CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, February 17, 2011- 3:00 P.M.
City Hall – Conference Room

ROLL CALL
APPROVAL OF AGENDA
APPROVAL OF MINUTES OF MEETING on December 16, 2010

COMMUNICATIONS & REPORTS

1. Summary of Applications 2005-2008 and 2009-2010

OLD BUSINESS

NEW BUSINESS

1. Application for Architectural Review Certification:
    a. HI-11-01 Building at 326 West Loockerman Street: Building Demolition – Public Hearing and Review of an Architectural Review Certificate to allow Demolition of the existing commercial building at 326 West Loockerman Street. The property consists of one parcel of land zoned C-2 (Central Commercial Zone) and subject to the H (Historic District Zone) and SWPOZ (Source Water Protection Overlay Zone). The property is located on the southeast corner of West Loockerman Street and South Queen Street. The owner of record is Dover Realty I. The property address is 326 West Loockerman Street. Tax Parce1: ED-05-077.09-01-74.00-000. Council District 4.

ONGOING PROJECTS

1. Discussion of the Project to Evaluate and Update the "*Design Standards and Guidelines for the City of Dover Historic District Zone*"

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 16, 2010

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, December 16, 2010 at 3:00 PM with Chairman Scrafford presiding. Members present were: Colonel Scrafford, Mr. McDaniel, Mr. Salkin, Mr. Fisher, and Mr. Jackson.

Staff members present were Mrs. Melson-Williams, Mrs. Townshend, Ms. Cornwell, and Ms. Metsch. Also present was Mr. Gregg Moore and Mr. Ken Starke.

APPROVAL OF AGENDA

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

ADOPTION OF MINUTES OF THE SPECIAL HISTORIC DISTRICT COMMISSION MEETING OF NOVEMBER 4, 2010

Mr. Jackson moved to approve the minutes of November 4, 2010 as submitted, seconded by Mr. Salkin and the motion was unanimously carried 5-0.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF NOVEMBER 18, 2010

Mr. Fisher moved to approve the minutes of November 18, 2010 as submitted, seconded by Mr. Salkin and the motion was unanimously carried 5-0.

COMMUNICATIONS & REPORTS

Mrs. Melson-Williams stated that as a reminder Staff has issued the scheduled meeting dates for 2011. The Commission will continue to meet on the third Thursday of the month unless there are no applications or further business in front of the Commission.

OLD BUSINESS

Annual Meeting of Historic District Commission – Election of Chairman and Vice Chairman

Mr. McDaniel moved that they continue with the existing officers which would be Colonel Scrafford as Chairman and Mr. Jackson as Vice-Chairman, seconded by Mr. Fisher and the motion was unanimously carried 5-0.

NEW BUSINESS

HI-10-11 Parking Lot on West Water Street: Renovation and Addition – Public Hearing and Review for Recommendation to the City of Dover Planning Commission on the Architectural Review Certificate for renovations to the existing parking lot/transit center and expansion of the parking lot located on West Water Street. This project will reconfigure and expand the existing parking lot of 71 spaces to a total of 152 parking spaces. The parking lot is intended to serve the Kent County Courthouse Building. The property consists of two parcels of land zoned RGO (General Residence and Office Zone) and C-2A (Limited Central Commercial Zone) and subject to the H (Historic District Zone) and SWPOZ (Source Water Protection Overlay Zone). The properties are

located on the north side of West Water Street in the block between South Governors Avenue and South State Street. The owner of record is the State of Delaware. The properties are addressed as 101 West Water Street and 439 South Governors Avenue. Tax Parcels: ED-05-077.09-03-51.00-000 and ED-05-077.09-03-53.00-000. Council District 2.

Mr. McDaniel stated that he would recuse himself from the application as he is a property owner within 200 feet of the application.

Representative: Mr. Gregg Moore, Becker Morgan Group; and Mr. Ken Starke, State of Delaware, Facilities Management.

Mrs. Melson-Williams provided an overview of the application.

Mr. Jackson stated that he has been approached by one of the owners of the house located on the corner at South Governors Avenue and he does not think that they have made themselves known yet. He believes that there is a question of whether this house will be sold to the City of Dover. Responding to Mr. Jackson, Mr. Moore stated that the State did not purchase that; however, at one point had considered it. It does not look like it will be purchased. They have met with this neighbor and this house appears to access their house through the back of their property. We believe that we may have to provide them a one lane access road and are prepared to do that.

Mr. Moore further stated that they own a piece of property adjacent to this property that they are not going to be paving. They will leave it green and landscape it to try and keep a continuous parking lot. In general terms, what we are doing is providing parking for the new Courthouse project and reclaiming what was the old DelDOT lot which was originally the City's parking lot and trying to stay within the same setbacks as the original plan with the same amount of grass area along the front all the way across to give it a softer look.

