

**CITY OF DOVER HISTORIC DISTRICT COMMISSION  
AGENDA  
THURSDAY, September 19, 2019 – 3:30 PM  
City Hall – Conference Room**

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on June 20, 2019

APPROVAL OF MEETING SUMMARY on August 15, 2019

COMMUNICATIONS & REPORTS

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

NEW APPLICATIONS - None

NEW BUSINESS

1. Review of Permits Referred to Commission
  - a. HI-19-04 Referral of Fence Permit #19-1218 at 2 Kings Highway NE – Referral by the City Planner to the Historic District Commission for Review of Architectural Review Certification for Fence Permit application #19-1218 for fence replacement project. Project involves replacement of an existing white wood fence (and chain-link fence) with five-foot metal picket fence along the Kings Highway and Division Street frontages. The property is zoned R-10 (One-Family Residence Zone) and is subject to the H (Historic District Overlay Zone). The property is located at the corner of Kings Highway NE where Kings Highway and Division Street merge, south of the intersection with Maple Lane. The owner of record is Samuel Ryan Halpern. Address: 2 Kings Highway NE. Tax Parcel: ED-05-077.05-04-44.00-000. Council District 2. *A previous Application HI-16-02 for construction of Carriage House Building at this property was reviewed April 21, 2016.*
  
2. Update on August 15, 2019 Presentation on Small-Cell Wireless Installations (HI-19-03)
  
3. Certified Local Government (CLG) Program
  - a. Status of FFY2018 CLG Grant
    - i. Report on Historic District Workshop Event of June 20, 2019
  - b. Update on FFY2019 CLG Grant Application Submission
  
4. Project for Dover's 2019 Comprehensive Plan
  - a. Update on Project Activities
  - b. Update on Pending Release of DRAFT Plan for PLUS Submission

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**  
**June 20, 2019**

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

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

**APPROVAL OF AGENDA**

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

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

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

**COMMUNICATIONS & REPORTS**

**Summary of Applications for 2018**

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

**Summary of Architectural Review Certifications for 2019**

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

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

**Department of Planning & Inspections Update**

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

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

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

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

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

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

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

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

**Project for Dover's 2019 Comprehensive Plan**

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

**Update on Project Activities**

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

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

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

Meeting adjourned at 3:55 PM

Sincerely,  
Maretta Savage-Purnell  
Secretary

**CITY OF DOVER**  
**HISTORIC DISTRICT COMMISSION**  
**August 15, 2019**

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, August 15, 2019 at 3:30 PM with Chairperson Mr. McDaniel presiding. Members present were Mr. McDaniel and Mr. Street. Ms. Horsey, Mr. Czerwinski, and Ms. Mason were absent. Planning Office Staff members present were Mrs. Melson-Williams, Mr. Hugg and Mrs. Purnell.

With only two members present, there was not quorum to conduct business. All business items (Agenda, Minutes, Communications & Reports, and New Business items) and reports were deferred until the next meeting of the Historic District Commission. However, the members in attendance heard the informational Presentation on Small-Cell Wireless Installations. A summary this presentation and the question/answer discussion is provided below.

**Presentation on Small-Cell Wireless Installations**

Presentation entitled “Small Cell Wireless Update” by Jim Robinson the City of Dover Electric Director using a PowerPoint Presentation and including handouts of the slides.

Since his hire about a year ago, Mr. Robinson has become involved in the topic of small-cell wireless. Today he will present an overview of this Small-Cell Wireless topic from the City perspective noting the Federal government has already weighed-in on this. We have two major carriers that are working with us to put installation locations in the City. In responding to Mr. Daniel’s question, this involves the major carriers of Verizon and AT&T.

An overview notes that wireless technology is evolving and drive by the Internet of Things (IoT); everyone has (or is governed by) a cellular device and results in pressure on the providers in terms of volume and capacity. We are in 4G LTE and 5G is coming. The potential roll out of 5G technology is forcing cities to look at this. The FCC (Federal Communications Commission) has established special rules on “small-cell wireless” that make it very easy for the providers to install them.

There is a difference in macro style (the big-towers, antennas on water tanks) vs. small cell. Small cell frequencies need installations to be closer together like 300-400 feet apart. The Federal Rules have set up “shot clocks” for approval actions in 60-90 days upon application, definitions, limits on application fees, and limits on requirements.

