CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, November 21, 2013 - 3:00 P.M.
City Hall – Conference Room

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on September 19, 2013

COMMUNICATIONS & REPORTS

1. Summary of 2013 Activity
    a. Summary of Applications 2013 and 2012
    b. Summary of Architectural Review Certifications for 2013

2. Department of Planning & Inspections Update
    a. Bicycle & Pedestrian Sub-Committee
    b. Central Dover Community Plan
    c. Review of *2008 Comprehensive Plan*

OLD BUSINESS

NEW APPLICATIONS

NEW BUSINESS

1. Review of Building Permits Referred to Commission

2. Certified Local Government (CLG) Program

3. Annual Meeting of Historic District Commission
    a. Election of Chairman and Vice Chairman
    b. Meeting & Deadline Schedule for 2014

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
September 19, 2013

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, September 19, 2013 at 3:00 PM with Chairman Scrafford presiding. Members present were Chairman Scrafford, Mr. Jackson (arrived 3:12pm), Mr. McDaniel, and Mr. Fisher. Mr. Salkin 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 3-0. Mr. Salkin and Mr. Jackson were absent.

Responding to Chairman Scrafford's question regarding that the agenda is subject to change, Mrs. Melson-Williams stated that you could amend, take away, rearrange, or add something to it at the meeting.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF JULY 18, 2013

Mr. McDaniel moved to adopt the minutes of the regular Historic District Commission meeting of July 18, 2013, seconded by Mr. Fisher and the motion was unanimously carried 3-0. Mr. Salkin and Mr. Jackson were absent.

COMMUNICATIONS & REPORTS

Summary of 2013 and 2012 Activity

Mrs. Melson-Williams stated that included in the packet was a summary of applications 2013 and 2012. To date in 2013 the Historic District Commission has considered five (5) applications. Some of them had to go before the Planning Commission for review which has occurred. They are currently in the process to finalize the plans. The Capital City Trail is the bike and pedestrian improvements that leads from the Legislative Hall area to Martin Luther King Jr. Blvd. and Route 13. Construction is progressing on the Route 13 segment at the current time. The North Street Pocket Park application went before the Planning Commission for review and conditional approval. The Planning Office recently received a Check Print of the Site Plan which is the next part of the process to ensure that it meets all of the conditions of approval in order to obtain the Final Plan approval. There were a total of seven (7) applications in 2012 and most of them have been completed. Mrs. Melson-Williams met with a representative of Christ Church regarding the demolition of the building at 509 South State Street and received copies of their documentation of the building with additional information on floor plans, size of rooms, and the photograph series. They will move forward to submit for a Demolition Permit.

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

Responding to Mr. McDaniel's question regarding the status of the Family Dollar, Mrs. Melson-Willams stated that the office has seen one Check Print and comments have gone back to the applicant. The resubmission is not ready to be finalized at the current time.

Responding to Mr. Fisher's question if asbestos was found in the building, Mrs. Melson-Williams stated that in order to apply for a Demolition Permit proof is required that the property is free from asbestos.

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 56 permits through August that had activity in the Historic District. Majority of them were related to signs and temporary signs. Forty-eight of the fifty-six 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. There were some minor renovations and Building Permits that also included the interior.

Chairman Scrafford questioned the height of the fence at the Golden Fleece Tavern and if it was originally 7 feet and if it was replaced with an existing fence and if it was grandfathered. Mrs. Melson-Williams stated that it went through a review process as a wooden fence that was over 4 feet. Afterwards it was replaced by the property owner with a black metal 7 foot fence which was taller than what was originally there. It is located within the Historic District. It was related to the previous action regarding the fence and grandfathered.

Responding to Mr. Fisher's question regarding the space for a fence behind or around the Golden Fleece Tavern, Chairman Scrafford stated that there is a brick wall behind the building and there is no space around it.

Mr. Jackson arrived at the meeting.