Mr. Moore further stated that in total they are about 152 parking spaces and we need 126 parking spaces to meet the amended City requirements for the Courthouse. They appeared before the Planning Commission about 2 months ago and received a waiver to get them to the 126 needed in the Downtown. This would be assigned parking for the Courthouse and would not be metered or need a permit. This would be public parking that would have signs and would be designated for the Courthouse. It would be operated by the State of Delaware so it would come out of management by the City of Dover's Parking Committee of the Downtown Dover Partnership. The State would identify it in correspondence to its jurors and others that this would be the parking lot that they would use. They will be redoing the entire street and sidewalk in brick to be consistent with State Street and what is occurring around the Courthouse. They will be using the same light fixtures that are used in many City parking lots as well as bike racks. Because of the waiver we were granted, we are able to leave more open space with landscaping and are at about thirty-seven (37) percent open space on this plan.

Mr. Moore further stated that the stormwater would be located underground. This is a Brownfield Site and the State has put that in the Brownfield program upon its purchase. They are working with DNREC to do stormwater underground with sand filters so that we do not infiltrate water into the plumes below and have an environmental firm on board to help with that. The best thing that could happen to both of these sites is to pave it over and keep it covered and keep stormwater from

going in. This will use the site in its best way.

Mr. Scrafford questioned that you indicate the accesses to remain. Are there any caveats on those accesses as he seems to remember one of them where there was a post put in one of them to keep it from being used that does not seem to be there anymore. Is there a curb cut on State Street? Responding to Mr. Scrafford, Mr. Moore stated that he would not say that there are not curb cuts; however, the properties fronting State Street use the backside to access their buildings. They will maintain the easements and the access to their lots. There are also a couple of spaces that attorneys use that we do not object to them continuing to use.

Mr. Scrafford further stated that there was a lot of controversy over both of these in the past. One is walk width and the other was wide enough for a car. Responding to Mr. Scrafford, Mr. Moore stated that there is one that is wide enough for a car. There is a walkway and an easement that the State maintains that allow folks to get on the brick sidewalk up to State Street. They will maintain that and it will provide direct access to State Street and the Courthouse.

Mr. Moore questioned that Staff mentioned a fence of wrought iron and would like more detail. Responding to Mr. Moore, Mrs. Melson-Williams stated that she believes there is an existing fence in that area.

Mr. Moore further stated that they were going to leave the fence unless the neighbors were really against it. Responding to Mr. Moore, Mrs. Melson-Williams stated that the Staff comments note to ensure that the northern fence is in good repair and evaluate if there are other areas where fencing would be necessary. That is where we noted the typical appropriate fence in the Historic District is a metal fence that is black with a maximum height of four (4) feet. There were other concerns where fencing might be needed.

Mr. Scrafford stated that if fencing was needed, then wrought iron fencing is what would need to be installed.

Mr. Moore stated that he wanted to be clear that since this is not a residential use, there is not a requirement for an opaque barrier with landscaping as it would be if it were residential use.

Mr. Fisher questioned the plantings along Water Street are they shrubs of hedge type, trees, or a combination? Responding to Mr. Fisher, Mr. Moore stated that they were proposing trees and would not be against shrubs.

Mr. Fisher stated that it states in the *Guidelines* that parking lots should be screened from the street and trees are not going to screen it so he felt a hedge might be more appropriate. Responding to Mr. Fisher, Mr. Moore stated that they would not be against that.

Mr. Salkin stated that he felt, for security purposes, a hedge might not be a good idea because a police car driving by would not be able to see. A certain amount of openness is helpful for management.

Mrs. Townshend stated that she would note in conversations with Mr. Street that they have had problems with people hanging out in the parking lot. Concealed spaces could be an issue.

Mr. Salkin questioned on the western parcel on the north end on the drawing where the four (4) cars are parked, is this State property that is not a part of the project? Responding to Mr. Salkin, Mr. Moore stated no that was subdivided by Mr. Braun, he sold this parcel off.

Mr. Fisher stated that it looks like you have a very limited bicycle parking area and he would think that bicycles are going to be more prominent in the future than they are now. He feels that you should consider more spaces for bicycles. Responding to Mr. Fisher, Mr. Moore stated that they are showing a bicycle rack and could put more in and have them sitting in the grass; they do not have a problem with that.

Mr. Salkin questioned if there would be bike racks located at the Courthouse? Responding to Mr. Salkin, Mr. Moore stated that he thinks that there is because when the Courthouse first came in originally, they asked for a waiver and typically bike racks are a part of that waiver request.

Mr. Salkin further questioned if any thought was given to a central north/south sidewalk for safety for these other people to get out of their cars and get down to Water Street through this center island so that people are not walking the length of travel lanes to get out of the parking lot. Responding to Mr. Salkin, Mr. Moore stated that they could do that.

Mr. Scrafford opened a public hearing and after seeing no one wishing to speak closed the public hearing.

Mr. Jackson moved to approve for HI-10-11 Parking Lot on West Water Street: Renovation and Addition to include Staff recommendations and the addition of the north/south sidewalk connector to Water Street and an additional bike rack. With regards to hedges versus the planting of trees, trees are recommended as hedges and is a public safety issue noting the point of view where hedges are not a good thing and are a maintenance hassle. He would also recommend approval of the Architectural Review Certificate, seconded by Mr. Fisher and the motion was unanimously carried 5-0.

