CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, September 19, 2013 - 3:00 P.M.
City Hall – Conference Room

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on July 18, 2013

COMMUNICATIONS & REPORTS

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

2. Update on Discussion - Role and Scope of the Historic District Commission and Historic District

OLD BUSINESS

NEW APPLICATIONS

NEW BUSINESS

1. Certified Local Government (CLG) Program
    a. Update on City Council Action
    b. Review of Program Guidelines
    c. Preparation of 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
JULY 18, 2013

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, July 18, 2013 at 3:00 PM with Chairman Scrafford presiding. Members present were Chairman Scrafford, Mr. Jackson, Mr. McDaniel, and Mr. Salkin. Mr. Fisher was absent.

Staff members present were Mrs. Melson-Williams, Ms. Cornwell, and Mrs. Purnell.

APPROVAL OF AGENDA

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

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF MARCH 21, 2013

Mr. McDaniel moved to adopt the minutes of the regular Historic District Commission meeting of March 21, 2013, seconded by Mr. Salkin and the motion was unanimously carried 4-0. Mr. Fisher was absent.

ADOPTION OF MINUTES OF THE MEETING OF JUNE 20, 2013

Mr. Jackson moved to adopt the minutes of the meeting on June 20, 2013, seconded by Mr. McDaniel and the motion was unanimously carried 4-0. Mr. Fisher was absent.

COMMUNICATIONS & REPORTS

Summary of 2013/2012 Activity

Mrs. Melson-Williams stated that included in the packet was a summary of applications 2013 and 2012. There were a total of seven (7) applications in 2012 and most of them have been completed.

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

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 45 permits through June that had activity in the Historic District. Only three (3) of them involved action by the Historic District Commission. Most of them qualified for Staff Review. Half of the permits were signs and temporary signs. There were some minor renovations Building Permits that also included the interior.

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

Responding to Mr. McDaniel's question as to which building was the 34 South State Street where the brick shed was demolished, Mrs. Melson-Williams stated that it was the Wesley College President House, the brick shed that was close to the alley that was hit by a vehicle. It was unable to be

reconstructed. Photos were submitted with the permit application. It can be approved by Staff since it was something that was in the rear and not visible from the public way.

Responding to Chairman Scrafford's question if it qualified for a demolition, Mrs. Melson-Williams stated that it was an accessory building and would have been a safety hazard if it was not taken care of very quickly.

Update on Discussion-Role and Scope of the Historic District Commission and Historic District
Mrs. Melson-Williams stated that there was nothing to report. Mrs. Townshend has been working on a survey of questions that were discussed at the public workshop meeting that was held in February. Other items have taken precedence at this point for Staff time and it has been put on the back burner.

Responding to Mr. Salkin's question if it was on the back burner in general or is there still discussion; Mrs. Melson-Williams stated that she was not aware if there has been any other discussion. There were some questions raised at the most recent City Council meeting when considering the reappointments for the two terms that had expired. There were some questions regarding whether some of the information from the public workshops was taken into consideration when looking for membership of the Commission.

OLD BUSINESS

Certified Local Government (CLG) Program

Mrs. Melson-Williams stated that the Certified Local Government Program has been discussed for a number of years. It is one of the suggested goals in the City's Comprehensive Plan in the Historic Preservation Chapter. The Certified Local Government Program is a federal program through the National Park Service that has an application process that begins locally with submission to the State Historic Preservation Office. One benefit of being a Certified Local Government is that a certain portion of the federal monies that come to the State of Delaware for Historic Preservation must be granted to counties and cities that are a Certified Local Government. In Delaware, the program works as a 60/40 matching program. Staff is anticipating that this will be pushed to the forefront as it is on the Legislative Finance and Administration Committee meeting agenda for Monday, July 22, 2013. They will be discussing the program and its benefits. If the City chooses to pursue they will need to gather information such as the ordinances and resumes of all members of the Commission. Resumes are to be given to Staff after they are updated.

Mrs. Melson-Williams stated that included in the member packet was a handout of frequently asked questions that was on the National Park Service website. Most of it focuses on the grant. There are guidelines on how the program functions in Delaware. You are required to have in place a Commission that has some control over the designation and review of projects affecting locally designated landmarks in the Historic District.

Responding to Chairman Scrafford's question if it will take Council actions, Mrs. Melson-Williams stated that in the application process one would need to request to participate in the Certified Local Government Program. The request is a letter signed by the government's chief

elected official. In this case, it is the Mayor. Because it involves use of Staff and City priorities it will probably go through a Council action also. If this is pushed forward Staff suggests having a briefing and a workshop from the State Historic Preservation Office who has a coordinator of the program for questions and a better understanding.