Responding to Chairman Scrafford's question regarding the work at the Governor's Mansion, Mrs. Melson-Williams stated that there is continual work at the Governor's Mansion. It went through Staff Review. There are three (3) permits related to the Governor's Mansion. One consisted of handicap accessibility in a ramp entry on the north side of the building with limited visibility from Kings Highway done using appropriate materials. The site improvements are related to some of the ADA accessibility issues that were being dealt with on site. There has been regrading of the driveway and improvements to the sidewalk network between the Woodburn and Hall House buildings. Some of the construction is still underway. Associated with the project is a fence permit that will be 3 feet in height which is less than the Historic District maximum height.

Responding to Chairman Scrafford's question regarding the location of the three foot fence, Mrs. Melson-Williams stated that portion of the fence will be installed along Kings Highway and other fencing improvements are tucked back behind the Hall House where the garage building is located near the alley.

Chairman Scrafford stated that the Historic District Commission need to be made aware on a regular basis of the status instead of reading about it in the paper or feel blind-sided when asked questions. Mrs. Melson-Williams stated that there is a lot of permitting activities that happen in the Historic District and not all of them rises to the level that it needs to come before the Historic District Commission.

Chairman Scrafford stated that they would like to receive the needed information regarding approvals on a more frequent basis so that they are aware and are able to respond to public questions.

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

Update on Discussion-Role and Scope of the Historic District Commission and Historic District
Mrs. Melson-Williams stated that there was nothing to report. Staff time has been devoted to other elements at the current time.

Responding to Chairman Scrafford's question if this was the discussion of the life of the Historic District Commission, Mrs. Melson-Williams stated that this was Role and Scope looked at by the City Council and Legislation Finance and Administration Committee that resulted in the public workshop that was held in February 2013 to engage the public for input on Historic District and Commission activities.

Responding to Chairman Scrafford's question if the Historic District Commission does not exist as a Commission could you still be a Certified Local Government, Mrs. Melson-Williams stated no. There are requirements to be a Certified Local Government that will be discussed.

Responding to Mr. Fisher's question if the role of the Historic District Commission had anything to do with the Planning Commission setting up an Architectural Committee, Mrs. Melson-Williams stated that in the Planning Commission responsibilities the *Zoning Ordinance* has an architectural component to it for all projects that come before them, not just in the Historic District area. The code establishes the ability to appoint the Architectural Review Oversight Subcommittee. The committee membership is five (5) members that consist of two (2) Planning Commission members, the mayor or designee, and two (2) design professionals. On Monday, September 16, 2013 two (2) design professionals were appointed to the body. In ten years with the City, they have only met once and there was another incident prior to that. The *Zoning Ordinance* allows for the Planning Commission to sort out architectural issues regarding a project by referring it to the body for specialized technical assistance.

Responding to Mr. Fisher's question of who the two (2) design professionals were, Mrs. Melson-Williams stated that they were Sarah Keifer, Planner Director for Kent County and a Professor from Delaware Technical Community College who heads the architectural career program.

Responding to Mr. Fisher's question if Mr. Dean Holden was the Chairman or Co-Chairman, Mrs. Melson-Williams stated that Mr. Dean Holden, an engineer by trade, and Kathy Still involved in the architectural side are the members from the Planning Commission.

Responding to Mr. Fisher's question of who is the mayor's designee, Mrs. Melson-Williams stated that it is typically the mayor or he can designate someone to attend.
Responding to Mr. McDaniel's question if there were any more noise from City Council regarding the Historic District Commission, Mrs. Melson-Williams stated no, not that she was aware of.