Mr. Salkin questioned with regards to brick pavers do you feel this is necessary? Responding to Mr. Salkin, Mrs. Melson-Williams stated that the applicant's presentation indicated that they would be looking to match what was on State Street.

Mr. Moore stated that what they are trying to do is match the real brick that runs along the edge of the Courthouse down across the back side of Water Street that connects to State Street and then over.

Mr. Starke stated that they have been in discussion on whether they do a mortar base or butt joint. We have decided to do butt joint because mortar just does not last.

Mr. McDaniel resumed participation in the meeting.

ONGOING PROJECTS

Discussion of the Project to Evaluate and Update the "*Design Standards and Guidelines for the City of Dover Historic District Zone*"

Mrs. Melson-Williams stated that at the end of last month's meeting she handed out a draft Table of Contents for what would become the new version for the *Design Standards and Guidelines.* We again included that in your packet and would be open to any discussion that you have regarding the format. It is very similar to what you have now. Staff tried to add in some of the new topic areas that were covered during discussions. This also sets apart a chapter to specifically talk about The Green. Staff is calling it "The Green and Constitution Place Area." Constitution Place is basically the segment of South State Street from Loockerman Street to Water Street figuring that the points leading into The Green were just as important as The Green area.

Mr. Fisher stated that his only question/issue of whatever we are going to call this is when you have *Design Guidelines* for exterior changes and additions to existing buildings isn't there a lot of overlap in that regard? Could you put the exterior changes in with additions? Responding to Mr. Fisher, Mrs. Townshend stated that she would hesitate to do that. Exterior changes would frequently be things like facades and windows and new construction is kind of massive.

Mrs. Melson-Williams stated that exterior changes are really meant to focus on the buildings already there and if they want to do something different to them.

Mr. Jackson stated that the difference is under #6 *Design Guidelines* for Exterior Changes it talks about materials and items whereas under #7 *Design Guidelines* for New Construction and Additions it allows you to talk about the quality.

Mr. Jackson asked Staff to define "setting." You have *Design Guidelines* for "Site and Setting." Responding to Mr. Jackson, Mrs. Melson-Williams stated that this was to try to capture the space around the building or in the case of a project such as the one you just saw when there is not a building. It is more of a site and landscaping feature project that you would be addressing. This is where we moved parking lots because before in discussion they were under the new construction chapter in Chapter 4 at the very end. It is more about what is around the building.

Mr. Fisher stated that one difference between the Exterior Changes and the Additions sections is that under Exterior Changes you have decks and in Additions there is no mention of decks.

Mr. Salkin stated that a modern deck on a historic structure typically would not be acceptable; however, a modern deck on a modern addition might be just fine. One could be a good thing while one could be a bad thing.

Mr. Fisher stated that we talk about decks in the *Design Guidelines* for Exterior Changes but we don't talk about it in Additions to existing buildings and maybe we should. It is curious to him as to why it is in one place and not the other.

Mr. Fisher further stated that beyond decks rather than trying to do it here, we might want to make sure, as we start to piece together the new *Guidelines* and make changes, that we do comparison back and forth using decks as an example so that if someone wants to understand these *Guidelines* they understand the difference between a modification of an existing building and an addition. You can do a side-by-side comparison stating decks are bad here; however, might be okay in another location.

Mr. Scrafford stated that Table of Contents #5, #6 and #7 Items are all entitled *Design Guidelines* and yet Mr. Jackson has annotated a difference between #6 and #7. Does the introduction need to be adjusted? If he is just picking this up and looking at it, am I going to know what he just said?

Mr. Jackson stated that it is all about how we discuss decks. If the text discusses decks as if you are the applicant looking for what is permitted, then they will probably find joy in reading this section.

Mr. Salkin moved to adjourn the meeting, seconded by Mr. Fisher and the motion was unanimously carried 5-0.

Meeting adjourned at 3:45 PM

Sincerely,

Diane Metsch
Secretary

City of Dover Historic District Commission
Summary of Applications 2005-2008
Date: March 10, 2009

