CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, January 17, 2013 - 3:00 P.M.
City Hall – Conference Room

ROLL CALL
APPROVAL OF AGENDA
APPROVAL OF MINUTES OF MEETING on December 13, 2012

COMMUNICATIONS & REPORTS

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

2. Training Opportunities

3. Update on Legislative, Finance and Administration Committee January 14, 2013 Meeting agenda item: Discussion - Role and Scope of the Historic District Commission and Historic District

OLD BUSINESS

1. Continuation of Review of Application for Architectural Review Certification:
    a. HI-12-06 Demolition of Building at 509 South State Street – Continuation of Review for Action on Architectural Review Certification for the demolition of the two-and-half story residential dwelling located at 509 South State Street. The property is zoned RGO (General Residence and Office Zone) and subject to the H (Historic District Zone) and the SWPOZ (Source Water Protection Overlay Zone). The property is located on the east side of South State Street just south of the intersection with Water Street. The owner of record is the Rector, Wardens and Vestryman of Christ Episcopal Church. The property address is 509 South State Street. Tax Parcel: ED-05-077.09-05-45.00-000. *Action on this application was deferred at the September 20, 2012 meeting, as the Commission requested additional information.*

NEW BUSINESS

1. Commission Education Plan Worksheet from the Summary of Training Workshop on November 17, 2012: "Connecting With Your Community: Communication, Education and Outreach"

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
DECEMBER 13, 2012

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, December 13, 2012 at 3:00 PM with Chairman Scrafford presiding. Members present were: Mr. McDaniel, Mr. Fisher, Mr. Scrafford, Mr. Jackson and Mr. Salkin.

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

APPROVAL OF AGENDA

Mr. Fisher moved for approval of the agenda as submitted, seconded by Mr. Jackson and the motion was unanimously carried 5-0.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF SEPTEMBER 20, 2012

Mr. Jackson moved to adopt the minutes of the regular Historic District Commission meeting of September 20, 2012, seconded by Mr. Fisher and the motion was unanimously carried.

COMMUNICATIONS & REPORTS

Mrs. Melson-Williams stated that included in the member packet was a Summary of Applications for 2009-2010 and 2011-2012. There were seven (7) applications filed for 2012. She stated that the Bayard Plaza was nearing completion on their project and is scheduled for Certificate of Occupancy inspection next week for the entire building shell and apartment units above.

Responding to Mr. Jackson about the paving of the parking space under the building, Mrs. Melson-Williams replied yes, there is parking area under the building and surface parking on the lot.

Mrs. Melson-Williams stated that included in the member packet was a Summary of Architectural Review Certifications for 2012. There were thirty-nine (39) different permits that required Architectural Review Certification and four (4) of the permits were associated with applications that came before the Historic District Commission. The remaining permits consisted of Sign and Building Permits. Also included in the list were fourteen (14) permit activities where the property was located in the Historic District but were not subject to Architectural Review Certification.

Responding to Mr. Salkin question regarding similar signs (vinyl banners) at Smithers and the Methodist Church if they were in a different category, because one did not come before the Historic District Commission whereas one did. Mrs. Melson-Williams replied there was no distinction. There are some cases where temporary signs go up without the proper permitting.

Mrs. Melson-Williams stated that included in the member packet was a series of information on workshops and training opportunities being held by Preservation Delaware and other partners throughout the State. She stated that she attended a workshop previously held in Dover. The next

workshop would be Saturday, March 9, 2013.

OLD BUSINESS

HI-12-06 Demolition of Building at 509 South State Street – Continuation of Review for Action on Architectural Review Certification for the demolition of the two-and-half story residential dwelling located at 509 South State Street. The property is zoned RGO (General Residence and Office Zone) and subject to the H (Historic District Zone) and the SWPOZ (Source Water Protection Overlay Zone). The property is located on the east side of South State Street just south of the intersection with Water Street. The owner of record is the Rector, Wardens and Vestryman of Christ Episcopal Church. The property address is 509 South State Street. Tax Parcel: ED-05-077.09-05-45.00-000. *Action on this application was deferred at the September 20, 2012 meeting, as the Commission requested additional information.*

Mrs. Melson-Williams stated that she had contact with the applicant regarding the property. The applicant recently had a break-in and parts of the building have plywood covering. (However, the information requested by the Commission has not been received to date.)