Responding to Mr. Salkin's question if it would be appropriate or helpful to endorse the program; Chairman Scrafford stated that he was of the opinion that it needs to rest with Council to determine whether or not they want to do it which may be a difficult decision. Once they have elected to do it then the Historic District Commission members could have a meeting to discuss the implications. Also responding, Mrs. Melson-Williams stated that it was not placed on the Legislative and Finance Committee Agenda by City Staff; it was a request by a City Council member.

Mr. McDaniel stated that by endorsing it or encouraging it they would realize it is not self-serving. If they do have the Certified Local Government Program, the Historic District Commission would need to remain.

Responding to Chairman Scrafford's question if it should be approached by a letter to City Council recommending that they endorse the Certified Local Government Program, Mr. McDaniel stated a vote that they are in favor of the program.

Mr. McDaniel moved to recommend to City Council the approval of the Certified Local Government Program and the City's actions in exploring the program, seconded by Mr. Salkin and the motion was unanimously carried 4-0. Mr. Fisher was absent.

Responding to Mr. McDaniel's question if the recommendation came from Councilman Slavin, Mrs. Melson-Williams stated that he was one of the City Council members that placed it on the agenda. It takes two (2) members to put something on the agenda.

NEW BUSINESS

HI-13-05 North Street Pocket Park at 301 South Governors Avenue – Public Hearing and Review for Recommendation on Architectural Review Certification to allow for the construction of a park consisting of paving and landscape areas to be located at 301 South Governors Avenue. The property is zoned C-2 (Central Commercial Zone) and is subject to H (Historic District Zone). The property is located on the southeast corner of West North Street and South Governors Avenue. The owner of record is City of Dover. Address: 301 South Governors Avenue. Tax Parcel: ED-05-077.09-04-36.00-000. Council District 4. *This is associated with Site Plan Application S-13-10.*

Mr. McDaniel was recused from the application because he is a member of the Downtown Dover Partnership.

Responding to Chairman Scrafford's question regarding who the applicant was, Mrs. Melson-Williams stated that the application was prepared through the Downtown Dover Partnership and the property is owned by the City of Dover.

Mrs. Melson Williams gave an overview of the report. She stated that this is not the first time the

Historic District Commission has dealt with this property. There used to be a three (3) story brick building that was declared Demolition by Neglect by the Historic District Commission and City Council declared it a Dangerous Building and it was demolished. The City acquired the property late last year after a Sheriff Sale due to tax delinquency. Between the Parks & Recreation Committee and the City Council they have endorsed this parcel of land as becoming a park and basic concepts for its design. The property is located within the local Historic District and part of the Dover Green Historic District that is listed on the National Register.

Representative: Mr. Jonathan Street of Becker Morgan Group.

Presentation:

Mr. Street referring to the graphical format presentation board, he stated that it was the existing corner itself and the improvement as it was systematically designed near the following properties: North Street, Governors Avenue, the North Street improvements, and the Becker Morgan office. The sidewalk heads east on North Street was systematically designed in keeping with the rest of the North Street project. Most of the brick paver path sidewalk already exists and they would be improving it and continuing around the corner. The brick pathway will be continued further down to their entrance. The site improvements are full of landscaping and their plan is to work with the City's Arborist and Grounds Department to discuss what they would like to see in conjunction with their landscape architect. Then they could merge the two designs together to see what would be easier for the City to maintain since it is a City Park. They are looking at a low maintenance design for the City that would consist of hardscaping and three (3) raised planters. Benches will be added to Loockerman Way which is east of the park. It has been requested that benches be added to the park itself. They are working with the City Manager on whether or not to install benches in this park. The raised planters were constructed to be elevated to act as benches. If benches are added to the park it will slightly alter the design and the raised planters would not be as appropriate as benches because you would already have benches. It is almost like one or the other in the rear. They are asking that it not be a recommendation. They are preparing for it and getting prices. A final decision has not been made. Referring to Staff comments regarding the raised planter on the corner as being proper clearance for ADA, some of the issues are clearances because there are traffic poles and traffic boxes. Some of them may shift a little.

Responding to Chairman Scrafford's comment that there is an elevation criteria for corners, Mr. Street replied yes, they are 18 to 20 inches (referring to proposed height of raised planter).

Mr. Street stated that they plan to bring the brick up to the property line so that there is a clear distinction between what is City right-of-way and City property.

Responding to Chairman Scrafford's question if the things that are planted in the planters conflict with the height criteria on the corner, Mr. Street stated that they are envisioning more tulip beds and something low and nothing of height, especially in the corner.