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-05-01	Christ Episcopal Church	S. State Street and Water Street	Signs	2/17/05 HDC Approval with Conditions	Project Complete
HI-05-02 S-05-20	Delaware Association of Realtors - Office Building	134 E. Water Street	Hanson House demolition and replica w/building addition	7/28/05 HDC Recommends Approval with Conditions; 9//05 Planning Commission approval of ArchRevCert with conditions; 5/12/2006 Final Plan Approval; 7/26/07 Request for Revision of Sign - HDC recommends denial of applicant's proposal, PC denies Sign Revision	Project Complete; Certificate of Occupancy issued; Signage not in compliance; Revised Signage Application HI-08-04
H-06-01 S-06-04	OMB/DFM DFCU: Parking Lot Expansion	East Avenue & Wm. Penn Street	Parking Lot Expansion	2/16/2006 HDC Recommends Approval with Conditions; 2/21/2006 Planning Commission approval of ArchRevCert with conditions; Project Extension granted	Final Plan Approved 4/27/2007; Project complete
H-06-02	Old State House Museum – Phase II Renovations	25 The Green	Cupola, Roof and Accessibility	Administrative Review; No Action Required by HDC; Building Permit #06-249	Project Complete; Grand Reopening 12/7/2007
H-05-03 S-06-19	State Street Commons	502, 508, 512, 516-518 South State Street	2 New Office Buildings of 12,000 S.F. each & Parking	3/16/2006 Recommendation of Approval with Conditions: 6/20/2006 Planning Commission approval of ArchRevCert with conditions; 6/8/2007 PC granted one year extension	Final Plan Approval 6/17/2008; Project Under Construction
H-06-03 S-06-20	Kent County Courthouse Addition	38 The Green/414 Federal Street	New Building	3/16/2006 HDC Recommends Approval with Conditions; 6/20/2006 Planning Commission approval of ArchRevCert with Condition; 5/17/07 HDC Recommends Approval of Plan Revisions with Conditions: 5/21/07 PC granted Revised ArchRevCert and one year Extension	Final Plan Approval 6/27/2008; Project Under Construction
H-06-04	Old State House Museum	25 The Green	Handrail System & Ground Lighting	4/20/2006 HCD Approval	Project Complete; Grand Reopening 12/7/2007
H-06-05 S-07-13	Demolition of Buildings for Collegian Complex	114, 126, & 128 W. Loockerman Street	Building Demolition	6/22/2006 HDC grants Approval with Conditions requiring a Building Permit prior to issuance of the Demolition Permits; 3/19/2007 Planning Commission grants approval to demolish buildings prior to issuance of Building Permit as part of the review of S-07-13; 3/17/08 Planning Commission grants One Year Extension	114 W. Loockerman Street demolished on 5/3/2007; Needs Final Plan approval - Check Print 1 comments issued 1/14/2008; No other Check Print submission to date; Plan approval due to expire 3/31/2009
H-06-06	Delaware State Visitor Center: Banner Program	406 Federal Street	6 Changeable Permanent Banners	6/22/2006 HDC Approval	Program of Changeable Banners in use
H-06-07	Duplex Building owned by Harrington Family Ties, LLC/DDDC	133-135 S. Governors Avenue	Building Demolition	11/16/2006 HDC Approval with Conditions	Building Demolished; Application for redevelopment HI-07-05

City of Dover Historic District Commission
Summary of Applications 2005-2008
Date: March 10, 2009

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
H-06-08	Dangerous Building owned by Kingdom Business Enterprises	309-311 W. Loockerman St.	Building Demolition	11/16/2006 HDC Approval with Conditions	Building Demolished; Application for redevelopment HI-07-05
H-06-09 S-07-13	Collegian Complex	114, 116, 126 & 128 W. Loockerman Street	7 Story Mixed Use Building (Retail, Apartments, Parking Garage	12/21/2006 HDC Tabled Application; 1/18/2007 HDC Recommends Approval with Conditions; 3/19/07 Planning Commission approval of ArchRevCert with Conditions and permission to demolish buildings prior to issuance of Building Permits; 3/17/2008 Planning Commission grants One Year Extension	Needs Final Plan Approval - Check Print 1 comments issued 1/14/2008; No other Check Print submissions to date; Plan approval due to expire 3/31/2009
HI-07-01	Del-One Credit Union Drive-Thru Expansion	East Avenue; 150 East Water Street	Office Building including Bank with drive-thru to expand drive-thru to four lanes	3/15/2007 HDC Approval with Conditions: Final Plan approval of Administrative Site Plan	Project Complete
HI-07-02	John Bell House Restoration	43 The Green	Demolition of Section C and Reconstruction of Section C; Restoration of exterior finishes/ Revised Plan: Demolition of Sections B and C with no reconstruction; Restore Section A	4/26/2007 HDC Approval with Conditions: 9/10/2007 HDC Approval of ArchRevCert for Revised Plan with conditions	Eligible to apply for Building Permits; Working on Scope of Work as result of additional building history information
HI-07-03	Lands of Rudolph Von Croy	100 W. North Street	Demolition of Garage Building	7/26/2007 HDC Approval of ArchRevCert with conditions; Demolition Permit #07-1483 issued	Building Demolished and site stabilized Fall 2007; Redevelopment application HI-08-02
HI-07-04	Murphey School - Executive Directors House & Garage	48 Kings Highway East	Demolition of Garage Building and Construction of a Building Addition to include garage	8/16/2007 HDC Approval of ArchRevCert with Conditions: Building Permit issued	Project Under Construction
HI-07-05	Governors Avenue Parking Lot (Lands of Downtown Dover Development Corp. and Dover Parking Authority)	East of South Governors Avenue north of the Minor Street	47 parking spaces including improvements to parking off Minor Street	10/18/2007 HDC Recommendation of Approval with Conditions; Planning Commission approval of ArchRevCert with conditions	Final Plan Approval 4/14/2008; Project Complete
HI-07-06	Capital Plaza (Jackson Hall)	200-216 West Loockerman Street (Bayard Hotel site) and 308 South Governors Avenue	6 story 87,372 S.F. mixed use building with retail space, 60 apartments, multi-level parking structure system for 175 parking spaces	10/18/2007 HDC Meeting - application tabled for information; 11/15/2007 HDC Recommendation of Approval with Conditions; application for Planning Commission review filed 1/2008; 1/17/08 Letter Request by applicant to hold application; 1/17/2008 HDC clarification of action taken on ArchRevCert and Waivers	Project application on hold at request of applicant

