Planner to Historic District Commission
Meeting of January 15, 2015

Permit:	Permit #15-19 Drive-thru ATM and PNC Bank
Location:	3 Loockerman Plaza Located on the northeast corner of the intersection of South State Street, Kings Highway, and Loockerman Plaza
Tax Parcel:	ED-05-077.05-04-57.00-000
File Number:	HI-15-04

Referral of Permit:
The following application **Building Permit #15-15** is referred by the City Planner to the Historic District Commission for consultation regarding the issuance of the Architectural Review Certificate. Applications for certain types of construction activity within the Historic District Zone (H) are reviewed by the City Planner (or Staff as designated) for Architectural Review Certification as part of the Building Permit application review process. Staff is referring the Permit for review under the provisions of *Zoning Ordinance*, Article 10 Section 3.22(A) and (B). See below.

> Section 3.22 Architectural review certification by the city planner.
> (A) An architectural review certificate for specific classes of building permits, including fences, signs, siding, window and door replacement, roofing, the addition or replacement of decorative features, minor demolition, residential additions, and other construction of a minor nature, may be issued by the city planner, after a review and determination that the proposed construction is in general accordance with the standards set forth in subsection 3.25.
> (B) The city planner may refer any permit application for demolition or construction in the historic district for consultation with commission.

Permit Proposal:
Building Permit #15-19 was filed on January 6, 2015 for the proposed construction of a freestanding drive-thru ATM on the property of PNC Bank at 3 Loockerman Plaza, Dover. During Planning Staff's preliminary reviews in Fall 2014 of the ATM concept, the project's design professional was verbally advised that the due to the uniqueness of the proposed structure for construction in the Historic District that Planning Staff would refer the Building Permit to the Historic District Commission for consultation upon submission.

The permit application is for a freestanding drive-thru ATM (Automated Teller Machine) to be located along the northern driveway entrance off Kings Highway. The proposal involves construction of protective structure over the machine. The structure consists of brick piers

supporting a pitched roof clad in artificial slate roof tiles (multi-color tiles) giving the appearance of a small accessory building with gable roof and chimney element. Detailing includes Flemish bond brickwork, cast stone watertables and pier cap, and a heavy trimwork cornice. Grey bollards project the structure's base and a "headache" bar (in orange) establishes the height clearance upon approach to the structure. Name signage is also proposed on two sides of the chimney-like pier. This structure is very similar in design to the existing drive-thru teller lane attached to the main bank building. As part of the project, traffic circulation will be identified by pavement markings and the trash collection dumpster will be relocated and a privacy fence constructed as the dumpster enclosure. See permit application form and attachments.

Staff Review of Permit for Architectural Review Certification:
In reviewing the proposed project for Architectural Review Certification, Staff referenced various sections of Chapter 3: Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings and Chapter 4: New Construction, Additions, Demolition and Relocation of the *Design Standards and Guidelines for the City of Dover Historic District Zone* which presents the Recommended, Not Recommended, and Inappropriate approaches to construction of various elements in the Historic District. Also Chapter 5: Storefronts and Signage was consulted.

Chapter 3 presents information on Recommended materials for use in the Historic District. A section in Chapter 4 (pages 4-7 and 4-8) discusses secondary (accessory) structures and the considerations for their construction including location, materials, and form and scale characteristics. Chapter 5 discusses the placement, materials, and characteristics of signs.

The *Zoning Ordinance* provisions for signs in the Historic District require a Sign Permit review process but allow for the sign standards to be waived as part of the Architectural Certification Review process of the Permit if "determined to contribute to or improve the historic context of the building."

Staff Findings from Review of Building Permit:
Staff findings are summarized as follows for the proposed drive-thru ATM for PNC Bank (as presented in Permit #15-19). It is considered to be an accessory structure. The overall structure design and material choices comply with the *Design Standards and Guidelines for the City of Dover Historic District Zone.*

- Structure Location: The structure placement complies with the accessory structure setback of five feet (as established for accessory structures in residential zones) from the northern property line.

- Structure Size and Form: The size and form of the proposed structure clearly places it subordinate to the main bank building while complimenting the character of the building by utilizing brick materials, the heavy cornice line, and a pitched roof form.

- Materials: The proposed materials include brick, cast stone, painted trimwork, and a roofing shingle to the simulate slate. Staff finds that the material choices and resulting appearance of the sign to be consistent with the *Design Standards and Guidelines for the City of Dover Historic District Zone.*

Historic District Commission Action

The Historic District Commission should consider the proposal for the proposed structure take action in regards to the Architectural Review Certification for the permit.

Advisory Comments and Recommendations:

1. The applicant shall be aware that a Permit is required prior to commencement of construction. The Building Permit Application may be required to be updated if significant design changes are necessary to comply with the conditions established through the Architectural Review Certification process.

2. Staff recommends approved of the drive-thru ATM structure as submitted finding it to be in compliance with the *Design Standards and Guidelines for the City of Dover Historic District Zone*.