Responding to Chairman Scrafford's statement that you have turn sightlines and you do not want to plant something that someone has to take out, Mr. Street stated correct. It has been slightly

updated since the Parks & Recreation Committee meeting. Referring to the presentation board there was a sidewalk behind one planter and Parks & Recreation recommended something that was not of a hardscape sidewalk next to the residence. Half of the site is hardscape and the other half is planting.

Addressing the Staff comment regarding the fencing and property lines, Mr. Street stated that the property line adjacent to the building is a foot off the building. They are proposing not to fence and bring the wooden fence that is currently there back to the corner of the building and tie it in and leave the other side open because there is only a foot of space between the buildings.

Responding to Chairman Scrafford's question that it is not built on the property line as the other buildings are on Loockerman Street, Mr. Street stated correct. It is about a foot and 1 inch on one side and a foot and 4 inches on the other side. Therefore; in keeping with the opening of the park they are recommending not having a fence on one side so that it is open, and possibly having a 3 foot iron fence on the other side to match the surrounding area or just leave it open.

Responding to Chairman Scrafford's question if they needed to decide on how to terminate this property in relation to the adjacent property line and this recommendation for termination, Mr. Street stated that his recommendation for termination was the 3 foot black iron fence. On the other side there is no determination because it is very close. The building acts as the property boundary.

Responding to Chairman Scrafford's question as to what was Staff's Recommendations, Mrs. Melson-Williams stated that Staff recommended coordination with the adjacent property owners regarding any remaining fencing or landscaping along the adjoining property lines and the addition of a black metal decorative fence of three to four feet in height along the southern property line to connect the wooden gate and the existing wooden fence which are Items # 6 and 7 of the Architectural Review Staff Report. Currently, there is a gate piece that is parallel to Governor's Avenue and the gap, then the wooden fence starts. If the property owner wanted a fence in that location then the appropriate style fence would be the black metal and not the continuation of the wooden fence.

Responding to Chairman Scrafford's question if he would work with the property owner to resolve the issue; Mr. Street stated yes. The wooden gate is almost entirely on the City's property. It is their intention to remove the wooden gate. Coordination with the property owner will need to take place because we will essentially be removing and replacing all of the brick in front of their house. They will be keeping the same type of property lines within the right-of-way and transitioning the brick. They will continue with the herringbone (pattern) all the way down and around the corner. The design will be switched on what is on their property at 1 to 2 foot to the front porch so that there will be distinction where the property line is located.

Responding to Chairman Scrafford's question if it was a bed and breakfast, Mr. McDaniel stated no.

Mr. Street stated that this may not be the final landscaping, but will be maintenance friendly for the City and it will follow the *Zoning Ordinance.* They will abide by the 1.5 foot candle lighting, but

they do not want tall lighting because it will be less appropriate for the park area. It will be more of a low light level.

Responding to Chairman Scrafford's comment that there will be residential buildings on two sides, Mr. Street stated that it can be shielded.

Mr. Street stated that the brick column on the property is envisioned to be more of a place for signage and they want to keep the look consistent along North Street. There is also a 7 or 8 foot brick column in the back of 22-24 West Loockerman Street.

Responding to Mr. Salkin's question if the brick column was a chimney, Mr. Street stated no.

Responding to Chairman Scrafford's question if he knew what it was, Mr. Street stated no, it is not there (it is new construction).

Mr. Street stated that because of the park's envision that it will be more of a pass through park, they would like the recommendation of the bike rack to be taken out because there are roughly fifteen (15) bike rack parking spaces in the North Street project about 150 feet from the park. There are ten (10) parking spaces for bikes in Loockerman Way and people are still locking their bikes to the poles.

Mr. Colon stated that coming east onto North Street there would be a pillar on the gateway as you enter the neighborhood and further down the street on the left you would have the rear of 22-24 West Loockerman Street with the matching pillars.

Mr. Street stated that they did not have any problems with the remainder of Staff Comments. The wedge will be a different color brick so that it will be in keeping with the architectural design.

Responding to Mr. Salkin's question if the gray area represented pavers, Mr. Street stated that it would be concrete. The pattern shown consists of the scoring and construction and not a stamp that would be ran through the concrete.

Responding to Mr. McDaniel's question if it was the same pattern that runs behind 22-24 W. Loockerman Street, Mr. Street stated no, this will be more of a radial scoring pattern.

Responding to Mr. Street's question if he was referring to the picture framing and if he liked it, Mr. McDaniel stated that it was okay.

Mr. Colon stated that behind the plaza there is one circle, but on Loockerman Way there are circles halfway and a circle in the center.

Responding to Mr. McDaniel's question if the pillars were visible as mentioned on the presentation, Mr. Street stated yes.

Mr. Colon presented the members a photo of the pillars at the rear of 22-24 W. Loockerman Street next to Loockerman Square Apartments. Mrs. Melson-Williams asked Mr. Colon to forward the photo to the Planning Office.