City of Dover Historic District Commission
Summary of Applications 2005-2008
Date: March 10, 2009

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-07-07	Franklin Hall Apartments	326 West Loockerman Street	4 story 64,001 S.F. mixed use building with retail space, 72 apartments, one level parking garage with 66 parking spaces	10/18/2007 HDC Recommendation of Approval with Conditions; application for Planning Commission review filed, reviewed by DAC; 1/17/08 Letter Request by applicant to hold application; 1/17/2008 HDC clarification of action taken on ArchRevCert and Waivers	Project application on hold at request of applicant
HI-08-01	Elm Terrace Street Marker Replacement Project	Elm Terrace at South State Street	Replacements of Two Brick Street Markers	2/21/2008 Presentation to HDC as information item	Project Complete
HI-08-02 C-08-06	Lands of Rudolph Von Croy: North Street Parking Lot	100 W. North Street	14 space Parking Lot (associated with Loockerman Square Apartments)	HDC Recommendation of Approval with Conditions; Planning Commission approval 5/19/2008 of ArchRevCert with conditions	Final Plan Approval 9/9/2008; Project Complete
HI-08-03	Lands of Dan Batra (Gulf Station)	585-595 Forest Street and 111 S. West Street	Signage for Building, Gas Canopy and Gas Pricing	5/15/2008 HDC Approval with Conditions; Sign Permit filed	Project Complete
HI-08-04	Delaware Association of Realtors - Office Building	134 E. Water Street	Signage and Wall Feature	7/17/2008 HDC Recommendation of Approval with Conditions; 8/18/2008 Planning Commission approval of ArchRevCert with conditions	No Action Taken to date; Permit application must be filed

City of Dover Historic District Commission
Summary of Applications 2009-2010
Date: January 19, 2011

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; Site Plan progressing through Check Print process - Check Print 2 comments issued 1/13/2011.
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	Documentation of Building is underway by consultant hired by applicant; Redevelopment application HI-10-08 filed.
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.	Demolition pending. Building Inspections for asbestos completed -- requires asbestos removal.
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	No Action Taken to date. Permit Application must be filed. Discussion on potential revisions to placement.

City of Dover Historic District Commission
Summary of Applications 2009-2010
Date: January 19, 2011

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	Final Plan Approval 1/14/2011; Project eligible to file for Building Permits.
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 coffeeshop	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.	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)
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. Project not started yet.
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	Project must submit Check Prints of Site Plan for review and Final Plan Approval. No Action to date.
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	Project eligible to file for Building Permits.
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.
HI-10-11	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; Site Plan application filed with PC	Application S-11-03 filed for PC review in February 2011.

City of Dover

ARCHITECTURAL REVIEW STAFF REPORT
Before Dover Historic District Commission
February 17, 2011

Project Name:	Building at 326 West Loockerman Street: Building Demolition
Location:	Southeast corner of West Loockerman Street and South Queen Street 326 West Loockerman Street
Tax Parcel:	ED-05-077.09-01-74.00-000
Property Owner:	Dover Realty I
Present Zoning:	C-2 Central Commercial Zone H - Historic District Overlay Zone SWPOZ – Source Water Protection Overlay Zone* (*Exempt from Tier 3 provisions due to Downtown Redevelopment Target Area location. *Zoning Ordinance,* Article 3 §29.79)
Present Use:	Vacant Building (Previous commercial uses) and Parking Lot
Proposed Use:	Vacant site with Parking Lot
File Number:	HI-11-01

PROJECT DESCRIPTION:

The Historic District Commission will act on an Architectural Review Certificate to allow for Demolition of the existing commercial building at 326 West Loockerman Street. The property consists of one parcel of land zoned C-2 (Central Commercial Zone) and subject to the H (Historic District Zone) and SWPOZ (Source Water Protection Overlay Zone). The property is located on the southeast corner of West Loockerman Street and South Queen Street. The owner of record is Dover Realty I. The property address is 326 West Loockerman Street. Tax Parce1: ED-05-077.09-01-74.00-000. Council District 4.

Property Information
This building is located within a National Register Historic District, specifically the Victorian Dover Historic District. Provided below is the building summary from the building inventory listing found within the National Register nomination completed for the Victorian Dover Historic District (nomination completed 1977-78).

