

CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, August 15, 2019 – 3:30 PM
City Hall – Conference Room

ROLL CALL
APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on June 20, 2019

COMMUNICATIONS & REPORTS

1. Summary of Activity
 - a. Summary of Applications 2018 and 2019
 - b. Summary of Architectural Review Certifications for 2019
2. Department of Planning & Inspections Update

NEW APPLICATIONS - None

NEW BUSINESS

1. Review of Permits Referred to Commission
2. Presentation on Small-Cell Wireless Installations
3. Certified Local Government (CLG) Program
 - a. Status of FFY2018 CLG Grant
 - i. Report on Historic District Workshop Event of June 20, 2019
 - b. Update on FFY2019 CLG Grant Application Submission
4. Project for Dover's 2019 Comprehensive Plan
 - a. Update on Project Activities

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: August 6, 2019

CITY OF DOVER
HISTORIC DISTRICT COMMISSION
June 20, 2019

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, June 20, 2019 at 3:30 PM with Vice Chairperson Ms. Horsey presiding. Members present were Mr. Street, Ms. Horsey and Mr. Czerwinski. Mr. McDaniel and Ms. Mason were absent.

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

APPROVAL OF AGENDA

Mr. Czerwinski moved for approval of the agenda, seconded by Mr. Street and the motion was unanimously carried 3-0. Mr. McDaniel and Ms. Mason were absent.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF APRIL 18, 2019

Mr. Czerwinski moved for approval of the meeting minutes of April 18, 2019, seconded by Mr. Street and the motion was unanimously carried 3-0. Mr. McDaniel and Ms. Mason were absent.

COMMUNICATIONS & REPORTS

Summary of Applications for 2018

Mrs. Melson-Williams stated that there have not been any changes. She does not believe the fence will happen at 401 South Governors Avenue because another tenant has taken up that property rather than the Doggy Daycare that originally sought the Fence Permit. The only application for 2019 is the Downtown Mural Project. The mural project on the property at 109-113 W. Loockerman Street is not being pursued at this point and time. The other mural on the back of Mitten and Winters is continuing to progress.

Summary of Architectural Review Certifications for 2019

Mrs. Melson-Williams stated that with the Summary of Applications there were 11 applications. Eleven (11) permits through the end of May consist of interior renovations, exterior, roof and Demolition Permits and signage. The Delaware State University Foundation is now the owner of 203 S. State Street also known as the Parsonage Building.

Mrs. Horsey asked if they were renting the building. Mrs. Melson-Williams replied they are the owners. Mr. Hugg replied that to his understanding it was a donation for tax purposes. It was a gift. Mrs. Melson-Williams stated that the only thing they have received is a Sign Permit.

Department of Planning & Inspections Update

Mrs. Melson-Williams mentioned that this afternoon there will be the City of Dover Historic District Workshop Event at 4:00 p.m. Included in your packet were two updated events: the Historic Preservation Symposium on June 26, 2019 and Delaware Department of Transportation Public Workshop on the Bradford Street Streetscape Enhancements Project on June 24, 2019.

NEW BUSINESS**Review of Permits Referred to Commission.**

Mrs. Melson-Williams stated that there was no review of Permits formally referred to Commission. The office received one inquiry regarding a sign project. Staff had a meeting with the property owner and sign company representative to discuss better options than their initial permit submission. Another asked questions regarding an electronic message sign in the Historic District. The initial recommendation is it is likely it would be referred to the Commission should the application come in.

Certified Local Government (CLG) Program**Update on FFY2018 CLG Grant Application**

Mrs. Melson-Williams stated that Staff provided a draft copy of the Historic Preservation Chapter of the Comprehensive Plan to the SHPO (State Historic Preservation Office) as part of the Grant. They have the opportunity to review and comment on the plan. They are also aware of the Workshop that is being held today that is also in conjunction with the Grant. The Office received the Grant Application for FFY2019 that will start July 1, 2019. She mentioned the similar highlights of the application. The application is due July 15, 2019. The letter announcing the grant funding opportunity identifies that the City is eligible to apply for \$9238 which is then matched by the City 60/40 and it would be \$6159. The match does not have to be cash; it can be in kind. Mrs. Melson-Williams' initial thought for what the grant activities could be would be to go back to looking to hire a consultant to work on the *Design Standards and Guidelines*. If the Commission members have any other ideas, she asked them to let her know.

