

**CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, November 15, 2018 - 3:00 P.M.
City Hall – Conference Room**

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on August 16, 2018

APPROVAL OF MINUTES OF MEETING on September 20, 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. Annual Meeting of Historic District Commission
 - a. Election of Chairman and Vice Chairman
 - b. Meeting & Deadline Schedule for 2019
3. Certified Local Government (CLG) Program
 - a. Update on FFY2018 CLG Grant Application
3. Project for Dover's 2019 Comprehensive Plan
 - a. Update on Project Activities
 - b. Update on Working Group Meeting for "*Partners in Preservation: Planning for the Future*" - Delaware's Historic Preservation Plan 2018-2022
 - c. Review of Preliminary Draft of Goals and Recommendations
 - d. 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.

Agenda Posted: November 5, 2018

CITY OF DOVER
HISTORIC DISTRICT COMMISSION
August 16, 2018

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, August 16, 2018 at 3:00 PM with Chairman McDaniel presiding. Members present were Mr. Czerwinski, Mr. Street, Ms. Horsey, Chairman McDaniel and Ms. Mason.

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

APPROVAL OF AGENDA

Ms. Mason moved for approval of the agenda, seconded by Mr. Czerwinski and the motion was unanimously carried 5-0.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF JULY 19, 2018

Ms. Horsey moved for approval of the minutes of July 19, 2018, seconded by Mr. Czerwinski and the motion was unanimously carried 5-0.

COMMUNICATIONS & REPORTS

Summary of Applications for 2017 and 2018

Mrs. Melson-Williams stated that there were four (4) items that were raised to the level of a formal application. There were two (2) Permits that were referred by Staff during the last calendar year. There was one (1) application in December that dealt with the Governor's Café Kitchen Addition. In the last few weeks, they have received their required plan approval. They are currently working with the Fire Marshal and Chief Building Inspector to iron out some details before they submit for the Building Permit for construction.

Chairman McDaniel questioned whether there was any danger or time limit and what was the length of time to complete the project? Mrs. Melson-Williams replied no, they are certainly within the timeframe from the Planning Commission date. They have two (2) years from the Planning Commission date to finalize the plan and start construction.

Mrs. Melson-Williams stated that for 2018 there were three (3) items that were assigned file numbers. The CLG Grant, the Accessory Structure at 12 Kings Highway NE, and HI-18-03 Referral of Fence Permit #18-1207 at 401 S. Governors Avenue.

Chairman McDaniel questioned which property is 401 S. Governors Avenue? Mrs. Melson-Williams replied the property is located at the corner of Bank Lane and South Governors Avenue, the old bike shop.

Summary of Architectural Review Certifications for 2018

Mrs. Melson-Williams stated with the Architectural Review Certifications for 2018, there were twenty-two (22) Permits in the Historic District.

Mr. Czerwinski questioned the activity of the Golden Fleece? He did not see any reference regarding replacing the windows and changing the façade of the building in the expansion area.

Mrs. Melson-Williams replied that siding and fascia permits are typically over the counter. There was paint that also happened. It may have been part of the expansion permit which was basically an interior permit. She will look into it.

NEW BUSINESS

Certified Local Government (CLG) Program

Update on Submission of FFY2018 CLG Grant Application

Mrs. Melson-Williams stated that she heard from the State Historic Preservation Office that they are still working on closing out last year's grants. They are in the process of still prepping the various grant agreements to start this grant year. Our grant this year is all about the Comprehensive Plan. She has not received any indication that they will not be awarded.

Project for Dover's 2019 Comprehensive Plan

Update on Project Activities

Update on Evaluation of 2008 Goals and Recommendations

Discussion of Historic Preservation Chapter

Mrs. Melson-Williams stated that Planning Staff's main focus of research has been related to Dover's 2019 Comprehensive Plan. The City has requirements that we must have a new Comprehensive Plan adopted and in place by February 2019. There is a specific chapter that deals with Historic Preservation. There is an upcoming Open House Event next Thursday, August 23, 2018 from 3pm-7pm. We will be reporting on the results of the Questionnaire. We received well over 500 responses. Written comments are still being accepted.

Mr. Czerwinski questioned whether the information would be posted on-line because he would not be able to attend the Open House. Mrs. Melson-Williams replied there is a Comprehensive Plan webpage on the City's website. We may be able to post the presentation following the meeting and some of the information. It is on-going.

Chairman McDaniel questioned who would present the information? Mrs. Melson-Williams replied a combination of staff.

Mrs. Melson-Williams stated that they are moving from the data gathering phase to where they need to be writing and updating the data in the plan itself.

Discussion of Historic Preservation Chapter

Mrs. Melson-Williams stated that included in the packet was two (2) charts that were titled the Evaluation of 2018 Goals and Recommendations-Historic Preservation Chapter. The information was gathered from the responses and comments. Most of the goals continue to be important which consist of Preserve and Protect Historic Resources, Provide and Promote Incentives for Preservation Activities, Increase Public Information on Historic Resources, and Collaborate with Diverse Groups and Governments.

Mrs. Melson-Williams stated that (1) Preserve and Protect Historic Resources rated very high and some of the comments received were related to the question of Loockerman Street and The Green. How do you deal with each of those being in the Historic District, owning an historic older house, and the importance of the history to what Dover is? (2) Provide and Promote Incentives for Preservation Activities rated high across the board and some of the comments were promote incentives more, promoting the opportunity for rehab/reuse, and dealing with the general maintenance issues. (3) Increase Public Information on Historic Resources which also rated very high, some of the comments were related to the dissemination of information. (4) Collaborate with Diverse Groups and Governments did not score quite as high, but the comments focus on encouragement and partnerships. These are the Goals from the 2008 Comprehensive Plan. She does not see it changing a lot, but it will be a part of today's discussion. The Comprehensive Plan is set up with a series of goals and under each goal is a series of recommendations and each recommendation has an action item.

Mrs. Melson-Williams stated that also included in the packet was the current chapter from the *2008 Comprehensive Plan* for Historic Preservation. The beginning of all chapters is the background.

Chairman McDaniel questioned if during the "Recommendations" if Mrs. Melson-Williams had any surprises or disagreements from the Historic District Commission. Mrs. Melson-Williams replied she did not think so, not on the Goals or the Recommendations. She thinks that there are a number of things that as this body we have had ups and downs on attendance over the years (10-year period). She thinks that a number of these will be continuing to be Goals and Recommendations. Nothing was surprising that they have not heard. We have been through the Architectural Review Certification process and others have room for improvement.

Mrs. Melson-Williams stated that Staff will be updating the background information. In the last 10-years, there have been no additional properties that have been listed on the National Register of Historic Places within Dover. For the Development Activity and Historic Resources section, we can do some updating on how the process happened or changed. For Programs and Groups, some of the places may have changed. We want to make sure we are using the correct name of everyone who currently exists or the additional ones in the area. Available Programs, Incentives, and Resources talks about the CLG program (when this was written we were not a CLG, but we are now), Tax Credit programs, the City of Dover Code of Ordinances, Preservation Revolving Fund, and the Scenic and Historic Highways Program. Cultural and Other Resources will be updated.

Mrs. Melson-Williams stated that we want to focus on Part II-The Planned Goal Series which consist of the Goals, Recommendations and Action Items.

Mrs. Melson-Williams mentioned that the Goals, Recommendations, and Action Items are not in any particular priority order. There will be an implementation chapter for the action items for the Comprehensive Plan.

There was discussion of the Goals, Recommendations and Action Items.

Identification and Designation of the Dover Historic District Zone

Mr. Czerwinski mentioned that there is different point of views for the Historic District and it will probably be the most discussed. Discuss where the zoning should go and the different viewpoints of Loockerman Street. Discuss specifically where they would like the future historic District to go, and whether they would like to expand. If you look at the Historic District for the National Register of Historic Places, it really does not make sense to have it going down State Street all the way to the cemetery because not all of them date to the 1800's. Mrs. Melson-Williams replied that you do not have to solve where it needs to go. The concept of we need to look at it, is what needs to be in the Comprehensive Plan. If you want to be specific and state that these are key areas that need to be explored in this fashion. It's the fact that you need to identify and study how the boundaries should change.

Mr. Czerwinski mentioned that he would like to have this with public feedback because when you start to tell people they are in the Historic District they have a huge backlash. Mrs. Melson-Williams replied that the local designated Historic District is considered a zoning district for the City. In order to change the zoning district of a property, there is a very specific process that involves public hearings both with the Planning Commission and City Council. But because it is related to the Historic District there is a report that needs to come out of the Historic District Commission body also. There is a process that most certainly includes as part of the adoption of any boundary change and the public. Getting to what is that boundary change certainly should include public input. The National Register Districts for Dover are some of the early districts written statewide. They date to the 1970's and they were done very quickly to get them in place. The level of details in these early denominations is nowhere near what it would be if you were writing a nomination today and what it would include.

Chairman McDaniel questioned whether these would be individual properties? Mrs. Melson-Williams replied individual properties and districts. In Dover, there are technically three (3) National Register Historic Districts, meaning it's a boundary and collective area. There is the Dover Green and the Victorian Dover Historic District which is the Loockerman Street area and then it goes up State Street; that was done in 1978 and 1979. There are some parts of the far eastern reaches of the City that fall into one of the more recent Historic Districts (it is a rural district which is related to ag land).

Ms. Mason asked within the boundaries of Dover. Mrs. Melson-Williams replied yes, parts of it are within the boundaries of Dover.

Ms. Mason mentioned when you do these boundaries and you look at the Victorian Dover Historic District and it states that it goes through post-civil war period. If you are in it, it does not really matter what year your house was built. Mrs. Melson-Williams replied within the district boundary.

