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