

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

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on December 21, 2017

WELCOME New Commission Member

**COMMUNICATIONS & REPORTS**

1. Summary of Activity
  - a. Summary of Activity 2017 Report
  - b. Summary of Applications 2017
  - c. Summary of Architectural Review Certifications for 2017
  - d. 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

**OLD BUSINESS**

1. Certified Local Government (CLG) Program
  - a. Update on FFY2017 CLG Grant Project: Amendment to Design Guidelines for Dover's Historic District (Addendum to *Design Standards & Guidelines for the City of Dover Historic District Zone: Modern Materials & Technologies*)
    - i. Submission of Progress Report 2 (October – December 2017)
    - ii. Project Activities – Update on Draft Request for Proposal

**ADJOURN**

THE AGENDA ITEMS MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSION.

**CITY OF DOVER**  
**HISTORIC DISTRICT COMMISSION**  
**December 21, 2017**

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, December 21, 2017 at 3:00 PM with Chairman McDaniel presiding. Members present were Chairman McDaniel, Mr. Czerwinski, and Ms. Horsey. Mr. Jackson was absent.

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

**APPROVAL OF AGENDA**

*Ms. Horsey moved for approval of the agenda as submitted, seconded by Mr. Czerwinski and the motion was unanimously carried 3-0. Mr. Jackson was absent.*

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

*Ms. Horsey moved for approval of the minutes of September 21, 2017, seconded by Mr. Czerwinski and the motion was unanimously carried 3-0. Mr. Jackson was absent.*

**COMMUNICATIONS & REPORTS**

**Summary of Applications 2016 and 2017**

Mrs. Melson-Williams stated that there were six (6) applications in 2016. There is still activity related to the Carriage House at 2 Kings Highway. For 2017, there have been four (4) applications.

**Summary of Architectural Review Certifications for 2017**

Mrs. Melson-Williams stated that there have been a total of thirty-four (34) permits in the Historic District. Most of them have been for interior projects which Staff reviews to make sure that there is no impact to the outside. Thirteen (13) of the thirty-four permits did not require Architectural Review Certification. Of the thirty-four (34) permits issued seven (7) were building interior renovations, one (1) accessory structure, twelve (12) signage (10 signs with 2 Temporary Signs), four (4) exterior projects, four (4) roofs, two (2) Administrative Permits, a Building Permit, a Fence Permit and a Demolition Permit.

**Department of Planning & Inspections Update**

Mrs. Melson-Williams stated that on December 11, 2017, Mr. Dave Hugg was made the City Planning Director.

**NEW APPLICATIONS**

1. HI-17-04 Governors Café Kitchen Addition at 144 Kings Highway SW – Public Hearing and Review for Action on the Architectural Review Certification associated with the construction of a one-story addition to the kitchen for the Governors Cafe. The Governors Café is located within the existing building at 144 Kings Highway SW. The property is zoned RGO (General Residence and Office Zone) and is subject to the H (Historic District Overlay Zone). The

property is located at the southernmost intersection of American Avenue and Kings Highway. The owner of record is Cahall Properties, LLC. Address: 144 Kings Highway SW. Tax Parcel: ED-05-077.05-04-40.00-000. Council District 2.

Mrs. Melson-Williams gave a brief overview of the Application and Staff Report.

**Representative:** Mr. William Byler, Architect and Mr. Raymond Searles

Mr. Byler stated that Mr. Searles came to him a few months ago wanting to pursue the possibility of an addition onto the back of the building to expand the kitchen facility to better serve his clients and to have more food options. Mr. Byler developed the addition based on what was available on the site for them. The addition includes equipment to prepare and refrigerate food, to have a freezer, etc. There is an existing wall within between the two that will be opened up so that the kitchen will flow better. They have attempted to propose exterior materials that would fit into the historic nature of the existing house or building structure and to compliment the building. There are some conditions and recommendations by Staff that they agree with and support. He referenced (page 4-item 2b) regarding the clarification of the material and type of the paneled door and the associated railings system for the entry proposed for the addition. They are proposing a 6-panel painted metal door and frame. They feel that the door gets a lot of use with Staff and deliveries. The railings on the side of the step would be black aluminum. They also have a mechanical equipment for the refrigeration unit that they are tempting to shield behind a raised parapet. They wanted to come as close as possible to the parapet with the proposed elevation without brackets. They do understand that the plans are subject to the Building and Fire Codes.

