

**CITY OF DOVER HISTORIC DISTRICT COMMISSION  
AGENDA  
THURSDAY, July 19, 2018 - 3:00 P.M.  
City Hall – Conference Room**

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on May 17, 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
  - a. HI-18-02 Referral of Demolition Permit #18-1104: Accessory Structure at 12 Kings Highway NE– Update on Review Status of Architectural Review Certification for Demolition Permit application #18-1104 for project to demolish accessory building. The property is zoned R-8 (One-Family Residence Zone) and is subject to the H (Historic District Zone). The property is located on the south side of Kings Highway NE/Division Street and west of intersection with Kent Avenue. The owner of record is Elizabeth W. Murphey School Inc. Property Address: 12 Kings Highway NE. Tax Parcel: ED-05077.05-04-47.01-000.
  
  - b. Other Permits Referred
  
2. Certified Local Government (CLG) Program
  - a. Update on Submission of FFY2018 CLG Grant Application
  
3. Project for Dover’s 2019 Comprehensive Plan
  - a. Update on Project Activities
  - b. Evaluation of 2008 Goals and Recommendations

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**  
**May 17, 2018**

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, May 17, 2018 at 3:00 PM with Chairman McDaniel presiding. Members present were Chairman McDaniel, Mr. Czerwinski, Mr. Street, Ms. Horsey and Ms. Mason.

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

**APPROVAL OF AGENDA**

*Mr. Street 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 FEBRUARY 15, 2018**

*Mr. Street moved for approval of the minutes of February 15, 2018, seconded by Ms. Horsey and the motion was unanimously carried 5-0.*

Chairman McDaniel welcomed new Historic District Commission member Ms. Mary Terry Mason.

**COMMUNICATIONS & REPORTS**

Summary of Activity 2017 Report

Summary of Applications for 2017

Mrs. Melson-Williams stated that there were four (4) items that were raised to the levels 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. They have since been to the Planning Commission and have conditional approval for the expansion; it is in the Check Print review process.

Chairman McDaniel questioned why it received conditional approval. Mrs. Melson-Williams replied that when the Planning Commission acts on the Site Plan it is subject to the conditions of meeting the comments from the other reviewing agencies. At this point, it is an administrative process for that plan application where Planning Staff checks to make sure corrections were made to the plan.

Mr. Czerwinski commented that it was conditional because it is still a residential business and conditional for a certain type of food. Mrs. Melson-Williams stated that the property is zoned RGO (Residence General Office) and because the property is in the Historic District there are number of uses additionally that can be allowed through the Conditional Use process. Meaning it has a specialized public hearing in front of the Planning Commission. This was in place for the current café' restaurant activity, but because they were expanding (adding onto the kitchen) that is the reason it had to go back to the Planning Commission. It does not expand their seat count; it just

expands what they will be able to cook in the kitchen due to having different equipment.

Mr. Czerwinski questioned whether their approval included the front lawn. Mrs. Melson-Williams replied that they showed some opportunities for tent activities for Special Events (example: wedding). It was for initial review because anytime they would want to do the Special Event there is a specialized process with the Fire Marshal's Office to place the tent on a specific date for a specific event.

Mr. Czerwinski asked about outdoor seating. Mrs. Melson-Williams replied that there is no permanent outdoor seating in that area other than on the porch.

#### Summary of Architectural Review Certifications for 2018

Mrs. Melson-Williams stated with the Architectural Review Certifications for 2018, there were fourteen (14) Permits in the Historic District, nine (9) in which Staff was able to grant approval under the provision of the *Zoning Ordinance* and five (5) of them were interior work only. There were four (4) signage permits.

Chairman McDaniel questioned whether the Commission would be notified when the fireman's monument would be moved on Legislative Mall. Mrs. Melson-Williams replied that it went through the Permit process, but it is not covered because it is not a building. The Capital Complex is within the boundaries of the Historic District.

There was a brief discussion regarding the memorial/public art installation for the volunteer firefighter's memorial on the southwest corner near 410 Legislative Avenue on Legislative Mall.

#### Information on Required City of Dover Ethics Training Sessions

Mrs. Melson-Williams stated that this is a training session that is required of all members of the boards and commissions, elected and appointed officials for the City and City Staff. There are a series of different meeting session times. Please let the Planning Office know as soon as possible which session you would like to attend. Everyone is required to attend. The sessions will be held in the City Hall Council Chambers. The May 24, 2018 and June 5, 2018 sessions are full. There were some changes made to Chapter 30 of the *Dover Code* on Ethics and part of that now requires annual ethics training.

#### NEW BUSINESS

##### Resolution for Charles T. "Terry" Jackson, II- Former member, Chairman, and Vice Chairman

Mrs. Melson-Williams stated that included in the packet was a resolution for Mr. Charles T. "Terry" Jackson, II who was a part of the first group of commissioners appointed to the Historic District Commission when it was established in 1993. He served as Chair for a significant number of years and Vice Chairman for a few years. He basically has seen the whole life of this Commission. The Historic District existed prior to the 90's, but the responsibilities did not include the establishment of a Commission at that time. There were a number of things the Planning Commission was charged with doing (from 1960-1993).

*Chairman McDaniel moved for approval to accept the Resolution for Charles T. "Terry" Jackson, II. The motion was seconded by Ms. Horsey and unanimously carried 5-0.*

Review of Permits Referred to Commission: There was none.