Mr. Salkin questioned if they were looking for some type of icon or landscape feature or space for art rather than having a brick column that may mimic something, but doesn't really speak to the neighborhood or revitalization. It looks as if this would be a wonderful opportunity for a sculpture, not that this project would include it, but the design would allow for it.

Chairman Scrafford stated that he agreed with Mr. Salkin that this was an opportunity to continue a presentation of arts.

Mr. Street stated that they had not considered it in reference to the brick column. The brick column was a stand-alone issue. He hadn't heard of discussion of anything in the back to utilize the space for such as well.

Responding to Mr. Salkin's question if they were planning to include benches and they were not sure where or if they did not want to include benches, Mr. Street stated that it was not clear to him. He was told that the Board of the Downtown Dover Partnership was working with Scott Koenig, City Manager. The raised planters are meant to be used as benches. They are envisioning the brick planters to be roughly 20 inches in height which is typically higher than a chair, and wide enough for a person to sit on.

Responding to Mr. Salkin's question that there will be a place to sit, Mr. Street stated yes.

Responding to Chairman Scrafford's question if at the present time the raised planters would be the solution to the benches, Mr. Street stated yes, instead of having a physical bench you would have the planters. There will be either benches or planters.

Responding to Mr. Jackson statement that benches end up being beds, Mr. Street stated that this was the reason why they wanted to do something that was not a physical bench.

Mr. Jackson stated that it was a good idea.

Responding to Mr. Salkin's question if there were plans to improve the sidewalks on the north side of North Street, Mr. Street stated that it has been completed all the way to the corner.

Responding to Mr. Salkin's question regarding the landscaping on the North Street lot where a row of trees that were approved were never installed, he had concerns with the recommendations of landscaping not being completed as he would like to be reassured that the landscaping will happen even if it is not regarding historic fabric. Mr. Street that the biggest problem with the trees on North Street was the existing underground utilities; therefore, the trees were placed wherever they could find a place to put them. There was a 10 foot buffer between City of Dover Electric and it was in the sidewalk; therefore, there was 10 foot beyond the sidewalk where trees could not be planted. Mr. Salkin stated that he would like to be confident that if this application is endorsed that the

Historic District Commission could expect it would look like the plans or if it can't be done that they would like to be notified.

Mr. Scrafford stated that it was a Staff issue and they should be alerted by Staff if something they have approved cannot be accomplished.

Mrs. Melson-Williams stated that the North Street project has not been closed out. Final Inspections have not been completed on the project to compare it to what was approved as a Final Site Plan. If there are issues they are yet to be discovered because the Final Inspection is not complete.

Chairman Scrafford asked if there were any questions.

Mr. Scrafford declared the public hearing open.

Mr. McDaniel a member of the Downtown Dover Partnership stated that they had briefly discussed the Parks sculptures. Charles Parks turned over a great deal of his work to the State of Delaware. He thought that a sculpture could be placed in the park.

Chairman Scrafford stated that it was ideal. He thought that parks should have some monuments and possibly someone from the City to establish or approve. He used Savannah South Carolina as an example. Making a monument to the City is not a bad thing as long as there is an idea on how to represent colonial or the Capital so that the parks do not get away from you too soon.

Mr. Colon stated that there was a discussion on the park roughly a monthly after his arrival. A representative at the Parks and Recreation Committee meeting discussed signage and recognizing a community group by installing a plague on a pillar.

Mr. Street stated that the goal is to give the City a slate to do what is being discussed so that they can create the slate.

Chairman Scrafford stated that his concern was that these things have a tendency to slip away unless they are gathered in by an agency that can be responsible to ensure that it will occur.

Mr. Colon stated that getting a decision on whether there will be a brick planter wall as a built in bench verses an actual physical installed bench would be a step in the right direction because the City will be maintaining the park.

Chairman Scrafford stated that whether there is a theme or not for the benches or planters is based on it going somewhere in the City with a stamp approval on a decision stating that this is what they will do and this is how it will be done in the future. Otherwise it will just go away.

Mr. Colon stated that he liked the theme idea, but what it does to the process may extend it.

Mr. Street stated that Parks and Recreation Department should spearhead the idea.

Chairman Scrafford stated that Parks and Recreation Department should be notified of the idea and then they can pick it up.

Mr. Colon stated that there is another section of improvement slated in the next eighteen (18) months. If this project is approved now and they continue to work with Parks and Recreation Department to put the finish touches on the gateway, it will set the tone for the next two (2) blocks that are left. The suggestion is well taken.

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

Chairman Scrafford questioned if there was any additional discussion.