Mr. Searles stated that they are basically trying to make it more of a restaurant. Everything that is currently done in the restaurant is electric. They are installing walk in boxes on the inside. This will hide the exhaust system and limit any noise in the neighborhood. Business hours and seating will remain the same. We just want to do better at being able to serve food and that is what the customers have been asking for. It's satisfying the customer's request to have a restaurant. No one can really see in the back because of the buildings (offices) on each side. He has not had any complaints regarding the addition. The building is 95% of their drawings and there is nothing he would want to change. The owner of the building Mr. Cahall who is a builder by trade will also be doing the construction. Mr. Cahall loves the building and is always asking how he can improve the building. They care about the building and do not want to change anything historically.

Mr. Czerwinski questioned how extensive were the breakthroughs into the original structure. Mrs. Melson-Williams replied if you look at the outside photograph of the west wall of the rear wing moving right to left there is a window and a door that will stay. The next door and double window area is where the wall gets broken out to the larger connection space between the existing kitchen area and the new proposed addition.

Mr. Searles stated that where the light was located is where the wall goes all the way through on the other side of the building.

Ms. Horsey questioned whether the siding was wood and painted? Mr. Byler replied yes.

Ms. Horsey questioned whether the metal hollow door actually look like metal hollow doors because they can be really ugly and she asked if they were painted? Mr. Byler replied yes and that they were proposing a 6-panel door which is shown on the elevation.

Mr. McDaniel stated that he visited the site and you would really have to get back behind the building in order to see the addition. It is not really noticeable.

Ms. Horsey questioned whether the color of the new addition was the same as the brackets, cornice and window trim. Mr. Searles replied absolutely.

Mr. McDaniel stated that this is the first time in a while that they have seen wood siding.

*Mr. McDaniel opened the public hearing.*

*Mr. McDaniel closed the public hearing after seeing no one wishing to speak.*

Mrs. Melson-Williams stated that Staff is aware that there were people who saw the sign. There was one individual who came in to look at the packet. They did not have any concerns.

Mr. McDaniel asked where the sign was posted. Mrs. Melson-Williams replied on the main entrance side towards the Governor's Mansion.

Mr. McDaniel asked if the color of the sign was yellow. Mrs. Melson-Williams replied yes, it was a bright yellow sign that announces the hearing. The public notice that they had to complete also involved mailing to property owners within the 200-feet of the site.

Mr. McDaniel stated that it was probably a lot of property owners. Mrs. Melson-Williams stated that there were eleven (11) property owners within the 200-feet of the site.

*Ms. Horsey moved to approve Application HI-17-04 Governors Café Kitchen Addition at 144 Kings Highway SW to include Staff Recommendations, six (6) panel metal door, black aluminum railings, and painted wood siding. The motion was seconded by Mr. Czerwinski and unanimously carried 3-0. Mr. Jackson was absent.*

## **NEW BUSINESS**

Resolution of Col. Richard E. Scrafford, USAF (Retired)

Mrs. Melson-Williams stated that provided in the packets was a draft resolution commemorating Col. Scrafford's years of service on the Historic District Commission. He has already been recognized by City Council for his years of service on both the Historic District Commission and the Library Commission.

*Mr. McDaniel moved to adopt the resolution in honor of the Historic District Commission member Col. Scrafford with any necessary corrections. The motion was second by Mr. Czerwinski and unanimously carried 3-0. Mr. Jackson was absent.*

Mr. McDaniel asked Mrs. Melson-Williams if she had information regarding anyone filling the seat. Mrs. Melson-Williams replied the Mayor asked her about it today recognizing that there was a seat he needed to fill. If the Historic District Commission has any suggestions, Staff can take them and forward to the Mayor. The Mayor makes the appointment and it has to be confirmed by City Council. There is currently one vacant seat and Mr. Jackson's term technically ended in July; he has not completed the reappointment process.

