

CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, September 21, 2017 - 3:00 P.M.
City Hall – Conference Room

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on August 17, 2017

COMMUNICATIONS & REPORTS

1. Summary of Activity
 - a. Summary of Applications 2016 and 2017
 - b. Summary of Architectural Review Certifications for 2017
2. Department of Planning & Inspections Update

NEW BUSINESS

1. Review of Permits Referred to Commission
 - a. HI-17-03 Sign Permit #17-1484: Wall Sign at 115 West Lookerman Street– Referral by the City Planner to the Historic District Commission for Review of Architectural Review Certification for Sign Permit application #17-1484 pertaining to the installation of an internally lit wall sign at Puffster Smoke Vape Lounge. The property is zoned C-2 (Central Commercial Zone) and is subject to the H (Historic District Zone). The property is located on the north side of West Lookerman Street between South Governors Avenue and South Bradford Street. The owners of record are Samuel G. and Nicole M. Chick. Property Address: 115 West Lookerman Street. Tax Parcel: ED-05-077.09-02-07.00-000.

NEW APPLICATIONS - None

OLD BUSINESS

1. Questions on Sign Permit #17-1122 for the Property at 2 West Lookerman Street
2. Certified Local Government (CLG) Program
 - a. Update on FFY2017 CLG Grant Project: Amendment to Design Guidelines for Dover's Historic District (Addendum to *Design Standards & Guidelines for the City of Dover Historic District Zone: Modern Materials & Technologies*)
 - i. Project Activities

ADJOURN

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

CITY OF DOVER
HISTORIC DISTRICT COMMISSION
August 17, 2017

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, August 17, 2017 at 3:00 PM with Chairman McDaniel presiding. Members present were Chairman McDaniel, Mr. Czerwinski, and Ms. Horsey. Mr. Scrafford and Mr. Jackson were absent.

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

APPROVAL OF AGENDA

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

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF JUNE 15, 2017

Ms. Horsey moved for approval of the minutes of June 15, 2017, seconded by Mr. Czerwinski and the motion was unanimously carried 3-0. Mr. Scrafford and Mr. Jackson were absent.

Chairman McDaniel welcomed the two continued commissioners to serve for another three years which consisted of himself and Ms. Horsey.

COMMUNICATIONS & REPORTS

Summary of Applications 2016 and 2017

Mrs. Melson-Williams stated that there were no real changes to any items other than the update on the actions taken in June regarding HI-17-02 Building Permit #17-949: Renovations to Apartment Building at 305 South Governors Avenue.

Mr. Czerwinski questioned whether there were any updates on 126 West Loockerman Street. Mrs. Melson-Williams replied no. They have been through the Planning Commission review process (that is HI-16-05) and at this point they would be working to finalize their Site Plan documents. We have not seen a resubmission.

Summary of Architectural Review Certifications for 2017

Mrs. Melson-Williams stated that there have been a total of twenty-two (22) permits in the Historic District. Most of them have been for interior projects which Staff reviews to make sure that there is no impact to the outside. Eleven (11) of the twenty-two permits did not review Architectural Review Certification. It included the Carriage House Permit which was issued in January 2017. Of the twenty-two (22) permits issued six (6) were building interior renovations, two (2) accessory structures, five (5) signage, four (4) exterior projects, three (3) roofs, and two (2) Administrative Permits.

Mr. Czerwinski asked if 2 West Loockerman Street could be discussed.

Mrs. Melson-Williams stated that a Sign Permit was issued in mid-July for wall signage. The signs

were installed this week.

Mr. Czerwinski questioned whether Staff allowed 6-inch letting on the brick wall facing State Street which takes up half of the first floor wall space. Mrs. Melson-Williams replied that in the Historic District Guidelines there is no prescribed size of individual letters or of signage. The sign regulations and Historic District Guidelines talk about location and lighting, and about not placing the sign on top of or across architectural features.

Mr. Czerwinski stated that there is no other building that features that sort of sign. The size of the signage is inappropriate for that space and location. He asked the other members if they had seen the sign with the 6-inch letters that are black 3-D lettering on the brick wall. The letters are too big for the space. There is no architectural feature and no precedent on or near Loockerman Street.

Chairman McDaniel suggested tabling the discussion until the next meeting since only one member has seen the signage. This would allow everyone to have the opportunity to look at the signage.