NEW BUSINESS

HI-12-07 Rear Plaza Improvements at 22-24 West Loockerman Street – Public Hearing and Review for Recommendation on the Architectural Review Certification associated with the Site Plan to allow for the construction of a plaza area off the rear of the existing building adjacent to West North Street. The property is zoned C-2 (Central Commercial Zone) and is subject to H (Historic District Zone). The property is located on the south side of West Loockerman Street west of South State Street. The property owner is the Downtown Dover Partnership. Addresses: 22-24 West Loockerman Street. Tax Parcel: ED-05-077.09-04-16.00-000. Council District 4.

Mr. McDaniel recused himself from the application as he is a board member of the subject property.

Mr. Jackson recused himself from the application as he is a property owner within 200 feet of the subject property.

Mrs. Melson-Williams gave an overview of the Architectural Review Staff Report dated November 15, 2012 that was included in the packet. She stated that included in the Staff Report were comments and recommendations. The application is subject for review by the Planning Commission on December 17, 2012.

Representative: Arden Bardol of Becker Morgan Group.

Note: A series of presentation boards depicting the proposed project were utilized and handouts of a revised plan dated 12/13/12 was given to the Commission Members.

Ms. Bardol stated as she referred to the plan that they have been working on the North Street Project collectively to include paving, lighting, removal and burial of utility lines. The goal is to create more of a gateway for the City. The DDP building currently has a Loockerman Street address, but has two (2) front doors, and they did not want North Street to seem like an alley. The

building is existing that had improvements on the façade and sits back a great distance from North Street. They are proposing to create an entry and use the same brick pavers and system of concrete that is already present along North Street and used in the Loockerman Plaza. The neighbor currently has a dumpster on the side of the building and their fence was in disrepair and has been taken down. The project includes what may happen in that area. Currently, there is a screening barrier to the dumpster. They plan to install a three (3) foot fence, landscaping, three (3) trees, and low plantings along the west property line. Along the east property line, the plan is to remove the post and chain link fence and replace with a three (3) feet black metal ornamental fence. Also along the neighbor property is a series of electrical transformers and miscellaneous equipment. They are working with the neighbors and the City in regards to how to screen those elements.

Responding to Mr. Scrafford regarding if it was a screening fence between the parking lot and along the back, and that it was not Downtown Dover Partnership fence, but a recommendation that it be screened the same as the other side; Ms. Bardol replied yes.

Ms. Bardol also stated that where the gate and fence ties into the neighbor property they are proposing to increase the height of the fence to five (5) or six (6) feet. She stated that they are currently working with the neighbors in the apartments regarding trash issues.

Ms. Bardol also stated changes that include the fence column and providing a pad for a dumpster if necessary. It would be a brick enclosure with front gate entry access.

Responding to Mr. Scrafford in regards to the difference of screening and fencing; Mrs. Melson-Williams replied that the *Zoning Ordinance* requires a dumpster enclosure. The enclosure takes a variety of forms and some of them use a fence product, but the height is five (5) or six (6) feet.

Ms. Bardol stated that there is a potential tenant for the building. The tenant is requesting that there be a handicap space on-site.

Responding to Mr. Fisher regarding if there was curb cut; Ms. Bardol replied yes, it is a continuous curb cut across the entire width of the property.

Ms. Bardol stated that they plan to install low level light bollards along the pathway.

Responding to Mr. Fisher regarding the question of the fencing on the apartment side if the screening was not a solid fence but an open iron fence; Ms. Bardol replied yes.

Responding to Mr. Salkin regarding the discussion with the neighbors about trash and if they are also having discussions about the handicapped parking space off-site; Ms. Bardol replied that the tenant would like the space on-site. Responding to Mr. Salkin question if it could be on the other side of the fence; Ms. Bardol replied no. Responding to Mr. Salkin if the space is wide enough for a van; Ms. Bardol replied that the space is twelve (12) feet wide and would be van accessible. The tenant also stated that on December 12, 2012 that they would need a generator and a pad location and fence would be provided if the generator was needed.