Mr. Czerwinski mentioned that we need to look at the entire section of Bradford Street. For example, the gateway (the neck) going into Loockerman Street could be excluded. He knows it was put there to preserve the feeling going into Dover, but everything coming into Loockerman Street from the west (the whole neck) should be taken out right away because there is nothing

there of import that you could manipulate. Everything is new (gas station, utility buildings along the southside, etc.). He understands why it was done, but it needs to be excluded.

Mr. McDaniel mentioned that the other thing that could be a problem is a lot of people may not want to be in the Historic District.

The Commission talked about insurance on houses and houses being torn down. There is a benefit from the person owning it because they do get federal grants, but also if they decide to build a freeway you can stop construction on certain projects.

Ms. Horsey mentioned that the National Register is just a list. Money is not there for private homes and has not been for decades.

Stewardship of Historic Resources

Mr. McDaniel stated that it was fine the way it is. He thought about the few demolitions by neglect properties that the Commission discussed.

Evaluation of Design Standards and Guidelines

Mr. McDaniel stated that we can have different standards for different areas. Previously, he asked to pull Loockerman Street out and the Commission said no.

Mr. Czerwinski questioned what standard was actually holding back Loockerman from developing. When you really think about it there is nothing within the Guidelines that has to be gold plated. So far, the dilapidation of buildings or the use of buildings is not the Historic District listings; it is the owners. What should we allow at this point when refurbishing a building, should it be modern material?

Chairman McDaniel replied yes, that they could use modern architectural features. If it was done on a case to case basis it could be unfair to the applicant. There was a time that it was done on a case to case basis when Mr. Zimmerman was going to put aluminum siding on a four-story building on Loockerman Street when he was planning to build a Franklin Hall and a Jackson Hall. They also mentioned Bayard Hotel. Mrs. Melson-Williams mentioned the Bayard Hotel and Pharmacy building came before the Historic District Commission and there was a lot of discussion. There were changes made related to discussion before this body. Chairman McDaniel mentioned that it was expensive enough that it was restricted to advisory at that point.

Mr. Czerwinski questioned whether they could do what they wanted to the building and if anything over \$5 million becomes advisory and not an Architectural Review Certification? Mrs. Melson-Williams replied that it is not a dollar figure. If a project of a new building is over 5000 square feet, the Code is currently set up whereas the Architectural Review Certification is recommended by the Historic District Commission and then the Planning Commission takes the final action on the Architectural Review Certification. The Bayard Hotel had to go before the Planning Commission because it was a big enough for a Site Plan and the Historic District Commission became an technical advisory aspect because the property was in the Historic District to that process with the Planning Commission.

Chairman McDaniel seemed to think that the Planning Commission changed a few of the things that the Historic District Commission recommended. There were some different color schemes.

Mr. Czerwinski stated that we need to find what the leeway is and be specific. He does not think that the items in the Guidelines are extremely restrictive; it just states abide by the general configuration of the period of the building. There is nothing that states you have to gold plate everything. For example, for the building on Loockerman Plaza the Historic District Commission did not ask for anything radical. What leeway do we give them regarding modern material? He was confused because if we go ahead and look at the long-range goal for Loockerman Street and we look at buildings and we say that we are going to exclude Loockerman Street from the Historic District, then at what point do we just ignore the buildings that are there.

Ms. Mason questioned whether there have been a lot of people who want to put good businesses on Loockerman Street and if so, have they been rejected because of their designs.

Mr. Czerwinski questioned what extent you have had people run into iron wall with this Commission except to just complain about it?

Chairman McDaniel replied that they look at it as another step.

Ms. Mason mentioned there must be another reason why we are not getting people to buy the buildings and rehab them. We can agree that a lot of people complain about the parking. She thinks there should be standards. She has seen a lot of things that have happened, and they look horrible. What has happened during the history? Mr. Czerwinski replied that a lot of people work around the Commission. For example, for the corner building that was torn down by Zimmerman, he built a building that was against Code. He respects Ms. Mason's opinion regarding you do not want to stop people from building, but the Zimmerman building was empty for a least six years before anyone moved in. What are we changing in the Code that will somehow alleviate the stress the life of people that we have had in here feeling that the Commission is being too restrictive?

Chairman McDaniel replied that he did not know the answer. For instance, when they came before the Commission and wanted to build a brick building for the Plaza and we discussed windows, to him taste is not something the Commission should be worried about. We need to be in tune with modern building techniques. And, if someone comes before the Commission and states they want to build a building out of brick, we should say "God Bless You" because they normally want to build it out of aluminum siding.

Mr. Czerwinski asked if the fact that Loockerman is in the Historic District really a big blocker. We are looking at Dover to be that "go to" place for shopping like Berlin, Maryland and Annapolis. The Commission has to be able to preserve the character of the buildings that are left.

Chairman McDaniel mentioned that the Commission is not preventing the development on Loockerman Street. It is more about the economy and the perception of safety. He wants to make sure that there is a policy in hand so when someone comes to them and says they have a perfect

idea and want to redo or build a new building on Loockerman Street, we are ready for them and they do not have to come back before the Commission two or three times.

Ms. Mason mentioned that there are currently some nice new tenants and owners Downtown.

Mr. Czerwinski mentioned that some of them did not have to be referred refer to the Commission. They just moved in, but now the owner is renovating the building. The previous tenants moved out (Artsy Fartsy) because the owner did not want to install air conditioning in the building. He suggested further discussion.

Mr. Street mentioned when talking about building materials, when he has come before the Historic District Commission it really made him question what teeth does the Commission have. For things like plaza projects of bricks, etc. We are not here to specify taste or color. So, if someone opens a business and puts up a sign that is not acceptable, then what happens? You do not want to hold them back, and we do not want to restrict what they are doing, so we approve the Architectural Review Certificate and/or goes before Planning Commission for final approval.

Chairman McDaniel stated that it was for big projects.

Mr. Czerwinski mentioned that if the Historic District Commission would have agreed he would not have been able to have the sign and the sign would have to come down.

Chairman McDaniel stated that Mr. Street was mentioning that that there is a chapter that the Historic District Commission needs to talk about on building materials. You cannot use plastic or tell that it was plastic.

Mr. Street stated that in July there was an applicant who wanted a fence using PVC and it is not listed in the *Design Standards and Guidelines*, so it would need to be updated. It is almost a policy as to what the Historic District Commission is going to allow. You do not want to make it a case by case basis.

Chairman McDaniel stated that you allowed aluminum siding or vinyl siding on Zimmerman projects that never got built. It specifically states in the *Design Standards and Guidelines* that it is not allowed.

Ms. Mason mentioned that some of the materials are getting better all the time.

Mr. Czerwinski mentioned that he was not sure if Loockerman Street needs any modification to its Code. The only thing is building material because our Guide is outdated, and it needs to be updated. We can help people understand what they can use. Also, if the Commission could get more educated on what materials are available and is looking for any suggestions that can be discussed.

Architectural Review Certification Process

Mrs. Melson-Williams stated that there were some improvements done in the last 10-years. Some of the processes were changed to make certain things more clearly administrative. We have heard regarding permitting “why didn’t it come before the Commission”. The Code very specifically divides it up into what Staff can grant approval to and what the Historic District Commission has to do and what the Historic District Commission is recommending to the Planning Commission as far as the level of Architectural Review Certification. There are three (3) levels of Architectural Review Certifications.

Chairman McDaniel mentioned that the Historic District Commission does accommodate at times and have had special meetings.

Mr. Street commented that he has not had a project that needed it, but it is looked at as an extra step. Sometimes when you have a larger project and to ensure the application for the Historic District Commission and the Planning Commission does not overlap, you have the meeting in a separate month.

Chairman McDaniel mentioned that it is something that really needs to be looked into to see if we can get it going faster. On the other hand, you say it is a \$5 million project that is going to take two years to build and you are talking 30-days. The Commission wants to do everything they can to help the developer.

Ms. Horsey stated that in other towns in Delaware that have Historic District Commissions they want to build there and there is no problem with them waiting another month to go through the Commission to get the recommendation. She sees it as a perception that it may not be the place because of being overburdened. If you go to New Castle or Lewes it’s like a joy; they want to be there, and another month does not matter to them. Ms. Mason replied, but they are a different entity. Chairman McDaniel replied that they are not worried about getting shot to death in downtown Lewes.

Mr. Czerwinski asked if the other Historic District Commissions have special on-call meeting option. Would this Historic District Commission be able to do this if there was a special project that had a tight deadline and there was a special request for a meeting (significance or importance)? The Commission could look at a possibility within the By-Laws for a special call project meeting. He would be willing to do this if it would glide the process along. He would see no problem coming in on an as-call. Mrs. Melson-Williams replied that there are some things that are set up in the *Zoning Ordinance* that are specific. If it requires a public hearing, then there are public notice requirements that you have to back yourself into and that is where it gets a little tricky. If you are talking about overlapping the Historic District Commission and Planning Commission, it really depends on the month. For example, if someone had filed something it would not be ideal, but we could have looked at it today at the Historic District Commission’s meeting, and Monday is when the Planning Commission is meeting. So, in this month it could have worked that we could have compressed time. It is not always the case that the Historic District Commission is meeting before the Planning Commission. There are some things like that

you could potentially do, but it still depends on the scale of the project and where you are in the public hearing process.

Chairman McDaniel questioned how at the last (meeting) time the Commission was able to squeeze in the 401 S. Governors Avenue (Fence Permit) for a Waggin Good Time. Mrs. Melson-Williams replied that it was a Permit referral. It is a standing item on the agenda. When she met with them, she knew it would have to come before the Historic District Commission because of the height. She mentioned to the applicant if they had the material by a specific date to the Planning Office then she would get it to the Commission at their next meeting. This particular Fence Permit came in two days before the Historic District Commission meeting. We turned it around; it came in on Monday or Tuesday, and Commission meeting is on Thursday. We asked can you be here, and we will refer it to the Commission, so you do not have to wait a month.