Certified Local Government (CLG) Program

- a. Submission of CLG Annual Report (October 1, 2016 through September 30, 2017)

Mrs. Melson-Williams stated that included in your packet was the cover submission, forms, new members information (resume), meeting the requirements and standards. It is really a reporting of activities that happened in that timeframe. Permit activity information is also submitted as well as any new National Register nominations or new initiatives for anything in the Historic District. In addition, all copies of meeting agendas and meeting minutes from that timeframe are submitted.

Ms. Horsey thanked Mrs. Melson-Williams for putting it all together.

- b. 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*)

Mrs. Melson-Williams stated that this was intended to be a project to select a consultant service to work and focus on the *Design Standards & Guidelines for the City of Dover Historic District Zone: Modern Materials & Technologies*. Staff ultimately made the decision that with what was left in the Grant year they did not think that it was fiscally possible to retain consulting services and have them complete the project and have all of it finished by June 30, 2018. Staff met with the State Historic Preservation Office regarding scaling down the scope, but for the whole process for bringing someone on board to do the work was not enough time. Staff chose to terminate the Grant. There was no expenditure of funds. Staff has a draft of the project that they could focus on in the future. Included was the quarterly progress report through the end of March and the decision to terminate the Grant. They were also informed that during this Grant year there was significant transition in membership on the Commission and the Staff workload just in general in the Planning Office has not allowed them to focus on the project.

Chairman McDaniel asked if the Commission had the chance to get the money back. Mrs. Melson-Williams replied that the CLG program offers grants each year, so it could certainly be a future grant.

Chairman McDaniel asked if the money was gone. Mrs. Melson-Williams replied that it was a reimbursable grant, basically you had to spend the money and then ask for reimbursement. There was money held on the match side of it in the City budget.

Mr. Czerwinski asked if this was the second time this has happened with the grant project. Mrs. Melson-Williams replied yes.

Mr. Czerwinski asked if they were looking at the timeframe issue (the time to get the project approved and the time to complete the project). Is it too short of a window to even outsource this project? Mrs. Melson-Williams replied that the timeframe for the grant starts July 1. They do match up with the City's regular fiscal year. We did not start drafting the RFP (Request for Proposal) until late fall.

Mr. Czerwinski asked if they could start now using the material that they have and be ready for the next time. Mrs. Melson-Williams replied yes. It has to go out through a Request for Professional Services. The amount of money makes it a little simpler on the bid procurement side for the City who has its own process with grant requirements. It is a complicated process. You cannot advertise for a consultant until after the grant year has started.

Mr. Czerwinski asked about networking. Mrs. Melson-Williams replied that Staff talked to the State Historic Preservation Office regarding types of firms that they thought could handle and focus on this type of project. On a consultant side, this is a small project.

Ms. Mason asked for example if the City would match the funding of \$5000. Chairman McDaniel replied yes, the City would match the funds of \$5000 making the total grant \$10,000.

Mrs. Melson-Williams stated that since the Historic District Commission did not use the funds as a CLG, (Certified Local Government) they may be able to redistribute the funds to other CLGs if they had budget over runs. Larger CLGs such as the City of Wilmington or New Castle County use the funds for staffing where they have a person in their Planning Office where preservation is the only thing that they do. Some of their projects have been ongoing surveys.

Mr. Czerwinski asked if funds were used for staffing, what would keep the City of Dover from hiring a graduate student to do the project while they work with the SHPO office. Mrs. Melson-Williams replied that you can ask for grant funds to support staff or an intern. This type of project requires to have a Principal Investigator that meets one of the Secretary of Interior's qualification standards, so probably an intern would probably not be doing that. It would mean that someone like herself would need to be the Principal Investigator on the project. It is entirely possible that we could focus on some type of intern type effort for a future grant.

The Commission members had a brief discussion regarding the hiring of an intern.

There was additional discussion regarding the project information listed above.

c. Information on Submission of FFY2018 CLG Grant Application

Mrs. Melson-Williams stated that included in the packet was the notice of opening of the Grant Application process and the rules about the Grant Application. The State of Delaware Historic Preservation Office receives a certain amount of money from the Federal Historic Preservation Funds. Whatever that number is they are then required to grant to the Certified Local Government in the State 10% of their federal dollars coming in. The other federal dollars are used in operating their office along with other state funds. The allocation then looks at how many CLG's they have so everyone gets a certain base line amount based on their population and anything above that depends on what they have coming in (any given year) from the federal government.

Mr. McDaniel asked if there were seven (7) CLG's. Mrs. Melson-Williams replied yes, there are only seven (7) CLG's in the State. That number can always increase.

Mrs. Melson-Williams also stated that it moves into the grant requirements and the types of eligible grant activities. The grant does not fix or build historic buildings. The eligible grant activities include surveying, National Register nominations, planning types, commission and staff training, public outreach and what they call support for CLG staff; and then there is the application forms.

Mrs. Melson-Williams handed out a copy of the information that was submitted on May 11, 2018 for the grant for the next fiscal year. The City was eligible for grant monies exceeding what they ended up asking for. What Staff proposed as a project was to focus on the update of the Historic Preservation Chapter of the Comprehensive Plan. The City's Comprehensive Plan for 2008 is due for an update. One of the required elements is the chapter on Historic Preservation. The proposal was submitted to utilize some grant monies to focus specifically on that. The project consists of two (2) things: dedication of Planning Staff to update the chapter and to host a public outreach workshop specifically on historic preservation. It will focus on preparing this chapter, but we also see it as an educational opportunity about historic preservation and the Historic District in Dover. Money was also included for very specific number of hours for the Principal Planner to work on the project. The other monies are related to advertising the workshop and printing of brochures and postage.

