

**CITY OF DOVER HISTORIC DISTRICT COMMISSION**  
**AGENDA**  
**THURSDAY, September 20, 2018 - 3:00 P.M.**  
**City Hall – Conference Room**

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on August 16, 2018

COMMUNICATIONS & REPORTS

1. Summary of Activity
  - a. Summary of Applications 2017-2018
  - b. Summary of Architectural Review Certifications for 2018
2. Department of Planning & Inspections Update

NEW APPLICATIONS – None

NEW BUSINESS

1. Review of Permits Referred to Commission
2. Certified Local Government (CLG) Program
  - a. Update on Submission of FFY2018 CLG Grant Application
3. Project for Dover's 2019 Comprehensive Plan
  - a. Update on Open House Event and Project Activities
  - b. Information on "*Partners in Preservation: Planning for the Future*" - Delaware's Historic Preservation Plan 2018-2022
  - c. Continued Discussion of Historic Preservation Chapter

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.

# MINUTES OF

## HISTORIC DISTRICT COMMISSION MEETING

### OF AUGUST 16, 2018

- The Meeting Minutes of the August 16, 2018 are still being prepared. These Meeting Minutes will be distributed to the Historic District Commission via email or hand delivered.
- Adoption of the Meeting Minutes may be considered at the September 20, 2018 meeting of the Historic District Commission.

City of Dover Historic District Commission  
Summary of Applications 2017  
Updated thru August 31, 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submitted; Formal Award Letter received with Grant Agreement; Grant Timeframe to cover 7/6/17-6/30/18; Grant Withdrawn
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; No Action
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 received Conditional Use approval from the Planning Commission (Application C-18-01). Final Plan Approval granted 7/26/2018. Awaiting submission of Building Permit.

City of Dover Historic District Commission  
Summary of Applications 2018  
Updated thru August 31, 2018

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-18-01	CLG Grant Application for FFY2018	Certified Local Government Application for Grant Funding	Information File	Notice of Eligibility for Grant 3/15/2018; FFY2018 CLG Grant Application submitted 5/11/2018 to SHPO	Grant Application received; awaiting Formal Award Letter and Letter of Agreement; Grant Timeframe to be 7/1/18-6/30/19
HI-18-02	Referral of Demolition Permit #18-1104 Accessory Structure	12 Kings Highway NE, Elizabeth W. Murphey School	Demolition Permit - Accessory Structure	Permit #18-1104 referred to HDC by City Planner 7/5/2018 for consultation on Architectural Review Certification; Applicant provided additional information to Planner; Planner issued ArchRevCert 7/10/2018	Permit Application received 6/25/2018; Additional Information received 7/9/2018 enabled ArchRevCert to be granted: Permit issued 7/10/2018; Update on Status to HDC on 7/19/2018
HI-18-03	Referral of Fence Permit #18-1207	401 South Governors Avenue	Fence Permit	Permit #18-1207 referred to HDC by City Planner 7/18/2018 for consultation on Architectural Review Certification; Considered at 7/19/2018 HDC Meeting - approval granted for 6 ft. height with recommendations on fence material	Permit application received 7/13/2018; HDC authorizes fence height and recommends materials; Permit to be issued subject to conditions of Architectural Review Certification

## Summary of Permit Applications with Architectural Review Certification

2018 - Updated Thru 8-31-2018

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.
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 8-31-2018

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.
5/29/2018	18-663	410 South State Street, Offices of Schmittinger & Rodriguez	Building Permit - Exterior Renovations	Staff Approval.	Repointing and select brick replacement project.
5/25/2018	18-685	150 Martin Luther King Jr Boulevard South, Tatnall Building	Roof Permit	Staff. No ArchRevCert required.	Replacement/Repair of flat roof area that is not visible.
5/3/2018	18-718	523 South State Street, Christ Church	Temporary Sign Permit	Staff Approval.	Vinyl Banner installed on decorative posts. Installation period 5/1/18-8/1/18.
5/25/2018	18-843	54 South State Street, Presbyterian Church	Roof Permit	Staff Approval.	Replacement of existing asphalt shingle roof with new roof.
7/11/2018	18-1104	12 Kings Highway NE, Murphey School	Demolition Permit	Staff Approval after submission of additional information.	Demolition of accessory structure. Originally referred to HDC (HI-18-02). Additional information allowed Staff to complete Review; updated HDC on 7/19/2018. Permit issued and building demolished.
7/17/2018	18-1117	6 Elm Terrace	Roof Permit	Not reviewed by Planning Staff. Issued by Admin Staff.	Replacement of roof. Later review shows house as asphalt shingle roof already.

Summary of Permit Applications with Architectural Review Certification  
2018 - Updated Thru 8-31-2018

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
7/25/2018	18-1193	410 South State Street, Offices of Schmittinger & Rodriguez	Building Permit - Exterior Renovations	Staff Approval	Rehabilitation and repair of front porch and porch floor & ceiling.
7/20/2018	18-1244	132 W Loockerman Street, The Golden Fleece	Siding Permit - Fascia	Not reviewed by Planning Staff. Issued by Admin Staff.	Repair of fascia and gutter.
8/10/2018	18-1203	108 E Water Street	Building Permit - Interior and Exterior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior work to reconfigure office space areas. Accessibility Ramp at rear of building being reconstruction; limited visibility due to location and landscaping.
8/8/2018	18-1271	228 W Loockerman Street, Commercial Building	Building Permit - Interior and Exterior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior work on floor and joist system due to water damage. Exterior work is brick repointing in select areas related to roof repairs.
8/17/2018	18-1298	25 Kent Avenue, Elizabeth W. Murphey School	Building Permit - Exterior Renovations	Staff Approval.	Construction of round brick walled planter near Sanford Cottage.
8/2/2018	18-1349	321 & 323 S Governors Avenue	Fence Permit	Staff Approval.	Establishment of outdoor patio area on side of building fenced in by black metal fence.
8/6/2018	18-1377	535 S State Street	Roof Permit	Not reviewed by Planning Staff. Issued by Admin Staff.	Replacement of existing porch roof.
8/28/2018	18-1567	124 S State Street, Verizon Building	Siding Permit - Repointing	Staff Approval.	Patch repointing of select area of brick wall.



## Lenapé Heritage Celebration SEPTEMBER 2018

**Saturday, September 1, 2018**

***"The First People of the First State: A Celebration of Heritage"***

The Old State House

**10 am- 4:30 pm**

Join the **Lenapé Indian Tribe of Delaware** at the Old State House as they celebrate mother earth and their culture with dancing and demonstrations. **Grand Entry at 12 noon.** This is a [First Saturday in the First State](#) program. [The Old State House](#), 25 The Green, Dover, DE 19901. Programs from 10:00 a.m. to 4:00 p.m.