Ms. Horsey questioned the color of the signage and Mr. Czerwinski was surprised that the signage was approved and thought that it should be a hanging sign and not a sign attached to the brick of the building. As previously stated, Chairman McDaniel suggested discussing it at the next meeting.

Mrs. Melson-Williams stated that the permit was issued as an Architectural Review Certification. If they have completed the installation in accordance to their permit submission, there will be a final inspection done by the Department of Planning and Inspections and the permit will be closed out.

Mr. Czerwinski asked Mrs. Melson-Williams if she had a copy of the permit. Mrs. Melson-Williams replied she did not have a copy of the permit present at the meeting. She can provide a copy of the permit at the next meeting.

Ms. Horsey questioned whether Mrs. Melson-Williams' gets a visual of the signage. Mrs. Melson-Williams replied yes. All of the Sign Permit applications are required to submit information about size and location. How they choose to depict that varies from permit to permit. A lot of them will take an actual photograph and then superimpose the proposed sign in place and then provide additional information on the dimensions. If there is a lighting component to it there will be information along with information on color and the material that the sign would be made out of. This information is required across the board for all Sign Permits.

OLD BUSINESS

Update on FFY2017 CLG (Certified Local Government) Grant Project:

Mrs. Melson-Williams stated that provided in your packet was the project narrative that was submitted as part of the grant application as well as the grant agreement letter and agreement that was received from the State Historic Preservation Office. The amount of federal monies available increased. The federal portion of the grant project is \$9026 which requires the City to match with a minimum of \$6018. City Council adopted the budget for this fiscal year which included in the Planning Office budget a grant match allocation of \$10,000. Staff will be

working to prepare the request for proposals in order to retain the consulting services necessary for the grant. Staff has to submit a copy of the request for consulting services to the State Historic Preservation Office by September 15, 2017 for review.

Chairman McDaniel questioned whether the consulting services was a bid item that will go into some type of publication. Mrs. Melson-Williams replied that in this case there will probably be direct alert to the type of consulting firms that typically work in this area of historic preservation. The State Historic Preservation Office has offered their assistance in identifying some of those that may be appropriate to seek to see if they are interested in this type of work activity. With the City, there are different levels of the bidding and RFP process based on the cost. The project narrative entails the reason for the grant which is "Addendum to the *Design Standards and Guidelines*" focusing on modern materials and technology, construction activity, public outreach and input.

Ms. Horsey asked for a point of clarification regarding the budget information on page 13 and if the total cost of the project was \$19,026. Mrs. Melson-Williams replied if you look at the total it is available monies because we have more than the minimum required match. We are not sure of the total cost at the current time.

Chairman McDaniel questioned whether the potential bidders were aware of the amount of money available. Mrs. Melson-Williams replied that because this is a CLG grant program they can give some indication of budget limitations as part of the request for proposal and response for the work.

Mr. Czerwinski questioned the number of estimates needed. Mrs. Melson-Williams replied they would have to attempt to get at least three (3) estimates from consultants.

Mr. Hugg stated that he did not see the project being more than the budgeted amount.

Ms. Horsey commented that she was amazed and happy to see that something was being done because it had been a long time to become the CLG.

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

Meeting adjourned at 3:26 PM

Sincerely,
Maretta Savage-Purnell
Secretary

City of Dover Historic District Commission
 Summary of Applications 2016
 Updated thru September 11, 2017

