CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, February 20, 2014 - 3:00 P.M.
City Hall – Conference Room

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on November 21, 2013

COMMUNICATIONS & REPORTS

1. Summary of 2013 Activity
    a. Summary of Applications 2013 and 2012
    b. Summary of Architectural Review Certifications for 2013
    c. Report of 2013 Historic District Commission Activity

2. Summary of 2014 Activity
    a. Summary of Architectural Review Certifications for 2014

3. Department of Planning & Inspections Update
    a. Bicycle & Pedestrian Sub-Committee
    b. Central Dover Community Plan
    c. Review of *2008 Comprehensive Plan*
    d. Citywide Recreational Needs Assessment

OLD BUSINESS

NEW APPLICATIONS

NEW BUSINESS

1. Review of Building Permits Referred to Commission

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

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.

CITY OF DOVER
HISTORIC DISTRICT COMMISSION
November 21, 2013

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, November 21, 2013 at 3:00 PM with Chairman Scrafford presiding. Members present were Chairman Scrafford, Mr. McDaniel, Mr. Salkin, and Mr. Fisher. Mr. Jackson was absent.

Staff members present were Mrs. Melson-Williams and Mrs. Purnell.

APPROVAL OF AGENDA

Mr. Fisher moved for approval of the agenda as submitted, seconded by Mr. McDaniel and the motion was unanimously carried 4-0. Mr. Jackson was absent.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF SEPTEMBER 19, 2013

Mr. McDaniel moved to adopt the minutes of the regular Historic District Commission meeting of September 19, 2013, seconded by Mr. Fisher and the motion was unanimously carried 4-0. Mr. Jackson was absent.

COMMUNICATIONS & REPORTS

Summary of 2013 and 2012 Activity

Mrs. Melson-Williams stated that included in the packet was a summary of activities. The first ones consist of the applications that have come before the Historic District Commission for 2013 and 2012. To date in 2013, the Historic District Commission has considered five (5) applications. In 2012, the Historic District Commission considered seven (7) applications. Some things have changed since the last meeting. Final Plan approval was given to the Lands of Boyles Parking Lot project.

Responding to Mr. Fisher's question if this was the project near Elm Terrace, Mrs. Melson-Williams replied yes, the plan is to create a seven (7) space parking lot in the back of the building.

Mrs. Melson-Williams stated that for the Family Dollar project located at 300 W. Loockerman Street the Planning Office has seen some Check Prints on their Site Plan. The plan is moving through the process to get final Site Plan approval.

Responding to Mr. McDaniel's question if they had done anything since August, Mrs. Melson-Williams stated that there had been one submission that came in this past week.

Responding to Chairman Scrafford's question if they had a Demolition Permit to do work at that location, Mrs. Melson Williams stated that they may be doing asbestos removal. In order to get a Demolition Permit, the Planning Department will need to have documentation of the asbestos report.

Responding to Chairman Scrafford's question regarding a wall that would remain, Mrs. Melson-Williams stated that there was discussion that part of the existing wall would remain for part of the project, but she had not seen the building plans.

Mr. McDaniel stated that he was told that a basement was found that wasn't there and he assumed that they have had settlement from the previous owners.

Responding to Mr. Fisher's question if there was any additional information from Christ Church regarding the demolition, Mrs. Melson Williams stated no, but there was a meeting regarding a controlled burn of the building. This would require some coordination amongst City Departments and the Fire Department in order for it to happen. She was not sure if it had been given full approval or if they are looking at other methods to demolish the building. In order for them to demolish the building, they would need a permit.

Responding to Mr. Fisher's question if they had completed the documentation, Mrs. Melson-Williams stated yes. She met with an individual from the church that had done floor plans of each floor and a series of other photographs of the building. Their next step is to apply for a Building Permit for demolition.

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

Summary of Architectural Review Certifications for 2013

Mrs. Melson-Williams stated that the Architectural Review Certifications for 2013 consisted of any permit applications within the Historic District that required Architectural Review Certification.

There are a total of 78 permits through October that had activity in the Historic District for exterior type items. Majority of them were related to signs and temporary signs. Majority of the seventy-eight permits were eligible for Staff Review. If there are concerns when reviewing the permits, the Planning Office has the ability to refer it to the Historic District Commission for consultation if needed. Only three (3) of them involved action by the Historic District Commission. Some of the permits included the different phases at the Biggs Museum and now the Sign Permit to replace the sign.

Responding to Mr. McDaniel regarding his review of the permit summary where someone put up a sign without a permit and noticed that the fee is doubled, Mrs. Melson Williams stated yes, if work is done without a permit they must get a permit and the fee is doubled.

Responding to Mr. Salkin's question regarding the rational for the Woodburn work not coming before the Historic District Commission, Mrs. Melson-Williams stated that there are three (3) or four (4) permits associated with the work at Woodburn. One of the Permits was site related as they were doing work on the driveway, re-grading, and some sidewalk relaying related to ADA using the same material or brick material which is recommended in the *Design Standards and Guidelines*. There was a Permit for a black ornamental fence under four-feet in height. The fence was proposed at three-feet. There was a Permit for a handicap accessible entry into the building. It

is situated where it is not very visible from the public way. It is located on the north side of the building using wood materials for the deck and the railings. There is some similar type work on the back side of the Hall House for improving handicap accessibility. Planning Staff did not think it was anything too controversial; they were using appropriate materials from the District Guidelines. Planning Staff did not feel that there was anything that needed to be referred to the Historic District Commission for review. This was very different than the roof work that was brought before the Historic District Commission. The next phase is a landscape plan related to the former vegetable garden that is on the property. It will be a path network to reconnect to the house.

Responding to Mr. Fisher's inquiry that landscaping permits did not come before the Historic District Commission, Mrs. Melson-Williams stated no. In some cases landscaping does not need a permit at all anywhere in the City except when you get into major clearing of woodland areas. A Permit was needed for the garden area because there is a gazebo element being placed on the property. The proposed gazebo is wood with a cedar shake roof.

Mr. McDaniel stated that it seems as if the project has taken so long. There used to be a pavilion behind the building and they were allowed to put the pavilion behind the Elizabeth W. Murphey School. All of the property behind the Governors House is owned by the Elizabeth W. Murphey School. In the recent redo they wanted to take the pavilion down and put it on their property. Currently, the gazebo has been taken down. Mrs. Melson-Williams stated that it will not go back where it was originally located. The people who are doing the work now are not the people who are going to move the gazebo. He stated that they do a lot of conferences at the school at E. Anger Hall and the gazebo will be moved to that location.

Mr. Salkin stated that all-in-all they seem to be doing a very nice job. He thinks that the totality of the project should have come before the Historic District Commission. It has been split into little pieces and you easily rational each piece that does not belong before the Historic District Commission. When someone has a project of that magnitude with traumatic changes to the historic structure of which most is visible from the street the project should come before the Historic District Commission piece by piece. At the very least they should have seen it even if they did not have jurisdiction. The impact on the north side of the building (ADA ramp) is very significant. He is not sure if it could have been done any better or if he would have had any comments, but it is all brick and metal railing.

Responding to Mr. McDaniel's question if there was a deck added, Mrs. Melson-Williams stated that they called it a deck, it is off of the kitchen, the very east end of the building.

Chairman Scrafford stated that if something is approved by Staff they would like to be made aware of it. There was one significant area (The Green) that if anything was approved by Staff that the Historic District Commission would be informed; not that they are going to change anything.