Museum open 9 a.m.–4:30 p.m. Free admission. (302) 744-5054

***"Indian Melodies"***

Johnson Victrola Museum

**10:00 am and 2:00 pm**

This engaging program examines early 20<sup>th</sup> century, Victor Record Company's recordings of Native American Music. Historical and Cultural Affairs, Historic Interpreter Valerie Kauffman and featured guest American Indian Flutist, Boe Harris will explore what was called "The Unique American Sound" during the Indianist movement. You can listen to some of these compositions on original 78 rpm recordings played on authentic Victor Talking Machines. In addition, Flutist, Boe Harris will perform Indian melodies. This program is inter-active and the audience will be provided traditional instruments to play along in an impromptu "Indian Melodies Jam Session".

This is a [First Saturday in the First State](#) program. [Johnson Victrola Museum](#),

375 South New Street, Dover, DE 19904. Programs at 10:00 a.m. and 2:00 p.m. Museum open 9 a.m.–4:30 p.m. Free admission. 302-739-3262

**Monday, September 3, 2018**

***"The Long Road to Recognition: New Avenues"***

The Old State House

**1:00 pm**

This program focuses on the **Lenapé Indian Tribe of Delaware** status as a "State Recognized" Indian Community. Elected Chief Dennis Coker will talk about the community's long struggle to achieve this status and what this designation means for the citizens of both the Lenapé Indian Tribe and the State of Delaware.

[The Old State House](#), 25 The Green, Dover, DE 19901. Program at 1 p.m. Museum open 9 a.m.–4:30 p.m.

Free admission. (302) 744-5054

***"Indian Melodies"***

Johnson Victrola Museum

**10:00 am and 2:00 pm**

This engaging program examines early 20<sup>th</sup> century, Victor Record Company's recordings of Native American Music. Historical and Cultural Affairs, Historic Interpreter Valerie Kauffman and featured guest American Indian Flutist, Boe Harris will explore what was called "The Unique American Sound" during the Indianist movement. You can listen to some of these compositions on original 78 rpm recordings played on authentic Victor Talking Machines. In addition, Flutist, Boe Harris will perform Indian melodies. This program is inter-active and the audience will be provided traditional instruments to play along in an impromptu "Indian Melodies Jam Session".

[Johnson Victrola Museum](#), 375 South New Street, Dover, DE 19904. Programs at 10:00 a.m. and 2:00 p.m. Museum open 9 a.m.–4:30 p.m. Free admission. 302-739-3262



**Saturday, September 8, 2018**

***“Archaeology in Delaware and the 1<sup>st</sup> People”***

The Old State House

**1:00 pm**

This program focuses on the Archaeological sites within the State of Delaware. Numerous excavations have revealed stunning information about the lives of Delaware’s first people.

[The Old State House](#), 25 The Green, Dover, DE 19901. Program at 1 p.m. Museum open 9 a.m.–4:30 p.m.

Free admission. (302) 744-5054

**Saturday, September 15, 2018**

***“Deciphering American Indian DNA”***

The Old State House

**1:00 pm**

This program explores the implications of DNA testing from a Native American perspective.

[The Old State House](#), 25 The Green, Dover, DE 19901. Program at 1 p.m. Museum open 9 a.m.–4:30 p.m.

Free admission. (302) 744-5054

**Friday, September 21, 2018**

***“Native American Arts”***

The Dover Public Library

**6:00 pm**

Join the **Lenapé Indian Tribe of Delaware** at the Dover Public Library as they demonstrate drumming, dancing and share the art of bead working.

[The Dover Public Library](#), Loockerman Street, Dover, DE 19901. Free admission.

**Saturday, September 22, 2018**

***“American Indian Women Today”***

The Old State House

**1:00 pm**

American Indian women, including author Kay Oxendine of the Haliwa-Saponi Tribe, will speak about traditional roles and how those roles have become pertinent in today’s #METOO society.

[The Old State House](#), 25 The Green, Dover, DE 19901. Program at 1 p.m. Museum open 9 a.m.–4:30 p.m.

Free admission. (302) 744-5054

**Tuesday, September 25, 2018**

***“Delaware’s Most Important Site: Bloomsbury and the Survival of the Lenapé People”***

The Dover Public Library

**6:00 pm**

Join Archeologist and Ethnographer Dr. Cara Blume as she examines the significance of the Bloomsbury site. This American Indian site gave proof of identity and the continued existence of the Lenapé People in Delaware.

[The Dover Public Library](#), Loockerman Street, Dover, DE 19901. Free admission.

**Saturday, September 29, 2018**

***“Growing Up Lenapé in Delaware: Lenapé Citizens Speak”***

The Old State House

**1:00 pm**

Lenapé tribal citizens speak about their experiences with American Indian identity before and after desegregation.

[The Old State House](#), 25 The Green, Dover, DE 19901. Program at 1 p.m. Museum open 9 a.m.–4:30 p.m.

Free admission. (302) 744-5054

## Project for Dover's 2019 Comprehensive Plan

- Update on Open House Event and Project Activities
  - Open House Event was held on August 23, 2018. See the 2019 Comprehensive Plan Webpage for links to the PowerPoint Presentations from the Open House Event on the Comprehensive Plan and the Rolling Presentation (on the Survey Results):  
<https://www.cityofdover.com/2019-comprehensive-plan>
  - As of August 23, 2019, the Planning Office has released a Preliminary DRAFT of the Land Development Plan Map and a Preliminary Listing of Comprehensive Plan Goals. See the 2019 Comprehensive Plan Webpage for the links under “Additional Resources”:  
<https://www.cityofdover.com/2019-comprehensive-plan>
- Information on “*Partners in Preservation: Planning for the Future*” – Delaware’s Historic Preservation Plan 2018-2022
  - The State Historic Preservation recently released the Final document of the Statewide Historic Preservation Plan. The complete document is on file in the City’s Planning Office and is also available through the following link:  
<https://history.delaware.gov/preservation/planning.shtml>
  - Included in this packet is a copy of **Chapter 7 – The Preservation Plan: Goal, Strategies, and Actions for 2018-2022**. Please review to identify any items to make part of the City’s Comprehensive Plan Chapter on Historic Preservation.
- Continued Discussion of Historic Preservation Chapter
  - Staff will present information on any Comments received from our Public Outreach efforts related to Historic Preservation.
  - Discussion will focus on the section on Plan Goals for Historic Preservation and the associated Recommendations and Action Items. A copy of this section from the 2008 *Comprehensive Plan* is included in this packet.

# 7.

# PRESERVATION PLAN AND IMPLEMENTATION

This section describes the six broad goals of the 2018-2022 preservation plan that were developed from the public meetings and surveys, and from discussions with numerous preservation partners in government, non-profits, and the private sector.