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-16-01	Capitol Complex Lighting Upgrades	Capital Complex Area: Federal Street, Martin Luther King Jr. Boulevard, Legislative Avenue	Presentation of Information	Presentation at HDC 2/18/2016 Meeting	Project lighting concept for light fixture and bulb illumination positively received by HDC. Project is informational only; no formal action or permitting process required.
HI-16-02	Carriage House at 2 Kings Highway NE	2 Kings Highway NE	Demolition of garage and construction of carriage house building as accessory structure	Architectural Review Certification granted with conditions at 4/21/2016 HDC Meeting; Staff Approval of Permit per ARC pending	Upon receipt of Building Permit #16-337 project was identified as requiring application to HDC; Application HI-16-02 filed and considered; Permit #16-337 approved. New Permit submitted #17-39 with project updates and revisions per ARC; permit issued. Construction underway.
HI-16-03	CLG Grant Application for FFY2016	Certified Local Government Application for Grant Funding	Information File	Notice of Eligibility for Grant 2/19/2016; FFY2016 CLG Grant Application submitted 4/28/2016 to SHPO	Grant Application received; Formal Award Letter received and Letter of Agreement; Grant Timeframe 7/1/16-6/30/17; Grant Withdrawn 4/13/2017
HI-16-04	Referral of Sign Permit #16-611	The Depot at 595 Forest Street	Sign Permit for Wall Sign with Electronic Message Center	Permit #16-611 referred to HDC by City Planner for Architectural Review Certification consultation; Considered at 5/19/16 HDC Meeting	Permit approved based on HCD consultation; Permit issued
HI-16-05	Mixed Use Buildings at Loockerman Way	126 West Loockerman Street, current site of Loockerman Way (plaza area)	3-story Commercial/Apartment Building and 4-story Commercial/Apartment Building	7/21/2016 HDC Public Hearing and Review for Recommendations; HDC Recommended Approval of ArchRevCert subject to conditions; Application S-16-18 reviewed by PC and granted Approval of ArchRevCert with conditions 9/19/2016.	HDC Recommendation on ArchRevCert subject to conditions. Site Plan application S-16-18 granted conditional approval by Planning Commission in September with approval of ArchRevCert subject to conditions. Need to work to finalize Site Plan.

City of Dover Historic District Commission

Summary of Applications 2016

Updated thru September 11, 2017

HI-16-06	Open Flags for Downtown Businesses	Downtown Dover area	Presentation of Information	Presentation at HDC Meeting on 10/20/2016; HDC endorsement of project concept	Concept for uniform Open flags with "Dover - Historically Happening" graphics; HDC discussion and suggestions for design consideration. Flag design implemented of medium blue and white colors; open flags installed.
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City of Dover Historic District Commission

Summary of Applications 2017

Updated thru September 11, 2017

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-17-01	CLG Grant Application for FFY2017	Certified Local Government Application for Grant Funding	Information File	Notice of Eligibility for Grant 3/1/2017; FFY2017 CLG Grant Application submitted 4/28/2017 to SHPO	Grant Application submitted; Formal Award Letter received with Grant Agreement; Grant Timeframe to cover 7/6/17-6/30/18
HI-17-02	Referral of Building Permit #17-949	305 South Governors Avenue	Building Permit for Renovations to Apartment Building	Permit #17-949 referred to HDC by City Planner for Architectural Review Certification consultation; Considered at 6/15/2017 HDC Meeting	Permit Application received 6/6/2017; Permit to be issued subject to conditions of Architectural Review Certification
HI-17-03	Referral of Sign Permit #17-1484	115 West Loockerman Street	Sign Permit: Wall Sign	Permit #17-1484 referred to HDC by City Planner for Architectural Review Certification consultation; To be considered at 9/21/2017 HDC Meeting	Permit Application received 8/16/2017; Permit issued for installation of wall sign. Applicant seeks to allow back-lit sign.

Summary of Permit Applications with Architectural Review Certification
2017 - Updated Thru 8-31-2017

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

Summary of Permit Applications with Architectural Review Certification
2017 - Updated Thru 8-31-2017

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

Summary of Permit Applications with Architectural Review Certification
2017 - Updated Thru 8-31-2017

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

City of Dover Historic District Commission

Summary of Applications 2017

Updated thru September 11, 2017

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-17-01	CLG Grant Application for FFY2017	Certified Local Government Application for Grant Funding	Information File	Notice of Eligibility for Grant 3/1/2017; FFY2017 CLG Grant Application submitted 4/28/2017 to SHPO	Grant Application submitted; Formal Award Letter received with Grant Agreement; Grant Timeframe to cover 7/6/17-6/30/18
HI-17-02	Referral of Building Permit #17-949	305 South Governors Avenue	Building Permit for Renovations to Apartment Building	Permit #17-949 referred to HDC by City Planner for Architectural Review Certification consultation; Considered at 6/15/2017 HDC Meeting	Permit Application received 6/6/2017; Permit to be issued subject to conditions of Architectural Review Certification
HI-17-03	Referral of Sign Permit #17-1484	115 West Loockerman Street	Sign Permit: Wall Sign	Permit #17-1484 referred to HDC by City Planner for Architectural Review Certification consultation; To be considered at 9/21/2017 HDC Meeting	Permit Application received 8/16/2017; Permit issued for installation of wall sign. Applicant seeks to allow back-lit sign.

