

CITY OF DOVER
HISTORIC DISTRICT COMMISSION
November 15, 2018

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

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

APPROVAL OF AGENDA

Mr. Czerwinski moved for approval of the agenda, seconded by Ms. Mason and the motion was unanimously carried 4-0. Ms. Horsey was absent.

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

Mr. Czerwinski moved for approval of the meeting minutes of August 16, 2018, seconded by Mr. Street and the motion was unanimously carried 4-0. Ms. Horsey was absent.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF SEPTEMBER 20, 2018

Mr. Czerwinski moved for approval of the meeting minutes of September 20, 2018, seconded by Mr. Street and the motion was unanimously carried 4-0. Ms. Horsey was absent.

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 and discussion of Building Codes.

For 2018, 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.

Chairman McDaniel asked if it was the Doggy Daycare business. Mrs. Melson-Williams replied yes.

Summary of Architectural Review Certifications for 2018

Mrs. Melson-Williams stated with the Architectural Review Certifications there were 37 Permits through October 31, 2018 in the Historic District. There were nine (9) building exterior, six (6) Roof Permits, five (5) signs/temporary signs, and four (4) fence permits, one (1) demolition and siding, and eleven (11) others.

Mrs. Melson-Williams stated that one of the permits appeared before the Historic District Commission as an update. Most of the permits was projects that were eligible for Staff review of

the permit or in the cases that about nine (9) of the permits did not require Architectural Review Certification because they were strictly an interior renovation project or where the project work was being done is not visible from the public way.

Chairman McDaniel asked where 19 North American Avenue was located. Mrs. Melson-Williams replied is 1 ½ of a duplex in the first block of State Street.

Mr. Czerwinski asked about Permit #18-471 at 25 West Loockerman Street that included replacement of siding, windows, a new metal roof on pent roof. Removal of shutters and removal of projecting box sign. He was concerned and had a problem that in his opinion Staff was exceeding their approval limits. This is the second time since the corner building that we have had a major façade change to a building without it coming in front of the Historic District Commission. He mentioned that he had a major problem with that. There were a lot of changes made to the building. He did not have a problem with the building and thinks it looks nice and they did a great job, but his problem is that a major renovation was done of the façade of the building without it coming before the Historic District Commission. If you look at the siding it is vinyl and very well done but is not necessarily accurate to the building. He has a problem with Staff approval because these are major renovations to the façade of the building. The Golden Fleece Tavern made changes that the Historic District Commission was not informed about and now the Dover News Stand as well as the corner lot of State and Loockerman Street (the changes of the lawyer's office). He considers these major events.

Chairman McDaniel asked what triggers a permit to come before the Historic District Commission verses Staff approval. Mrs. Melson-Williams replied the *Zoning Ordinance* actually describes in Article 10 Section 3.2 which deals with the Historic District Commission and Architectural Review Certifications levels of review. She will make sure the Commission has a copy of the *Zoning Ordinance*. She stated that the Codes outlines the specific classes of Building Permits that the City Planner can do regarding the Architectural Review Certification and the next step is the type of things that require the Historic District Commission and the third level involving the Planning Commission.

Chairman McDaniel mentioned that he would like to have a copy. If they wanted to change anything what would be the steps. Mrs. Melson-Williams replied if the Commission wanted to change any of the review thresholds that is an Amendment to the *Zoning Ordinance* it is an Amendment Ordinance process where the Commission could put forth suggestions and amendments and then it would go through review of public hearing by the Planning Commission and City Council. 3:13 (17)

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.

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

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

Mrs. Melson-Williams stated that the

Continued Discussion of Historic Preservation Chapter

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

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

Meeting adjourned at 3:58 PM

Sincerely,
Maretta Savage-Purnell
Secretary