Chairman McDaniel stated that what the Commission is saying is that they are willing to work with the applicant to move the process along. He also mentioned the entertainment venue in Lewes because at one point someone wanted to put an entertainment venue on the Plaza Downtown.

Mr. Czerwinski mentioned that there should be something in the By-laws that the Historic District Commission accept that they can be called in to make the projects move along instead of waiting an entire month. He did not have a problem with coming in if everyone else was on board.

Ms. Horsey asked if the Historic District Commission could meet the 2nd Thursday instead of the 3rd Thursday to accommodate the Planning Commission.

Mr. Street mentioned if an application has to come before the Historic District Commission before it goes to the Planning Commission then it makes sense for the Historic District Commission to meet before the Planning Commission.

Mrs. Melson-Williams stated that the calendar is set through the end of this year. Chairman McDaniel asked why it could not be changed? Mrs. Melson-Williams replied we could look into it. It may move the filing deadlines for the bigger projects because the Code specifies that applications must be filed X number of days before the meeting. Chairman McDaniel asked to change the meeting date schedule for 2019 and if we could do it on an as needed basis for the remainder of 2018. Mrs. Melson-Williams replied that Staff can certainly look into it and what that means from a Code perspective and deadline processing to see if moving the meeting a week then gives that opportunity for doing Historic District Commission and Planning Commission in the same month should that be a need for a project.

Impact of Development Activity on Historic Resources

Chairman McDaniel suggested listing the incentives and make potential applicants aware of the incentives.

Mrs. Melson-Williams stated that there is a State Historic Preservation Tax Credit program. Dover has a designated Downtown Development District. There are some incentives that the City offers if you are within those boundaries. There is a State rebate program associated with work in the Downtown Development District which happens to include part of the Historic District.

Chairman McDaniel mentioned that one reason he asked about Joan Larivee because she was very influenced and knowledgeable about that. He also thinks that people are not aware of the programs that are available. The problem is you must apply before you build.

Ms. Mason questioned what would happen if she put in a porch floor at her home on The Green and the work is complete. Mrs. Melson-Williams replied that with some of the incentives, the eligibility requirements are that the project has not started yet. This is one of the things that the State Tax Credit Program is making some changes to in their program because it used to be that you could actually get some credit on stuff you had already done.

Ms. Mason mentioned she did the work last month. She had the paperwork for the incentive but did not realize that she needed to complete and apply before doing the work. Mrs. Melson-Williams replied that Ms. Mason was not the only one. There are number of persons in the Downtown Development District they have spoken with regarding the incentives and who complete the work before turning in the paperwork. Some of the incentives are related to Permit fee waivers, so if it comes in after you have already paid for your Permit then it is too late. There have to be some rules and perimeters. With the Downtown Development District there are some qualifiers on the amount a person is spending on the project. The same thing goes for the Tax Credit for Historic Properties. There are qualifiers for what is a qualified project.

Mr. Street questioned one of the incentives where you spend a minimum of \$1200 but it was only \$600 per year reimbursement. Mrs. Melson-Williams replied that with the Tax Credit Program for Historic Properties for the City there is a minimum expenditure for the project which then has to be met. The credit is 50% of what you spent, but then only \$600 a year can be applied. Chairman McDaniel replied that it sounds like it is designed for homeowners. Mrs. Melson-Williams replied that it is only applied to the City property tax piece and not the County tax portion.

Mr. Czerwinski when was the \$600 threshold established? Mrs. Melson-Williams that it was created in replied in the 90's. Mr. Czerwinski stated that it needs to be updated. Perhaps it needs to be doubled. Mrs. Melson-Williams replied but again it is related to what you are paying in City taxes.

Ms. Mason mentioned that it seems like you are really not getting a great incentive.

Ms. Horsey mentioned it did not work for her.

Support of Historic Resources

Mrs. Melson-Williams stated that there are a lot of areas in the City that have not been surveyed.

Mr. Czerwinski asked that as a Historic District Commission to what extent does the Commission recommend something for the National Register of Historic Places. Mrs. Melson-Williams replied that there is a nomination process. Because we are a CLG if someone was to seek nomination of a property in Dover to the National Register of Historic Places it would need to come before the Historic District Commission for review and comments just like it goes through the State Review Board for Historic Preservation before it is passed on to the Keeper (at the National Park Service) for final determination. That is one of the benefits of being a designated Certified Local Government. The National Register of Historic Places is a recognition program and there are levels of protection. If there is federal monies and actions involved near the property, then more careful consideration needs to be taken on the effects on the historic property. Also, being on the National Register of Historic Places may qualify a person for tax credits at the Federal level that they could be eligible for if they were doing a project. There have not been any bricks and mortar grants for years.

Chairman McDaniel questioned the Ridgely house. Mrs. Melson-Williams replied that it may not be individually listed but it is part of a district.

Chairman McDaniel questioned the Willis site. Mrs. Melson-Williams replied that it is an archeological site that is on the east side of Dover.

Chairman McDaniel questioned the Palmer House. Mrs. Melson-Williams replied that the Palmer House is probably the most recent National Register nomination in Dover. It may have been done when they were doing renovations to receive tax credits. A number of individual properties that are within the City of Dover that are listed in the National Register of Historic Places are listed in the table on page 52 of the handout. The CRS# is the Culture Resource Survey number and if you know that number you can research all information on that property.

Mr. Czerwinski mentioned the process of the Culture Resource Survey and some of the processes regarding DNREC and DelDOT. The owner can have the property demolished unless it is protected through a local ordinance.

Tax Credit Program for Historic Properties

Mrs. Melson-Williams stated that there were changes in the last 10-years. It used to be that every single tax credit application had to come before the Historic District Commission for approval. There were changes made to allow that to be a Staff level review.

Chairman McDaniel mentioned that he could not imagine that there were that many. Mrs. Melson-Williams replied that there are not that many, but that may be a clue that there is not the information out there about it for people to apply? With this recommendation, one of the action items may be to help people learn about this incentive. The outreach portion may need to be the emphasis.

Mr. Czerwinski mentioned outreach could be the focus of the grant from the CLG. Mrs. Melson-Williams replied yes.

Mr. Czerwinski mentioned that the Culture Resource Survey looks like an awesome grant opportunity. He also mentioned the survey could be updated. He stated that Edgehill is becoming a historic place. Mrs. Melson-Williams replied yes and so is Towne Point, White Oak Farms etc. They also mentioned that Capitol Green, Kent Acres and Shady Lane were also becoming historic places.

Ms. Mason mentioned that people are missing out and there should be some sort of appeal. Chairman McDaniel said perhaps have information on the Building Permit application or have Staff ask at the front counter if persons are aware of the Historic Tax Credit. Ms. Mason mentioned that perhaps the contractor should be aware of the information and inform customer.

Ms. Horsey asked if in the past the Tax Credit was for businesses and not residential? Mrs. Melson-Williams replied that the Tax Credit for Historic Properties was never specific to just commercial. A large percentage of what is in Dover's local Historic District is not residential. Mr. Czerwinski noted several houses on Division Street are now offices of lawyers.

Chairman McDaniel asked if it was a special Conditional Use where you can only have one of those properties every so many hundred feet and they cannot have a million people coming into the building. It has been designed to not have vacant buildings, and it has worked. Mrs. Melson-Williams replied yes, there is a Conditional Use process.

Mr. Czerwinski mentioned that the Brooks House should be listed on the National Register of Historic Places.

Chairman McDaniel briefly mentioned his difference of opinion regarding vacant buildings and houses and Conditional Uses especially if it was not the neighborhood you lived in.

Increase Participation in Resource-Bearing Programs

Mrs. Melson-Williams stated that they achieved CLG status and will continue to rewrite it to continue the status of compliance as a CLG (Certified Local Government).

Public Outreach Education

Mrs. Melson-Williams mentioned that she recently heard from the Commission that public outreach is very important and needs to be increased.

Chairman McDaniel mentioned most definitely, and Mr. Czerwinski mentioned a walking touring map of Dover. Ms. Horsey mentioned there is one that already exists.

Mr. Czerwinski asked if there was any information or a box on the Permit that you could check that the property is in the Historic District. Mrs. Melson-Williams replied there is not one that the applicant does but it is one of the checks that Staff does. Staff checks to see if it is in the Historic District or flood plain.

Chairman McDaniel mentioned Staff should inform the applicant or contractor about the Tax Credits.

Assistance and Support of Interest Groups

Mrs. Melson-Williams did not think the program exists at the current time at Delaware State University. Chairman McDaniel said it did not. She stated that at Wesley College it is probably a history program, Chairman McDaniel replied yes. He asked if Wilmington College had anything. Mrs. Melson-Williams replied she was not sure if they had anything. Mr. Czerwinski mentioned that Delaware State University and University of Delaware had the same Masters of Historic Preservation program but has since ended. She thinks that a Master of Arts program still exists at University of Delaware but in a different format.

Chairman McDaniel asked if the City had any interns. Mrs. Melson-Williams replied no.

Chairman McDaniel asked if the State had any interns. Mrs. Melson-Williams replied yes. The State Historic Preservation Office had contracts with CHAD at the University of Delaware for specific project work and other CLG work.

Chairman McDaniel asked what did CHAD mean? Mrs. Melson-Williams replied the Center for Historic Architecture Design at University of Delaware, College of Urban Affairs and Public Policy.

Mrs. Melson-Williams that the State Historic Preservation Office has a Preservation Plan that is in draft form. That document and some of their goals and implementations really starts to stress the partnership of people with like interests working together on efforts in a preservation world.

Chairman McDaniel asked where they were talking about partnering with Friends of Old Dover? Mrs. Melson-Williams replied that it is in Recommendation 10.1 that's related to the government side and others.