Responding to Mr. Street question about who makes the application, Mr. Robinson indicated that the carrier would make application to the municipality. Mr. McDaniel questioned how the City or Historic District Commission might be involved. Mr. Robinson notes that is part of the reason that they are focusing on this to help field questions and get the story out there before they are installed, and also to what we are thinking.

The FCC has established rules and the one most interest to the Historic District Commission would be the about aesthetic items. The Federal rules limits allowable local aesthetic requirements. The City can set requirements that are “(1) reasonable, (2) no more burdensome than those applied to other types of infrastructure deployments, and (3) published in advance.”

State laws enacted in 2017 that apply to small-cell wireless facilities within the State's rights-of-way. This makes the DeIDOT rights-of-way available for placement; there is a State application process. And there are a number of DeIDOT rights-of-way in the City. The carrier has to apply to the State and the City.

The City's Electric Department has 17,000+ poles (light poles and utility poles) where we can encourage placement on existing poles. Most poles are the City and the wires may be ours or others. They have done with Verizon and DeIDOT site walk-thru visits of potential sites. DeIDOT safety concerns were noted but the City will be able to deal with aesthetic issues.

Included in the Presentation were examples of existing poles and a proposed installation (photo mock-ups). They have been working with Verizon for potential sites and are trying to be sensitive to Historic District concerns. The proposed devices would replace the ornamental/decorative light pole and consist of a pedestal base, the pole with light fixture, and then the antenna. The images are examples of placement for a decorative pole and on page 9, an example with a cobra-head light.

Mr. McDaniel questioned who pays for this installation/pole replacement. Mr. Robinson responded that it is the carrier. The carrier would have to "make ready" the pole which could mean replacement of the pole. The City has been very clear about our primary lines (high voltage) in that no placements could be made on them due to power space/power zones issues. In another example, a box and antenna places on an existing utility pole.

Mr. Robinson stated that Verizon is has been very willing to work with us. They are hoping to have pre-determined formats and permit acceptable devices for certain areas. Then they can make their placements requests for review in a permitting process. The units would not be metered; electric billing would occur based on electric usage reported. There will be a Pilot Program of 6 sites for each carrier to learn about how to permit, to help design the format, and to identify issues; it is a learning process for all. This process also includes a need for a fiber network which has its own issues to sort through. Most of the City involvement will likely be through the Electric Department with minor Planning Department involvement; there is the Electric Department's pole attachment agreement process. A key question has been dealing with the regulatory authority in the right-of-way and zoning.

Mr. Hugg noted that originally, they were working on developing an ordinance was creating very complicated (60 pages+ regulations) around the Federal regulations; but realized it probably wouldn't work. But we are rethinking the process more straight-forward and get a better understanding especially in the Downtown area and perhaps have "pre-approved" devices. Mr. McDaniel questioned if each carrier would have their 'own' versions and how do you make it look "historic." Mr. McDaniel and Mr. Street concurred that the design concept for the black pole with base and upper antenna attachment seemed to fit in the Historic District. Ideas are to continue to have a black pole and match the lighting fixture.

In response, Mrs. Melson-Williams noted that these proposals are in the right-of-way which is one of the issue Planning Staff was trying to deal with on how to apply any regulations and process. It is part of the larger character of the Historic District and they are on the right track with the all

black color and maintaining the look of the light fixture, but a concern would be all light fixtures they all looked this way. Mr. McDaniel noted that it appears you have it have a box on the bottom and something on top to transmit; and black is a good color. Mr. Street noted that consistency is a key item. There are also the large DelDOT black decorative Traffic Light Poles as an option. There is also a question of changes as technology change. Mrs. Melson-Williams noted that there are concerns about the green “gas-light” style light poles (areas of The Green and part of South State Street) where attachment may not be recommended.

The other question is about the placement of these on private property as the carrier would have to work with the private property owner; what is the process for that and how is the City involved? Mr. Street noted that these are things to considered about installation on private property like if it’s placed as a parking light pole. Mr. Hugg notes that the zoning related question is if the installation is a streetlight pole (small-cell) versus a tower installation (small-cell vs. macro).

In response to Mr. McDaniel’s question of why so many, Mr. Robinson stated that it is related to the proximity needed frequency and space. Mr. Street questioned if they are also thinking about other infrastructure planning needs (roads, utilities, etc.) with this project. Mr. Robinson noted that they are thinking about what may happen in the future related to infrastructure, poles, etc.