3. A separate Sign Permit application will be required for the placement of the name signage on the ATM structure.

Attachments:

- Sign Permit #15-19 application form and permit drawings
- Letter of Notice to Applicant dated January 7, 2015

City of Dover

January 7, 2015

Mark Clark
CDG Architecture
136 West High Street
Elkton MD 21921
Via Email: mclark@cdgarchitecture.com

Charles Haynes, Property Manager
PNC Bank
300 Delaware Avenue, 4th Floor
Wilmington DE 19899
Via Email: charles.hayes@pnc.com

RE: Referral of Building Permit #15-19 to Historic District Commission
Drive-thru ATM for PNC Bank at 3 Loockerman Plaza, Dover DE

To Whom It May Concern:

This letter is to inform you that Building Permit application #15-19 has been referred to the City of Dover Historic District Commission for consultation. Building Permit #15-19 was filed on January 6, 2015, for the proposed construction of a drive-thru ATM for PNC Bank at 3 Loockerman Plaza, Dover, Delaware.

The location of the subject property within the City of Dover's Historic District zone requires the review and issuance of an Architectural Review Certificate (ARC) for construction activities. Certain types of activities such as this project are eligible for Staff review of the ARC during the Building Permit application process. Project activities are reviewed for compliance with the *Zoning Ordinance* and the *Design Standards and Guidelines for the City of Dover Historic District Zone* as stated in *Zoning Ordinance,* Article 10 Section 3.25(A).

> 3.25 *Architectural review standards.*
> (A) An architectural review certificate may be issued if it is found that the architectural style, general design, height, bulk and setbacks, arrangement, location and materials and structures affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district as set forth in the historic district design guidelines and standards adopted by the planning commission and as set forth in the United States Secretary of the Interior's Standards for Rehabilitation.

In reviewing the proposed drive-thru ATM (accessory structure) for Architectural Review Certification, Staff referenced the *Design Standards and Guidelines* which present the *Recommended*, *Not Recommended*, and *Inappropriate* approaches to work in the Historic District. Staff findings are summarized in the Architectural Review Report. (See Attached.)

Due to the uniqueness of the proposed structure, I am referring the permit application to the Historic District Commission for review. See *Zoning Ordinance,* Article 10 Section 3.22 (A) and (B) listed below.

> Section 3.22 Architectural review certification by the city planner.
> (A) An architectural review certificate for specific classes of building permits, including fences, signs, siding, window and door replacement, roofing, the addition or replacement of decorative features, minor demolition, residential additions, and other construction of a minor nature, may be issued by the city planner, after a review and determination that the proposed construction is in general accordance with the standards set forth in subsection 3.25
> (B) The city planner may refer any permit application for demolition or construction in the historic district for consultation with commission.

The City of Dover Historic District Commission will review this permit at their next meeting scheduled for Thursday, January 15, 2015 at 3:00pm in the City Hall Conference Room, 15 Loockerman Plaza, Dover. This permit referral has been assigned Application #HI-15-04. You are encouraged to attend this meeting to discuss the project. Staff will provide the Historic District Commission with the permit application materials and other background information for their review and action.

If you have questions or concerns, please contact the Planning Office at (302)736-7196.

Sincerely,

Ann Marie Townshend

Ann Marie Townshend, AICP
Director of Planning & Community Development

Enclosures: HI-15-04 Review Report
Agenda for Historic District Commission Meeting of January 15, 2015

ACTION FORM

PROCEEDING: Legislative, Finance and Administration Committee
DEPARTMENT OF ORIGIN: Planning **DATE SUBMITTED**: 1/2/15
PREPARED BY: Ann Marie Townshend, AICP, Director of Planning & Community Development
SUBJECT: Certified Local Government Application
REFERENCE: N/A
RELATED PROJECT: N/A
REVIEWED BY: N/A
EXHIBITS: CLG Application Materials
EXPENDITURE REQUIRED: N/A **AMOUNT BUDGETED**: N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**: N/A
TIME TIMETABLE: Submission of Application to State Historic Preservation Office by 1/31/2014
RECOMMENDED ACTION: Staff recommends that the Committee recommend approval of the application and forwarding the application to the State Historic Preservation Office, to be accompanied by a letter from the Mayor.

BACKGROUND AND ANALYSIS

In 1980, an amendment to the National Historic Preservation Act of 1966 established the Certified Local Government (CLG) program to involve local governments in national preservation efforts. Most states, including Delaware, created programs extending CLG status to local communities with a local historic preservation district and a historic preservation commission. The CLG program provides technical assistance to support historic preservation efforts and eligibility for federal Historic Preservation Funds. In addition, localities participating in the CLG program participate in the National Register nomination process for historic properties and are strongly considered for training and technical assistance from the State Historic Preservation Office (SHPO).

