

**CITY OF DOVER HISTORIC DISTRICT COMMISSION**  
**AGENDA**  
**THURSDAY, May 17, 2018 - 3:00 P.M.**  
**City Hall – Conference Room**

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on February 15, 2018

WELCOME New Commission Member – Mary Terry Mason

**COMMUNICATIONS & REPORTS**

1. Summary of Activity
  - a. Summary of Applications 2017
  - b. Summary of Architectural Review Certifications for 2018
2. Department of Planning & Inspections Update
3. Information on Required City of Dover Ethics Training Sessions

NEW APPLICATIONS – None

**NEW BUSINESS**

1. Resolution for Charles T. “Terry” Jackson, II
2. Review of Permits Referred to Commission
3. Certified Local Government (CLG) Program
  - a. Submission of CLG Annual Report (October 1, 2016 through September 30, 2017)
  - b. Update on FFY2017 CLG Grant Project: Amendment to Design Guidelines for Dover’s Historic District (Addendum to *Design Standards & Guidelines for the City of Dover Historic District Zone: Modern Materials & Technologies*)
  - c. Information on Submission of FFY2018 CLG Grant Application
4. Project for Dover’s 2019 Comprehensive Plan
  - a. Introduction to *2008 Comprehensive Plan as amended*, Chapter 6 – Historic Preservation
  - b. Update on Project Activities
  - c. Evaluation of 2008 Goals and Recommendations

**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**  
**February 15, 2018**

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, February 15, 2018 at 3:00 PM with Chairman McDaniel presiding. Members present were Chairman McDaniel, Mr. Czerwinski, and Mr. Street. Ms. Horsey arrived at 3:26 p.m.

Planning Office Staff members present were Mrs. Melson-Williams, Mrs. Purnell.

Chairman McDaniel welcomed new Historic District Commission member Mr. Jonathan Street. Chairman stated that the Historic District Commission is a five (5) member group. The Commission just had one person (Mr. Jackson) to resign.

**APPROVAL OF AGENDA**

*Mr. Street moved for approval of the agenda, seconded by Mr. Czerwinski and the motion was unanimously carried 3-0.*

**ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF DECEMBER 21, 2017**

*Chairman McDaniel moved for approval of the minutes of December 21, 2017, seconded by Mr. Czerwinski and the motion was unanimously carried 3-0.*

**COMMUNICATIONS & REPORTS**

**Summary of Activity 2017 Report**

Mrs. Melson-Williams stated that this is a year-end summary of activities for the Historic District Commission. The Report entails information such as who was on the Commission and focuses on the Architectural Review Certification activities that the Historic District Commission and/or Staff was involved in during the time of that calendar year. Some of the construction activities are also highlighted and some of the affiliated programs or activities related to the Historic District Commission. She asked the Commission if there were any questions.

Chairman McDaniel stated that he was not familiar with some of the places regarding the Sign Permits such as the House of Coffi. Mrs. Melson-Williams stated that the building was under construction and located across the street at 14 Loockerman Plaza.

Chairman McDaniel asked if construction had started on the restaurant (Governors Café) located at 144 Kings Highway? Mrs. Melson-Williams replied that the application was now subject to review by the Planning Commission because the restaurant use is expanding and that is a Conditional Use in that zone.

Chairman McDaniel asked if the applicant was aware the application had to go before the Planning Commission. Mrs. Melson-Williams replied yes.

Mrs. Melson-Williams stated that the Summary of 2017 Activity will be utilized to write even

shorter summaries that will be a part of the Department's Annual Report for 2017.

#### Summary of Applications for 2017

Mrs. Melson-Williams stated that these are a summary of the items seen by the Historic District Commission in 2017. There were two (2) Permits that were referred by Staff during the last calendar year.

Chairman McDaniel mentioned that he could not tell if any work had been done at 305 South Governors Avenue. Mrs. Melson-Williams replied that no work had begun. She was not sure what was going on. No Permit has been issued. There was some question regarding whether there was some change in ownership. There is no activity to report on 305 South Governors Avenue.

#### Summary of Architectural Review Certifications for 2017

Mrs. Melson-Williams stated the Architectural Review Certifications for 2017 relates to the permit activities in the Historic District that clearly shows the type of work and whether there was Architectural Review Certifications required or if it was something that could be reviewed by Staff under the Guidelines that are established in the *Zoning Ordinance*.

#### Summary of Architectural Review Certifications for 2018

Mrs. Melson-Williams stated with the Architectural Review Certifications for 2018, there were two (2) applications in January. One of which is "The House of Coffi" located at 14 Loockerman Plaza, which is currently under active construction with mainly interior renovations for conversion of the space to coffee shop. The exterior work involves exterior finish repairs and painting and construction of brick paver patio entry with black metal fence.

Mr. Czerwinski asked if there would be seating outside. Mrs. Melson-Williams replied yes, there is an opportunity for seating outside.

Chairman McDaniel asked who was the owner of the building? Mrs. Melson-Williams replied The New Parsonage, LLC.

Mrs. Melson-Williams stated that the Murphey School located on 29 Kent Avenue has been doing roof replacements for all their buildings. The maintenance building is probably the last building.

#### Department of Planning & Inspections Update

Mrs. Melson-Williams stated that the Planning Office was copied on the resignation letter of Mr. Terry Jackson that was submitted to the Mayor's office last week. There will be a need to replace Mr. Terry Jackson on the Historic District Commission. Staff will prepare a resolution tribute for the Historic District Commission to adopt regarding Mr. Terry Jackson years of service. Mr. Terry Jackson years of service dates to the early 90's. He served as Chairman for an extended period.

Mrs. Melson-Williams also stated that this is the year the City must work on a new City of Dover Comprehensive Plan. The current plan dates from 2008. There is a chapter as part of the Comprehensive Plan that is specific to Historic Preservation.

Mr. Czerwinski questioned whether this would involve zoning reconstructing. Mrs. Melson-

Williams replied it could be. There are some overarching goals that are part of the Comprehensive Plan. When you get into the recommendations it gets more into than action items to help satisfy the recommendation to meet the goals. The Comprehensive Plan is available on the City website and Chapter 6 covers the Historic Preservation section. This will certainly be one of the things in the next year that the Commission will be involved in. The Commission will also be made aware of opportunities the Commission will have for public participation and the progress on the document overall.

Chairman McDaniel asked if this would be the time the Commission could make suggestions? Mrs. Melson-Williams replied yes.

Chairman McDaniel mentioned that he would like to discuss having a lesser emphasis on Loockerman Street and asked if this could be discussed. Mrs. Melson-Williams replied yes. If you look at the goals and recommendations, there are suggestions to look at the *Design Standards & Guidelines*. She mentioned that every ten years we are charged with updating the City of Dover Comprehensive Plan.

### **NEW BUSINESS**

Review of Permits Referred to Commission: There was none.

Commission members briefly commented on the Golden Fleece expansion into what was the Artsy Fartsy location (132-134 West Loockerman Street).

### **OLD BUSINESS**

#### Certified Local Government (CLG) Program

Update on FFY2017 CLG Grant Project: Amendment to Design Guidelines for Dover's Historic District (Addendum to *Design Standards & Guidelines for the City of Dover Historic District Zone: Modern Materials & Technologies*).

- i. Submission of Progress Report 2 (October-December 2017)
- ii. Project Activities – Update on Draft Request for Proposal

Mrs. Melson-Williams stated that included in the packet was Progress Report 2. A Draft Request for Proposal was done for consulting services to assist in this project. The Request for Proposal has not been issued. Staff met with the State Historic Preservation Office to discuss the grant and the opportunities to move forward. The good news is that the budgeted money is available for the project and it allows for not going through the full RFP process with bids, advertisements, etc. We can do more of a Request for Services type of process on the procurement side of the City where we can send directly to qualified groups to have them submit a proposal in line with our proposed scope of work. At this point, the office has been advised to revise the schedule and the scope of the project given the timeframe that the grant needs to be completed by the end of June. Staff is working on a revised schedule and scope that is due to the State Historic Preservation Office on February 16, 2018. We hope to go out to the Request for Services process in March. Hopefully, we will have someone on board in April. The intent of the project was to create an addendum to the *Design Standards & Guidelines* that focuses on modern and technology advancement in both materials and construction activities. With the revised scope, we will still

be looking to have the consultant gather input from the Historic District Commission and small-scale outreach opportunity and research paper.

Chairman McDaniel asked if the amount of the grant was \$10,000. Mrs. Melson-Williams replied the City matched available is \$10,000. The amount of the grant itself is about \$9000. It is a 60/40 reimbursement after the money is spent on a scenario. We will be looking at a lump sum for a professional service type of agreement.

Mrs. Melson-Williams mentioned that in a few short months there will be an opportunity for a next grant cycle coming forward. She asked the Commission to be thinking about potential projects.

Chairman McDaniel asked if tomorrow's deadline would be met? Mrs. Melson-Williams replied, Staff is going to try to meet the deadline.

Mr. Czerwinski asked if there has there been a City or historical guide or map for Dover, more of a walking tour guide for the City of Dover? Mrs. Melson-Williams replied there have been some walking tour materials in the past with various organizations. She is not aware of anything that was City issued. It is certainly a public outreach opportunity that could be done in the future.

Chairman McDaniel suggested checking with the First State Historical Park. Mrs. Melson-Williams stated that the First State Historical Park has a number of initiatives.

*Mr. Czerwinski moved to adjourn the meeting, seconded by Mr. Street and unanimously carried 4-0.*

Meeting adjourned at 3:30 PM

Sincerely,  
Maretta Savage-Purnell  
Secretary

City of Dover Historic District Commission  
Summary of Applications 2017  
Updated thru April 6, 2018

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-17-01	CLG Grant Application for FFY2017	Certified Local Government Application for Grant Funding	Information File	Notice of Eligibility for Grant 3/1/2017; FFY2017 CLG Grant Application submitted 4/28/2017 to SHPO	Grant Application submitted; Formal Award Letter received with Grant Agreement; Grant Timeframe to cover 7/6/17-6/30/18
HI-17-02	Referral of Building Permit #17-949	305 South Governors Avenue	Building Permit for Renovations to Apartment Building	Permit #17-949 referred to HDC by City Planner for Architectural Review Certification consultation; Considered at 6/15/2017 HDC Meeting	Permit Application received 6/6/2017; Permit to be issued subject to conditions of Architectural Review Certification
HI-17-03	Referral of Sign Permit #17-1484	115 West Loockerman Street	Sign Permit: Wall Sign	Permit #17-1484 referred to HDC by City Planner for Architectural Review Certification consultation; Considered at 9/21/2017 HDC Meeting; Appealed to Planning Commission and considered on 10/16/2017	Permit Application received 8/16/2017; Permit issued for installation of wall sign. Applicant seeks to allow back-lit sign. Determination by City Planner of prohibiting the back-lit sign remained in place after two failed motions by the HDC. Applicant appealed the decision of the HDC to the PC. PC took action to approve Architectural Review Certification to allow backlighting of the sign.
HI-17-04	Governors Café Kitchen Addition	144 Kings Highway SW	One story addition to kitchen	12/21/2017 Public Hearing and Review with the Historic District Commission. Conditional Approval granted of Architectural Review Certification.	Project proposal to add a one-story building addition to rear wing of the existing building to expand the kitchen area. Project granted conditional approval of Conditional Use by the Planning Commission on February 20, 2018 (Application C-18-01); project in the Check Print Review process.

Summary of Permit Applications with Architectural Review Certification  
2018 - Updated Thru 4-30-2018

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
1/23/2018	18-15	14 Loockerman Plaza, The House of Coffi	Building Permit - Interior Renovations & Exterior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations for conversion of space to coffee shop. Exterior work involves exterior finish repairs and painting, construction of brick paver patio entry with black metal fence.
1/22/2018	18-135	29 Kent Avenue, Murphey School - Maintenance Building	Roof Permit	Staff Approval.	Replacement of roof.
2/1/2018	18-42	2 Kings Highway NE	Building Permit - Interior Renovations	Staff Approval with No ArchRevCert required for interior work.	Interior renovations for residential elevation and kitchen remodeling. Replacement of kitchen windows at rear of house.
2/16/2018	18-167	111 West Loockerman Street, Barber Shop	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations for new tenant - barber shop.
2/12/2018	18-202	313 South State Street, Law Office of Sean Lynn (Annex)	Sign Permit	Staff Approval.	Projecting sign on metal bracket.
2/16/2018	18-222	410 Legislative Avenue, Legislative Mall	Administrative Permit	Staff Approval.	Memorial/Public Art installation for Volunteer Firefighters Memorial on southwest corner of Legislative Mall. Under Construction.
2/28/2018	18-321	116 West Water Street, Parkowski, Guerke & Swayze	Sign Permit	Staff Approval.	Replacement wall sign for law office. Installed.
2/27/2018	18-325	54 South State Street, Presbyterian Church	Temporary Sign Permit	Staff Approval.	Installation of vinyl banner 3/19/18-4/2/18.
3/8/2018	18-147	206 West Loockerman Street, Bayard Apartments	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Repair of drywall after sprinkler damage.
3/29/2018	18-345	9 West Loockerman Street, My Roots	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations for addition of hair salon area/chair.