Mr. McDaniel stated that the Woodburn property would be as important because it is such an important piece of property in the City.

Mr. Salkin stated that he missed the meeting and apparently did not read the minutes closely. He

would like for the Historic District Commission to be notified of high profile projects that are being considered whether it be via email or tentative approval brought before them before it is given to the applicant. He does not want the Historic District Commission to be a stumbling block. He stated that he has observed the property daily and thinks that it is a great project and the impact is significant. They would have allotted them review of the design, but they were not given a chance. Especially with the fence, it seems years ago there was a fence issue that came before the Historic District Commission.

Mrs. Melson-Williams stated that the fence was going to be over 4-feet in height in that case.

Mr. Salkin stated that it would be in everyone's best interest to be able to say that the Historic District Commission reviewed and approved the project. He stated that he was very surprised to see that there was going to be a fence built around it. It was included in the minutes, but he did not read the minutes.

Chairman Scrafford stated that he read about the project in the newspaper.

Mr. Salkin stated that he thinks the project is much more significant than the temporary solar panels that were proposed that you cannot see from the street.

Mrs. Melson-Williams stated that the location was changed than what was originally proposed for the solar panels.

Responding to Mr. Salkin's question if the banners in front of the Governor's Café were legal, Mrs. Melson-Williams stated that the ones hanging on the street light are not necessarily legal. Planning Staff was aware and concerned about it since other businesses may want to do the same. She was not sure if they were granted permission to attach the banner to a City light pole or how it happened.

Chairman Scrafford stated that they all agreed to be involved or informed that decisions have been made on projects in the Governor's Mansion vicinity because it is as equally important as The Green so that everyone is on the same page.

Responding to Mr. McDaniel's question if the State wanted to do something on Legislative Mall do they need to come before the Historic District Commission for approval? They recently installed a World War II monument and previously the State Police monument of police officers who lost their life in their line of duty. He stated that they were told about it, but did not have to approve. Mrs. Melson-Williams stated that the monument question is not real clear and it is not addressed clearly in the Building Code as to whether or not a permit is needed. If it is truly a structure then it would have other implications on the City side.

Mr. McDaniel commented that he loves monuments and he knows that they are not going to be like Richmond who has a monument street, but every monument that has been installed recently looks like a glorified tombstone except for the minutemen on the other side of Legislative Hall where they have actual statues.

Responding to Mr. Fisher's question if the structure is something that is designed to be occupied, Mrs. Melson-Williams stated no not necessarily. There is a definition in the *Zoning Ordinance* of what a "building" is and the fence comes under that ordinance. It gets a little tricky. On the minute-men statue there probably was some type of foundation permit that was done because of the sheer weight and size after the fact.

Mr. McDaniel stated that it is a very neat one and was very cleverly done. The ground goes down so that it cannot be reached to cause vandalism very easily.

Responding to Mr. Salkin's question if there were any of the permits/applications were getting ready to lapse or have to come back to the Historic District Commission, Mrs. Melson-Williams stated that she would need to look. For some of the larger projects where the Historic District Commission made a recommendation and the Planning Commission made the final action, the Planning Commission final action has a timeframe of two (2) years before it expires. The Duncan project near the train station has expired. It ran out of its timeframe for the Site Plan. If they wanted to build something they would have to go back through the process and it would include the Historic District Commission.

Mrs. Melson-Williams stated that she would need to check on the application for 509 South State Street and the demolition for that building. It originally came before the Historic District Commission and then it took some time for them to get the information together before the Historic District Commission could ultimately take action. They are not at expiration on this application.

Responding to Mr. Fisher's question if the timeframe started with the Historic District Commission action, Mrs. Melson-Williams stated yes. They may be pushing a timeframe and she will check into it.

Mr. McDaniel stated that Christ Church was given final approval in February. Mrs. Melson-Williams stated that she will check to see if it is a one year timeframe and if it does not happen by February then the Historic District Commission may have to revisit it for an extension.

Bicycle & Pedestrian Sub-Committee

Mrs. Melson-Williams stated that there is a Bicycle & Pedestrian Sub-Committee for the City. It was created as a sub-committee of the City Council's Safety Advisory and Transportation Committee. It has a number of appointed members to it of both the bicycle and pedestrian world. In the past year the Sub-Committee has worked on making an application for designation as a bicycle friendly community. This application goes to the League of American Bicyclists. They look at the overall application of information that was reported such as how many places have bike racks, bike lane mileages, etc. The outcome is a designation and the City received an honorable mention. They also make a series of recommendations on how you can improve your bicycle facilities and amenities throughout the City. The honorable mention was celebrated roughly a month ago when they received notice. We are still expecting a report to come in.

Responding to Mr. Fisher's question if they would be the committee that recommends the signage for

the painting of lanes, Mrs. Melson-Williams stated no. The Sharrows is the correct term for the little bicyclist person with the two (2) arrows on the top that you see in the Downtown area and it is related to transportation. In the Downtown area there is signage where vehicles will need to share the road with a person on a bicycle. It is consider a moving vehicle and they should follow the same rules as a moving vehicle.
Mr. McDaniel stated that the State has nearly completed the bicycle lane and the path that runs from Legislative Hall area down to Winner Ford.

Mrs. Melson-Williams stated that a lot of the landscaping has been completed and that is part of the Capital Trail Project. The Historic District Commission heard this project regarding the brick patterns at the bridge crossing. The Historic District Commission also heard and saw the concept for Phase II which connects from the point just east Legislative Hall. The path is to be east of the Archives parking lot to come over to Loockerman Street where they have installed the mid-block crossing ramp because of the other street work project that was being done on Loockerman Street.

Responding to Mr. Salkin's question if that segment would come back to the Historic District Commission, Mrs. Melson-Williams stated that the Phase II is by the piece by the Archives and there is potentially a third element that will take it along Park Drive which is outside of the Historic District. It is still in design phase as to what will happen.

Mrs. Melson-Williams stated that the committee has had maps available to the members to mark up to verify problem areas. If the Historic District Commission has areas that are having problems that you notice in your travels let the Planning Office know. They are hoping that in the long run to feed that information to the City Public Works Office so that they can help prioritize where they need to be dealing with sidewalk.

Responding to Mr. Fisher's question if it was for bicyclists and pedestrians, Mrs. Melson-Williams stated yes both. If there are sidewalk issues that you are aware of, please let the Planning Office know.

Central Dover Community Plan

Mrs. Melson-Williams asked if anyone had heard of the Central Dover Community Plan.

Responding to the Historic District Commission member's questions if it was the Master's Plan or the Plan with Gregg Moore, Mrs. Melson-Williams stated not exactly. The Central Dover Community Plan is a plan that is currently underway. There is money that was received from the Wells Fargo Foundation that through a collaborative effort of the Downtown Dover Partnership, NCALL, and the City are moving forward with the plan. The plan focuses more on the residential areas in the immediate vicinity of Downtown Dover. It was an issue that was brought out of the downtown safety series of meetings and a grant opportunity came about to apply for the Wells Fargo Foundation grant. Central Dover Community Plan was successful in receiving the grant. NCALL is the lead agency and there is a Steering Committee that includes membership from the City. They have hired an outside planning consultant who is basically on the ground now doing work. They will really take a look at the area from what existing land uses are there, condition of housing stock and, a door-to-door survey of residences.

Responding to Mr. Fisher's question regarding the area, Mrs. Melson-Williams stated the correct area goes from William Street in the north down to Hope Street south of the hospital, basically from State Street, west to the railroad tracks, and the area of Lincoln Park.