The *2008 Comprehensive Plan* included a recommendation within the Implementation Chapter (Chapter 15, page 179) to "Obtain Certified Local Government (CLG) through the National Park Service." In November 2013, City Council instructed the Planning Office to compile the CLG application. After a vacancy was filled on the Historic District Commission in Summer 2014, staff was able to compile the information needed to complete the application. Providing the qualifications of Commission members is one of the application requirements. The draft application is attached for review by the Committee and will be presented to the Historic District Commission for their review on January 15, 2015. If recommended by City Council, staff will submit the application to the State Historic Preservation Office along with a letter from the Mayor. This letter will be drafted once the Historic District Commission has taken action on the application. Following the review of the CLG application, the City will enter into a certification agreement prepared by SHPO which outlines the local government responsibilities under the certification.

Division of Historical and Cultural Affairs
21 The Green
Dover, DE 19901
T: (302) 736-7400
http://history.delaware.gov/

Delaware's Certified Local Government (CLG) Program Application

Instructions:

1. Local governments must submit this completed application along with the requested materials to be considered for Certified Local Government (CLG) status. For detailed information regarding the CLG Program's benefits, requirements and procedures, please review *Delaware's Certified Local Government (CLG) Program Guidelines*.
2. Typed responses are preferred.
3. SUBMIT APPLICATION TO:

   Certified Local Government Coordinator
   Division of Historical and Cultural Affairs
   21 The Green
   Dover, DE 19901

Local Government:	City of Dover, Delaware

Primary CLG Contact	*(Optional) Please specify who will be the local government's primary point of contact for the CLG Program.*
Name:	Ann Marie Townshend, AICP Dawn Melson-Williams, AICP
Title:	City Planner (Ann Marie) Principal Planner (Dawn)
Phone:	(302) 736-7196
Email:	atownshend@dover.de.us dmelson@dover.de.us

Mailing Address:	City of Dover Department of Planning & Inspections 15 Loockerman Plaza P.O. Box 475 Dover DE 19903

Application Prepared By	*(Leave blank if same as Primary CLG Contact noted above)*
Name:	---
Title:	---
Phone:	---
Email:	---
Mailing Address:	---

Request by Local Government's Chief Elected Official

1. Attach a signed letter from the local government's chief elected official requesting to participate in the CLG Program.

   ☐ (check to confirm)

Historic Zoning Ordinance (Ordinance):

1. Attach a copy of the local government's ordinance that allows for the designation and protection of historic properties.

   ☒ (check to confirm)

2. Does the ordinance include each of the provisions outlined in Section III.A of *Delaware's Certified Local Government (CLG) Program Guidelines*?

   ☒ Yes / ☐ No

Local Historic Preservation Review Commission (Commission):

1. What is the name of the Commission assigned to carry out the provisions of the ordinance?

_____City of Dover Historic District Commission_____

2. Is the Commission responsible for all of the duties outlined in Section III.B of *Delaware's Certified Local Government (CLG) Program Guidelines*?

☒ Yes / ☐ No

3. Does the Commission consist of at least five (5) members?

☒ Yes / ☐ No

4. Attach resumes for all current members of the Commission that demonstrate their interest, experience, or knowledge in historic preservation.

☒ (check to confirm)

5. Do any members of the Commission meet the Secretary of the Interior's Professional Qualifications Standards outlined in Appendix A of *Delaware's Certified Local Government (CLG) Program Guidelines*? If yes, specify the number of Commissioners meeting the applicable fields below:

☒ Yes / ☐ No

__1__ *History*

_____ *Archaeology*

__1__ *Architectural History*

__1__ *Architecture*

6. Attach a copy of the Commission's by-laws or rules of procedure.

i. Are they publicly available? If so, describe:

☒ Yes / ☐ No

The *By-Laws of the Historic District Commission of the City of Dover* are available in hardcopy format by contacting the Department of Planning & Inspections Office, City Hall at 15 Loockerman Plaza, Dover, Delaware or phone (302) 736-7196.

ii. Do they include a section prohibiting conflict of interest? If so, describe:

☒ Yes / ☐ No

Specifically within the By-Laws, Section 12 – Conflict of Interest is defined. "A conflict of interest shall at a minimum be any vested interest by a member or a member's immediate family in a project being reviewed by the Commission or ownership in property by a member or a member's immediately family that is within 200 feet of a project being reviewed." Where a conflict of interest exists, the member cannot vote on any Architectural Review Certificate application.

iii. Does the Commission hold at least four (4) regularly scheduled meetings per year?

☒ Yes / ☐ No

Survey and Inventory

1. Does the local government agree to maintain a publicly available list and map of locally-designated landmarks and local historic districts?

☒ Yes / ☐ No

2. If undertaken, does the local government agree to conduct historic property surveys in accordance with the SHPO's most recent survey guidelines and, upon completion, submit copies of all forms and reports?

☒ Yes / ☐ No

Public Participation:

1. Are the Commission's meetings announced by public notice with an agenda, open to the public, and conducted in accordance with the Delaware Freedom of Information Act (29 Del. C. §100)?

☒ Yes / ☐ No

2. Does the local government maintain publicly-available minutes of the Commission's decisions and actions, including applicable standards and criteria for reaching such determinations?