Mr. Czerwinski asked Mrs. Melson-Williams if she had enough resources. Mrs. Melson-Williams replied that it would be going out for a consultant. Looking at the schedule could be a little interesting because they will be wrapping up the Comprehensive Plan about the same time. The application is due July 15, 2019. Technically, the Grant year starts on July 1st and ends on June 30th the following year.

Mrs. Melson-Williams stated that other types of eligible Grant activities include: Historic property surveys, National Register Nominations, other types of Preservation Planning assistance, and outreach efforts. There is also funds for training for Staff and/or Interns. Money was placed in the City budget request for the match. The Final Reading for the budget will be held on Monday, June 24, 2019.

Mr. Hugg asked about the eligible amount. Mrs. Melson-Williams replied that they are eligible for the amount based on population which is the minimum and beyond that it is based on the amount that has to be regranted. It is then divided up proportionally which is explained in the grant guidelines. The base award for the City of Dover would be \$5000. The base award for New Castle County and the City of Wilmington would be \$7000. This year's grant is between \$2000-\$4000 which covers portion of her staff time to work on the Historic Preservation Chapter, printing and mailing related to the workshop event. The Grant is due before the next Historic District Commission meeting.

Project for Dover's 2019 Comprehensive Plan

- a) Update on Project Activities
- b) Review of Working text Draft #1 – Chapter 6: Historic Preservation

Update on Project Activities

Mrs. Melson-Williams stated that Planning Staff have been actively working on text writing of all the chapters and have set a goal to have a full draft of the plan for Staff Review in the next two weeks. As a follow up to that, ultimately there will be a draft of the entire document released at some point this summer to then start the formal review process that it will have to entail.

Mrs. Melson-Williams as previously mentioned the Historic Preservation Chapter that was included in your packet titled "Copy for Workshop Review." This is the same text that was submitted the Historic Preservation Office for their comment through the Grant program. This is an opportunity for the Historic District Commission members to read the chapter as we have looked the goals and recommendations rather extensively for this chapter. If you have any questions Staff would like to hear them. This will be available for members of the public that come to the workshop.

Mr. Street moved to adjourn the meeting, seconded by Mr. Czerwinski and unanimously carried 3-0.

Meeting adjourned at 3:55 PM

Sincerely,
Maretta Savage-Purnell
Secretary

City of Dover Historic District Commission

Summary of Applications 2019

Updated thru July 31, 2019

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-19-01	Information on Downtown Dover Mural Project	Downtown Dover; Potential Mural Location at 109-113 W. Loockerman Street	Presentation	Informational Presentation and Consultation on Wall Preparation for S. Bradford St. elevation - HDC recommendation to not allow painting of an existing masonry wall	Information heard on grant funded Mural project from Design Committee of Downtown Dover Partnership; Property Owner to be advised that masonry wall should not be painted
HI-19-02	CLG Grant Application for FFY2019	Certified Local Government Application for Grant Funding	Information File	Notice of Eligibility for Grant 6/14/2019; FFY2019 CLG Grant Application submitted 7/11/2019 to SHPO	Grant Application submitted; awaiting Formal Award Letter and Letter of Agreement; Grant Timeframe Summer 2019-6/30/2019

City of Dover Historic District Commission
Summary of Applications 2018
Updated thru July 31, 2019

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-18-01	CLG Grant Application for FFY2018	Certified Local Government Application for Grant Funding	Information File	Notice of Eligibility for Grant 3/15/2018; FFY2018 CLG Grant Application submitted 5/11/2018 to SHPO	Grant Application received; awaiting Formal Award Letter and Letter of Agreement; Grant Timeframe to be 7/1/18-6/30/19
HI-18-02	Referral of Demolition Permit #18-1104 Accessory Structure	12 Kings Highway NE, Elizabeth W. Murphey School	Demolition Permit - Accessory Structure	Permit #18-1104 referred to HDC by City Planner 7/5/2018 for consultation on Architectural Review Certification; Applicant provided additional information to Planner; Planner issued ArchRevCert 7/10/2018	Permit Application received 6/25/2018; Additional Information received 7/9/2018 enabled ArchRevCert to be granted: Permit issued 7/10/2018; Update on Status to HDC on 7/19/2018; Structure Demolished
HI-18-03	Referral of Fence Permit #18-1207	401 South Governors Avenue	Fence Permit	Permit #18-1207 referred to HDC by City Planner 7/18/2018 for consultation on Architectural Review Certification; Considered at 7/19/2018 HDC Meeting - approval granted for 6 ft. height with recommendations on fence material	Permit application received 7/13/2018; HDC authorizes fence height and recommends materials; Permit to be issued subject to conditions of Architectural Review Certification. No activity for this potential user.

