CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, June 19, 2014 - 3:00 P.M.
City Hall – Conference Room

ROLL CALL
APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on April 17, 2014

COMMUNICATIONS & REPORTS

1. Summary of 2014 Activity
    a. Summary of Applications 2014 and 2013
    b. Summary of Architectural Review Certifications for 2014

2. Department of Planning & Inspections Update
    a. Bicycle & Pedestrian Sub-Committee
    b. Central Dover Community Plan
    c. Citywide Recreational Needs Assessment

OLD BUSINESS

NEW BUSINESS

1. Review of Permits Referred to Commission:

    a. HI-14-04 Sign Permit #14-279: Signage for Family Dollar at 300 West Loockerman Street – Referral by the City Planner to the Historic District Commission for Review of Architectural Review Certification for Sign Permit application #14-279 for two wall signs. The property is zoned C-2 (Central Commercial Zone) and is subject to the H (Historic District Overlay Zone). The property is located on the southwest corner of West Loockerman Street and South New Street. The owner of record is RO-Z Dover, LLC. Address: 300 West Loockerman Street. Tax Parcel: ED-05-077.09-01-69.00-000. *Associated with Applications HI-13-02 and S-13-12.*

2. Update on Certified Local Government (CLG) Program Application

NEW APPLICATIONS

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: June 10, 2014 at 11:30am

CITY OF DOVER
HISTORIC DISTRICT COMMISSION
April 17, 2014

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, April 17, 2014 at 3:00 PM with Chairman Scrafford presiding. Members present were Chairman Scrafford, Mr. McDaniel, Mr. Fisher, and Mr. Salkin (arrived at 3:14pm) Mr. Jackson was absent.

Staff members present were Mrs. Melson-Williams, Bill Cook, Mrs. Purnell, Mrs. Townshend, and Mr. Koenig. Also present were Heather Adam, Caroline Dworkin and Eric Czerwinski.

APPROVAL OF AGENDA

Mr. Fisher moved for approval of the agenda as submitted, seconded by Mr. McDaniel and the motion was unanimously carried 3-0. Mr. Salkin arrived at 3:14pm and Mr. Jackson was absent.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF MARCH 20, 2014

Mr. Fisher moved to adopt the minutes of the regular Historic District Commission meeting of March 20, 2014, seconded by Mr. McDaniel and the motion was unanimously carried 3-0. Mr. Salkin arrived at 3:14pm and Mr. Jackson was absent.

COMMUNICATIONS & REPORTS

Summary of 2013 Activity

Mrs. Melson-Williams stated that included in the packet was a summary of applications from both 2014 and 2013. For 2014, the Historic District Commission will be hearing their third application of the year. The other two items for the year were a sign permit referral that was worked out by Staff and the Kirby & Holloway signage. For 2013, the Family Dollar project should be moving forward. The Demolition and Building Permits have been issued. Pre-Construction meetings have been held with City Staff. Last month there was a question regarding HI-13-04 and the permit for the Replica Outhouse at 33 The Green. The Permit has been ready for issuance as of last April, but there has been no action on the Permit. At a certain point they will need to reapply because the permit would have expired. Since it was a Permit that was a referral to the Historic District Commission, it should only require Staff Review unless the plans have changed.

Responding to Mr. Fisher's question of whether the permit had expired, Mrs. Melson-Williams stated that she was not sure regarding the Building Permit since it was ready a year ago.

With the 2013 North Street Pocket Park application, the Final Plan Approval was granted. The Pre-Construction meeting was held and the construction will begin within the next two weeks.

Mrs. Melson-Williams asked if there were any questions regarding the applications and their status.

Responding to Mr. McDaniel's question of whether the owners of the Kirby & Holloway

Restaurant acknowledged anything or say thanks (regarding the sign determination), Mrs. Melson-Williams stated that she had spoken to several of those working on the project and she informed them that everything was successful.

Summary of Architectural Review Certifications for 2014
Mrs. Melson-Williams stated that it is a summary of all the permit activities in the Historic District for the year. A large number of the permits are eligible for staff approval. Through the end of March 2014 there have been a total of 18 permits. Two of the permits were associated with applications that came before the Historic District Commission.

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

Responding to Mr. Fisher's question of whether the signage near the tree at Dale's Bail Bonds located south of The Green is allowed, Mrs. Melson-Williams stated that they would look into it.

Department of Planning & Inspections Update
Bicycle & Pedestrian Sub-Committee
Mrs. Melson-Williams stated that the Bicycle & Pedestrian Sub-Committee continues to meet. If the Historic District Commission has anything that would be of interest to the Committee that you have observed as a bicyclist or pedestrian let Staff know so that the information can be forwarded.

Central Dover Community Plan
Mrs. Melson-Williams stated that the Central Dover Community Plan also referred to as the "Restoring Dover Plan" will begin their Open House in early May. She will inform the Historic District Commission of the date and location of Open House. They will be using a storefront along Loockerman Street as the area to visit.

Citywide Recreational Needs Assessment
Mrs. Melson-Williams stated that the Planning Office and the Parks and Recreation Division have started gathering and mapping some of the information from existing studies. This is an on-going project and they will bring forth any needed information to the Historic District Commission. The report will be due by the end of the year.

Responding to Mr. Fisher's question of the status of the needs assessment and the use of space at the Old Dover High School, Mrs. Melson-Williams stated that she was not aware of the needs assessment looking at that option. Initially, it is meant to study what the City has as recreational assets and the needs of the City.

OLD BUSINESS
None

NEW BUSINESS
Review of Building Permits Referred to Commission
Mrs. Melson-Williams stated that there were no Building Permits to refer to the Historic District Commission today. Today Staff completed the review of a project at 5 South State Street regarding roof shingles that will be replaced in-kind. Another was a permit for 29 West Loockerman Street to

propose work on the pent wood awning on the front of the building and cleanup of the first floor of the building. The other permit that will need to be reviewed by Staff is for 210-212 South Governors Avenue and a major roof replacement. They are proposing a metal roof system (pent wood awning). They are also working on the transition from the first floor to the second floor. They would like to paint the brick on the first floor of the building and they will be advised that it is not appropriate.