Col. Scrafford served on the Historic District Commission since April 1998- October 2017.

Review of Permits Referred to Commission: There was none.

### **Annual Meeting of Historic District Commission**

#### **Election of Chairman and Vice Chairman**

*Mr. Czerwinski moved to reelect by acclamation Mr. McDaniel as Chairman for the Historic District Commission. The motion was seconded by Mr. McDaniel and unanimously carried 3-0.*

*Mr. Czerwinski moved to reelect by acclamation Ms. Horsey as Vice Chairman for the Historic District Commission. The motion was seconded by Mr. McDaniel and unanimously carried 3-0.*

#### **Meeting & Deadline Schedule for 2018**

Mrs. Melson-Williams stated that the meeting date will remain as the third (3<sup>rd</sup>) Thursday of each month at 3:00pm. The deadline date to file an application has to be at least 30 days prior to the meeting date. The Meeting and Deadline Schedule for 2018 were provided to all members. The By-laws state that the Historic District Commission meeting must meet quarterly.

### **OLD BUSINESS**

Update on HI-17-03 Sign Permit #17-1484: Wall Sign at 115 West Loockerman Street.

Mrs. Melson-Williams stated that this was a follow up item. The applicant did appeal to the Planning Commission in October and the Planning Commission authorized the Architectural Review Certification to allow the back lighting of the sign.

Mr. McDaniel commented that he voted yes to the back lighting sign and asked why it would not be good for the Historic District Commission to allow signage that was illuminated like this sign. What is bad about that? It goes against the recommendation, but why can't the Historic District Commission change the recommendations. Mr. Czerwinski replied that back lighting as a signage is an urban style lighting source. It is designed to be in cities. Dover is considered a town and not a city or urban area. Back lighting allows additional lighting not conducive to a small town environment. It does not fit the architectural feeling of the place. Again, when you talk about preservation planning, one of the most important things about a town or a Historic District is the feeling. He did not think that the sign looked terrible; it just did not relay a pleasant feeling to the street.

Ms. Horsey concurred and added that she did not feel safe with back lighting signs. It gives you a feeling of an area that you do not want to be in at night. She thinks that Dover needs to watch their image.

Mr. McDaniel stated that we should permit back lighting. He likes lit signs and more lighting is needed on Loockerman Street whether it is from street lights, signs on buildings, etc. There is an evolution on Loockerman Street because what was charming is no longer present.

Mrs. Melson-Williams stated that the *Design Standards & Guidelines* listed the back lighting as inappropriate. That does not mean it cannot be considered.

Certified Local Government (CLG) Program

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

- i. Project Activities – Update on Draft for Proposal
- ii. Submission of Progress Report 1 (July-September 2017)

Mrs. Melson-Williams stated that a draft copy of the RFP was submitted to the State Historic Preservation Office on September 15, 2017. Staff met the deadline and received comments back from the State Historic Preservation Office, but has not had the opportunity to take the next step forward in getting the RFP out on the street to seek the hiring process for the consultant. In talking with the State Historic Preservation Office, Staff is needing to amend the project schedule and get it to them and work on getting the RFP out and a consultant hired.

*Ms. Horsey moved to adjourn the meeting, seconded by Mr. Czerwinski and unanimously carried 3-0. Mr. Jackson was absent.*

Meeting adjourned at 3:55 PM

Sincerely,  
Maretta Savage-Purnell  
Secretary



## ***Resolution***

***Whereas, Col. Richard E. Scrafford*** became a member of the City of Dover Historic District Commission in April 1998 and has served with diligence and distinction in this capacity as an advocate for implementation of the Historic District Standards and Guidelines to maintain the historic character of the city's Historic District; and,

***Whereas, Col. Richard E. Scrafford*** has played a key role in ensuring fundamental fairness and careful forethought in the planning and development of the Capital City through his service on the Historic District Commission; and,

***Whereas, Col. Richard E. Scrafford*** has provided leadership on the Historic District Commission through his role as chairman from November 2008 through November 2014; and,

***Whereas, Col. Richard E. Scrafford*** has influenced the pattern and appearance of development in the Historic District in Dover through his contributions to the development of the Historic Preservation chapters of the 2003 Comprehensive Plan Update and the 2008 Comprehensive Plan and his participation in achieving the City's designation as Certified Local Government as authorized by the National Historic Preservation Act of 1966; and,

***Whereas, Col. Richard E. Scrafford*** completed his service on the City of Dover Historic District Commission on October 12, 2017.