City of



Dover

July 11, 2019

Gwen Davis, Deputy SHPO
Division of Historical and Cultural Affairs
21 The Green
Dover DE 19901
Via Email: gwen.davis@delaware.gov

RE: Submission of Certified Local Government Grant Application (Request Funding for FFY2019) from City of Dover, Delaware

Dear Ms. Davis:

The City of Dover, Delaware is pleased to submit for consideration our Certified Local Government Grant Application for Funding for FFY2019 from the Historic Preservation Fund as administered by the State Historic Preservation Office. As per the letter of June 14, 2019, we are aware that the City of Dover is eligible to apply for a grant award for FFY2019 of \$9,238 which requires a minimum cash or in-kind match of \$6,159 (40% of the project's total cost). We have proposed a project for an "Addendum to *Design Standards & Guidelines for the City of Dover Historic District Zone: Modern Materials & Technologies*." The project will seek to hire a consultant to assist the Historic District Commission and Planning Staff to develop a Draft Addendum document focused on the use and role of modern materials and construction technologies in the Historic District. The Department of Planning & Inspections requested \$10,000 in Program Expenses for the grant project as part of the City's FY2019-2020 Budget review process to serve as the grant match. This amount was adopted as part of the City's Budget on June 24, 2019: Budget Line #100-10-16-21-000-52026.

The City's Department of Planning & Inspections prepared this Grant Application and will serve as the key point of contact for the grant and the project activities. The Department also serves as staff to the City of Dover's Historic District Commission. The Planning Office may be contacted at (302) 736-7196. We look forward to working with your Office regarding this grant application as part of the City of Dover's participation in the Certified Local Government program.

Sincerely,
Department of Planning & Inspections

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

David S. Hugg III
Planning Director

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

Dawn E. Melson-Williams, AICP
Principal Planner

Enclosures: CLG Grant Application Packet with Attachments 1, 2, 2A, 3, Project Narrative, and Historic District Map

CC: Planning Office File HI-19-02
Mayor Robin Christiansen via email
Donna Mitchell, City Manager via email

Project Narrative FFY2019

Addendum to *Design Standards & Guidelines for the City of Dover Historic District Zone: Modern Materials & Technologies*

The City of Dover is proposing a preservation planning project to evaluate and update portions of the *Design Standards & Guidelines for the City of Dover Historic District Zone* document. The result of the project will be a Draft Addendum document focusing on modern and technological advancements in materials and construction activities of items discussed in the *Design Standards & Guidelines*.

The current *Design Standards & Guidelines for the City of Dover Historic District Zone* document was created¹ and adopted in 1992-1993 with the formal establishment of the City's Historic District Commission (HDC) by ordinance adopted July 26, 1993. The ordinances of the City of Dover allow for the designation and protection of historic properties. The purpose of Historic District regulations is:

“to preserve and enhance that unique character and value of the old portion of Dover as an area of special charm and interest. It is particularly intended that the regulations prevent, in the historic district, any change of conditions that would be deemed to be a disfigurement or degradation of the present unique visual and architectural qualities of the district.” (*Zoning Ordinance*, Article 3, Section 21)

The geographic boundaries of the Historic District (H) zone are established as a zoning classification. The original boundaries of the Historic District established in 1961 were generally described as extending from just north of Division Street south to South Street inclusive of the properties fronting on South State Street and The Green then east to the St. Jones River. In 1997, the boundaries of the Historic District Zone were expanded to include properties fronting on West Loockerman Street from Bradford Street to the railroad corridor and areas in the vicinity of South Governors Avenue, South Bradford Street, North Street, and Bank Lane. The areas of expansion included many commercial and residential properties listed in the National Register of Historic Places as part of the Victorian Dover Historic District. See attached *Map of City of Dover Historic District* showing the current boundaries (shaded in orange).

As a preservation and redevelopment tool, the *Design Standards and Guidelines* provide guidance for property owners, design professionals, staff and the Historic District Commission (and Planning Commission). The “historic district design guidelines and standards” are defined by the *Zoning Ordinance* as follows:

“*Historic district design guidelines and standards*: The document adopted by the City of Dover Planning Commission as being the source reference document for construction and maintenance of buildings, structures, and additions with the Dover Historic District and which is the guiding document for the historic district commission and city planner in their review of applications for architectural review certification.”

