CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, December 13, 2012 - 3:00 P.M.
City Hall – Conference Room

ROLL CALL
APPROVAL OF AGENDA
APPROVAL OF MINUTES OF MEETING on September 20, 2012

COMMUNICATIONS & REPORTS

1. Summary of Applications 2009-2010 and 2011-2012
2. Summary of Architectural Review Certifications for 2012
3. Training Opportunities

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. Application for Architectural Review Certification:
   a. 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.

2. Annual Meeting of Historic District Commission
   a. Election of Chairman and Vice Chairman
   b. Meeting & Deadline Schedule for 2013
3. Summary of Training Workshop: "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
SEPTEMBER 20, 2012

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, September 20, 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 and Ms. Cornwell.

APPROVAL OF AGENDA

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

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF APRIL 19, 2012

Mr. McDaniel moved to adopt the minutes of the regular Historic District Commission meeting of July 19, 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 series of information on workshops and training opportunities being held by Preservation Delaware.

NEW BUSINESS

HI-12-06 Demolition of Building at 509 South State Street - Public Hearing and 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.

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

Mrs. Melson-Williams gave an overview of the Architectural Review Staff Report dated September 20, 2012 that was included in the packet. She stated that included in the Staff Report were comments and recommendations.

Mr. Scrafford asked if there were any questions regarding the overview of application HI-12-06.

Representatives: Alan George, Lee Ann Walling and Paul Brown of Christ Episcopal Church.

Mr. George stated that the church was built in 1734 and in order to make the church more accessible and fulfill the mission he proposed demolishing the structure and to backfill and seed the area afterward. The house is an eyesore and cannot be rebuilt economically.

Responding to Mr. George, Mr. Scrafford suggested that he address the staff recommendations and make the Historic District Commission aware of his reactions and what he would offer in that regard.

Mr. George stated that their vision was to have a thriving church and to create a buffer against future development. They currently own the adjacent property, but have been trying to purchase the building for years. He stated that it was an extension to the church yard and the pumpkin patch is used to help raise money for yearly mission trips. The property was inspected by Albert Lamberston in which he reported damage due to leaks, termites, down plaster, and the exposed lath. Repairs are also needed on the storm windows, aluminum siding, bathroom, and kitchen.

Mr. George stated that he also spoke with other contractors regarding the cost to demolish and renovate. He was quoted the cost per square footage was $200-$300. The price range estimate for the construction would range from $300,000 to $500,000 in addition to the $25,000 to demolish the building. The cost would also be based on the requirements of the historical code to rebuild verses if it was an office building that would need to meet ADA requirements. There would also be the issue of adequate parking if it was an office building.

Mr. George stated that tax and Archives research on showed the house was sold during 1825-1834 at the Orphans Court. It was very difficult to determine what was on the property as they could not find anything historically significant. He stated that an Architect was not hired to do any schematics to the construction. Depending on the level required he could do the drawing. When questioned about recordation of the building, he stated that he could have the recordation done with the measured drawings of the building's floor plans and photographs of the building exterior and interior to include keyed location maps of photographs if needed.

Mr. George stated that he had spoken with Matt Spong who gave the recommendation on how to seed the vacant lot. In his opinion, the house was not in keeping with the historic streetscape and if the house were removed anyone should be able to see the walls that were built in the 1920s that were part of the 1734 church structure. They also looked at the James Bellach House and the Academy Building and realized that they would not be able to financially renovate them.

Responding to Mr. Scrafford, Mr. George stated that they do own the property.

Mr. George stated that he is sympathetic to the history of the City as he has been a resident for thirty-two (32) years and purchased his first Victorian house on Bradford Street.

Mr. Scrafford had a concern regarding wall and fences. The existing property is walled around what use to be the properties that were demolished. Would you ever want to relocate a wall to the property line to further use the non-incumbent area that you would gain? There was also a recommendation on tree line along State Street; do you have any problems with it, because it may end up on your property, which would be to your advantage?

Responding to Mr. Scrafford, Mr. George stated that he did not have a plan to remove the wall to the property line to further use the non-incumbent area. He would not have a problem with the tree line along State Street because they do not want to block the view of the church. He stated that the old trees attracted him and his wife to the area before becoming a resident.

Mr. Scrafford asked if there were any questions for the applicant from the Historic District Commission.

Mr. Salkin stated that it was not clear to him from reading the history whether the property and the adjacent resident property since being demolished was ever a part of the historic church square that was set aside by William Penn. Is it part of the historic destination or does the wall represent that destination? Did the property ever have any association with the church? Have you had any historic restoration specialist look at the property beyond Mr. Lamberston assessment? Do you have any sense of cost or what the need would be to restore or stabilize the property? He saw in the presentation that the church did not have any plans to do any development to the property, is it just because you don't have any plans or do you have some long range plans to specifically keep it open if it were necessary? If the land was restricted for that use, in other words, you are asking to have the property demolished to maintain open space, or to leave open the possibility that you may change your mind later to put up a church building. Do you have any thoughts about that?

Responding to Mr. Salkin, Ms. Walling replied that the history of the residential property is more of a representation of the wall area. There were houses behind that house in the 1800's, as well as encroaching into the wall. However, the historic church square is even smaller than the church property. The property has never had any association with the church. There were no other restoration specialists other than the assessment by Albert Lamberston Contracting. Also responding, Mr. George replied that they did not see a need to restore or stabilize the property. He stated that there is always discussion within the church to have priorities, but this has not been progressed. He was not aware of what the future vestries are going to do with the property and did not want to restrict what they would like to do, but there are no immediate plans. He did not see them being able to build financially or for the size of the congregation to build any construction on the site at the current time. If there were to be some other structure, he was aware that they would need to come before the Historic District Commission.

Responding to Mr. George, Mr. Scrafford replied that since the presentation was completed from the applicant and Staff, and questions were asked, the next step would be to open the Public Hearing.

Mr. Scrafford declared the public hearing open.

Mr. William Boyles - Property owner of the John Banning House (the Old Academy Building) located at 527-529 South State Street.

Mr. Boyles stated that he was in support of the church demolishing the building and then backfilling and seeding the area located at 509 South State Street. Upon observing and wanting to purchase the building, he noticed that it is beyond repair. He stated that it is an eyesore, and there are rodents and skunks living in the house. Occasionally, we have observed homeless people in the area around the building. It would be an advantage to the church to have the non-interrupted frontage on State Street in order to have visibility to the historic facility of the church in the rear, but the Historic District Commission would have to make an exception to the *Design Standards and Guidelines*. If trees are added they should be open in order to have visibility.