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

A handwritten signature in blue ink, appearing to read "Joe McDaniel", is written over a horizontal line.

Joseph McDaniel  
Chairman, Historic District Commission

A handwritten signature in blue ink, appearing to read "David S. Hugg, III", is written over a horizontal line.

David S. Hugg, III  
Acting City Planner

November 16, 2017



## ***Resolution***

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David S. Hugg, III  
Acting City Planner

November 16, 2017



City of Dover Historic District Commission  
Summary of Applications 2017  
Updated thru December 31, 2017

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

Summary of Permit Applications with Architectural Review Certification  
2017 - Updated Thru 12-31-2017

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
1/10/2017	16-1954	38 The Green, Kent County Courthouse	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations for security in lobby area of 'new' building.
1/11/2017	16-1992	500 W Loockerman Street, Duncan Center	Building Permit - Interior Renovations	No Planning Staff Review. No ArchRev Cert required for interior work.	Interior renovations for new layout of Third Floor space.
1/11/2017	17-39	2 Kings Highway NE, Carriage House	Building Permit - Addition of Accessory Structure	HDC Approval with Conditions on ARC 4/21/2016; Application HI-16-02; Staff approval per ARC	Demolition of existing garage and construction of new Carriage House Building. This permit supersedes Permit #16-337 that was approved but not issued. Construction underway.
1/18/2017	17-89	321 and 323 South Governors Avenue, Baguette Bakery	Sign Permit - Wall Sign	Staff Approval.	Wall Sign for new bakery tenant.
3/24/2017	16-1186	2 West Loockerman Street	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Revisions to proposed layout of third floor apartment. Interior renovations only.
3/28/2017	17-289	124 South State Street, Verizon	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations to reconfiguration space and equipment. Exterior equipment not visible from public street.
3/27/2017	17-357	6 South State Street, Office of Baird Mandalas Brockstedt	Administrative Building Permit	Staff Approval	Brick repointing and repairs to front tower area and other select areas on building. Project complete.
4/10/2017	17-320	25 Jerusalem Way, New Jerusalem Baptist Church	Building Permit - Shed	Staff Approval	Replacement of existing shed with new shed in same location
4/3/2017	17-414	54 South State Street, Presbyterian Church of Dover	Temporary Sign Permit	Staff Approval	Banner installed for 15 days (4/3/17-4/17/17) and removed.

Summary of Permit Applications with Architectural Review Certification  
2017 - Updated Thru 12-31-2017

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
4/20/2017	17-617	54 South State Street, Presbyterian Church of Dover	Roof Permit	Staff Approval	Replacement of flat roof areas with flat roof system and replacement of existing asphalt shingles. Replace gutters and downspouts in-kind.
5/5/2017	17-666	305 South State Street	Building Permit - Interior & Exterior Renovations (Rear Addition)	Staff Approval. No ArchRevCert required due to project location is not visible from public way.	Interior Renovations and Exterior Renovations (window and door replacements, paint exterior wood siding, new roof) to Rear Frame Addition. Supersedes Permit #15-1158.
5/9/2017	17-726	501 South State Street, Christ Church	Temporary Sign Permit	Staff Approval	Banners installed for 90 days (5/4/17-8/4/17) and removed.
5/31/2017	17-780	35 Lookerman Plaza. Dover Public Library	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior only work to install of glass will in AV Room.
5/19/2017	17-814	311 South State Street, Law Office of Sean Lynn (Annex)	Sign Permit - Wall Sign	Staff Approval	Projecting wall sign on metal bracket. Same design as main office sign across street.
5/25/2017	17-834	108 South Governors Avenue	Building Permit - Deck Renovations	Staff Approval. No ArchRevCert required as project is not visible.	Removal and replacement of existing wood deck.
5/24/2017	17-853	25 West Lookerman Street	Building Permit - Door Replacement	Staff Approval. No ArchRevCert required as project is not visible.	Replacement of rear exterior door.
5/22/2017	17-855	501 South State Street, Christ Church	Building Permit - Exterior Renovations (Soffit and Fascia)	No Planning Staff Review.	Wood repairs and painting of soffit, fascia, gutters on parish house.
5/24/2017	17-879	300 South State Street, Young Law Offices	Administrative Building Permit	No Planning Staff Review.	Emergency stabilization of front façade (wall & window area) due to vehicular accident.
6/15/2017	17-837	406 Federal Street, Biggs Museum	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations to reconfigure gallery entry and space.