Chairman McDaniel asked about having an outside meeting. All meetings will need to be in a public forum.

Chairman McDaniel reminded everyone of the Open House Event for the Comprehensive Plan (August 23, 2018).

Mrs. Melson-Williams mentioned to please send other thoughts to her.

Mr. Street moved to adjourn the meeting, seconded by Mr. Czerwinski and unanimously carried 5-0.

Meeting adjourned at 4:40 PM

Sincerely,

Maretta Savage-Purnell
Secretary

CITY OF DOVER
HISTORIC DISTRICT COMMISSION
September 20, 2018

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, September 20, 2018 at 3:00 PM with Chairman McDaniel presiding. Members present were Mr. Czerwinski, Mr. Street, Ms. Horsey, Chairman McDaniel and Ms. Mason.

Planning Office Staff members present were Mrs. Melson-Williams and Mr. Julian Swierczek.

APPROVAL OF AGENDA

Ms. Mason moved for approval of the agenda, seconded by Ms. Horsey and the motion was unanimously carried 5-0.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF AUGUST 16, 2018

Mrs. Melson-Williams stated that the meeting minutes of August 16, 2018 are still being prepared and will be approved at the October 18, 2018 meeting.

COMMUNICATIONS & REPORTS

Summary of Applications for 2017 and 2018

Mrs. Melson-Williams stated that the architect working on the Governor's Café Kitchen Addition has been working with the City's Fire Marshal Office and the Building Inspector to sort out some things related to what will be their Building Permit submission. For 2018, the Murphey School Accessory Structure Demolition at 12 Kings Highway NE is complete. The referral of the Fence Permit at 401 South Governors Avenue that was approved based on the discussion at the meeting, but she does not believe the Permit have been issued so she is not aware of the status at the current time. It was a potential new business at that location.

Summary of Architectural Review Certifications for 2018

Mrs. Melson-Williams stated with the Architectural Review Certifications there were 28 Permits through August 31, 2018 in the Historic District. There were nine (9) related to interior work, eight (8) building exterior, five (5) Roof Permits, five (5) signs/temporary signs, and one (1) other permit.

Chairman McDaniel asked about the work being done at the LaBaguette Bakery? Mrs. Melson-Williams replied there was a Fence Permit. They are creating an outdoor patio space on one side of the building.

Chairman McDaniel asked about the location of 535 South State Street. Mrs. Melson-Williams replied that is the blue house on the southeast corner at the entrance to Elm Terrace.

Chairman McDaniel asked how far down the Historic District runs. Mrs. Melson-Williams replied on that side that may be the last house.

Chairman McDaniel asked if Scull Mansion was in the Historic District? Mrs. Melson-Williams replied Scull Mansion is not in the Historic District but is listed on the National Register of Historic

Places.

Department of Planning & Inspections Update

Mrs. Melson-Williams stated that Staff have been working on the Comprehensive Plan. Included in each member's packet was a copy of a flyer that the State's Division of Historical and Cultural Affairs put listing events related to the Lenape Heritage Celebration which is the recognized Indian tribe in Delaware. There are still some events left. She also handed out information regarding the "Last Saturday Talk Series" that is being sponsored by the Friends of Old Dover and the next event "The Stately Homes of State Street" will be held on September 29, 2018.

Ms. Mason mentioned that there will be two (2) talk series.

Mr. Street asked if the talks would entail history. Ms. Mason replied it will talk about forgotten buildings.

Chairman McDaniel asked about the one-year extension on Loockerman Way. Mrs. Melson-Williams replied that the Loockerman Way project was just at the Planning Commission and they received a one-year extension. Their project was due to expire at the end of September.

Mr. Street asked if the project had to come back before the Historic District Commission? Mrs. Melson-Williams replied yes if there are significant changes in their project.

Mr. Street asked about the process if the Planning Commission approval expires. Mrs. Melson-Williams replied if they do not finalize their plan and start construction before the end of next September then it would have to go back through a review process as a new application which could mean another appearance before the Historic District Commission and Planning Commission.

NEW BUSINESS

Certified Local Government (CLG) Program

Update on Submission of FFY2018 CLG Grant Application

Mrs. Melson-Williams stated that the grant application is related to preparation of the Historic Preservation Chapter of the Comprehensive Plan. Staff continues to work on it, but we still do not have a Grant Agreement in hand. With the CLG Program, the grant typically runs from July through June.

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

Update on Open House Event and Project Activities

Mrs. Melson-Williams stated that the Planning Office hosted an Open House Event on August 23, 2018 at the Library from 3pm-7pm. Some of the Historic District Commission members were present. There were a number of different boards and panels with hands-on activities for people to participate in. There was a display of the Historic District boundary and it captured some comments. There was an activity that defined six (6) focus areas throughout the City shown on an aerial map. Downtown Dover was one of the focus areas as well as the Division Street corridor. The other comment sheets were available during the event. There was a formal presentation where Planning Staff did a PowerPoint presentation about what is a Comprehensive Plan, the process, and reported on the questionnaire survey that was conducted in late June and July. Some of that data was provided to the audience. There was also a rolling presentation of the summary from the survey. Both the formal and rolling PowerPoint are posted on the City's website. Also, presented at that meeting was the first Preliminary Draft of the Land Development Plan map where we have to look citywide and identify the land use categories for all properties. Land use categories then translate into what are appropriate zoning districts in those areas. There are certain segments of the City where we are looking at potentially changing the land use designation which in the future could mean rezoning or requests for rezoning in those areas. Those initial Preliminary Drafts are also available on the City's Comprehensive Plan website. Planning Staff continues to work with a number of stakeholders, State agencies and City departments to gather data related to them writing chapters of the Comprehensive Plan. The Housing and the Economic Development chapters are probably the furthest along at this point but the real focus in the next few weeks is the Goals and Recommendations of the chapters. The Comprehensive Plan is supposed to be completed by February 2019 but due to scheduling and the regulatory process Planning Staff have made a request for an extension that was submitted on September 19, 2018. The goal is to have a Draft of the Comprehensive Plan around the October or November timeframe and then start the formal review process with PLUS which is a State review process and then with Planning Commission and City Council. They must ultimately conduct hearings on the document. There will probably be another opportunity in the next couple of months for more public outreach as we get formal draft items in place.

Chairman McDaniel asked how Staff felt about the attendance at the Open House. Mrs. Melson-Williams replied that the Open House was good. There were 65 people who signed in but certainly there were more who did not sign in. A lot of information was gathered at the Open House. There were a number of ideas and concerns regarding the Downtown were about vacant buildings, bringing other business types Downtown, technology aspects such as Wi-Fi/Internet Café, the special character of Downtown Dover and the Historic area.

Chairman McDaniel asked who some of the stakeholders were. Mrs. Melson-Williams replied some of the universities through the Economic Development Chapter, the City's Economic Development Committee, DNREC, DelDOT, Kent County MPO, and most of the City Departments.

Chairman McDaniel asked why cities have to do Comprehensive Plans and if it goes with the CLG. Mrs. Melson-Williams replied no they do not go with the CLG. The requirement for a Comprehensive Plan is part of Delaware Code; so it is a State requirement. Every municipality is required to have one. What is required in your Comprehensive Plan depends on the population.

There is a less obligation on those municipalities that are lesser than 2,000 persons. There is a whole checklist of items that must be included in the Comprehensive Plan.

Chairman McDaniel asked about the County. Mrs. Melson-Williams replied the County also has a requirement for a Comprehensive Plan. Last week Kent County adopted their Comprehensive Plan after also working in-house on it for probably 2-years.

Mrs. Melson-Williams stated that since the County just adopted the Comprehensive Plan they have had some informal conversations with them about things that are close to the City and near the City. Staff is also looking at that document.

Ms. Mason asked if anyone was talking with Mr. Bob Clark at Wesley College. Previously, he had this great vision of connecting Wesley with Downtown and getting the students involved. Mrs. Melson-Williams replied that she did not know if Staff has spoken to him directly but the concept of the connection between Wesley and Downtown has been a wishful thought for a number of years in studies. She was not sure how it was discussed in the last Comprehensive Plan from 2008 but it is certainly on the radar screen. Next week our Staff will be going to one of Wesley's graduate student classes that is about land use planning that is being taught by Mr. Tony DePrima. Staff will use this as an opportunity to talk with some college students. Some of the students that are a part of his class came to the Open House as further learning experience.

Information on "Partners in Preservation: Planning for the Future" – Delaware's Historic Preservation Plan 2018-2022

Mrs. Melson-Williams stated that the State has completed their State Historic Preservation Plan. The complete document is available on-line. In Chapter 7 of their document (their goals, strategies and actions section) is something Staff needs to look closely at to see if there are things they should capture in their Comprehensive Plan. Chapter 7 was also provided in each packet for the members of the Historic District Commission. The State starts with a series of six (6) over-arching goals and under each of those goals are strategies and actions. They also go to the next step of suggesting partners. Their Plan is all about Historic Preservation Planning which is achieved by a series of partnerships between government agencies, non-profits, citizens and others. It specifically suggests partners of CLGs and local governments. A lot of their goals and strategies are very similar to what we see in our Comprehensive Plan such as working with the City Government in a link that includes and relates to communication and outreach such as brochures or events. There are a number of things about National Register listed properties. They make the link between preservation that is related to the whole Downtown Development District program and the Main Street programs. The Downtown Dover Partnership is the main body that participates in the Main Street program. It also mentions to make sure the Comprehensive Plan has information about historic preservation. The State Code requires Dover to have Historic Preservation as part of their Comprehensive Plan because of our size. It also mentions the Delaware By-Ways program. This is an area that also needs to be incorporated in our plan. It also talks about the CHRIS (Cultural Historic Resource Inventory System) which is the electronic system of all their survey records and how they plan to improve the system and encourage others to use it.