> K-396.54 Southeast Corner of West Loockerman and South Queen Streets – 20th century, 2 story painted brick, business establishment, flat roof, parapet, decorative cornice.

The property is located within H (Historic District zone) as established by the City of Dover.

A series of historic maps was reviewed by Planning Staff for preliminary information on this block of Loockerman Street. The *1859 A.D. Byles Map of Kent* County (Dover insert) shows E. Lincoln as the owner of a significant portion of the block. The *1868 Beers Map* published by Pomeroy & Beers shows only the established street grid of Loockerman Street and Queen Street to North Street surrounding this block; no buildings or ownership are noted on the map. By 1885, the *1885 Bird's Eye View of Dover* shows this block on the south side of Loockerman Street between Queen Street and New Street developed with multiple buildings. The *1887 Map of the Town of Dover* by W.R. Roe depicts the corner of the subject property and several adjoining properties to the south as the Hazel & Pennewill Lumber Yard with a series of other buildings (possibly residential) in the center of the block fronting Loockerman Street.

The series of *Sanborn Fire Insurance Maps* is also a reference source for information on the series of buildings which occupied this property over time. The 1891-1910 Maps series show this corner property with several lumber sheds and shingle storage areas with a small building used as an office and a two story dwelling on the east. Then by 1929 the property is redeveloped as a large Garage Building which is expanded by 1944. Photo documentation from the 1960s shows this building as brick with a canopy extending west to the corner with Queen Street and the rear portion of the building having a multiple garage doors on the west elevation facing Queen Street. These 1960s photographs show a two story gable front residential building with a retail store on the first floor and a one story concrete block building as a Trailways Bus Depot in the center of the block. Additional research using other primary and secondary source documents would provide more information on the history of the property and buildings.

Only the 'garage' building with canopy remains on site; however, a number of the previous window and door openings have been infilled, a pent roof was added to the east and north elevations which are clad with metal siding, and the front parapet wall has been altered. The building was utilized most recently as a daycare center. However, the building has been vacant for several years (after the daycare center relocated) and deteriorating conditions have been identified by the Code Enforcement Division.

SWPOZ (Source Water Protection Overlay Zone)
A portion of the site is located within the SWPOZ (Tier 3: Excellent Recharge Area) found in Article 3 Section 29.7 of the *Zoning Ordinance*. However, this project site is within the downtown redevelopment target area which is exempted from the SWPOZ requirements and restrictions as per *Zoning Ordinance,* Article 3 §29.79.

PROPOSAL (Existing Conditions Plan and Photographs)

The applicant has supplied an Existing Conditions Plan sheet showing the existing building and other site elements along with a series of photographs of the building and its surroundings. See attached set. The project is described below:

1. Demolition of Building: The project involves the demolition of the existing one story masonry (brick and block) building on the property.

Review of DESIGN STANDARDS AND GUIDELINES

The subject property is located in the Dover Historic District Zone within the Loockeman 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 specific types of construction activities such as new construction, additions to existing buildings, exterior renovations, and demolition of 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 for the project "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."

The proposal for demolition of the building must be reviewed for conformity with the design criteria guidelines found in Chapter 4: New Construction, Additions, Demolition and Relocation.

Demolition

The *Design Standards and Guidelines* gives guidance to the Historic District Commission by listing specific criteria to be evaluated when considering applications for the demolition of buildings (or portions of buildings) in the historic district. (Chapter 4: pages 4-10 to 4-12) These guidelines are summarized below (see *Design Standards and Guidelines* for the complete text).

1. Determine the financial implications of maintaining a property versus demolition.
2. Regardless of economic issues the relative significance of the individual buildings slated for demolition should be evaluated.
3. In development related applications the City should review the schematic plans for the new structures to weigh the virtues of the new structure versus what exists.
4. Determine the extent of adequate recordation of a property the applicant would be required to complete if demolition were approved.
5. Lots left vacant by demolition should be treated in a manner that is sympathetic to the historic context.

STAFF COMMENTS AND RECOMMENDATIONS

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

1) The *Design Standards and Guidelines* outline specific criteria to be evaluated in considering demolition applications (page 4-10 and 4-12). The application, as submitted, contains limited information on the reasoning for demolition of the Building. However, more specific information may be received at the Historic District Commission meeting from the applicant's presentation and during the public hearing.

a) Based on exterior photographs and Code Enforcement case information, Staff notes that approval for the demolition of the Building may be warranted due to the building's deteriorating condition.
b) It is Staff's observation that the integrity of the original building has been extensively compromised by the renovation activities of the mid-to-late twentieth century through the process of building expansion and re-cladding and other changes to the building's exterior. It is unclear if any of the original detailing (trimwork), wall/window pattern still exists under the cladding. For example, the front parapet roof has been cut to mimic the rounded roof form thus eliminating a previous heavily detailed cornice line.

2) Staff notes that some minor documentation/recordation of the existing building has occurred in the form of a series of exterior photographs (4 photos) included in the application submission. The Historic District Commission could require additional documentation/recordation of the building if deemed appropriate.