Mr. Scrafford stated that if there were any issues or changes with the installation of the stormwater management then the application might need to come back to the Historic District Commission.

Mrs. Melson-Williams also stated that if it significantly changed it would be part of the Site Plan process.

Ms. Bardol stated that the entire site is paved and they are making it better with more landscape.

Responding to Mr. Fisher if there was any other use for the trash area other than trash; Mr. Scrafford replied no, but there is a stormwater access to Loockerman Street between the two buildings.

Chairman Scrafford declared the public hearing open.

Mr. McDaniel who resides at 54 The Green and is a member of the Downtown Dover Partnership stated that there are construction workers on site to complete the project. There is a tenant who is seeking to lease the entire building and possibly part of basement. He stated that he was excited about the project as it would bring more jobs downtown.

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

Mr. Fisher moved to approve application HI-12-07, located at 22-24 West Loockerman Street with the revised submission of 12-13-2012, seconded by Mr. Salkin and carried with three (3) yes. Mr. McDaniel and Mr. Jackson were recused from voting on the application.

Ms. Melson-Williams stated that with approval of the application the recommendation will be forwarded to the Planning Commission with the approval of the concept of the fence height for fencing on adjacent properties, screening for the dumpster if necessary, and staff recommendations as modified by the presentation,

Mr. Salkin suggested that the light standards (bollards) be presented at the Planning Commission meeting as they are presented on the drawings.

Election of Chairman and Vice Chairman

Mr. Fisher made the motion to re-elect current Chairman Scrafford and Vice Chairman Salkin, seconded by Mr. McDaniel and the motion unanimously carried.

Meeting & Deadline Schedule for 2013

Ms. Melson-Williams stated that the Historic District Commission Meetings will continue to be held on the third (3rd) Thursday of each month at 3:00 p.m. in the City Hall Conference Room.

Summary of Training Workshop: "connecting With Your Community: Communication, Education and Outreach"

Ms. Melson-Williams stated that she attended a workshop sponsored by Preservation Delaware. There will be another training workshop on March 9, 2013 at the Buttonwood School & Community Hall in New Castle, Delaware.

Ms. Melson-Williams handed out the "Commission Education Plan" worksheet for the members to review and discuss at a future Historic District Commission meeting.

Mr. Fisher moved to adjourn the meeting, seconded by Mr. Jackson and unanimously carried.

Meeting adjourned at 3:49 PM

Sincerely,

Maretta Savage- Purnell
Secretary

City of Dover Historic District Commission
2012 Summary of Activity

Meetings held: January 19th, April 19th, July 19th, September 20th, and December 13, 2012
Chairman: Dick Scrafford and Vice-Chairman: Chazz Salkin

Applications Considered by the Commission:

Referral of Building Permits for HDC Consultation: 2
Applications for Architectural Review Certification by HDC: 2
Applications for Demolition Architectural Review Certification: 1 pending
Application for Architectural Review Certification Recommendations by HDC with PC Action: 1
Project Presentations: 1
Total Number of Applications: 7

Summary of Permit Activity in the Historic District in 2012:

Permits not requiring Architectural Review Certification: 14
Permits requiring Architectural Review Certification: 47
Total Number of Permits: 61

2012 Permit Activity	Staff Approval	Historic District Commission Approval*	Historic District Commission Recommendation with Planning Commission Approval**
Building Permit	0	0	0
Demolition Permit	0	0	0
Administrative Building Permit	1	1	2
Building Permit – Renovations	3	3	1
Fence Permit	1	0	0
Window Permit	4	0	0
Roof & Siding Permits	3	0	0
Sign Permit	18	0	0
Temporary Sign Permit	9	2	0
TOTAL	39	6	3

* Permits associated with applications acted upon by HDC
** Permits associated with applications recommended by HDC with PC action

Training:

- Selected articles from *The Alliance Review* (Publication of the National Alliance of Preservation Commissions)
- "Using Substitute Materials on Historic Buildings: Yes or No?" (attended by one Staff member)
- "Connecting with Your Community: Communication, Education, and Outreach" Workshop (attended by one Staff member)

Other Presentations:

- Information on DelDOT Pavement & Rehabilitation Project in Downtown Dover
- Tax Credits for Historic Properties (Presentation by Preservation Delaware)

City of Dover Historic District Commission
Summary of Applications 2012
Updated thru December 31, 2012

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.	Must submit Sign Permit for installation of the first banner in each location.
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.
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.
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 underway.
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	Action on the ArchRevCert pending
HI-12-07	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.	Check Prints of Site Plan must be submitted for review and Final Plan approval.