Mr. McDaniel thanked him for the informational presentation noting that the proposed designs looked acceptable. Mr. Robinson noted that there are ‘ugly’ concepts out there too, but the City has an opportunity to be involved. In responding to a question about timeframe, Mr. Robinson noted that a MOU (Memorandum of Understanding) will be developed and hopefully installations associated for the Pilot Program can happen in the next few months. They also want to get the information out to the public for better understanding.

### **Meeting Agenda Items**

Going back to the regular Agenda Items. The highlights of the Meeting Packet were noted since everyone received it. The action on the Minutes was deferred. There is the Summary of Applications and Architectural Review Certification Reviews (Permits tracking) year-to-date is 15 permits in Historic District area and most were approved by Planning Staff. The Historic District Commission was involved in the Governors Café Kitchen Expansion project. Work on it has not started, as they appear to be working through ABC licensing (alcohol) for the expansion. No Permits were referred to the Commission today.

For the Certified Local Government Grant, the packet included the Report #3 (thru May 2019) on FFY2018. We had the Historic District Workshop in June with about half dozen in attendance, but we do have the outreach handout materials from the event for future use. Grant reporting for FFY2018 Grant is to be completed in the upcoming weeks including Final Report and financial information. Also provided is the FFY2019 CLG Grant Application submission with the Cover Letter and Project Narrative. The grant proposal is to go back to work on the Addendum to the *Design Standards & Guidelines* document using consultant services. Responding to questions on the grant monies, Mrs. Melson-Williams reported on eligibility for \$9,238 with a minimum required match of \$6,159; but we have more than required match as the approved Budget Line has \$10,000 on City side. We will be looking to do the RFP for consultant services this Fall. We have not officially heard its status.

For an update on Comprehensive Plan Project activities, on August 14, 2019 we released to Staff (City Department Heads) a Staff DRAFT #1 for internal review. We are looking to be out with a public Draft in the next month-and-a-half; we have to file for PLUS review by October 1<sup>st</sup>. As it came together, its looks like we actually have a good document to start from.

Responding to Mr. McDaniel question on staff level, it is one less with departure of Eddie Diaz, a Planner to a new position in Prince Georges County, MD. We will be advertising the position. Remaining Staff is working to fill the gaps and manage workload.

Meeting adjourned at 4:30 PM.

Summary prepared by: Dawn Melson-Williams  
For Maretta Purnell, Secretary

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

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-19-01	Information on Downtown Dover Mural Project	Downtown Dover; Potential Mural Location at 109-113 W. Loockerman Street	Presentation	Informational Presentation and Consultation on Wall Preparation for S. Bradford St. elevation - HDC recommendation to not allow painting of an existing masonry wall	Information heard on grant funded Mural project from Design Committee of Downtown Dover Partnership; Property Owner to be advised that masonry wall should not be painted
HI-19-02	CLG Grant Application for FFY2019	Certified Local Government Application for Grant Funding	Information File	Notice of Eligibility for Grant 6/14/2019; FFY2019 CLG Grant Application submitted 7/11/2019 to SHPO	Grant Application submitted; awaiting Formal Award Letter and Letter of Agreement; Grant Timeframe Summer 2019-6/30/2019
HI-19-03	Information on Small-Cell Wireless Facilities	Historic District and Citywide	Information File	Informational Presentation by City's Electric Director to HDC	Ongoing efforts to establish provisions for design, permitting, and implementation
HI-19-04	Referral of Fence Permit #19-1218	2 Kings Highway NE	Fence Permit	Permit #19-1218 referred to HDC by City Planner 9/9/2019 for consultation on Architectural Review Certification; to be considered at 9/19/2019 Meeting	Permit application received 9/4/2019; Permit referred for consultation

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

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

Summary of Permit Applications with Architectural Review Certification  
2019 - Updated Thru 8-31-2019

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

Summary of Permit Applications with Architectural Review Certification  
 2019 - Updated Thru 8-31-2019