NEW BUSINESS

Certified Local Government (CLG) Program

Mrs. Melson-Williams stated that the Certified Local Government Program has been discussed for a number of years. The Historic District Commission discussed the program as an intro reminder at the July 18, 2013 meeting. A motion was made to recommend to City Council approval of participation in such programs and to encourage the City's action to explore the program. It was with full knowledge that the concept of a Certified Local Government was a forthcoming agenda item on the Legislative Finance and Administration Committee of City Council. The Legislative Finance and Administration Committee met on July 22, 2013. They heard information about the Certified Local Government program and there was a presentation by Jesse Savannah-Vick who is a Staff member of the State Historic Preservation Office that enlightened them about what a Certified Local Government meant. The Committee then recommended that Staff move forward with a Certified Local Government application process. Afterwards, their recommendations then move on to City Council for final action. At the City Council meeting of August 12, 2013, a consent item on the agenda approved the Committee's recommendation that Staff move forward with making the Certified Local Government application.

Mrs. Melson-Williams stated that a copy of the program guidelines was provided in the Historic District Commission packet. The guidelines outline the requirements to become a Certified Local Government. There is also a process for applying for a Certified Local Government Certification. The request must come from the Mayor as the chief elected official for the City. There is a review process at the State Historic Preservation Office and the National Park Service before designation as a Certified Local Government program occurs. The entire program is voluntarily. Ultimately, there is an agreement that is established for the Certified Local Government.

Mrs. Melson-Williams asked if there were any questions regarding the Certified Local Government Program.

Responding to Chairman Scrafford's question if this was discussed a number of years ago, Mrs. Melson-Williams stated that it was discussed a number of years ago and there was some interest at that point. However, we were not a fully appointed commission at the time and it fell by the wayside. The Certified Local Government program was also identified in some of the goals and implementation strategies in the City's Comprehensive Plan as related to Historic Preservation. It is an appropriate step for a community that has an established Historic District Commission. There a number of jurisdictions that are Certified Local Governments.

Responding to Mr. McDaniel's question if this would be a benefit to the City to become a member, Mrs. Melson-Williams stated yes. It clearly makes the link for the ability of receiving technical assistance much clearer from the State Historical Preservation Office to the Historic District

Commission. Currently, there is a grant program that is specific to those communities that are Certified Local Governments. The activities would need to be specifically identified for the use of the money.

Responding to Mr. Fisher's question if there was a formula for the grant, Mrs. Melson-Williams stated that she believed there was a formula. It is federal money that comes from and through the Historic Preservation for each state. A certain percentage of the funding has to be sub-granted to the Certified Local Governments.

Mr. McDaniel stated that a lot of things that should be done by the City are being done by the Historic District Commission. We do not have to worry about enabling legislation.

Mrs. Melson-Williams stated that a lot of it is already in place. This is a task of the Planning Office and is a low priority at the current time due to staffing issues. Ms. Janelle Cornwell accepted a Planner's position with Kent County Planning Office; therefore, we are down one Planner. We are currently advertising for the position and plan to conduct interviews within the next two (2) weeks.

Responding to Mr. McDaniel's question if it had been endorsed, Mrs. Melson-Williams stated yes, it was done casually not as a request.

Chairman Scrafford stated that it may keep the Historic District Commission in business because a lot of changes would have to be made if another commission had to do the Certified Local Government program activities.

Responding to Mr. McDaniel's question if the Certified Local Government application will be done by the next meeting, Mrs. Melson-Williams stated not by the next meeting.

Preparation of Application

Mrs. Melson-Williams supplied the Historic District Commission members a copy of their resumes for review and editing.

Mrs. Melson-Williams stated that she needed to know if any of the Historic District Commission members met the Secretary of Interior's Professional Qualifications Standards that was included in the Guidelines package on page 9, Appendix A (included in all members packet). Listed is a list of qualifications that include History, Archeology, Archeology History, Architecture, and Historic Architecture.

Responding to Chairman Scrafford's question regarding the committee membership, Mrs. Melson-Williams stated that they encourage and hope that members have some of the professional qualifications.

Responding to Chairman Scrafford's question regarding how many of the five (5) members have to meet some of the qualifications, Mrs. Melson-Williams stated that she was unsure, but if there are questions they can seek additional guidance.