ARCHITECTURAL REVIEW REPORT
Referral by City Planner to Historic District Commission
Meeting of September 21, 2017

Permit: Sign Permit #17-1484
Wall Sign

Location: 115 West Loockerman Street
Located on the north side of West Loockerman Street between
South Governors Avenue and South Bradford Street

Tax Parcel: ED-05-077.09-02-07.00-000

File Number: HI-17-03

Referral of Permit:

The following application **Sign Permit #17-1484** is referred by the City Planner to the Historic District Commission regarding the issuance of the Architectural Review Certificate. 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:

Sign Permit #17-1484 was filed on August 16, 2017 pertaining to the installation of an internally lit wall sign for Puffster Smoke Vape Lounge at 115 West Loockerman Street. The permit application is for a new wall sign to be mounted on the south elevation (front façade) wall of the building facing Loockerman Street. The Sign consists of a plastic sign panel in a metal frame (often referred to as a “box sign”). The sign is 3 feet by 15 feet for a total sign area of 45 SF. The applicant advised Staff of their intent to internally illuminate the sign; it is not indicated on the Permit submission. See Sign Permit application form and drawing attachments.

The Sign Permit #17-1484 was issued on September 9, 2017 subject to the conditions of approval for the Architectural Review Certification at the direction of the City Planner. The Permit and the Architectural Review Certification as issued does not allow for illumination of the sign.

Staff Review of Permit for Architectural Review Certification:

In reviewing the proposed project for Architectural Review Certification, Staff referenced various sections of Chapter 5: Storefronts and Signage (pages 5-5 thru 5-8) 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 portion of Chapter 5 focuses on signage to be mounted on buildings in the commercial district.

According to the *Design Standards and Guidelines* for the City of Dover Historic District Zone (Chapter 5), the following are some of the Recommended practices for signage:

- A sign should be consistent and compatible in terms of its size, style, materials, and location with the historic building, and should be integrated into the architectural design of the building on which it is located.
- Sign material should be compatible with the design of the building. Wood and metal signs are recommended.
- Signage should be located where it best complements the building, on blank expanses of wall, large plate glass windows, fascias, cornices, and awnings.
- Concealed incandescent lighting for signage is recommended in the Dover Historic Commercial context.

Similarly, the following is Not Recommended:

- Plastic signs are not recommended.

The following is deemed Inappropriate:

- Back-lit fluorescent signs are inappropriate.

Staff also reviewed the proposed signage for compliance with provisions of the *Zoning Ordinance*. Per the Sign Regulations (*Zoning Ordinance*, Article 5, Section 4), a building fronting on an urban minor arterial such as Loockerman Street can have two wall signs with the size limitations of 15% of the total wall area and a maximum sign area size of 64 SF. However, in the Historic District, the City Planner may opt to not grant Architectural Review Certification to a sign if it is deemed too large under the Historic District Guidelines, even if the maximum size restrictions of the base zoning are met. There are also sign illumination standards. See the following definitions from the sign provisions of the *Zoning Ordinance*.

Wall sign: Any sign, other than a projecting sign, which is attached to or painted on any wall of any building and projects from the plane of the wall less than 18 inches. A sign attached to the lower slope or face of a mansard roof, canopy, or awning shall be considered a wall sign for purposes of this ordinance. For purposes of this section only, a "wall" shall include any permanent architectural extension of a wall, including parapets, even if such extension projects beyond or above the enclosed portions of the building. Canopy, marquee, and awning signs are all types of wall signs.

Illuminated sign: A sign characterized by the use of artificial light, either projecting through its surface (s) internally or trans-illuminated; or reflecting off its surface(s).

The *Zoning Ordinance* provisions for signs in the Historic District require a Sign Permit review process but allow for the sign standards to be waived as part of the Architectural Certification

Review process of the Permit if “determined to contribute to or improve the historic context of the building.” (*Zoning Ordinance*, Article 5 §4.9B)

Historic District Commission Action

The Historic District Commission should consider the proposal for the installation of an internally lit wall sign and take action in regards to the Architectural Review Certification for the Sign Permit #17-1484, to determine if it is appropriate for the sign to be lit.