## GOAL 1 - DELAWARE'S HISTORIC PRESERVATION PROGRAM

*Strengthen and expand Delaware's core federal/state historic preservation program to provide a solid foundation for preservation initiatives throughout the state.*

The National Historic Preservation Act established a state and local historic preservation initiatives and are national historic preservation program in partnership essential to their long-term success. These programs with the states and provides the framework for historic should continue to be supported and improved and preservation at the state and local levels. With support integrated with new emerging preservation initiatives. through federal funding, the Delaware State Historic Preservation Office (SHPO) manages the federal/state partnership in Delaware and guides the participation of communities, organizations, and citizens statewide. The SHPO's ongoing programs are the foundation for

## GOAL 2 - RELATED PROGRAMS

*Enhance or establish relationships among federal and state programs that impact historic preservation.*

Programs implemented across a variety of state These agency programs should be highlighted and agencies have impacts on historic buildings, landscapes, coordinated with other preservation initiatives. In all and archaeological resources. In some cases, agency cases, agencies should be cognizant of the impacts programs undertaken primarily for other purposes their programs have on historic resources, and historic contribute substantially to the preservation of historic preservation approaches should be considered and resources and should be recognized as important supported in program administration and management. components of the State Historic Preservation Plan.

## GOAL 3 - BEST PRACTICES IN PLANNING

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*Encourage inclusion of historic preservation values as a best practice in landscape and community planning.*

Historic resources are recognized as an integral component of landscapes and communities throughout Delaware, contributing to their character and to local quality of life for residents. Most major changes within communities are related to land development and growth management processes involving varying levels of governmental oversight and review.

Over the past two decades, best practices in landscape and community planning in Delaware have increasingly recognized the importance of sense-of-place and community character. Some communities have adopted innovative planning strategies that encourage better outcomes in community design and livability. Goal 3 highlights the importance of historic resources in these best practices as character defining features of communities that should be preserved and enhanced. Many of these planning practices go beyond the traditional activities of historic preservation.

## GOAL 4 - GRASSROOTS INITIATIVE

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*Support grassroots historic preservation initiatives in communities throughout the state.*

Grassroots initiatives are at the forefront of historic preservation in counties and communities throughout Delaware. Most grassroots preservation initiatives are undertaken by volunteers who know their communities and are committed to community betterment. In some cases volunteer grassroots initiatives are undertaken through local government-appointed bodies – historical commissions, historic review boards, and others. In other cases, non-profit organizations and ad hoc local groups are involved.

Grassroots action is essential to a healthy, broad-based, statewide preservation program. Grassroots action demonstrates the interest and support of local residents and directly engages local community leaders. Grassroots organizations exist in many forms with widely differing capabilities. To be effective, grassroots activists need to be well informed, realistic, professional, consistent, and persistent. They require support from all levels of government and non-profit sectors, and they will benefit from networking and communication with each other sharing knowledge and experience.

## GOAL 5 - INFORMATION

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*Make information on Delaware's historic resources widely available.*

Accurate and thorough information on Delaware's historic resources is essential to good planning and the preservation of historic building and landscape resources. A number of state agencies share in aspects of collecting, maintaining, and providing access to information on historic resources.

Most important is the inventory of historic resources maintained by the State Historic Preservation Office. Historic contexts can provide a basis for understanding Delaware history and its resources and are important for education, survey, and assessment. Upgrading, improving, and extending the inventory, historic contexts, and other supporting information is an ongoing task in which many partners may participate.

## GOAL 6 - COMMUNICATION

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*Broadly communicate the value of Delaware's historic resources and the means through which they can be preserved and enhanced.*

Effective communication about Delaware's historic resources has several different primary audiences and purposes, but all are important to the state's historic preservation program. Communication within the preservation community, including both professionals and the grassroots advocates, is important to provide information and coordinate activities. Communication with the general public through interpretation and other means is important to encourage understanding and appreciation of historic resources. Communication to young people through education is important in building the long-term support and engagement of future generations.

## STRATEGIES AND ACTIONS

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*To meet each of the six goals, a number of strategies and actions are proposed. These are outlined in the charts that follow this chapter.*

While the goals are broad statements about the hopes for future conditions, strategies define how these goals could be achieved. Specific actions then provide discrete tasks that can be adopted by one or more partners.

Some of the proposed actions are carryovers from the 2013-2017 plan. Many others derive directly from conversations held with partners and stakeholders during the development of the plan. The actions within each goal vary in their focus, but essentially can be characterized as directing preservation advocates to:

**BE INFORMED**  
**SHARE RESOURCES**  
**TAKE ACTION**

# SUGGESTED PARTNERS

Chapter 4 identified a number of agencies and organizations that could help implement the plan. For some this may involve simply improving communication on work they are already doing. For others it will be important to make connections between the missions they serve and preservation goals.

In the charts that follow, there are suggested partners listed for each action. The list is not intended to be exhaustive, or exclusive: other entities may very well be involved.

## A Note about the SHPO's Role

The SHPO is often listed among the suggested partners to help carry out the plan's actions. Certainly, there are some actions for which the agency would be directly responsible, particularly in Goal 1. However, the SHPO would not be the lead for most of this work. Nor should it be. As discussed throughout this plan, historic preservation is a state-wide concern, and is best achieved through the combined and coordinated efforts of multiple groups and interests. The SHPO remains a source for information and guidance, and tracks the implementation of the actions outlined in the plan.

# PRIORITIES

The preservation plan for 2018-2022 is ambitious. Some proposed activities are wide-ranging, and will require a longer timeframe to achieve. Others are relatively simple to implement. Regardless, not all of this proposed work can be given equal weight.

For the review of the initial draft of this plan, partners were asked to offer their thoughts on the immediate priorities. Although there was no consensus on the rank of the Goals, the following strategies, as highlighted in the charts included in this chapter, were suggested as important starting points for implementing the plan:

- Goal 1** *Strategy 1 Increase public awareness of preservation programs*  
*Strategy 3 Promote tax credit programs*  
*Strategy 6 Transform SHPO digital technology*
- Goal 2** *Strategy 11 Increase public awareness of proposed land use changes*
- Goal 3** *Strategy 2 Preservation strategies in local government planning*  
*Strategy 6 Preservation in higher education institutions*
- Goal 4** *Strategy 1 Develop preservation network*
- Goal 5** *Strategy 3 Expand, promote CHRIS online map*  
*Strategy 4 Explore trades/materials conservation education*
- Goal 6** *Strategy 4 Promote educational programming for young people*

# IMPLEMENTATION, MONITORING, AND ASSESSMENT

It is recommended that the SHPO and key partners follow a simple but regular process through which implementation of the State Historic Preservation Plan can be coordinated, monitored, and assessed. Each partner will be encouraged to review the State Historic Preservation Plan, to coordinate its programs with the plan's goals and strategies to the extent possible, and to provide continuing comments on issues affecting historic preservation.