Responding to Mr. Fisher's question of what happened to the Governor's House and if there was some type of stable built in the rear, Mrs. Melson-Williams stated that there is a vegetable garden area that is east of the house.

Mrs. Melson-Williams stated that she had an inquiry regarding 36 The Green for the front porch or deck area that needs some repair on the southwest corner of the building. No permit has been filed at the current time.

Update on Certified Local Government (CLG) Program Application
Mrs. Melson-Williams stated that Staff has not had the opportunity to make any progress on the application. An information packet was received from the State Historic Preservation Office program manager.

Responding to Mr. Fisher's question regarding the requirements of CLG, Mrs. Melson-Williams stated that one of the requirements of a CLG program is a Historic District Commission of a certain membership characteristic with certain review responsibilities.

Mr. Salkin arrived at 3:14pm.

NEW APPLICATIONS

HI-14-03 at 6 South State Street – Public Hearing and Review for Recommendation on the Architectural Review Certification associated with a Site Plan to permit the construction of a parking lot, handicap access, and the landscape plan. The property is zoned RGO (General Residence and Office Zone) and is subject to the H (Historic District Overlay Zone). The property is located on the southwest corner of South State Street and 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. Council District 3. *Associated with Site Plan Application S-14-11*.

Mrs. Melson-Williams gave a summary of the report and stated that Staff provided a Review Report, application plan, photo and submission from the applicant. They would like to convert the entire building to office space and they will need to construct adequate parking for the office facility. It involves a ten (10) space parking lot, tree plantings, existing wrought iron decorative fence, and metal gazebo.

Representative: Conny Malmberg and Glenn Mandalas of Six South State, LLC; Troy Adams of Mountain Counsulting; and Cameron Llewellyn of Tidemark, LLC.

Mr. Malmberg stated that this was one of the grand old buildings of Dover. The intended use of the building is for the law firm of Baird Mandalas & Brockstedt. It will require a few more parking

spaces. There six (6) additional parking spaces across the alley that are existing. They are not doing anything with them at the current time. The additional spaces do not appear on the plan. The building is being restored to its original condition as best as they can. With regard to the interior, they are removing the framed up walls that have been added over the years. They are removing a lot of the apartment facilities that were added. There are no changes anticipated for the outside of the building. The colors will be maintained closely as they are right now. The intention is to patch and paint as close to the current color as possible. The back of the property near the alley has pull in parking spaces with a walkway in front of it which ties into the handicap ramp that goes into the doorway that faces the south. All of this other than the parking lot, including the railings to the ramp, is rarely visible from Division Street and not at all visible from State Street. There is also a landscaping plan that was submitted. They are working with a landscaper as to what trees to keep and what trees not to keep and plantings that may go in as far as shrubs. The landscaping plan is not complete because part of the process is to figure out what trees will need to be removed. He will address the items more specifically when he goes through Staff comments. There were five (5) noted to be saved and the one in the middle (loblolly pine) is dangerous. There are large limbs hanging over both their property which is a long way from the tree and over the adjacent house which is very close to it. The intention is to elevate the tree as much as possible to save it, but they want permission if necessary to take it out. If the tree is removed they will plant a similar tree 10 to 12 feet in height.

Mr. Malmberg reviewed and discussed Staff comments. He stated that for the most part he was fine with the comments.

Responding to Mr. Malmberg's question whether he needed to get a parking waiver recommendation from the Historic District Commission, Mrs. Melson-Williams stated no, the Planning Commission will consider the waiver to reduce the parking.

Responding to Mr. Malmberg's question whether the parking is presumed 20% automatically, Mrs. Melson-Williams stated that in the Downtown area 20% waiver is a given. The Planning Commission can waive up to 50% of the parking requirement.

Mr. Malmberg stated that they have six (6) spaces across the street and they plan to have ten (10) more which will put them at the 20% reduction. But the Staff recommendation is to wipe out one of the spaces and it is the space closest to Division Street. He thinks the recommendation is to allow a wider area for planting screening and the response to that is a soft objection. They could use the space and do upright hollies about 2 feet. There is enough dirt to cheat the plants towards the fence and have four feet of root structure. They are asking to not to comply with Staff recommendation, but if needed they are fine wiping it out and grading down to the remainder of the parking lot.

Chairman Scrafford questioned of how they are going to be able to use it. His interest is in the property across the alley and the parking garage on the west side of the alley that looks to be about 30-40 feet from the sidewalk. There is a nose on the property that extends out and almost inhibits the ability to use the first space. Mr. McDaniel stated that in order to use that first space the easiest way would be to come from the south behind the church. Mr. Malmberg stated that they thought they would ask and they are aware it is a tight space. There is not very convenient on-street parking in that area.

Chairman Scrafford questioned whether on-street parking was included with the analysis, Mrs. Melson-Williams stated no. The number of parking spaces needs to be located on-site, and they are calculated based on the size of the building. It is to be on the same property as the building. There is the ability for accessory parking, but it is on another property. Street parking does not count towards meeting your parking requirements.

Chairman Scrafford stated that it seemed like it was used in order to compute parking for Treadway Towers. They used the street between them and the Post Office for a number of the spaces.

Mrs. Melson-Williams stated that on-street parking is not used in the computation or credit towards any one property's parking requirements. It may be looked at in general if they are looking at any kind of parking waiver. For parking waivers, they look at the characteristics of the area such as municipal parking lots, transit, on-street parking, sidewalks for walking ability, bike parking, and any other options for parking other than on-site.