Mr. Czerwinski mentioned that he was familiar with the Cultural Historic Resource Inventory System.

Ms. Mason asked if there were other computer related items such as CHRIS and if this was available on-line. Mrs. Melson-Williams replied that at the beginning of their plan there is an acronym sheet.

Mr. Czerwinski asked if SHPO has ever reached out to the Historic District Commission to do a briefing, outreach program or seminar. We have great ideas, but some of the stuff never happens. Mrs. Melson-Williams replied that off and on the Historic District Commission has had some small presentations and training opportunities. Years ago, there used to be a state-wide Historic Preservation Conference. That is one of the things noted that with partnerships they hope to do again. At the time, years ago, Preservation Delaware which is the statewide non-profit for Historic Preservation was much more active than it has been. They have one of their annual meetings coming up in the next few weeks. A lot of their actions do talk about the outreach to understand what they do. People are more of the grassroots local level where things happen. There has been specific training for Historic District Commissions. Some Commissions that have been CLGs have used their grant monies for training purposes. There was a couple of years that the town of Lewes and their CLG sponsored a couple of different workshop series. Chairman McDaniel mentioned that he along with other members attended that workshop in Lewes.

Mr. Czerwinski suggested having trend information and upcoming programs, etc. He feels they can do more outreach. He has been with the Commission for a year and he has not seen any outreach. The local level is the most important because this is where things happen. He was surprised that there has not been more outreach by the State. If they want to improve their services, the key would be to engage with the Historic District Commission.

Chairman McDaniel mentioned they have had the information and programs such as the Mock Historic District Commission meeting which was good.

Mrs. Melson-Williams mentioned that one of things with the development of this plan, they (the State) had a Working Group of people from various levels (a sounding board) to develop the plan. One of the things going forward from this plan is the Working Group plus some other people are going to continue to meet (an annual kind of work plan). The meeting is scheduled two weeks from now and she has been invited. She was not part of the Working Group that developed the initial document. She will certainly relay the Commission's ideas. This plan clearly recognizes that outreach is the way to achieve things.

Mr. Czerwinski asked if the plan had already been approved. Mrs. Melson-Williams replied it has been approved by the State Review Board for Historic Preservation and it has National Park Service approval. It also had some submission to the State Planning Office and the Governor, as more of a hand off their 5-year goals.

Mr. Czerwinski mentioned that he would like to see the last one. Mrs. Melson-Williams replied that the last one was not as long of a document. One of the Appendices talks about the achievements of the goals from the last one. She suggested that Mr. Czerwinski look at that one.

Mr. Czerwinski asked when was the last one (for the State) was completed. Mrs. Melson-Williams replied most likely in 2013-2017.

Ms. Horsey mentioned that just knowing the inside scoop on this she knew that their Graphic Designer in the Museum section put it together and included pictures that could be downloaded in color and that was interesting. Mrs. Melson-Williams also mentioned that it was a landscape document.

Continued Discussion of Historic Preservation Chapter

Mrs. Melson-Williams stated that included in the packet were the goals.

Mr. Czerwinski asked if there was an office of POCs for responsibilities. For example, such as identified areas of study, properties for potential future Historic District designation and individual structures. Who is the primary responsible office? Mrs. Melson-Williams replied that our plan is not set up to say who is necessarily supposed to do it throughout the whole Comprehensive Plan. There is a chapter that talks about implementation. If there is clearly an initiative that this group would like to focus on in a calendar year scenario such as the key items that they would like to work on this year, it will prioritize Staff. Like if there are things that we should be seeking consulting help on or grant assistance. Most of them would have a mix of the same group of people: whereas, you could have citizens, Historic District Commission, Planning Department, having to work with another City Department, CLG, etc. bringing forth property information. With any Annexation application it comes through the Planning Office and goes through the Planning Commission and then to City Council. The Planning Office in developing the background report on the Annexation as to what is the property, what is there, present zoning, proposed zoning, etc. could identify if it received the National Registry listing of a property.

Mrs. Melson-Williams mentioned that at this point Staff will be going through the State Plan to capture information that specifically points to the CLG's to see if we already have something that is similar that has already been identified as potential action items for us. We have a lot of outreach. We are suggesting recommendations, goals, and action items.

Mr. Street moved to adjourn the meeting, seconded by Ms. Mason and unanimously carried 5-0.

Meeting adjourned at 3:52 PM

Sincerely,
Maretta Savage-Purnell
Secretary

Preliminary DRAFT Goals and Recommendations Dover Comprehensive Plan 2019

GOALS AND RECOMMENDATIONS

NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION

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.

Recommendation 1: Develop New Code Amendments to Address New and Existing Environmental Challenges

- Improve water quality and floodwater absorption capacity in the city through code amendments addressing topics such as pervious paved surfaces, stormwater management areas, and hydric soils.
- Reduce air quality impacts and climate change impacts through code amendments improving new developments' access to alternative forms of transportation.

Recommendation 2: Protect Environmental Resources through the Development Review Process

- Identify for conservation as private or public open space, environmentally sensitive areas within development projects early in the approval process, so accurate base data can be collected, and the project redesigned as necessary.
- Ensure that the high environmental standards encompassed in the *Zoning Ordinance* and *Land Subdivision Regulations* are upheld as part of development review.
- Include DNREC in the Development Advisory Committee whenever there is potential for state-owned natural resource areas, such as those in the Land Inventory of Delaware's Open Space Program, to be impacted by development.

Recommendation 3: Coordinate with other Environmental Agencies and Groups

- Work with FEMA to ensure the City's floodplain maps are regularly kept up to date, to ensure potential homeowners and businesses have accurate information about flood risks when choosing where in the City to locate.
- Work with DNREC to identify any newly needed flood mitigation projects along city waterways such as the St. Jones River and Puncheon Run.
- Evaluate the process for referring development projects to the Silver Lake Commission, to ensure they review all projects which may have significant impacts on Silver Lake.

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.

Recommendation 4: Participate in or Implement Measures Related to Impervious Cover and Water Quality

- Address impervious cover as it relates to residential lots, commercial development, floodplains, and potential annexation areas through both the planning process as well as the permitting processes within the City.
- Explore options relating to the restoration of piped streams into natural channels and act to implement restoration activities.
- Create and continuously update a Source Water Map based on state data for inclusion in the Comprehensive Plan. Update the City's Zoning Map in tandem with the Source Water Map to ensure the Source Water Protection Overlay Zone correctly covers all areas needing protection.

Recommendation 5: Support/Utilize the Silver Lake Commission

The City should continue to utilize the talents of the Silver Lake Commission as advocates for the lake, advisors to the City Council on matters regarding the lake, and as liaisons between the City, the public, and DNREC regarding lake management issues.

Goal 3: Improve Air Quality

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.

Recommendation 6: Continue to adhere to the Clean Air Act of 1990

- Update and implement the Bicycle and Pedestrian Transportation Plans of 2015 to reduce vehicle emissions.
- Encourage and support the installation of multi-modal paths alongside street frontages where appropriate.
- Improve and widen sidewalks for bicycle and pedestrian use.
- Encourage DelDOT to increase bicycle paths along major routes within the City

Goal 4: 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.

Recommendation 7: Research and Implement a Green Energy Program

- Develop a program to incentivize use of “green” practices in new development. Some green development practices include infill development, higher densities in areas with access to transit, and green building construction techniques such as those tracked through the LEED rating system.
- Develop a program to incentivize improvements to the energy performance of existing buildings. Energy performance improvements can come from adding insulation to reduce dependence on heating and cooling systems, installing energy-efficient appliances, and other changes.
- Conduct a “vulnerability assessment” of the City to determine which people and places within Dover are most at-risk from climate change pressures, including sea-level rise, increased heavy precipitation, and rising temperatures. This assessment can be used to determine where the above incentives should be targeted.

Goal 5: Promote Access to Open Space and Scenic Resources

While open spaces can protect developed areas by absorbing the most direct impacts of climate change, open spaces also have value for their health and recreation benefits to residents. Open space and scenic resources in the city should be protected while also preserving reasonable public access.

Recommendation 8: Promote public access to the City’s natural and scenic resources.

- Modify the *Dover Code of Ordinances* to eliminate or minimize barriers to public access of the City’s natural and scenic resources, and support policy amendments and programming to improve access and utilization. The following specific actions to increase public access are recommended:
 - Evaluate the *Dover Code of Ordinances* and other policies, identifying those that potentially limit public access to nature (e.g. parking requirements, use restrictions)
 - Improve pedestrian, bicycle, and transit networks to parks, natural areas, and the historic district
 - Explore new opportunities for parks and open space
 - Support programs that promote access to nature (e.g. environmental education programs, Scouts programs)

HISTORIC PRESERVATION

Goal 1: Preserve and Protect Historic Resources

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

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

Identify and study properties and 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 planning and 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 regarding the levels of protection for The Green and the Loockerman Street historic contexts.
- Evaluate and consider the use of modern materials and technologies in the standards and guidelines.

Recommendation 4: Architectural Review Certification Process

- Refine the existing regulatory process and procedure for Architectural Review Certification for properties located within the designated local Historic District Zone (H).
- Offer education opportunities and public outreach on the Architectural Review Certification process.

- Evaluate process of requests for demolition and the identification of demolition by neglect properties.

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 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.
- Encourage use of flexible building codes when rehabilitation of existing historic buildings is proposed.
- Focus planning initiatives on Downtown Dover to strengthen Loockerman Street and the adjoining areas while maintaining the balance of preservation and development activity. This includes support of the Restoring Central Dover program and Dover's Downtown Development District.

Recommendation 6: Support of Historic Resources

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

- Support consideration of historic resources and landscapes 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 amend or provide updated information to existing National Register nominations to meet current standards.
- 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

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

- Continue the City's Tax Credit Program for Historic Properties and promote awareness of the program.
- Promote awareness of other Tax Credit Programs offered including State and Federal programs.