Discussion of Staff Recommendations:

Chairman Scrafford and Mr. Salkin discussed the issues with seating and bicycle racks that are Staff recommendations that were asked to be included in the approval.

Mr. Salkin stated that they needed to defer to Staff on the issues that were raised by the Historic District Commission because there is uncertainty regarding the plant material, benches, and the wall.

Mr. Scrafford questioned if there were any additional questions, comments, or motion.

Mr. Salkin moved to recommend approval of HI-13-05 North Street Pocket Park located at 301 South Governors Avenue for approval subject to Staff working with the applicant to resolve the issues discussed and specified in Staff recommendations item and 3 subject to further discussions on benches, landscaping, and bicycle racks and to include the conditional approval of the Architectural Review Certificate. seconded by Mr. Jackson and the motion was unanimously carried 3-0. Mr. Fisher was absent and Mr. McDaniel was recused.

Responding to Mr. Salkin's question if Staff would have enough time to work with the applicant to address the three (3) issues and have the recommendations that goes before the Planning Commission meeting to be more specific or will it remain open, Mrs. Melson-Williams stated that they will have some additional clarification since the applicant has identified that they are working with the City Manager. The Public Works Department in which the Grounds Department is a part of will participate in the review of this application before it goes to the Planning Commission. Therefore, we have time for the other groups to weigh in on what will be maintenance and long term issues for the park.

Mr. Salkin moved to recommend approval to the Parks and Recreation and/or other City government to evaluate opportunities for infusion of public art into public spaces as they are created throughout the City and to establish a comprehensive approach for public art and protocol for implementation, seconded by Mr. Jackson and the motion was unanimously carried 4-0. Mr. Fisher was absent.

NEW BUSINESS

Report on *Historic Preservation Commission Training Session on Design Review* held April 27, 2013 at Lewes City Hall:

Mrs. Melson-Williams stated that she attended the *Historic Preservation Commission Training Session* that was co-hosted by Lewes Historic Preservation Commission. They focused on Design Review, a training manual, and example items of a project that the Historic District Commission would look at and be in charge of dealing with. The training was funded through money Lewes received as a Certified Local Government.

Responding to Chairman Scrafford's question that the program is not that old, Mrs. Melson-Williams stated no, their district commission (Lewes) was established within the last five (5) years.

2013-2017 Delaware's Historic Preservation Plan: *Preserving Our Past for a Better Future*: http://history.delaware.gov/preservation/planning.shtml

Mrs. Melson-Williams stated that a copy was distributed in the June packet. It gives a series of goals and strategies for Delaware related to Historic Preservation. It is not just the State doing things under the strategies and actions, but other agencies and organization that have preservation ties. There are goals that deal with education and how to expand access to information for historic properties.

Mr. Scrafford questioned if there were any additional questions or comments.

Mr. Salkin moved to adjourn the meeting; seconded by Mr. Jackson and unanimously carried (Mr. Fisher was absent).

Meeting adjourned at 4:07 PM

Sincerely,

Maretta Savage-Purnell
Secretary

Summary of Permit Application with Architectural Review Certification
2013 - Updated Thru 9-1-2013

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, Schmittinger & 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 9-1-2013

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 under construction. Final Inspections for compliance not scheduled yet.
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 is under construction. Final Inspections for compliance not scheduled yet.
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 9-1-2013

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	Permit issued. Construction underway.
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.
5/17/2013	13-617	412 West Loockerman Street	Building Permit - Chimney Repair	Staff Approval	Permit issued.
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 9-1-2013

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 underway 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. Permit Issued.
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 9-1-2013

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. Permit issued.

City of Dover Historic District Commission
Summary of Applications 2013
Updated thru September 1, 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; approval pending.
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. Following HDC and PC review, the next step is submission of Check Print of Site Plan for review.

City of Dover Historic District Commission
Summary of Applications 2012
Status Updated thru September 1, 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 required to be completed. 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.



Delaware's Certified Local Government (CLG) Program Guidelines

Division of Historical and Cultural Affairs

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NONDISCRIMINATION STATEMENT

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I. INTRODUCTION

The Certified Local Government (CLG) Program is a local, state, and federal partnership focused on promoting historic preservation at the grass roots level. Authorized as part of the 1980 amendments to the National Historic Preservation Act of 1966 (NHPA), the CLG Program provides local governments with a formally recognized role in the nation's preservation program.

The CLG Program is jointly administered by the Department of the Interior, through the National Park Service (NPS), and State Historic Preservation Offices (SHPOs) in each state. In Delaware, the SHPO is the Director of the Division of Historical and Cultural Affairs. The NPS is responsible for establishing the CLG Program's broad regulations and standards, which are further defined by each SHPO to meet the needs and abilities of their local governments.