Mr. Adams stated that they looked at the spaces as they were laid out and there is about 4 foot between the tail end of each space and the actual right-of-way line in the alley. The spaces can be pushed up more to allow for easier maneuverability getting in and out of the spaces.

Mr. Malmberg stated that there is a proposed retaining wall that is perpendicular to Division Street and they have room to grade instead of the retaining wall.

Responding to Chairman Scrafford's question of how it deals with the gazebo, Mr. Malmberg stated that it is okay with the gazebo per Mr. Adams, because they are not moving the gazebo.

Responding to the recommended conditions:

Mr. Malmberg referring to sidewalks and paved areas stated that if there is any sidewalk on the Division Street side of the property that is visible they will be glad to lay brick. The sidewalk that is being referenced and the sidewalk that is going into the back door with the new handicap entrance ramp are not visible from Division or State Streets. They do not want to waste money on bricks when they use the money to repairing the cornices around the property. They prefer not to be required to use brick on any of the sidewalks.

Mr. Malmberg stated that they will retain and maintain the wrought iron fence and the metal gazebo on the property. He was fine with relocating the proposed Crepe Myrtle trees from the front sidewalk area to the lawn area north of the building. He did not have a problem with maintaining unpaved areas of the property as lawn areas with landscape beds in the areas of shrub plantings for ease of maintenance. No problem with utilizing black posts for any signage elements to be attached to posts i.e. handicapped parking signage. If the sign is illuminated, it will be externally lit and the lighting fixture will be screened from view. The construction format and materials of the handicap access ramp will be constructed of concrete.

Mr. Malmberg stated that they will have sign approval before they do construction.

Mr. Malmberg stated that the asphalt sidewalk is just an extension of the parking area although it will be marked differently.

Responding to Chairman Scrafford's question whether the two sidewalks perpendicular to the parking if they were going to be concrete, Mr. Malmberg stated yes.

Responding to Chairman Scrafford's question whether the traverse between the bumper blocks and the end of the parking is the location of the walkway, Mr. Malmberg stated yes.

Mr. Malmberg questioned what and when on Item (d) because they do not have final decisions on the shrubs.

Responding to Chairman Scrafford's question if he had a landscape plan, Mr. Malmberg stated no.

Responding to Chairman Scrafford's question whether there will be a plan, Mr. Malmberg stated that they will do whatever the Historic District Commission wants regarding a landscape plan.

Chairman Scrafford questioned what exactly he was saying about what goes in the planting areas or where the planting areas go, or if there are planting areas, Mr. Malmberg stated that the recommendation stated to maintain unpaved areas of the property as lawn areas with landscape beds in the areas of shrub plantings for ease of maintenance. He stated that they are good with it, but does not know the specifics.

Chairman Scrafford stated that it is talking about one side which is the north side of the building between Division Street and the building; Mr. Malmberg stated correct.

Mrs. Melson-Williams stated whether the shrubs are planted and are in some type of a landscape mulch bed rather than planted individually which then you would have to mow around. The question relating to Item 3d is that there are several labels on the landscape plan that was submitted. It has no defined edge so Staff could not tell if the whole north side of the building would be one big mulch area or areas of lawn.

Mr. Malmberg stated that they would have defined beds and grass areas.

Mr. Llewellyn stated that they cannot design a landscape plan until he knows what trees will be staying and the ones that will be removed. Once he has that information then he can do the landscape plan.

Responding to Mr. Salkin's question whether the Planning Commission had jurisdiction over which trees should be removed; Mrs. Melson-Williams stated that they received a landscape plan that has to be certified by a landscape architect as one of the site plan requirements. The plan should identify any existing trees that will be removed as well as any new tree plantings. The project site has to meet the tree planting requirement based on the total lot area. Beyond that there is nothing that describes that you have to have a certain number shrubs or any other plantings. The only thing that may play into it is screening needed for other purposes such as in this case the parking lot area to make things that look more modern go away from the visual view.

Responding to Mr. Fisher's question whether the new planting do not have to be native, Mrs. Melson-Williams stated that there is nothing in the Code that prescribes it one way or the other. There are some trees that are not recommended for various reasons such as disease and that don't work well. The trees are more about "the right tree for the right place" and the size at maturity.

Chairman Scrafford questioned if they satisfy that they are addressing the issue and if it satisfies the Historic District Commission's interest. Mrs. Melson-Williams stated that the Historic District Commission's interest would be if there is any screening that is needed beyond the natural. They did submit a plan that shows certain trees are proposed for removal because of their condition.

Mr. Malmberg stated that the required bicycle parking rack should be black in finish color and to look at using the extra fencing along the alley way.

Responding to Mr. McDaniel's question regarding the location of the bicycle rack, Mr. Adams stated that the bicycle rack will most likely be located on the south side near the handicap space; it was not located on the plan.

Mr. Malmberg stated that he was fine with the mechanical equipment being located so that it is not be visible from the streets and to have appropriate screening by plantings, lattice, etc. There is some existing that can be seen from the street that cannot be removed, but will be screened.

Mr. Malmberg stated that he understood that additional information on the size and materials of the proposed sign will be required for submission and review of the required Sign Permit.

Mr. Malmberg stated that the fence is 3 feet in height other than it has periodic end pieces that are higher than the 3 feet. They will be maintaining it. They will determine the dumpster location.

Chairman Scrafford stated that in the past there was a problem with the dumpster and an elevated trash container was built and private service was used. The dumpster must be screened.

Mr. Llewellyn stated that the nature of their business is a law firm which means the majority of their refuse will be shredded documents that will be picked up by a service.

Mrs. Townshend stated that the Public Works Department is getting out of the Commercial collection.

Responding to Chairman Scrafford's question if alley was one side or both side pickup, Mr. Llewellyn stated one side which is the west side.

Responding to Mrs. Townshend's question of how many containers they currently have, Mr. Malmberg stated one.

Mr. Malmberg stated as he referred to Item #7 that the only exterior improvement to the building is repairing and repainting.