Summary of Permit Applications with Architectural Review Certification  
2018 - Updated Thru 4-30-2018

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
3/5/2018	18-369	14 Loockerman Plaza, The House of Coffi	Fence Permit	Staff Approval.	Installation of 3 ft. black metal fence around outside patio of restaurant. Installed.
4/4/2018	18-426	131 West Loockerman Street, Caviar Beauty Bar	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovation for tenant fit out of personal service establishment.
4/9/2018	18-450	304 South State Street, Gwinn Homes (Office)	Sign Permit	Staff Approval.	Installation of wall sign for office tenant.
4/4/2018	18-471	25 West Loockerman Street	Building Permit - Exterior Renovations	Staff Approval.	Replacement of siding, windows, a new metal roof on pent roof. Removal of shutters and removal of projecting box sign.





## Ethics Training Sessions

The City of Dover requires members of the various elected and appointed Boards and Commissions to attend an Ethics Training Session annually. This annual training focuses on the City's ethics policies and procedures. The sessions are approximately 2 hours in length and are in reference to the *Dover Code of Ordinances*, Chapter 30 – Standards of Ethical Conduct and Ethics Commission. See the following link:

[https://library.municode.com/de/dover/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH30STETCOETCO](https://library.municode.com/de/dover/codes/code_of_ordinances?nodeId=PTIICOOR_CH30STETCOETCO)

### 2018 Session Dates & Times

Wednesday, May 23<sup>rd</sup> at 5:00pm - 7:00pm

Thursday, May 24<sup>th</sup> at 9:30am - 11:30am

Tuesday, June 5<sup>th</sup> at 9:30am – 11:30am

Wednesday, June 6<sup>th</sup> at 5:00pm – 7:00pm

Thursday, June 7<sup>th</sup> at 9:30am – 11:30am

Monday, June 11<sup>th</sup> at 7:00am – 9:00am

Thursday, June 14<sup>th</sup> at 7:00am – 9:00am

Tuesday, June 26<sup>th</sup> at 5:00pm – 7:00pm

Please RSVP to the Planning Office at 736-7196 as to which session you plan to attend.



## **Resolution**

***Whereas, Charles T. “Terry” Jackson, II** became a member of the City of Dover Historic District Commission as part of the first group of Commissioners appointed in September 1993 and has served with diligence and distinction in this capacity as an advocate for implementation of the Historic District Standards and Guidelines to maintain the historic character of the City’s Historic District; and,*

***Whereas, Charles T. Jackson, II** has played a key role in ensuring fundamental fairness and careful forethought in the planning and development of the Capital City through his assistance in the preparation of the Design Standards & Guidelines for the City of Dover Historic District Zone, his service on the Historic District Commission, as a resident of the Historic District, and as an architect working on many projects in the Historic District; and,*

***Whereas, Charles T. Jackson, II** has provided leadership on the Historic District Commission through his role as Chairman from November 1993 through November 2008 and his role as Vice-Chairman from November 2008 through November 2011; and,*

***Whereas, Charles T. Jackson, II** has influenced the pattern and appearance of development in the Historic District in Dover through his contributions to the development of the Historic Preservation chapters of the 2003 Comprehensive Plan Update and the 2008 Comprehensive Plan and his participation in achieving the City’s designation as Certified Local Government as authorized by the National Historic Preservation Act of 1966; and,*

***Whereas, Charles T. Jackson, II** completed his service on the City of Dover Historic District Commission on February 4, 2018.*

***Now Therefore Be It Resolved That,** the City of Dover Historic District Commission does hereby express its sincere appreciation to **Charles T. Jackson, II** for his faithful and exemplary service to the Citizens of the City of Dover as a member of the City of Dover Historic District Commission.*

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Joseph McDaniel  
Chairman, Historic District Commission  
May 17, 2018

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David S. Hugg, III  
City Planner

City of



Dover

February 27, 2018

Kara A. Briggs  
Certified Local Government Coordinator  
Division of Historical and Cultural Affairs  
21 The Green  
Dover DE 19901  
Email: [Kara.Briggs@state.de.us](mailto:Kara.Briggs@state.de.us)

**RE: Submission of Certified Local Government Annual Report from City of Dover,  
Delaware for Reporting Period October 1, 2016 through September 30, 2017**

Dear Ms. Briggs:

The City of Dover, Delaware is pleased to submit this Annual Report as a Certified Local Government. This Annual Report covers the City of Dover's participation as a Certified Local Government during the timeframe of October 1, 2016 through September 30, 2017. Planning Staff of the Department of Planning & Inspections serves as the primary CLG contact currently led by David S. Hugg, III, City Planner and Dawn Melson-Williams, AICP, Principal Planner and also serves as staff to the City of Dover's Historic District Commission. If there are questions, please contact the Planning Office at (302) 736-7196.

Sincerely,

Department of Planning & Inspections

A handwritten signature in black ink, appearing to read "David S. Hugg, III".

David S. Hugg, III, Planning Director

A handwritten signature in black ink, appearing to read "Dawn Melson-Williams".

Dawn Melson-Williams, AICP, Principal Planner

Enclosures: CD with Reports and All Attachments  
Paper Copies of Report Forms only: Delaware Certified Local Government  
Annual Report, NPS Annual Products Report for CLGs

CC: Planning Office File HI-17-01



## CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT

### Instructions:

1. The following questions and requested materials are based on the **"Reporting Period"** noted below (unless otherwise specified)
2. Format: a digital copy on CD is preferred, but a paper copy will also be accepted
3. Submit completed report by **February 23** to:

Kara A. Briggs  
Division of Historical and Cultural Affairs  
21 The Green  
Dover, DE 19901

[Kara.Briggs@state.de.us](mailto:Kara.Briggs@state.de.us)  
(302) 736-7433

**Reporting Period:**      **October 1, 2016 – September 30, 2017**

**LOCAL GOVERNMENT:**      City of Dover

### **Historic Preservation Commission (Commission)**

List *current* Commission members and emails (to add additional rows, hit "tab"):

Name	Email
Joseph S. McDaniel, III (Chairman)	jmcdaniel3@aol.com
Ann Baker Horsey (Vice-Chairman)	ann.horsey@state.de.us
Eric Czerwinski	teamski1@hotmail.com
Jonathan N. H. Street	jstreet@beckermorgan.com
Member (Pending to replace Charles T. "Terry" Jackson, II)	

Attach resumes for all newly appointed Commission members demonstrating their interest, competence, or knowledge in historic preservation.

The Resume (City's Application for Committee Appointments) for Jonathan N.H. Street is attached; he was appointed as a member on February 12, 2017. Jonathan replaces Col. Richard "Dick" Scrafford who resigned in October 2017 after serving since 1998.

**Delaware Division of Historical and Cultural Affairs**



## CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT

Currently, we are awaiting confirmation of a new member appointment for the vacancy due to the retirement of Charles T. "Terry" Jackson. Mr. Jackson's term expired in July 2017 and he officially resigned on February 4, 2018. He had served on the Historic District Commission since its inception in September 1993.

Are there *currently* any vacancies on the Commission?

☒ Yes – total #:   1   / ☐ No

*If yes, specify the duration of each vacancy (in months):*   7  ; \_\_\_\_\_; \_\_\_\_\_;

During this reporting period, have any Commission members participated in some form of historic preservation training (workshops, webinars, etc...)?

☒ Yes – total # (of participating Commissioners):   5   / ☐ No

*If yes, please describe such training program(s):*

- Informal training activities were held at several regular meetings of the Historic District Commission. Staff reviewed and discussed with the Historic District Commission the provisions of the *Zoning Ordinance* and the Architectural Review Certification process. Several members of the Commission also participated in the Public Forum on the State of Delaware's Historic Preservation Plan in March 2017.
- The newly appointed member of the Historic District Commission met with Planning Staff in February 2018 to review Commission membership responsibilities, By-Laws, meeting procedures, *Zoning Ordinance* provisions related to the Historic District, and how to utilize the *Design Standards & Guidelines* document.

Please specify any requests for training or other technical assistance from our office:

There were no formal requests for technical assistance from the SHPO by the Historic District Commission during this Review period other than related to management activities associated with the CLG Grant.

Specific Requests for Training/Technical Assistance for the upcoming year: With several new Commission members any training to learn more about design standards/guidelines for historic district architecture would be helpful. Also, a demonstration of the CHRIS system and the processes for survey of historic properties is requested. The Historic District Commission would also like to be aware of any other local/regional workshops or training opportunities.

### **Zoning Ordinance / Public Participation**

For this reporting period, have there been any changes to the local government's preservation ordinance, public

**Delaware Division of Historical and Cultural Affairs**



## CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT

notification process, or Commission's rules of procedures/bylaws?

☐ Yes / ☒ No

*If yes, please attach a copy of such changes and briefly summarize below:*

No changes.

*Attach a copy of meeting agendas, minutes and supporting documents for this reporting period.*

The review period of October 2016 to September 2017 consists a total of twelve months. The Historic District Commission met two times in 2016 and six times in 2017 with the other regular monthly meetings of this period were cancelled due to lack of business for the Commission.

See Attachments for copies of the Meeting Agendas and Meeting Minutes from the review period of October 2016 to September 2017: Meetings of October 20, 2016; November 17, 2016; February 16, 2017; April 20, 2017; May 18, 2017; June 15, 2017; August 17, 2017; and September 21, 2017.

### **National Register Nominations:**

For this reporting period, has the Commission reviewed any nominations to the National Register of Historic Places?

☐ Yes – total # \_\_\_\_\_ / ☒ No

### **Local Survey and Inventory:**

For this reporting period, were any archaeological or architectural surveys completed by the CLG?

☐ Yes – total # \_\_\_\_\_ / ☒ No

*If yes, was our office provided a copy of the report(s)?*

☐ Yes / ☐ No

### **Additional Activities:**

Describe any special historic preservation-related projects (such as new guidelines for renewable energy systems, signage, etc...) completed by the local government during this reporting period:

October 2016 – September 2017 review period:

- As part of the Certified Local Government Program, application was made in April 2017 to seek grant funding in the FFY2017 CLG Grant Application process (HI-17-01). The Grant Application proposed a project for an Addendum to the Design Standards & Guidelines for the City of Dover Historic District Zone document focusing on Modern Materials & Technologies utilizing a consultant to assist the Commission and Staff in this project. The Grant timeframe is from July 1, 2017 through June 30, 2018. A similar CLG grant project for FFY2016 was withdrawn (terminated) in the Spring of 2017 due to staff limitations and grant progress.
- With the City's Tax Credits for Historic Properties Program in 2016, two projects commenced construction activities that intend to utilize the program.

The information given below reports on the regular application review activities occurring during the period.

## Application Review Process in the Historic District:

The *Zoning Ordinance* establishes the Architectural Review Certification process for the City of Dover's Historic District (H). Most projects within the Historic District were eligible for administrative review of the Architectural Review Certificate as part of the Building Permit process and included such projects as signs, temporary signs, roof replacement projects, and exterior finish/siding/trim work renovations. A number of properties located in the Historic District submitted Building Permits for review; however, project activities only involving interior renovations are not subject to the Architectural Review Certification process.

Summary of cases reviewed under the authority of the *Zoning Ordinance* during the review period is listed below.

- Summary of Permit Activity in the Historic District for October 2016 - September 2017:
  - Permits not requiring Architectural Review Certification: 19
  - Permits requiring Architectural Review Certification: 24
  - Total Number of Permits: 43

The Permits with related Historic District Commission Activity can be distinguished as three different types: formal applications for review, Permits referred for consultation, and informational items. In 2017, reviews included the referral of a Building Permit for exterior renovations to an apartment building at 305 South Governors Avenue (HI-17-02) and referral of a Sign Permit for wall signage at 115 West Loockerman Street (HI-17-03). The Historic District Commission's decision regarding the Architectural Review Certification for the back-lighting of the wall sign was appealed to the Planning Commission who ultimately granted approval to allow it. A concept for uniformly designed "Open" Flags for Downtown Businesses (HI-06-06) was also presented as an informational item in October 2016.

The following chart provides more information on the specific types of Permits including those requiring Architectural Review Certifications (ARC) as issued for construction activities with the Historic District during the reporting period of October 1, 2016 through September 30, 2017.



## CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT

Permit Type	October 2016 – December 2016		January 2017 – September 2017		Total for Review Period	
	Staff Approval	HDC Activity	Staff Approval	HDC Activity	Staff Approval	Historic District Commission Activity
Building Permit	0	0	1	1	1	1
Demolition Permit	1	0	1	0	2	0
Administrative Building Permit	1	0	2	0	3	0
Building Permit – Interior Renovations	1	0	7	0	8	0
Building Permit – Exterior Renovations	3	0	4	0	7	0
Fence Permit	1	0	1	0	2	0
Roof & Siding Permits	1	0	3	0	4	0
Window Permits	0	0	0	0	0	0
Sign Permit	4	0	7	1	11	1
Temporary Sign Permit	1	0	2	0	3	0
<b>TOTAL</b>	<b>13</b>	<b>0</b>	<b>28</b>	<b>2</b>	<b>41</b>	<b>2</b>

**Prepared By:**

**Name:** \_\_Dawn Melson-Williams\_\_\_\_\_ **Date:** \_\_February 23, 2017\_\_\_\_\_

**Email:** \_\_dmelson@doover.de.us\_\_\_\_\_

**Phone:** \_\_\_\_ (302) 736-7196 \_\_\_\_\_



National Park Service  
Heritage Preservation Assistance Programs  
Historic Preservation Grants Division

**National Park Service Annual Products Report for CLGs**  
Hard Copy Version

CLG NAME: Dover STATE: Delaware

CONTACT FOR THIS FORM: Dawn Melson-Williams TELEPHONE: (302) 736-7196

FEDERAL E-MAIL: dmelson@dover.de.us

FISCAL YEAR: 2017 (October 1, 2016 – September 30, 2017)

Please read “Guidance for Completing the National Park Service Annual Products Report for CLGs”.  
This guidance defines terms, explains what to count, answers frequently-asked questions, etc

**1. CLG Inventory Program**

During the reporting period, how many historic properties did your local government add to your CLG inventory?

0

**2. Local Register (i.e., Local Landmarks and Historic Districts) Program**

- a. During the reporting period, did your local government have a local register program to create local landmarks/local historic districts (or a similar list of designations created by local law)?

Yes ☒ No ☐

- b. If the answer to question 2a is “No,” please leave question 2b’s blank empty and proceed to question 3a. If the answer is “Yes,” then, during the reporting period, how many historic properties (i.e., contributing properties) did your local government add to your local register (or similar list created by local law)?

0

**3. Local Tax Incentives Program**

- a. During the reporting period, did your local government have a local government historic preservation tax incentives program?

Yes ☒ No ☐

- b. If the answer to question 3a is “No,” please leave question 3b’s blank empty and proceed to question 4a. If the answer is “Yes,” then, during the reporting period, how many historic properties did your local government assist through your local government’s historic preservation tax incentives program?

2

(Continued on next page)

**4. Local “Bricks and Mortar” Grants/Loans Program**

- a. During the reporting period, did your local government have a local government historic preservation grants/loans program for rehabilitating/restoring historic properties? Yes ☐ No ☒
- b. If the answer to question 4a is “No,” please leave question 4b’s blank empty and proceed to question 5a. If the answer is “Yes,” then, during the reporting period, how many historic properties did your local government assist through your local government’s historic preservation grant/loan program?

**5. Design Review/Local Regulatory Program**

- a. During the reporting period, did your local government have a historic preservation regulatory law(s) (e.g., an ordinance requiring Commission/staff review of 1) local government undertakings and/or 2) changes to, or impacts on, properties within a historic district)? Yes ☒ No ☐
- b. If the answer to question 5a is “No,” please leave question 5b’s blank empty and proceed to question 6a. If the answer is “Yes,” then, during the reporting period, how many historic properties did your local government review for compliance with your local government’s historic preservation regulatory law(s)? 43

**6. Local Property Acquisition Program**

- a. During the reporting period, did your local government have a program to acquire (or help to acquire) historic properties in whole or in part through purchase, donation, or other means? Yes ☐ No ☒
- b. If the answer to question 6a is “No,” please leave question 6b’s blank empty. You have finished the Annual Report. If the answer is “Yes,” then during the reporting period, how many historic properties did your local government acquire (or help to acquire) in whole or in part through purchase, donation, or other means? \_\_\_\_\_

City of



Dover

April 30, 2018

Gwen Davis  
Deputy State Historic Preservation Officer  
Division of Historical and Cultural Affairs  
21 The Green  
Dover DE 19901  
Via Email: [gwen.davis@state.de.us](mailto:gwen.davis@state.de.us)

**RE: Submission of Progress Report 3 (January –March 2018)**  
**Notification of Withdrawal of Grant (Termination)**  
**FFY2017 CLG Grant 10-17-151320-06**  
**Project: Amendment to Design Guidelines for Dover's Historic District: DOVER**

Dear Ms. Davis:

The City of Dover, Delaware Department of Planning & Inspections with this letter submits the Progress Report 3 for FFY2017 CLG Grant #10-17-151320-06. This Report 3 covers the time period of January 1, 2018 through March 31, 2018. See the attached Report 3.

This Letter is also to provide notification of the City's intent to withdraw and terminate the FFY2017 CLG Grant #10-17-151320-06. With our project to "Addendum to *Design Standards & Guidelines for the City of Dover Historic District Zone: Modern Materials & Technologies*", the City has not completed the progress to retain consultant services to assist in the development of a document. An initial DRAFT of the Request for Proposal for Professional Services was submitted for review and comments received in late September and later was revised in February 2018 to reduce the scope project work. However, Planning Staff has determined that given the remaining timeframe in the FFY2017 Grant year that completion of the project is not feasible. No Federal funds were expended by the sub-grantee for the FFY2017 Grant.

The Planning Office may be contacted at (302) 736-7196 with any questions. Thank you for your assistance.

Sincerely,  
Department of Planning & Inspections

A handwritten signature in black ink, reading "Dawn Melson-Williams". The signature is written in a cursive style with a large, stylized 'D' and 'M'.

Dawn Melson-Williams, AICP  
Principal Planner

Enclosures: FFY2017 CLG Grant Progress Report 3

CC: David S. Hugg, III, Planning Director  
Planning Office File HI-17-01

## FY 2017 CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

Grant No. 10-17-151320-06

Start date: July 6, 2017

End Date: June 30, 2018

**ATTACHMENT 1**

### **CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM CLG GRANT PROGRESS REPORT FORM**

**Project:** Amendment to Design Guidelines for Dover's Historic District: DOVER

**Grantee:** The City of Dover

**Grant Number:** 10-17-151320-06

**Reporting Period (check below):**

<input type="checkbox"/> <b>Report 1 (Due October 30)</b> <b>For July 1 – September 30</b>	<input type="checkbox"/> <b>Report 2 (Due January 31)</b> <b>For October 1 – December 31</b>	<input checked="" type="checkbox"/> <b>Report 3 (Due April 30)</b> <b>For January 1 – March 31</b>
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#### **Specific Activities Accomplished during Reporting Period (January–March 2018):**

- Updates to Historic District Commission on Grant Project:
  - No January and March meetings of the Historic District Commission.
  - February 15, 2018 Meeting: Staff provided an update on the submission of Grant Progress Report 2 and the status of the Draft RFP for the FFY2017 Grant Project: Addendum to *Design Standards & Guidelines for the City of Dover Historic District Zone: Modern Materials & Technologies*.

#### **Overall Progress to date:**

- Planning Staff reviewed City Procedures form Grant Application & Administration.
- Planning Staff completed initial DRAFT Request for Proposal for Professional Services and submitted it on September 15, 2017 to Grants Manager at HCA for review.
- Received Review Comments on September 20, 2017 on DRAFT Request for Proposal from Grants Manager; minor edits suggested were completed.
- Planning Staff met with HCA Staff on February 8, 2018 to discuss the status of the grant project. After evaluation the Grant Project activities, a Revised Scope of Work was developed and submitted for review on February 16, 2018; review comments were provided by the HCA Grants Manager on February 22, 2018.

#### **Problems Affecting Progress:**

- Significant limitations on available Staff time due to other work assignments and development project review.

#### **Schedule Status:**

- The Request for Professional Services to retain consultant services for the grant project has not been issued as of April 30, 2018. Given the remaining timeframe for the Grant, City Staff has determined that termination of the FFY grant is appropriate at this time.

#### **Other Pertinent Information:**

- Regarding Historic District Commission membership, Ret. Col. Richard Scrafford resigned his position on the Commission effective October 12, 2017. The new Commission member Jonathan Street was appointed and confirmed by City Council on February 12, 2018; following orientation by Planning Staff Jonathan's first Commission meeting was in February.
- Also, regarding Historic District Commission membership, Charles "Terry" Jackson resigned his position on the Commission effective February 4, 2018 (his term expired in July 2017 but there had been no action regarding formal reappointment or replacement). Another new Commission member

## FY 2017 CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

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Grant No. 10-17-151320-06

Start date: July 6, 2017

End Date: June 30, 2018

Mary Terry Mason was appointed and confirmed by City Council on February 26, 2018. She completed orientation with Planning Staff but has not had the opportunity to attend her first Commission meeting.

Reimbursement Request Attached: Y ☒ N

Submitted By:  Date: 4/30/2018

# State of Delaware Historical and Cultural Affairs

21 The Green  
Dover, DE 19901-3611

Phone: (302) 736.7400

Fax: (302) 739.5660

March 15, 2018

Mr. David S. Hugg, III, Director  
Department of Planning and Inspections  
City of Dover  
P.O. Box 475  
Dover, DE 19903

RE: Certified Local Government Grant Funding for Federal Fiscal Year (FFY) 2018

Dear Mr. Hugg:

Annually, Congress appropriates a federal grant award from the Historic Preservation Fund (HPF) to each of the states in support of preservation activities allowable under the regulations implementing the National Historic Preservation Act of 1966, as amended. In Delaware, this grant is administered by the Division of Historical and Cultural Affairs' State Historic Preservation Office (SHPO). The SHPO is required to sub-grant a minimum of 10% of its grant award to Certified Local Governments (CLGs).

Delaware received notification of partial award of our annual HPF grant for FFY 2018 in the amount of \$357,143. We anticipate an increase in this amount, but do not expect to receive notification of the increased amount for several months. Therefore, from the current award, Delaware will be sub-granting \$35,715 to the seven CLGs.

To receive a sub-grant, CLGs must be fully compliant with the regulations governing Delaware's CLG Program. Dover is currently compliant. The CLG Grant Application Guidelines (enclosed) describe: how the Delaware SHPO determines how to allocate funds among the CLGs; the types of activities which are eligible for grant funding; and the format required for grant application submittal. The FFY 2018 application guidelines are unchanged since last year. Applications are due by May 11, 2018.

Following the formula in the CLG Grant Application Guidelines, Dover is eligible to apply for \$5,699 from the current CLG allocation. CLGs must provide match for the HPF grants at a minimum of 40% of the project's total cost. Match may be provided by the CLG or by a partner in the project, and may be either in cash or in-kind. Based on the federal share above, your required minimum match is \$3,800, which will mean showing a minimum total project cost of \$9,499.

We will notify you as soon as possible of any new information on a supplemental grant award. In the interim, should you have questions regarding this year's grant application process, please contact me at 302-736-7410 or [gwen.davis@state.de.us](mailto:gwen.davis@state.de.us).

Sincerely,



Gwenyth A. Davis  
Deputy State Historic Preservation Officer

- c: Dawn Melson-Williams Principal Planner, City of Dover (via email)  
Kara Briggs, Architectural Historian/CLG Coordinator, SHPO, HCA (via email)





Delaware Division of Historical and Cultural Affairs  
 State Historic Preservation Office  
 21 The Green, Dover, DE 19901  
 (302)736-7400 • (302)739-5660 (fax)

## GRANT APPLICATION GUIDELINES FOR CERTIFIED LOCAL GOVERNMENTS

### ALLOCATION OF FUNDING IN DELAWARE

Each year, the Congress appropriates a federal Historic Preservation Fund (HPF) grant to each state in support of various preservation activities allowable under the regulations implementing the National Historic Preservation Act of 1966, as amended. In Delaware, this grant is administered by the Division of Historical and Cultural Affairs (HCA), whose Director acts as the State Historic Preservation Officer (SHPO). One of the requirements of this federal grant is that a minimum of 10% of the annual grant award must be sub-granted to Certified Local Governments (CLGs). Because the federal grant award to Delaware varies from year to year, the amount awarded to Delaware's CLGs also varies.

Only local governments which have been formally certified as a CLG prior to January 1 of any calendar year and which continue to meet the requirements for certification are eligible to apply for CLG grant funding. One requirement of CLG status is the submission of an annual report due on January 31 of each year. If the CLG fails to submit this report to the SHPO by the date on which the grant application is due, the CLG will not be eligible to receive grant funding for that year.

Each CLG who fulfills the above requirements and submits an application that is consistent with these Grant Application Guidelines will receive grant funding. Delaware's CLG allocation formula provides for a minimum allocation of \$2,000 to each CLG plus an additional allocation based on population to make up a yearly Basic Program Allocation (BPA).

Funding Category	Equivalent Population	Minimum Allocation	Population Factor	BPA
1	Less than 3,500	\$2,000	+ \$1,000	= \$3,000
2	3,500 – 10,000	\$2,000	+ \$2,000	= \$4,000
3	10,000 – 40,000	\$2,000	+ \$3,000	= \$5,000
4	Over 40,000	\$2,000	+ \$5,000	= \$7,000

Because the HPF grant 10% set-aside that the Delaware SHPO is required to award to CLGs typically exceeds the amount of the BPA, the CLGs have been placed in Funding Categories in accordance with their 2010 census populations and are assigned points equivalent to that Funding Category. The points derived are used to calculate the additional grant funds that CLGs will be awarded. The total number of points is divided into the difference between 10% of that year's HPF grant and the total dollars that are assigned in accordance with the BPA allocation. A total award is then calculated using this formula times the number of points assigned plus their PBA.