Responding to Mr. McDaniel's question that the grant was $100,000, Mrs. Melson-Williams stated yes. It is the first of a potential for a second grant. The first grant is a planning grant which could make you eligible for an implementation grant.

Responding to Mr. McDaniel's question if Lincoln Park was around the Coca-Cola area, Mrs. Melson-Williams stated yes.

Mr. McDaniel stated that Downtown Dover owns property on the railroad and there is talk about Clarence Street.

Responding to Mr. Salkin's question if there was any historic preservation component or could there be, Mrs. Melson-Williams stated that she was not sure how they were looking at it and she had not seen a full scope of work, but the question could be asked.

Mr. Scrafford stated that if they were going from State Street west it would pick up the Historic District. Gregg Moore came before the Historic District Commission and talked about that area.

Mrs. Melson-Williams stated that it was the Dover Transit Center Neighborhood Plan that focused on the transit center and how it came into the Downtown area and making the linkages. This study plan focuses a lot more on the residential side than the previous studies.

Mr. McDaniel stated that it is more of a quality of life study.

Mr. Salkin stated that if it is on their agenda then the Historic District Commission can help highlight it. If preservation of the historic fabric in the whole thing is not on their agenda then the Historic District Commission needs to get it on the agenda, otherwise they will not be able to support or decide on any proposals. It must be recognized that the Historic Preservation is a quality of life issue and if it is not on the planner's agenda everyone loses.

Mrs. Melson-Williams stated that she would take the question back.

Mr. Salkin stated that the Historic District Commission does not want to turn anything down, but would like to be proactive in the issue and that is not the way they need to operate.

Mr. Fisher stated to make sure that they are aware of the overlap issues in the Historic District.

Responding to Mr. McDaniel's question of the lead person and if it was Gregg Moore, Mrs. Melson-Williams stated no. The lead agency is NCALL. There is a steering committee and she is not sure how many people are on the committee.

Responding to Mr. McDaniel's question of who is NCALL, Mrs. Melson-Williams stated they are involved in homeownership counseling and housing aspect; they are non-profit and have been

around for years.

Mr. McDaniel stated that Mr. Reuben Salters was considering borrowing money for the Inner City Cultural League and NCALL might be involved with the project.

Mr. Scrafford stated that he was sorry to see another committee doing another study and then after they are done and read they are then put on a shelf with the other studies from someone else. It does not seem as if it is coordinated. It is just another study.

Mrs. Melson-Williams stated that this study may have more life to it because of the potential for the next step of funding which is a little different than most types of planning studies.

Mr. Fisher questioned what the planning study involved, if was painting, fixing up windows, etc.

Mrs. Melson-Williams stated that she would keep the Historic District Commission members posted. She stated that they will have an Open House where they will take over a vacant store front and you will have the ability to go in and look at proposals, leave comments, interact with those who are doing the study. She is not sure when it is scheduled to happen, but will keep them posted.

Responding to Mr. Fisher's question if there had been any movement, Mrs. Melson-Williams stated that there have been some stakeholder's type meetings and they are out on the ground doing the door-to-door survey. It is a three (3) or four (4) page questionnaire. She is not aware of their response rate.

Responding to Mr. Scrafford's question if there was anyone in the City that was involved in the study, Mrs. Melson-Williams stated yes. The City Manager and Ann Marie Townshend are members of the Steering Committee. Tracey Harvey is also involved with the Steering Committee because of her housing related connections with the Community Development Block Grant program that has worked in that area before. The City Police Chief is also on the Steering Committee along with a mix of individuals and representatives of the other partnership groups from NCALL and the Greater Dover Committee and Downtown Dover Partnership.

Review of 2008 Comprehensive Plan

Mrs. Melson-Williams stated that the City is required by State Code to have a Comprehensive Plan which is a vision document for how a number of things would operate in the City. The current adopted plan, if you recall we spent a lot of time working with the Historic District Preservation Chapter of it a few ago, dates to 2008. There have been some minor amendments, but not to your chapter since that point. We are required every five (5) years to review that plan. Every ten (10) years they are required to do a much greater and involved update and rewrite of the Comprehensive Plan. We are still working through how we plan to do the review. It is outlined in the document. There are a number of studies one of which is the Central Dover Community Plan that are working on things that are very close to what the Comprehensive Plan itself deals with. There is also a concept of a Transportation Improvement District which is a new concept to deal with transportation planning on certain corridors. We have the Dover Transit Center Neighborhood Plan that was done since 2008 and there is also a task that has risen to the surface of

doing some type of Parks and Recreation planning and needs assessment for the City. There are all these studies that will play into any kind of review update of the Comprehensive plan document. We are looking to see how we can utilize the things that have already been done or are in process to then update the Comprehensive Plan. It will probably be a series of documents or things that get amended to the current plan document. It is not a total rewrite of the plan document. We will probably be looking at the implementation chapter of the current plan that states these are the things that you should focus on first, reporting on what you have already done, what still needs to be worked on, and what priority should be higher than another priority. It will be one of the key winter projects for doing the review of the *2008 Comprehensive Plan*. There may need to be some interaction from the Historic District Commission.

Responding to Mr. Salkin's question if there was any type of schedule or plan for the Parks and Recreation assessment, Mrs. Melson-Williams stated no. It has kind of come out of the whole question of what to do with the building at Dover Park that is currently closed and not being used and the debate of what should happen to that building. There have been a lot of questions on if we are providing the appropriate types of amenities for parkland and/or recreation activities throughout the City. There is actually not a formal overall plan or needs assessment that has been done recently. It was identified in the *2008 Comprehensive Plan* that should be done for the City. There have been Capital Improvement Plan elements that have been related to various park activities, but it wasn't looked at wholelistically from a city wide prospective. The task has been given to the Planning Office.

Responding to Mr. McDaniel's question whether there was a Parks and Recreation Department, Mrs. Melson-Williams stated that it is more of a division because the Parks and Recreation Department Director is Mrs. Ann Marie Townshend.

Responding to Mr. McDaniel's question of Zach Carter's position, Mrs. Melson-Williams stated that he was the Director of Parks and Recreation and now Mrs. Ann Marie Townshend has those responsibilities.

Responding to Mr. McDaniel's question whether Zach Carter was replaced, Mrs. Melson-Williams stated no, some of the responsibilities were divided.

Responding to Mr. McDaniel's question of Ms. Janelle Cornwell's replacement, Mrs. Melson-Williams stated that they are in the interview process.

NEW BUSINESS

Review of Building Permits Referred to Commission

Mrs. Melson-Williams stated that there was one property that was discussed. If a Building Permit was filed it would be referred to the Historic District Commission for a consultation. At the current time the roofing permit for the project has not been filed.

Certified Local Government (CLG) Program

Mrs. Melson-Williams stated they have not worked on the application, but needed to update the resumes of each Historic District Commission member.

Mr. McDaniel stated that in order for the City to participate in the Certified Local Government program will need to have a Historic District review body. Mrs. Melson-Williams concurred.

Annual Meeting of Historic District Commission
Mrs. Melson-Williams stated that November is actually the Annual Meeting of the Commission. It dates to when the body was originally established.

Election of Chairman and Vice Chairman
Mr. Fisher moved to elect by acclamation Mr. Scrafford as Chairman and Mr. Salkin as Vice Chairman for the Historic District Commission. The motion was seconded by Mr. McDaniel and unanimously carried 4-0. Mr. Jackson was absent.