Mr. Llewellyn stated that the key for that building is to get all the ivy off and stop deterioration. Mr. Malmberg stated and to remove the overgrown trees.

Responding to Chairman Scrafford's question if there is only going to be repair with minor replacements will it be under your preview as long as they keep with the existing materials and shapes they can go to the Planning Department. Mrs. Melson-Williams stated that depending on what the extent and the level of activity for repair they may suggest a Building Permit to confirm that they are doing a replace in-kind scenario. If they are just doing minor patching to then paint the cornice it probably does not rise to that level, because we do not require a Permit for painting.

The exterior things by her understanding have been minor. There was within the last couple of years a Building Permit for that property when they had to reconstruct part of the front porch. It was a permit that Staff was able to review because they were rebuilding in-kind and with the same detailing.

Mr. Malmberg stated that from his understanding the issues for this group is the handicap ramp material and the spacing for the parking lot. Chairman Scrafford stated yes.

Mr. Malmberg stated that from the recommended conditions he understood numbers 8, 9, 10, 11, and 12.

Chairman Scrafford declared the public hearing open.

There being no one wishing to speak, Chairman Scrafford declared the public hearing closed.

Discussion from the Historic District Commission

Responding to Mr. McDaniel's question whether there will be an elevator in the building, Mr. Malmberg stated no.

Mr. Malmberg stated that he liked the project. They can have the parking space. They can use asphalt instead of brick.

Responding to Mr. Salkin's question regarding the sidewalk and the ramp leading up to the house for the parking lot because on the two plans there are two different proposals. On one the ramp and sidewalk are side by side and he was not sure if he was clear on why there needs to be two sidewalks coming off the parking lot at the beginning. Mr. Llewellyn stated that the Code requirements per talking to Greg Akers stated that they needed a little more rise. In order to get the rise and not have the ramp stick out of the back and be visible to the street, he along with Mr. Adams thought it would be best to spread the ramp away from the sidewalk to have more travel to turn left and head towards the building. This would also allow for landscaping between the sidewalk and the ramp. This would allow for some plants there and then they would not have to go to the expense of putting brick on there.

Responding to Mr. Salkin's question that the sidewalk is proposed to be concrete from the parking lot to the door, Mr. Llewellyn stated correct. It is their intent to take the salvage brick that was found around the project add some ribbons in the sidewalk and break it up with bricks to put back into the project as a gift to Mr. Malmberg and the firm.

Mr. Salkin questioned and asked them to explain what's outside of the footprint of the ramp. Mr. Llewellyn stated that there will be vertical walls; they will be parged block so that they will have a structure to carry the concrete ramp and keep it stable. On the other side there will be boxwood and traditional plants. The plan is that it will not be visible from the south property with landscaping.

Mr. Salkin stated that he did not have any preference regarding the brick. It would be nice if the sidewalk and the parking lot was concrete as opposed to asphalt.

Mr. Llewellyn stated that the positive for the asphalt is they can use deicing chemicals in the winter so that they can get safe access. If they use concrete they would have to use a much more expensive product to make it safe.

Responding to Mr. McDaniel's question if the handicap ramp needed a railing, Mr. Malmberg stated no, it will be black metal per Code requirements and Staff recommendations.

Chairman Scrafford commented that the handicap parking and the location of the striping for the exit from the handicap vehicle seems to be on the wrong side. The passenger side is normally where the striped egress side is from the vehicle.

Mr. Malmberg stated that it was not a problem.

Mr. Salkin questioned if there was an existing porch where the ramp and sidewalk comes together, Mr. Malmberg stated yes.

Mr. Salkin questioned what was being eliminated, Mr. Llewellyn stated the stoops. It is just the step and the door.

Mr. McDaniel questioned if they had taken down the fire escape, Mr. Llewellyn stated yes.

Mr. McDaniel questioned if there were required fire escape for offices, Mr. Llewellyn stated no, according to Mr. Akers.

Mr. Malmberg stated that they have a more stringent smoke alarm because of one access.

Chairman Scrafford commented that the screening not be too dense because it creates a place for people to congregate behind it. You want to screen it so that it can still be seen through.

Mr. Salkin stated that he supports Staff recommendations to remove the space for a variety of reasons and safety, but it would be much more attractive to buffer a historic building to have a much brighter landscape buffer so it does not have to be vertical dense evergreen, because it looks out of character. The ability to have a 10 foot wide buffer with some evergreen is appropriate.

Mr. McDaniel moved to approve the project as recommended in the Staff recommendations with the following exceptions that they put the parking spaces where they want, allow them to construct the handicap access ramp out of concrete, allow them to have the asphalt and the concrete sidewalk if they want in the back, and recommendation of approval to the Planning Commission in regards to the Architectural Review Certification, seconded by Mr. Fisher and the motion unanimously carried 4-0. Mr. Jackson was absent.

Mr. Salkin stated that he supports the motion completely except for the parking portion.

Mr. Fisher moved to adjourn the meeting; seconded by Mr. McDaniel and unanimously carried 4-0. Mr. Jackson was absent.

Meeting adjourned at 4:07 PM

Sincerely,

Maretta Savage-Purnell
Secretary

City of Dover Historic District Commission
Summary of Applications 2013
Updated thru June 10, 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 underway.
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	Phase 2 is currently in design. Construction of Phase 1 trail segment began in April 2013 and appears 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 June 10, 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 underway.

City of Dover Historic District Commission
Summary of Applications 2014
Updated thru June 7, 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 must be submitted for review. Building interior work ongoing under permit and exterior trimwork being painted. Landscape clean-up and select tree removal has occurred.
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	Pending Review by HDC.

Summary of Permit Application with Architectural Review Certification
2014 - Updated Thru 5-31-2014

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
1/2/2014	13-1735	154 South Governors Avenue	Sign Permit - Wall Sign	Staff Approval	Permit issued.
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 underway.
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 underway.