Mrs. Melson-Williams spoke briefly about the project narrative. The intent is to invite everyone who owns property in the Historic District. There are over 300 properties that are within the Historic District or listed on the National Register of Historical places throughout other parts of the City. Planning Staff will be working on planning a public outreach workshop probably in the month of July.

Mr. McDaniel asked if it was being preloading and if they were going to get some money next fiscal year. Mrs. Melson-Williams replied that it is somewhat preloaded. In the next nine months as a staff, we must focus on the Comprehensive Plan and it has a preservation component. Staff will receive some funding.

Mr. McDaniel asked what amount was applied for. Mrs. Melson-Williams replied that the total project cost is \$4000, and we are seeking a grant of \$2400.

Mr. McDaniel asked if the City will match. Mrs. Melson-Williams replied yes. We have in the City's budget a Budget request to make that match happen. The City starts budget review the last week of May with City Council. It has been included in the Department's request to the City Manager. The City Manager's Draft Budget has not been released.

Mr. McDaniel asked if this was part of the City's Comprehensive Plan and Update. Mrs. Melson-Williams replied yes.

Mr. McDaniel mentioned the feedback on page 54 regarding the Historic Preservation and the removal of the Loockerman Street corridor and asked everyone to read it if they had not already done so for awareness.

Mrs. Melson-Williams also noted that there would be a Grant Agreement forthcoming in the future.

Mr. Czerwinski asked who rewrites the update of the chapter. Mrs. Melson-Williams replied that the labor of rewriting the chapter will be Planning Staff time that will also include her time. The entire Comprehensive Plan project is in-house.

Mr. Czerwinski asked if the Commission members would be involved in updating the Comprehensive Plan. Mrs. Melson-Williams replied yes.

Project for Dover's 2019 Comprehensive Plan

- a. Introduction to *2008 Comprehensive Plan as amended*, Chapter 6 – Historic Preservation
- b. Update on Project Activities

Mrs. Melson-Williams mentioned that the existing Comprehensive Plan for the City dates to 2008. It is a Staff project. Their approach to information gathering on the various chapters is varied. Some of it is outreach with different State Agencies. With the Economic Development Chapter, Mr. Hugg has been working with the several of the colleges and universities. There will be an Economic Symposium that is scheduled for June 13, 2018 in late morning over lunch timeframe.

Mrs. Melson-Williams mentioned that Chapter 6-Historic Preservation as it exists was included in the packet. She referred to the action items on page 62 and asked members to read through the material. We have worked on the action items over the last 8 years. The most significant change would be looking at whether there were any changes to the goals and recommendations and what are the future action type items and map component.

- c. Evaluation of 2008 Goals and Recommendations

Mrs. Melson- Williams mentioned this item will be homework for the members. As part of preparing the next plan, they are looking back at the 2008 Plan. She asked the members to look at the attached chart and focus on the goals of all the chapters and your thoughts on the chapters, specifically, the evaluation of importance. She asked if they could do a rating of 1-5 which is included. There is also an opportunity for comments. They have included all the goals as the homework assignments.

Mr. Street asked if she wanted them to do the whole thing or the Historic Preservation section. Mrs. Melson-Williams replied the whole thing because they want to know what you think about all of it.

Mrs. Melson-Williams mentioned that the same assignment was given to the Planning Commission members.

Mr. Street asked what this was related to and what to focus on (what's important and not important). Mrs. Melson-Williams replied as part of the whole Comprehensive Plan process they

are in the process of developing a survey. There is a similar package of charts for recommendations that she will give to the members. The Staff homework is to go through the action items listed in the Comprehensive Plan.

Mr. Czerwinski asked if the Commission should be meeting outside of this meeting for discussion as a committee. Mr. McDaniel replied that he thinks the first thing to do is read it. Mrs. Melson-Williams replied that they will be reporting back to the Commission. This is a City Plan so there will be public input. The Comprehensive Plan has to go through a public hearing and review process.

Mr. McDaniel mentioned that the City does a great job with the public input. He attended the Dover Parks seminar last night.

Mr. McDaniel mentioned the importance of attending the mandatory Ethics Training.

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

Meeting adjourned at 3:57 PM

Sincerely,  
Maretta Savage-Purnell  
Secretary



City of Dover Historic District Commission

Summary of Applications 2017

Updated thru June 30, 2018

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-17-01	CLG Grant Application for FFY2017	Certified Local Government Application for Grant Funding	Information File	Notice of Eligibility for Grant 3/1/2017; FFY2017 CLG Grant Application submitted 4/28/2017 to SHPO	Grant Application submitted; Formal Award Letter received with Grant Agreement; Grant Timeframe to cover 7/6/17-6/30/18; Grant Withdrawn
HI-17-02	Referral of Building Permit #17-949	305 South Governors Avenue	Building Permit for Renovations to Apartment Building	Permit #17-949 referred to HDC by City Planner for Architectural Review Certification consultation; Considered at 6/15/2017 HDC Meeting	Permit Application received 6/6/2017; Permit to be issued subject to conditions of Architectural Review Certification; No Action
HI-17-03	Referral of Sign Permit #17-1484	115 West Loockerman Street	Sign Permit: Wall Sign	Permit #17-1484 referred to HDC by City Planner for Architectural Review Certification consultation; Considered at 9/21/2017 HDC Meeting; Appealed to Planning Commission and considered on 10/16/2017	Permit Application received 8/16/2017; Permit issued for installation of wall sign. Applicant seeks to allow back-lit sign. Determination by City Planner of prohibiting the back-lit sign remained in place after two failed motions by the HDC. Applicant appealed the decision of the HDC to the PC. PC took action to approve Architectural Review Certification to allow backlighting of the sign.
HI-17-04	Governors Café Kitchen Addition	144 Kings Highway SW	One story addition to kitchen	12/21/2017 Public Hearing and Review with the Historic District Commission. Conditional Approval granted of Architectural Review Certification.	Project proposal to add a one-story building addition to rear wing of the existing building to expand the kitchen area. Project received Conditional Use approval from the Planning Commission (Application C-18-01).