Mrs. Melson-Williams stated that the By-laws give a timeframe for an individual to serve as Chair.

Responding to Chairman Scrafford's question whether he has reached his time as serving as Chair, Mrs. Melson-Williams stated that this will be his last year of service as the Chair. Someone else will have to rotate into that position. The Chair and Vice Chairman may serve two (2) appointed terms (6 years). Therefore, a person can serve as Chair for a period of six (6) years before rotating.

Meeting & Deadline Schedule for 2014
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.

Responding to Chairman Scrafford regarding a fee structure issue that was discussed over time that was associated with the Historic District Commission and the Planning Commission, Mrs. Melson-Williams stated that it has not been looked at it. There was a recommendation if there was a way to do a combined type of application when there is a situation that it goes before the Historic District Commission and also to the Planning Commission. She was not aware if it affected anything in Code.

Responding to Chairman Scrafford's question whether it would take Council action to alter the fee structure, Mrs. Melson-Williams stated yes. The fees are actually part of the Code for the entire City. There is a fee schedule. If there was a different fee for doing a combined application it would need to be identified.

Responding to Chairman Scrafford's question whether they should notify Council or even be involved in it, Mrs. Melson-Williams stated that Planning Staff would have to look at logistically how it would need to happen. If they wanted to do that type of filing and deadline they would need to make sure that you are meeting the deadline to come before the Historic District Commission and the Planning Commission.

Responding to Chairman Scrafford's question whether the fee structure was part of the By-laws or established by others, Mrs. Melson-Williams stated no, it was not part of the By-laws. It is

established by reference; the *Zoning Ordinance* references the fee structure.

Responding to Mr. Fisher's question if it would be appropriate for the Council to be aware that it is a sense of the Historic District Commission that the fee structure be combined rather than separated, Chairman Scrafford stated that based on the information received from applicants the Commission feels that Council should look at a fee structure that includes both the Historic District Commission and the Planning Commission.

Mr. McDaniel stated that a letter could be sent to Council stating that information if needed.

Responding to Mr. Fisher's question of the fees, Mrs. Melson-Williams stated that the filing fee for the Planning Commission Site Plan is $325.00; Architectural Review Certification is $250.00.

Mr. McDaniel stated that many people who come in to file an application may not be aware that they need to file a Historic District Commission application.

Responding to Mr. McDaniel's question whether the Planning Office makes people aware that they need to file an application, Mrs. Melson-Williams stated yes. If they are working in the Historic District and depending on the type of project it may be something that just comes before the Historic District Commission which is a fee of $250.00 and then they can move to the Building Permit process. In other instances for, major new construction and new buildings, you go before the Historic District Commission to get a recommendation because the Site Plan has to go on to the Planning Commission. This would be for anyone doing anything over 3,000 S.F. in floor area or land disturbance.

Mr. McDaniel suggested that the application and the fee be combined.

Responding to Mr. Salkin's question whether there would be a case where an applicant would go before the Historic District Commission and not the Planning Commission, Mrs. Melson-Williams stated yes.

Responding to Mr. Fisher's question whether the Historic District Commission rejected an application and the applicant goes before the Planning Commission that the Planning Commission can overrule the Historic District Commission, Chairman Scrafford concurred.

Mr. Salkin stated that there are times that they could come before the Historic District Commission and not pursue the project and then they would have paid the combined fee for both applications.

Responding to Mr. McDaniel's question whether this happens often, Mrs. Melson-Williams stated that she did not think so.

Mr. McDaniel stated that Mr. Duncan did not build his building, but he went before the Planning Commission. She stated that there would be a different fee if the applicant wanted to do the combined application and the other two (2) fees would stand alone.

Mr. McDaniel stated that if the fees are $325.00 and $250.00 it does not solve any of the combined

fee problems because you would be trying to reduce or eliminate the fee.

Chairman Scrafford stated that you would receive a reduction by combining the two (2). It would be up to Council to determine the combined fee.

Responding to Mr. Salkin's that he did not understand the rationale for the fees; Mr. McDaniel stated that the Planning Department has to devote their time.

Mr. Salkin stated he understood the Planning Department process, but was not sure how Council precisely selects the fees that we currently have. He was not sure how they would go about recommending changing the fees. Responding, Mrs. Melson-Williams stated that the fees have not changed since 2004.

Responding to Mr. Fisher's question that if all of the applications that the Planning Staff has to review the applicant fee is $250.00, Mrs. Melson-Williams stated no. If the applicant is filing an application for the Historic District Commission the fee is $250.00. If it is a Staff Review as part of the Building Permit the applicant is only paying a Building Permit fee. There is not a $250.00 fee on top of the Permit fee.

Responding to Mr. Fisher's question whether the application is in the Historic District, Mrs. Melson-Williams stated even if it is in the Historic District there is no additional fee.

Chairman Scrafford stated if the Historic District Commission requests a change and the architector engineer has to produce new plans they will get paid. Therefore, everything the Historic District Commission does can have an additional impact on the proposer.

Mr. Salkin stated that he liked the idea of entire process being as transparent and simple as possible for the applicant. He was not sure that he would support the Historic District Commission taking initiative that they wanted it to be changed.

Chairman Scrafford stated that he agreed with the other members, but if they look at it from the Historic District Commission is it their function to be involved in the fee structure?

Mr. McDaniel stated that the Historic District Commission functions could be anything. He stated that Mr. Salkin wanted to see streamlined bureaucracy if that is possible. Maybe the Historic District Commission did not realize the fees that were involved in dealing with the Historic District Commission and they would like to see that change made better.

Mr. Salkin stated that he would feel uncomfortable recommending that they be combined and lowered because the City is short on money. Maybe they should both be increased, but he was not sure.

Mr. Salkin stated the Historic District Commission could advise the powers from the City that the issue has come before the Historic District Commission in public meetings and discussions. They have concluded that they have no jurisdiction over that aspect, but encourage them to take a look at it.

Mr. McDaniel stated that he did not like saying the Historic District Commission does not have any jurisdiction, but they have an opinion.

Mr. Salkin stated that the Historic District Commission has an opinion, but they cannot take any action.

Mr. McDaniel stated that they could lobby. Chairman Scrafford agreed and Mr. Salkin stated if the Historic District Commission liked the proposal.

Chairman Scrafford stated that a person may have a good point as a public citizen but as a member of the Historic District Commission he was not sure.

Mr. Fisher stated that there could be additional fees if an attorney was involved.

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

Meeting adjourned at 4:05 PM

Sincerely,

Maretta Savage-Purnell
Secretary

City of Dover Historic District Commission
Summary of Applications 2013
Updated thru February 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. Demolition Permit received. Final Site Plan approval letter of 1/16/2014; plans pending owner signature.
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 continues.
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. Project not started yet.

City of Dover Historic District Commission
Summary of Applications 2013
Updated thru February 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. Check Print documents received on 9/25/13, 10/11/13, and 10/30/13 for review; Check Print letter issued 12/10/2013. Final Site Plans submitted for approval.