Certified Local Governments	2010 Population	Funding Category/Points	BPA
City of Delaware City	1,695	1	\$3,000
City of Lewes	2,747	1	\$3,000
Town of Milton	2,576	1	\$3,000
City of New Castle	5,285	2	\$4,000
City of Dover	37,366	3	\$5,000
City of Wilmington	70,851	4	\$7,000
New Castle County	538,479	4	\$7,000
<b>Totals</b>		<b>16</b>	<b>\$32,000</b>



Each year that Delaware receives an HPF grant award, the SHPO evaluates each Delaware's CLGs eligibility to receive grant funding. The SHPO sends a notification letter, as early in the calendar year as possible, to indicate the CLGs eligibility status, the amount of the federal funds which the SHPO has determined to award (see grant award funding formula above), and the date on which application for that year is due. If any CLG is currently not in compliance with Delaware's CLG Program Guidelines at that time, they are able to take corrective action to change their eligibility status prior to the date on which the application is due.

The federal award indicated in the CLGs notification letter cannot exceed 60% of the project total budget. These grants also require that the CLG must provide match either in cash or in kind which equals at least 40% of the project budget. Note that a CLG may partner with another entity which is willing to provide all or part of the non-federal (matching) funds for a project. In addition, two or more CLGs may collaborate and pool their awards to allow for a greater project budget to accomplish common goals. If, for whatever reason, a CLG chooses not to apply for their allotted federal funds or applies for less than the amount allotted, the SHPO will determine how to equitably distribute these monies to those CLGS whose grant application shows that they have need for additional grant monies.

## **GRANT REQUIREMENTS**

Each CLG must fulfill certain programmatic and administrative requirements in order to obtain a grant award. The programmatic requirements are:

- As noted in the discussion of eligible grant activities, some projects require a Principal Investigator whose professional qualifications are consistent with the Secretary of the Interior's professional qualification standards ([http://www.cr.nps.gov/local-law/arch\\_stnds\\_9.htm](http://www.cr.nps.gov/local-law/arch_stnds_9.htm)).
- Projects must result in tangible outcomes which address a preservation goal, and which are consistent with the appropriate Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation ([http://www.cr.nps.gov/local-law/arch\\_stnds\\_0.htm](http://www.cr.nps.gov/local-law/arch_stnds_0.htm)).
- All written material must acknowledge receipt of federal funding as well as include a non-discriminations statement.
- For each approved application, a Grant Agreement must be signed by an Authorized Official (e.g. Mayor, Town Manager, or other government staff with oversight responsibility) of the CLG before any federal funds may be disbursed. The Grant Agreement contains the approved scope of work, budget, project period, detailed performance schedule, list of activities to be accomplished, and references to the performance standards, stipulations, and federal regulations appropriate to the project, including: non-discrimination, political activities, disclosure of information, conflict of interest, insurance, handicapped accessibility, and record retention and accessibility.
- All activities and expenses associated with the grant including the hiring of a consultant are to take place between the start and end dates indicated in the Grant Agreement or in any amendment to it. The start date of the grant is generally no sooner than July 1 and the end date is generally the following June 30. Exceptions for an earlier start date or an extension to the end date require approval by HCA.
- The project budget must indicate a local match, either in cash or in kind, equal to a minimum of at least 40% of the total project costs. A CLG may partner with another entity which is willing to provide all or part of the matching funds for a project; however, the grant recipient is required to be the CLG who will remain responsible for fulfillment of the outcomes indicated in the Grant Agreement.
- CLGs may not charge for grant-funded programs except to cover associated direct costs, such as for meals during workshops.
- CLG grants are funded on a reimbursable basis and requests for reimbursement of project costs are made either on a quarterly basis on a schedule indicated in the Grant Agreement, or at the close-out of the grant. Each request for reimbursement which contains evidence of grant approved expenditures will be reimbursed at up to 60% of the documented expenditures, but in no case will the reimbursement of expenses exceed the grant award. HCA may retain up to 20% of the awarded grant funds until the tangible grant outcome is achieved/produced. The last date on which the CLG may submit a request for reimbursement of grant expenses is August 15.



The administrative requirements, as certified by an authorized representative of the CLG in Attachment 3, are to ensure that the CLG:

- Has complied with all requirements of Delaware's CLG Program including timely submittal of their annual report outlining CLG commission actions and activities for the prior year;
- Has a satisfactory record of integrity, judgment, and performance especially related to performance of grants and contracts;
- Has adequate financial resources for performance, as well as the necessary experience, technical qualifications, and facilities;
- Has an adequate accounting system and auditing procedures to provide effective accountability and control of property, funds and assets sufficient to meet federal audit requirements;
- Has financial and compliance audits in accordance with the Single Audit Act Amendments of 1996, and OMB-Circular A-133, and submission of the audit report which covers the period of the grant to the HCA Grant Manager;
- Has conformed with federal debarment requirements as well as statutes relating to non-discrimination; and
- Has complied with provisions of the Hatch Act which limits political activities of employees whose principal employment responsibilities are funded in whole or in part with federal funds.

### **ELIGIBLE GRANT ACTIVITIES**

Several broad categories of projects have been approved for CLG grant funding. Within these categories, the CLG may choose specific activities which align with their local needs. If uncertain as to whether a proposed project might qualify for grant funding, applicants should discuss their proposals with the HCA Grant Manager prior to submittal. For collaborative projects, prior notification of the HCA Grant Manager is required.

The allowable grant activities and the requirements related to each are outlined below:

- **Historic Property Surveys:**
  - An historic property survey project should reflect a defined area, and may be conducted at either identification or evaluation level.
  - Identification surveys identify and gather data on a community's historic resources. They require the preparation of standard forms, maps and a report. Evaluation surveys build on the identification survey by developing contexts under which the significance of properties can be determined. The boundary of the property or area which has been determined to have adequate significance and integrity to be eligible for listing in the National Register of Historic Places as well as all contributing buildings/structures will be specified in the final report.
  - Survey projects must produce a survey report which meets the applicable federal standards and state guidance contained in HCAs "Guidelines for Architectural Surveys in Delaware."
  - For areas surveyed more than 20 years ago, the CLG may conduct update survey to meet current standards for descriptive forms, maps, and photographs. Such surveys must produce forms which conform to current standards, as well as unaltered JPEGs.
  - The application's project narrative must indicate the type of survey (identification, evaluation or update); a written description as well as a map of the area to be surveyed; and the estimated number of properties within the survey area. Final reports must indicate the number of acres.
  - Survey reports, which are in compliance with HCAs "Guidelines for Architectural Surveys in Delaware." must be submitted to the assigned HCA Reviewer (with copies to the HCA Grant Manager) in digital formats for initial review in accordance with the schedule in the Grant Agreement. Final reports must be submitted prior to the end date of the grant in both electronic, and, if not a section of a larger document, written form.
  - Historic Property Survey projects require oversight by a Principal Investigator (PI) who meets the professional qualification standards contained in 36 CFR 61. If the PI for this project is a staff member or intern employed by the CLG, then their resume should be attached to the application. If the CLG will hire a consultant or will partner with a qualified entity to carry out this project, then the resume of the PI should be provided to the HCA Grant Manager when the consultant or entity has been determined. The PI should contact the HCA Research Center Manager prior to initiating any survey project in order to review the information on file and assess requirements.

- **National Register Nominations or Amendments:**

- A National Register project consists of preparing a National Register nomination for an individual property, or historic district, or amending or providing significant additional information for a district or property currently listed on the National Register.
- The name of the property/properties to be nominated or updated need not be known at the time of application; however, they must be identified within two months of grant award. By this time, the CLG must contact the HCA National Register Coordinator providing a list of any properties being considered for nomination. A CLG representative and the National Register Coordinator would then conduct a site visit of the properties to determine their potential for nomination and to discuss the research criteria that would be required to support the nomination.
- Within four months of grant award, the CLG must provide the National Register Coordinator with an outline which includes but is not limited to: name of property, period of significance, applicable National Register criterion, level of significance, possession of qualities of integrity, areas of research, number of contributing and non-contributing properties, proposed boundary, property owner's name and address, nomination author(s), and proposed schedule for completion of the nomination. The CLG must allow adequate time in the schedule for the National Register Coordinator to review and comment on drafts of the text of the nomination and for the author(s) to address such comments prior to submittal of the final draft.
- Final drafts of nomination must be submitted electronically by the end of the grant period. The National Register Coordinator will provide guidance as to the requirements for the submittal. In general, such submittals will include: the nomination form with all fields completed and the appropriate number of photographs inserted; individual, unaltered JPEGs of photographs with labels and a photo key; a USPS topographical map showing the location of the property/historic district; a site map showing the nominated boundary and the location of contributing/non-contributing properties; and other supporting documentation, as needed. The CLG is responsible for obtaining approvals of its local commission, and for preparing and presenting a PowerPoint presentation before the State Review Board for Historic Preservation. This will take place after HCA approves the final draft of the nomination and will likely be outside the grant period.
- Project oversight should be provided by a Principal Investigator (PI) who meets the professional qualification standards contained in 36 CFR 61. If the PI for this project is a staff member or intern employed by the CLG, then their resume should be attached to the application. If the CLG will hire a consultant or will partner with a qualified entity to carry out this project, then the resume of the PI should be provided to the HCA Grant Manager when the consultant or entity has been determined. The PI should update the National Register Coordinator on their progress in completing the nomination on a monthly basis.

- **Preservation Planning Assistance:**

- A planning report may address any preservation related topic which is of concern to the CLG. Some examples of planning projects are: preparation or update of the historic preservation component of a municipal or county comprehensive plan; development of an historic context; development of or revisions to an historic zoning ordinance; or assessment of expansion to a local zoning or National Register historic district.
- Planning projects must produce a report or draft document which meets applicable Standards. The project narrative should indicate the type of planning document to be produced; the geographic area of impact; for contexts, the theme, time period and geographic zone; and if the project will produce a new or revised document. HCA will assign a staff member to perform an initial review and provide comments on planning reports. Final reports must be submitted to the HCA Grant Manager prior to the end date of the grant in both electronic and written form.
- The report must be submitted to HCA Grant Manager in both written and digital formats.
- Preservation Planning projects generally require oversight by a Principal Investigator (PI) who meets the professional qualification standards contained in 36 CFR 61. If the PI for this project is a staff member or intern employed by the CLG, then their resume should be attached to the application. If the CLG will hire a consultant or will partner with a qualified entity to carry out this project, then the resume of the PI should be provided to the HCA Grant Manager when the consultant or entity has been determined.

- **Outreach to Public on Preservation Issues:**

- Outreach projects may include, but are not limited to: technical or informational workshops or seminars; brochures addressing issues such as design review guidelines, local zoning laws, driving or walking tours; or web pages on the aforementioned topics.
- The CLG may want to discuss specific public outreach proposals with the HCA Grant Manager in advance of applying to ensure that the topic is eligible for grant funding. For written activities, the CLG must indicate the number of copies being produced. In the application, the following questions should be answered, as appropriate.
  1. Who is the intended audience for the project and why is that constituency targeted?
  2. If a program/workshop/conference is proposed, how many people are expected to attend? [Programs must be held at handicapped accessible locations and any associated fees should be limited to only covering meals.]
  3. If published materials are an element of a project, how many copies will be produced? What form will they take? [Published materials may consist of web pages, brochures, pamphlets, monographs, reports, videos or PowerPoint presentations. The number of copies of published materials should be adequate to disseminate the information it contains to the intended audience. Published material must be distributed without charge.]
- Project oversight by a consultant, partnering entity, or a staff member who meets the professional qualification standards is not required for many outreach efforts, but may be essential to other efforts. If such professional assistance is part of the project, the application should indicate this. Public Outreach projects also often involve volunteers (see section on Allowable Costs for CLG Grant - Donated Time for further information on how volunteer time is compensated.)

- **Training for Commission Members of CLG Staff:**

- CLGs may seek grant funding to send commission members and commission staff to training which assists them in fulfillment of their responsibilities or furthers their knowledge of preservation issues.
- Cost of basic registration (no tours), transportation, and a maximum of two nights lodging are allowed.
- Advance approval from the HCA Grant Manager for attendance at each training/workshop is required. Such approval may be obtained when the grant is initiated or may be requested during the grant period. The request for approval must contain the name of the workshop/training, the date, the location, who will attend, and how it will benefit those attending. If such approval is not obtained prior to the workshop/training event, costs related to it will not be reimbursed.