City of Dover Historic District Commission

Summary of Applications 2018

Updated thru June 2018

<b>FILE#</b>	<b>PLAN NAME</b>	<b>LOCATION</b>	<b>TYPE</b>	<b>ACTION</b>	<b>STATUS</b>
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

Summary of Permit Applications with Architectural Review Certification  
2018 - Updated Thru 6-30-2018

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
1/23/2018	18-15	14 Loockerman Plaza, The House of Coffi	Building Permit - Interior Renovations & Exterior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations for conversion of space to coffee shop. Exterior work involves exterior finish repairs and painting, construction of brick paver patio entry with black metal fence.
1/22/2018	18-135	29 Kent Avenue, Murphey School - Maintenance Building	Roof Permit	Staff Approval.	Replacement of roof.
2/1/2018	18-42	2 Kings Highway NE	Building Permit - Interior Renovations	Staff Approval with No ArchRevCert required for interior work.	Interior renovations for residential elevation and kitchen remodeling. Replacement of kitchen windows at rear of house.
2/16/2018	18-167	111 West Loockerman Street, Barber Shop	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations for new tenant - barber shop.
2/12/2018	18-202	313 South State Street, Law Office of Sean Lynn (Annex)	Sign Permit	Staff Approval.	Projecting sign on metal bracket.
2/16/2018	18-222	410 Legislative Avenue, Legislative Mall	Administrative Permit	Staff Approval.	Memorial/Public Art installation for Volunteer Firefighters Memorial on southwest corner of Legislative Mall.
2/28/2018	18-321	116 West Water Street, Parkowski, Guerke & Swayze	Sign Permit	Staff Approval.	Replacement wall sign for law office. Installed.
2/27/2018	18-325	54 South State Street, Presbyterian Church	Temporary Sign Permit	Staff Approval.	Installation of vinyl banner 3/19/18-4/2/18.
3/8/2018	18-147	206 West Loockerman Street, Bayard Apartments	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Repair of drywall after sprinkler damage.
3/29/2018	18-345	9 West Loockerman Street, My Roots	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations for addition of hair salon area/chair.

Summary of Permit Applications with Architectural Review Certification  
 2018 - Updated Thru 6-30-2018

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
3/5/2018	18-369	14 Loockerman Plaza, The House of Coffi	Fence Permit	Staff Approval.	Installation of 3 ft. black metal fence around outside patio of restaurant. Installed.
4/4/2018	18-426	131 West Loockerman Street, Caviar Beauty Bar	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovation for tenant fit out of personal service establishment.
4/9/2018	18-450	304 South State Street, Gwinn Homes (Office)	Sign Permit	Staff Approval.	Installation of wall sign for office tenant.
4/4/2018	18-471	25 West Loockerman Street	Building Permit - Exterior Renovations	Staff Approval.	Replacement of siding, windows, a new metal roof on pent roof. Removal of shutters and removal of projecting box sign.
5/29/2018	18-663	410 South State Street, Offices of Schmittinger & Rodriguez	Building Permit - Exterior Renovations	Staff Approval.	Repointing and select brick replacement project.
5/25/2018	18-685	150 Martin Luther King Jr Boulevard South, Tatnall Building	Roof Permit	Staff. No ArchRevCert required.	Replacement/Repair of flat roof area that is not visible.
5/3/2018	18-718	523 South State Street, Christ Church	Temporary Sign Permit	Staff Approval.	Vinyl Banner installed on decorative posts. Installation period 5/1/18-8/1/18.
5/25/2018	18-843	54 South State Street, Presbyterian Church	Roof Permit	Staff Approval.	Replacement of existing asphalt shingle roof with new roof.

**HI-18-02 Referral of Demolition Permit #18-1104: Accessory Structure at 12 Kings Highway NE**– Update on Review Status of Architectural Review Certification for Demolition Permit application #18-1104 for project to demolish accessory building. The property is zoned R-8 (One-Family Residence Zone) and is subject to the H (Historic District Zone). The property is located on the south side of Kings Highway NE/Division Street and west of intersection with Kent Avenue. The owner of record is Elizabeth W. Murphey School Inc. Property Address: 12 Kings Highway NE. Tax Parcel: ED-05077.05-04-47.01-000.