City of Dover Historic District Commission
Summary of Applications 2012
Status Updated thru February 10, 2014

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-12-01	Building Permit #12-0018 Referral	323 South Governors Avenue - new location of Frankfurt Bakery	Exterior Wall Finishes for Existing Building; Door & Window Replacement	1/5/2012 Permit #12-0018 referred to HDC by City Planner for Architectural Review Certification; 1/19/2012 HDC Approval of ArchRevCert with Conditions. Material revisions submitted to staff. Permit Issued 2/1/2012.	Construction complete for exterior finishes of brick front façade and vinyl siding on sides and new door and window. Final Certificate of Occupancy issued 12/19/2012.
HI-12-02	Johnson Victrola Museum: Banner Program	375 South New Street	Placement of changeable banners using frame attachment system	4/19/2012 HDC Approval of ArchRev Cert with Conditions on banner installation.	Sign Permit issued for first banner on building. Banner installed.
HI-12-03	Wesley U.M. Church: Banner Program	209 South State Street: Banner location on Fellowship Hall Building fronting Loockerman Plaza	Identification and Placement of a changeable banner location	4/19/2012 HDC Approval of ArchRevCert with Conditions on banner size and placement.	Sign Permit issued on 4/23/2012 for first banner on the Fellowship Hall Building and Sign Permit issued on 5/29/2012 for first banner on State Street fence. Banners continue to change for events.
HI-12-04	Court Street Gateway	Court Street, east of Legislative Hall	Bike and Pedestrian Improvements	Information Presentation presented at HDC Meeting of 7-19-2012	Project part of Capital City Trail. Public Workshop held 11/14/2012. Groundbreaking and construction started April 2013 and continues.
HI-12-05	Enhancements of the East Edge of The Green and Court Street Promenade	The Green	Pedestrian and Landscape Improvements and ADA access to 55 The Green	7/19/12 HDC Consultation on Referral of Permit #12-816 with Recommendation of Approval of ArchRevCert and Information Presentation	Permit issued and construction complete.
HI-12-06	Demolition of Building at 509 South State Street	509 South State Street, property owned by Christ Church	Proposal for demolition of the existing two and-a-half story dwelling	9/20/2012 HDC conducted Public Hearing and deferred action of the project seeking additional information; 1/17/2013 Information Update and HDC retabled application seeking additional info; 2/21/2013 Additional Information presented and HDC Approval of ArchRevCert for Demolition with conditions	Documentation of the building completed and received 9/12/2013. Was listed as Vacant Building. Demolition Permit #13-1669 issued 12/17/2013 and building demolished with site stabilization completed.
HI-12-07 S-12-20	Rear Plaza Improvements at 22-24 West Loockerman Street	22-24 West Loockerman Street	Proposal for site improvements to rear of property adjoining North street with paving and landscaping	12/13/2012 HDC Recommendation of Approval of ArchRevCert with conditions. Application S-12-20 reviewed by PC and grant Approval of ArchRevCert on 12/17/2012.	Final Plan approval granted. Permits #13-248, 13-249, and 13-250 issued 3/15/2013. Project construction appears complete. Final inspections requested to be scheduled.

Summary of Permit Application with Architectural Review Certification
2013 - Updated Thru 12-31-2013

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
1/1/2013	12-1699	406 Federal Street, Biggs Museum	Temporary Sign Permit	Staff Approval	Sign installed for First Friday & Family Movie Night 1/1-1/5/13 and removed.
1/18/2013	12-1700	406 Federal Street, Biggs Museum	Temporary Sign Permit	Staff Approval	Sign installed for Family Movie Night and February Sip&Shop 1/18-2/2/13 and removed.
1/17/2013	13-77	414 South State Street, Schmittiger & Rodriguez Law Offices	Roof Permit	Issued without Staff Review	Permit appears to be the same as Permit #13-10 which was reviewed by staff.
2/15/2013	12-1701	406 Federal Street, Biggs Museum	Temporary Sign Permit	Staff Approval	Sign installed for Family Movie Night 2/15-3/2 and removed.
2/27/2013	13-43	401 Federal Street, Townshend Building	Building Permit - Interior Renovations	Staff Approval	Work on 1st and 2nd Floor Offices - construction underway.
2/4/2013	13-118	132 West Loockerman Street, Golden Fleece	Fence Permit	Staff Approval per Director	Replaced wood fence of Permit #09-1634 with decorative black metal fence 7ft. In height. Previous Permit referred to HDC 10/15/2009. Metal fence installed.
2/27/2013	13-211	32 West Loockerman Street Suite 109, Pure Luxury Salon	Sign Permit - Window Sign	Staff Approval	Sign installed.
3/14/2013	12-1560	147 South Governors Avenue, A Touch of Glass	Sign Permit - Wall Sign	Staff Approval	Projecting Sign
3/13/2013	12-1675	501 South State Street, Christ Church	Sign Permit	Staff Approval with conditions	Post and Panel Sign installed with bulb flowers as landscaping.
3/28/2013	13-10	414 South State Street, Schmittiger & Rodriguez Law Offices	Roof Permit	Staff Approval	Replacement of slate roof with a polymeric slate tile roof. Roof completed.
3/4/2013	13-229	202 West Loockerman Street, Bayard Pharmacy	Temporary Sign Permit	Staff Approval	"Now Open" signs installed for 60 days.
3/4/2013	13-234	535 South State Street	Roof Permit	Issued without Staff Review	Existing roof replaced with asphalt shingle roof

Summary of Permit Application with Architectural Review Certification
2013 - Updated Thru 12-31-2013

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
3/15/2013	13-248	107 North Street	Fence Permit	Staff Approval	Associated with 22-24 West Loockerman Street project (HI-11-07 and S-12-20)
3/15/2013	13-249	22-24 West Loockerman Street	Fence Permit	HDC Recommendation on ARC; PC Approval of ARC; Applications Hi-11-07 and S-12-20; Staff issued permit	Rear Plaza Area Project Final Inspections for compliance to be completed.
3/15/2013	13-250	22-24 West Loockerman Street	Administrative Building Permit	HDC Recommendation on ARC; PC Approval of ARC; Applications of HI-11-07 and S-12-20; Staff issued permit	Rear plaza area project Final Inspections for compliance to be completed.
3/19/2013	13-265	2 N State Street, Offices of Paradee Financial	Building Permit - Renovations	Staff Approval	Renovations to siding, window, & door on rear addition; only partially visible from public way. Construction underway.
3/15/2013	13-274	235 West Loockerman Street	Building Permit - Interior Renovations (walls)	Staff Approval	Tenant space change of use to retail. Project complete May 2013.
3/14/2013	13-278	231 West Loockerman Street, Tresses Hair Studio	Sign Permit - Wall & Window Signs	Staff Approval	Permit issued.
3/15/2013	13-294	34 South State Street	Demolition Permit - Accessory Structure	Staff Approval	Brick Shed demolished in rear yard near alley after damage by vehicle accident.
3/28/2013	13-322	28 North State Street, Wesley College Streetscape Project Phase 1: Parking Lot	Administrative Building Permit	Staff Approval as portion of parking lot project impacts a property within the Historic District but not visible from public way. Project reviewed under Site Plan S-11-13.	Project under construction
3/27/2013	13-353	406 Federal Street, Biggs Museum	Temporary Sign Permit	Staff Approval	Sign installed for April First Friday 4/4-4/5 and removed.
3/27/2013	13-354	406 Federal Street, Biggs Museum	Temporary Sign Permit	Staff Approval	Sign installed for Hair Affair 4/8-4/14 and removed.
3/27/2013	13-355	406 Federal Street, Biggs Museum	Temporary Sign Permit	Staff Approval	Sign installed for May First Friday 5/2-5/3 and removed.