Therefore, it is utilized as a guiding document in the decision making process of reviewing of construction activities in the Historic District zone for issuance of Architectural Review Certification (*Zoning Ordinance*, Article 10 Section 3). Applications for Architectural Review Certification are reviewed by the City Planner (Staff), the Historic District Commission, and Planning Commission. See the following code excerpt regarding the architectural review standards.

¹ The current document *Design Standards and Guidelines for the City of Dover Historic District Zone* was prepared in 1992 by John Milner Associates Inc. with funding by a grant from the National Park Service, U.S. Department of the Interior and administered by the State Historic Preservation Office. City Planning Staff, the State Historic Preservation Office, the Friends of Old Dover, Main Street Dover, and other interested parties participated in the development of the document.

Zoning Ordinance, Article 10 Section 3.25 Architectural review standards.

- (A) An architectural review certificate may be issued if it is found that the architectural style, general design, height, bulk and setbacks, arrangement, location and materials and structures affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district as set forth in the historic district design guidelines and standards adopted by the planning commission and as set forth in the United States Secretary of the Interior's Standards for Rehabilitation.
- (B) The city planner, historic district commission or planning commission shall not consider normal maintenance and repair (see definitions, article 12), interior arrangement, or building features not subject to public view.

The *Zoning Ordinance* references the *Design Standards & Guidelines* when establishing the Architectural Review Certification process for the City of Dover's Historic District zone (H). An Architectural Review Certificate is required for a demolition, erection, reconstruction, alternation, restoration or exterior repairs on properties within the Historic District. Most projects within the Historic District are eligible for administrative review of the Architectural Review Certificate as part of the Building Permit process for such projects as signs, roof and door or window replacement, and exterior finish/siding/trim work renovations. Project activities only involving interior renovations are not subject to the Architectural Review Certification process. For example, in calendar year 2018, a total of forty-seven (47) applications (permit activity in the Historic District) were reviewed under this process with 38 Permits requiring Architectural Review Certification and 9 Permits not requiring Architectural Review Certification.²

Historic Preservation Planning is part of a comprehensive approach to land use planning in the City of Dover. In Dover's current plan, the *2008 Comprehensive Plan (as amended)* this information is presented in Chapter 6 - Historic Preservation and associated Map 6-1. The *2008 Comprehensive Plan* includes sets forth goals and a series of recommendations for each goal. The Historic Preservation Goals are as follows:

Historic Preservation	Goal 1: Preserve and Protect Historic Resources Goal 2: Provide and Promote Incentives for Preservation Activities Goal 3: Increase Public Information on Historic Resources Goal 4: Collaborate with Diverse Groups and Governments
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2008 Comprehensive Plan, excerpt from Table 1-1: Plan Chapter Goals

To achieve Goal 1, one of the adopted Recommendations was the Evaluation of Design Standards and Guidelines since the original document was adopted in the early 90s. The recommendation also suggested consideration of the standards and guidelines for the levels of protection for The Green and the Loockerman Street areas.

For this project for an Addendum to the *Design Standards & Guidelines*, the City of Dover will seek to hire a consultant through a Request for Professional Services process to assist the Historic District Commission and Planning Staff with the project. The consultant will be required to have a Principal Investigator (PI) who meets the professional qualification standards in 36 CFR 61. Also involved in the project, the Historic District Commission consists of five (5) appointed members and the Planning Commission³ consists of nine (9) appointed members. The Planning Staff serves as staff support to the Historic District Commission and will manage the activities of this project.

² The volume of Permit Activity in the Historic District over the past five years has averaged 52 applications a year with a majority of them eligible for Architectural Review Certification review by Staff.

³ The Planning Commission, per the *Zoning Ordinance*, Article 10 Section 3.25(A), is involved in the formal adoption process for the Historic District guidelines.

With the project, we hope to create an Addendum to the *Design Standards & Guidelines* that focuses on the modern and technological advancements in materials and construction activities. In recent years, the use and role of alternative and composite materials in construction has increased with options for wood composites, PVC/vinyl products, and others. In addition, features like solar panels and other conservation related measures have become more common place. This Addendum will focus on these types of materials and items as associated with the practices for maintenance, preservation and construction activities within the Historic District. Components of the Addendum document will continue to provide guidelines for treatment of historic properties and features focusing on maintenance, repair, alternations, and preservation or restoration of existing buildings; guidelines for new construction activities (additions and new buildings), guidelines for demolition activities; guidelines for landscaping and site elements, and guidelines for signage. The document is to be consistent with the *Secretary of Interior Standards for Treatment of Historic Properties (Rehabilitation Standards and Guidelines)*.

