CITY OF DOVER
HISTORIC DISTRICT COMMISSION
June 19, 2014

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, June 19, 2014 at 3:00 PM with Chairman Scrafford presiding. Members present were Chairman Scrafford, Mr. McDaniel, Mr. Fisher, Mr. Salkin and Mr. Jackson (arrived at 3:22pm).

Planning Office Staff members present were Mrs. Melson-Williams, Bill Cook, and Mrs. Purnell. Also present was Intern Faith Spady.

APPROVAL OF AGENDA

Mr. McDaniel moved for approval of the agenda as submitted, seconded by Mr. Fisher and the motion was unanimously carried 4-0. (Mr. Jackson arrived at 3:22pm).

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF APRIL 17, 2014

Mr. Salkin moved to adopt the minutes of the regular Historic District Commission meeting of April 17, 2014, seconded by Mr. McDaniel and the motion was unanimously carried 4-0. (Mr. Jackson arrived at 3:22pm.)

Mrs. Melson-Williams introduced Intern Faith Spady who is working in the Planning Office this summer. She is an Architectural major.

COMMUNICATIONS & REPORTS

Summary of 2014 Activity

Mrs. Melson-Williams stated that included in the packet was a Summary of Applications from 2014 and 2013. For 2013, the Family Dollar project located at 300 W. Loockerman Street is well underway. The existing building has been demolished and the new building is starting to have walls. For the North Street Pocket Park located at 301 S. Governors Avenue permits were issued and the construction is underway. Applications for 2014 included the EZ-Pass sign that was resolved by Staff. Overall, Staff is working on the Administrative Site Plan to reconstruct the building at the Kirby & Holloway project site. They have recently filed a permit to start the rebuild which would include a Demolition Permit. 6 South State Street project was successful at the Planning Commission meeting and was granted the conditional approval of their Architectural Review Certification. Planning Commission let them keep the tenth parking space. There were some minor revisions to the sidewalk area or walkway area that is going to be at the head of the parking spaces. Originally, it was going to be asphalt, but further design and consideration of the site it will be done in concrete.

Responding to Chairman Scrafford's question if the footings with the block was part of the park, Mrs. Melson-Williams stated that it has a raised planter that could serve as seating located at the corner and in the center of the property.

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

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. Out of all the permits through the end of May 2014, four (4) of them had some interaction with the Historic District Commission and the remaining ones were Staff approval only. There were eight (8) that did not need Architectural Review Certification because they were interior projects to existing buildings in the District. There are well over thirty (30) permits in the District to date.

Mrs. Melson-Williams asked if there were any additional questions regarding the permits. There was none.

Department of Planning & Inspections Update

Bicycle & Pedestrian Sub-Committee

Mrs. Melson-Williams stated that placed on the table was information regarding a Bicycle & Pedestrian Workshop that is upcoming. The City along with the Dover/Kent County MPO is sponsoring the Workshop that is scheduled for Thursday, June 26, 2014 at the library from 4:00pm-7:00pm. The MPO is working on two (2) planning documents; one is related to a Bicycle Plan and then a Pedestrian Plan. Since it is in a draft stage they are looking for public input on areas that have been identified for improvements.

Responding to Mr. Salkin's question if the Planning Office had received any information from DelDOT regarding the next phase of the bike path from Legislative Avenue to Loockerman Street, Mrs. Melson-Williams stated no. That was the second phase that came before the Historic District Commission as an introduction. Some crosswalk improvements were done. She was not sure if they would see the final version of the design.

Mr. McDaniel stated that there was not much left to do. They will come behind the parking lot of the Archives Building.

Responding to Mr. Salkin's question if the Planning Office had seen a very specific plan or 30,000 foot view, Mr. McDaniel stated that he did not think it was a 30,000 foot view. The crosswalk that is currently there is at Martin Luther King Jr. Boulevard. Mrs. Melson-Williams stated that the crosswalk may have been part of the first phase.

Mr. Salkin stated that he was not sure if the Historic District Commission saw the alignment.

Mrs. Melson-Williams stated that they had somewhat of an alignment because they wanted some feedback on the retaining wall type element that was going to have to be implemented because of the grade. They presented three (3) different options. Chairman Scrafford also recalled the presentation and they voiced their opinion.

Responding to Mr. Salkin's question if voicing their opinion was the approval, Mrs. Melson-Williams stated that she was not sure if they saw a final version on the first phase which

included part of the Historic District area around the bridge.

Responding to Chairman Scrafford's comment of Court Street and East Loockerman, Mrs. Melson-Williams stated that it was the Phase 2 segment. It is a site type improvement and she is not sure it will be a formal application to the Historic District Commission. She will look into it.

Central Dover Community Plan
Mrs. Melson-Williams stated that the Central Dover Community Plan held their Open House in early May. The Central Dover Community Plan also referred to as the "Restoring Central Dover Plan." She believes that the next step would be an issuance of some type of study plan report. She does not have any new information.