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
4/1/2019	19-387	305 W. Loockerman St., Sold Out Sneakers (Retail Store)	Sign Permit	Staff Approval.	Installation of window sign for new retail store.
5/1/2019	18-2009	120 S. Governors Avenue, Kent County Community Action Agency	Building Permit	Staff Approval.	Pavilion structure in playground area of Day Care Center. Limited visibility.
5/6/2019	19-653	203 S. State Street, Delaware State University Foundation	Sign Permit	Staff Approval	Reface sign panel in existing decorative pole sign at northwest corner of building.
6/13/2019	18-767	Near 401 Federal St, Townsend Building	Building Permit	Staff Approval	Replacement of Bus Shelter at corner of Loockerman Plaza and Federal Street.
7/12/2019	19-888	2 Kings Hwy, NE	Fence Permit	Staff Approval	Replacement of fence across interior of yard and fencing along alley of property with metal picket style fence.
7/10/2019	19-928	111 W. Loockerman St. at rear, Duck Creek Printing	Temporary Sign Permit	Staff Approval	Installation of temporary sign on east wall face from 7/10/2019 to 10/10/2019.
7/22/2019	19-987	420 S. State Street	Window Permit	Not reviewed by Planning Staff. Issued by Administrative Staff only.	Window replacement.
8/26/2019	19-938	523 S. State Street, Christ Church	Building Permit	Staff Approval.	Placement of accessory structure (shed) at north edge of large parking lot.
8/8/2019	19-967	401 Federal St, Townsend Building	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior Renovations for office space.
8/16/2019	19-1132	10 Kings Hwy, NE	Roof Permit	Staff Approval.	Repair and replacement of rolled roofing on rear of house.

ARCHITECTURAL REVIEW REPORT  
Referral by City Planner to Historic District Commission  
Meeting of September 19, 2019

Permit: Fence Permit #19-1218

Location: 2 Kings Highway NE, Dover  
Corner of Kings Highway NE where Kings Highway and Division Street merge, south of the intersection with Maple Lane

Tax Parcel: ED-05-077.05-04-44.00-000

File Number: HI-19-04

Present Zoning: R-10 (One Family Residence Zone)  
H (Historic District Zone)

Property Use: Single Family Residence with accessory structures

Referral of Permit:

The following application **Fence Permit #19-1218** for 2 Kings Highway NE is referred by the City Planner to the Historic District Commission for consultation regarding the issuance of the Architectural Review Certificate for a Fence project. Applications for certain types of construction activity within the Historic District Zone (H) are reviewed by the City Planner (or Staff as designated) for Architectural Review Certification as part of the Building Permit application review process. Staff is referring the Permit for review under the provisions of *Zoning Ordinance*, Article 10 Section 3.22(A) and (B). See 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.

Permit Proposal:

Fence Permit #19-1218 was filed on September 4, 2019 for a project to replace existing fencing at 2 Kings Highway NE. The project involves the removal of the existing wood picket fence along Kings Highway and removal of the existing wood picket fence and chain-link fencing with white slats along Division Street. The fences are to be replaced with the installation of new black metal picket fence that is five feet in height. The new fence will also include brick piers every two to three sections; brick piers of six-foot height at the entry gate on Kings Highway; and a

brick pier at the southwest corner of the property adjacent to the adjoining metal fence of the Hall House property. The brick piers are proposed at a width of 19.5 inches and a height of five feet with a 4-inch capstone piece.

Existing Site Features: The residential dwelling on the property faces west to Kings Highway. In addition to the dwelling, there are a Carriage House Building under construction (HI-16-02) and a second existing accessory structure called a studio located at the rear of the property (along the alley). The backyard also includes a swimming pool and a variety of trees and landscaping. The existing fencing surrounding the property (along the property lines) appears to be over four feet in height and is a mix of materials. A separate Fence Permit for the replacement of the chain-link fencing along the alley at the rear of the property and a fence across the interior of the yard were previously granted approval and Architectural Review Certification Review (by Planning Staff) with Fence Permit #19-888; this fence has been installed as a metal picket fence.

Property Information:

The project site is located within the local Historic District Zone (H) and subject to the provisions of the *Zoning Ordinance*, Article 3 §21 and referenced sections.

This building is also located within the boundaries of a National Register Historic District, specifically the Victorian Dover Historic District. It is listed as a contributing resource of this National Register 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 1978-79). The building is identified as K-396.434 in the Delaware Cultural Resource Survey. The nomination notes the early twentieth century Georgian-revival style residence but does not include information regarding any outbuildings/accessory buildings or the fencing on the property.