Summary of Permit Application with Architectural Review Certification
2013 - Updated Thru 12-31-2013

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
3/27/2013	13-356	406 Federal Street, Biggs Museum	Temporary Sign Permit	Staff Approval	Sign to be installed for Museum Gala 5/4-5/18 and removed.
3/27/2013	13-357	406 Federal Street, Biggs Museum	Temporary Sign Permit	Staff Approval	Sign to be installed for June Sip & Shop 6/6-6/7 and removed.
4/24/2013	12-1363	35 Loockerman Plaza, Dover Public Library	Sign Permit - Wall Sign	Staff Approval	Sign installed over main entrance canopy.
4/8/2013	13-285	406 Federal Street, Biggs Museum	Building Permit - Phase 3: Exterior Façade Improvements & Interior Renovations	HDC Recommendation on ARC; Application HI-10-09; Permit Issued by Staff	Construction Complete. Certificate of Occupancy issued 10/7/2013.
5/16/2013	13-449	202 West Loockerman Street, Bayard Pharmacy	Sign Permit	Staff Approval	Permit issued.
5/2/2013	13-455	235 West Loockerman Street, Tommy's Second Hand Store	Sign Permit - Wall Sign & Window Sign	Staff Approval	Signs installed.
5/2/2013	13-496	501 South State Street, Christ Church	Temporary Sign Permit - Banner	Staff Approval	Banner attached to existing posts behind brick wall for 5/2-6/2. Banner removed.
5/8/2013	13-546	121 South State Street, M&T Bank	Building Permit-Door Replacement	Staff Approval	Permit issued.
5/8/2013	13-582	54 South State Street, Presbyterian Church	Temporary Sign Permit - Banner	Staff Approval	Sign Installed for VBS 5/8-6/15 and removed.
5/16/2013	13-590	315 West Loockerman Street	Building Permit - Roof Replacement	Staff Approval since using same materials as existing	Replace existing asphalt shingles with asphalt shingles.
5/14/2013	13-622	9 East Loockerman Street, Treadway Towers	Building Permit - Soffit and Fascia Repairs	Staff Approval	Construction complete.
5/16/2013	13-631	303 West Loockerman Street, Spiritual Botanical World	Sign Permit - Window Sign	Staff Approval	Sign installed prior to permit approval - fee doubled.

Summary of Permit Application with Architectural Review Certification
2013 - Updated Thru 12-31-2013

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
5/21/2013	13-647	142 West Loockerman Street	Building Permit - Renovations	Staff Approval	Construction to repair building corner and exterior wall surface after vehicle accident. Replacement in-kind. Project complete.
5/22/2013	13-678	235 South New Street	Administrative Building Permit - Wall Repair	No Planning Staff Review (Permit noted as expedited due to emergency repairs.	Permit issued.
6/4/2013	13-601	151-181 Kings Highway SW, Woodburn	Building Permit - Accessibility Ramp & Entry	Staff Approval	Project location of north side of House & Addition in area of limited visibility. Construction underway.
6/4/2013	13-602	151-181 Kings Highway SW, Woodburn	Administrative Permit - Site Improvements to Driveway & Sidewalks	Staff Approval	Project using asphalt paving and brick sidewalks to improve circulation and handicapped accessibility. Construction underway.
6/4/2013	13-603	151-181 Kings Highway SW, Woodburn	Building Permit - Fence	Staff Approval	Metal decorative picket style fence 3 feet in height to be installed along street frontage.
6/3/2013	13-663	207 West Loockerman Street, Zuha Trend	Sign Permit - Wall Sign	Staff Approval	Sign for Tux Rental installed.
6/5/2013	13-679	108 East Water Street, First National Bank of Wyoming - Operations Center	Sign Permit - Post Sign & Wall Sign	Staff Approval	Signs installed.
6/5/2013	13-701	144 Kings Highway SW, Governor's Club Café	Building Permit - Interior Renovations	Staff Approval	Project complete.
6/4/2013	13-727	149 South Governors Avenue, Rouge Boutique	Sign Permit - Projecting Sign	Staff Approval	Permit issued.
7/1/2013	13-831	406 Federal Street, Biggs Museum	Temporary Sign Permit	Staff Approval	Signs to be installed 7/1/13-7/7/13 and removed.

Summary of Permit Application with Architectural Review Certification
2013 - Updated Thru 12-31-2013

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
7/1/2013	13-832	406 Federal Street, Biggs Museum	Temporary Sign Permit	Staff Approval	Signs to be installed 8/1/13-8/2/13 and removed.
7/18/2013	13-988	20 South State Street	Demolition Permit - Interior Walls	No Planning Staff Review (Permit only involves interior work not subject to ArchRevCert.)	Selective interior demolition associated with repairs/renovations following fire in building.
8/1/2013	13-833	406 Federal Street, Biggs Museum	Temporary Sign Permit	Staff Approval	Signs to be installed 9/5-9/6/13 and removed.
8/28/2013	13-981	27 West Loockerman Street, Beehive Beauty Shop	Administrative Building Permit	Staff Conditional Approval for beauty salon to occupy first floor tenant space. No ArchRevCert required.	Use of first floor as beauty salon is subject to Conditional Use Application C-13-09. Approved by PC 11/18/13.
8/27/2013	13-1007	89 Kings Highway SW, DNREC Building	Building Permit - Renovations	Staff Approval	Replacement of exterior main entrance doors (storefront metal and glass) and entry sidewalk. Construction complete.
8/28/2013	13-1077	27 West Loockerman Street, Beehive Beauty Shop	Sign Permit - Wall Sign	Staff Conditional Approval of sign for Beehive Beauty Shop.	Use of first floor as beauty salon is subject to Conditional Use Application C-13-09. Approved by PC 11/18/13.
8/5/2013	13-1084	61 South Bradford Street, Torbert Funeral Chapel	Roof Permit	Issued without Staff Review	Work on new cricket roofs on garage and reshingle. Permit issued.
8/26/2013	13-1117	306 South State Street - Government Relations Inc.	Sign Permit - Wall Sign and Projecting Sign	Staff Approval	New signs for office tenant. Permit issued. Signs installed.
8/26/2013	13-1130	30 Loockerman Plaza, Wesley Education Building - The Arc of Delaware	Sign Permit - Wall Sign	Staff Approval	Wall Sign as Banner type material to celebrate 60th anniversary of organization. Permit Issued.
8/23/2013	13-1150	205 West Loockerman Street- MultiServices Convenience Store	Sign Permit - Wall Sign	Staff Approval	Reface existing wall box sign for new retail tenant. Sign installed.