Staff Findings from Review of Sign Permit:

Staff findings are summarized as follows for the proposed wall signage at 115 West Loockerman Street (presented in Permit #17-1484) based on review of the *Design Standards and Guidelines for the City of Dover Historic District Zone* and the *Zoning Ordinance*.

1. Sign Format: The proposed sign would be classified as a wall sign by the Sign Regulations of the *Zoning Ordinance*. However, the added dimension of the metal frame which holds the sign panel and that would encase any internal lighting system creates a sign style that is referred to as a “cabinet” or “box” sign.
 - The box sign format may not be an appropriate form for new signage within the Historic District under the *Design Standards & Guidelines*.
 - Staff recognizes that there are existing box signs on buildings (or on pent roof elements of buildings) within the adjacent blocks of Loockerman Street, most of which were likely installed prior to the establishment of the Historic District regulations in the 1992-93. This style of signage became prevalent in the mid-to-late twentieth century and its use continues for many commercial business locations with the “panel” being replaced/refaced as the business changes.
2. Sign Location: The proposed sign location complies with the *Design Standards & Guidelines* as it does not obscure visible decorative architectural features/elements of the building. The sign placement is in a wide blank wall area between awning covered storefront display windows and the second floor windows. This area of the front facade is often referred to as the “sign band” or “sign board” area.
3. Sign Size: The sign size (sign area of 45 SF) complies with the sign regulations of the *Zoning Ordinance* based on the type of road and the use characteristics of the surrounding area. The wall sign is proportional to the wall area where placed.
4. Sign Materials: The proposed sign materials are listed as plastic and metal. The plastic sign panel appears similar to a painted sign panel; however, the panel is not flat or surface-mounted to the wall. The panel is encased by a metal frame creating a box whereby internal illumination of the sign panel can occur from behind the panel. The *Design Standards & Guidelines* recommend removal of such existing “back-lit fluorescent signs” and lists in the installation of new “back-lit fluorescent signs” as Inappropriate.
5. Sign Illumination: The *Design Standards & Guidelines* recommended approach to lighting of a sign is through external illumination (listed as concealed incandescent lighting). This is typically achieved through the use of light fixtures mounted over, above or near the sign so that the light cast by the bulb illuminates the sign panel or sign surface. Staff recognizes the advancement is types of light sources/bulbs that are available beyond incandescent such as

halogen, LED, etc. which may provide the light. The *Zoning Ordinance* includes limits on the illumination level and the shielding of the luminaries (bulb).

- A number of businesses on the Loockerman Street corridor have utilized this method of external illumination of signage through installation of multiple light fixtures or a series of fixtures (such as gooseneck lamps) over a wall sign (sign panel or individual lettering). Recessed lighting located within soffits or pent roofs have also been utilized.

Advisory Comments and Recommendations:

1. Staff finds that internal illumination of the wall sign as inappropriate for this location in the Historic District. It is recommended that illumination of the wall sign be achieved by the installation of a series of light fixtures (2-4 fixtures) mounted over the sign to cast light on the sign. The selection of light fixture style must fit the architectural characteristics of the building. It is recommended that the light fixtures be black or bronze in finish.
2. The Sign Permit Application and subsequent sign installation and operation is subject to the conditions of approval as established by the Architectural Review Certification process. The applicant may be required to provide additional or updated permit submission documents in order to confirm compliance with the conditions of approval.
3. The applicant shall be aware that issuance of a Sign Permit is required prior to the installation of any replacement signage; prior to the installation of certain types of additional signage; and as related to any revisions to the existing signage authorized under Sign Permit #17-1484 (as issued on September 7, 2017).