- **Support for 36 CFR 61 Qualified Staff or Intern:**

- Projects which support staff positions should reflect the activities of such staff through projects which fit the approved categories above or technical assistance to the CLG as described in the list of activities below. Approved technical assistance activities are:
  - To administer the project, including all required reports;
  - To provide information on state or local preservation plan goals and priorities to the public and those within their governmental agency;
  - To educate themselves, those within their agency, and their boards and commissions regarding historic preservation issues;
  - To explain the goals and objectives in the Historic Preservation State Plan to those within their governmental agency and the public;
  - To provide information to their agency regarding preservation goals for inclusion in local land use or agency plans;
  - To distribute information regarding federal or state historic preservation tax incentives or other federal programs which might meet constituent's needs;
  - To assist the public by determining whether their property is potentially eligible for listing in the National Register of Historic Places;
  - To explain survey or National Register work and train interns to carry out such work;

- To provide review or advice on historic preservation rehabilitation standards to those within their governmental agency or to the public;
  - To make determinations of eligibility and identifying projects of archaeological concern or NR-eligible historic structures within their jurisdiction;
  - To review demolition permits and land use changes for their impact on historic properties; and
  - To provide assistance to those within their governmental agency and federal agencies with whom they interact in regard to the Section 106 compliance process. [*Note: Costs associated with mitigation activities performed as a condition or pre-condition of obtaining a federal permit or funding by other federal programs are not allowable.*]
- The resume of the 36CFR qualified staff person or consultant to be supported in whole or in part by grant funding must be attached to the grant application. In addition, the application must state the categories of technical assistance that will be included in the grant and for each category, must indicate the estimated number of cases.

## GRANT APPLICATION PACKET

The Authorized Representative/Chief Elected Official for each CLG will be notified annually of grant availability. This letter will indicate the tentative award amount and the due date for grant applications which is generally at the end of April. Without prior approval in advance, no late submissions will be accepted and any assigned grant funds will be re-assigned in accordance with the criteria outlined above. Application submittals may be emailed as a scanned pdf, submitted by mail, or hand-delivered. Hand-deliver or mail to: Gwen Davis, Deputy SHPO, Division of Historical and Cultural Affairs, 21 The Green, Dover, DE 19901. Submit by email to: [gwen.davis@state.de.us](mailto:gwen.davis@state.de.us). Upon receipt, applications will be reviewed to determine if they meet the requirements outlined in these guidelines. The Project Coordinator listed on the application cover form will be contacted if there are any questions regarding the proposed project.

The CLG grant application packet consists of four main sections. Attach any supplementary materials required to support the project as outlined in the Grant Activities section above.

1. **CLG Grant Application Packet Cover Form (Attachment 1):** Indicate the name of the project, the project contacts, and provide a short description of the project.
2. **Project Narrative:** A detailed description of the project which should be limited to no more than three typed pages and which should address the questions outlined below for each project activity to be included as part of the project.
  - What:** What will be achieved as a result of the project? All projects must result in some tangible outcome. [See the Eligible Grant Activities section for further guidance on this.]
  - Where:** Where is the geographic area that will be impacted by the project? [Provide a map to clarify, as needed.]
  - Why:** Why is the proposed activity important to your community? Indicate benefit to the historic properties in your community would result from the project. Indicate the objectives in Delaware's Historic Preservation Plan that would be met by the project.
  - How:** How will the activity be undertaken? Indicate the methods to be employed to achieve your objectives. Indicate the schedule for completing project work.
  - Who:** Who will be involved in the project? Provide the names and/or titles of all personnel who are to be involved in the project indicating their role. For known project personnel who will serve as a Principal Investigator (provide their resume).
  - When:** If there are events, when will they happen? If there are reports, when will they be completed? Indicate specific dates.
3. **Project Budget (Attachment 2/2A or equivalent):** The project budget information must indicate all costs associated with the project (see Section below on Allowable Costs for CLG Grants) as well as information related to the donor, source, kind, and amount of non-federal (matching) funds for the project (see Attachment 2A for guidance on defining applicant match which may be contributed by the applicant or a

third party). Applicants may use Attachments 2/2A to provide the budget information or may create their own project budget forms as long as they contain equivalent information.

4. **Statement of Assurances for CLG Grants (Attachment 3):** Certification that the CLG is in compliance with the administrative requirements of the grant program. It must be signed by the chief elected official/authorized representative of the CLG.

### **ALLOWABLE COSTS FOR CLG GRANTS**

The list below includes most types of allowable costs associated with CLG grants. Any cost not indicated should be discussed with the HCA Grant Manager. A number of cost categories require advance discussion with the HCA Grant Manager.

1. **Advertising** – If the advertising is directly related to project activities.
2. **Books** – If directly related to project objectives and after prior approval by the HCA Grant Manager.
3. **Personnel Compensation (including wages, salaries and fringe benefits)** – These may be paid from the grant or may be matching share as long as the personnel are directly involved with grant activities or administrative or fiscal oversight. In addition to salary, employer's contributions or expenses for social security, employee's life and health insurance plans, unemployment insurance coverage, workmen's compensation insurance, and pension plans are allowable provided such benefits are granted under approved plans and are distributed equitably. Note that benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, sick leave, court leave, military leave, and the like, are allowable only if the cost is equitably allocated.
4. **Capital Expenditures (Costs Over \$500)** – Requires prior approval from HCA Grant Manager.
5. **Donated Time** – Volunteer time may be used as a part of the matching share if it is integral and necessary to the project. The application should indicate the estimated number of hours and the hourly rate claimed for each volunteer. Rates claimed for volunteer services within their area of professional expertise (e.g. lawyer's performing legal services) must be consistent with rates paid for similar work in State government, up to a maximum of \$50 (Contact HCA Grant Manager to discuss rates). For all others, the Delaware minimum wage rate must be used.
6. **Exhibits** – If the exhibit is temporary and the topic is related to grant objectives.
7. **Indirect Costs** – If developed in accordance with applicable indirect cost principles and based on a current provisional rate awarded by a federal agency in accordance with an approved cost allocation plan. Include a copy of the indirect cost plan approval, and documentation of the approved rate, the time period which it covers, and the cost categories covered by the rate.
8. **Materials and Specialized Supplies** – If these supplies are directly related to project goals; general stationary and office supplies are excluded.
9. **Mileage** – If one of the approved grant activities is travel and then only at a rate per mile that coincides with the approved state mileage rate (Discuss the HCA Grant Manager).
10. **Postage and Shipping** – If directly related to project objectives.
11. **Printing and Reproduction** – If directly related to project objectives (includes photo reproduction and duplication, and photocopying).
12. **Professional and Consultant Services** – Professional services may be sole-sourced if under \$50,000 and reimbursed at a maximum rate of \$74 an hour, but contracting is to be conducted in a manner that provides maximum open and free competition (Discuss with HCA Grant Manager).
13. **Registration** – For attendance at conferences/workshops (Basic registration only – no special tours) (HCA Grant Manager must approve attendance in advance).
14. **Travel** – Costs of transportation to and from the conference at the rate the state approved mileage rate between the attendee's home or office and the conference location. Public transportation is reimbursed at cost when receipts are provided. A maximum of two nights lodging at the federally-allowed per diem rate is also allowed. (Contact HCA Grant Manager for federal lodging per diem rate).

## CLG GRANT APPLICATION PACKET COVER FORM

**CLG Applicant:** \_\_\_\_\_

Contact Person	Responsible for Program Management	Responsible for Fiscal Management
<b>Name</b> <b>Title</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Email</b>		

**Indicate Attachments:**

- |  |   |
|--|---|
| <input type="checkbox"/> Project Narrative (maximum of 3 pages)    | <input type="checkbox"/> Statement of Assurances (Attachment 3) |
| <input type="checkbox"/> Project Budget (Attachment 2 or equiv.)   | <input type="checkbox"/> Resume of PI, if known, and required   |
| <input type="checkbox"/> Applicant Match (Attachment 2A or equiv.) | <input type="checkbox"/> Other _____                            |

**Eligible Grant Activities (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> Survey            | <input type="checkbox"/> Commission/Staff Training |
| <input type="checkbox"/> National Register | <input type="checkbox"/> Public Outreach           |
| <input type="checkbox"/> Planning          | <input type="checkbox"/> Support for CLG Staff     |

**Short summary of the application's goals and activities including the time frame of the project:**

**PROJECT BUDGET FORM**  
 (Complete applicable sections; round to nearest dollar)

<u><b>COST CATEGORIES</b></u>	<u><b>COSTS</b></u>	<u><b>TOTALS</b></u>
<b>Personnel Salary and Fringes</b>		
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
<b>Personnel Total</b>		\$ _____
<b>Volunteers</b> (This must be listed in Attachment 2A)		
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
<b>Volunteer Total</b>		\$ _____
<b>Consultant Services</b> (Name, if known, and rate/hr.)		
_____	\$ _____	
<b>Consultant Total</b>		\$ _____
<b>Supplies and Expenses</b> (List specific cost categories)		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
<b>Supplies and Expenses Total</b>		\$ _____
<b>Indirect Cost Rate</b> (see Allowable Costs for CLG Grants) (\$ _____ X _____ %)		
		\$ _____
<b>TOTAL PROJECT COSTS</b>		<b>\$ _____</b>
<b>FEDERAL SHARE REQUESTED</b>		<b>\$ _____</b>

**APPLICANT MATCH****(To be provided by applicant or an entity partnering with the CLG)**

Donor:	_____	Donor:	_____
Source:	_____	Source:	_____
Kind:	_____	Kind:	_____
Amount:	_____	Amount:	_____

Donor:	_____	Donor:	_____
Source:	_____	Source:	_____
Kind:	_____	Kind:	_____
Amount:	_____	Amount:	_____

**TOTAL MATCH:** \$\_\_\_\_\_ (Must equal or exceed 40% of the total project costs)

Definitions to be used to complete the information above:

**Donor:** Indicate applicant's name or list name(s) of other donor(s)**Source:** Indicate the source of the funds (examples: operating funds, private donation, appropriated funds)**Kind:** Indicate the kind of match (examples: cash, applicant personnel or in-kind services, donated/volunteer time, or indirect costs (with a federally approved indirect cost plan))**Amount:** For each kind of applicant match indicate the dollar amount



## STATEMENT OF ASSURANCES FOR CLG GRANTS

As a duly authorized representative of the government which is applying for this federal CLG Grant, I certify the following statements to be true.

1. The applicant has complied with all requirements of Delaware's CLG Program including timely submittal of their annual report outlining CLG commission actions and activities for the prior year.
2. The applicant has a satisfactory record of integrity, judgment, and performance, especially with prior performance of grants and contracts.
3. The applicant will be able to comply with the proposed completion schedule for the project.
4. The applicant has adequate financial resources for performance, as well as the necessary experience, technical qualifications, and facilities.
5. The applicant has an adequate accounting system and auditing procedures to provide effective accountability and control of property, funds and assets sufficient to meet federal audit requirements.
6. The applicant will perform the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996, and OMB-Circular A-133.
7. The applicant is in conformance with all federal statutes relating to non-discrimination, and will execute a U.S. Department of the Interior Civil Rights Assurance of Compliance as part of their Letter of Agreement.
8. The applicant will comply with provision of the Hatch Act which limit political activities of employees whose principal employment responsibilities are funded in whole or in part with federal funds.
9. The applicant is not debarred from receiving federal funds.
10. The applicant will comply with the Grant Requirements outlined in application guidelines, and with the Secretary of the Interior's Standards and Guidelines for Historic Preservation Projects, as applicable.

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Signature of CLG Authorized Representative

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Date

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Typed Name and Title of Authorized Representative

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Applicant (Municipality or County)

The activities funded under the CLG grant program are financed in part with federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity funded by this Program, or if you desire further information, please write to: Office of Equal Opportunity, National Park Service, 1849 C Street, N.W., Washington, D.C. 20240.

## **Project for Dover's 2019 Comprehensive Plan**

### **Evaluation of 2008 Goals and Recommendations**

As part of the preparation of the City of Dover's 2019 Comprehensive Plan, the Planning Office is looking to evaluate the implementation of the *2008 Comprehensive Plan*. Please complete the following task.

Using the attached Chart entitled "Evaluation of 2008 Goals and Recommendations," please evaluate each goal and provided any comments regarding each goal. These Plan Goals are found in Table 1-1 and in Chapters 5-11 of Dover's *2008 Comprehensive Plan as amended*.

Use the following scale of 1 to 5 in evaluating the importance of each goal.

- 1 = Less Important
- 2 = Somewhat Important
- 3 = Important
- 4 = More Important
- 5 = Very Important

## CHAPTER 6

### HISTORIC PRESERVATION PLAN

#### Part I – Background Information

##### Historic Development in the City of Dover

A description of the founding and development of the City of Dover has been included in Chapter 1 of this plan; however, it is essential to identify some additional facts about the origins of Dover's historic resources in this chapter. Although the City traces its roots as far back as the late seventeenth century, Dover's first modern development "boom" began immediately after the end of the Civil War. Commercial growth in Dover during this time was spurred primarily by the extension of railroad services to the City, connecting the Dover area's agricultural products to large urban markets to the north and west. Subdivision of land in the latter half of the nineteenth century allowed for the construction of vast commercial and residential developments.