Summary of Permit Application with Architectural Review Certification
Updated thru 12-31-2012

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
1/19/2012	11-1611	22-24 W Loockerman St	Building Permit - Renovations	Approval per consultation with HDC 12/15/2011	Construction Complete
1/4/2012	12-0004	323 South Governors Avenue	Demolition Permit - Interior only	Staff Approval/Not subject to ARC	Interior Demolition Complete
1/5/2012	12-0011	109 South State Street - DE Sustainable Energy Utility Office	Sign Permit	Staff Approval	Sign Installed (post sign).
1/23/2012	12-0026	15 & 21 The Green - Kirk-Short Building	Administrative Permit - Exterior Restoration	Staff Approval following information presentation to HDC	Construction began in February
1/19/2012	12-0063	116 East Water Street - Delaware Interactive	Sign Permit	Staff Approval	Sign Installed (post sign)
1/18/2012	12-0071	420 South State Street	Fence Permit	Staff Approval	Residential Fence.
2/2/2012	12-0103	140 South State Street - W.T. Smithers	Demolition Permit - Accessory Structure (Off Alley)	ARC Review not required as location is not in public view. Staff Approval of Demo Permit.	Accessory Structure demolished in February 2012.
1/31/2012	12-0110	3 Loockerman Plaza - Corner of PNC Bank Site	Temporary Sign Permit	Staff Approval	Dover Library Capital Campaign fundraising thermometer sign. Temporary Sign removed.
2/13/2012	11-1300	2 North State Street - Paradee Financial	Sign Permit	Staff Approval	Sign Installed (post sign).
2/1/2012	12-0018	321 & 323 South Governors Avenue- (New) Frankfurt Bakery location	Building Permit - Renovations	Building Permit Referral to HDC for Consideration; Staff Approval subject to guidance given	Final CO issued 12/19/2012.
2/15/2012	12-0051	305 West Loockerman Street - Hair Factor	Sign Permit	Staff Approval	Sign Installed (Window lettering).
2/15/2012	12-0086	34 The Green - Tenants Directory at Lynn, May & Perza Building	Sign Permit	Staff Approval	Sign Installed (Hanging sign).

Summary of Permit Application with Architectural Review Certification
Updated thru 12-31-2012

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
2/21/2012	12-0172	207 West Loockerman Street - Zuha Trend	Sign Permit	Staff Approval	Sign Installed as reface of existing box sign.
2/28/2012	12-0222	301 West Loockerman Street - The Tattoo Shop	Sign Permit	Staff Approval	Sign Installed (Wall Sign).
3/1/2012	12-0176	406 Federal Street - Biggs Museum	Temporary Sign Permit	Staff Approval	Temporary Signs installed for April event - The Hair Affair. Signs Removed.
3/14/2012	12-0213	140 South State Street - W.T. Smithers	Building Permit - Addition (deck and storage enclosure)	ARC Review not required as location is not in public view. Staff Approval of Permit.	Construction Complete Fall 2012
3/9/2012	12-0268	142 West Loockerman Street - Madison's Essentials	Sign Permit	Staff Approval	Sign Installed (Window sign).
4/23/2012	12-435	209 South State Street - Wesley UM Church	Temporary Sign Permit	Approval per HI-12-03 Banner Program ARC	Temporary Sign installed for Pancake Breakfast at Dover Days. Sign removed after event.
5/23/2012	12-407	33 West Loockerman Street - 33 West Restaurant	Building Permit - Renovations (Interior)	ARC Review not required as project work is limited in interior only	Construction complete. CO issued 7/19/2012.
5/3/2012	12-467	501 South State Street - Christ Episcopal Church	Temporary Sign Permit	Staff Approval	Temporary Signs removed after VBS.
5/24/2012	12-471	406 Federal Street - Biggs Museum	Building Permit - Interior Renovations, Phase 2	ARC Review not required for this Phase as project work is limited to interior only. Associated with HI-10-09.	Phase 2 Construction Complete. CO issued 10/12/2012.
5/7/2012	12-484	54 South State Street - Presbyterian Church of Dover	Temporary Sign Permit	Staff Approval	Temporary Sign installed for church activity and removed after event.
5/29/2012	12-592	209 South State Street - Wesley UM Church	Temporary Sign Permit	ARC Approval granted in accordance with HI-12-03 Banner Program	Temporary Sign (banner) installed for VBS. New Banner in place.