The project will consist of a series of phases: Planning, Public Outreach, Guidelines Revision and Refinement, and Preparation of Draft Addendum Document. The following chart outlines the anticipated activities of the project.

Timeframe	Project Phase	Activities and Products
September 2019	Consultant Services	Develop RFP and release. Select Consultant
September – October 2019	Planning	Meetings with Consultant, Staff and HDC to outline general project approach, goals and format for Addendum guidelines, determine public input strategy.
November 2019 – January 2020	Public Outreach	Analysis of guidelines. Conduct focus groups/stakeholder meetings and a Public Workshop.
January 2020 – April 2020	Guidelines Revision & Refinement	Prepare example page format (text and photographs). Meetings with Staff and HDC to present drafts. Review of multiple Drafts by Staff, HDC.
May 2020 – June 2020	Preparation of Draft Addendum Document	Conduct Public Workshop on Draft. Review of Draft by State Historic Preservation Office.

The specific scope of work, tasks, and deliverables by the consultant will be further refined with Planning Staff. Electronic copies of documents are anticipated for use at meetings and posting on the City's website for review. Subject to the selection of the consultant, the Project's work timeframe is expected to be September 2019 through June 2020 with the formal review process to adopt the Draft Addendum Document to follow in Summer 2020 with the Historic District Commission and Planning Commission.

Summary of Permit Applications with Architectural Review Certification

2019 - Updated Thru 7-31-2019

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
1/7/2019	18-2072	144 Kings Hwy SW, Governors Café	Building Permit - Building Addition	HDC Approval with Conditions on ARC 12/21/07: Application HI-17-04: Staff Approval per ARC	Construction of Kitchen Addition on west elevation. Project also subject to Conditional Use C-18-01. Permit issued.
2/11/2019	18-2115	201 W. Loockerman St.	Building Permit - Interior Renovation	Staff Approval. No ArchRevCert required for interior work.	Interior renovations for café. Project has a separate permit for exterior work.
2/14/2019	19-131	108 E. Water St, Offices	Building Permit - Interior and Exterior Renovations	Staff Approval of ramp. No ArchRevCert required for interior work.	Interior renovations of office spaces; exterior work to reconstruction portions of rear accessibility ramp.
2/19/2019	19-159	401 Federal St, Townsend Building	Roof Permit	Not reviewed by Planning Staff. Issued by Administrative Staff after Building Code Review.	Roof replacement project with similar/in-kind roof shingle materials.
2/25/2019	19-207	145 S. New St	Demolition Permit - Interior	Staff Approval for interior selective demolition.	Interior demolition only. Project to convert building to apartment units is subject to a separate permit.
3/14/2019	19-94	306 S. State St., Law Offices	Building Permit - Interior and Exterior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations for offices. Exterior work to improve access at side rear entry door and rear fire escape on south elevation.
4/29/2019	18-1927	145 S. New St	Building Permit - Interior and Exterior Renovations	Staff Approval.	Interior renovations to fit-out for four apartment units. Some exterior changes related to windows and doors. Staff worked with applicant to bring project activities into compliance with DS&G.
4/8/2019	19-354	54 S. State St, Presbyterian Church of Dover	Temporary Sign Permit	Staff Approval.	Installation of vinyl banner from 4/8/2019 to 4/22/2019.

Summary of Permit Applications with Architectural Review Certification
2019 - Updated Thru 7-31-2019

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
4/1/2019	19-387	305 W. Loockerman St., Sold Out Sneakers (Retail Store)	Sign Permit	Staff Approval.	Installation of window sign for new retail store.
5/1/2019	18-2009	120 S. Governors Avenue, Kent County Community Action Agency	Building Permit	Staff Approval.	Pavilion structure in playground area of Day Care Center. Limited visibility.
5/6/2019	19-653	203 S. State Street, Delaware State University Foundation	Sign Permit	Staff Approval	Reface sign panel in existing decorative pole sign at northwest corner of building.
6/13/2019	18-767	Near 401 Federal St, Townsend Building	Building Permit	Staff Approval	Replacement of Bus Shelter at corner of Loockerman Plaza and Federal Street.
7/12/2019	19-888	2 Kings Hwy, NE	Fence Permit	Staff Approval	Replacement of fence across interior of yard and fencing along alley of property with metal picket style fence.
7/10/2019	19-928	111 W. Loockerman St. at rear, Duck Creek Printing	Temporary Sign Permit	Staff Approval	Installation of temporary sign on east wall face from 7/10/2019 to 10/10/2019.
7/22/2019	19-987	420 S. State Street	Window Permit	Not reviewed by Planning Staff. Issued by Administrative Staff only.	Window replacement.