Mr. Adam Perza - Resident of the Elm Terrace neighborhood and 2nd District Councilman for City of Dover.

Mr. Perza stated that he was speaking on behalf of himself and the people in the community around that area and what they would like to see happen in the neighborhood. He expressed his personal

endorsement for the application that the church has made. This would benefit the City independent of them and independent of the church as it is a doorway to Downtown Dover. Removing the property would actually be beneficial. The property is a core reflection of the City of Dover in the direction that the City is trying to take in making Downtown Dover very attractive and pleasing to the next generation of residents in the City. Sometimes there are public safety concerns with vacant properties Downtown and people gaining access to them. The neighborhood around us has a lot of children. Having that public safety issue is a risk that the community would like to see abated by removing the building. People have looked at the property and it is not likely that it will be rehabbed or refurbished anytime in the future. Even if the City was to flag the building for repair, it is not in the condition that it would happen in the near future. They would be stuck with it in its current condition moving forward. As indicated, it does benefit the church to consolidate the various parcels of land and removes the obstacle of having the tomb in the middle to allow productively use and plan for use of the land in the future. It does not harm the City to remove the building. It appears there is no evidence of significant historical events. No residences have been rebuilt. The City probably does not have the resources to invest and restore the property. The City is protected for future redevelopment. If the church wanted to build a cathedral in the corner it would have to be guided by the City on how it should happen. The City is protected by the improvements that will happen in the future to make sure it is historical, pleasing, and fits in with the surrounding community. His neighbors have no opposition to the church plan. It makes sense for the church to consolidate their holdings. The church is familiar with the historic responsibilities and he believes that they will take the appropriate steps necessary to protect the City's interest and make sure the City is proud of whatever is on the property in the future.

Robin Krawitz - Preservation Delaware Board Member, resident at 106 South Governors Avenue.

Ms. Krawitz asked if before the Historic District Commission made the decision of demolishing a historic building downtown that there would be consideration in getting someone who knows about historic buildings, evaluations, costs, tax credit and other programs before considering the possibility of demolishing the building. She understands that the property is currently an eyesore, but it is not definite that it will always remain the same. The State has a tax credit that the church could take advantage of. Selling credits to people who actually pay taxes is another option. She recommended that more information be obtained before demolishing the building.

Alan George – Representative of Christ Church.

Mr. George stated that the church is currently reviewing the tax credit options and looking into selling some back, but looking at a financial standpoint for the church it is not an even sell back. (one for one dollar) and there would still be necessary investments.

Ms. Krawitz stated that she was not debating, but only to give comments that there are very few historic buildings and they are being lost. Actual details and cost need to be reviewed before the final decision is made.

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

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

Mr. Salkin stated that he appreciates the dilemma of the church and is aware of the commitment to the Historic District preservation within the churchyard property. There needs to be more due

diligence and archaeological investigation before a decision is made to demolish a building in any condition and historical location. The Green area is where the degree of application would have the highest standards. He recommended that the church consider more about their future building need if they decided to expand. He would prefer to think that everyone consider to repurpose and stabilize the building, and deal with the exterior for future use of the interior. He sees the building as a temporary eyesore and there is a big difference between a churchyard and a series of vacant lots. The Historic District Commission does not want to support a demolition today based on the current information. The due diligence may suggest that you are on the right track and move forward with your proposal.

Mr. Fisher questioned if the church did nothing with the property then the City would be back because of demolition by neglect. He stated that the cost of refurbishing is more than what it would be worth in our lifetime.

Mr. Scrafford suggested that there be an investment in an architectural or preservation related person to evaluate the building that may need to be explored in order to solidify or change the position.

Responding to Mr. Scrafford suggestion, Ms. Krawitz stated that she would be willing to help the church locate someone to evaluate the building at a reasonable cost.

Mr. Jackson stated that further investigation would be helpful.

Mr. Scrafford asked if the Historic District Commission would move to table the application until additional investigation has been completed? Responding to Mr. Scarfford, Mr. Jackson replied yes.

Mr. Jackson moved to table the building demolition for application HI-12-06, located at 509 South State Street until there is further architectural expert investigation and analysis, other information and further justification to demolish the facility has been completed at their expense, seconded by Mr. Salkin and carried with three (3) yes, one (1) abstention (Fisher). Mr. McDaniel recused himself; however, he remained in the meeting.

Mr. Scrafford stated that the basic issue is further analysis on the building. He recommended that action be tabled based on the church acquiring additional information that would include preservation of the structure to support or deny their position.

Mr. George questioned the cost of a restoration report if the church decided to come back to the Historic District Commission with revision since the church is already experiencing financial difficulties. Responding to Mr. George, Mr. Scarfford replied that the decision would be up to the church as to whether or not they wanted to come back to the Historic District Commission, but the building would currently remain.

Responding to Mr. George, Ms. Krawitz replied that in the past a restoration letter report under $2000 was completed by an architect and engineer for the Cannon Hall building in Sussex County.

Mr. Scarfford stated that considering the location of the building and the substance involved in the *Design Standards and Guidelines* it is necessary for the Historic District Commission to ask for further justification the demolition of the building.

Mr. Jackson moved to table the building demolition for application HI-12-06, located at 509 South State Street until additional updated information regarding preservation of the structure has been shared with staff and the staff report and application is revised seconded by Mr. Salkin and carried with three (3) yes, one (1) abstention (Fisher). Mr. McDaniel recused himself; however, he remained in the meeting.

Mr. George requested a copy of the minutes, recommendations, and design guidelines to be mailed to his physical address at 616 North State Street, Dover Delaware, 19901.

Mrs. Melson-Williams stated that staff along with Ms. Krawitz from Presevation Delaware would be in contact with Mr. George to assist him with suggestions for an expert to investigate the building. She also stated that a Notice of Action will be sent to the applicant. She stated that she was not sure if the application would come back at the October meeting or afterwards. Since it is a vacant building the City of Dover Code Enforcement Officers will make sure the building is secured.