Summary of Permit Application with Architectural Review Certification
2014 - Updated Thru 5-31-2014

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.
3/5/2014	14-211	315 South State Street	Temporary Sign Permit	Staff Approval	Temporary Sign to be placed in window through 6/4/2014.
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.
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 5-31-2014

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 underway.
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.
4/25/2014	14-339	210-220 South Governors Avenue	Building Permit - Exterior Renovations, Roof Replacement	Staff Approval. No ArchRevCert required for interior work.	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)
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
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.
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.
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.
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 underway.

Summary of Permit Application with Architectural Review Certification
2014 - Updated Thru 5-31-2014

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
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 underway.
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. To be 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.
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.
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.

City of Dover

ARCHITECTURAL REVIEW REPORT
Referral by City Planner to Historic District Commission
Meeting of June 19, 2014

Permit:	Permit #14-279 Signage for Family Dollar
Location:	300 W. Loockerman Street Located on the southwest corner of West Loockerman Street and South New Street
Tax Parcel:	ED-05-077.09-01-69.00-000
File Number:	HI-14-04

Referral of Permit:
The following application **Sign Permit #14-279** 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 #14-279 was filed on March 18, 2014 for the proposed signage for Family Dollar (new commercial building) to be constructed at 300 West Loockerman Street, Dover. The applicant was alerted on May 1, 2014 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 two wall signs to be placed above the entry doors and windows on the South New Street elevation and above the storefront window system on the West Loockerman Street elevation the building. This upper portion of the wall includes a shingled area surrounded by architectural elements i.e. cornice and trimwork creating an area to accommodate signage. The signs are 33.62 square feet each in sign area and are internally lit fluorescent signs.

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. 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 permitted two wall signs per street frontage based on the street types. The signs are limited to 15% of the wall area and a sign area size specific to the street. The sign is limited to 64 square feet in sign area on West Loockerman Street elevation and the sign limited to 32 square feet in sign area on South New Street elevation. The proposal is for one wall sign on each street frontage and with each sign being 33.62 square feet in sign area. The proposed signage meets the requirements of the Sign Regulations for number of wall signs. The proposed larger sign area can be considered under the provisions for signs in the Historic District which allow for the sign standards to be waived as part of the Architectural Certification review process 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. In the Loockerman historic context, in general, signs should be simple and not too large. No sign should be from a period earlier than the building on which it is placed.
- Appropriate locations for signs are horizontally at the storefront lintel, on the inside of glass, hanging signs that are appropriately scaled, and on awnings.
- Sign material should be compatible with the design of the building. Wood and metal signs are recommended.
- Concealed incandescent lighting for signage is recommended in the Dover Historic Commercial context.

Similarly, the following is Not Recommended:

- Plastic signs are not recommended.

The following is Inappropriate:

- Back-lit fluorescent signs are inappropriate.

Staff also reviewed the previously presented architectural elevations from the site development application for this new commercial building. The architectural design of the building was presented in Applications HI-13-02 and S-13-12. In these elevation drawings, the signs were proposed in the same wall locations at the two corners of the building. The lighting of the sign was presented as indirect lighting by a series of gooseneck light fixtures mounted on the wall above each sign.

Staff Findings from Review of Sign Permit:
Staff findings are summarized as follows for the proposed wall signs at 300 West Loockerman Street (as presented in Permit #14-279):

- Sign Location and Size: The location and size of the proposed wall signs is consistent with the recommendations of the *Design Standards and Guidelines for the City of Dover Historic District Zone*. The proposed wall signs are incorporated into an open wall area above the doors/window systems within the surrounding architectural detail elements. The size and scale is compatible with the building's architecture. However, each sign in order to accommodate the internal lighting mechanism results in a "box sign" giving the sign a thickness of 7 7/8 inches which is not compatible.

- Sign Illumination: The sign is proposed to be internally illuminated resulting in a back-lit fluorescent sign and a sign of noticeable thickness to house the lighting mechanism. The building elevations that were presented to the Historic District Commission and the Planning Commission (Applications HI-13-02 and S-13-12) during the review of the site for its Architectural Review Certification showed external gooseneck lighting fixtures to illuminate the wall signs. Staff finds that the approach to lighting of the signage by internal illumination is not consistent with the *Design Standards and Guidelines for the City of Dover Historic District Zone.* Specifically, back-lit fluorescent signs are deemed Inappropriate. Recent approaches to new sign installations in the Historic District utilize external light fixtures to highlight the signage or utilize no added light source/fixture instead relying on nearby street lighting.

- Sign Material: The proposed material for the signs is a colored acrylic 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. 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 wall signs:
   a. That the sign placement location and size (sign area) of the proposed wall 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 signs be redesigned to utilize external illumination rather than internal illumination. The use of a box sign format with internal illumination is not compatible in

the Historic District. Examples of the compatible lighting (as gooseneck light fixture) were previously presented in the proposed building elevations for the project.

c. That the sign material be modified to utilize wood, metal, or other material that is consistent with the building's architecture to create a slimmer sign profile to be mounted to the wall.