Attachments:

- Demolition Permit #18-1104 Application Submission
- Letter of Referral of Permit to Historic District Commission dated July 5, 2018
- Submission of Additional Information/Documentation
- Letter of Review of Additional Information: Notice of City Planner to Issue Architectural Review Certification and Permit dated July 10, 2018



# City of Dover - BUILDING PERMIT APPLICATION

15 Lookerman Plaza ♦ Dover, Delaware 19901 ♦ (302) 736-7010 ♦ FAX (302) 736-4217

Project Address/Tax Parcel Identification Number

12 Kings Highway

Applicant's Name

~~John~~ John Messick

Owner Name and Address

Murphy School Inc. 12 Kings Highway East

E-mail address:

Contractor Name and Address: ~~John~~ Messick 1020 gmail.com Phone # 302-423-7794

E-mail address: ~~John~~ Messick 1020 gmail.com Dover Business License #

### BUILDING DETAILS

Proposed Occupancy \_\_\_\_\_

Type of work: ( ) New ( ) Addition (X) Demolition

Type of Construction \_\_\_\_\_

( ) Renovation - Interior \_\_\_\_\_ Exterior \_\_\_\_\_

( ) Roof - tear off \_\_\_\_\_ overlay \_\_\_\_\_ # of layers \_\_\_\_\_

( ) Alteration ( ) Siding ( ) Solar panels

( ) Full Building Demolition ( ) Selective Demolition

( ) Fence - Height \_\_\_\_\_ ( ) Pool ( ) Elevator ( ) Shed

( ) OTHER \_\_\_\_\_

Description of Work:

Fear blown Brick garage

Historic District

Number of Stories 1

Total Height in Feet 15'

Total Land Area to be Disturbed (in SF): \_\_\_\_\_

Proposed Occupant Load \_\_\_\_\_

Square Footage All Floors \_\_\_\_\_

Total Work Area (in SF) \_\_\_\_\_

Sprinkler System? Yes or No

Fire Alarm System? Yes or No

Estimated Value of Construction: \$3000.00

Before You Dig! Call Miss Utility 1-800-282-8555 or other authorized locator.

Attention! Please post your issued permit on site and visible from the street.

Office Use Only

Permit Number **18-1104**

Roll Plans Fold Plans CD/Email

Date Received 6/25/18

Date Issued \_\_\_\_\_

Flood Plain  N Taxes  Y

Public Works  N - KCD  Y

Impact Fee Fixtures Sheet  Y N

C/O Required PTM

Review Approvals

Building Plan

Date 7/3 Initials PTM

Fire Plan

Date 7/3 Initials PTM

( ) Zoning / Site Plan Date \_\_\_\_\_ Initials \_\_\_\_\_

Total Fee \_\_\_\_\_

Fees Paid ( )

Check # \_\_\_\_\_ Cash \_\_\_\_\_

Collected By \_\_\_\_\_

### Certification in Lieu of Oath

I hereby certify that I am the owner of record or a contractor authorized by the owner of record to make this application, and that all work will be performed in accordance with the applicable Codes and Ordinances.

Signature John A Messick

Print Name

Date 6/25/18

KENT AV.

KINGS HIGHWAY

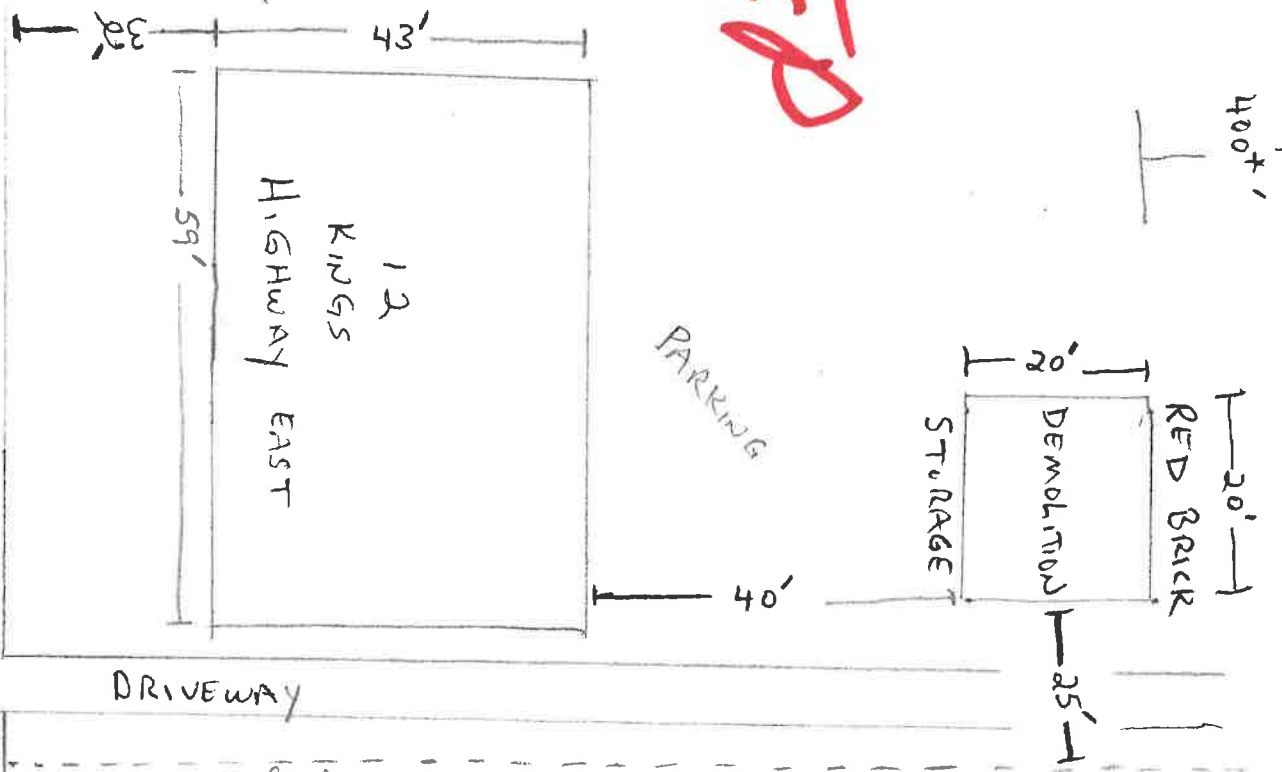
STORAGE BUILDING  
A  
DEMOLITION  
FOR  
PLAN  
PLOT