3) Staff recommends the following pertaining to the demolition of the building to improve the project's compliance with the recommended guidelines for consideration of demolition in the *Design Standards and Guidelines* and other code provisions:
   a) Submission of information/plan outlining the site stabilization of the building footprint/pad area following demolition of the building including information on the following:
      i) Clarification if building foundation/slab and other paved, hard surface areas will remain or be removed from the site.
      ii) The location of any proposed landscaping elements such as lawn areas, shrub plantings, tree plantings, planters, etc.
      iii) The location of any proposed fencing. Staff does not recommend installation of solid (opaque) fencing or chain link fencing on the site. If areas need to be segregated on the site, other alternative fence styles such as ornamental metal fencing, short posts with roping, etc. less than four feet in height may be more appropriate.
   b) The estimated timeframe for demolition activities, site stabilization, and redevelopment activities.
   c) Clarification of the intended use for the eastern portion of the property currently covered in asphalt and appearing to be utilized as parking. If parking is to continue in this area, describe the management of the parking lot and the authorizations granted to park in the area. Ensure appropriate traffic control measures, striping, signage, etc. exist for parking lot layout and improve if necessary.
   d) Provide information on any environmental provisions related to demolition activities such as copies of any agency approvals/permits for regulated activities.

ADVISORY COMMENTS:

1) In the event, that major changes and revisions to the project proposal occur, contact the Department of Planning and Inspections. These changes may require resubmittal for review by the Historic District Commission.

2) Additional evaluation and review of this project may be necessary due to the potential for environmental contamination due to previous uses of the property and/or the site's potential participation in any environmental remediation program.

3) The applicant shall be aware that a Demolition Permit is required to proceed with any demolition activities on the property should Architectural Review Certification be granted for the demolition proposal. The Demolition Permit application must comply with the conditions of approval granted through the Architectural Review Certification process. A certificate of asbestos survey and abatement must be submitted with the Demolition Permit application.

4) Any future construction activities such as redevelopment of the site for a building or parking facility are subject to additional review processes for permitting and plan review.

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

Historic District Commission Action Required

The Historic District Commission shall consider the proposal and take action in regards to the Architectural Review Certification for the demolition proposal. The action should reflect consideration of the *Design Standards and Guidelines.*