Summary of Permit Applications with Architectural Review Certification  
2017 - Updated Thru 12-31-2017

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
7/14/2017	17-1122	2 West Loockerman Street	Sign Permit - Wall Sign	Staff Approval.	Two wall signs: east wall and front façade location within banding area over entry door.
7/5/2017	17-1124	111 West Loockerman Street	Roof Permit	Staff Approval. No ArchRevCert required as roof work not visible.	Resurfacing of low slope roof that is not visible.
7/20/2017	17-1226	6 South State Street, Office of Baird Mandalas Brockstedt	Roof Permit - Porch Roof	Staff Approval. No ArchRevCert required as project is not visible.	Replacement of flat roof areas of front porch roof.
8/8/2017	17-363	209 South State Street, Wesley UMC Preschool	Fence Permit	Staff Approval.	Replacement of black chain-link fence with black metal decorative fencing surrounding preschool playground area.
8/30/2017	17-1118	134 West Loockerman Street, The Golden Fleece	Building Permit: Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations to expand existing tavern space from 132 into 134.
8/23/2017	17-1254	122 Bank Lane	Demolition Permit	Staff Approval of demolition of accessory structure (shed).	Demolition of accessory structure (shed) determined to be non-contributing due to lack of integrity and modern materials.
8/1/2017	17-1260	9 East Loockerman Street, Treadway Towers	Sign Permit - Monument Sign (Refacing)	Staff Approval.	Existing freestanding monument sign to be refaced to include multiple tenant panels.
8/16/2017	17-1360	307 South State Street	Sign Permit - Wall Signs	Staff Approval.	Installation of hanging sign and wall sign for business.
9/15/2017	17-1335	120 S Governors Avenue, AutoPLUS (Kunkle's)	Sign Permit - Wall Sign	Staff Approval.	Replacement of wall sign with aluminum wall panel that is non-illuminated.
9/15/2017	17-1483	123-127 W. Loockerman Street, The Loocke	Sign Permit - Walls Signs	Staff Approval	A wall sign and new projecting sign for a new business in building.

Summary of Permit Applications with Architectural Review Certification  
2017 - Updated Thru 12-31-2017

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
9/7/2017	17-1484	115 W. Loockerman Street, Puffster	Sign Permit - Wall Sign	Staff Approval. Referral to HDC for ArchRevCert on illumination; no action. Appeal to PC.	Installation of non-illuminated wall (box) sign approved by Permit. Appeal to PC resulted in authorization of ArchRevCert to allow back-lit sign.
10/13/2017	17-1862	9 W. Loockerman Street, My Roots	Sign Permit - Projecting Sign	Staff Approval.	Projecting wall sign on metal bracket.
10/24/2017	17-1969	2 Kings Highway, NE	Roof Permit	No Planning Staff Review.	Replacement of roofing with new shingle roof and repairs to siding on dormers.
11/14/2017	17-1956	30 Loockerman Plaza, Wesley Education Center Building	Exterior Renovations - Stairwell Railing	Staff Approval.	Replacement of metal picket railing on basement entry stairwell on south side of building.
11/8/2017	17-1970	321 W. Loockerman Street, A Lot of Scents	Sign Permit - Window Sign	Staff Approval	Installation of applied vinyl lettering to window surface for name of retail business tenant.
12/12/2017	17-1518	111 W Loockerman Street	Interior Renovations	Staff Approval. No ArchRevCert required for Interior work.	Interior renovations for addition of sink for barber shop.
12/28/2017	17-2205	201 W. Loockerman Street	Interior and Exterior Renovations	Staff Approval.	Interior renovations for business. Minor exterior renovations for door replacement and brick/flashing repairs to exterior finish.
12/4/2017	17-2209	42 Kings Highway NE, Murphy School	Roof Permit	No Planning Staff Review.	Roof replacement.
12/19/2017	17-2213	14 Loockerman Plaza, The House of Coffi	Sign Permit - Awning Sign & Post Sign	Staff Approval.	Installation of awning sign (letters on pent roof) and installation of post sign. Restaurant (Café) subject to Conditional Use Permit C-17-05.