Attachments:

- Sign Permit #14-279 application form and permit drawings
- Letter of Notice to Applicant dated May 1, 2014
- Email from Applicant dated May 9, 2014 to pursue HDC Review
- Building Elevation Drawings from Applications HI-13-02 and S-13-12

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

Permit # 14-279

Sign Permit Application

Applicant's Name: DANIEL B. SHAUB

Project Name: FAMILY DOLLAR

Address: 300 W. LOOCKERMAN ST

Phone: 302-670-0011 Dover Business License #

Property Owner: RO-Z DOVER FD LLC

Contractor Name: DREAMWERKS, LLC

Address: P.O. Box 1782 DOVER, DE 19903

Phone: 302-670-0011 Dover Business License #:

E-mail: danny.shaub@comcast.net

Sign Information

$17.00 $17.00

Sign	1	2	3	4	5
New/Reface	NEW	NEW			
Type of Sign Ex. wall, monument, window, etc.	WALL NEW ST.	WALL LOOCKERMAN ST.			
Dimensions Length, width and depth	HT 2'-9½" WD. 17'-6 3/8" DP. 7-3/8"	HT. 2'-9½" WD. 17'-6 3/8" DP. 7-7/8"			
Square Footage	33.62sqft	33.62sqft			
Setback from Right-of-Way	N/A	N/A			
Sign Material Ex., aluminum, PVC,	COLORED ACRYLIC	SAME			
Overall Height	2'-9½"	2'-9½"			
Clear Height Wall signs only					
Illumination Type Internal, external, LED, etc.	INTERNAL FLUORESCENT	INTERNAL FLUORESCENT			

For Office Use Only		Tax Parcel # ED-05-077.09-01-690.000-000						
Date Received: 3/18/14				Date Issued:				
Planner Assigned		Zoning District	C-2	Historic District	(Y)/N	Adj. to Residential	Y/N	Date Approved
Road Classification	UPA UMA UC	Accurate Plot Plan	Y/N/NA	Wall Elevation	Y/N/NA	Sign Elevation	Y/N	
Unified Sign#/BOA #		Application Complete	Y/N	Total # Signs		Total SF Signs		
Fee Paid	Check #	Cash		Collected By		Permit Fee $ 34.00		

Applicant's Signature

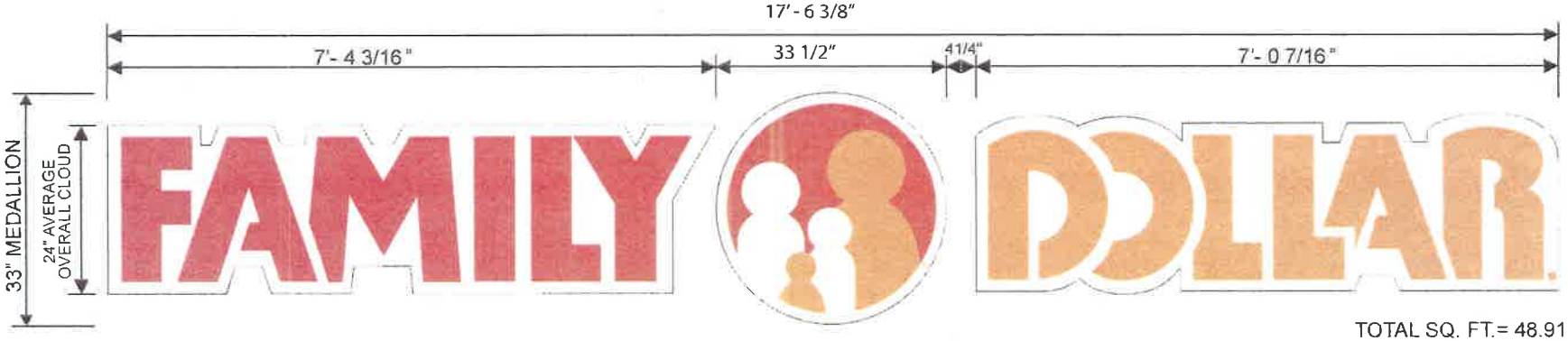
I the undersigned do affirm that all the information provided in this application is accurate. I also affirm that I am authorized by the Property Owner and have the authority to make this application. Finally I will perform all work in accordance with the City of Dover Code and of this permit.

Signature — DANIEL B. SHAUB (Print Name) — 3/4/14 (Date)

New Street Elevation

SW 6122 CAMELBACK





TOTAL SQ. FT.= 48.91

24" LINEAR CLOUD - MEDALLION

Everbrite

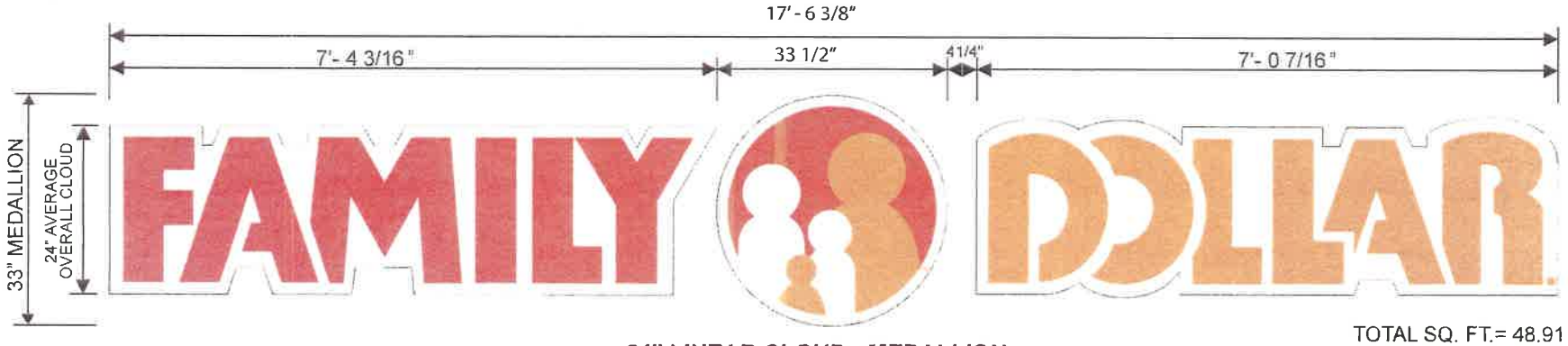
DISCLAIMER: Renderings are for graphic purposes only and not intended for actual construction dimensions. For windload requirements, actual dimensions and mounting detail, please refer to engineering specifications and install drawings.
These drawings and designs are the exclusive property of Everbrite LLC. Use of, or duplication in any manner without express written permission of Everbrite LLC is prohibited.