MURPHY  
SCHOOL  
W  
ELIZABETH



KEEP

Plan of Approval  
City of Dover  
Dept. of Inspections & Planning  
Date 7/31/18  
Name Travis McRae  
Title INSPECTOR #



400'

20'

RED BRICK

DEMOLITION

STORAGE

25'

PARKING

40'

DRIVEWAY

PROPERTY LINE FOR NEIGHBOR  
@ 10 KINGS HWY.

Google Maps 127 E Division St



Image capture: Nov 2017 © 2018 Google

Dover, Delaware

Google, Inc.

Street View - Nov 2017





# City of Dover

July 5, 2018

Mr. John Messick  
Make It New Construction  
Via Email: [jmessick102@gmail.com](mailto:jmessick102@gmail.com)

Elizabeth W. Murphy School Inc.  
14 Kings Highway NE  
Dover DE 19901

RE: Referral of Demolition Permit #18-1104 to Historic District Commission, HI-18-02  
Demolition of Garage Building at 12 Kings Highway NE, Dover DE  
Tax Parcel: ED-05-077.05-04-47.01-000.

Dear Applicants:

**This letter is to inform you that Demolition Permit application #18-1104 has been referred to the City of Dover Historic District Commission for consultation.** Demolition Permit #18-1104 was filed on June 25, 2018 for the demolition of an accessory structure (garage building) at 12 Kings Highway NE, Dover, Delaware.

The location of the subject property within the City of Dover's Historic District zone requires the review and issuance of an Architectural Review Certificate (ARC) for construction and demolition activities. Minor demolitions are eligible for Staff review of the ARC during the Demolition/Building Permit application process. Project activities are reviewed for compliance with the *Zoning Ordinance* and the *Design Standards and Guidelines for the City of Dover Historic District Zone* as stated in *Zoning Ordinance*, Article 10 Section 3.25(A).

#### *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.

In reviewing the proposed project for Architectural Review Certification, Staff referenced the Chapter 4: New Construction, Additions, Demolition and Relocation of the *Design Standards and Guidelines* which present the *Recommended*, *Not Recommended*, and *Inappropriate* approaches to activities in the Historic District. For Demolition activities, the *Design Standards and Guidelines* also gives guidance by listing specific criteria to be evaluated when considering applications for the demolition of buildings (or portions of buildings) in the historic district. Therefore, as related to the location and visibility of this demolition, I am referring the Demolition Permit application to the Historic District Commission for consultation. See *Zoning Ordinance*, Article 10 Section 3.22 (A) and (B) listed below.

Section 3.22 Architectural review certification by the city planner.

(A) An architectural review certificate for specific classes of building permits, including fences, signs, siding, window and door replacement, roofing, the addition or replacement of decorative features, minor demolition, residential additions, and other construction of a minor nature, may be issued by the city planner, after a review and determination that the proposed construction is in general accordance with the standards set forth in subsection 3.25

(B) The city planner may refer any permit application for demolition or construction in the historic district for consultation with commission.

**The City of Dover Historic District Commission will review this permit at their next meeting scheduled for Thursday, July 19, 2018 at 3:00pm in the City Hall Conference Room, 15 Loockerman Plaza, Dover.** This permit referral has been assigned Application #HI-18-02. You are encouraged to attend this meeting to discuss the project. Staff will provide the Historic District Commission with the permit application materials and other background information for their review and action.

If you have questions or concerns, please contact the Planning Office at (302)736-7196.

Sincerely,



Dawn Melson-Williams, AICP  
Principal Planner

CC: David S. Hugg, III, Planning Director  
Demolition Permit #18-1104

**RECEIVED**

JUL 9 - 2018

CITY OF DOVER  
PLANNING & INSPECTIONS

**THE ELIZABETH W. MURPHEY SCHOOL, INC.**

**42 Kings Highway, East, Dover, Delaware 19901**

July 6, 2018

**Ms. Dawn Melson:**

I am writing in reference to our request to demolish and remove an out building on the Murphey School campus. The former shed is located directly behind 12 Kings Highway East. I understand that there are some concerns about whether this building was ever a part of the original, and therefore historic, grouping of buildings on our property.

We have the original contracts for all nine of our buildings, including those constructed between the legal founding of our corporation on October 23, 1922 and the erection of the residence for the assistant director in 1936. Each contract was very specific, including additions and changes. None of those documents even mentions the building of a garage, storage shed or structure on this site. We also have the original blueprints for each of the buildings, including prints showing the grading of the property. None show this, or any other references to this part of our campus refers to an additional structure on this site.

I also have the minutes of the first 50 meetings of the Board of Director meetings, in which the progress on contracts and contractors was discussed in great detail. There had been no discussion about such a building and no plans to eventually include one. These minutes even cover a disagreement about the positioning of a front/side porch for the residence, between the Director and the founder of the school. All plans for the building and the original contract we have on hand, are absent of any suggestion of an out building, garage, or shed associated with the Director's Home at this address.