Citywide Recreational Needs Assessment
Mrs. Melson-Williams stated that the Citywide Recreational Needs Assessment is receiving some limited staff attention. There is nothing major to report.

Mr. McDaniel stated that he attended the storefront workshop on the Central Dover Community Plan and they may do more workshops in the future.

OLD BUSINESS

Responding to Mr. Salkin's question regarding when the Historic District Commission first reviewed the incomplete drawing for the North Street Pocket Park is Staff notified when there is a final drawing, Mrs. Melson-Williams stated yes. The North Street Pocket Park went through a Site Plan approval with the Planning Commission. The approval also carries with it conditions to finalize the Site Plan per any of the requirements by the Agency or Architectural Review Certification. The project engineer submits Check Prints for the Planning Office to check over the final plans to ensure they meet the technical requirements and any of the conditions of approval. There is ultimately a Final Plan of the project that needs to happen so that permits can be issued. In this case, permits were issued to do the construction. The Historic District Commission is a recommending body to the Planning Commission when the application needs to go before the Planning Commission.

Mr. Salkin commented that the Historic District Commission does not always know the recommendation of what happens to the application once it goes before the Planning Commission. The Historic District Commission does not get a report for the results of their actions.

Mrs. Melson-Williams stated that one of the purposes of the Summary of Applications Report is for that reason.

Mr. Salkin commented that there is not a lot of detail in the Summary Report.

Chairman Scrafford suggested reading the minutes from the Planning Commission meeting. The Historic District Commission would like to see closure on the applications that they had to take action on.

Mr. McDaniel and Mr. Fisher recalled some discussion regarding the benches, bike racks, and columns.

Mrs. Melson-Williams stated that she will bring the Final Plans for the North Street Pocket Park at the next meeting. She can also look into some appropriate issues for closure of the applications reviewed by the Historic District Commission.

NEW BUSINESS

Review of Building Permits Referred to Commission

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.*

Mrs. Melson-Williams stated that originally a Sign Permit was submitted but was flagged with concerns of the presention of the lighting for the sign. Included in your packet was a copy of the original Sign Permit application and a letter from the City Planner informing them if they wished to pursue the internally lit sign they would need to be referred to the Historic District Commission. Initially back in May they stated to refer the Sign Permit to the Historic District Commission and then on Monday, June 16, 2014 they filed a new Sign Permit that utilizes the gooseneck lighting for lighting the signs that basically follows the format. We do not need to act on Permit #14-279 today because their new Permit #14-764 supersedes it and makes use of the gooseneck lighting which the Historic District Commission saw during the review process for the building and what the Planning Commission saw in the process for the building; the Planning Office can now approve. The size and the format of the sign itself basically remains the same; it is no longer internally lit. It is lit from above using the gooseneck lighting. The Historic District Commission does not need to take any action.

Update on Certified Local Government (CLG) Program Application

Mrs. Melson-Williams stated that the application process still needs to be completed. Staff time has been devoted to other much larger projects. It is an on-going project.

Mr. Jackson arrived at 3:22pm.

Responding to Mr. McDaniel's question whether the Family Dollar project would be finished with any sort of permitting, Mrs. Melson-Williams stated that the Family Dollar project came before the Historic District Commission and a recommendation with conditions to the Planning Commission was made. The Planning Commission approved the Site Plan with conditions. The Family Dollar project has a Final Approved Plan that they should be building too.

Responding to Mr. McDaniel's question whether Mrs. Melson-Williams had all the items needed regarding the biographies for the Certified Local Government program, Mrs. Melson-Williams stated that it will need to be sorted through specifically. Then there is a question application that

gathers the rules and regulations of how the Commission is to exist and what rules should be followed as well as some name changes. There are several terms that will be finishing this month. The City Council has yet to move through the process of reappointments given the fact that they just had the Mayoral election earlier this week. A number of the appointments or reappointments would be scheduled in July. If your term is up let Staff know if you are interested in continuing or not continuing on the Commission. There will probably be some outreach directly to each individual whose term is expiring. Technically, a person will continue to serve until the reappointment takes place.

Responding to Chairman Scrafford's whether there was really a LED sign at the corner of State and Loockerman Street, Mr. McDaniel stated that there was a free-standing sign that is internally lit. Mrs. Melson-Williams stated that the sign has been there for quite some time. There is some signage in the District that has been there for a very long time that would not be allowed under the current Guidelines.

NEW APPLICATIONS

Mrs. Melson-Williams stated that there have been no new applications have been filed for the Historic District Commission to consider. The Sign Permit can be taken care of by Staff because they have submitted all items.

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

Meeting adjourned at 3:28 PM

Sincerely,

Maretta Savage-Purnell
Secretary