*K-396.434 2 Kings Highway East – Early 20<sup>th</sup> century, 2-story, frame dwelling; clapboard with flat shingle board belt course; hip roof, modillion cornice; 8/8 sash, shuttered; entry porch, modillion cornice, railing above, supported by four columns.*

Zoning Ordinance Provisions:

The *Zoning Ordinance* limits the height of fences to four (4) feet within the front yard setback (Article 5 §1.55) with other provisions for increases fence height to 6.5 feet for side yards, rear yards, and the second front yard on corner lots. For this property, the front yard area is along the Kings Highway frontage and the second front yard which is treated as a side yard is along Division Street. The *Zoning Ordinance* also limits the height of elements (including fences) in the corner visibility area (also referred to as daylight corner) where two streets intersect to three (3) feet (Article 5 §1.31); the code includes how this area is measured.

Within the Historic District, fences shall not exceed four (4) feet in height per the *Design Standards and Guidelines for the City of Dover History District Zone*.

REVIEW OF THE REQUEST: Request for Fence Height

By the *Zoning Ordinance*, Article 5 §1.55 Fences gives the limitation that fences located within the front yard setback on a residential property are limited to a height of four feet. The location of the fence is within the front yard setback of 25 feet established for the R-10 zoning district.

There are also height limitations for corner lots. However, due to the location of the property within the Historic District zone other proposals may be considered under the Architectural Review Certification process.

Review of Permit for Architectural Review Certification:

In reviewing the proposed project for Architectural Review Certification, Staff referenced various sections of Chapter 3: Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings of the *Design Standards and Guidelines for the City of Dover Historic District Zone* which presents the Recommended, Not Recommended, and Inappropriate approaches to construction of various elements in the Historic District.

This Request should be reviewed for conformity with the design criteria and development guidelines found in the *Design Standards and Guidelines for the City of Dover Historic District Zone*. Specifically, Chapter 3 page 3-26 includes the discussion of fences in the Historic District zone where it states that site fences and walls “should not exceed 4’0” in height and then discusses the Recommended, Not Recommended, and Inappropriate practices associated with fences and walls. Chapter 3 presents information on the appropriate fence materials for use in the Historic District. Wood picket style fences and cast iron (metal) fencing are Recommended. Chain link fencing is Not Recommended.

Historic District Commission Action

The Historic District Commission should consider the proposal for the fence replacement project and take action in regards to the Architectural Review Certification for the Fence Permit #19-1218.

Staff Findings from Review of Building Permit:

Staff findings and recommendations are summarized as follows for the proposed fence replacement project as presented in Permit #19-1218. The general fence design and fence material choices comply with the *Design Standards and Guidelines for the City of Dover Historic District Zone*.

1. Staff recommends approval of the Architectural Review Certification for the replacement of the existing wood picket style fence and chain-link fencing with the five-foot black metal picket style fencing. While the continued repair and use of the painted wood picket style fencing would be most recommended, Staff recognizes the long-term maintenance concerns with wood fence materials. Regarding the fence height, the fence height of five-feet will more closely replicate the existing fence located on this property than a four-foot fence height.
2. Staff recommends the use of the brick piers at the front entry gate on Kings Highway and the southwest corner location.
  - a. Clarify the height of the brick piers at Kings Highway gate (as the submitted specifications list both 8 feet and 6 feet. Staff recommends the 6-foot height for these piers.
3. Staff recommends that additional brick piers may be placed at key points of fence transition using the five-foot height. However, Staff does not recommend the use of the brick piers every two to three sections (every 16 to 24 feet) of fencing. The placement of

brick piers along the fence line presents a very different character to the fence element than the existing fencing on the property.

4. Staff recommends that the new fence configuration address the requirements for the corner visibility area (with its height limitations) at the corner of Kings Highway and Division Street. The corner visibility area is the triangular area established by 20 ft. sides extending from the point of intersection of the property lines; for this property it creates an obtuse triangle. The *Zoning* Ordinance limits elements to a height of three feet in the corner visibility area. Rather than reduce the fence height, compliance can be achieved by changing the fence placement at the corner to set it back or to turn and angle across the corner.
5. Staff recommends that the existing wood pergola feature at the Kings Highway gate entry be retained and repaired as necessary. It can become a freestanding element just inside the fence line. The entry gate panel would be in the same line as the fence line and not inset (as the existing gate).
6. Clarification is needed for the intent of replacement format (gate or no gate) at the existing arched gate entry on Division Street.

Advisory Comments and Recommendations:

1. The applicant shall be aware that issuance of a Fence Permit is required prior to the commencement of construction. The Fence Permit Application will be subject to the conditions of approval established and may be required to be updated if necessary, to comply with these conditions established through the Architectural Review Certification process.