Mr. Scrafford questioned if there was any levy on the church that was not levied on the Bill Vaughn when they did a recordation of that building. There was a list of items in the recordation and he did not want the Historic District Commission requiring more for this building versus the previous buildings. Responding to Mr. Scrafford, Mr. Fisher replied assuming the regulations are the same there would be no difference. Mr. Scrafford stated that he was not aware of any regulation change.

Mrs. Melson-Williams stated that with measured drawings the most recent documentation would be the Bayard Hotel and they would have completed measured floor plans and elevation drawings, but it was completed by a preservation architect. There were a lot of photos taken.

Presentation on Tax Credits for Historic Properties

Ms. Robin Krawitz provided a presentation: Tax Credits for Historic Properties **(Attachment #1)** She focused on the Historic Preservation Tax Credit Programs and the activities of Preservation Delaware.

Responding to Mr. Fisher, Ms. Krawitz replied that the 40% tax credit is of the project cost which is 20% federal tax and 20% state tax.

Ms. Krawitz stated that the State government signed the reauthorization in 2010. If you have a property listed in the National Register and it needs repair anyone can take advantage of the tax credit.

Responding to Mr. Scrafford, Ms. Krawitz replied that the tax credit applies to rehabilitation and not restoration and demolition. She also referred to the Secretary of Interior Standards and Rehabilitation.

Responding to Mr. Jackson and Mr. Scrafford, Ms. Krawitz replied that the $5 million per year tax credit for the State of Delaware is annual, not a carry over.

Mr. Salkin stated that the $5 million per year tax credit is not budgeted, but is included in the Delaware Economic and Financial Advisory Council (DEFAC) revenue projection.

Ms. Krawitz stated that the tax credit was reauthorized in 2010 by the current governor for ten (10) years.

Responding to Mr. Scrafford, Ms. Krawitz replied that the approval is issued once the work is completed and paid in full.

Responding to Mr. Fisher, Ms. Krawitz replied that a person can sell the credits and she would suggest that the church or Historic District Commission contact Joan Larivee for more information.

Responding to Mr. Salkin, Ms. Krawitz replied that if standards were followed, it was done after 2000 when the Act was authorized, and you have all of your documentation you can go back and get the credits. If you have a long term project you can go back every two (2) years.

Mr. Salkin stated that he was in the process of doing the Tax Credit Program with his house and it is relatively easy. He stated that his house is within the Victorian Dover Historic District. The program is about stabilizing and enhancing historic structures.

Mr. Salkin stated that within the Historic District most people are generally doing the right thing to take care of their property. He expressed concerns about the properties that are just outside of the Historic District in neighborhoods that are 50-100 years old, but have not yet been nominated to become part of the District. He expressed his opinion that the City was losing historic fabric in the community and that the boundaries of the districts need to be expanded. He stated that Mr. George's house was one example of a home that is not protected or eligible for the credit.

Mrs. Melson-Williams stated that the northern boundary of that segment (of the Historic District) is Delaware Avenue and it does not include the Middle School or anything moving up towards Pennsylvania Avenue.

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

Meeting adjourned at 4:19 PM

Sincerely,

Maretta Savage- Purnell

Maretta Savage- Purnell
Secretary

Attachment to Original Minutes

- **Attachment #1 – Presentation On Tax Credits for Historic Properties**

City of Dover Historic District Commission
Summary of Application 2009-2010
Updated as of 11/6/2012

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-09-01 S-10-06	Dover 'Anchor' Public Library	35 Loockerman Plaza: Adjacent to 15 East Loockerman Plaza	2 story 46,000 S.F. library building with site improvements	6/17/2009 HDC Recommendation of Approval with Conditions for ArchRevCert; 3/15/2010 PC Approval of Site Plan and ArchRevCert with Conditions	Final Plan Approval for Bid Pack A (Access Road to Innovation Way) 8/27/2010; Bid Pack A under construction December 2010 and completed May 2011 (Building Permit #11-444). Final Site Plan approval 3/18/2011. Ground Breaking Ceremony held 4/5/2011. Building Permit #10-1904 issued 4/26/2011. Construction underway; as of 10/1/2011 most structural steel is in place. Construction of exterior finishes (walls & roof) underway including brick masonry work as of Dec 2011.Construction continues as of July 2012. Temporary CO issued September 2012. Ribbon cutting 9/20/2012.
HI-09-02	Fence Permit #09-1634 at new Golden Fleece Tavern	132 West Loockerman Street	Fence Construction along east property line at rear of building	10/6/09 Permit #09-1634 referred to HDC by City Planner for Architectural Review Certification; 10/15/2009 HDC Approval of ArchRevCert; Other building renovation activities covered under Permits #09-1420 for Exterior Finishes of East Elevation and #09-1388 Rear Patio. Permit #09-1634 issued 1/25/2010.	Fence Project Complete.
HI-09-03	Mitten & Winters Offices	117-119 West Loockerman Street	Front façade renovations: removal of buff brick and replacement of brick; pent roof; soffit; doors; window replacement	11/19/2009 HDC Approval with Conditions of ArchRevCert; Window Replacement ARC approval under Permit #09-1800 issued 10/27/09; Other building renovation activities covered under Permits #09-1592 issued 10/8/09 for Interior Renovation -CO issued and #09-1801 issued 10/27/09 for Rear Elevation.	Permit #09-2056 issued for Front Façade Renovations. Project Complete.
HI-09-04	Bayard Hotel	200-216 West Loockerman Street	Consideration of Demolition by Neglect	1/21/2010 HDC Determination of Demolition by Neglect and outlined required steps; 6/10/2010 HDC discussion on status, request return at July meeting; 7/15/2010 Update on status	Redevelopment application HI-10-08 filed. Building Documentation package of plans, elevations, photos received March 2011.