Summary of Permit Application with Architectural Review Certification
2013 - Updated Thru 12-31-2013

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
9/13/2013	13-547	101 West Loockerman Street, Cendel Foundation Building	Building Permit - Interior Renovations	Staff Approval. (Only involves interior work - no ArchRevCert required.)	Interior Renovations complete. Certificate of Occupancy issued 10/30/2013.
9/5/2013	13-834	406 Federal Street, Biggs Museum	Temporary Sign Permit	Staff Approval	Sign installed for 10/3 and 10/4 event and removed.
9/16/2013	13-1137	150 East Water Street, Del-One & Capitol Police Building	Building Permit - Exterior Renovations	Staff Approval	Reconstruction of exterior brick wall on north elevation.
9/16/2013	13-1152	22-24 West Loockerman Street	Demolition Permit - Interior Walls	Staff Approval. (Only involves interior work - no ArchRevCert required.)	Project underway; final inspections scheduled.
9/16/2013	13-1211	317 South Governors Avenue	Building Permit - Exterior Renovations to porch floor & columns	Staff Approval	Project underway
9/19/2013	13-1259	151-181 Kings Highway SW, Woodburn	Building Permit - Exterior Renovations - Porch Addition	Staff Approval	Project for addition of porch/deck area on east end of addition off kitchen.
10/3/2013	13-835	406 Federal Street, Biggs Museum	Temporary Sign Permit	Staff Approval	Sign installed October 25 - November 3 for Holiday Market Faire and signs removed.
10/25/2013	13-836	406 Federal Street, Biggs Museum	Temporary Sign Permit	Staff Approval	Signs installed Dec 5-6 for First Friday Event and removed.
10/22/2013	13-1153	22-24 West Loockerman Street	Building Permit - Interior Renovations for Tenant Fitout	Staff Approval. (Only involves interior work - no ArchRevCert required.)	Project underway for tenant-out for office space; final inspections scheduled.
10/4/2013	13-1245	1 North American Avenue, American Square Apartments	Sign Permit	Staff Approval.	Monument Sign to replace existing sign.
10/17/2013	13-1279	401 Federal Street, Townshend Building	Building Permit - Interior Renovations	Staff Approval. (Only involves interior work - no ArchRevCert required.)	Project underway associated with HVAC renovations on lower level.

Summary of Permit Application with Architectural Review Certification
2013 - Updated Thru 12-31-2013

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
10/23/2013	13-1312	3 South American Avenue, Edward Jones Investments	Sign Permit - Wall sign	Staff Approval of wall sign. (Denied original proposal for freestanding monument sign.	Permit issued.
10/30/2013	13-1354	20 South State Street	Building Permit - Exterior Renovation Repairs and interior Renovations	Staff Approval of ArchRev Cert for project elements of roof, windows, porch flooring, repairs to cornice detailing.	Construction underway to repair and renovate 4 unit apt. building following fire damage.
10/23/2013	13-1366	135 S Bradford Street, J. La Salon & Spa	Sign Permit	Staff Approval	Sign installed prior to permit approval - fee doubled.
10/21/2013	13-1368	2 N State Street, Offices of Paradee Financial	Building Permit - Foundation Repairs & Rear steps on Rear Addition	Staff Approval	Construction underway.
10/16/2013	13-1372	317-331 South State Street, Parke Green Galleries	Administrative Building Permit - Change of Use	Staff Approval following Planning Commission approval of Conditional Use Plan C-13-08 to establish art studio & gallery.	Certificate of Occupancy issued on 10/30/2013. No exterior changes to the building. Gallery now open.
10/22/2013	13-1373	406 Federal Street, Biggs Museum	Sign Permit - Museum Name Sign	Staff Approval for installation of museum name sign following construction of new entry wall.	Sign installed.
10/23/2013	13-1418	3 South American Avenue, Edward Jones Investments	Sign Permit - Post and Panel Sign	Staff Approval of post and panel sign as free-standing sign (a revision from earlier submission after discussion with applicant.)	Sign installed.
10/29/2013	13-1419	301 West Loockerman Street, Longevity Studio	Sign Permit - Wall Sign	Staff Approval with conditions.	Sign installation underway.
10/30/2013	13-1421	54 South State Street, Presbyterian Church	Building Permit - Interior Renovations	Staff Approval. (Only involves interior work - no ArchRevCert required.)	Project complete.
10/23/2013	13-1472	147-153 S Governors Avenue	Roof Permit	Issued without Staff Review	Replacing small sections of roof.
10/25/2013	13-1488	3 South American Avenue	Door Permit	Staff Approval for installation of paneled door with upper glass lite.	Permit issued.

Summary of Permit Application with Architectural Review Certification
2013 - Updated Thru 12-31-2013

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
11/22/2013	13-1506	151-181 Kings Highway SW, Woodburn	Building Permit - Landscape Improvements	Staff Approval	Reconfiguration of garden area - pathways, fencing, gazebo and wood arbor. Construction underway.
11/14/2013	13-1533	136 West Loockerman Street, The Big Tease	Sign Permit - Window Sign	Staff Approval	Permit issued.
12/17/2013	13-1669	509 South State Street	Demolition Permit	HDC Approval of ArchRevCert for Demolition with Conditions on 2/21/2013; Application HI-12-06	Building Documentation submitted. Demolition Permit issues and demolition complete.

Historic District Commission
2013 Summary of Activity

The Historic District Commission consists of five members: Col. Dick Scrafford, Chazz Salkin George Fisher, Joe McDaniel, and Terry Jackson. It receives staff support from the Planning Office. During 2013 Dick Scrafford served as Chairman and Chazz Salkin served as Vice-Chairman. These individuals were selected to continue to serve in these roles at the Commission's Annual Meeting in November 2013.

Architectural Review Certification
The Historic District Commission held six meetings in 2013. The Historic District Commission reviewed five (5) applications for Architectural Review Certificates in 2013. This included the referral of one Building Permit to the Historic District Commission for review of the construction of an accessory structure (replica outhouse) for the John Bell House at 43 The Green. Other projects reviewed for Architectural Review Certification involved proposals for construction of a rear parking lot at 527-529 South State Street, demolition of an existing building and construction of a new retail building (Family Dollar) at 300 West Loockerman Street, and redevelopment of a vacant parcel at 301 South Governors Avenue as the North Street Pocket Park with paving and landscaping improvements. Also in February 2013, approval was granted with conditions for demolition of the building at 509 South State Street (HI-12-06). In March, the Historic District Commission heard a presentation on the bike and pedestrian improvements for the Phase 2 of the Capital City Trail.

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.

- Summary of Permit Activity in the Historic District in 2013:
  - Permits not requiring Architectural Review Certification: 7
  - Permits requiring Architectural Review Certification: 73
  - Total Number of Permits: 80

The following chart provides information for 2013 and the last four 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.

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

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

2013 Permit Activity	Staff Approval	Historic District Commission Approval*	Historic District Commission Recommendation with Planning Commission Approval**
Building Permit	3	0	0
Demolition Permit	3	1	0
Administrative Building Permit	4	0	1
Building Permit – Renovations	11	1	0
Fence Permit	3	0	1
Roof & Siding Permits	7	0	0
Sign Permit	22	0	0
Temporary Sign Permit	17	0	0
TOTAL	76	2	2

* Permits associated with applications acted upon by HDC

** 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 brought changes to Downtown Dover in 2013. The Bayard Plaza mixed use building opened at 200 West Loockerman Street (HI-10-08) and construction was completed of Loockerman Way (plaza area) and the North Street Parking Lot Improvements (HI-11-05). The multi-phase project of interior and exterior renovations at the Biggs Museum of American Art at 406 Federal Street (HI-10-09) also was completed. In 2013, construction activities also involved the rear plaza improvements at 22-24 West Loockerman Street and a series of site and building ADA accessibility improvements at Woodburn and Hall House (151-181 Kings Highway SW). In late December the Demolition Permit was issued for demolition of the residential building at 509 South State Street.

The Green – Designated as a National Monument

The Green, which is within the local Historic District and listed in the National Register of Historic Places, was included in a proposal to designate a National Park in Delaware. During this proposal process the Planning Office provided technical support to the City and kept the Historic District Commission informed. The Planning Office conducted a Public Workshop on January 23, 2013 for the adjacent property owners in regards to consideration of The Green as a National Monument and the associated Preservation & Conservation Easement. On February 1, 2013 the Planning Office working with the City's Department of Public Works completed the Baseline Documentation Report for The Green as associated with the Preservation Easement for The Green as a National Monument. The Baseline Documentation recorded the existing conditions of the property including a summary of features and site elements, tree locations and summary, and a photograph series of The Green. 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. It is the 400th unit of the National Park Service. Visit www.nps.gov/frst for more information.