FY 2018 CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

Grant No. 10-18-161392-06

Start date: July 6, 2018

End Date: June 30, 2019

ATTACHMENT 1

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

Project: Historic Preservation Chapter of Comprehensive Plan: Dover

Grantee: The City of Dover

Grant Number: 10-18-161392-06

Reporting Period (check below):

<input checked="" type="checkbox"/> Report 1 For July 6, 2018 – May 31, 2019	<input type="checkbox"/> Report 2	<input type="checkbox"/> Report 3
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Specific Activities Accomplished during Reporting Period (July 2018 – May 31, 2019):

- Updates to Historic District Commission on Grant Project:
 - Monthly Updates to the Historic District Commission on project at their meetings.
 - Letter of Agreement for FFY2018 grant was received for signature and that the adopted FY2018-2019 City Budget included the required cash match in the Planning Department's budget lines.
- Weekly meetings by Planning Staff Project Team for overall 2019 Comprehensive Plan Project.
- Dedicated page on City Website for 2019 Comprehensive Plan Project:
<https://www.cityofdover.com/2019-comprehensive-plan>
- Open House Event for 2019 Comprehensive Plan Project held August 23, 2018. Event included poster display of Historic District maps and opportunities for public comment on displays and Focus Area Maps.
- Research and text writing of Goals and Recommendations specific to Historic Preservation and the Historic Preservation Plan chapter (Fall 2008 -Winter 2019).
- DRAFT Chapter 6: Historic Preservation Plan document submitted for review by HCA Staff on June 7, 2019 via email. (Titled *Working Text Draft #1 – 4.10.2019 Copy for Grant Review Chapter 6 – Historic Preservation Plan.*) Awaiting comments.
- Historic District Workshop Event is being planned for June 20, 2019.

Overall Progress to date:

- Summer – Fall 2018: Evaluation of 2008 Goals and Recommendations by Historic District Commission and Planning Staff for updating.
- Comprehensive Plan Project updates to City Council in October 2018 and April 2019; monthly updates and review draft items with Planning Commission and Historic District Commission.
- Preliminary Draft #2A of Goals and Recommendations released on February 28, 2019 for general review.
- Project Team Meetings held weekly to discuss document and text format, development of maps, data gathering efforts, and reports on other meetings with City Departments, agencies and other local governments.
- Research, data gathering, and text writing is an ongoing task.
- First Working Drafts of Chapters for Staff review only in March 2019 (internal Staff comment only).
- Development of Implementation Plan Chapter with items from each chapter topic area including Historic Preservation in April 2019 (Staff Working DRAFT only).
- Public Outreach Workshop Event being planned for June in conjunction with Historic District Commission's monthly meeting.

FY 2018 CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

Grant No. 10-18-161392-06

Start date: July 6, 2018

End Date: June 30, 2019

Problems Affecting Progress:

- Some limitations on available Staff time for Comprehensive Plan Project work and its complexity. Also impacts from Planning Office regular workload of applications, permitting, budget preparation, and Staff medical/vacation leave absences.
- Overall Project moving more slowly than initially expected.

Schedule Status:

- In the next steps, Staff will be coordinating the Historic District Workshop Event to be held on June 20, 2019. This includes direct mailing announcement to property owners within the Historic District, development of handout information on "Historic Districts," preparation of display maps, gathering of other information (existing brochures) for distribution, and a PowerPoint presentation.
- A copy of the *Working Text Draft #1 – 4.10.2019 Copy for Workshop Review Chapter 6 – Historic Preservation Plan* is to be made available at the Workshop for review and comment.
- Any comments on the Historic Preservation Plan Chapter received from HCA Staff will be incorporated into future DRAFTs of the Plan documents.

Other Pertinent Information:

- Next (Final) Report to include documentation of project work hours by Staff throughout the project year and the supply costs associated with Workshop Event for Reimbursement Request.
- The 2019 Comprehensive Plan Project is ongoing with the full DRAFT document expected to be released for public comment and formal review in Fall 2019. The new Plan must be certified by February 2020.

Reimbursement Request Attached: Y ☒ N

Submitted By: _____



Date: 7/1/2019