Attachments:

- Letter of Notice to Applicant dated August 23, 2017
- Sign Permit #17-1484: Application form and permit drawing
- Sign Permit #17-1484: Permit document as issued September 9, 2017

City of Dover

August 23, 2017

Mr. Samuel Chick
Puffster Smoke Vape Lounge
115 West Lookerman Street
Dover DE 19904
Via Email: Samuel.g.chick@gmail.com

RE: Referral of Sign Permit #17-1484 to Historic District Commission
Signage for Puffster Smoke Vape Lounge at 115 West Lookerman Street, Dover DE

Dear Mr. Chick:

This letter is to inform you that Sign Permit application #17-1484 has been referred to the City of Dover Historic District Commission for consultation. Sign Permit #17-1484 was filed on August 16, 2017, for a proposed cabinet wall sign at Puffster Smoke Vape Lounge, 115 West Lookerman Street, 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 activities. Certain types of activities such as this project are eligible for Staff review of the ARC during the Building/Sign 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 signage for Architectural Review Certification, Staff referenced Chapter 5: Storefronts and Signage of the *Design Standards and Guidelines* which present the *Recommended*, *Not Recommended*, and *Inappropriate* approaches to work in the Historic District. **Using information provided on the permit application and in person, Staff was unable to approve the permit due to the following design standards not being met:**

Not Recommended:

- Plastic signs are not recommended.
- Large-scale signs are not recommended.

Inappropriate:

- Back-lit fluorescent signs are inappropriate.

Due to your request to present a case that the proposed sign is appropriate for the building and the Historic District, I am referring the permit application to the Historic District Commission for review. 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 application at their next meeting scheduled for Thursday, September 21, 2017 at 3:00pm in the City Hall Conference Room, 15 Loockerman Plaza, Dover. This permit application referral has been assigned Application #HI-17-03. **Please attend this meeting to discuss the project. Please also send to Planning Staff before the meeting additional details about the sign,** in order to help the Commission members better evaluate the application. These details should include, as much as is practical, design specifications, drawings, and documents showing the appearance of the sign, its mounting, and its lighting. Planning Staff will provide the Historic District Commission with the permit application materials and this background information for their review and action.

Please be advised that signage is not required in order to open your business. The existing sign for the former business may be taken down without a permit. A temporary sign such as a banner sign or a window sign may be used to identify and advertise the business while the application to the Historic District Commission is pending. Temporary signs do require permits and must also comply with the *Zoning Ordinance* and the *Design Standards and Guidelines for the City of Dover Historic District Zone*. The application form for a temporary sign may be found at the following link: <https://evogov.s3.amazonaws.com/media/27/media/24399.pdf>

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

Sincerely,



David S. Hugg III
Acting Director of Planning and Community Development

CC: Dawn Melson-Williams, AICP, Principal Planner
File #HI-17-03



City of Dover, DE
 Department of Planning and Inspections
 P.O. Box 475, Dover, Delaware 19903
 (302) 736-7010 Fax: (302) 736-4217
 www.cityofdover.com

Permit #

17-1484

Sign Permit Application

Applicant's Name: Sam Click / Peffster Inc.

Project Name: Peffster store sign

Address: 115 W. LOCKERMAN ST

Phone: 222-2577 Dover Business License # _____

Property Owner: Sam Click

Contractor Name: _____

Address: _____

Phone: _____ Dover Business License #: _____

E-mail: _____

Sign Information

Sign	1	2	3	4	5
New/Reface	Replace				
Type of Sign Ex. wall, monument, window, etc.					
Dimensions Length, width and depth	3' x 15'				
Square Footage	45'				
Setback from Right-of-Way					
Sign Material Ex. aluminum, PVC,	Plastic/Metal				
Overall Height					
Clear Height Wall signs only					
Illumination Type Internal, external, LED, etc.					

For Office Use Only		Tax Parcel #		Date Issued:				
Date Received:	8/14/17							
Planner Assigned	ELD	Zoning District	G-2	Historic District	<input checked="" type="checkbox"/> N	Adj. to Residential	<input checked="" type="checkbox"/> N	Date Approved
Road Classification	UPA/UMAUC	Accurate Plot Plan	Y/N/NA	Wall Elevation	<input checked="" type="checkbox"/> N/NA	Sign Elevation	<input checked="" type="checkbox"/> N	8/24/17
Unified Sign#/BOA #		Application Complete	<input checked="" type="checkbox"/> N	Total # Signs	1	Total SF Signs	45	
Fee Paid	Check #	Cash	Collected By	Permit Fee \$	50.00			

Applicant's Signature

I the undersigned do affirm that all the information provided in this application is accurate. I also affirm that I am authorized by the Property Owner and have the authority to make this application. Finally I will perform all work in accordance with the City of Dover Code and of this permit.