Other Activities

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.

2013 also saw the discussion of the "Role & Scope of the Historic District Commission and Historic District" by the Legislative Finance & Administration Committee of City Council. As a result a Public Workshop on the topic was conducted on February 26, 2013. Through presentations and facilitated discussions, information and ideas for areas of improvement were gathered. In August 2013, City Council endorsed the moving forward with the City of Dover making application to become part of the Certified Local Government (CLG) program. At several meeting the Historic District Commission discussed the CLG application and program requirements. As time allows Planning Staff is working to complete the application submission.

Planning Staff also attended two training sessions during the year: Training Workshop "Connecting with Your Community: Communication, Education and Outreach" and a Historic Preservation Commission Training "Session on Design Review." Information received at the training workshops was shared with the Historic District Commission.

Summary of Permit Application with Architectural Review Certification
2013 - Updated Thru 1-31-2014

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).

City of Dover

ARCHITECTURAL REVIEW REPORT
Referral by City Planner to Historic District Commission
Meeting of February 20, 2013

Permit:	Permit #14-148 for EZ Pass Signage
Location:	22-24 W. Loockerman Street Located on the south side of West Loockerman Street between State and Bradford Streets
Tax Parcel:	ED-05-077.09-04-16.00-000
File Number:	HI-14-01

Referral of Permit:
The following application **Building Permit #14-148** 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 #14-148 was filed on February 14, 2014 for the proposed signage for EZ Pass located at 22-24 West Loockerman Street, Dover.

The permit application is for two wall signs to be placed above the doors and windows to the building. This are of the wall includes two framed out dry-vit areas, architectural elements designed to accommodate signage. The signs are 22.76 square feet and 23.83 square feet in sign area. The sign surface is proposed to be ½" thick Komacel (PVC) with vinyl lettering. 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* 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. Each sign is limited to 64 square feet in sign area. The proposal is for two wall signs on the Loockerman Street frontage, one with a sign area of 22.76 square feet and the other with a sign area of 23.83 square feet. The proposed signage meets the requirements of the Sign Regulations for size and number.

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

- 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.

Similarly, the following is Not Recommended:

- Plastic signs are not recommended.

Staff findings are summarized as follows:

- Sign Location and Size: The location and size of the proposed signs is consistent with the recommendations of the *Design Standards and Guidelines for the City of Dover Historic District Zone*. The proposed signs are incorporated with the architectural elements above the doors, and the size and scale is compatible with the building's architecture and that of the surrounding area.
- Sign Material: The proposed material for the signs is a Komacel (PVC) surface with vinyl lettering. There is no illumination proposed. 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. The signs as proposed lack dimension that is typical of signs in the Loockerman historic context. Photos of signs along Loockerman Street between State Street and Governors Avenue are provided as examples of the materials and dimension that is typical of signs within this area.









Examples of signs on Loockerman Street

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 project.

Advisory Comments and Recommendations:

1. The applicant shall be aware that a Permit is required prior to installation of signage. The 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:
    a. That the location, size and overall design of the proposed 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 material be modified to utilize wood, metal, or other material that is consistent with the building's architecture, and that dimension or texture be added to make the sign more compatible with signs in the immediate area.
    c. Consider reversing the color scheme of the proposed sign designs:
        i. Such a change may offer greater legibility of the sign from a distance.
        ii. Signs with a darker background may add more visual interest and contrast against the building façade.

Attachments:

- Permit #14-148 form
- Project Drawings: Proposed Sign Renderings
- Letter of Referral dated February 14, 2014

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 # 14-148

Sign Permit Application

Applicant's Name: Kent Sign Co. / Kim Diehl

Project Name: E-Z Pass

Address: 22-24 W. Loockerman St.

Phone: 678-7029 Dover Business License #

Property Owner:

Contractor Name: Kent Sign Co.

Address: 2 E. Brady's Ln Dover, DE 19901

Phone: 697-2181 Dover Business License #:

E-mail: Kim@Kentsigns.net

Sign Information

Sign	1	2	3	4	5
New/Reface	New	New			
Type of Sign Ex. wall, monument, window, etc.	Wall	Wall			
Dimensions Length, width and depth	29"x113"	33"x104"			
Square Footage	22.76	23.83			
Setback from Right-of-Way	N/A	N/A			
Sign Material Ex., aluminum, PVC,	Komacel (PVC)	Komacel (PVC)			
Overall Height	13'	13½'			
Clear Height Wall signs only	10½'	10½'			
Illumination Type Internal, external, LED, etc.	Non-illum	Non-illum			

1500 1500

For Office Use Only		Tax Parcel #						
Date Received:				Date Issued:				
Planner Assigned		Zoning District		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 $		30.00	

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.

Kimberlee L Diehl — Kimberlee L. Diehl — 2/11/14

Signature — Print Name — Date

Brief Description of Work (To Be Completed by Applicant):	To Be Completed By Planning & Inspections Staff
Install PVC Signs flat to building above entrance	Building Permit #: Plumbing Permit #: C/O Required: Y/N .

WORK SITE LOCATION	Address: 22-24 W. Loockerman St.
	Parcel ID:

Applicant (Owner or Contractor)	Kent Sign Co.
Contact Person	Kim Diehl
Mailing Address	2E. Bradys Ln.
City, State, Zip	Dover, DE 19901
Telephone	302-697-2181
Fax	302-697-0420
E-mail Address	Kim@Kentsigns.net

Does Your Project Propose . . .	Yes	No	If Yes, Describe
an increase or decrease to the quantity of plumbing fixtures at the location?		X	
a change in size of the water line serving the location?		X	
a new water irrigation system?		X	
a change in size of the sanitary sewer line serving the location?		X	
relocation of the water meter?		X	
relocation of the water line serving the location or any associated appurtenances?		X	
relocation of the sanitary sewer line serving the location or any associated appurtenances?		X	
any work within the right-of-way?		X	
any proposed sidewalk work?		X	
any proposed concrete work?		X	
any alteration to any storm drain infrastructure?		X	
any proposed curb alteration, i.e., new driveway to property?		X	
any proposed scaffolding to renovate building exterior?		X	
any proposed tree or shrub plantings within the right-of-way?		X	
an upgrade in sanitation service?		X	
a relocation of the existing trash pick-up location?		X	

EASEMENT*	Yes	No
Is there any existing easement on this property? (utility, drainage, cross access, etc.)		X

*-It is prohibited to build any structure within an existing easement.

I hereby certify that the information provided above is correct and acknowledge that should any differences be identified throughout the course of the project that all renovation project requirements still apply.

Kimberlee Diehl — Printed Name of Applicant

Kimberlee Diehl — Signature of Applicant

2/11/14 — Date

THIS FORM MUST BE COMPLETED AND TURNED IN WITH PLUMBING PERMIT APPLICATION OR BUILDING PERMIT APPLICATION.







DESCRIPTION:EZ Pass | DATE:2/14/14 | DESIGN BY: JY

APPROVED BY:

ALL DESIGNS PROPERTY OF: Vent Signs

1/2" Komacel (PVC)
w/ Vinyl graphics
Non-illum