I am including pictures of the building, (please note that every other building has slate roofing). This building does not. In fine, the back roof, and addition during the early 80's is collapsing, making it unsafe. The chimney was added in the mid 90's for a small steam boiler which is no longer present. The chimney brick does not match the original brick. The metal doors were added in the early 80's and are now rusted and need to be removed. There are no utilities connected to this building making it impractical even for storage.

We have the opportunity to have it razed and removed on Thursday July 13, 2018 at minimal cost to our nonprofit organization through the volunteer efforts of a local church. We have agreed to contract with Mr. John Messick, a licensed contractor to safely bring the structure to the ground so the others can work on its removal.

**I am including a copy of the certification showing the building is free of any asbestos.**

**Please make a favorable ruling on our request for the demolition permit quickly so we can order the appropriate commercial dumpsters to haul away the debris.**

**If you need additional information, please call me at 302-670-6396**

**Sincerely,**

A handwritten signature in black ink, appearing to read "M. J. Kopp", with a large, stylized flourish at the end.

**Michael J. Kopp**

**Executive Director**



# City of Dover

July 10, 2018

Mr. John Messick  
Make It New Construction  
Via Email: [jmessick102@gmail.com](mailto:jmessick102@gmail.com)

Michael Kopp, Executive Director  
Elizabeth W. Murphey School Inc.  
14 Kings Highway NE  
Dover DE 19901  
Via Email: [mkopp@murpheyschool.org](mailto:mkopp@murpheyschool.org)

RE: Notice on Review of Additional Information: City Planner to Issue Architectural Review Certification and Permit  
Follow-up to Referral of Demolition Permit #18-1104 to Historic District Commission, HI-18-02  
Demolition of Garage Building at 12 Kings Highway NE, Dover DE  
Tax Parcel: ED-05-077.05-04-47.01-000.

Dear Applicants:

Previously on July 5, 2018, the City Planner (Staff) referred a Demolition Permit application #18-1104 to the City of Dover Historic District Commission for consultation. Demolition Permit #18-1104 was filed on June 25, 2018 for the demolition of an accessory structure (garage building) at 12 Kings Highway NE, Dover, Delaware.

Upon notification of such referral, the property owner (Michael Kopp representing the Murphey School) submitted additional information about the accessory structure. This additional information included a series of photographs and a letter narrative on the history of the building from documents in the property owner's possession. Their research on the history of the building shows no detailed records of the construction of this accessory structure (garage). The known history includes the addition of a shed roof to the structure and the replacement of the doors with metal doors in the 1980s; and the addition of a chimney (related to a small steam boiler) in the 1990s. The original use of the building could not be confirmed.

This residence is a contributing resource located within a National Register Historic District, specifically the Victorian Dover Historic District. Provided below is the building summary from the building inventory listing found within the National Register nomination completed for the Victorian Dover Historic District (nomination completed 1977-78). The accessory building is not mentioned in the description; however, appears to date from the mid-twentieth century as well.

K-396.437 12 Kings Highway East (Superintendent's Residence, Elizabeth W. Murphey School) – c. 1925, ½-story with 1-story wing, Neo-Georgian brick residence ; running bond; gable roof with 2 dormers, box cornice with returns, later wing has flat roof and denticulated cornice; 8/8 sash with flanking narrow 1/1 sash on 1<sup>st</sup> floor and shutters on 2<sup>nd</sup> floor, semi-circular wooden trim over 1<sup>st</sup> floor façade windows, stone keystone over

other windows, porthole window centered on 2<sup>nd</sup> floor façade; central entry flanked by pilasters; partial façade porch, denticulated cornice and columns.

Additional research by Planning Staff shows an accessory structure located to the south of the house in aerial photographs from 1937 in this general location.

The location of the subject property within the City of Dover's Historic District zone requires the review and issuance of an Architectural Review Certificate (ARC) for construction and demolition activities. **Upon evaluation of the information, Planning Staff will consider this a Minor Demolition activity and will issue the Architectural Review Certification for the Demolition Permit of the accessory structure.** In reviewing the proposed Demolition activities, Planning Staff reviewed the guidance in the *Design Standards and Guidelines*. In regards to the Architectural Review Certification, the Planning Staff makes the following findings:

- 1) This building is an accessory structure within limited visibility from the public way due to its position on the property. It is secondary to the dwelling building which remains in use as offices and living quarters for the Murphey School facility campus.
- 2) The original permit submission and the additional information submitted provide adequate information in the form of photographs and location plan to document the accessory structure.
- 3) The modifications of the accessory structure with the shed roof addition, chimney, and replacement doors have changed the character of the original structure reducing its integrity.
- 4) Upon removal of the building, the building footprint area must be stabilized, and all debris removed.

Due to the initial decision to refer the Permit to the Historic District Commission for consultation, Planning Staff will provide an update on the Permit status and the Architectural Review Certification authorized by the City Planner. The City of Dover Historic District Commission's next meeting is scheduled for Thursday, July 19, 2018 at 3:00pm in the City Hall Conference Room, 15 Loockerman Plaza, Dover. Staff will provide the Historic District Commission with the permit application materials and the other background information.

If you have questions or concerns, please contact the Planning Office at (302)736-7196.

Sincerely,



Dawn Melson-Williams, AICP  
Principal Planner

CC: David S. Hugg, III, Planning Director  
Demolition Permit #18-1104

# City of Dover, Delaware

## 2019 Comprehensive Plan

Project Update June 2018

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### Overview

The current Comprehensive Plan for the City of Dover is the *2008 Comprehensive Plan* (as amended) as adopted February 9, 2009 and certified. *Delaware Code*, Titles 22 and 29 prescribe the requirements for comprehensive plans including the requirement for an update every ten years.