The SHPO should consult with the existing Historic Preservation Plan Working Group each fall to develop a **yearly work plan**, to include key actions to be undertaken during the course of the following calendar year.

The SHPO should present the yearly work plan to the **State Review Board for Historic**

**Preservation**, as the citizen board advising the agency on historic preservation priorities and issues, for review and comment at the Board's annual business meeting (currently held in October of each year).

The work plan can then be used to monitor the progress of activities statewide. The Working Group should meet regularly to review progress of priority actions and any issues or changes that would affect preservation in Delaware.

A brief **annual report** for should be produced and offered to the Office of State Planning Coordination as a background document for its annual Report on State Planning Issues. The annual report should be submitted to the State Review Board for Historic Preservation, and also to the National Park Service as part of the Historic Preservation Fund end-of-year report by the State Historic Preservation Office.

## Goal #1: Strengthen/Expand Delaware's Core Federal/State Historic Preservation Program

	Strategies
1	Increase awareness of the importance of the federal/state historic programs among legislators, state and local government officials, businesses, and the general public
2	Advocate for legislators' support of historic preservation programs at the state and federal levels
3	Promote use of federal and state historic preservation tax credits for the preservation and rehabilitation of historic buildings in Delaware

## Goal #1: Strengthen/Expand Delaware's Core Federal/State Historic Preservation Program

	Actions	Suggested Partners
<b>1a</b>	Develop and publish brochure(s) on the state's historic preservation programs	SHPO, HCA, Preservation Planners
<b>1b</b>	Seek opportunities to join outreach efforts on different topics to highlight what historic preservation programs have to offer	community preservationists, Preservation Planners, Preservation Delaware, SHPO, UDCHAD, DSU
<b>2a</b>	Broaden stakeholder participation in annual National Historic Preservation Advocacy Day	State Review Board, Preservation Planners, CLGs, community preservationists, Preservation Delaware, HCA Advocacy Plan Committee, ACRA
<b>2b</b>	Coordinate state-level activities with HCA Advocacy Plan, including but not limited to advocacy to establish a Delaware Threatened Properties Program to identify and document architectural and archaeological threatened properties, and support reauthorization of the state historic preservation tax credit program	
<b>2c</b>	Monitor proposed legislation or regulations that may affect historic preservation efforts and alert partners on advocacy needs	Preservation Delaware, Preservation Planners, community preservationists
<b>3a</b>	To encourage support for reauthorization: <ul style="list-style-type: none"> <li>conduct an economic impact study of the tax credit program and use results to develop presentation</li> <li>arrange for presentations to business leaders and similar audiences to demonstrate how historic preservation stimulates local economies</li> </ul>	SHPO; Preservation Delaware, Preservation Planners, DSHA, CLGs
<b>3b</b>	Broaden outreach to communities with National Register-listed historic districts to encourage participation in the program, using social media, speakers, and other forms of community education	SHPO, Preservation Delaware, UDCHAD, DSU, Preservation Planners, community preservationists, local historical societies
<b>3c</b>	Notify local legislators and elected officials of completed historic preservation tax credit projects within their jurisdictions; invite to press events highlighting the work of the program	HCA, CLGs and other municipalities



**Goal #1: Strengthen/Expand Delaware's Core Federal/State Historic Preservation Program**

	Strategies
4	Encourage participation of Delaware communities in the Certified Local Government program to support community preservation, revitalization, and enhancement
5	Work to assure that federal and state regulatory compliance processes are as efficient and effective as possible in the identification, documentation, and appropriate treatment of historic resources
6	Transform digital technology for SHPO programs

## Goal #1: Strengthen/Expand Delaware's Core Federal/State Historic Preservation Program

	Actions	Suggested Partners
<b>4a</b>	Develop and publish a brochure on Delaware's Certified Local Government program, with FAQs and benefits of participation and distribute to municipalities	SHPO
<b>4b</b>	Establish more regular contact with non-CLG communities that have historic preservation ordinances, boards or commissions	SHPO, CLG contacts
<b>4c</b>	Partner to provide CLG and other community preservation boards/commissions and planners with training on key issues and concerns	SHPO, National Alliance of Preservation Commissions, CLGs, other communities
<b>5a</b>	Provide guidance for agencies' staff and preservation consultants, and seek opportunities to partner with other training efforts on compliance	SHPO, ACHP, Plan Working Group
<b>5b</b>	Use existing regulations and processes, including alternative mitigation for Section 106 projects, to address priorities, where appropriate, including but not limited to enhancements for the CHRIS	SHPO, federal and state agencies, Plan Working Group
<b>5c</b>	Develop Programmatic Agreements to streamline minor project reviews and to establish future priorities for mitigation measures; use templates for such agreements to facilitate the process.	SHPO, federal and state agencies, Plan Working Group
<b>6a</b>	Explore e-government initiatives that improve efficiency of SHPO programs, using digital workflow systems to integrate information submitted, reviews, responses, and document archiving	SHPO, HCA Advocacy Plan Committee, DTI, Government Information Center
<b>6b</b>	Identify potential funding sources to develop and implement new digital work flow systems for major SHPO programs	
<b>6c</b>	Fully map out SHPO business processes and develop business plan to DTI's specifications for digital workflow systems	

**Goal #1: Strengthen/Expand Delaware's Core Federal/State Historic Preservation Program**

	Strategies
<b>7</b>	Address gaps and biases in the state's inventory of historic properties
<b>8</b>	Update and improve existing statewide inventory of historic resources
<b>9</b>	Strengthen state laws on protection of cultural resources
<b>10</b>	Survey condition of state boundary markers.
<b>11</b>	Undertake an analysis of current and future staffing needs within SHPO

## Goal #1: Strengthen/Expand Delaware's Core Federal/State Historic Preservation Program

	Actions	Suggested Partners
<b>7a</b>	Prioritize cultural resource survey and National Register nominations to address under-represented communities or property types	Preservation planners, CLGs and other municipalities, historical societies, property owners
<b>7b</b>	Identify partners to work on amending or providing additional updated information for 5 National Register nominations that do not meet current National Park Service standards, including defining contributing and non-contributing resources	SHPO, Preservation Planners, UDCHAD, DSU, property owners, local governments, local historical societies
<b>7c</b>	Identify partners and opportunities to survey areas threatened by sea-level rise or other climate change issues	SHPO, Plan Working Group, Preservation Planners
<b>8</b>	Complete the process of digitizing cultural resource survey information, mapping and uploading information in CHRIS (or its successor)	SHPO
<b>9</b>	Examine state laws on protection of cultural resources to identify areas that need to be strengthened	SHPO, HCA Advocacy Plan Committee, Plan Working Group, Indian Tribes, DNREC
<b>10</b>	Conduct field surveys and prepare report on current conditions, with recommendations for repairs and replacements	SHPO, federal and state agencies, Plan Working Group
<b>11</b>	Coordinate with the broader analysis of conducted under HCA's Strategic Plan to assess staff needed to effectively carry mandates and goals, including but not limited consideration of adding full time access to a preservation planner/outreach coordinator, archaeologist devoted to new survey work, and an architect/restoration specialist	DOS, HCA, SHPO