☒ Yes / ☐ No

3. Are all of the Commission's decisions and actions made in a public forum and all affected applicants notified of such determinations?

☒ Yes / ☐ No

4. Does the local government agree to participate in the review of National Register nominations as outlined in Section III.D.5 of *Delaware's Certified Local Government (CLG) Program Guidelines*?

☒ Yes / ☐ No

Historic Zoning Ordinance (Ordinance)

The ordinances for the City of Dover that allows for the designation and protection of historic properties are found within the *City of Dover Code of Ordinances Appendix B: Zoning Ordinance*. The following sections of the *Zoning Ordinance* as currently adopted are provided as reference:

- *Zoning Ordinance*, Article 3 - District Regulations, Section 21 - Historic district (H)

- *Zoning Ordinance*, Article 8 – Enforcement and Penalties, Section 3 – Duties of the city planner and Section 4 – Violations and penalties

- *Zoning Ordinance*, Article 10 – Planning Commission, Section 3 – Historic district commission and architectural review and Section 4 – Development information requirements

- *Zoning Ordinance*, Article 12 – Definitions (Excerpt of Definitions associated with Historic District activities.)

In addition, the Historic District design guidelines and standards document which serves as the guiding document for review of applications for Architectural Review Certification by the City Planner (Staff) and the Historic District Commission is the *Design Standards and Guidelines for the City of Dover Historic District Zone.* This document is available in a hardcopy format from the Department of Planning and Inspections and in pdf format on the Department's page of the City's website www.cityofdover.com.

Article 3 - District Regulations

Section 21. - Historic district (H).

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

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

21.3 [*Architectural review certificate.*] An architectural review certificate shall be required for the demolition, construction, reconstruction, alteration or restoration of any new or existing structure or where general exterior repairs are made within the historic district, as provided in article 10, section 3 of this ordinance.

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

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

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

Article 8 – Enforcement and Penalties

Section 3. - Duties of the city planner.

3.1 It shall be the duty of the city planner to enforce the provisions of this ordinance and all of the rules, conditions and requirements adopted or specified pursuant thereto.

3.2 It shall be the duty of the city planner to interpret the provisions of this ordinance. Appeals of the city planner(s interpretation shall be heard by the board of adjustment in accordance of article 9

3.3 The city planner shall maintain files, open to the public, of all applications filed, along with plans submitted therewith pursuant to this appendix.

3.4 The city planner shall maintain files, open to the public, of all complaints of violations of provisions of this of this ordinance, as well as any action taken as a result of this complaint. The names of complainants shall not be open to the public.

3.5 The city planner and his duly authorized assistants shall have the right to enter upon any land that is the subject of an application under this appendix during any reasonable hour, as necessary in the execution of the requirements of this appendix.

(Ord. of 4-28-2008(2))

Charter reference— Power of city to appoint building inspector and prescribe his powers and duties, subpart A, § 22.

Section 4. - Violations and penalties.

4.1 Violation of any provision or requirement of this ordinance or violation of any statement, plan, application, permit or certificate approved under the provisions of this ordinance shall be considered a misdemeanor.

4.2 The owner, general agent or contractor of a building, premises, or part thereof, where such a violation had been committed or does exist, shall be guilty of such misdemeanor.

4.3 Any agent, contractor, architect, builder, corporation or other person who commits, takes part or assists in such violation shall be guilty of such misdemeanor.

Article 10 – Planning Commission

Section 3. - Historic district commission and architectural review.

3.1 *Historic district commission established.*

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

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

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

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

3.2 *Architectural review certification.*

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

3.22 *Architectural review certification by the city planner.*

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

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

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

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

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

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

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

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

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

3.24 *Architectural review certification by the planning commission.*

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

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

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

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

3.25 *Architectural review standards.*

(A) An architectural review certificate may be issued if it is found that the architectural style, general design, height, bulk and setbacks, arrangement, location and materials and structures affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district as set forth in the historic district design guidelines and standards adopted by the planning commission and as set forth in the United States Secretary of the Interior's Standards for Rehabilitation.

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

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

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

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

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

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

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

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

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

(5) Said notices shall state the date, time, and place of the hearings before the historic district commission, a brief description of the project and shall state that a copy of the application and plan is on file with the planning office for public review.

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

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

(1) All plan elements required in subsection 2.5.

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

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

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

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

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

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

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

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

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

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

3.3 *Historic district amendments.*

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

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

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

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

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

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

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

(F) Increased potential of economic or community development.

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

(A) Any criteria listed in subsection 3.32.

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

(C) Identifiable by clear and distinctive boundaries.

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

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

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

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

3.4 *Demolition by neglect.*

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

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

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

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

(C) In the event that the property owners fail to commence work within the reasonable time allotted by the commission, the commission may direct

the building inspector to begin proceedings under chapter 22, buildings, and building regulations, article XI, dangerous buildings, of the Code of Ordinances for the City of Dover to bring about the repair or demolition of the building.

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

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

Section 4. - Development information requirements.

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

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

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

Excerpt of Definitions associated with Historic District activities.