City of Dover Historic District Commission
Summary of Application 2009-2010
Updated as of 11/6/2012

HI-10-01	Building at 301 South Governors Avenue	301 South Governors Avenue (southeast corner of North Street and S. Governors Ave.)	Consideration of Demolition by Neglect	6/10/2010 HDC Determination of Demolition by Neglect and outlined action to be taken within 90 days; 9/16/2010 Status Update indicates no action taken, HDC Recommends Building Inspector begin Dangerous Building proceedings with recommendation of repair. City Council declared it a Dangerous Building on 10/25/2010.	Building Inspections for asbestos completed -- requires asbestos removal. Building Demolished by order of City Council as a Dangerous Building. Demo Permit #11-143 issued 2/07/2011. Demolition complete.
HI-10-02	Law Enforcement Officers Memorial	South side of Legislative Mall and north of William Penn Street	Memorial of brick plaza, inscribed wall and bronze statue	Information Item presented to HDC on 2/18/2010; Building Permit #10-245 issued.	Project Complete.
HI-10-03	Woodburn: Solar Panels	151 Kings Highway	Installation of Solar Panels on south facing gable roof of main house	3/18/2010 HDC Approval with Conditions. 3/17/2011 HDC granted extension of approval and heard presentation on revised project concept and change in location to roof of addition.	Building Permit #11-960 approved 8/8/2011. ArchRevCert completed by Staff. Project Complete.
HI-10-04	Wesley United Methodist Church: Elevator and Canopy Addition	209 South State Street	Addition of elevator tower and canopy on south side of sanctuary to improve accessibility; construct vehicular exit only onto S. State Street	4/15/2010 Inadequate Public Notice; 5/20/2010 HDC Review and Recommendation of Approval of ArchRevCert with Conditions. Reconsideration of Fence Height - 1/19/2012 HDC Review and Recommendation of Approval of Revised ArchRevCert and 2/21/2012 PC Approval of Revised ArchRevCert for increase in Fence Height.	Final Plan Approval 1/14/2011. Building Permit #11-113 issued 4/29/2011. Construction almost complete (landscape/tree plantings remain). Temporary CO issued 2/10/2012.
HI-10-05 S-10-17	Duncan Plaza	600 Forest Street (Intersection of Loockerman, Kirkwood, and Slaughter Streets)	4 story 31,710 S.F. office building with coffee shop	6/10/2010 HDC Review, action to approve setbacks, direct applicant to address Staff Recommendations and reappear for review of revisions; 7/15/2010 Revised Architecture presented to HDC, HDC Recommendation of Approval of ArchRevCert with Conditions; 9/20/2010 Planning Commission approval of Site Plan and ArchRevCert with conditions. 9/19/2011 PC granted one year extension. Second one year extension granted by Planning Commission on 9/17/2012.	Project must submit Check Prints of Site Plan for review and Final Plan Approval. No Action to date.
HI-10-06	Delaware Public Archives: Banner Program	121 Duke of York Street	Placement of six changeable banners using frame attachment system	8/19/2010 HDC Approval of ArchRevCert with conditions; Sign Permit #10-1912 issued 1/7/2011.	First set of Banners installed January 2011 (total of 5 banners)

City of Dover Historic District Commission
Summary of Application 2009-2010
Updated as of 11/6/2012

HI-10-07	Building Permit #10-1263 Referral	408 South State Street	Replacement of Metal Roof	8/19/2010 HDC Approval of ArchRevCert with Conditions on the type of roof: wood shingle recommended for front	Building Permit #10-1263 issued on 11/15/2010. Wood shingle roof installed; Project complete.
HI-10-08 S-10-30	Bayard Plaza	200-216 West Loockerman Street and 208 South Governors Avenue	5 story 54,998 S.F. mixed use building with 5012 S.F. retail space and 48 residential apartments; requires demolition of existing buildings on property	10/21/2010 and 11/4/2010 HDC Review; 11/4/2010 HDC Recommendation of Approval with Conditions for ArchRevCert;11/15/2010 Planning Commission approval of ArchRevCert with Conditions; also BOA Application V-10-15 for parking setback and Active Rec Area reduction	Demo Permit #11-579 issued 5/12/2011 and demolition now complete. Final Plan approval granted 8/3/2011. Building Permit #11-656 issued. Construction underway: foundations, started structural steel in December 2011. Construction continues - exterior finishes installation June 2012. Construction continues in Fall 2012.
HI-10-09	Biggs Museum: Façade Renovations	406 Federal Street	Renovations to east elevation: moving glass curtain wall system and renovations to connector element	11/18/2010 HDC Approval of ArchRevCert with Conditions	Building Permit #11-636 reviewed for Phase 1-Interior Renovations only. Construction for Phase 1 mostly complete; Temp CO issued 11/1/11. CO (for Phase 1 project) issued 2/24/2012. Building Permit #12-471 issued for Phase 2 - Interior Renovations 5/24/2012. CO for Phase 2 of project issued 10/12/2012.
HI-10-10	Building Permit #10-1672 Referral	New Jerusalem Baptist Church at 25 Slaughter Street	Siding Replacement on second floor levels of north and south elevations	10/21/2010 HDC Approval of ArchRevCert with Conditions requiring vinyl siding to be horizontal and other trimwork and gutter recommendations; Building Permit #10-1672 issued 11/2/2010.	Project complete. Siding, new gutters/downspouts installed, and some painting completed.
HI-10-11 S-11-03	Parking Lot on West Water Street: Renovation and Addition	101 West Water Street and 439 South Governors Avenue	Renovations to existing parking lot and expansion of lot to total of 152 parking spaces	12/16/2010 HDC Recommendation of Approval of ArchRevCert with conditions; Planning Commission approval of ArchRevCert with conditions.	Final Plan approval 5/24/2011. Building Permits #11-768 issued 6/21/2011 and #11-812 issued 6/27/2011. Construction complete; awaiting final inspection approvals from all agencies.

City of Dover Historic District Commission
Summary of Applications 2011-2012
Updated thru November 6, 2012