Responding to Chairman Scrafford's question if Mr. Jackson had any historic training as part of the architectural background or historical architecture, Mr. Jackson stated yes. Mrs. Melson-Williams stated that you can qualify under more than one. Chairman Scrafford stated that Mr. Jackson would qualify for both. Mrs. Melson-Williams stated that looking in the program requirements it states "to the extent available in the community, appointees to the Commission must possess professional expertise in the disciplines of Architecture History, Planning, Archeology, or Historical Preservation-related fields. At a minimum, all members of the Commission must possess a demonstrated interest, competence, or knowledge in historic preservation". She stated that the Historic District Commission members meet the minimum. There is no specific mention that it has to be half of the commission. She stated that she was not sure if the Historic District Commission has ever had an Archeologist serve on the Commission.

Responding to Chairman Scrafford's question of James McNair's background, Mrs. Melson-Williams stated that his background was more in Parks Planning, but he worked for the State Historic Preservation Office, but he had more of a history background.

Mrs. Melson-Williams stated that the resumes needed to be edited and they will be collected at the next Historic District Commission meeting. She does not have a set deadline that has been handed down.

Chairman Scrafford asked if there were any questions. There were none.

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

Meeting adjourned at 3:42 PM

Sincerely,

Maretta Savage-Purnell
Secretary

City of Dover Historic District Commission
Summary of Applications 2013
Updated thru November 12, 2013

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 must occur prior to demolition.
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.
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.

City of Dover Historic District Commission
Summary of Applications 2012
Status Updated thru November 12, 2013

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 on 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. Listed as Vacant Buidling. Must make application for Demolition Permit.
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 11-1-2013

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 11-1-2013

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 11-1-2013

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 being 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 underway.
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 11-1-2013

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 11-1-2013

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 a pending Conditional Use Application C-13-09.
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 underway.
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 a pending Conditional Use Application C-13-09.
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.
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.
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.

Summary of Permit Application with Architectural Review Certification
2013 - Updated Thru 11-1-2013

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
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
9/26/2013	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
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 to be installed Dec 5-6 for First Friday Event.
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.
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 11-1-2013

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 to be 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 to be 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.)	Permit issued.
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.

Certified Local Government Program

As part of the Application to the Certified Local Government Program, the resumes of the Historic District Commission Members are required.

Please review your attached resume. Where information was previously provided, we have updated the text of the resume using the MSWord file (if available).

- Review your resume for completeness and mark any necessary corrections.

- Submit an electronic file copy of the resume if available to the Planning Office.
  - Email to dmelson@dover.de.us

- If you have questions, please contact Planning Staff at 736-7196.

CITY OF DOVER
HISTORIC DISTRICT COMMISSION

Schedule of application deadlines and Historic District Commission meeting dates for the year of 2014. The submittal procedures for the Historic District Commission are outlined in *Zoning Ordinance*, Article 10, Section 3.2. Prior to application submission a Pre-Application Meeting with Planning Staff is required.

MONTH	DEADLINE DATE	MEETING DATE
JANUARY	12/13/13	01/16/14
FEBRUARY	01/17/14	02/20/14
MARCH	02/14/14	03/20/14
APRIL	03/14/14	04/17/14
MAY	04/11/14	05/15/14
JUNE	05/16/14	06/19/14
JULY	06/13/14	07/17/14
AUGUST	07/18/14	08/21/14
SEPTEMBER	08/15/14	09/18/14
OCTOBER	09/12/14	10/16/14
NOVEMBER	10/17/14	11/20/14
DECEMBER	11/14/14	12/18/14
JANUARY	12/12/14	01/15/15

For Information Contact:

City of Dover
Department of Planning
15 Loockerman Plaza
P.O. Box 475
Dover, DE 19903
(302) 736-7196
(302) 736-4217 Fax
www.cityofdover.com
E-mail: planning@cityofdover.com