Article 12 - Definitions

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

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

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

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

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

(a) Signs;

(b) Fences;

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

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

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

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

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

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

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

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

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

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

Historic district design guidelines and standards: The document adopted by the City of Dover Planning Commission as being the source reference document for construction and maintenance of buildings, structures and additions within the Dover Historic District and which is the guiding document for the historic district commission and city planner in their review of applications for architectural review certification.

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

Ordinary maintenance and repair: Work performed to prevent deterioration of a building, structure or object, or any part thereof, by restoring the building, structure or object as nearly as practical to its original condition prior to such deterioration or damage by using replacement materials and applications, wherever possible, of the kind used in original construction.

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

Charles A. Salkin

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Education

The Pennsylvania State University, Bachelor of Science in Parks and Recreation, Park Administration Option, 1975.
The Pennsylvania State University, 32 graduate credits toward MS in Parks and Recreation Planning, minor in Landscape Architecture, 1975-76.
North Carolina State University, three-credit certification program in Park Maintenance-Management, 1981-82.
Greenville (Pennsylvania) High School, Academic Diploma, 1971.

Employment

6/92 to 10/13 (retired)
Director, Delaware Division of Parks and Recreation.
Direct all aspects of the Division's four main functions: Administration; Planning, Preservation and Development; Park Operations and Maintenance; and Cultural and Recreation Services. Oversee management of a statewide system of parks, preserves, cultural and historic sites, interpretive centers and greenways totaling over 27,000 acres at 32 sites. Provide technical, planning and financial assistance to public and private agencies for parks, recreation, conservation and open space preservation. Supervise a staff of 197 full-time and over 600 part-time employees. Manage an annual operating budget of over $18 million and a typical capital budget of over $12 million. Serve as the State Liaison Officer for the federal Land and Water Conservation Fund and ex-officio member of the state Open Space Council.

1/92 to 5/92
Assistant Director, Delaware Division of Parks and Recreation.

3/85 to 1/92
Manager, Technical Services Section, Delaware Division of Parks and Recreation.
Responsible for planning and directing professional, technical and support staff of 20 in the following major program areas: state park planning and development; outdoor recreation planning and grants; land protection; and natural and cultural heritage programs.

Major Accomplishments:

- Established the Delaware Land and Water Conservation Trust Fund
- Established and capitalized the Delaware State Park Trust Fund
- Implemented the Bellevue State Park Master Plan
- Founded the Delaware Natural Heritage Inventory
- Developed the "Greenspace for Delaware's Future" Plan
- Initiated the Delaware Greenways Program
- Organized the state Open Space/Land Protection Program

2/82 to 3/85
Chief, Office of Recreation Resources, Delaware Division of Parks and Recreation. Administered and coordinated statewide recreation planning; grants and community technical assistance; natural heritage programs; and cultural resource planning. Served as Division coordinator for Section 504 handicapped-accessibility projects. Directed the implementation of the Natural Areas Program through the Office of Nature Preserves. Initiated the non-Game Wildlife, Endangered Species and Natural Areas Preservation Fund, or "tax checkoff."

8/79 to 1/82
Chief, Office of Grants and Community Assistance, Delaware Division of Parks and Recreation. Administered the federal Land and Water Conservation Fund providing over $2 million annually to state and local agencies for outdoor recreation acquisition and development projects. Provided technical assistance to municipal parks and recreation agencies.

8/78 to 8/79
Director, Young Adult Conservation Corps (YACC), Bellevue State Park, Delaware Division of Parks and Recreation. Administered a full-time, year-round program employing 21 young people doing projects in park maintenance, development and conservation. Responsible for project planning, budget, personnel, discipline, work schedules, purchasing and maintaining equipment, training, counseling and public relations.

7/77 to 7/78
Environmental Coordinator, Huntingdon County, Pennsylvania. Oversaw county civic improvement and recycling programs. Responsibilities included park development, community beautification, hiking trail development and the Huntingdon County Recycling Project. Administered CETA grants, supervised CETA and Green Thumb workers, coordinated projects with federal, state and municipal agencies and conducted public education programs.

7/76 to 7/77
Recreation Planner, Huntingdon (PA) Area Council of Governments and the Huntingdon Borough Recreation Committee. Employed by a four-municipality planning region responsible for the preparation of a comprehensive plan for recreation and park services. Also, responsible for the organization of a full-time recreation agency for the Borough. Served as Local Project Coordinator for two state-funded municipal park development projects.

9/71 to 7/76
Student Employment at the Pennsylvania State University
Graduate Supervisor, Stone Valley Recreation Area
Senior Practicum with the Pennsylvania Department of Community Affairs,
Bureau of Recreation and Conservation
Intramural Athletic Official

Summer/71 and Summer/72
General Laborer and Clerk, Pymatuning State Park, Bureau of State Parks, Pennsylvania Department of Environmental Resources.