Summary of Permit Application with Architectural Review Certification
Updated thru 12-31-2012

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
6/5/2012	12-576	16 The Green	Building Permit - Porch Repair	Staff Approval of in-kind replacement of select wood elements.	Construction Complete.
6/8/2012	12-675	32 West Loockerman Street	Siding Permit	Not reviewed by Planning Staff. Issued by Admin Staff.	Later review of permit showed project involved replacement of aluminum siding with vinyl siding in unspecified location on the building.
6/26/2012	12-692	321 & 323 South Governors Avenue- (New) Frankfurt Bakery location	Sign Permit	Staff Approval	Signage installed as wall mounted sign and freestanding post & panel sign.
6/26/2012	12-719	33 West Loockerman Street - 33 West Restaurant	Sign Permit	Staff Approval	Window signs installed. New projecting sign proposed over corner entry.
7/3/2012	12-780	43 The Green - ohn Bell House	Sign Permit	Staff Approval	Projecting sign installed over entry door.
7/17/2012	12-783	117-119 West Loockerman Street - Mitten & Winters	Sign Permit	Staff Approval	Projecting Sign installed below second floor windows.
7/6/2012	12-798	205 South State Street	Roof Permit - Misc. Roof Repairs	Staff Approval	Repairs to various roof surfaces cedar, asphalt shingle.
7/26/2012	12-816	55 The Green - Supreme Court Building	Building Permit - Renovations for ADA Accessibility (entrance ramp)	Approval per consultation with HDC 7/19/2012	Construction underway.
7/26/2012	12-830	89 Kings Highway SW - Richardson & Robbins Building (DNREC)	Window Permit - Window Repair and Replacement	Staff Approval	Permit issued.
8/16/2012	12-797	89 Kings Highway SW - Richardson & Robbins Building (DNREC)	Building Permit - Interior Renovations to Lab Space and exhaust hoods	ARC Review not required as location is not in public view. Staff Approval of Permit.	Permit issued.

Summary of Permit Application with Architectural Review Certification
Updated thru 12-31-2012

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
8/1/2012	12-851	54 South State Street - Presbyterian Church of Dover	Window Permit - Window Replacement of 8 windows	Staff Approval	Construction complete.
8/14/2012	12-906	111 W Loockerman Street - Amore Bridal	Building Permit - Interior Renovations	ARC Review not required for interior work. Staff Approval of permit.	Construction complete.
8/13/2012	12-1005	205-207 W Loockerman St - uha Trend	Building Permit - Interior Renovations	ARC Review not required for interior work. Staff Approval of permit.	Permit issued.
8/24/2012	12-1034	32 W Loockerman St	Administrative Permit - Change of Use for Tenant Fit-out as a church.	ARC Review not required for interior work. Staff Approval of permit.	Associated with C-12-03. CO issued.
8/15/2012	12-1066	21 W Loockerman St - Dover Art League	Sign Permit - Repaint and Relocate wall sign	Staff Approval	Sign reinstalled.
8/22/2012	12-1069	120 W Loockerman St	Administrative Permit - Loockerman Way Plaza	ARC Approval granted in accordance with HI-11-05.	Project underway.
8/16/2012	12-1076	111 W Loockerman Street - Amore Bridal	Window Permit - Installation of display windows	Staff Approval	Project complete.
8/21/2012	12-1086	103 S Bradford Street	Building Permit - Replacement of porch decking	Staff Approval	Project underway.
9/14/2012	12-1070	120 W Loockerman St	Building Permit - Parking Lot Kiosk	Staff Approval granted as associated with HI-11-05.	Project underway.
9/17/2012	12-1121	151-181 Kings Highway SW - Hall House	Building Permit - Porch renovations and construction of accessible ramp	Staff Approval (limited public view of ramp from street)	Construction complete 12/3/2012.
10/4/2012	12-1052	200 W. Loockerman Street - Bayard Plaza	Building Permit - Tenant Fit-out for Pharmacy	ARC Review not required for interior work. Staff Approval of permit.	Construction ongoing on building.
10/8/2012	12-1321	30 The Green - Farmers Bank Building	Roof Permit - Replacement of section of existing asphalt roof.	Staff Approval. Limited visibility rear of hipped roof.	Permit issued.