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-11-01	Building at 326 West Loockerman Street: Building Demolition	326 West Loockerman Street	Demolition of Commercial Building	2/17/2011 HDC Approval of ArchRevCert with conditions for Demolition	Demolition Permit issued #11-1511 on 12/20/2011. Demolition started in January 2012. Demo of building completed; working on site stabilization. Fence (post & chain) not installed as of 11/1/2012.
HI-11-02	Building at 43 East Division Street	43 East Division Street	Consideration of Demolition by Neglect	3/17/2011 HDC Determination of Demolition by Neglect and outlined actions to be taken. HDC Recommends Building Inspector seek restoration or repair prior to beginning Dangerous Building proceedings. City Council declared it a Dangerous Building on 6/13/2011.	Demolition Permit issued #11-948 on 7/26/2011. House demolished late July-August 2011.
HI-11-03	Sign Permit #11-414 Referral	48 The Green	Placement of a third projecting sign on the front façade of building	4/21/2011 HDC Approval of ArchRevCert with Conditions on the location of the third sign and its format	Sign Permit issued and sign installed.
HI-11-04	Acme Site Redevelopment Master Plan (Lands of Downtown Dover Partnership)	120 South Governors Avenue	4 story retail/apartment building and four story apartment building; demolition of existing commercial building	7/21/2011 HDC Recommendation of Approval of ArchRev Cert with conditions. Application S-11-11 reviewed by PC and granted Approval of Approval of ArchRevCert on 8/15/2011. 8/18/2011 HDC Recommended approval of Side yard setback waiver request. 9/19/2011 PC accepted action on waiver.	Check Prints of Site Plan (Administrative Site Plans) submitted for review and Final Plan approval. Review Comments issued 4/5/2012. Project must submit Check Prints of Site Plan (Administrative Site Plans) for review and Final Plan approval. No action to date.
HI-11-05 C-11-07	North Street Area Improvement Project	Segment of North Street between S. State Street and S. Governors Ave. and on north and south sides of block	Parking Lot consolidation; streetscape improvements; and redevelopment of vacant are as a plaza with parking lot.	12/15/2011 HDC Recommendation of Approval of ArchRevCert with conditions. Application C-011-07 reviewed by PC and granted Approval of ArchRevCert on 12/19/2011.	Check Prints of Site Plan (Administrative Site Plans) submitted for review and Final Plan approval. Review Comments issued 4/5/2012 and 6/29/2012. Final Plan approvals granted 10/23/2012. Construction underway with Building Permits #12-1069 and 12-1070.
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 underway to install exterior finishes. Brick front façade and new door and window are in place.
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.

City of Dover Historic District Commission
Summary of Applications 2011-2012
Updated thru November 6, 2012

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 scheduled for 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	HDC scheduled to consider application on 11/15/2012	Action on the ArchRevCert pending

Summary of Permit Application with Architectural Review Certification
Updated as of 12-4-2012

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	Temporary CO issued. Siding not complete.
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 as of 12-4-2012

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 - Bigg's 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 - Bigg's 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 as of 12-4-2012

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 - John Bell House	Sign Permit	Staff Approval	Permit issued.
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 as of 12-4-2012

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 - Zuha 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 underway. Footings inspected in Sept/October.
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 - Farmer's 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 as of 12-4-2012

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 - Bigg's 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 - Bigg's 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	Buidling Permit - Rear exit ramp and railing improvements	ARC Review not required as location is not in public view. Staff Approval.	Permit issued.
11/26/2012	12-1538	111 W Loockerman Street - Amore Bridal	Sign Permit	Staff Approval	Projecting Sign to be installed.
11/27/2012	12-1601	406 Federal Street - Bigg's Museum	Temporary Sign Permit	Staff Approval	Temporary Sign to be installed for Holiday Market event.

Preservation Delaware

Don't miss the historic commission workshop on Communication, Education and Outreach at the Biggs Museum, November 17th from 9:30 a.m. to 12:30 p.m. Please call 302-322-7100 or email admin@preservationde.org to register for this free training.

To: Delaware Historic Preservation Commissions
From: Karen Theimer Brown, Maryland Association of Historic District Commissions (MAHDC) & Elizabeth Beckley,Preservation Maryland

Greetings,
We are looking forward to seeing you all at the Communication, Education, and Outreach training session, scheduled for Saturday, November 17th, from 9:30-12:30 at the Biggs Museum in Dover. Please allow us to share with you some information about what we plan to cover during this session and the follow-up session a few months down the road.
Over the past few years, we have worked with several Maryland commissions to develop positive relationships within their communities. Several of our commissions are struggling as they deal with waning popular and political support for historic preservation. To combat this, commissions must respond proactively through education and outreach efforts. Developing positive relations, generating good press stories, and promoting financial incentives are just a few ways to increase the public's awareness of the value that a commission brings to the community.
MAHDC embarked on a comprehensive training program a few years ago, and we now have a number of tools that commissions can use to help make greater defensible decisions. Over the past 18 months an on-line training program has been developed that we are excited to share with you. If you go to our website, www.mahdc.org, you will see a link on the right hand side of the home page to our on-line training program. This is a modular-based presentation that is broken up into eight chapters. Topics range from 'legal foundations' to 'project review.' The accompanying reference manual delves a little deeper in a variety of subjects.
The second part of our training program was a series of on-site workshops. These workshops build on the on-line materials and manual. The session we will present to you next month is the third workshop in this series. We firmly believe that through training and education, we can produce stronger commissions, whose presence and influence among the community and local governmental officials will increase.
We can attest that your jobs are not easy. We both have served on commissions and have been on the firing lines, and we have picked up a few tools along the way that we are excited to share with you. We are looking forward to engaging in a lively conversation about how we can collectively build your programs and your skills to further public trust and confidence, and ultimately achieve better heritage resource protection.
Please come with examples of what has worked and what has not within your town. We would also like to know some of the topics that are the most frustrating for you. The discussion may be more dynamic if more than one person from each commission is represented, so please encourage your colleagues to come along. By the end of the session, we hope to have formulated an 'action plan' for improving public relations that is tailored to your commission. We will be back in March to follow up on your action plans and to conduct a training session on design review.
Again, we look forward to meeting you and working with you in the coming weeks.
Best,
Karen Theimer Brown and Elizabeth Beckley

We're Here to Help!
Another Year of Workshops and Training for Delaware's Historic Commissions

Preservation Delaware continues its commitment to provide ongoing training to members and staff of Delaware's historic commissions. Once again, PDI is extremely fortunate to partner with one of Delaware's Certified Local Governments. Thanks to the City of Lewes and their efforts in securing a Certified Local Government grant, we will offer a series of free-of-charge or discounted workshops. Please plan to attend this 2012/2013 series. Your participation is important so that the network of Delaware's nine historic commissions can continue to grow.

You may remember that at the organizational meeting of Delaware's historic commissions in Odessa we asked you to tell us the biggest challenges you've faced as historic commission members/staff. We also asked you to indicate topics and issues you wanted to see addressed. We have taken your suggestions and developed a very strong offering that will help you do your jobs even better than you already do.

Please put the following on your calendars. More details to follow.

Call Preservation Delaware at 302-322-7100 or email admin@preservationde.org to register for any and all of these workshops.