Summary of Permit Applications with Architectural Review Certification  
2017 - Updated Thru 12-31-2017

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
12/8/2017	17-2226	146 S. State Street, Office Building	Interior and Exterior Renovations	Staff Approval.	Interior renovations. Minor exterior renovations for siding/soffit on addition and for porch flooring.
12/29/2017	17-2319	109 S. State Street, Office Building	Sign Permit - Post Sign	Staff Approval.	Installation of post sign for Office of Agape Love Outreach Ministries.

Summary of Permit Applications with Architectural Review Certification  
 2018 - Updated Thru 1-31-2018

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
1/23/2018	18-15	14 Loockerman Plaza, The House of Coffi	Building Permit - Interior Renovations & Exterior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations for conversion of space to coffee shop. Exterior work involves exterior finish repairs and painting, construction of brick paver patio entry with black metal fence.
1/22/2018	18-135	29 Kent Avenue, Murphey School - Maintenance Building	Roof Permit	Staff Approval.	Replacement of roof.

# City of Dover

January 31, 2018

Joan N. Larrivee  
SHPO Grant Manager  
Division of Historical and Cultural Affairs  
21 The Green  
Dover DE 19901  
Via Email: [joan.larrivee@state.de.us](mailto:joan.larrivee@state.de.us)

**RE: Submission of Progress Report 2 (October – December 2017)**  
**FFY2017 CLG Grant 10-17-151320-06**  
**Project: Amendment to Design Guidelines for Dover's Historic District: DOVER**

Dear Mrs. Larrivee:

The City of Dover, Delaware Department of Planning & Inspections with this letter submits the Progress Report 2 for FFY2017 CLG Grant #10-17-151320-06. This Report 2 covers the time period of October 1, 2017 through December 31, 2017. See the attached Report 2.

Our project to “Addendum to *Design Standards & Guidelines for the City of Dover Historic District Zone: Modern Materials & Technologies*” as you can see from the Report that progress on the project has stalled. An initial DRAFT of the Request for Proposal was submitted for review and comments received in late September. To date, the City has not completed the process to retain consultant services to assist the Historic District Commission and Planning Staff in developing a Draft Addendum document. Planning Staff is evaluating our options for moving forward with a revised project scope and timeline given the remaining time in the FFY2017 Grant year. There have been no expenditures associated with this Grant.

The Planning Office may be contacted at (302) 736-7196 with any questions. Thank you for your assistance regarding our grant project as part of the City of Dover's participation in the Certified Local Government program.

Sincerely,  
Department of Planning & Inspections



Dawn Melson-Williams, AICP  
Principal Planner

Enclosures: FFY2017 CLG Grant Progress Report 2

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



FY 2017 CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

Grant No. 10-17-151320-06

Start date: July 6, 2017

End Date: June 30, 2018

ATTACHMENT 1

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

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

**Grantee:** The City of Dover

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

**Reporting Period (check below):**

<input type="checkbox"/> <b>Report 1 (Due October 30)</b> <b>For July 1 – September 30</b>	<input checked="" type="checkbox"/> <b>Report 2 (Due January 31)</b> <b>For October 1 – December 31</b>	<input type="checkbox"/> <b>Report 3 (Due April 30)</b> <b>For January 1 – March 31</b>
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**Specific Activities Accomplished during Reporting Period (October–December 2017):**

- Updates to Historic District Commission on Grant Project:
  - No October and no November meetings of the Historic District Commission.
  - December 21, 2017 Meeting: Staff provided an update on the submission of Grant Progress Report 1 and the status of the Draft RFP for the FFY2017 Grant Project: Addendum to *Design Standards & Guidelines for the City of Dover Historic District Zone: Modern Materials & Technologies*.