Professional Activities

National Association of State Park Directors, 1992 to 2013, Board of Directors, President, 2005-2007.
Northeast State Park Directors, 1992 to 2013.
National Recreation and Park Association.
National Association of State Outdoor Recreation Liaison Officers, President, 2001-2003.
Delaware State Review Board for Historic Preservation, 1985-1996.
Preservation Delaware, Inc., Co-Founder, 1992, Vice President, 1993, Board of Advisors.
Delaware Humanities Council, 1999-2002
Delaware Recreation and Parks Society, 1979 to present, President, 1983.

Honors and Certifications

Paul Harris Fellow, 2007
Gubernatorial Appointee, State Boundary Commission, 2006-present.
National Association of State Park Directors, Distinguished Service Award, 2004.
Delaware Nature Society, Natural Areas Preservation Achievement Award, 2003.
Delaware Tourism Hall of Fame for Outstanding Individual Achievement, 1999.
Certificate of Merit, Department of Natural Resources and Environmental Control, 1992.
Research Fellowship, Delaware Humanities Forum, 1989.
George T. Sargisson Fellow Award, Delaware Recreation and Parks Society, 1988.
Outstanding Member, Delaware Recreation and Parks Society, 1981.
Accessible Building Award, Delaware Architectural Accessibility Board, 1981.
Outstanding Senior in Park Administration, The Pennsylvania State University, 1975.
Professional Certification by the Delaware Recreation and Parks Society, 1979, and the Pennsylvania Recreation and Parks Society, 1976.

Current Community Involvement

Dover Historic District Commission, 2010-present, Vice Chair, 2013-present.
Wesley College Institutional Review Board, Community Member, 2010-present.
Kent County Conservancy, Inc., Co-founder, 2005, President, 2014-
Delaware Nature Society, Conservancy Committee, 2004-present.

ANN BAKER HORSEY
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Born Ottumwa, Iowa October 21, 1950

EDUCATION

1974	MA, University of Iowa, Related Arts/Historic Interior Design. Thesis "The Historic Textiles of Iowa's Old Capitol 1842-1857".
1973-74	Graduate Research Assistant, Dept. of Home Economics. Conducted research on restoration and acquired furnishings for Old Capitol for Bicentennial of 1976.
1972	BA, University of Iowa, Related Arts with Honors, Dept. of Home Economics.

HONORS

Phi Beta Kappa, Mortar Board, Senior Home Economics Recognition Award, Finkbine Award for Leadership, Omicron Nu Honor Society and National Governing Board, Angel Flight Regional President

MUSEUM EXPERIENCE

1976-Present **Curator of Collections**, Delaware State Museums, Historical and Cultural Affairs, Dover, DE.

Hired to furnish the State House for the Bicentennial of 1976 using interior preservation standards. Position oversees the management of the historic collections to include catalog, research, conservation, interpretation, and exhibits. Designed and managed complete integration of the 15 collections systems statewide and supervised 8 catalogers and one clerk typist. +Research and contract management for interior restoration of Buena Vista, John Dickinson Plantation, Belmont Hall, Loockerman Hall, Johnson Victrola Museum, The Governors House, Hall House. +Research, resource management, and construction of historic clothing for interpreters at Dickinson Plantation. +Research, inventory and installation of collections, and trust agreement with the donor and for the Sewell C. Biggs Museum. +Inaugurated and managed conservation program for the collections and wrote procedures for the care of the interior environment. +Designed and curated various exhibits, notably *Stitches of Art and Comfort: Delaware Quilts 1740-2002* and *Rolled, Beaten, Cast, and Cut: Delaware Silver.* +Written grant requests for AAM and IMLS. +Design Co-Chair Hall House Designer Showcase. +Procured and managed major acquisitions of sound equipment, art, furniture and decorative arts. +Official calligraphy for Governor and Secretary of State.

1975 **Cataloger**, National Trust for Historic Preservation, Woodrow Wilson House, Washington, DC.

1975 **Research** for National Society Colonial Dames restoration of and publication of *Plum Grove, Residence of Governor Robert Lucas.* Iowa City, IA.

FURTHER EDUCATION

1975 Seminar for Historical Administrators, Williamsburg, VA.
1976 Summer Institute for the Decorative Arts, Winterthur, DE.
1976-present Various workshops, seminars, conferences on collections management, conservation, period living, textiles and clothing.
2004-08 Management Development Institute Certificate Program

PUBLICATIONS

1979 *The State House Dover, Delaware* The Magazine Antiques

PROFESSIONAL and COMMUNITY AFFILIATIONS

National Alliance for American Quilts
Co-Principal Delaware Quilt Documentation Project
National Trust for Historic Preservation
Friends of Old Dover Board, Chair Old Dover Days for years
Dover Heritage Trail Board
Dover Art League Board
Rehoboth Art League Board and Collections Committee
Delaware Agricultural Museum Collections Committee
Friends of Woodburn Board
Dover Planning Commission for 12 years
Main Street Dover/Downtown Dover Partnership
Washington Calligraphers Guild
Victorian Society of America
Wesley United Methodist Church, Chair of Trustees and Church Council
Delaware Choral Society

Charles Terry Jackson, II

Education

University of North Carolina at Chapel Hill
Bachelor of Science in Instructional Relations — *1963*
School of Law — *1964*

1971

North Carolina State University
Bachelor of Architecture

Experience Summary

Retired - Former Owner of Jackson Architects, Inc. — *1983-2011*

- Firm provided architectural design and planning services in Delaware and Eastern Shore of Maryland.
- Office located in Downtown Dover, Delaware.