## Goal #2: Enhance or Establish Relationships Among Government Programs that Impact Historic Preservation

	Strategies
1	Encourage all governments to serve as positive models for stewardship of historic properties which they own.
2	Coordinate the variety of programs across state government that impact historic resources to support preservation, revitalization and stewardship
3	Strengthen working relationships between federally recognized Indian tribes and state government working with federal programs
4	Capitalize on the overlap in interests of environmentalists, recreationists, and historic preservationists, particularly when dealing with cultural landscapes

## Goal #2: Enhance or Establish Relationships Among Government Programs that Impact Historic Preservation

	Actions	Suggested Partners
<b>1a</b>	Provide lists of government-owned historic properties and their histories to the relevant agencies	SHPO, Preservation Planners, Plan Working Group, CLGs
<b>1b</b>	Encourage appropriate maintenance and rehab of historic properties within government ownership through outreach, training, and technical assistance	
<b>1c</b>	Work with state and local agencies to nominate historic buildings within their ownership to the National Register of Historic Places and adopt appropriate treatments to protect them	
<b>1d</b>	Engage partners to help identify and research cultural landscapes within government ownership and provide guidance on including histories in interpretive programs	
<b>2a</b>	Explore establishing an administrative policy for identifying and maintaining historic properties	Plan Working Group, Preservation Planners, SHPO
<b>2b</b>	Convene a summit of land holding/ managing state agencies to identify common goals as well as issues that can impede historic preservation, and work to find practical solutions	SHPO
<b>3</b>	Share information on current state laws and policies regarding protection and treatment of burial sites, and historic and cultural resources	SHPO, Plan Working Group
<b>4a</b>	Establish regular communication with federal and state natural resource agencies to help define priorities for acquisition/preservation of landscapes, before grant applications are submitted; encourage inclusion of costs for addressing effects on historic properties	SHPO, DNREC, USFWS
<b>4b</b>	Provide outreach to organizations to foster understanding of historic preservation laws and regulations that may apply to their projects, and identify ways projects may be mutually beneficial	SHPO,

## Goal #2: Enhance or Establish Relationships Among Government Programs that Impact Historic Preservation

	Strategies
4	Capitalize on the overlap in interests of environmentalists, recreationists, and historic preservationists, particularly when dealing with cultural landscapes
5	Encourage participation of communities in programs to preserve downtown areas, and strengthen coordination between agencies/organizations and Downtown Delaware.
6	Use federal housing and urban revitalization programs to support historic rehabilitation in targeted community and neighborhood initiatives across the state
7	Coordinate with the Delaware Dept. of Agriculture to support preservation of historic properties within their programs

## Goal #2: Enhance or Establish Relationships Among Government Programs that Impact Historic Preservation

	Actions	Suggested Partners
<b>4c</b>	Collaborate with agencies and organizations that preserve and interpret natural resources to encourage inclusion of cultural resource information in interpretive plans	SHPO, DNREC, First State National Park
<b>5a</b>	Encourage communities with historic districts to apply for the Downtown Development Districts (DDD) program	SHPO, Plan Working Group, Downtown Delaware, Preservation Delaware
<b>5b</b>	Provide DDD communities with guidance on adaptive reuse of under-used or vacant historic commercial and industrial buildings	SHPO, CLGs
<b>5c</b>	Encourage communities to participate in programs such as Main Street America and Downtown Delaware that emphasize preservation-based economic development	CLGs, Preservation Delaware
<b>5d</b>	Provide Downtown Delaware with information on the nature of properties within communities participating in its programs to help assess needs	SHPO, Preservation Planners
<b>5e</b>	Participate in Idea Exchange meetings with Downtown Delaware and communities participating in its programs	SHPO, Downtown Delaware, participating communities, preservation planners
<b>6</b>	Compile list of guidelines on appropriate rehabilitation of historic properties used by federal and state agencies, and make recommendations on additions or amendments to program staff	SHPO, HUD, DSHA, USDA
<b>7a</b>	Re-establish program to document historic buildings on Century Farms	DDA, universities/colleges, volunteers, SHPO, program applicants
<b>7b</b>	Document historic buildings and agricultural landscapes included in the Farmland Preservation Program	
<b>7c</b>	Provide information on economic and sustainability benefits of preserving historic buildings for DE DA to distribute to participating farmers in their programs	



## Goal #2: Enhance or Establish Relationships Among Government Programs that Impact Historic Preservation

	Strategies
8	Coordinate with DNREC to support preservation of historic properties and landscapes within their programs
9	Coordinate with DEMA to include historic preservation values in their programs
10	Coordinate with DelDOT to support preservation of historic properties and landscapes within its programs
11	Through the Office of State Planning Coordination's Preliminary Land Use Service (PLUS), encourage awareness of proposed land use changes that may affect historic resources and cultural landscapes

## Goal #2: Enhance or Establish Relationships Among Government Programs that Impact Historic Preservation

	Actions	Suggested Partners
<b>8</b>	Provide information to the Open Space Council on historic properties and cultural landscapes within properties proposed for purchase	DNREC, SHPO
<b>9a</b>	Participate in DEMA's planning group to develop the Statewide Hazard Mitigation Plan	SHPO
<b>9b</b>	Provide DEMA with information on disaster planning and response for historic buildings to include in their informational packages	SHPO, Plan Working Group, Preservation Planners
<b>9c</b>	Work with FEMA, DEMA and others to provide clear guidance on flood protection measures and exemptions for historic properties	SHPO, Plan Working Group, Preservation Planners
<b>10</b>	Continue to work with the Delaware Byways program to review proposed byways and develop Corridor Management Plans	SHPO, Plan Working Group, Preservation Planners, DelDOT
<b>11a</b>	Compile and publicize a list of where to find information about proposed development and how to participate in public comment processes	Preservation Delaware
<b>11b</b>	Alert Preservation Delaware and other engaged partners and organizations, including Indian Tribes, of opportunities to participate in county, municipal, and transportation comprehensive planning to encourage adoption of policies, strategies and incentives that protect community character and historic properties	SHPO, Preservation Delaware, community preservationists
<b>11c</b>	Collaborate with OSPC and other state agencies that participate in the PLUS review process in making comments on development projects and comprehensive plans more effective	SHPO, Plan Working Group
<b>11d</b>	Emphasize a cultural landscape approach to review of development projects and comprehensive plans that recognizes historic landscape contexts in both rural and urban areas	SHPO, OSPC, Preservation Planners