**Overall Progress to date:**

- Planning Staff reviewed City Procedures form Grant Application & Administration.
- Planning Staff completed initial DRAFT Request for Proposal for Professional Services and submitted it on September 15, 2017 to Grants Manager at HCA for review.
- Received Review Comments on September 20, 2017 on DRAFT Request for Proposal from Grants Manager; minor edits suggested were completed.

**Problems Affecting Progress:**

- Limitations on available Staff time due to other work assignments and leave (holiday and sick). Also there have been changes in the staffing of City's Procurement Management section due to a retirement.

**Schedule Status:**

- If continuing with this project, Staff needs to work with the City's Procurement Management regarding the issuance of the Request for Proposal to procure consultant services.
- City Staff is evaluating the Grant Project activities to determine potential project revisions. The Grant Project was identified to have a series of phases: Planning, Public Outreach, Guidelines Revision & Refinement, and Preparation of Draft Addendum Document.

**Other Pertinent Information:**

- In regards to Historic District Commission membership, Ret. Col. Richard Scrafford resigned his position on the Commission effective October 12, 2017. A new Commission member will need to be appointed and confirmed by City Council for his position; this is anticipated to occur in February 2018.
- Additionally, Commission Member Terry Jackson's term expired in July 2017; he continues to serve until formally reappointed or replaced by a new member appointment. There has been some indication that he will not seek reappointment.

**Reimbursement Request Attached:** Y ☒ N

**Submitted By:**  **Date:** 1/30/2018

# **Historic District Commission City of Dover, Delaware 2017 Summary of Activity**

The City of Dover, Delaware Historic District Commission consists of five members. The members during 2017 include Eric Czerwinski, Ann Baker Horsey, Terry Jackson, Joe McDaniel, and Col. Dick Scrafford. Col. Dick Scrafford resigned as a Commission member in October 2017 after nineteen years of service. Terry Jackson's term ended in July 2017; however, he continues to serve until a reappointment or new appointment is made. The Commission receives staff support from the Planning Office. During 2017 Joe McDaniel served as Chairman and Ann Horsey served as Vice-Chairman. At the Commission's Annual Meeting in December 2017, Joe McDaniel was re-elected as Chairman and Ann Horsey as Vice-Chairman.

## **Architectural Review Certification**

The Historic District Commission held seven meetings in 2017. The Historic District Commission reviewed four (4) applications for Architectural Review Certificates or as informational items in 2017. This included the referral of a Building Permit for exterior renovations to an apartment building at 305 South Governors Avenue (HI-17-02) and referral of a Sign Permit for wall signage at 115 West Loockerman Street (HI-17-03). The Historic District Commission's decision regarding the Architectural Review Certification for the back-lighting of the wall sign was appealed to the Planning Commission who ultimately granted approval to allow it. One project was reviewed by the Historic District Commission for Architectural Review Certification. Architectural Review Certification was granted with conditions for a one story addition to expand the kitchen of the Governors Café at 144 Kings Highway SW (HI-17-04). The project is now (in 2018) pending Planning Commission review of Conditional Use application for expansion of the restaurant use.

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

- Summary of Permit Activity in the Historic District in 2017:
  - Permits not requiring Architectural Review Certification: 13
  - Permits requiring Architectural Review Certification: 27
  - Total Number of Permits: 40

The following chart provides information for 2017 and the last seven calendar years. Depending on the type of construction activity the Architectural Review Certification Review for each project may be eligible for Staff Review, Historic District Commission Review, or Historic District Commission Recommendation with Planning Commission Review.

<b>Summary of Permit Activity</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>Building Permits – ARC Review by Staff</b>	20	21	25	37	42	36	29	25
<b>Building Permits – ARC Review by HDC</b>	4	5	4	2	0	5	2	1
<b>Building Permits – ARC Review by HDC/PC</b>	0	8	3	2	5	0	2	0
<b>Sign Permits - ARC Review by Staff</b>	18	25	27	39	21	13	15	13
<b>Sign Permits – ARC Review by HDC or HDC/PC</b>	0	2	2	0	0	4	1	1
<b>TOTALS</b>	42	61	61	80	68	58	49	40

The following chart provides information on the specific types of Permits with Architectural Review Certifications (ARC) issued for construction activities with the Historic District.