In Delaware, local governments may include any of the counties or any municipality incorporated under the authority of the General Assembly. To participate in the CLG Program, which is an entirely voluntary commitment, the local government's chief elected official (CEO) must first submit a signed application demonstrating that it meets the basic program criteria. It is important to consider that CLG certification encompasses the entirety of the local government, rather than simply the body designated to carry out preservation activities. Therefore, the local government's CEO has a significant role in the CLG Program and possesses an independent voice in dealings with the SHPO. If approved, the CLG certification agreement functions as annually self-renewing unless, however, the local government voluntarily withdraws or fails to perform its necessary functions.

This document outlines the benefits, requirements and management procedures of Delaware's CLG Program.

II. BENEFITS OF CLG CERTIFICATION

- **CLG Grants:** CLGs are eligible to apply to the SHPO for grant funding to pursue a wide variety of preservation-related projects and activities, including (but not limited to): historic property surveys, nominations (or amendments) to the National Register of Historic Places, preservation planning assistance, public outreach, and training for members of the historic preservation review commission or CLG staff.

  Funding for CLG Grants is derived from the Historic Preservation Fund (HPF), which is awarded annually to the State. In turn, the State is required to allocate 10% of its HPF award to CLGs in the form of sub-grants. The CLG grants function on a 60/40 matching basis: the grant may constitute up to 60% of the project cost, while the applicant provides the remaining 40% through cash and/or donated services and materials.

- **Technical Assistance:** The SHPO is committed to working closely with CLGs to support historic preservation efforts and address issues of concern. The SHPO or SHPO staff are available to provide ongoing technical assistance and may, upon request, attend a CLG meeting to conduct a presentation or workshop.

III. CLG PROGRAM REQUIREMENTS

A. The local government must adopt and enforce a zoning ordinance for the designation and protection of historic properties located within its jurisdictional boundary. The following provisions must be included in either the zoning ordinance or implementing regulations:

1. A statement of purpose and definitions;

2. The establishment of an adequate and qualified historic preservation review commission (Commission);

3. An assignment of powers to the Commission to carry out the provisions of the zoning ordinance;

4. Procedures and locally-established criteria for the designation of local landmarks and/or local historic districts. [These local landmarks and local historic districts must not include properties listed on or eligible for listing in the National Register of Historic Places (National Register) unless already designated through the local designation process.];

5. Procedures and standards for the review of demolitions, alterations, and other actions that may impact local landmarks and local historic districts. [The Commission's recommendations pertaining to the protection of these properties must be consistent with the Secretary of the Interior's Standards for Rehabilitation.];

6. Procedures for enforcing the zoning ordinance and penalties for non-compliance with actions and determinations;

7. An appeal process for decisions rendered under the zoning ordinance; and

8. Procedures for public hearings and notification consistent with this document and the Delaware Freedom of Information Act (29 Del. C. §100).

B. The local government must establish an adequate and qualified historic preservation review commission (Commission), which may consist of a board, council, or other similar collegial body.

1. The Commission must adopt and consistently adhere to by-laws or rules of procedures that are publicly-available and include a section prohibiting conflicts of interest.

2. Commission meetings must be scheduled at regular intervals and occur at least four (4) times per year;

3. Unless otherwise stipulated by the zoning ordinance, members of the Commission must be appointed by the local government's chief elected official (CEO).

4. To the extent available in the community, appointees to the Commission must possess professional expertise in the disciplines of architecture, history, architectural history, planning, archaeology, or other historic preservation-related fields. At a minimum, all members of the Commission must possess a demonstrated interest, competence, or knowledge in historic preservation.

5. The Commission must have no fewer than five (5) members.

6. Vacancies in the Commission must be filled within ninety (90) calendar days of an expired term or receipt of a letter of resignation.

7. At least once annually, all members of the Commission must make a reasonable effort to participate in historic preservation training, which may consist of conferences, presentations, or workshops conducted by the SHPO or other preservation professionals, or web-based opportunities. The Commission chair should consult with the SHPO regarding the appropriateness and availability of training opportunities. The SHPO is responsible for providing the Commission with orientation materials and consulting with the Commission chair, or other designee, to determine training needs and requests.

C. The local government must maintain a system for the survey and inventory of historic properties located within its jurisdiction.

1. The local government must maintain a publicly-available list and map of locally-designated landmarks and historic districts.

2. If a historic property survey is undertaken by the local government, it must be conducted in accordance with the most recent survey guidelines established by the SHPO. Upon completion of the survey, all forms and reports must be submitted to the SHPO. The SHPO will ensure that survey materials are publicly-accessible except as withheld in accordance with Section 304 of the NHPA, which allows for the restriction of sensitive information regarding the location, character, or ownership of a historic resource that may cause a significant invasion of privacy, risk or harm to the historic resource or impede the use of a traditional religious site by practitioners.