Using Substitute Materials on Historic Buildings: Yes or No?
and
Painting Historic Buildings: Best Practices

Presenter: Steve Jordan, Contributing Editor, *Old House Journal*

Saturday, October 27, 2012

Substitute Materials:
9:30 to 11:30 p.m.
Best Paint Practices:
1:00 to 3:30 p.m.

Net House
Lewes Canalfront Park
Lewes, Delaware
Free for Delaware's Historic Commissions and Local Government Officials
$15 for both workshops - Preservation Delaware members
$25 for both workshops - non-members

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Windows, When to Repair and When to Replace: Dispelling the Myths

Presenter: Steve Jordan, Contributing Editor, *Old House Journal*

Sunday, October 28, 2012
12:30 to 5:00 p.m.
Brecknock Park
Camden, Delaware
$15 for Delaware's Historic Commissions, members of Preservation Delaware and Friends of Historic Camden
$25 for non-members

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Connecting with Your Community: Communication, Education and Outreach

Presenters:
Karen Theimer Brown, Director, Maryland Association of Historic District Commissions
Elizabeth Beckley, Eastern Shore Field Director for Preservation Maryland

Saturday, November 17, 2012
9:30 a.m. to 12:30 p.m.
Biggs Museum of American Art
Sewell's Studio
406 Federal Street
Dover, DE 19901

Free for Delaware's Historic Commissions and Local Government Officials

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Design Review: Are You Keeping Up with the Times?
and
"Connecting with Your Community" Follow-Up

Presenters:
Sharon Kennedy, Chair, Annapolis Historic Preservation Commission
Karen Theimer Brown, Director, Maryland Association of Historic District Commissions

Saturday, March 9, 2013
9:30 a.m. to 2:00 p.m.
Buttonwood School & Community Hall
111 Buttonwood Avenue
New Castle, DE 19720

Free for Delaware's Historic Commissions and Local Government Officials

These workshops other than the window workshop at Brecknock are sponsored by the City of Lewes in partnership with Preservation Delaware through a Certified Local Government grant. Our thanks to the Welfare Foundation for supporting the window workshop.

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.

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

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.

- This application was scheduled to be heard at the November 15, 2012 Historic District Commission meeting. However, the meeting was cancelled due to lack of quorum.

- The original information on the application was provided in the packet for the November 15, 2012 meeting.

- This packet includes another copy of the Architectural Review Staff Report and the project drawings for this application, HI-12-07.

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

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.

- This application was scheduled to be heard at the November 15, 2012 Historic District Commission meeting. However, the meeting was cancelled due to lack of quorum.

- The original information on the application was provided in the packet for the November 15, 2012 meeting.

- This packet includes another copy of the Architectural Review Staff Report and the project drawings for this application, HI-12-07.

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

City of Dover

ARCHITECTURAL REVIEW STAFF REPORT
Before Dover Historic District Commission
November 15, 2012

Application:	Rear Plaza Improvements at 22-24 West Loockerman Street, HI-12-07 Site Plan S-12-20
Project Location:	South side of Building adjacent to North Street between South State Street and South Governors Avenue
Property Addresses:	22-24 West Loockerman Street
Tax Parcel:	ED-05-077.09-04-16.00-000
Owner:	Downtown Dover Partnership
Present Zoning:	C-2 (Central Commercial Zone) H (Historic District Zone)
Existing Uses:	Vacant Commercial Building with Multiple Tenant Spaces
Proposed Uses:	Same with landscaping and paving improvements
Site Area:	13,913 S.F.

Project Description:

The Historic District Commission will act on a recommendation to the City of Dover Planning Commission for an Architectural Review Certificate for the Rear Plaza Improvements at 22-24 West Loockerman Street. It is Site Plan project scheduled for review by the Planning Commission on November 19, 2012.

This application consists of a project involving 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.

Previous Applications:
This property and other nearby areas were involved in previous applications appearing before the Historic District Commission. A summary list of these applications is provided below.

- HI-11-05 North Street Area Improvement Project: A three phase project involving the creation of the Loockerman Way Plaza and Parking Lot, the North Street Streetscape Improvements, and the North Street Parking Lot Consolidation.

- Building Permit #11-1611: Informational Presentation on proposed project at 22-24 West Loockerman Street for the building façade improvements requested by the Commission and also consultation associated with a Building Permit submission.

Property Information:
The project site is located with the local Historic District Zone (H) and subject to the provisions of the *Zoning Ordinance*, Article 3 §21 and referenced sections.

The subject site is located within the boundaries of the National Register listed Victorian Dover Historic District. The existing building on the property is described as follows in the building inventory listing found within the National Register nomination completed for the Victorian Dover Historic District (nomination completed 1977-78).

> K-396.12 at 24-26 West Loockerman Street – 20th century, 1-story, yellow brick double commercial structure; large display windows.

The National Register nomination narrative notes that research suggests that the south side of the block which faces North Street had once been densely built-up with residences by the mid-nineteenth century; however these buildings are not extant.

A series of historic maps was reviewed by Planning Staff for preliminary information on this property located between West Loockerman Street and North Street. The *1868 Beers Map* published by Pomeroy & Beers shows a limited number of buildings fronting on Loockerman Street; a more significant number of buildings are shown fronting directly on North Street. By 1885, the *1885 Bird's Eye View of Dover* shows multiple buildings fronting the south side of Loockerman Street and the series of buildings fronting on North Street appear to be residential dwellings. Review of the series of *Sanborn Fire Insurance Maps* would show the changes over time for these areas including the disappearance on the residential dwellings as the area redeveloped. Additional research using other primary and secondary source documents would provide more information on the history of the property.

PROJECT PROPOSAL (Drawings dated 10/3/2012 and 10/5/2012):
The application proposes improvements to the existing asphalt paved area between the building (addressed as 22-24 West Loockerman Street) and North Street which is its southern property boundary. The elements of the project are as follows:

1. Paving: Improvements are proposed to consist of removal of the existing asphalt paving and its replacement with a system of concrete, brick pavers, and an alternative color paver.

2. Landscaping: A landscape planting area is proposed along the west property line to consist of hedge shrubs and low ornamental plantings. This area also includes at least three (3) trees. The type of ground cover (grass, mulch, plantings, etc.) for the landscape area is not specified. The specific varieties of plantings are not listed.