Recommendation 8: Increase Participation in Resource-Bearing Programs

- Continue participation in Certified Local Government (CLG) program of the National Park Service with a focus on increasing training and for the evaluation of staffing needs.
- Engage in efforts for evaluation, designation, and implementation of the Delaware Byways Program and the Delaware Scenic & Historic Highways Program.

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 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 to increase awareness and understanding.
- 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

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, Historic District Commission, the Division of Historical & Cultural Affairs (State Historic Preservation Office), the First State Heritage Park at Dover, and the First State National Historical Park (National Park Service).
- Coordinate with preservation interest groups such as Downtown Dover Partnership, Preservation Delaware, Friends of Old Dover, and others.
- Build relationships with the historic preservation and related programs at Delaware State University, Wesley College, and the University of Delaware.

UTILITIES

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, and in the best interest of the community's health and well-being.

Recommendation 1: Update Utility Plans Regularly

Dover water, sewer and electric will have their long-range plans updated every ten years and integrated into the Consolidated Utility Plan for the City of Dover.

Recommendation 2: Continue to Seek Interconnections with Other Water Systems

Work with Tidewater Utilities, the Camden-Wyoming Sewer and Water Authority, other neighboring water providers to interconnect with other water systems.

Recommendation 3: Implement plan to identify and remove sources of inflow and infiltration

- Prepare projects to reline old sewer mains to reduce and/or eliminate inflow & infiltration
- Work with commercial property owners to remove catch basin connections to the sanitary sewer system that have been identified by field investigations or smoke testing.

Goal 2: Enhance Infrastructure to Meet Community Needs

Enhance public utilities and infrastructure where studies indicate that community services standards are not being met.

Recommendation 4: Continue to Implement Plans to Improve Water Quality

The City has developed a plan for resolving the "brown water" issues that have occurred since the City began to chlorinate the water system. The City should continue its commitment to implementing the water system improvements that will improve the water quality concerns.

Recommendation 5: Identify and pursue options for long-term reliable, cost competitive, and environmentally prudent electricity for the citizens of Dover

Recommendation 6: Identify new transportation needs and ensure the city has the infrastructure and capacity to accommodate evolving technologies.

We have seen an increase in the usage of new transportation like electric cars and the City should ensure it has the capacity to accommodate the demand for new technologies like at-home charging stations.

Goal 3: Meet or exceed the State and Federal requirements of the NPDES permit and Stormwater Management Plan

Recommendation 7: Implementing a Stormwater Utility within the City of Dover

Implement the results from the feasibility study for initiating a stormwater utility within the City, including the recommendations of the study as approved by City Council.

Recommendation 8: Encourage and Possibly Require Green Technology for Stormwater Management in New Development Projects

Work with City engineering staff, Kent Conservation District, and the Department of Natural Resources and Environmental Control to determine the appropriate changes to City codes and processes to require stormwater management practices that mimic natural conditions for new development. Implement necessary changes to codes and processes.

Recommendation 9: Obtain Accreditation with the American Public Works Association

The City of Dover Office of Public Works should continue its efforts to obtain accreditation from the APWA (American Public Works Association) so as to be officially recognized as an Agency of high standards and professionalism.

COMMUNITY SERVICES & FACILITIES

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.

Recommendation 1: Develop an Open Space and Park Master Plan

- Identify within the Master Plan a variety of park and recreation facilities suitable to different ages, cultures, economic status, and interests.
- The Open Space and Park Master Plan should meet the open space and recreational needs in the Downtown and a plan of action for implementation should be created as part of the process.
- Implement improved water-based facilities and other non-traditional recreation activities as part of any Open Space and Park Master Plan.
- Conduct an updated Parks & Recreation Needs Assessment as part of the master planning effort, or as a separate initiative if necessary.

Recommendation 2: Plan for Individual Parks and Greenways

- Implement the completed master plans for Schutte Park and Dover Park.
- Develop a master plan for Silver Lake Park.
- Acquire and develop recreation/open space areas in strategic locations where there are opportunities to connect open spaces or enhance the city's pedestrian network.
- Continue to make connections to regional efforts, such as the St. Jones Greenway.
- Support efforts to preserve natural greenways corridors, such as the area along the Fork Branch.

Recommendation 3: Maintain and Improve City Park Facilities and Recreation Programs

- Continue to perform playground safety inspections to ensure that playgrounds meet safety standards.
- Continue to implement a playground replacement schedule as a part of the City's Capital Investment Plan.
- Maintain and expand recreational programs in parks citywide to meet the needs of a diverse population.
- Evaluate the process and responsibilities for maintaining active recreation areas and common open space within residential developments.
- Evaluate the City's methods for providing active recreation areas to new residential developments, to determine if development of new private recreation areas is still desirable or if the City should focus on having developers help fund improvements in Dover's public parks.

Goal 2: Disaster Preparation

The City must be prepared to face and quickly address potential disasters both natural and man-made.

Recommendation 4: Disaster Preparedness

- Continue to comply with the National Incident Management System (NIMS) through participating in appropriate staff training and holding drills to prepare for potential disasters.
- Continue to evaluate the City's role in large special events management, such as for NASCAR events, the Firefly Music Festival, and other large events, festivals, parades, etc.
- Maintain strong intergovernmental relationships with County and State agencies before, during, and after special events and emergency situations.
- Continuously update and implement the City's Emergency Operations Plan, to meet the constantly shifting challenges posed by increasingly severe weather events, terrorist threats, and other novel emergencies.

Goal 3: Provide and Maintain High Quality City Services

The City should provide and maintain high quality services to all residents, properties, and visitors within Dover.

Recommendation 5: Maintenance of City Services

- Evaluate the levels of City Services as they pertain to police, fire, and emergency response times. Service levels should be maintained or excess from their current status as Dover grows in population and land size.
- Ensure that the City's new private ambulance service can meet the service demands placed on it.

Recommendation 6: Improve access to City Library Services

- Support efforts by the Library to bring off-site services to underserved populations, such as children and the elderly. Services can be provided at locations such as daycares, after-school programs, and nursing homes among others.
- Evaluate methods by which access to the Library itself might be improved, particularly for underserved populations. Improved public transit in particular should be considered.

Goal 4: Invest in City Owned Resources

The City should work to ensure the protection, preservation and growth of its own resources. Physical facilities should be maintained and be upgraded where possible. Natural, historic, and cultural resources should be protected and preserved.

Recommendation 7: Invest in City Services and Facilities

Assess the feasibility of all City buildings to determine if they are adequately able to support City staff and day-to-day operations in the City.

- Assess the feasibility of expanding e-services such as electronic applications, fee payment, and services where applicable.
- Maximize the health benefits of Capital Projects and investments. Future investments and capital projects can be leveraged to promote health through the following:
 - Prioritize projects that address gaps in community health resources, including parks and trails, and a food distribution hub.
 - Require or incentivize projects to incorporate design features that support public health, including pedestrian, bicycle and transit facilities, green infrastructure and community-accessible space.

Recommendation 8: Protect and Preserve Natural, Historic, and Cultural Resources

- Encourage appropriate stewardship of natural, historic, and cultural resources in City construction projects and activities that may impact these resources.
- Continue to support tree planting and landscaping programs through the Development Advisory Committee and Public Works Department.
- Continue to support historic and cultural events and projects in the City by assisting with technical aid and other support staff activities that ensure the viability and continuation of those projects.

TRANSPORTATION

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.

Recommendation 1: Increase the Capacity of the Transportation System by:

- Improving corridor intersections
- Upgrading facilities
- Increasing transit service efficiency
- Supporting opportunities to expand aviation facilities
- Facilitating and expanding access to public/private airports in the region's transportation system
- Improving provisions for non-motorized travel
- Supporting the return of passenger rail service
- Assessing and tracking trends that might influence future transportation systems and land uses
- Proactively planning for the impacts of new technologies such as alternative fuels, goods and services delivery, lifestyles and travel.

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.

Recommendation 2: Leadership in the Dover/Kent MPO

- Continue to play an active role in the Dover/Kent County MPO
- Continue to use the Dover/Kent County MPO as a forum for long-range transportation planning and interacting with DelDOT.
- Continue to coordinate development activities within the City of Dover with DelDOT through the Development Advisory Committee.

Recommendation 3: Promote Safe Routes

Explore opportunities to designate Safe Routes to Schools, Safe Routes for Seniors and Safe Routes to Parks, and support programming efforts to encourage their use. The following specific actions are recommended:

- Identify current Safe Routes programs and evaluate deficiencies

- Conduct a community-engaged process to designate new Safe Routes and develop their programming
- Promote and support Safe Routes programs

Goal 3: Develop and Expand Alternate Modes of Transportation

Expanding facilities and services for alternate modes of transportation such as walking, bicycling, taxi, rideshare, and transit services enhances mobility for residents, reduces the number of single-occupant vehicles, and reduces the need to own an automobile.

Recommendation 4: Update and Implement the Bicycle & Pedestrian Transportation Plans

- Review the bicycle and pedestrian transportation network to identify gaps and important segments needed to provide a continuous network. Prioritize connectivity between neighborhoods and points of interest, like schools, neighborhood centers and healthcare facilities.
- Consider implementing the proposed bicycle network for the downtown area included in the Plan4Health guidance document.
- Develop an implementation plan to complete this network. The construction of the missing sidewalk/bike path segments can be accomplished utilizing a combination of private development activities, City funding through the CIP, and funding available through state and federal sources.
- Develop a maintenance plan for the network that builds on the Public Works Department's ADA Transition Plan, DelDOT repair schedules, and other current efforts.
- Ensure vital pedestrian and bicycle amenities such as seating, street lighting, street crossings, and bicycle parking are addressed in the plan.