The City of Dover is known for its exemplification of a late-nineteenth century townscape. Development of the City continued in the twentieth century with residential, commercial, and major industrial areas. Residential development expanded the downtown street grid to the north and south. Post-World War II residential subdivisions developed surrounding the City's core and continued into the mid-to-late twentieth century to provide housing for the workforce of the new industries like Playtex and Dover Air Force Base. The downtown core area of Loockerman Street was a significant commercial and cultural district mid-century then began to wane as auto-oriented commercial development grew along Route 13 (DuPont Highway) and Route 113 (Bay Road) corridors.

A majority of the historic resources in Dover are centered around and to the north of The Green. The development of this historic area has been categorized into three distinct phases of growth. These three phases are identified by the historical incorporation of developed areas into the City during the period immediately following the Civil War until the late 1920s. The dates assigned to these growth periods are 1868, 1885, and 1929. The 1868 City limits were bounded by Water Street on the south, Division Street on the north, West Street and the railroad on the west, and King's Highway on the east. In 1885, the City stretched northward as far as Clara Street and the 1929 limits reached Ross Street to the north and South Street to the south. Neither the 1885 expansion nor the 1929 expansion significantly added developed areas to the east or west of the original boundaries. The combined area covers the historic core of the City of Dover.

##### Identification of Historic Resources

The formal identification of historic resources begins with Cultural Resource Surveys according to the criteria and standards set by the Delaware State Historic Preservation Office (SHPO), Division of Historical and Cultural Affairs. This is a systematic inventory of Delaware's buildings, structures, sites, and objects over fifty (50) years old. Each property is assigned a Cultural Resource Survey (CRS) number. Government agencies, consultants, and

SHPO staff supply this survey information by conducting projects, reviews, and grant-funded surveys. Within the City of Dover, the core Downtown area and some of the adjacent residential areas were subject to Cultural Resource Surveys completed in the 1980s. More recently, additional historic resources have been surveyed as part of road development projects in other areas of the City. It is important to note that not all areas of the City have been subject to this survey.

Information from the Delaware CRS can be used for local planning initiatives and the determination of local priorities for identification, evaluation, registration, and treatment of historic resources. The CRS information allows for continual updating of changes to or demolition of the identified historic resources. The CRS also needs to focus on the completion of surveys of early to mid-twentieth century resources within the City.

The evaluation and registration of historic resources may lead to specific types of designation including recognition of individual properties and historic districts. The two types of historic districts established in the City of Dover: the federally designated historic districts listed in the National Register of Historic Places and a local Historic District Zone. There are three Historic Districts listed in the National Register of Historic Places and one local Historic District Zone. The boundaries of the local Historic District Zone overlap portions of two of the National Register listed historic districts. The locations of each of the districts are shown on Map 6-1.

There are several differences between the National Register listed historic districts and the local Historic District Zone. The properties listed in the National Register of Historic Places are governed by the National Historic Preservation Act of 1966, as amended. These properties are given protection when potentially impacted by federal actions. Further, the listed properties may be eligible to apply for the Federal Historic Preservation Tax Incentives program for certified rehabilitations. State, regional grants and incentives are also available for these properties. However, the designation as a National Register Historic District does not impose land use or structure design restrictions on the property owners within the district boundaries. Most of the benefit to those properties within the National Register of Historic Places comes in the form of pride, recognition, and local awareness. In addition, property values in these districts are typically higher and more stable.

In contrast to the National Register Historic Districts, the Dover local Historic District Zone was established by a set of local ordinances under state enabling legislation. The local Historic District Zone functions as an overlay zone. The provisions for the Historic District Zone (H) are outlined in Article 3 §21 of the *Zoning Ordinance* and its area is depicted on the City's official Zoning Map. The Historic District Zone was created in order to preserve the historic character of an individual historic resource or a district as a whole. The local Historic District Zone includes regulations regarding structural design and landscapes, as well as a design review process for any proposed changes to properties within the district. These regulations are titled the *Design Standards and Guidelines for the City of Dover Historic District Zone*. The permitting process for projects within the district is subject to the Architectural Review Certification Process, which ensures the consistency of projects or changes with the standards of the local Historic District Zone. A description of these designated historic resources follows.

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*National Register of Historic Places: Dover Green Historic District*

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The Dover Green Historic District (K-394) encompasses the area of earliest development in Dover. It is bordered on the north by North Street, on the south by South Street, on the east by Federal Street, and on the west by South Governors Avenue. The Dover Green Historic District was established to recognize the historic importance of the area during the City's development in the eighteenth century. The district includes a range of building types from residences and offices to governmental and church buildings. The key feature of this district is The Green.

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*National Register of Historic Places: Victorian Dover Historic District*

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The Victorian Dover Historic District (K-396) includes the historic areas north of the Dover Green Historic District surrounding both Governors Avenue and State Street. The district stretches as far north as Mary Street and Walker Road, and is bounded on the south by North Street, on the east by the St. Jones River, and on the west by North West Street and the areas of New Street and North Governors Avenue. The Victorian Dover Historic District was established to recognize a portion of the historic development of Dover during the nineteenth century and post-Civil War period. It includes residential and commercial areas.

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*National Register of Historic Places: Little Creek Hundred Rural Historic District*

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The Little Creek Hundred Rural Historic District (K-5686) includes an agricultural landscape located east of Dover and northwest of the town of Little Creek. A portion of this historic district on the west side of Long Point Road lies within the City of Dover boundaries.

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*National Register of Historic Places: Individual Properties*

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A number of individual properties within the City of Dover are listed in the National Register of Historic Places. The table below identifies these properties.

**Table 6-1: Properties Listed in the National Register of Historic Places**

<i><b>CRS#</b></i>	<i><b>Property Name</b></i>
DE-104	First Broiler House (relocated to DE Agricultural Museum & Village)
K-104	Bradford-Loockerman House
K-106	Christ Church
K-107	Delaware State Museum Buildings
K-110	Governor's House (Woodburn)
K-112	Loockerman Hall
K-115	Old State House
K-125	Eden Hill
K-126	Greenwold
K-347	John Bullen House
K-486	Hughes-Willis Site
K-6396	Palmer House

*Source: Delaware State Historic Preservation Office*

### *Dover Local Historic District Zone*

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Established in 1961, the local Historic District Zone encompasses those historic areas of Dover whose design and environment are essential parts of the historic character of the City. The Historic District Commission was formally established in 1993 and the *Design Standards and Guidelines for the City of Dover Historic District Zone* were adopted. In 1997, the local Historic District Zone was expanded to encompass the properties fronting on Loockerman Street from State Street to Forest Street. The local Historic District Zone (H) is approximately bounded on the north by Reed and Fulton Streets, on the south by North and South Streets, on the east by the St. Jones River, and on the west by North West Street. See Map 6-1. The local Historic District Zone (H) functions as an overlay zone. It includes residential, commercial and institutional land uses. The local Historic District Zone is considered the most prominent positive force in the active preservation activities regarding Dover's historic resources.

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 undergo a review process known as Architectural Review Certification. 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." Thus proposals are reviewed for conformity with the design criteria and development guidelines found in the *Design Standards and Guidelines of the City of Dover Historic District Zone*. For Architectural Review Certification, the Staff reviews of certain types of the projects such as signage, fences, and minor exterior improvements through the Building Permit process. Historic District Commission reviews new construction projects and demolition requests taking action on the Architectural Review Certificate. In instances such as Site Development Plans where the proposed project also requires Planning Commission review, the Historic District Commission makes a recommendation on the Architectural Review Certificate which is forwarded to the Planning Commission.

### **Historic Preservation: Development Activity and Historic Resources**

Since the inception of Dover dating to the early 1700's, the growth and development of the City has continued. Today, development activity is faced with the challenge of balancing preservation as related to building, history, and culture with the development activity of a modern society. As described above certain types of development activity on properties within the designated local Historic District Zone (H) are subject to a design review process known as the Architectural Review Certification. This design review process is part of the regulatory authority established in the *Zoning Ordinance*. The earliest land use codes of the City dating to the 1960's recognized the special character of the oldest sections of the City and sought to protect it.

Most of the regulations associated with the preservation and/or protection of historic resources focus on consideration of an area's character. The character of an area looks at elements like architectural style, building form, siting and placement, presentation of the streetscape, and landscaping. The concept of land use focuses more on the location of the development and the type of uses that occur together or in close proximity. Also the elements of density, lot coverage (paved versus open land), infrastructure, a mix of uses, a diversity of uses, open space, and public space are related to land use. The choices made related to these character elements and land use have an economic impact ranging from jobs created/retained to construction costs, income, wealth, taxation, housing affordability, and tourism opportunities. There are also incentives for which development projects may qualify to assist in addressing the economic impacts (See descriptions.).

Development activity within the area of the Historic District and even other areas of the City has the potential to impact historic resources. Within the current City boundaries, development activity may range from the adaptive re-use of an existing building to infill of a vacant property to the development of a large tract of land. Also as the City continues to annex land, the consideration of the historical importance of these lands may need to focus on historic resources such as agricultural landscapes (and buildings), archaeology, and even early twentieth-century buildings.

With the existing regulations and current design review process in the City of Dover's Historic District Zone, a number of concerns have been expressed including how to clarify the process, how to encourage reuse of existing buildings, how to encourage appropriate architecture for new buildings on infill sites, and Downtown revitalization efforts. Some of the contemporary concepts of planning which may assist with preservation efforts include new standards for construction and rehabilitation, a focus on smarter growth by mixing uses, sustainability, utilization of existing infrastructure, various approaches to affordable housing, and form-based codes. Overall, an emphasis on neighborhood/area planning to address character, the importance of building form, and urban design principles are key concepts.

Another issue that has arisen in recent years relating to revitalization and redevelopment of Loockerman Street is the role of the Historic District Zone (H) on Loockerman Street. The Historic District Commission and the Planning Commission have reviewed proposals along Loockerman Street that do not strictly adhere to the *Design Standards and Guidelines of the City of Dover Historic District Zone*. The public has supported these projects and the Historic District Commission and/or Planning Commission have issued Architectural Review Certificates for some designs.

In meetings with the Planning Commission, the Historic District Commission, and the public in development of the 2008 Comprehensive Plan, all expressed a need to revisit the *Design Standards and Guidelines of the City of Dover Historic District Zone*, and specifically to address how the guidelines apply to Loockerman Street. All expressed a concern that Historic Preservation plays a more prominent role in the area encompassing and immediately surrounding The Green than along the Loockerman Street commercial corridor, and that the standards and guidelines should appropriately differentiate between the two areas. Some feedback indicated that the Loockerman Street corridor should be removed from the Historic



District Zone (H) entirely; however, in order to preserve the overall character of the area, differing treatment within the guidelines is a more appropriate approach to this issue.

## **Historic Preservation: Programs and Groups**

Several entities are involved in the preservation of historic and cultural resources in the City of Dover. These include local, state and federal governmental agencies as well as private and not-for-profit organizations. Some of the major agencies and organizations are identified and described below.

### *Dover Historic District Commission*

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The Historic District Commission was established in 1993 by the *Zoning Ordinance* (Article 10 §3) to create and maintain district zone guidelines and review proposed developments and projects within the local Historic District Zone. The types of projects reviewed for Architectural Review Certification range from exterior renovations to new development projects for multi-story buildings. In the period from 1996-2002, the Historic District Commission reviewed thirty (30) applications. From 2003 to the present (October 2008), the Historic District Commission has reviewed forty-two (42) applications. Some of the large projects include the Haslet Armory conversion to State offices, the Robbins Hose Company (Dover Fire) Station 1 Building Addition, the Kent County Courthouse Building Addition, an office building development known as State Street Commons, and Collegian Plaza (apartments). On The Green, projects have included the renovation of the Old State House and the proposed renovation/restoration of the John Bell House. Other projects reviewed include a variety of parking lots, smaller building additions, signage, and banner programs. In addition, the Commission advises City officials on all matters regarding historic preservation in the City and acts as a local government liaison when meeting with outside officials about historic preservation matters. The Commission also reviews applications for the City's Tax Credit Program for Historic Properties. At least six tax credit applications have been considered since the establishment of the program in 1997. The Commission is also a member of the National Alliance of Preservation Commissions which offers training and research information.

### *Downtown Dover Partnership*

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In July 2008, the Downtown Dover Partnership was formed. This new organization combines the Downtown Dover Development Corporation, the Dover Parking Authority, and Main Street Dover. From its Bylaws, the purpose of the Downtown Dover Partnership is "to promote the public welfare of the residents of the City of Dover, Delaware by promoting and furthering in any way, the development of the economic, cultural, and historic resources of the downtown area of the City of Dover and to provide for the residents to the extent that the common good and general welfare of the community is served." This purpose statement also lists the following goals: to improve the opportunities for job creation, to broaden the tax base through the development of the commercial and residential potential of the Central Dover area, and to maintain and restore the historic and architectural and community qualities of the downtown area consistent with the goals of the National Main Street Program.

One of the Partnership's forerunners, Main Street Dover, Inc. was a not-for-profit organization whose primary goal was the economic development and revitalization of the central Dover commercial areas. The activities of the organization were undertaken in the context of historic and cultural resource preservation. Beginning in 1996, Main Street Dover provided grants for historic properties through the Facade Improvement Grant Program assisting over seventy projects.