3. Fences: Black metal ornamental fences are proposed along the west and east property lines. From the graphics, a picket style fence is proposed. The fence on the west is five feet in height and the fence on the east is proposed at 42 inches (3.5 feet) in height. Another fence segment is proposed to screen the existing electrical equipment.

4. Site Furnishings: The site includes two benches near the building entry. No specific lighting is identified on the plan.

5. Sidewalk: The sidewalk along the North Street frontage of the property is scheduled for improvements (new brick and concrete surfaces) as part of the North Street Streetscape phase of the North Street Area Improvement Project (HI-11-05, C-11-07, S-12-04).

The overall project for this plaza improvement strives to follow the design and planning strategies outlined in the *Dover Transit Center Neighborhood Plan and Design Book.* The *Neighborhood Plan* suggested that this side of the building be enhanced with a more formal entrance and the screening of utilities to improve the aesthetics of the property and its appearance from North Street.

Review of DESIGN STANDARDS AND GUIDELINES

The subject project site is located in the Dover Historic District Zone within the Loockerman Historic Context. The Loockerman Historic Context is described on pages 2-7 through 2-8. Location within the Dover Historic District Zone requires proposals for demolition, new construction, additions, and certain renovation or rehabilitation activities to existing buildings to receive an Architectural Review Certificate.

As stated in the *Design Standards and Guidelines for the City of Dover Historic District Zone*, an Architectural Review Certificate will be granted "if it is found that the architectural style, general design, height, bulk and setbacks, arrangement location and materials affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district." In accordance with Article 10 §3.2, the Historic District Commission will provide a recommendation to the Planning Commission regarding the project's compliance with the architectural review standards.

This proposal should be reviewed for conformity with the design criteria and development guidelines found in the *Design Standards and Guidelines* of Chapter 3: Maintenance, Repair, Preservation, and Restoration of Existing Historic Buildings. More specifically the sections on *Design Guidelines* for Landscaping and Site Amenities, Fencing and Walls, and Paving and Bordering found on pages 3-24 through 3-27. These guidelines highlight the consideration that should be given to the areas surrounding buildings including the choice of materials. It notes that fences in the Historic District should not exceed four (4) feet in height. Also while not specific to plaza areas, the *Design Guidelines* recommend that 20% of parking lots (another type of paved area) should be unpaved and planted.

STAFF COMMENTS AND RECOMMENDATIONS

The following are Staff comments and recommendations for this application regarding project activities and Architectural Review Certification.

1) Staff recommends conditional approval of the Architectural Review Certificate for the concepts presented in the Plans for the Rear Plaza Area Improvements on the property at 22-24 West Loockerman Street. This recommendation is made subject to the following comments and suggested revisions.

2) The following conditions are recommended by Staff to improve project's compliance with the recommended guidelines of the *Design Standards and Guidelines*. The following are recommended conditions:
    a. For the west fence, the height of five feet must be limited to the area north of the front building façade of the Loockerman Square Building. This will help screen the service area of this adjacent building.
    b. For the west fence, the remaining length of fence from the building façade of the Loockerman Square Building continuing toward the street should be eliminated.
    c. The west fence should be constructed of the black metal ornamental fencing.
    d. Except for the fence areas which screen utility equipment, the east fence is limited to a maximum height of four feet. It should be constructed of the black metal ornamental fencing.
    e. As the fencing approaches the North Street frontage, it must be evaluated for any visibility and sight distance compliance issues and connections with adjoining fences.

3) Staff recommends the addition of a bicycle parking rack on the property to provide a parking location for this type of transportation mode. It will also help to avoid the impromptu chaining of bicycles to other site features like trees, fences, or signs. The bicycle parking rack should be black in finish color.

4) Some of the site improvements/amenities were not specifically described with the application information. Please provide information for consideration and discussion.
    a. Additional detail information is necessary to evaluate the design and placement of utility screening fence and its connection to the east fence. Also refer to any compliance comments received from the City's Electric Department on fencing in this area.
    b. Clarify the surface treatment (lawn areas, plantings, type of mulch, etc.) within the landscape area.
    c. Any light fixtures/poles utilized on the property for site lighting should continue style of the lighting used in the Downtown Loockerman Street area of the acorn-style lighting or be s compatible lighting style. The light fixtures should utilize a black finish color.
    d. Utilize black posts for any signage elements to be attached to posts.
    e. Alternatives to the use of fencing along the property lines or as a screening element may be considered; however, alternatives are to be compatible with the Historic District.
    f. The plan provides limited information on the project's strategy for stormwater management. Any changes to address this may impact the plaza and landscaping designs.

5) The design of any proposed dumpster enclosure or screening method for trash/recycling collection items should be compatible with the character of the Historic District.

6) Coordination with the adjacent property owners regarding fencing or landscaping along the adjoining property lines and coordination for the installation of the screening fence for the electrical equipment will be necessary. Documentation of their concurrence with the installation, provisions for shared usage, and any maintenance agreements must be submitted.

7) The proposed landscaping including tree plantings and landscape plantings should be completed with species appropriate to the site conditions of an urban area. Consultation with the City's arborist regarding the tree species selected is recommended.

8) The applicant should be aware of the potential for historic archaeological resources which may include previous building locations, wells, privies, etc. on these properties. The State Division of Historical & Cultural Affairs can provide technical assistance when dealing with archaeological resources including previous studies at the subject location.

9) In the event, that major changes and revisions to the design, materials, or site layout occur in the finalization of the plan and/or construction drawings contact the Department of Planning and Inspections. These changes may require resubmittal for review by the Historic District Commission.

10) The plan for this project is also subject to the application and review process for Site Development Plan (Article 10 §2 of the *Zoning Ordinance*) before the Planning Commission. Note: Additional technical items for compliance with the *Zoning Ordinance* and other regulations may be identified during the Plan Review Process.
    a. Currently, the project is only presented in a graphical format. A Site Plan including the appropriate data column, plan drawing, and details must be provided to complete the Site Plan review process.

11) The applicant shall be aware that the Building Permit for the project is required to track the construction activities on the properties. The permit application must comply with the approvals and conditions granted through the Architectural Review Certification and Plan Review process.