**Goal #2: Enhance or Establish Relationships Among Government Programs that Impact Historic Preservation**

	Strategies
<b>12</b>	Encourage coordination with Delaware Department of Education (DOE) in planning for new and upgraded school facilities with school districts
<b>13</b>	Coordinate with OMB's Facilities Management in planning for changes to state buildings
<b>14</b>	Coordinate with the State Fire Marshall on statewide policies for local fire companies
<b>15</b>	Coordinate with the Dept. of Safety and Homeland Security (DSHS) on planning for changes to state buildings
<b>16</b>	Coordinate with state-owned institutions of higher learning in planning changes to their campuses

## Goal #2: Enhance or Establish Relationships Among Government Programs that Impact Historic Preservation

	Actions	Suggested Partners
<b>12a</b>	Provide list of historic schools currently in use by school districts and their histories	SHPO, Facilities Management
<b>12b</b>	Coordinate comments on changes to historic schools with DOE to protect their historic character	SHPO, Preservation Planners
<b>12c</b>	Coordinate comments on new school facilities with DOE to protect historic landscapes, archaeological sites, and historic buildings during school planning and construction	SHPO, Preservation Planners
<b>13a</b>	Re-establish memorandum of understanding to review facilities for historic preservation values in rehabilitation and new construction	SHPO, Facilities Management
<b>13b</b>	Provide training for staff on appropriate maintenance, rehabilitation and treatment of historic buildings	
<b>14</b>	Establish memorandum of understanding to review properties proposed for practice burns to identify historic buildings and advocate for their protection	SHPO
<b>15</b>	Establish memorandum of understanding to review dispositions, changes to existing facilities, and construction of new facilities to protect historic landscapes, archaeological sites, and historic buildings	SHPO, DSHS
<b>16</b>	Establish memoranda of understanding to review dispositions, changes to existing facilities, and construction of new facilities to protect historic landscapes, archaeological sites, and historic buildings	SHPO, UD, DSU, DelTech

**Goal #3: Encourage inclusion of historic preservation values as a best practice in landscape and community planning.**

	Strategies
1	Educate local governments on historic preservation as contributing to quality of life within their jurisdictions
2	Encourage local governments to adopt pro-preservation strategies within their comprehensive land-use plans and regulations

### Goal #3: Encourage inclusion of historic preservation values as a best practice in landscape and community planning.

	Actions	Suggested Partners
<b>1a</b>	Provide information to local governments on what historic properties are in their jurisdiction (as needed) to ensure the full range of properties is addressed in the historic preservation section of comprehensive land-use plans	SHPO, OSPC, Preservation Planners, CLGs, Plan Working Group
<b>1b</b>	Partner with the League of Local Governments to give a workshop on incorporating historic preservation into their comprehensive plans and how to protect historic properties when approving re-zoning requests.	SHPO, OSPC, Preservation Planners, NTHP
<b>1c</b>	Give a presentation to the Delaware Chapter of the American Institute of Certified Planners (AICP) and the Delaware Building Code Officials Association on historic preservation tools and incentives in local plans, including economic, social, and sustainability benefits of preservation of historic properties	OSPC, SHPO, CLGs, Preservation Planners
<b>1d</b>	Provide information to local governments on how to establish and use local historic districts as a method of protecting historic properties and community character	CLGs, SHPO, OSPC
<b>2a</b>	Prepare a summary/analysis of the policies and programs of Delaware's fifty-seven municipalities with respect to historic preservation, community revitalization and resiliency; use results to target outreach to specific local governments	UD IPA, UDCHAD
<b>2b</b>	Work with local governments to incorporate standards to protect historic properties and landscapes into their site plan ordinances	SHPO, CLGs
<b>2c</b>	Work with local governments to adopt general guidelines for the documentation and appropriate treatment of historic buildings and landscape resources in their jurisdiction, addressing each level in the <i>Strategies for State Policies and Spending</i>	SHPO, CLGs, Preservation Planners
<b>2d</b>	Proactively reach out to municipalities as they prepare to develop or update their comprehensive plans prior to their submittals to PLUS	SHPO, constituents, Preservation Planners, community preservationists

**Goal #3: Encourage inclusion of historic preservation values as a best practice in landscape and community planning.**

	Strategies
<b>2</b>	Encourage local governments to adopt pro-preservation strategies within their comprehensive land-use plans and regulations
<b>3</b>	Encourage state agencies to follow planning approaches that recognize the importance of historic preservation in preserving Delaware's quality of life
<b>4</b>	Coordinate preservation planning with statewide assessment of and planning for climate change and sustainability
<b>5</b>	Encourage local governments to adopt pro-preservation strategies within their comprehensive land-use plans and regulations

### Goal #3: Encourage inclusion of historic preservation values as a best practice in landscape and community planning.

	Actions	Suggested Partners
<b>2e</b>	Develop a toolkit with model documents that is accessible for governments, local advocates, and residents with information on the available tools and best practices related to historic preservation, community revitalization, and enhancement	CLGs, Plan Working Group, National Trust advisor
<b>3a</b>	Adopt the <i>Delaware State Historic Preservation Plan</i> as the historic preservation policy element of the <i>Strategies for State Policies and Spending</i>	OSPC
<b>3b</b>	Work with the Open Space Council to amend criteria for using historic preservation values as a factor in determining the use of open space funds	SHPO, DNREC
<b>4a</b>	Promote appropriate rehabilitation and adaptive reuse in historic communities, as components of statewide planning for sustainability	SHPO, CLGs, Preservation Planners, OSPC, DNREC
<b>4b</b>	Publicize the potential impact of climate change on historic properties and landscapes for use in state sustainability planning	SHPO, OSPC, DNREC
<b>4c</b>	Work with state agencies to adopt appropriate hazard mitigation strategies to protect historic buildings within their ownership in accordance with DNREC's resiliency plan	SHPO, DEMA, DNREC
<b>5a</b>	Research and publicize information on defining cultural landscapes and methods to preserve, manage, and enhance character-defining features of significant cultural landscapes	UDCHAD
<b>5b</b>	Engage with organizations implementing Delaware Byways Corridor Management Plans, and potential applicants for the Byways program to provide information on historic properties and cultural landscapes to enhance interpretation and protection of each byway	SHPO, DeIDOT, Preservation Planners, community preservationists
<b>5c</b>	Encourage government agencies and conservation organizations to adopt cultural landscape management methods	SHPO, DNREC



**Goal #3: Encourage inclusion of historic preservation values as a best practice in landscape and community planning.**

	Strategies
6	Encourage institutions of higher learning to include historic preservation values in providing planning services and educating students, and to protect their historic facilities