Summary of Permit Application with Architectural Review Certification
Updated thru 12-31-2012

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
10/2/2012	12-1340	237 W Loockerman Street - Capital Shoe Repair	Sign Permit - Wall Sign	Staff Approval.	Sign installed.
10/10/2012	12-1345	32 W Loockerman St	Administrative Permit - Interior Renovations for Tenant Fit-out for Hair Salon	ARC Review not required for interior work. Staff Approval of permit.	Complete. CO issued.
10/9/2012	12-1361	14 Kings Highway NE - Murphy School Ehinger Hall	Window Permit - Replacement of Arch Top Window	Staff Approval.	Permit issued.
10/9/2012	12-1368	420 South State Street	Building Permit - Accessory Building (Shed)	Staff Approval. Shed placement is not visible from the public way.	Permit issued.
10/11/2012	12-1407	406 Federal Street - Biggs Museum	Temporary Sign Permit	Staff Approval.	Temporary signage installed and removed after event.
10/15/2012	12-1416	509 South State Street - Christ Church lot	Temporary Sign Permit	Staff Approval.	Temporary signage installed and removed after pumpkin sale event.
10/31/2012	12-1474	406 Federal Street - Biggs Museum	Temporary Sign Permit	Staff Approval.	Temporary signage installed and removed after Market Fair Event.
11/19/2012	12-1420	100 W. North Street - North Street Parking Lot Consolidation Project	Administrative Permit	ARC Approval granted in accordance with HI-11-05.	Project underway.
11/5/2012	12-1468	33 South State Street - Multi-tenant office building	Sign Permit	Staff Approval.	Post sign with sign for each tenant installed.
11/13/2012	12-1498	11 N. State Street - Law Offices	Building Permit - Rear exit ramp and railing improvements	ARC Review not required as location is not in public view. Staff Approval.	Construction Complete 12/11/2012.
11/26/2012	12-1538	111 W Loockerman Street - Amore Bridal	Sign Permit	Staff Approval	Projecting Sign installed.
11/27/2012	12-1601	406 Federal Street - Biggs Museum	Temporary Sign Permit	Staff Approval	Temporary Sign removed after Holiday Market event.

Summary of Permit Application with Architectural Review Certification
Updated thru 12-31-2012

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
12/11/2012	12-1315	411 Legislative Avenue - Legislative Hall	Administrative Building Permit - Sidewalk Replacement Project	Staff Approval	Construction underway.
12/13/2012	12-1609	200 West Loockerman Street - Bayard Pharmacy	Sign Permit	Staff Approval	Proposed wall sign and projecting sign to be installed.
12/21/2012	12-1697	502 South State Street - Law Offices of Brown Shields Beauregard	Sign Permit	Staff Approval	Proposed projecting sign to be installed.
12/21/2012	12-1698	406 Federal Street - Biggs Museum	Temporary Sign Permit	Staff Approval	Sign for "Family Movie Night" installed and then removed after event.