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### *Friends of Old Dover*

The Friends of Old Dover (previously also known as the Dover Historical Society) is a local non-profit group that promotes preservation of properties with historical significance in Dover and Kent County, Delaware. The group encourages the preservation and restoration of documents and other memorabilia of historical, biographical, or genealogical significance. The Friends of Old Dover encourages Dover's beautification by garden sponsorship and tours. The Friends of Old Dover educates citizens on Dover's historical heritage by conducting Old Dover Days activities, celebrations, memorial observations, educational programs and tours. May 2-4, 2008 was the 75<sup>th</sup> Anniversary of Old Dover Days.

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### *First State Heritage Park at Dover*

The First State Heritage Park at Dover (FSHP) is a new initiative established in 2004 that places the historic resources of Dover in the forefront. In this non-traditional approach to a park, the concept creates Delaware's first urban "park without boundaries" linking together a series of historic and cultural sites. It is a partnership of state agencies under the leadership of Delaware State Parks in addition to the City and a variety of private entities (non-profits and churches). A series of anchor sites make up the urban historical park. The First State Heritage Park at Dover instituted "First Saturdays" to coordinate programming and interpretation at local museums and participated in the development and installation of signage, wayfinding and information features such as maps, banners, and waysides. The FSHP also focuses on the promotion of heritage tourism with innovative opportunities to learn about Dover's history through costumed interpreters, hands-on children's activities, and a variety of walking tours including the popular "cemetery lantern tours." The FSHP took the lead in preparing Dover's application for designation as a "Preserve America Community." The City of Dover was designated a "Preserve America Community" on November 5, 2008. The FSHP program is actively involved in the preservation, restoration, and research of the one story frame building located at 43 The Green, known as the John Bell House.

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### *State Agencies*

The Delaware Division of Historical and Cultural Affairs focuses on historic resources through historical research, stewardship, management of historic properties, interpretation, and public education. State Historic Preservation Office (SHPO) is a part of this state agency which conducts statewide and local historic preservation activities. SHPO provides informational assistance to property owners and local governments pursuing preservation activities. In addition, SHPO facilitates nominations of properties to the National Register of Historic Places and maintains information about surveyed cultural resources statewide. As part of their goals to provide information on historic resources, they are developing CHRIS (Cultural and Historic Resource Information System), a web-based interactive map. The

agency also just completed Delaware's Historic Preservation Plan 2008-2012 entitled *Planning for the Past: Preserving Delaware's Heritage*.

The Office of State Planning Coordination recognizes preservation as a component of the planning process associated with land use planning, conservation, economic growth, and redevelopment activities. The Office was a partner in the 2004 publication entitled *Better Models for Development in Delaware*. From this report, one of the six Principles for Better Development is "Preserve Historic Resources" in addition to preservation related concepts within the other principles." The principle is given as:

**Principle 4. Preserve Historic Resources**

Delaware's rich history is still evident in the wealth of historic building and neighborhoods found in cities, small towns and rural areas throughout the state. Historic assets should be identified and protected, and developers should be encouraged to rehabilitate and reuse historic structures. Protecting historic resources such as small-town main streets is also important because historic preservation is a powerful tool for economic revitalization that generates jobs and attracts tourists, residents and investors. – *Better Models for Development in Delaware*, page 54 and 69.

A number of other state agencies contribute to preservation efforts by supporting local community redevelopment initiatives. The Delaware Office of Management and Budget provides monetary and informational assistance. The Division of Facilities Management, within the department, manages a number of state owned historic buildings within Dover. The Delaware Department of Transportation (DelDOT) administers recognition programs and grant funding opportunities, such as the Delaware Scenic and Historic Highways program and Transportation Enhancement program. The Delaware Department of Natural Resources and Environmental Control (DNREC), in addition to having offices within adaptively used historic buildings, plays a role in park programming, in conservation programs associated with the St. Jones River adjacent to Downtown, and other cultural resource management and planning. Other divisions and agencies contribute to land protection activities as part of the Open Space Program and federal and state wildlife areas.

The Delaware Economic Development Office (DEDO) also plays a role in historic preservation activities in the state. DEDO supports the preservation activities undertaken by public, private and not-for-profit organizations by providing information and technical assistance. The Delaware Main Street Office and the Delaware Tourism Office are part of this agency.

The Delaware Department of Agriculture (DDA) assists in administering the Delaware Agricultural Lands Preservation program. The program includes land enrolled in ten-year Agricultural Preservation Districts and land permanently-protected through the Purchase of Development Rights. Many of these properties include historic dwellings and agricultural outbuildings, as well as archaeological sites. There two farms within the City limits protected through the Purchase of Development Rights program of the Agricultural Lands Preservation program: one on the north side of Route 8 at the City's western boundary and the second along Long Point Road on the east side of the City.

### *Preservation Delaware, Inc.*

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Preservation Delaware, Inc. (PDI) is a statewide not-for-profit organization dedicated to preserving historically and architecturally significant resources in the state. PDI provides information to Delaware local governments and individual property owners seeking to preserve or rehabilitate historic structures. Its counterpart at the national level, the National Trust for Historic Preservation provides leadership, education and advocacy to save America's diverse historic places and revitalize communities.

### *Federal Agencies*

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The U.S. Department of the Interior administers most federal government programs and assistance. The National Park Service, part of the Department of the Interior, maintains the National Register of Historic Places and the Heritage Preservation Services program. These programs provide recognition, monetary assistance and tax incentives for rehabilitation projects of certified historic properties. The Advisory Council on Historic Preservation administers the federal regulations for implementing Section 106 of the National Historic Preservation Act of 1966 and well as other programs such as the Preserve America program.

## **Historic Preservation: Available Programs, Incentives, and Resources**

Several assistance and certification programs are available to local governments and private property owners pursuing historic and cultural resource preservation activities. There are other approaches such as easements, covenants, and Transfer of Development Rights which may be ways to assist in preservation activities as well. Four of the main programs and incentives are described below.

### *Certified Local Government Program*

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In 1980, an amendment to the National Historic Preservation Act of 1966 established the Certified Local Government (CLG) program to involve local governments in national preservation efforts. Most states, including Delaware, created programs extending CLG status to local communities with a local historic preservation district and a historic preservation commission. The CLG program provides intensive protection to designated areas and eligibility for federal Historic Preservation Funds. In addition, localities participating in the CLG program may participate in the National Register nomination process for historic properties and are strongly considered for training and technical assistance from SHPO. The Dover Historic District Commission is working to complete an application for Certified Local Government status.

### *Tax Credit Programs*

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Tax credit and incentive programs for historic preservation are available at the City, county, state, and federal level for certified historic properties in Dover. The City of Dover Tax Credit Program is administered by the Dover Historic District Commission and applies to exterior rehabilitations to properties within the local historic district or properties listed on the National Register of Historic Places. The City program provides a tax credit amounting to 50% of the cost for approved preservation, restoration, or rehabilitation project to the exterior architectural facades. The project must cost a minimum of \$1,200. The credit is provided in equal amounts over the period of ten years with a maximum credit of \$600 per year.

The Tax Credit Program for Historic Properties in Kent County offers a county tax credit for historic properties listed in the National Register of Historic Places based on preservation, rehabilitation, and/or restoration projects involving exterior rehabilitations to the architectural facades of buildings. The credit is applied to county property taxes and is similar in requirements to the City program.

The Delaware State Tax Credit Program applies to rehabilitations to those properties individually listed on the National Register of Historic Places, those located within a National Register Historic District and certified as contributing to the historical significance of that district, or those located within a local historic district and deemed eligible for National Register listing. The rehabilitation project must be certified by SHPO and have “qualified” expenditures exceeding \$5,000. The tax credit ranges from 20-40% of the qualified expenditures and may be claimed after SHPO issues a certificate of completion for the project.

The U.S. Department of the Interior, in partnership with the U.S. Department of the Treasury and the Internal Revenue Service, administers two federal tax credit programs (20% program and 10% program) for rehabilitation projects on historic and non-historic properties. The 20% program applies to improvements to those properties either listed on the National Register of Historic Places or properties within a National Register Historic District that have obtained “Certified Historic Structure” status through the SHPO. The rehabilitation project must be deemed a “certified rehabilitation” by a representative of the National Park Service in order to qualify for either tax credit program. The program provides a tax credit of 20% of the total project cost and is applicable to all properties except owner-occupied residences. The 20% credit may only be claimed after the National Park Service issues a certification of the completed work and requires that the owner retain the property for a minimum of five years from the completion of the project. The second program provides a credit of 10% of the total project cost and is applicable to non-historic, non-residential buildings built before 1936.

*The City of Dover Code of Ordinances* also establishes other development activity incentives for the Downtown Redevelopment Target Area. Incentives range from tax abatement to reduction in permit fees and impact fees depending on project criteria. Other federal level incentives are the Low Income Housing Tax Credit program, Community Development Block grant funds, and other programs administered by HUD.

#### *Preservation Revolving Fund*

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The Delaware Preservation Fund, Inc. (DPF) administers a rehabilitation grant program, a low interest loan program, and an easement program. DPF receives funding from a variety of sources including the State of Delaware, the Longwood Foundation, and the Welfare Foundation. Through the program, short-term, low interest loans are provided to the owners of historically significant structures who wish to rehabilitate or stabilize their historic property, but have trouble meeting the requirements for traditional loans. The historic property must meet eligibility requirements and the potential loan recipient must meet approval criteria. The loans are available to corporations, partnerships, individuals and not-for-profit organizations.



### *Scenic and Historic Highways Program*

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Established and administered by the Delaware Department of Transportation (DelDOT), the Scenic and Historic Highways program protects and promotes historically significant corridors in Delaware through awareness and recognition. The program involves a two-step process of nomination and the creation of a corridor plan. DelDOT reviews nomination applications through an evaluation committee and an advisory board, and then forwards the approved nominations to the State Secretary of Transportation for official designation as a Scenic and Historic Highway. After receiving an official designation, the sponsor must create and implement a corridor plan that includes a vision, goal statements, an inventory of resources, a promotion and support plan, and a short-term action plan. Designated corridors are eligible for grants through the Federal Highway Administration for the creation and implementation of the plan. An area designated a Scenic and Historic Highway is promoted through the Delaware Tourism Office, is identified on state highway maps and may receive additional funding consideration from the Delaware Economic Development Office. The Route 9 Coastal Heritage Highway, located east of Dover, has received this designation. Other groups are working on an application for designation of an Underground Railroad Scenic and Historic Highway which may also include resources in Dover.

## **Cultural and Other Resources**

The City of Dover not only possesses a number of historically significant structures, but also is home to several unique cultural resources. As the capital of the state, Dover hosts many institutions that illustrate and exemplify the cultural and historic character of both the City itself and the State of Delaware as a whole. A few of these cultural and other resources are identified and described below.

### *Museums and Cultural Institutions*

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Due to its own unique and rich history and its role as a state capital, the City of Dover hosts several historical and cultural museums and institutions. An agency of the Division of Historic and Cultural Affairs, Department of State, Delaware State Museums administers the following state owned museums located within the City of Dover:

- Delaware Archaeology Museum (Meeting House Gallery I)
- Delaware State House
- Delaware State Visitor Center
- Johnson Victrola Museum
- Museum of Small Town Life (Meeting House Gallery II)

Other museums and cultural institutions located in the City include:

- Air Mobility Command Museum (on the grounds of the Dover Air Force Base)
- Delaware Agricultural Museum and Village
- Delaware Public Archives (Hall of Records)
- Delaware State Police Museum and Education Center
- Delaware State University: Art Gallery
- Delaware State University Education and Humanities Theatre
- Dover Art League
- Dover International Speedway

- Legislative Hall
- Schwartz Center for the Arts
- Sewell C. Biggs Museum of American Art
- Various sculptures and memorials

### *Festivals, Celebrations, and Special Events*

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In addition to typical holiday celebrations and parades that are common to cities across the region and the country, Dover hosts several festivals and celebrations that are distinctly unique to the City. These include:

- **African American Heritage Festival** – A Citywide event recognizing the important role of African American heritage in Dover.
- **Amish County Bike Tour** - Each September over 1,500 cyclists start this tour at Legislative Mall area in Downtown Dover. The tour consisting of varying mile loops winds through the Amish countryside southwest of Dover.
- **Arts on The Green** – A Spring and Summer music series that brings family-style entertainment to Dover each week. The event is held on The Green.
- **Collage of Cultures** – An annual arts exhibit sponsored by the Dover Art League, a key player in cultural and community revitalization in Dover.
- **Dover Air Force Base Community Appreciation Days and Air Show Events** – The Dover Air Force Base hosts open houses and air show events.
- **Dover Mile** – One of many races and walk-a-thons that travel through the historic district. This one mile run and walk event sponsored by the Colonial Rotary Club of Dover is held in June celebrating Flag Day.
- **First Night Dover** – A community New Year's Eve celebration with a 'ball' drop countdown, fireworks and other activities and entertainment.
- **Governor's Festivals at Woodburn** – The Governor's mansion hosts seasonal events each year including a Fall Festival, Easter Egg Hunt and holiday events each December
- **July 4<sup>th</sup> Celebration** – Legislative Hall provides a scenic backdrop for this annual celebration and fireworks display.
- **NASCAR Races** – Dover International Speedway currently hosts two major stock car racing event weekends each year, each drawing well over 100,000 fans.
- **Old Dover Days** – A celebration of the historical heritage of Dover, held the first weekend of May in the City's historic district each year.
- **Old Dover Days Garden Tour** – This tour founded in 1933 features various public and private gardens in the City and nearby area.
- **St. Patrick's Day Parade** – One of many parades that travel the streets of Downtown Dover, this parade is sponsored by Main Street Dover Inc./Downtown Dover Partnership.