Registered Architect (Previous)

- Member of American Institute of Architects and previously holding registration certificates in Delaware (1980-2011) and Maryland

Memberships & Affiliations

- Delaware Board of Architects – Past Chair
- NCARB – M & E Exam Committee
- American Institute of Architects
- Delaware Society of Architects
- Friends of Old Dover
- Dover Historic District Commission - Member 1993-present, Past Chair and Vice Chairman
- Biggs Museum of American Art – Trustee Emeritus
- State Review Board for Historic Preservation – Past President
- Delaware State Arts Council – Past Member
- Main Street Dover – Past President

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54 The Green
Dover, DE 19901

Education:
High School: Fishburne Military School, Waynesboro Virginia.

Received B.A. in American History from Washington and Lee University, Lexington Virginia in 1965.

Military Career
US Army 1966-1968 serving as an Armor Officer and also served in US Army Reserve from 1968 to 1979 attaining rank of Major.

Career History
Began career as Financial Consultant in Dover in 1968, Vice President and Financial Advisor at Merrill Lynch. Very interested in civic affairs in Dover and Delaware.

Board Memberships and Commissions
Former Senior Warden, Christ Episcopal Church in Dover
Former Chairman Dover Library Commission
Former member and Vice Chairman of Delaware State Library Commission
Former President Greater Dover Committee
Former Chairman of Mayoral Salary group
Former member Garrison Tract Commission
Former board member of St. Andrews School
Former Vice President of Dover Rotary Club
Former Board member of Greater Dover Foundation
Member Downtown Dover Partnership
Board President of the Elizabeth W. Murphey School

Personal Information
- Married to Carey C McDaniel. Two Children: Carey McDaniel Koppenhaver and J. Stites McDaniel IV and two grandchildren.
- Resident of Downtown Dover living in the Historic District at 54 The Green.

Richard Scrafford
266 Pine Valley Road
Dover, DE 19904
(302) 734-7899
Dick.scrafford@comcast.net

Education:

Received B.S. in Civil Engineering from Pennsylvania State University, University Park Pennsylvania in 1954.

Military Career

US Air Force 1954-1984 attaining rank of Colonel

Served as head of the Civil Engineering Squad at the Dover Air Force Base for 12 years (1972-1984).

Squad received the award for Best Civil Engineering Squad in the Air force in 1981.

Career History

Director of Public Works, City of Dover, 1984-1995

Oversaw the implementation of the current trash collection system.
Oversaw the installation of new water and sewer service throughout the city.
Oversaw the installation and upgrades of city wells and pump stations.

Consultant, 1995 - present

Manages the farm land properties for an Investment Company

Board Memberships and Commissions

Former member of Friends of Old Dover
Member of the Capital School District Construction and Renovation Programs Committee
Former member of the Library Commission
Member of the Dover Rotary Club, Former President
Member of the Holy Cross Cemetery Committee

Interests

Ensure the continued growth of the City of Dover while maintaining its historical significance.

BY-LAWS OF THE HISTORIC DISTRICT COMMISSION

OF

CITY OF DOVER

OBJECTIVES

Section 1. The objectives and purposes of the Historic District Commission of the City of Dover, Delaware, are those set forth in Dover Code, Appendix B, Article 10, Section 3, and amendments and supplements, thereto, and those powers and duties delegated to the Historic District Commission by the City Council of the City of Dover pursuant to such statute.

POWERS. DUTIES AND PROCEDURES

Section 2. The duties, powers and procedures of the Historic District Commission are as set forth in the following documents:

(a) The Ordinance adopted by the City Council establishing such Historic District Commission;

(b) The building Zone Ordinance as to matters relating to the Architectural Plan Review Certification process, the designation of Historic District boundaries, historic preservation and the establishment of standards and guidelines for preservation and conservation of Historic District zones.

OFFTCERS

Section 3.1 The officers of the Historic District Commission shall consist of a Chairman and a Vice-Chairman.

Section 3.2 The Chairman shall preside at the meetings and hearings of the Historic District Commission and shall have the duties usually conferred upon a presiding officer. He shall continue to exercise the prerogatives of an individual member of the Commission while performing the duties of presiding officer.

Section 3.3 The Vice Chairman shall be the presiding officer in the absence of the Chairman.

RECORDING AND CORRESPONDING SECRETARY

Section 4. The Commission shall appoint a Secretary who shall not be a member of the Historic District Commission or an officer, and shall have the following duties and responsibilities:

(a) Prepare agenda for all meetings with the Chairman and provide notice of meetings to Commission members.

(b) Keep minutes of all meetings, and records of the Commission.