<b>2016 Permit Activity</b>	<b>Staff Approval</b>	<b>Historic District Commission Approval*</b>	<b>Historic District Commission Recommendation with Planning Commission Approval**</b>
Building Permit	0	1	0
Demolition Permit	1	0	0
Administrative Building Permit	1	0	0
Building Permit – Renovations	15	0	0
Fence Permit	1	0	0
Roof & Siding Permits	5	0	0
Window Permits	0	0	0
Sign Permit	13	0	1
Temporary Sign Permit	2	0	0
<b>TOTAL</b>	38	1	1

\* Permits associated with applications acted upon by HDC only

\*\* Permits associated with applications recommended by HDC with PC action

### **Construction Activity in the Historic District**

The construction activities in the Historic District involved renovations to existing historic buildings. Exterior work at the office building at 6 South State Street involved repairs to repoint portions of its brick façade and the replacement of the flat porch roof. A number of other buildings underwent roof repair and replacement projects. Permits were issued for construction of a new accessory structure at 2 Kings Highway NE in a carriage house form to serve as a garage/pool house. An accessory structure lacking integrity and clad in modern materials was demolished at 122 Bank Lane. Sign Permits were issued for new businesses adding signage including La Baguette Bakery, The Loocke, Puffster, My Roots, The House of Coffi, several law offices, and the Treadway Towers building.

### **The Green – National Historical Park**

The Green in Dover, as designated in 2015 as a National Historical Park along with a series of other sites in Delaware to become the First State National Historical Park, remains an active City Park location within the Historic District. It annually hosts a variety of arts, cultural, and history activities and events such a summer concert series and walking tours presented by the First State Heritage Park.

### **Certified Local Government Program**

The City of Dover was designated a Certified Local Government in 2015. As part of the Certified Local Government Program, application was made in April 2017 to seek grant funding in the FFY2017 CLG Grant Application process (HI-17-01). The Grant Application proposed a project for an Addendum to the *Design Standards & Guidelines for the City of Dover Historic District Zone* document focusing on Modern Materials & Technologies. The City will seek to hire a consultant to assist the Commission and Staff in this project. The Grant timeframe is from July 1, 2017 through June 30, 2018. A similar CLG grant project for FFY2016 was withdrawn (terminated) in the Spring of 2017 due to staff limitations and grant progress.

### **Downtown Development District Designation**

In January 2015, the City of Dover was designated a Delaware Downtown Development District. The designated Downtown Development District area includes areas located within the Historic District. In 2017, approximately eight projects in the Historic District have made use of grants and incentives associated with this program.

### **Tax Credits for Historic Properties Program**

In 2015, the application procedures for the Tax Credit for Historic Properties program were amended to create an administrative review process with the City Planner (Staff) rather than formal review by the Historic District Commission in order to streamline the program. In late 2017, one property applied to receive Tax Credits.

### **Training**

There were no formal training activities in 2017. Several Historic District Commission members attended the Public Forum Workshop on Delaware's Historic Preservation Plan in March 2017.

### **Other Activities**

In 2017, a number of plans and studies were underway or completed which involved areas located within the Historic District or may affect development activities or infrastructure improvements in the area. These studies include:

- *Kent County Regional Bicycle Plan* – Study completed in September 2017; study led by Dover/Kent County MPO. It is also associated with the *City of Dover Bicycle Plan and Pedestrian Plan*.
- *Restoring Central Dover Plan* – Final Plan released in November 2014; plan implementation process continues as led by NCALL with City of Dover participation
- *Downtown Parking Study* – Study of parking utilization in central business district area; study by consultant with data collection by City Staff. Final Report is pending.

The Historic District area of Downtown Dover continues to be the site of many community festivals, parades, and activities associated with the First State Heritage Park and Downtown Dover Partnership.