Attachments:

- Letter of Notice to Applicant dated September 9, 2019
- Location Site Map (Prepared by Staff)
- Building Permit #19-1218 Application Form and Permit submission documents (photo series)
- Additional Specifications/Details on Proposed Fence

City of  Dover

September 9, 2019

Samuel Ryan Halpern  
2 Kings Highway NE  
Dover, DE 19901  
Via Email: [sryanhalpern46@gmail.com](mailto:sryanhalpern46@gmail.com)

RE: Referral of Fence Permit #19-1218 to Historic District Commission, HI-19-04  
Proposed Fence at 2 Kings Highway NE, Dover DE  
Tax Parcel: ED-05-077.05-04-44.00-000.

Dear Applicant:

**This letter is to inform you that Fence Permit application #19-1218 has been referred to the City of Dover Historic District Commission for consultation.** Fence Permit #19-1218 was filed on September 4, 2019 for a fence replacement project at 2 Kings Highway, NE in Dover, Delaware. The Project involves replacement of an existing white wood fence (and chain-link fence) with a five-foot metal picket fence along the Kings Highway and Division Street frontages of the property.

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. Fences are eligible for Staff review of the ARC during the 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 3: Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings of the *Design Standards and Guidelines* which present the *Recommended*, *Not Recommended*, and *Inappropriate* approaches to activities in the Historic District. The *Design Standards and Guidelines* limit the height of fences to four feet. In addition, this project proposes the replacement of the fence(s) with a new and different material. Therefore, as related to the proposed height, materials, and location of this fence, I am referring the Fence 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, September 19, 2019 at 3:30pm in the City Hall Conference Room, 15 Loockerman Plaza, Dover.** This Permit Referral has been assigned Application #HI-19-04. 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

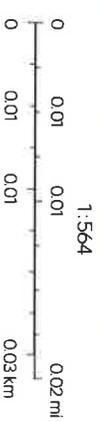
CC: David S. Hugg, III, Planning Director  
Fence Permit #19-1218

# Planning & Inspections View Map: 2 Kings Highway NE



9/11/2019, 3:09:17 PM

- City Boundary
- Parcels Outside Dover
- Dover Parcels



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



**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

2 Kings Highway, Dover DE 19901

Applicant's Name  
Samuel Halpern

Owner Name and Address  
Same as above

Phone # ( )

E-mail address: sryonhalpern46@gmail.com

Phone # ( )

Contractor Name and Address  
Ashley Fence

E-mail address: \_\_\_\_\_

Dover Business License # 20-271000

**BUILDING DETAILS**

Proposed Occupancy: Aluminum Fence

Type of Construction: Aluminum Fence

Change in Occupancy or Use? Yes or No  No

If yes, describe the previous use \_\_\_\_\_

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

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

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

( ) Alteration ( ) Siding ( ) Solar panels

( ) Full Building Demolition ( ) Selective Demolition

( ) Fence - Height 5' ( ) Pool ( ) Elevator ( ) Shed

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

Description of Work: [See Attached Photos]

Remove 5' chain link fence

and white wooden fence and

replace with aluminum

brought iron (5') - Historical

Commission Review needed

Estimated Value of Construction: 20,000

Sprinkler System? Yes or No

Fire Alarm System? Yes or No

N/A

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 **19-1818**

Roll Plans \_\_\_\_\_ CD/Email \_\_\_\_\_

Date Received **9/4/19**

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

Flood Plain Y  N  Taxes Y  N

Public Works Y  N  KCD Y  N

Impact Fee Fixtures Sheet Y  N

C/O Required \_\_\_\_\_

Review Approvals

( ) Building Plan \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

( ) Fire Plan \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

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

Total Fee **1410**

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 \_\_\_\_\_

Print Name Samuel Halpern

Date **9/3/19**

Replacement Fencing – High Quality Aluminum Wrought Iron with Brick Pillars every 2-3 sections



Proposed Fence 8' W x 5' H – Current rear fence of property – No brick pillars for non-road frontage areas.