Customer: FAMILY DOLLAR	Description: 24" Cloud Sign with 33" Medallion	Customer Approval: Graphics and colors on file will be used unless otherwise specified by customer. Please review drawing carefully. By signing below, you agree to graphics as shown above, and to location of sign as shown. Please return signed copy back to Everbrite.
Project No: 308026 Scale: NTS		
Date: 9/11/13 Drawn By: DB		
Location & Site No: Dover, DE FDO707509	Revised:	CUSTOMER SIGNATURE DATE
	Revised:	LANDLORD SIGNATURE DATE

Loockerman Street Elevation

SW 6122 CAMELBACK





TOTAL SQ. FT.= 48.91

24" LINEAR CLOUD - MEDALLION

Everbrite

DISCLAIMER: Renderings are for graphic purposes only and not intended for actual construction dimensions. For windload requirements, actual dimensions and mounting detail, please refer to engineering specifications and install drawings. These drawings and designs are the exclusive property of Everbrite LLC Use of, or duplication in any manner without express written permission of Everbrite LLC is prohibited.

Customer: FAMILY DOLLAR

Project No: 308026 Scale: NTS

Date: 2/6/14 Drawn By: DB

Location & Site No: Dover, DE FDO707509

Description: 24" Cloud Sign with 33" Medallion

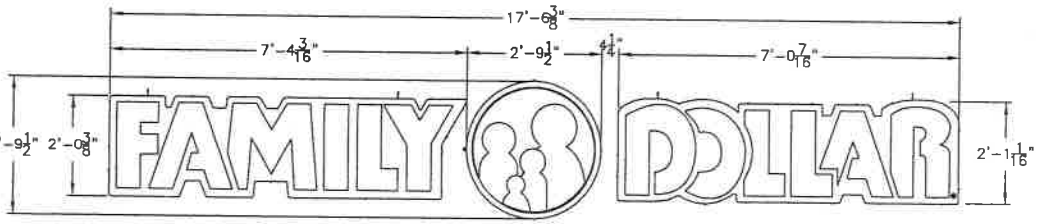
Revised:

Revised:

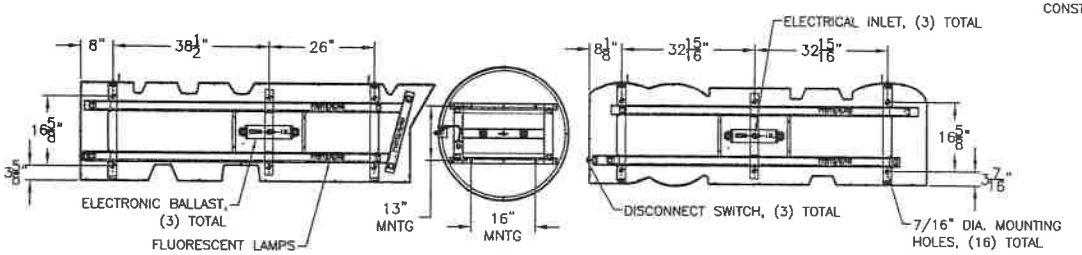
Customer Approval: Graphics and colors on file will be used unless otherwise specified by customer. Please review drawing carefully. By signing below, you agree to graphics as shown above, and to location of sign as shown. Please return signed copy back to Everbrite.

CUSTOMER SIGNATURE DATE

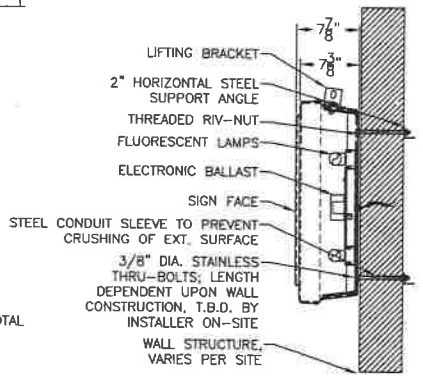
LANDLORD SIGNATURE DATE



FRONT ELEVATION
SCALE: 1X



FRONT VIEW (MINUS FACE)
SCALE: 1X



SECTION VIEW
SCALE: 2X

SIGN SPECIFICATIONS

1. OVERALL DIMENSIONS OF SIGN :
   HEIGHT: 2'-9 1/2"
   WIDTH: 17'-6 3/8"
   DEPTH: 7 7/8"
2. AREA OF SIGN: 33.62 SQ. FT. SQUARED: 48.91 SQ. FT.
3. LUMENS: ----- LUMENS PER SQ. FT.: -----
4. LAMPS: (4) F72T12 D/HO, (2) F24T12 D/HO,
   (1) F18T12 D/HO FLUORESCENT LAMPS
5. BALLAST: (2) EESB-424-13L (1.5 AMPS EA.),
   (1) EESB-1808-1L (0.85 AMPS EA.)
6. TOTAL LINE LOAD: 3.85 AMPS TOTAL
7. (1) 20 AMP CIRCUIT, 60Hz UL 48 @ NEC COMPLIANT
8. SIGN IS TO BE MANUFACTURED TO UL 48
9. PAINT SPECIFICATIONS: (SIGN)
   INTERIOR: WHITE
   EXTERIOR: COLORED ACRYLIC
10. MAXIMUM DESIGN WIND LOAD: 110 MPH WIND SPEED
    3 SECOND GUST-EXPOSURE C.
11. SIGN WILL BE SERVICEABLE BY: REMOVABLE FACE