Historic District Commission Action Required

The Historic District Commission shall consider the proposal and provide a recommendation to the Planning Commission in regards to the Architectural Review Certification for the project site development plan. The recommendation should reflect consideration of the *Design Standards and Guidelines.*

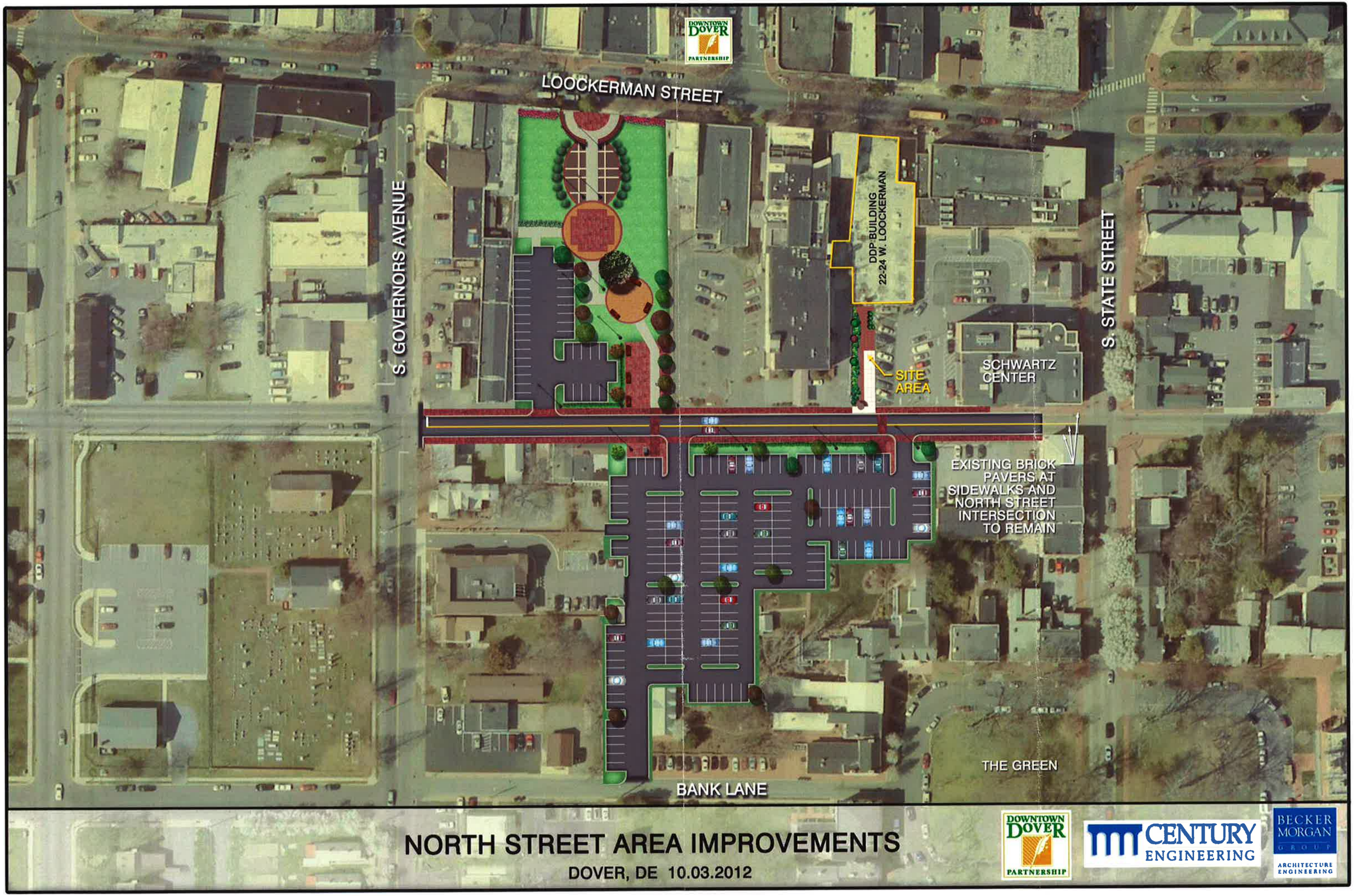
CITY OF DOVER
HISTORIC DISTRICT COMMISSION

Schedule of application deadlines and Historic District Commission meeting dates for the year of 2013. The submittal procedures for the Historic District Commission are outlined in *Zoning Ordinance*, Article 10, Section 3.2. Prior to application submission a Pre-Application Meeting with Planning Staff is required.

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

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(302) 736-4217 Fax
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NORTH STREET AREA IMPROVEMENTS

DOVER, DE 10.03.2012

DOWNTOWN DOVER PARTNERSHIP

CENTURY ENGINEERING

BECKER MORGAN GROUP
ARCHITECTURE ENGINEERING



22-24 WEST LOOCKERMAN REAR PLAZA
DDP BUILDING

DOVER, DE / 10.05.2012 / 2011104.04

DOWNTOWN DOVER PARTNERSHIP

CENTURY ENGINEERING

BECKER MORGAN GROUP
ARCHITECTURE ENGINEERING

DDP BUILDING
22-24 W. LOOCKERMAN

23' 3"
4' 10"
19' 6"
107' 6"
60'
12' 3"
3'

CLASSIC SERIES
6' BENCH

HEDGE SHRUB
ALONG FENCE

60" BLACK
ORNAMENTAL FENCE

LOW ORNAMENTAL
PLANTINGS

GROUND COVER

ALTERNATE
COLOR PAVER

EXISTING
ELECTRICAL
EQUIPMENT

6' SCREENING
FENCE

LOW SHRUBS

BRICK PAVERS TO MATCH
NORTH STREET SIDEWALK

42" BLACK
ORNAMENTAL FENCE

LOADING SPACE

BANK PARKING

COLORED CONCRETE

SCORE PATTERN

NORTH STREET

22-24 WEST LOOCKERMAN REAR PLAZA
DDP BUILDING

DOVER, DE / 10.05.2012 / 2011104.04

DOWNTOWN DOVER PARTNERSHIP

CENTURY ENGINEERING

BECKER MORGAN GROUP
ARCHITECTURE
ENGINEERING



EXISTING



PROPOSED

DOWNTOWN DOVER PARTNERSHIP

DDP BUILDING / 22-24 W. LOOCKERMAN STREET
NORTH STREET FACADE AND PROPOSED PLAZA

10.3.2012 / 2011104.04

BECKER MORGAN GROUP
ARCHITECTURE ENGINEERING