### Goal #3: Encourage inclusion of historic preservation values as a best practice in landscape and community planning.

	Actions	Suggested Partners
<b>6a</b>	Provide historic property information, historic preservation information, and guidance to centers and students working with municipalities on community planning and comprehensive land use plans	UD IPA, SHPO
<b>6b</b>	Provide internships for students to work with preservation projects	UDCHAD
<b>6c</b>	Include historic preservation courses in curricula	UDCHAD,DSU
<b>6d</b>	Provide information on values, economic benefits, and sustainability of reuse and rehabilitation of historic buildings	Plan Working Group
<b>6e</b>	Provide information on cultural landscapes and protection of community character in both urban and rural areas	Plan Working Group
<b>6f</b>	Engage students to identify historic buildings owned by colleges and universities and research their histories	UD, DSU, Wesley College, DelTech, Wilmington University, Widener University Delaware Law School

## Goal #4: Support Grassroots Historic Preservation Initiatives

	Strategies
1	Develop and sustain a network of local historic preservation organizations and advocates and provide information and tools that support their efforts
2	Strengthen working relationships between Indian tribes and state and local governments and surrounding communities

## Goal #4: Support Grassroots Historic Preservation Initiatives

	Actions	Suggested Partners
<b>1a</b>	Support Preservation Delaware Inc. (PDI) in rebuilding its capacity and programming statewide as a supporter and partner for grassroots preservation	SHPO, Plan Working Group, community preservationists
<b>1b</b>	Prepare a summary/analysis of the types of organizations and entities involved in historic preservation at the county and municipal level	SHPO, Preservation Planners, Plan Working Group
<b>1c</b>	Partner with national organizations to provide training on the best ways to engage property owners and local governments before crisis situations (imminent demolition or construction) develop	SHPO, CLGs, Preservation Planners, National Trust
<b>1d</b>	Provide network members with sources of accurate information and encourage the constructive use of social media	SHPO, CLGs, Preservation Planners, community preservationists
<b>1e</b>	Investigate ways to use technology to incorporate continuing public input on historic property and preservation issues	SHPO
<b>1f</b>	Identify resources or groups of resources under particular threat that should be subject of special action	community preservationists, Preservation Delaware, Preservation Planners
<b>1g</b>	Engage with property owners to explore options to preserve resources	Preservation Delaware
<b>1h</b>	Encourage preservation advocates to take full advantage of opportunities to influence public policy and projects, including attending meetings of boards and commissions, commenting on local government comprehensive plans and the Capitol Transportation Plan	Preservation Delaware, community preservationists, HCA Advocacy Committee
<b>2a</b>	Compile information on current federal and state laws and policies regarding protection and treatment of burial sites, and historic and cultural resources, and share with Indian tribes	SHPO, Plan Working Group

## Goal #4: Support Grassroots Historic Preservation Initiatives

	Strategies
2	Strengthen working relationships between Indian tribes and state and local governments and surrounding communities
3	Encourage community organizations and land-owning non-profits to plan for the appropriate treatment of historic properties within their areas

## Goal #4: Support Grassroots Historic Preservation Initiatives

	Actions	Suggested Partners
<b>2b</b>	Partner with State Recognized Tribes to offer public workshops at their tribal centers on where to find information on historic resources and preservation tools	SHPO
<b>2c</b>	Assist Tribes in conducting research on resources they consider important to their heritage	SHPO, UDCHAD, DSU, DE Public Archives
<b>3a</b>	Educate community downtown partnership and tourism organizations on the benefits of adopting a Main Street approach to the revitalization of their commercial centers	Delaware Downtown, SHPO, convention and visitor bureaus
<b>3b</b>	Meet with local land trust organizations to discuss best practices	Preservation Planners, SHPO, Wilmington Land Bank, Sussex County Land Trust and other similar organizations
<b>3c</b>	Provide outreach to organizations that serve Hispanic communities on ways to foster understanding of the history of the places in which they live and to seek opportunities to celebrate their heritage	SHPO, Preservation Planners, Plan Working Group
<b>3d</b>	Work with land conservancy non-profits to recognize the value of protecting archaeological sites within their holdings through education (presentation, workshop, web site, etc.)	SHPO, Archaeological Society of Delaware, DNREC

## Goal #5: Make Information on Historic Resources Widely Available

	Strategies
1	Compile, assess, and share research on different geographical areas, historical themes, periods, and property types (historic contexts)
2	Explore ways of utilizing the State of Delaware's FirstMap as a means of sharing public information on historic properties
3	Expand and promote the use of CHRIS

## Goal #5: Make Information on Historic Resources Widely Available

	Actions	Suggested Partners
<b>1a</b>	Assess the current state of historic context coverage in studies held in the SHPO Research Center and in existing research held by other partners	SHPO, UDCHAD, DSU
<b>1b</b>	Using a consistent format, summarize each context and research study, and publish with links to the full reports, where available	SHPO, UDCHAD, DSU
<b>1c</b>	Identify and prioritize gaps in research; publish list and advertise future research needs	SHPO, UDCHAD, DSU, Plan Working Group
<b>1d</b>	Seek mechanisms to address the gaps, including but not limited to: <ul style="list-style-type: none"> <li>• Mitigation for federal projects</li> <li>• Students looking for topics for theses or class research projects</li> <li>• Historical societies and other non-profits working on exhibits or other subjects of local interest</li> </ul>	SHPO, UDCHAD, DSU, Plan Working Group
<b>2a</b>	Consult DTI's FirstMap team and other members of the Delaware Geographic Data Committee for ideas on how historic property information may be further served through that system	SHPO, DTI, DGDC, GIC
<b>3a</b>	Explore technologies such as social media to advertise the availability of CHRIS as a research tool	SHPO, HCA Advocacy Committee
<b>3b</b>	Ensure key partners, including Indian tribes, have full access to CHRIS	SHPO
<b>3c</b>	Develop an online tutorial for the public on how to use CHRIS; give at least two presentations per year to partners (e.g., the State Review Board for Historic Preservation) and the public on the use of CHRIS	SHPO
<b>3d</b>	Develop and publish Story Maps on historical topics using CHRIS data	SHPO



**Goal #5: Make Information on  
Historic Resources Widely Available**

	Strategies
<b>3</b>	Expand and promote the use of CHRIS
<b>4</b>	Explore ways to establish new preservation trades and materials conservation programs or incorporate these topics in existing programs