INSTALLATION INSTRUCTIONS

1. OPEN PACKAGING CAREFULLY AND INSPECT FOR DAMAGE. IF DAMAGE IS FOUND, CLAIM MUST BE FILED WITHIN 15-DAYS WITH SHIPPING AGENT.
2. DETERMINE SIGN LOCATION AND TAPE UP THE PROVIDED TEMPLATE ON THE SURFACE TO WHICH IT WILL BE INSTALLED, RECEIVE CONFIRMATION FROM CLIENT OR CONTRACTOR.
3. LAYOUT AND PRE-DRILL ALL MOUNTING AND ELECTRICAL HOLES REQUIRED FOR MOUNTING THE SIGN ON THE WALL IT IS TO BE INSTALLED.
4. FILL ALL HOLES WITH SILICONE PRIOR TO MOUNTING THE SIGN.
5. THREAD ONE END OF THE THREADED ROD INTO THE REV-NUTS ON THE BACK OF THE CABINET JUST FAR ENOUGH TO ESTABLISH A GOOD THREADED CONNECTION BUT NOT TO FAR TO TOUCH THE LAMPS ON THE INSIDE OF THE CABINET.
6. PUSH THE CABINETS WITH THREADED ROD EXTENDING OUT THE BACK THRU THE PRE-DRILLED MOUNTING HOLES. INSTALLER IS RESPONSIBLE FOR DETERMINING THE PROPER LENGTH OF THREADED ROD REQUIRED.
7. ATTACH STEEL ANGLES TO INSIDE WALL AND ATTACH THE THREADED ROD TO THE HORIZONTAL ANGLES W/ WASHERS & NUTS.
8. MAKE FINAL ELECTRICAL HOOK UP TO PRIMARY WIRING INTO WEATHER PROOF BOX, SUPPLIED BY INSTALLER.
9. ELECTRICAL NOTE: ALL WIRING AND ELECTRICAL CONNECTIONS ON THIS SIGN MUST BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODES AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.
10. TEST LIGHT THE SIGN TO ENSURE THE SIGN IS LIGHTED AND FUNCTIONING PROPERLY.
11. INSTALL SIGN FACE ON SIGN BACKER BY USING THE PROVIDED SCREWS, HOLES TYPICALLY LOCATED ON THE TOP AND BOTTOM OF SIGN.
12. PERFORM TOUCH UP AS REQUIRED
13. CLEAN UP: CLEAN INSTALLATION WORK SITE OF ALL EXCESS MATERIALS AND DEBRIS.

CLEAN UP NOTE: DO NOT DISCARD ANY MATERIAL OR DEBRIS INTO ON SITE DUMPSTERS.

SYM	DESCRIPTION	DATE	CHG	ECN
B	REVISED CONNECTION DETAIL TO THRU-BOLT	2-02-12		
A	RELEASED	12-15-11		

REVISION RECORD

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN

Everbrite
4949 So. 110th St.
P.O. Box 20020
Greenfield, WI 53220
414-529-3500

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TITLE: FAMILY DOLLAR 24" CLOUD W/ 33" MEDALLION - INLINE

DRN	DT	SCALE	DRWG NR	REV
JAG	12-15-11	1:30	IN03256B	B
CKD	DT			

City of Dover

May 1, 2014

Daniel Shaub
Dreamwerks, LLC
P.O. Box 1782
Dover, DE 19903

Danny.shaub@comcast.net (Letter sent via e-mail)

RE: Sign Permit #14-279 for 300 West Loockerman Street, Dover

Dear Mr. Shaub:

The Planning Office is in receipt of the Sign Permit application you submitted on behalf of the Family Dollar to be constructed at 300 West Loockerman Street. The permit application proposes internally illuminated lettering for the wall signs. According to the *Design Standards and Guidelines for the City of Dover Historic District Zone*, back-lit fluorescent signs are inappropriate within the Historic District Zone.

The building elevations that were presented to the Historic District Commission and Planning Commission (Applications HI-13-02 and S-13-12) during the review of the site for the Architectural Review Certificate (ARC) showed external gooseneck lighting fixtures to illuminate the wall signs. We recommend that the proposed signs be redesigned to utilize external illumination consistent with what was presented with ARC application.

If your client wishes to utilize the internally illuminated wall signs as proposed, the Planning Office will refer the Sign Permit application to the Historic District Commission for their review in accordance with *Zoning Ordinance*, Article 10, Section 3.22 (B) and (D). Please contact the Planning Office to advise whether you will be submitting revised signage or requesting that the permit be referred to the Historic District Commission.

If you have additional questions, please contact me at 736-7196.

Sincerely,

Ann Marie Townshend

Ann Marie Townshend, AICP
Director, Planning & Community Development

Cc: HI-13-02
S-13-12

Melson-Williams, Dawn

From: Daniel B. Shaub <danny.shaub@comcast.net>
Sent: Friday, May 09, 2014 12:25 PM
To: Townshend, Ann Marie; Melson-Williams, Dawn
Cc: Mullaney, Kristen N
Subject: RE: Sign Permit Application #14-279 for Family Dollar at 300 West Loockerman Street

Categories: Red Category

Ann Marie, Dawn,

I stopped in earlier this week to discuss the wishes of our future tenant, Family Dollar, regarding the proposed sign permit application.

It is their desire at this point that we have this permit referred to the Historic District Commission for their review. The internally illuminated wall sign is their national standard and prefer for this to be used at the 300 W. Loockerman Street location.

Please let me know if this email can serve as our official notification for this to occur. I believe Dawn mentioned that this would be on the June agenda. Please let me know if there is anything additional that you will require. Also, please let me know via phone or email the time and date of this meeting so that I can follow up with our Family Dollar representative and keep them posted as to its status. As you can imagine, their signage is of very great importance to them.

Thank you again,

Danny Shaub
DreamWerks LLC
302-670-0011

From: Townshend, Ann Marie [mailto:ATownshend@dover.de.us]
Sent: Thursday, May 01, 2014 8:51 AM
To: danny.shaub@comcast.net
Cc: Mullaney, Kristen N
Subject: Sign Permit Application #14-279 for Family Dollar at 300 West Loockerman Street

Please see the attached letter.

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

www.cityofdover.com
"Like" us on Facebook at "City of Dover Recreation"