Recommendation 5: Expand and Improve Transit Service

In collaboration with DART, enhance transit connections between neighborhoods and employment centers, institutions, commercial areas, schools and recreational facilities-particularly neighborhoods with large transit-dependent populations such as retirement, nursing and group-living facilities and economically disadvantaged areas. Enhancing transit shelters and increasing stops increases mobility, improves the transit experience and makes transit use more appealing. The following specific actions to support the expansion and improvement of transit services are recommended:

- Support the addition of new transit stops
- Enhance existing transit stops with good pedestrian and bicycle facilities
- Build transit shelters that protect riders from inclement weather
- Advocate for more frequent and reliable transit service to attract and retain ridership
- Support improved transit routes to the Capitol Area from North/South and East/West

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.

Recommendation 6: Implement the US Route 13/113 Corridor Improvements

- Work with DelDOT and the Dover/Kent County MPO to develop a Transportation Improvement District for the Route 13/Bay Road Corridor in Dover, according to the TID boundaries, horizon year, and service standards defined by the updated Agreement Regarding Dover US 13/Bay Road Corridor Transportation Improvement District. (Agreement yet to be updated)
- Explore the possibility of developing a truck stop, where possible and appropriate, along the Route 13 corridor.

Recommendation 7: Develop and Implement Strategies for Addressing East/West Traffic West of Dover

- Work with DelDOT, property owners, and the Dover/Kent County MPO to implement the Delaware Route 8 Study.
- Work with DelDOT, property owners, and the Dover/Kent County MPO to implement the Dover Capital Gateway Plan. (Also, Strategic Development Plan for the West Side?)

Recommendation 8: Establish a means of access from the Garrison Oak Tract to SR 1

- Evaluate potential access means which would allow access to the Garrison Oak Tract from SR 1
- Determine Costs necessary to Build Access Road via SR 1 to the Garrison Oak Tract.

Recommendation 9: Miscellaneous Transportation Improvements

- Advocate the following projects and studies to be placed in the Dover/Kent County MPO Transportation Improvement Program and the DelDOT Capital Transportation Program (CTP). Each year the Dover City Council develops listing of prioritized projects (See Table 9-6 for the current year's prioritization).

Table 9-6: Prioritization of City Transportation Projects

Garrison Oak Connector Road
Loockerman Street/Forest Street Intersection
Sidewalks within the walk zone of the new Dover High School
Crawford Carroll Avenue Extension

West Street Improvements from North Street to the Transit Center
US 13 Service Roads/Scarborough Road
College Road Corridor Upgrades (Kenton Road to McKee Road)
US 13 Sidewalk Construction
Route 8/Hazletville Road Connector
Kenton Road Corridor Upgrades/ Route 8 East/West Corridor Plan Improvements
Kings Highway/Route 13 Intersection Improvements

Source: Dover City Council September 2018

ECONOMIC DEVELOPMENT

Goal 1: Attract and Retain High-Paying Quality Jobs by Targeting Business Sectors that are best suited for Dover and Kent County and focusing on those sectors that are under-represented in our region

Recommendation 1: Adopt Economic Development Strategies

- Define an Economic Development Vision and Strategies for the City including a long-term economic portfolio, land/facility requirements and workforce development
- Work closely with economic development agencies including Kent County, Kent Economic Partnership, the Delaware Prosperity Partnership, and the State Division of Small Business to identify and pursue opportunities and locations for economic growth
- Create a diversity of businesses focused on Dover's strengths
- Maintain and foster workforce development
- Build private-public partnerships (P3) to encourage coordination and foster investments among private, state, county and City stakeholders, and to fund infrastructure development and improvements
- Build on the resources available through the City's institutions of higher education for analytics, training and research
- Recognize the value of Dover's tourism industry, including being the State Capital, our proximity to regional attractions, and local history
- Recognize and promote the local and regional economic value of Dover's commercial corridors

Recommendation 2: Develop Effective Protocols for Business Attraction and Retention

Establish an organizational protocol for business recruitment and retention activities to include:

- Clarify the point of contact and the processes for City interaction with prospects, including designating a "point-of-contact for the City"
- Provide timely and effective information and promotional materials to respond to inquiries
- Develop a protocol and marketing program for outreach
- Create ongoing relationships with existing companies, brokers and site selectors
- Develop capacity to assist in small business development
- Coordinate external marketing and prospect management with other stakeholders
- Maintain an active leadership position in the Kent Economic Partnership, the Downtown Dover Partnership, the Kent County Tourism Office, the Greater Kent Committee, the Central Delaware Chamber of Commerce, the State Office of Small Business, and other organizations focused on job growth in Kent County.
- Streamline regulatory processes, improve incentives and proactively identify economic development opportunities
- Secure bonds/grants and other funding sources to support infrastructure and promotional investment
- Develop protocols for management of city facilities (industrial park development)

- Incorporate the county plan recommendation for establishing an employment center/zone near Horsepond Road (consistent with county plan).

Goal 2: Revitalize the “Historic” Downtown Dover core as a Vibrant Town Center

Recommendation 3: Continue to Develop and Promote Incentives for Downtown Redevelopment

Understanding the interest of the public for preserving and enhancing the look and feel of Downtown Dover, evaluate the slate of incentives for redevelopment within the downtown target area, and continue to add incentives that will encourage a balanced mix of uses within the City’s core, with the intention of improving opportunities, correcting negative conditions and eliminating vacancies.

Recommendation 4: Support the Downtown Dover Partnership and Restoring Central Dover

- Support and regularly coordinate with the Downtown Dover Partnership and Restoring Central Dover program.
- Work with businesses in the Downtown Core District to keep market driven hours, continue to offer specialized products and services, properly maintain building space (inside and out), and enhance window displays.
- Heavily market all incentives to Downtown business and property owners, with emphasis in the Historic Downtown Core District.
- Create and operate a one-stop- business development assistance function in City Hall.
- Create and publish “how to” brochures and other information for investors, prospective entrepreneurs, property owners and other business. interests
- Encourage one-on-one consulting with the business and property owners. on a regular basis to discuss the concerns and needs of owners and to identify service providers/incentives that can help address those needs.
- Encourage businesses in the Downtown core to expand or contract current lines and services, expand existing business space, and open new shops.
- Undertake a comprehensive process to develop a plan and strategies to address crime, vagrancy, loitering and vandalism through community policing, code and criminal enforcement and public awareness.
- Review and modify vacant building codes and procedures to incentivize reuse, reduce exemptions, and enforce penalties on chronic vacancy.
- Undertake and support new business creation initiatives such as “Unlock the Block” and “Launcher”
- Support as appropriate the NCALL Real Estate Development Plan for Central Dover

Recommendation 5: Support the Creation of a Visual Master Plan and Form-Based Code for Historic Downtown Core

Work with the DDP and its Committees to develop a master plan for the Loockerman Street Downtown Core area that is visually, and design based. Adopt form-based code provisions

that require that any plan consistent with the overall master plan would be subject to only administrative review to the maximum extent possible.

Recommendation 6: Support Mixed-Use Development

Promote zoning districts and regulations that support the traditional mixed-use nature of the Downtown Core area.

- Ensure that regulation in the Downtown Core promotes personal, professional and service-oriented businesses and alternative work-live and co-work opportunities.
- Encourage the Downtown Dover Partnership to provide technical assistance with the permitting process and other processes necessary for opening a Downtown business.
- Create an Arts Co-op/ Arts & Entertainment designation for the Downtown area and recruit artists to live and work in the area.

Goal 3: Ensure that Zoning Requirements City-wide Encourage the Uses Desired and Do Not Create Impediments to Desired Business Growth

Recommendations 7: Review and Modify Zoning Regulations to Ensure that Desired Uses Are Encouraged and Incompatible Uses are Tightly Controlled

- Review and realign existing industrial, office and commercial zones to ensure that industrial uses are separated from incompatible uses and that zoning districts support the economic development strategy.
- Separate light and heavy manufacturing to prohibit non-manufacturing entities within the heavy manufacturing zone.
- Evaluate and update home occupation requirements in the Zoning Ordinance to encourage infill and better align uses.
- Better define permitted and conditional uses in commercial and industrial zones.
- Develop appropriate zoning and other provisions that support development and expansion of targeted businesses, such as at the Civil Air Terminal/Kent County Aeropark for aviation and aeronautics uses.
- Explore creating new zoning provisions or districts that are responsive to emerging strengths, such as in the health care, arts and entertainment, or tourism sectors.

Recommendation 8: Protect existing establishments from encroachment:

- Protect existing industrial, office park, and manufacturing establishments from encroachment by incompatible land uses, which could result in nuisance complaints, hazardous situations, and human conflict via regulations reducing/eliminating development surrounding these areas.
- Protect Dover Air Force Base (DAFB) from encroachment by preventing incompatible commercial and/or residential development east of SR 1 and within the Airport Environs Overlay Zone (AEOZ).

Goal 4: Create an Environment for Long Term Economic Investment in Dover Focusing on Balanced Growth, Green Technology and Entrepreneurial Businesses

Recommendations 9: Review zoning and land development ordinances to ensure the appropriateness of uses within respective zone, to promote sustainability, encourage balanced sector growth, promotion of small businesses and startups, and to ensure responsiveness to emerging economic and societal trends

Goal 5: Actively Market Garrison Oak Technology Park (Garrison Oak Business and Technology Center)

Recommendation 10: Develop a Strategic Marketing Plan for Garrison Oak

- Consider remaining the park to “Garrison Oak Business and Technology Center” to broaden its appeal to a larger universe of potential business activities, consistent with the original intent of the facility
- Work with the Kent Economic Partnership and the state to effectively market the Center
- Urge DelDOT and the Dover/Kent MPO to undertake planning and design for a dedicated connector from Route 1 to the Garrison Oak Business and Technology Center to improve access and marketability.