## Part II – Plan Goals: Historic Preservation

### *Goal 1: Preserve and Protect Historic Resources*

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Preserve and provide better protection for historic resources including individual properties and historic districts in order to maintain community character and the plan for integration of these places into everyday use.

#### **Recommendation 1: Identification and Designation of the Dover Historic District Zone**

Identify areas and study properties/areas for potential future local Historic District designation as individual structures in a Historic District or the creation of new Historic Districts. The local Historic District designation criterion is established in the *Zoning Ordinance*.

- Evaluate properties of interest and concentrated areas of historic resources for local Historic District designation
- Evaluate for local Historic District designation those areas currently listed in and/or eligible for the National Register of Historic Places
- Evaluate proposed annexation areas for historic resources to address needs for preservation and protection

#### **Recommendation 2: Stewardship of Historic Resources**

Encourage stewardship activities by public and private owners of historic resources to ensure the long-term care, protection, preservation, and continued existence of historic resources.

- Encourage appropriate stewardship of historic resources in City building projects and infrastructure improvements located within designated historic districts or projects impacting historic properties.
- Develop strategies within disaster response plans for the consideration of historic resources.

#### **Recommendation 3: Evaluation of Design Standards and Guidelines**

- Evaluate and update the *“Design Standards and Guidelines for the City of Dover Historic District Zone.”* This document was originally developed and adopted in 1992.
- Evaluate and consider the standards and guidelines in regards to the levels of protection for The Green and the Loockerman Street historic contexts.

#### **Recommendation 4: Architectural Review Certification Process**

Evaluate the existing regulatory process and procedure for Architectural Review Certification for properties located within the designated local Historic District Zone (H) including the process for review and approval of waivers and requests for demolition.

#### **Recommendation 5: Impact of Development Activity on Historic Resources**

Explore other strategies, activities, and incentive programs to assist in the preservation and protection of historic resources in order to balance the needs of preservation and revitalization. These activities may involve regulatory measures such as ordinance or



code amendments, flexible building codes for rehabilitation, form based zoning codes, etc.

- Develop and/or improve incentives and ordinances that encourage the use of historic structures
- Focus planning initiatives on Downtown Dover to strengthen Loockerman Street and the adjoining areas while maintaining the balance of preservation and development activity

### **Recommendation 6: Support of Historic Resources**

There are a variety of approaches that can support and recognize historic resources.

- Support consideration of historic resources in development activities from infill projects to land annexation.
- Continue to identify, assist, and review the nominations of eligible properties to the National Register of Historic Places.
- Explore opportunities to conduct and/or update the Delaware Cultural Resource Survey for properties located within City limits.
- Ensure the diversity of the community as reflected in the City's history, architecture, and demographics are reflected in the preservation efforts
- Recommend completion of a Self-Assessment for the Historic District Commission to identify other strategic planning needs.

### ***Goal 2: Provide and Promote Incentives for Preservation Activities***

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Provide and promote incentives for public and private preservation activities and the protection of residential and non-residential historic properties including incentives to encourage continual use, on-going maintenance of such properties, and appropriate in-fill project design.

### **Recommendation 7: Tax Credit Program for Historic Properties**

Evaluate and improve the process for the City's Tax Credit Program for Historic Properties.

### **Recommendation 8: Increase Participation in Resource-Bearing Programs**

Increase participation in resource-bearing programs (Certified Local Government Program and the Scenic & Historic Highways Program).

- Continue process to complete application to achieve Certified Local Government (CLG) status in the National Park Service's Certified Local Government program.
- Identify corridors for evaluation and consideration for designation in Delaware's Scenic & Historic Highways Program and support initiatives by other groups working to achieve such designation.

### ***Goal 3: Increase Public Information on Historic Resources***

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Increase and promote dissemination of information on preservation activities, the value and significance of historic resources, and historic and cultural heritage tourism opportunities to the general public and elected/appointed officials.

**Recommendation 9: Public Outreach Education**

Initiate educational programs on historic and cultural resources for the general public and elected/appointed officials.

- Develop and/or update written and digital materials (brochures, process guides, web-based postings, GIS mapping, etc.) on such topics as the local Historic District Zone, historic resources, the Historic District Commission, the Architectural Review Certification process, and the City's Tax Credit Program for Historic Properties.
- Conduct workshop training with for the Historic District Commission and Planning Commission on preservation topics and the Architectural Review Certification process.
- Identify and implement methods of on-going communication with historic property owners and interested groups.

***Goal 4: Collaborate with Diverse Groups and Governments***

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Partner and collaborate with special interest groups, within municipal government, and state and federal government agencies regarding preservation activities, cultural activities and heritage tourism.

**Recommendation 10: Assistance and Support of Interest Groups**

- Continue to coordinate with and assist government agencies/ officials and preservation interest groups. Examples of these groups and agencies include the City Council, Planning Commission, Downtown Dover Partnership, Preservation Delaware, the Division of Historical & Cultural Affairs (State Historic Preservation Office), and the First State Heritage Park at Dover.
- Build relationships with the historic preservation programs at Delaware State University, Wesley College, and the University of Delaware

# City of Dover, Delaware

Map 6-1:  
Historic Resources

-  Hydrology
-  Roads
-  Water Bodies
-  Dover Boundary
-  National Register of Historic Places Individual Sites
-  National Register of Historic Places Historic Districts
-  City of Dover Historic District Zone

 As Adopted On  
February 9, 2009

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## Paper Map DISCLAIMER:

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City of Dover, Delaware

National Register of Historic Places  
Historic Districts

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City of Dover Historic District Zone

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**Evaluation of 2008 Goals and Recommendations****From Table 1-1 and Chapters 5-11 of Dover's 2008 *Comprehensive Plan as amended***

Chapter	Goals	Goal Statement	Evaluation of Importance Rate 1-5	Comments
<b>Natural Resources and Environmental Protection</b>	Goal 1: Protect the Natural Environment	Protect the natural environment through the conservation of significant ecological systems that naturally work to enhance the quality of life for residents.		
	Goal 2: Improve Watershed Quality	Continue the City's partnership with DNREC, Silver Lake Commission, and other environmental groups to improve the water quality in Silver Lake and the St. Jones River watershed and Little Creek Watershed.		
	Goal 3: Encourage Green Development and Sustainable Energy Practices	Begin the process of creating both Code amendments and/or policy amendments and revisions which encourage environmentally sensitive development and allow for emerging "green" trends to flourish in the City.		
<b>Historic Preservation</b>	Goal 1: Preserve and Protect Historic Resources	Preserve and provide better protection for historic resources including individual properties and historic districts in order to maintain community character and the plan for integration of these places into everyday use.		
	Goal 2: Provide and Promote Incentives for Preservation Activities	Provide and promote incentives for public and private preservation activities and the protection of residential and non-residential historic properties including incentives to encourage continual use, on-going maintenance of such properties, and appropriate in-fill project design.		
	Goal 3: Increase Public Information on Historic Resources	Increase and promote dissemination of information on preservation activities, the value and significance of historic resources, and historic and cultural heritage tourism opportunities to the general public and elected/appointed officials.		

Evaluation of 2008 Goals and Recommendations				
From Table 1-1 and Chapters 5-11 of Dover's 2008 <i>Comprehensive Plan as amended</i>				
Chapter	Goals	Goal Statement	Evaluation of Importance Rate 1-5	Comments
	Goal 4: Collaborate with Diverse Groups and Governments	Partner and collaborate with special interest groups, within municipal government, and state and federal government agencies regarding preservation activities, cultural activities and heritage tourism.		
<b>Public Utilities and Community Infrastructure</b>	Goal 1: Proactively Maintain Existing Infrastructure and Expand Infrastructure When Beneficial	Continue to place highest priority on maintaining existing utilities and community infrastructure so that reliable service can continue to be provided to existing community.		
	Goal 2: Enhance Infrastructure to Meet Community Needs	Enhance public utilities and infrastructure where studies indicate that community services standards are not being met.		
	Goal 3: Meet or exceed the State and Federal requirements of the NPDES permit and Stormwater Management Plan	-		
<b>Community Services and Facilities</b>	Goal 1: Provide a System of Interconnected Open Space Areas and Recreational Opportunities	Provide a walkable open space network which links the community to facilities, schools, libraries, and travel paths.		
	Goal 2: Provide a New & Modern Public Library	The City should pursue and support the construction and operation of a newly constructed modern library facility.		
	Goal 3: Disaster Preparation	The City must be prepared to face and quickly address potential disasters both natural and man-made.		
	Goal 4: Provide and Maintain High Quality City Services	The City should provide and maintain high quality services to all residents, properties, and visitors within Dover.		

**Evaluation of 2008 Goals and Recommendations****From Table 1-1 and Chapters 5-11 of Dover's 2008 Comprehensive Plan as amended**

Chapter	Goals	Goal Statement	Evaluation of Importance Rate 1-5	Comments
	Goal 5: Protect and Preserve the City Owned Resources	The City should work to ensure the protection and preservation of its own resources ranging from natural, historic, and cultural resources to the physical facilities.		
<b>Transportation</b>	Goal 1: Preserve and Maintain the Existing Transportation System	Encroaching development and unlimited access onto the region's major roadways reduces system capacity. By guiding development, controlling access, and taking active steps to preserve transportation system investments that have already been made, the existing system can be maintained.		
	Goal 2: Increase Coordination with Agencies	Work with citizens, DelDOT, and the MPO to ensure that Dover's long and short-range transportation needs are addressed.		
	Goal 3: Develop and Expand Alternate Modes of Transportation	Expanding facilities and services for alternate modes of transportation such as walking, bicycling, taxi, and transit services enhances mobility for residents, reduces the number of single-occupant vehicles, and reduces the need to own an automobile.		
	Goal 4: Create Recommendations and Policies for Roadways and Development	The City should cooperate with DelDOT through the Development Advisory Committee (DAC) and the Dover/Kent County MPO on the following: • Support for access management along minor arterials and collector roads to protect traffic capacity and preserve the character of existing neighborhoods. • Support for pedestrian, bikeways, and public transit facilities in subdivisions and site plan applications.		

Evaluation of 2008 Goals and Recommendations				
From Table 1-1 and Chapters 5-11 of Dover's 2008 <i>Comprehensive Plan as amended</i>				
Chapter	Goals	Goal Statement	Evaluation of Importance Rate 1-5	Comments
	Goal 5: Air Quality: The Ozone Challenge	The City of Dover is committed to working with the Dover/Kent County MPO to reduce the air quality impact of auto emissions through sound land use planning, enhancing the bicycle and pedestrian transportation network in Dover, and encouraging increased use of public transit.		
<b>Economic Development</b>	Goal 1: Attract and Retain High-Paying Quality Jobs by Targeting Large Firms and Businesses to Major Growth Areas in the City	-		
	Goal 2: Revitalize Downtown Dover as a Vibrant Town Center Integrating the Hospital, the Colleges & Universities, the State and City Governments with Business (Retail and Professional), Housing and Tourism	-		
	Goal 3: Ensure that Zoning Requirements Encourage the Uses Desired and Do Not Create Impediments to Desired Business Growth	-		
	Goal 4: Create an Environment for Long Term Economic Investment in Dover Focusing on Green Technology and Entrepreneurial Businesses	-		
	Goal 5: Actively Market Garrison Oak	-		

**Evaluation of 2008 Goals and Recommendations****From Table 1-1 and Chapters 5-11 of Dover's 2008 *Comprehensive Plan as amended***

Chapter	Goals	Goal Statement	Evaluation of Importance Rate 1-5	Comments
<b>Housing &amp; Community Development</b>	Goal 1: Encourage Balanced Housing Opportunities for All Income Levels and Phases in Life	Ensure that adequate, safe, and affordable housing is offered to all income levels, ages and citizens of the City.		
	Goal 2: Preserve Existing Housing Stock	Preserve the existing housing stock in the City of Dover through the continuation of the rehabilitation of existing homes.		
	Goal 3: Provide Safe Livable Neighborhoods	Continue to provide safe livable residential and commercial neighborhoods to improve the quality of life.		
	Goal 4: Provide Homeownership Opportunities for Low/Moderate Income	Provide homeownership opportunities throughout the City, especially within low and moderate-income neighborhoods.		