## Goal #5: Make Information on Historic Resources Widely Available

	Actions	Suggested Partners
<b>3e</b>	Publicize the historic cemetery layer on CHRIS to genealogical and historical organizations and invite members to provide additional information to upload to the layer	SHPO, community preservationists, Delaware Genealogical Society
<b>4a</b>	Establish working group of advocacy partners and educators to determine goals, primary topics and best approaches to fund and implement new program(s)	SHPO, Plan Working Group, DelTech, DE Dept. of Education, DNREC
<b>4b</b>	Determine potential for Delaware Technical and Community College branches and vocational high schools to include historic rehabilitation approaches in current trades programs, including potential for apprenticeships with contractors	DelTech
<b>4c</b>	Determine potential for UDCHAD and UD Department of Arts Conservation to broaden materials conservation to building materials and to include historic preservation issues in current coursework	UDCHAD
<b>4d</b>	Develop workshops for current contractors and tradesmen on historic rehabilitation topics and present at least one each year	SHPO, HCA Preservation Maintenance Team, DNREC, UDCHAD, DSU
<b>4e</b>	Maintain and publish list of contractors and tradesmen qualified/experienced in areas of historic rehabilitation	Preservation Delaware, SHPO

## Goal #6: Broadly Communicate the Value of Delaware’s Historic Resources and the Means by Which They Can Be Preserved

	Strategies
1	Employ the statewide network of historic preservation organizations and advocates (see Goal 4) to inform and engage broader audiences
2	Coordinate the interpretation of landscapes, communities, and natural and historic properties statewide around storylines that embrace Delaware’s history, character, and significance

## Goal #6: Broadly Communicate the Value of Delaware's Historic Resources and the Means by Which They Can Be Preserved

	Actions	Suggested Partners
<b>1a</b>	Publish a monthly online newsletter outlining information, activities and events on historic preservation in Delaware	HCA, Preservation Delaware
<b>1b</b>	Hold an annual historic preservation conference in Delaware for preservation planners, state, county, and local government staff, and organizations and individuals interested in historic preservation	Preservation Delaware, Downtown Delaware, HCA
<b>1c</b>	Organize regular meetings and workshops at the county level for local historic preservation advocates where information and experiences can be shared	Preservation Planners, CLGs, historical societies, Preservation Delaware
<b>1d</b>	Celebrate successful projects and initiatives through publications, press releases, events, and awards	Preservation Delaware, HCA, CLGs and historic review boards/ commissions
<b>2a</b>	Establish storylines for natural, cultural, and heritage tourism that can be used in tourism promotion to convey appreciation of Delaware's significance and provide for interpretive links between a wide variety of sites	HCA, First State NHP, UGRR Coalition, Delaware Byways, Delaware Museum Association, UD, DSU, Indian tribes, State Parks, DelDOT, DHS
<b>2b</b>	Encourage managers of museums, historic sites, parks, preserves, natural areas, and byways to relate their interpretive themes and presentations to statewide storylines	HCA, HCA affiliates
<b>2c</b>	Encourage communities to develop and implement community interpretive programs with outdoor interpretation and links to local historic sites and attractions, including byways.	HCA, HCA affiliates
<b>2d</b>	Engage with the Division of the Arts and other arts organizations on using public art for community interpretation and the enhancement of natural and historic sites	HCA, Division of the Arts

**Goal #6: Broadly Communicate the Value of Delaware's Historic Resources and the Means by Which They Can Be Preserved**

	Strategies
3	Develop state and regional tourism promotion that features the statewide storylines and promotes coordinated appreciation of Delaware's natural, historic, and cultural resources as an important component of Delaware's economic development plan
4	Promote educational programming on Delaware history, preservation, and natural resources to school districts as a means of reaching out to the state's young people
5	Promote educational programming on Delaware history and historic and natural resources as a means of reaching out to the general public

## Goal #6: Broadly Communicate the Value of Delaware's Historic Resources and the Means by Which They Can Be Preserved

	Actions	Suggested Partners
<b>3a</b>	Engage with state and local tourism agencies and organizations on ways to use statewide storylines in promotional material for visitors and residents	SHPO, convention and visitor bureaus, Chambers of Commerce
<b>3b</b>	Provide historic preservation information to and encourage expansion of the Delaware History Trail, highlighting National Register properties and Century Farms	Division of Small Business, HCA, DDA
<b>4a</b>	Produce a publication relating Delaware's historic contexts, interpretive themes, and storylines to state learning standards and the teaching of history, science, civics, and other subjects in schools statewide	DOE, HCA, Delaware Museum Association, Plan Working Group, Delaware Heritage Commission
<b>4b</b>	Partner with First State National Historical Park and First State Heritage Park to continue and expand 4th-grade Arts, Culture, and Heritage (ArCH) Field Days program. Explore options for engaging other grade levels in similar program.	First State Heritage Park, First State NHP
<b>4c</b>	Promote historic place-based education for history and the sciences both within local communities and at natural and historic sites	HCA, First State National Historical Park, State Parks, historical societies, Delaware Museum Association
<b>5a</b>	Publish books and articles on Delaware history and historic places, making them accessible to all audiences (print, digital, audible, Spanish translation, etc.)	DE Heritage Commission, HCA, DE Public Archives, Division for the Visually Impaired
<b>5b</b>	Conduct educational programs and events on topics of state and local history and natural resources at sites throughout the state	HCA, State Parks, First State NHP, UDCHAD, DSU, museums, historical societies
<b>5c</b>	Use archaeological and architectural work done for state-sponsored projects as opportunities for public outreach	DeIDOT, DNREC, ASD, SHPO
<b>5d</b>	Conduct workshops for property owners on how to conduct historical research of their properties	SHPO

**Goal #6: Broadly Communicate the Value of Delaware's Historic Resources and the Means by Which They Can Be Preserved**

	Strategies
<b>5</b>	Promote educational programming on Delaware history and historic and natural resources as a means of reaching out to the general public
<b>6</b>	Broadly communicate preservation methods and successes statewide

## Goal #6: Broadly Communicate the Value of Delaware's Historic Resources and the Means by Which They Can Be Preserved

	Actions	Suggested Partners
<b>5e</b>	Continue and expand collaboration with Delaware State Parks Time Travelers program, activities of the Archaeological Society of Delaware and other organizations to offer opportunities to research the history and archaeology of publically-owned historic properties, for student and volunteer training	State Parks, ASD, SHPO
<b>5f</b>	Expand web offerings, web videos, blogs, and other uses of technology as educational tools focused on Delaware's history and historic places	HCA, Delaware Historical Society, museums
<b>6a</b>	Institute awards program for programs, projects, and other efforts in historic preservation	Preservation Delaware, HCA, historical societies
<b>6b</b>	Share 2018 report on the economic benefits of the Delaware historic preservation tax incentive program through web publication and press release	SHPO
<b>6c</b>	Promote toolkit (see Goal 3) with information on the available tools and best practices related to historic preservation, community revitalization, and enhancements	SHPO, OSPC, realtors, tourism groups



## 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