(c) Act as agent for the Commission in receiving submissions, applications, correspondence, etc.

(d) Act as agent for the Commission in arranging for notice of public hearings and notifying interested parties of Commission actions as authorized by the Commission.

OFFICIAL RECORDS

Section 5. The City Clerk shall be the official custodian of the records of the Historic District Commission and shall make them available to the public as provided by law. The City Clerk may designate the office of the Secretary of the Commission or the Planning Office as the place where such records shall be kept.

ELECTIONS OF OFFICERS

Section 6.1 The officers shall be elected by the Historic District Commission at the annual organization meeting which shall be the regular scheduled meeting in November of each year.

Section 6.2 A candidate receiving a majority vote of the entire membership of the Historic District Commission shall be declared elected and shall serve for one year or until his or her successor shall take office.

Section 6.3 Vacancies in offices shall be filled by the Historic District Commission at any scheduled or special meeting.

Section 6.4 The Chairman and Vice-Chairman may serve two appointed terms. (Six Years).

MEETINGS

Section 7.1 The Historic District Commission shall hold one regular public meeting during each calendar month. The Chairman may cancel a regular meeting upon determination that there is no pending business or new application for Architectural Review Certificates; however at a minimum the Commission shall meeting quarterly.

Section 7.2 The monthly meeting date for the coming year shall be established by a majority of the Commission at its organization meeting of the year. The date of the public meeting can be changed during the year by a majority of the Commission.

Section 7.3 The Commission will consider all applications concerning matters within its jurisdiction only at its public meetings. All items to be submitted for consideration at any public meeting shall be submitted in complete form for Commission consideration not less than thirty days prior to said meeting. No items submitted subsequent to this time shall be placed upon the Agenda except by a majority vote of the Commission members present at such meeting. The

official date of receipt of any matter presented to the Commission shall be the date of the first public meeting at which such matter is received for consideration. Any maximum time periods established by the Zoning Ordinance or other local laws limiting the time for consideration of any matter by the Historic District Commission shall commence on such date of receipt.

Section 7.4 A majority of the membership of the Commission shall constitute a quorum. The Commission may act on any matter by a majority vote of such quorum.

Section 7.5 All formal votes to record the decision of the Commission on any matter referred to it shall be taken only by a quorum at a public meeting. By a majority vote of those members present the Commission may convene in executive session. However, all formal votes to record the Commission's decision shall only be taken during periods in which such meetings are open to the public.

Section 7.6 Special meeting may be called by the Chairman or by a majority of the Commission, providing not less than 24 hours notice by writing or telephone is given to eachmember of the Commission. Such meetings shall be executive sessions at which no formal votes shall be taken.

Section 7.7 All public and special meetings shall be held in the City Hall or other public facility with proper public notification.

AGENDA

Section 8. The Secretary shall prepare the proposed Agenda for each public meeting, with the Chairman not less than ten days prior to the date of such meeting, and shall transmit a copy of such Agenda to each Commission member on such date of preparation. No items will appear on such proposed Agenda except those for which applications or written requests have been received not less than thirty days prior to the date of the public monthly meeting as set forth in

Section 7 above. The Commission may amend the proposed Agenda by a majority vote of those members present.

Section 9.1 The order of business at public meetings shall be a follows:

(a) Roll Call.

(b) Adoption of Minutes of previous meetings.

(c) Approval of Agenda

(d) Communications

(e) Report of Officers and Committees

(f) Old Business

(g) New Business

(h) Referrals, Administrative Reviews, Petitions, Applications and Other Matters presented by the public.

Section 9.2 The order of business at special meetings shall be as determined by theCommission.

Section 9.3 At all meetings and hearings attended by the public, the Chairman shall make a brief statement indicating the nature of each item on the Agenda, except that in the case of petitions, applications and other matters presented by the public, such statement shall be made by the person introducing the matter.

Section 9.4 Minutes of all public and special meetings of the Commission shall form part of the records of the Commission and shall be available to the public when duly adopted by the Commission.

COMMITEES

Section 10.1 The Chairman may appoint special subcommittees of the Commission from time to time as needed to investigate or research certain matters pertaining to the Historic District

Commission. Such subcommittees shall consist of at least one member of the Commission and may also consist of members of the general public. All members shall serve at the pleasure of the chairman.

PUBLIC HEARINGS

Section 11 The Commission shall hold public hearings as required by statute and applicable Ordinances of the City and the State of Delaware. In addition to those required by law, the Historic District Commission may at its discretion hold public hearing when it considers that such hearings will be in the public interest.

CONFLICT OF INTEREST

Section 12 No member shall vote on any Architectural Review Certificate application where They have a conflict of interest. A conflict of interest shall at a minimum be any vested interest by a member or a member's immediate family in a project being reviewed by the Commission or ownership in property by a member or a member's immediate family that is within 200 feet of a project being reviewed.

AMENDMENTS

Section 13 These By-Laws may be amended at any time by a majority vote of the entire membership of the Historic District Commission.