Comprehensive plan means a document in text and maps, containing at a minimum, a municipal development strategy setting forth the jurisdiction's position on population and housing growth within the jurisdiction, expansion of its boundaries, development of adjacent areas, redevelopment potential, community character, and the general uses of land within the community, and critical community development and infrastructure issues. – *22 Del. Code §702(b)*

For communities with a population over 2,000 persons, there are additional elements to be included in the plan. See attached “State of Delaware Comprehensive Plan Checklist.”

The development of the *2019 Comprehensive Plan* is a major goal of the Planning Office (Department of Planning & Inspection) for 2018-2019. This project is being completed in-house by City Staff. The approach to this project begins with the premise that the *2008 Comprehensive Plan* was a very good plan that was implemented over the years and that its policies and recommendation are still relevant. Efforts with the new plan for 2019 will report on the status of the 2008 plan; add components of the studies from the intervening years; assess any significant data, demographic and economic changes; identify accomplishments; and reflect on any impending factors.

### Project Schedule

The Comprehensive Plan is due on or before February 9, 2019. If the planning process is behind schedule, an extension may be requested of the Cabinet Committee on State Planning Issues by letter due by December 12, 2018. In order to achieve Certification, the Comprehensive Plan must complete the PLUS Review process and be adopted by the Planning Commission and City Council.

The project schedule consists of five basic phases: Information Gathering, Plan & Map Development, Consideration of Plan Recommendations, Formal Review & Adoption Process, and Plan Implementation.



The Project Team consists of Planning Staff who began meeting in February to initiate work on the project. The project is in the Information Gathering Phase. See the following table summarizing the Project Phases and Activities. The approximate timeframe is also given.

Information Gathering	<ul style="list-style-type: none"> <li>• Data Gathering</li> <li>• Analysis of 2008 Plan</li> <li>• Pre-Update Review at PLUS</li> <li>• Meetings with Agencies, Stakeholders, etc.</li> <li>• Engagement Events</li> </ul>	February – September 2018
Plan & Map Development	<ul style="list-style-type: none"> <li>• Chapter Writing</li> <li>• Review &amp; Preparation of Map set</li> <li>• Development of Goals, Recommendations, &amp; Actions</li> </ul>	July – September 2018
Consideration of Plan Recommendations	<ul style="list-style-type: none"> <li>• Engagement Events</li> <li>• General Endorsement of DRAFT Plan by Planning Commission and City Council</li> </ul>	September 2018
Formal Review & Adoption Process	<ul style="list-style-type: none"> <li>• PLUS Review/ PLUS Letter</li> <li>• Plan Revisions</li> <li>• Planning Commission Hearing &amp; Action</li> <li>• City Council Hearing &amp; Action</li> <li>• Plan Certification</li> </ul>	October 2018 – February 2019
Plan Implementation	<ul style="list-style-type: none"> <li>• Final Publication</li> <li>• Implementation Work on Action Items</li> </ul>	February 2019 and ongoing

### Tasks to Date

As part of the Information Gathering Phase, the following tasks are noted:

- Biweekly and weekly meetings of the Project Team: Assignment of key topic area chapters for research

- Created package of *2008 Comprehensive Plan* including all text and maps as amended between 2009-2017.
- Submitted the *2008 Comprehensive Plan* (as amended) document for Pre-Update Review by PLUS.
- Participated in PLUS Meeting of March 28, 2018 and received PLUS Review comment letter dated April 20, 2018.
- Outreach to Department of Public Works and Electric Department on project for data/info gathering.
- Meeting with DelDOT Regional Systems Planning Office Staff on March 19, 2018
- Presentation on the Plan4Health: *Guidance for Incorporating Health into the City OF Dover's Comprehensive Plan* to the Planning Commission on April 2018.
- Submission of Certified Local Government grant application on May 11, 2018 to State Historic Preservation Office for FFY2018 grant to focus on the development of "Update of Historic Preservation Chapter for Dover's *2019 Comprehensive Plan*." Awaiting status of grant application.
- Discussion of Questionnaire survey questions on the topic of Housing with the Housing Working Group of the Restoring Central Dover Plan at their meeting of May 16, 2018.

## Engagement Activities

### Events & Activities:

- Evaluation of Goals & Recommendations from 2008 Plan: Evaluation task assignment to members of Planning Commission, Historic District Commission, and City Council. (*City Council will be receiving information on their participation in this task; see attached.*)
- Evaluation of Status of 2008 Action Items and Plan Implementation
- Survey Questionnaire: A Questionnaire on various topic areas being developed; it will be available on-line and paper copy formats.
- Event: "Dover Economic Development Forum: An Economist Vision of Dover" on June 13, 2018, 10:00am-1:00pm at Wilmington University. A panel presentation and discussion on the future of Dover's economy.

### Information Sources:

- Ensure City's website includes the *2008 Comprehensive Plan* document (plan text and map series)
- Create page on City's website for the *2019 Comprehensive Plan* Project
- Activate email for comments on *Comprehensive Plan*
- Guidance and assistance from the Office of State Planning Coordination

### To Be Scheduled:

- Other outreach opportunities to public and stakeholders
- Meetings with City Departments focusing on specific topics of expertise
- Meetings with relevant State agencies as needed
- Meetings with adjacent jurisdictions to discuss Plan: Kent County, Camden, and Wyoming