Current Fence – 5' Chain-link Fence – Division St/King Hwy



Current Fence Transitions to Rotting 5' Wooden Fence that has Certain Panels Replaced Annually



Example Rotting Base of Fence Posts



Shown Looking South toward Governor's Mansion

Current Entryway Measure 8' x 6' W



Replace with 8' brick pillars with a 7' Sunburst Top Matching Aluminum Gate

**Transition to Hall House**



**Brick Column Will Separate the Transition Joining the Two Black Fences**

Adjacent Property with Black Aluminum



## Safety Hazard



**Issue - Cars Coming Down Alley Can't See People Walking on Sidewalk**

**Remedy – Make 45 degree turn from previous post Shown here**

## Remaining Issue



The telephone pole will still block some of the view. Two years ago, owners paid to have the electric buried in the alley, so the only wires are a cable TV line. Can the city help with asking the utility provider to restring the line to follow the telephone line currently strung which is further down the street in the front yard? This is also a property (6 Kings) owned by the same owners of 2 Kings the fence project. Additionally, assistance with having the pole removed which would be inactive if Comcast line moved?

## Fence Dimensions

### Standard Fence Panel

8' WIDE X 60" HIGH fence panel with 3 horizontal rails

Fence Panel Color: Black Gloss - 2604-5 premium powder coat, AAMA approved

Exposed vertical pickets (top): ADD Pressed Spear Points to fence panel(s)

Panel Terrain Configuration: Standard - level applications or slight slopes

### Standard Post (2-3 between each column depending spacing of perimeter)

2.5" x 2.5" x .100"-thick Post (84" LONG)

Color: Black Gloss - 2604-5 premium powder coat, AAMA approved

Type: PUNCHED - FOR FENCE PANEL INSERTION / CONNECTION

Welded Plate Option: NO PLATE - Post(s) will be cemented in ground

Post Cap Option: Standard Post Caps

Brick Fence Column – Appropriate build with cinderblock core and footer  
(See *brick column image for dimensions*)



Front Entry Gate



with  
Sunburst  
Arch  
**STYLE 8**  
with Arch  
Gate Posts purchased separately

Brick columns on each side of the gate measuring 24" x 24" with similar pre-cast cap as others

Gate (<48" wide) and brick columns would both be 6' in height

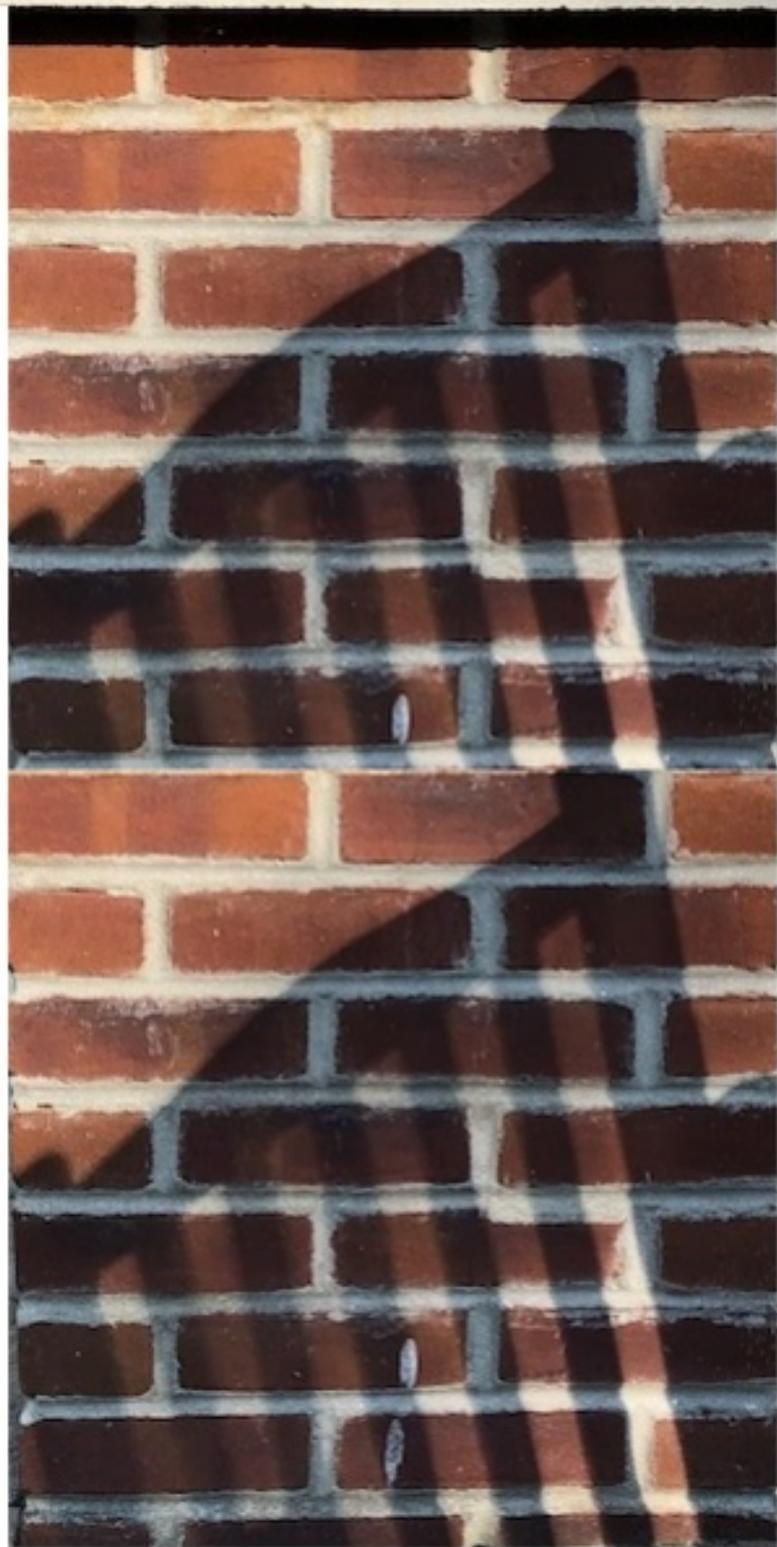
All dimensions would be well under the 8' Wooden Pergola in place now.