HI-12-06 Demolition of Building at 509 South State Street – Continuation of Review for Action on Architectural Review Certification for the demolition of the two-and-half story residential dwelling located at 509 South State Street. The property is zoned RGO (General Residence and Office Zone) and subject to the H (Historic District Zone) and the SWPOZ (Source Water Protection Overlay Zone). The property is located on the east side of South State Street just south of the intersection with Water Street. The owner of record is the Rector, Wardens and Vestryman of Christ Episcopal Church. The property address is 509 South State Street. Tax Parcel: ED-05-077.09-05-45.00-000. *Action on this application was deferred at the September 20, 2012 meeting, as the Commission requested additional information.*

- At the September 20, 2012 the Historic District Commission began consideration of Application HI-12-06 and held a Public Hearing. Then the Planning Commission voted to table the application and requested additional information from further architectural expert investigation and analysis of the building and further justification regarding demolition of the facility.

- The original information on the application was provided in the packet for the September 20, 2012 meeting.

- To date no additional information has been received regarding this application.

- See attached chronology summary regarding property.

- If you have questions or required additional copies of the materials, please contact Planning Staff at 736-7196.

HI-12-06 Demolition of Building at 509 South State Street

September 20, 2012	Public Hearing and Review of Architectural Review Certification Request for Demolition of Building (Application HI-12-06). Historic District Commission tabled application seeking additional information.
October 2012	No meeting of the Historic District Commission.
November 15, 2012	Historic District Commission Meeting cancelled due to lack of quorum. Email sent to applicant's alerting them of meeting cancellation and that Application HI-12-06 remains as an item of Old Business.
November 30, 2012	Applicant requests via email information on preservation professionals and the *Design Standards and Guidelines.*
December 4, 2012	Planning Staff sends email with information on Recommended Architects and copies of Chapter 3 and 4 of the *Design Standards and Guidelines.*
December 4, 2012	Applicant acknowledges receipt of email and notes they will work to have information for January.
December 9, 2012	Email received from applicant noting a break-in at 509 South State Street which resulted in the two front doors and south windows on one story addition to be boarded with plywood on December 8, 2012.
December 12, 2012	City Property Maintenance Inspector issues notice (via letter) regarding Vacant Building Ordinance to property owner.
December 13, 2012	Historic District Commission Meeting: Application HI-12-06 remains tabled as no information has been submitted by the applicant.
January 10, 2013	Property continues to be listed on City of Dover Tax Delinquent Listing.

Commission Education Plan

Name of Commission_____

Purpose of your commission:_____

Other history or preservation organizations and agencies that are active in your community: _____

Major non-profit organizations in your community (chamber of commerce, main street, neighborhood organizations): _____

Major employers in your community (include industry, government, universities):

_____

Major private funding sources in your community_____

_____

What programs and services are provided by your commission:

- o Award programs
- o Downtown revitalization
- o Grants
- o Historic resources survey
- o Loan fund(s)
- o Publications
- o Tours
- o Design assistance
- o Easement programs
- o Historic designation
- o Lectures
- o National register nominations
- o Special events
- o Website
- o Pre-application review
- o Education for commission members
- o Newsletter
- o Technical assistance

What funding sources are available to your commission?

Which organizations and agencies does your commission have an active working relationship:

- o City/county attorney
- o City/county administration
- o City/county council
- o City/county planning department
- o Design review board
- o Local building officials
- o Tourism bureau
- o Zoning board
- o Chamber of commerce
- o Civic associations
- o College/university
- o Historical society
- o Main street program
- o Merchant association
- o Neighborhood groups
- o Preservation organizations
- o NAPC
- o NTHP
- o Preservation Action
- o Statewide preservation organization
- o SHPO

Does your commission have dedicated staff? Are they professional staff trained in preservation? How much of their time is dedicated to the commission? _____

_____

Do you have a comprehensive architectural survey of your community? Is your survey up-to-date? _____

What materials do you have for commission operations?

- Ordinance
- Rules of procedure
- Design guidelines
- Tax incentives program
- Website
- Guide to the process
- Online survey records

What media coverage have you had over the past year? _____

_____

Has the commission been involved in any controversial issues this past year?

_____

_____

How do you want to improve your public education program?_____

_____

_____

How do you want to improve relations within the community?_____

_____

_____

Recognizing limitations, what programs or services can be adopted over the next year to combat a negative image and to promote a more positive one?

_____

_____

What are your immediate short-term goals for the next six months? _____

_____

_____

_____

_____

_____