Sam Click Signature
 Sam Click Print Name
 8/14/17 Date

c 9/5/17

APPROVED

City of Dover - Dept of Planning

1 wall sign - historic
115 W Lookerman St

Name Eddie Diaz

Date 8/24/17

Permit # 17-11684



SEE PRINTED PERMIT COMMENTS

**Questions on Sign Permit #17-1122
for the Property at 2 West Loockerman Street, Dover**

The following information is provided regarding Sign Permit #17-1122 for the wall signs installed at 2 West Loockerman Street per the inquiry of the Historic District Commission at their August 17, 2017 meeting.

- Copy of Sign Permit #17-1122 Application submission.
- Copy of Permit as issued July 14, 2017 including Architectural Review Certification completed by Planning Staff.
- The signs were installed in mid-August 2017.



City of Dover, DE
 Department of Planning and Inspections
 P.O. Box 475, Dover, Delaware 19903
 (302) 736-7010 Fax: (302) 736-4217
 www.cityofdover.com

Permit # **17-1122**

Sign Permit Application

Applicant's Name: Kent Sign Co
 Project Name: Barros, McNAMARA Makiewicz & Taylor
 Address: 2 West Loockerman St.
 Phone: 734-8400 Dover Business License # _____
 Property Owner: _____ E-mail: _____
 Contractor Name: Kent Sign Co
 Address: 2 E. Brady's Ln
 Phone: 697-2181 Dover Business License #: _____
 E-mail: Kim@Kentsigns.net

Sign Information

Sign	1	2	3	4	5
New/Reface	New	New			
Type of Sign Ex. wall, monument, window, etc.	Wall	Wall			
Dimensions Length, width and depth	62"x83"	30"x55" 27"x51"			
Square Footage	35.74	21			
Setback from Right-of-Way	N/A	N/A			
Sign Material Ex. aluminum, PVC.	Formed Plastic	Formed Plastic			
Overall Height	11'8" (9'10")	11' 1/2'			
Clear Height Wall signs only	5'6"	9'			
Illumination Type Internal, external, LED, etc.	Non-illum	Non-illum			

For Office Use Only		Tax Parcel # <u>50.00</u> <u>50.00</u>	
Date Received: <u>7/3/17</u> <u>MS</u>		Date Issued:	
Planner Assigned: <u>ELD</u>	Zoning District: <u>C-2</u>	Historic District: <u>(Y/N)</u>	Adj. to Residential: <u>(Y/N)</u>
Road Classification: <u>UPA/MAUC</u>	Accurate Plot Plan: <u>(Y/N/NA)</u>	Wall Elevation: <u>(Y/N/NA)</u>	Sign Elevation: <u>(Y/N)</u>
Unified Sign#/BOA #	Application Complete: <u>(Y/N)</u>	Total # Signs: <u>2</u>	Total SF Signs: <u>56.74</u>
Fee Paid: <u>2142.71</u>	Cash	Collected By	Permit Fee \$ 100.00

Applicant's Signature

I the undersigned do affirm that all the information provided in this application is accurate. I also affirm that I am authorized by the Property Owner and have the authority to make this application. Finally I will perform all work in accordance with the City of Dover Code and of this permit.

Kimberlee L. Diehl Kimberlee L. Diehl 7/3/17
 Signature Print Name Date

CR-N DT-NFP-N PW-N
7/12/17



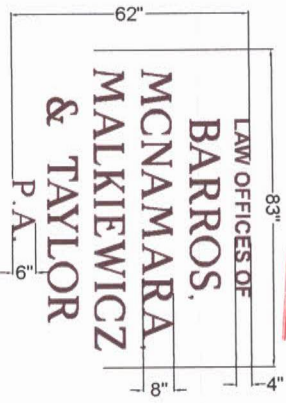
DESCRIPTION: BARROS, MCNAMARA, MALKIEWICZ & TAYLOR