Recommendation 11: Encourage the use of Garrison Oak as a potential site for green, alternative and low-carbon energy plant(s), and for large technological and manufacturing firms that support these industries.

Recommendation 12: Explore the potential of the Garrison Oak Business and Technology Center for designation as a foreign trade zone.

Goal 6. Peruse economic development linked to active recreation

Recommendation 13: Promote business entrepreneurship linked with Dover’s trails, parks, natural areas and other active recreation resources. Entrepreneurship may take many forms, including retail, tour operators, concessions, and maintenance services.

- Consider contracting with local businesses to provide services, such as maintenance and concessions services, to city-owned park and recreation facilities
- Identify opportunities to use parks and trails as catalysts for economic development, such as mixed-use development and other zoning changes near key parks
- Evaluate and promote economic development strategies (e.g. monetary or incentives), linked to natural resources

Goal 7: Pursue economic development linked to improved healthy food access.

Recommendation 14: Encourage new ventures that expand healthy food options across Dover, including corner markets, produce carts, food hubs, community gardens, farm stands and farmers markets. Support existing grocery stores and other food retailers in expanding healthy food availability through distribution chain development, technical assistance, marketing and incentives.

- Support farmers market programs, and seek to expand them in priority areas
- Support the development of a City or County sponsored cart program
- Advocate for development of a local food hub
- Advocate for the founding of a healthy corner store program

Goal 8: Promote inclusive workforce development programs, strategies and partnerships, especially for disadvantaged groups

Recommendation 15: Support the development of workforce development programs, strategies and partnerships that increase training and employment opportunities for all residents, especially for youth and young adults, and for low income, communities of color, people with disabilities, ex-offenders, and others that face economic injustices and barriers to employment.

- Collaborate with government and civil society partners on workforce development initiatives
- Work closely with Dover's institutions of higher education to link economic development opportunities and targets with skills and professional training curricula.
- Prioritize contracting with women and minority-owned business
- Support entrepreneur-based development programs and technical assistance to grow future business leaders.

Goal 9: Promote the revitalization and redevelopment of the Center City

Recommendation 16: Support initiatives to foster economic activity throughout the greater center city areas adjacent to the Historic Downtown Core to develop linkages, enhance community resources, promote neighborhoods, and create opportunities that are complementary to the goals of the Restoring Central Dover and Downtown Development Programs.

- Support the development of a neighborhood development strategy for the areas surrounding Governors, New, Queen, Kirkwood and West Streets and along W. Division Street, to include creating an identity, fostering a variety of housing opportunities, promoting neighborhood-scale businesses and building on the increasingly successful blight removal efforts taking place in those areas.

- Implement recommendations of prior studies and plans for the Westside, the Transit Center Neighborhood and the Forest/Loockerman gateway/corridors, including linking redevelopment activities along S. Governors Avenue, Water Street, Bank Lane and West Street with the Bayhealth Medical Center complex, the State Courts and other governmental and educational facilities in the area.
- Develop a Government/Civic Complex plan that addresses the future needs of the City including City Hall and other City offices, the old Dover Library, government complex parking, recreation and open space, and the Mirror Lake/Loockerman Street gateway to the City.
- Leverage positive investment from DSHA, Strong Neighborhood Housing Fund, Neighborhood Building Block Fund, Opportunity Zone Program, and others to assist with neighborhood redevelopment efforts.

HOUSING AND COMMUNITY DEVELOPMENT

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.

Recommendation 1: Explore the feasibility of allowing an accessory housing unit option based on strict criteria

- Develop a zoning text amendment that allows, under strict parameters, an accessory dwelling unit within one family residence zones for the use of family members.

Recommendation 2: Encourage the use of mixed use/mixed style housing types through residential zoning

- Evaluate the provisions of Planned Neighborhood Design and the Senior Citizen Housing Option.
- Evaluate and update Codes to encourage compact and diverse development throughout the City.

Recommendation 3: Update the Consolidated Plan and the Fair Housing Plan

- Maintain updates to the Consolidated Plan as required.
- Update and adopt the 2020-2024 Consolidated Plan
- Adopt the 2019 Fair Housing Plan and incorporate a policy statement to affirmatively further fair housing in the 2019 Comprehensive Plan.

Recommendation 4: Encourage the development of affordable rental housing

- Work with housing providers and developers to construct affordable rental housing.
- Work with housing providers to provide affordable housing to low income residents.
- Continue to work with the Mayor's Blue Ribbon Housing Working Group to end homelessness and increase the number of permanent supportive housing for the homeless,

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.

Recommendation 5: Promote development within the City limits

- Encourage "in-fill" residential development.

- Encourage housing in the Downtown and other areas that are near transit and multi-modal routes, retail areas, employment and essential services.

Recommendation 6: Encourage property owners to maintain and rehabilitate their existing housing stock

- Continue to make emergency repairs and rehab homes with CDBG funds from the City, and with the assistance of other housing agencies to eliminate severe housing conditions that constitute immediate health or safety hazards to the occupants.
- Continue to support the rehabilitation of owner-occupied homes with families who are low to moderate income.
- Support the adaptive mixed reuse of existing buildings throughout the City.

Goal 3: Provide Safe Livable Neighborhoods

Continue to provide safe livable residential and commercial neighborhoods to improve the quality of life.

Recommendation 7: Provide safe and livable neighborhoods

- Continue to conduct housing inspections on rental housing to ensure the compliance with City Codes.
- Proactively enforce City Codes for property maintenance to improve community appearance.
- Increase community policing and Dover Police foot patrols in the Downtown area to reduce crime.
- Continue to improve and maintain infrastructure in established neighborhoods throughout the City.

Goal 4: Provide Homeownership Opportunities for Low/Moderate Income

Provide homeownership opportunities throughout the City, especially within low and moderate-income neighborhoods.

Recommendation 8: Provide homeownership incentives for low to moderate income households

- Continue to support funding the Homeownership Assistance Program to provide down payment or settlement assistance of up to \$20,000 to qualified homebuyers who purchase property in the City of Dover through CDBG.
- Continue to support the provision of education regarding homeownership opportunities and responsibilities.
- Support the Diamond State Community Land Trust and explore opportunities to utilize the land trust model to expand homeownership.
- Continue to support the Restoring Central Dover Initiative and the Downtown Development District Incentives to increase homeownership in the Downtown area.
- Continue to implement the 2015-2019 Community Development Consolidated Plan.

Recommendation 9: Articulate the link between housing and health (Plan4Health)

- Collaborate with public health agencies, housing authorities, advocacy groups and others on matters concerning housing and health.
- Support programs that promote good quality housing (e.g. collaborate on weatherization programs, collaborate on lead paint hazards programs)
- Advocate for the development of complete neighborhoods and mixed-use developments.
- Support programs to address housing inequities and injustices (e.g. collaborate with tenants alliance, promote neighborhood initiatives to address hazards?)

Summary of Permit Applications with Architectural Review Certification

2018 - Updated Thru 10-31-2018

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. Complete.
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. Installed.
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 10-31-2018

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. Project
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. Complete.
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 10-31-2018

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. Installed.
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.
9/13/2018	18-1523	148 S Bradford Street, Law Office	Sign Permit	Staff Approval.	Installation of new post sign.
9/14/2018	18-1563	111 West Loockerman Street (Rear)	Building Permit - Exterior Renovations	Staff Approval.	Renovations of rear entrance vestibule to relocation existing door system and enclose vestibule area.
9/19/2018	18-1576	403 W Loockerman St	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations for new tenant fit-out.

Summary of Permit Applications with Architectural Review Certification
2018 - Updated Thru 10-31-2018

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
9/13/2018	18-1636	304 S Governors Ave, Reith Hall	Roof Permit	Not reviewed by Planning Staff. Issued by Admin Staff.	Roof replacement project.
9/7/2018	18-1659	113 S Bradford Street	Administrative Permit	Not reviewed by Planning Staff. Issued by Inspection Staff.	Foundation (brick and concrete block) repair due to flood damage.
9/13/2018	18-1661	211 W Loockerman Street, Janaid's	Fence Permit	Staff Approval.	Replacement of fence/gate system between buildings.
10/8/2018	18-1204	19 N American Avenue	Building Permit - Exterior Renovations	Staff Approval.	Repairs to Front Porch posts and railing systems; keeping decorative brackets. Replacement of siding.
10/8/2018	18-1206	19 N American Avenue	Fence Permit	Staff Approval. No ArchRevCert required due to lack of visibility.	Replacement of portion of rear fence.
10/2/2018	18-1690	147 S Governors Avenue, Sweet & Treats	Sign Permit	Staff Approval	Wall sign on north wall and projecting sign on front façade.

CITY OF DOVER
HISTORIC DISTRICT COMMISSION DRAFT 11-5-2018

DRAFT Schedule of application deadlines and Historic District Commission meeting dates for the year of 2019. The submittal procedures for the Historic District Commission are outlined in *Zoning Ordinance*, Article 10, Section 3.2. Prior to application submission a Pre-Application Meeting with Planning Staff is required.

<u>MONTH</u>	<u>DEADLINE DATE</u>	<u>MEETING DATE</u>
JANUARY	12/14/2018	01/17/2019
FEBRUARY	01/18/2019	02/21/2019
MARCH	02/15/2019	03/21/2019
APRIL	03/15/2019	04/18/2019
MAY	04/12/2019	05/16/2019
JUNE	05/17/2019	06/20/2019
JULY	06/14/2019	07/18/2019
AUGUST	07/12/2019	08/15/2019
SEPTEMBER	08/16/2019	09/19/2019
OCTOBER	09/13/2019	10/17/2019
NOVEMBER	10/18/2019	11/21/2019
DECEMBER	11/15/2019	12/19/2019
JANUARY	12/13/2019	01/16/2020

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