22"

4"

5'

19.5"



FY 2018 CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

Grant No. 10-18-161392-06

Start date: July 6, 2018

End Date: June 30, 2019

ATTACHMENT 1

CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM
CLG GRANT PROGRESS REPORT FORM

Project: Historic Preservation Chapter of Comprehensive Plan: Dover

Grantee: The City of Dover

Grant Number: 10-18-161392-06

Reporting Period (check below):

Table with 3 columns: Report 1 (For July 6, 2018 – May 31, 2019), Report 2, Report 3. All report boxes are empty.

Specific Activities Accomplished during Reporting Period (July 2018 – May 31, 2019):

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

Overall Progress to date:

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

FY 2018 CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

Grant No. 10-18-161392-06

Start date: July 6, 2018

End Date: June 30, 2019

**Problems Affecting Progress:**

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

**Schedule Status:**

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

**Other Pertinent Information:**

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

Reimbursement Request Attached: Y  N

Submitted By:  Date: 7/1/2019

# City of Dover

July 11, 2019

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

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

Dear Ms. Davis:

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

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

Sincerely,  
Department of Planning & Inspections



David S. Hugg III  
Planning Director



Dawn E. Melson-Williams, AICP  
Principal Planner

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

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

## **Project Narrative FFY2019**

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

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

The current *Design Standards & Guidelines for the City of Dover Historic District Zone* document was created<sup>1</sup> and adopted in 1992-1993 with the formal establishment of the City's Historic District Commission (HDC) by ordinance adopted July 26, 1993. The ordinances of the City of Dover allow for the designation and protection of historic properties. The purpose of Historic District regulations is:

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

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

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

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

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

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

Zoning Ordinance, Article 10 Section 3.25 Architectural review standards.

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

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

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

<b>Historic Preservation</b>	<b>Goal 1:</b> Preserve and Protect Historic Resources <b>Goal 2:</b> Provide and Promote Incentives for Preservation Activities <b>Goal 3:</b> Increase Public Information on Historic Resources <b>Goal 4:</b> Collaborate with Diverse Groups and Governments
------------------------------	---

2008 Comprehensive Plan, excerpt from Table 1-1: Plan Chapter Goals

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

For this project for an Addendum to the *Design Standards & Guidelines*, the City of Dover will seek to hire a consultant through a Request for Professional Services process to assist the Historic District Commission and Planning Staff with the project. The consultant will be required to have a Principal Investigator (PI) who meets the professional qualification standards in 36 CFR 61. Also involved in the project, the Historic District Commission consists of five (5) appointed members and the Planning Commission<sup>3</sup> consists of nine (9) appointed members. The Planning Staff serves as staff support to the Historic District Commission and will manage the activities of this project.

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

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

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

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

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

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