D. The local government must provide for adequate public participation in the historic preservation program, including the process of recommending properties to the National Register.

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

2. Adequate minutes of the Commission's decisions and actions, including applicable standards and criteria for reaching such determinations, must be maintained and be publicly-available.

3. All of the Commission's decisions and actions must be made in a public forum and affected applicants must be provided written notification of such determinations.

4. All policies, procedures, and guidelines used by the Commission must be readily accessible to the public.

5. To ensure that decisions regarding the National Register take into account local concerns, the local government must actively participate in the review of National Register nominations.

    i) For proposed National Register nominations located within the local government's jurisdiction, the SHPO must provide a copy of the nomination

to the CEO and Commission chair at least sixty (60) calendar days prior to deliberation by the Delaware State Review Board for Historic Preservation.

ii) When considering a National Register nomination, the Commission are encouraged to seek the expertise of persons meeting the Secretary of the Interior's Professional Qualifications Standards (see Appendix A) in the discipline pertinent to the nomination.

iii) Following a reasonable opportunity for public comment, the local government must submit to the SHPO a National Register nomination report with:

(a) The recommendations of the Commission and CEO; and

(b) Statements from the Commission and CEO evaluating the property in accordance with the National Register Criteria for Evaluation.

iv) If either or both the Commission and CEO recommend that the property is eligible for nomination, the SHPO will place the nomination before the Delaware State Review Board for Historic Preservation in accordance with the procedures outlined in 36 CFR 60, and 36 CFR 61.

v) If both the Commission and CEO recommend that the property is not eligible for nomination, the SHPO may not nominate the property unless an appeal is filed in accordance with Section 101(c)(2) of the NHPA, and 36 CFR 60. If such an appeal is filed, the SHPO may then place the nomination before the Delaware State Review Board for Historic Preservation in accordance with the procedures outlined in 36 CFR 60, and 36 CFR 61.

E. The local government must submit to the SHPO on January 31 of each year, an annual historic preservation report which describes the Commissions activities and determinations for the period of the previous October 1 through September 30 (i.e. the federal fiscal year). The preferred method of submittal for this report is digitally on a CD, but a paper submittal is allowed. Appendix B contains an outline of the contents of this report.

IV. APPLYING FOR CLG CERTIFICATION

A. To apply for CLG certification, the local government's CEO must submit to the SHPO an application with the following materials:

1. A request to participate in the CLG Program signed by the CEO; and

2. A copy of *Delaware's Certified Local Government Program Application* with required attachments.

B. The SHPO will review the application and may request additional information from the local government. Once sufficient information has been provided, the SHPO will notify the CEO of its decision within sixty (60) calendar days.

C. If the certification request is denied, the SHPO will specify the cause(s). If the certification request is approved, the SHPO will prepare a certification agreement, which outlines the

responsibilities of the local government, and transmit it the CEO for signature. Upon receipt, the SHPO will then forward the application and signed certification agreement to the NPS for review.

D. The NPS will provide a determination or request for additional information within fifteen (15) working days. If the NPS concurs with the certification request, the date of the NPS' concurrence will be the effective date of certification.

E. The certification agreement will function as annually self-renewing and may be terminated or amended as outlined below.

V. DECERTIFICATION PROCESS

A. A local government may be decertified from the CLG program either voluntarily or due to non-compliance. In either instance, open CLG Grants must be resolved.

1. **Voluntary Decertification**

   i) The local government's CEO may, at any time, request decertification by notifying the SHPO in writing and indicating the reason(s) for seeking decertification. The SHPO will then notify the NPS, and the decertification process will be considered complete.

2. **Decertification for Non-Compliance**

   i) If, at any time, the SHPO determines that the local government is failing to meet the requirements of the CLG program, the CEO and Commission chair will be notified and provided with recommended corrective measures.

   ii) Upon receipt of the notification, the CLG will be allotted 120 calendar days to address any deficiencies. By the end of this 120 day period, the CEO must submit a letter to the SHPO documenting how such deficiencies were addressed or, if not successful, a summary of ongoing progress along with time extension request. Within thirty (30) calendar days, the SHPO will respond to the CEO and Commission chair and will either note that the CLG has made the necessary changes, grant the requested extension, or recommend decertification.

   iii) If the SHPO recommends decertification, the CLG has thirty (30) calendar days to appeal the decision. This appeal should provide clear justification as to why the decision should be overturned. After this time frame, the SHPO will transmit all pertinent documentation, including any appeal filed, to the NPS for review. If the Secretary of the Interior concurs with the SHPOs recommendation for decertification, the local government will be considered decertified at the time of the NPS letter.