DATED: 7/26/17

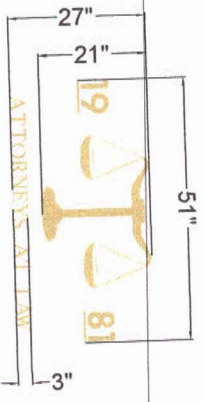
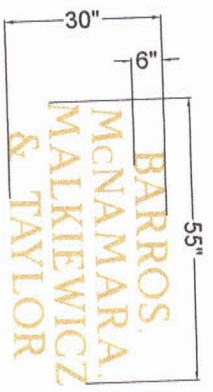
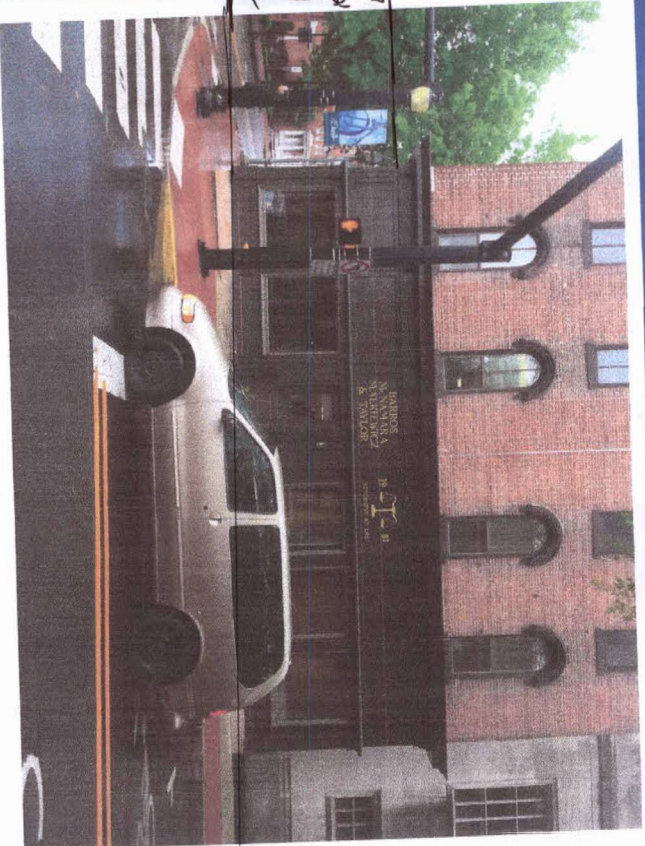
DESIGN BY: JT

APPROVED BY:

APPROVED
 City of Dover - Dept of Planning
 2 wall signs
 2 west Lookermain St
 Name: Elkie Dine
 Date: 7-10-17
 Permit #: 17-1122



40'



DESCRIPTION: BARROS, MCNAMARA, MALKIEWICZ & TAYLOR

DATE: 1/13/17

DESIGN BY: JF



CITY OF DOVER
 PLANNING & INSPECTIONS
 15 LOOCKERMAN PLZ
 DOVER DE 19901

Application Number 17-00001122 Date 7/14/17
 Property Address 2 W LOOCKERMAN ST
 Tax Map Number: ED-05-077.09-04-190.000-000
 DRS from Location Master: 20016600
 Application type description SIGN
 Application valuation 0

Application desc
 2 NEW WALL SIGNS

Owner	Contractor
-----	-----
2 WEST LOOCKERMAN LLC 1 CLUB HOUSE DR CAMDEN WYOMING DE 19934	KENT SIGN COMPANY 2 BRADY LN DOVER DE 19901 (302) 697-2181

----- Structure Information 000 000 -----
 Sign Type WALL

Permit	SIGN PERMIT		
Additional desc			
Permit Fee	50.00	Valuation	0
Issue Date	7/14/17		
Expiration Date	1/10/18		

Qty	Unit Charge	Per	Extension
		BASE FEE	23.00
36.00	.7500	SIGN PER SQFT	27.00

Permit	SIGN PERMIT		
Additional desc			
Permit Fee	50.00	Valuation	0
Issue Date	7/14/17		
Expiration Date	1/10/18		

Qty	Unit Charge	Per	Extension
		BASE FEE	34.25
21.00	.7500	SIGN PER SQFT	15.75

Special Notes and Comments
 July 10, 2017 4:33:39 PM eld.

Permit is for two wall signs for Barros, McNamara, Malkiewicz & Taylor at 2 West Loockerman Street. The first sign is to be located on the east side of the building

CALL (302) 736-7010, (302) 736-7011 or
 (302) 736-4457 for scheduling inspections



BARROS
HAMARA
ALEKIEWICZ
TAYLOR
P.A.

BARROS
HAMARA
ALEKIEWICZ
TAYLOR

EST. 1976
ATTORNEYS AT LAW