326 West Lockerman St.
circa 1960s

EAST SIDE



NORTH SIDE

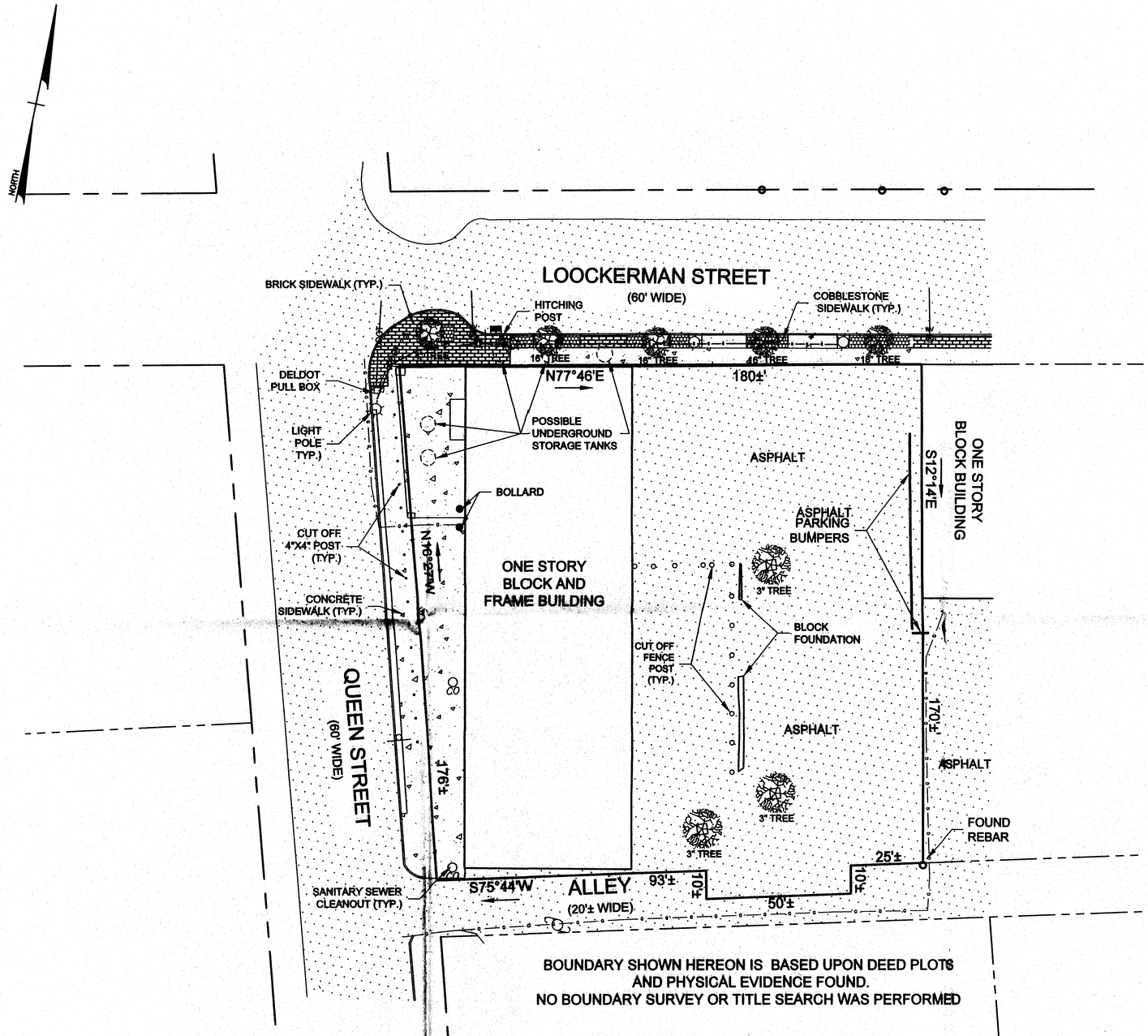


WEST SIDE

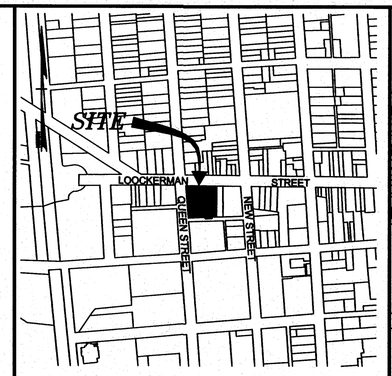


SOUTHEAST SIDE





BOUNDARY SHOWN HEREON IS BASED UPON DEED PLOTS AND PHYSICAL EVIDENCE FOUND.
NO BOUNDARY SURVEY OR TITLE SEARCH WAS PERFORMED



LOCATION MAP SCALE: 1"=400'



LOCATION MAP SCALE: 1"=1000'

DATA COLUMN

TAX MAP PARCEL NO.:	ED-05-077.09-01-74.00-000
ZONING:	C2
TOTAL LOTS:	1
TOTAL ESTIMATED AREA:	30.603± S.F. (0.70± AC)
SEWER:	PUBLIC
WATER:	PUBLIC
MONUMENTS FOUND:	1
MONUMENTS PROPOSED:	0
STRUCTURES:	AS SHOWN
EASEMENTS:	NONE FOUND
YARDS AND SETBACKS:	
FRONT YARD:	0 FT.
REAR YARD:	AT GROUND FLOOR NONE REQ'D., BUT 10 FT. MINS. IF PROVIDED
SIDE YARD:	NONE REQ'D., BUT 10 FT. MIN. IF PROVIDED

NOTES

1. THE BOUNDARY SHOWN HEREON IS BASED UPON DEED PLOTS AND PHYSICAL EVIDENCE FOUND IN THE FIELD. NO BOUNDARY SURVEY OR TITLE SEARCH WAS PERFORMED. PROPERTY IS SUBJECT TO ANY EASEMENTS, RIGHTS-OF-WAY OR ENCUMBRANCES AS MAY BE EVIDENCED BY A SUBSEQUENT TITLE SEARCH.
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6. BUILDING WAS BUILT CIRCA 1930 PRIOR TO THE ADOPTION OF CITY OF DOVER ZONING REGULATIONS AND IS, THEREFORE, LEGAL NON-CONFORMING BASED UPON THE GRANDFATHER CLAUSE. VERIFICATION SHOULD BE MADE WITH CITY OF DOVER ZONING OFFICE.
7. NO TITLE EXAMINATION FURNISHED TO OR PERFORMED BY THE PREPARERS HEREOF.
8. DATE OF FIELD SURVEY - 12/6/10

I HEREBY DECLARE THAT THIS SURVEY PLAN ACCURATELY DEPICTS ALL IMPROVEMENTS AS LOCATED ON THE PREMISES DESCRIBED AS EVIDENCED IN THE FIELD, AND THAT UNDERGROUND UTILITIES SHOWN ARE BASED UPON UTILITY COMPANY MARKOUTS IN THE FIELD AND/OR PLANS OF RECORD.

GREGORY R. SCOTT, P.E. DATE

OWNER:

DOVER REALTY I
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DOVER, DE 19901

(302) 5716733

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REVISIONS

DATE

EXISTING CONDITIONS PLAN
FOR
326 W. LOOCKERMAN STREET
DOVER REALTY I

SITUATE IN: CITY OF DOVE, EAST DOVER HUNDRED, KENT COUNTY, STATE OF DELAWARE

ISSUED FOR AGENCY REVIEW

SURVEYED BY:	S.E.I
DESIGNED BY:	- - -
DRAWN BY:	A.M.W., G.R.S
CHECKED BY:	G.R.S
SCALE:	1" = 2(
DATE:	01/14/1
DWG. NO:	M-375

SHEET NO. C-1

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