3. **Financial Closeout Procedures**

   i) If at the time of decertification the local government is a grant recipient, the SHPO will conduct financial assistance closeout procedures.

VI. AMENDING THE CLG CERTIFICATION AGREEMENT

A. For minor changes, technical corrections, and changes required by NPS policy directives, a written notification from the SHPO to all local governments will be considered sufficient.

B. Any substantive change(s) will require an amendment to the Certification Agreement.

1. The SHPO must notify the affected CLGs and other potentially interested parties of the proposed amendment and allow sixty (60) calendar days for comment.

2. At the end of this period, the SHPO will submit a record of any comments received and the proposed amendment to the NPS for review. Upon receipt, the NPS will have forty-five (45) working days to respond to the SHPO.

3. If the NPS approves of the amendment, the SHPO must send amended certification agreements to each of the affected CLGs for signature and, once returned, forward them to the NPS within 120 calendar days.

APPENDIX A

Secretary of the Interior's Professional Qualifications Standards

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Throughout this Appendix, a year of full-time professional experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

I. **History**: The minimum professional qualifications in history are a graduate degree in history, or closely related field; or a bachelor's degree in history, or a closely related field, plus one of the following:

   1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or

   2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

II. **Archeology:** The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field, plus:

   1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration, or management;

   2. At least four months of supervised field and analytic experience in general North American archeology, and

   3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period; and a professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

III. **Architectural History**: The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field, plus one of the following:

   1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or

   2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

IV. **Architecture:** The minimum professional qualifications in architecture are a professional degree in architecture, plus at least two years of full-time professional experience in architecture; or a State license to practice architecture.

V. **Historic Architecture**: The minimum professional qualifications in historic architecture are a professional degree in architecture; or State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or

2. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specification for preservation projects.

APPENDIX B

Annual Historic Preservation Report

The local government must submit to the SHPO on January 31 of each year, an annual historic preservation report which describes the Commissions activities and determinations for the period of the previous October 1 through September 30 (i.e. the federal fiscal year). The preferred method of submittal for this report is digitally on a CD, but a paper submittal is allowed. Below is an outline of the materials to be contained in this report.

Historic Zoning Ordinance:

1. Copies of any new historic preservation zoning ordinances, amendments, regulations, by-laws, or guidelines implemented during the review period.

2. A total number of cases reviewed under the authority of the zoning ordinance during the review period.

Local Historic Preservation Commission:

1. A list of all currently serving members of the Commission, any changes in membership during the review period, and resumes for any members of the Commission appointed during the review period demonstrating their interest, knowledge, or competence in historic preservation. [Please note whether any of the Commissioners meet the Secretary of the Interior's Professional Qualifications Standards as outlined in Appendix A].

2. Any vacancies on the Commission along with the duration of such vacancies.

3. Members of the Commission who participated in historic preservation training and a description of such training.

4. Any requests for technical assistance from the SHPO.

Public Participation:

1. Total number of Commission meetings held during this period.

2. Copy of the minutes and agenda for all Commission meetings.

3. Documentation of any changes to the public notification procedures.

4. List of National Register nominations reviewed by the Commission.

Local Survey and Inventory:

1. Names of new local landmark and local historic district designations and a map illustrating their locations.

2. Update on the status of historic property surveys in progress. [If completed but not submitted, a copy of the survey materials should be transmitted to the SHPO].

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

Delaware's Certified Local Government (CLG) Program Application

Instructions:

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

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

Local Government:	

Primary CLG Contact	*(Optional) Please specify who will be the local government's primary point of contact for the CLG Program.*
Name:	
Title:	
Phone:	
Email:	
Mailing Address:	

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

Request by Local Government's Chief Elected Official

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

   ☐ (check to confirm)

Historic Zoning Ordinance (Ordinance):

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

   ☐ (check to confirm)

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

   ☐ Yes / ☐ No

Local Historic Preservation Review Commission (Commission):

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

   _____

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

   ☐ Yes / ☐ No

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

☐ Yes / ☐ No

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

☐ (check to confirm)

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

☐ Yes / ☐ No

____ *History*

____ *Archaeology*

____ *Architectural History*

____ *Architecture*

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

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

☐ Yes / ☐ No

_____

_____

_____

_____

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

☐ Yes / ☐ No

_____

_____

_____

_____

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

☐ Yes / ☐ No

Survey and Inventory

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

   ☐ Yes / ☐ No

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

   ☐ Yes / ☐ No

Public Participation:

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

   ☐ Yes / ☐ No

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

   ☐ Yes / ☐ No

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

   ☐ Yes / ☐ No

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

   ☐ Yes / ☐ No