

CITY OF DOVER
HISTORIC DISTRICT COMMISSION
August 16, 2018

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, August 16, 2018 at 3:00 PM with Chairman McDaniel presiding. Members present were Mr. Czerwinski, Mr. Street, Ms. Horsey, Chairman McDaniel and Ms. Mason.

Planning Office Staff members present were Mrs. Melson-Williams and Mrs. Savage-Purnell.

APPROVAL OF AGENDA

Ms. Mason moved for approval of the agenda, seconded by Mr. Czerwinski and the motion was unanimously carried 5-0.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF JULY 19, 2018

Ms. Horsey moved for approval of the minutes of July 19, 2018, seconded by Mr. Czerwinski and the motion was unanimously carried 5-0.

COMMUNICATIONS & REPORTS

Summary of Applications for 2017 and 2018

Mrs. Melson-Williams stated that there were four (4) items that were raised to the level of a formal application. There were two (2) Permits that were referred by Staff during the last calendar year. There was one (1) application in December that dealt with the Governor's Café Kitchen Addition. In the last few weeks, they have received their required plan approval. They are currently working with the Fire Marshal and Chief Building Inspector to iron out some details before they submit for the Building Permit for construction.

Chairman McDaniel questioned whether there was any danger or time limit and what was the length of time to complete the project? Mrs. Melson-Williams replied no, they are certainly within the timeframe from the Planning Commission date. They have two (2) years from the Planning Commission date to finalize the plan and start construction.

Mrs. Melson-Williams stated that for 2018 there were three (3) items that were assigned file numbers. The CLG Grant, the Accessory Structure at 12 Kings Highway NE, and HI-18-03 Referral of Fence Permit #18-1207 at 401 S. Governors Avenue.

Chairman McDaniel questioned which property is 401 S. Governors Avenue? Mrs. Melson-Williams replied the property is located at the corner of Bank Lane and South Governors Avenue, the old bike shop.

Summary of Architectural Review Certifications for 2018

Mrs. Melson-Williams stated with the Architectural Review Certifications for 2018, there were twenty-two (22) Permits in the Historic District.

Mr. Czerwinski questioned the activity of the Golden Fleece? He did not see any reference regarding replacing the windows and changing the façade of the building in the expansion area.

Mrs. Melson-Williams replied that siding and fascia permits are typically over the counter. There was paint that also happened. It may have been part of the expansion permit which was basically an interior permit. She will look into it.

NEW BUSINESS

Certified Local Government (CLG) Program

Update on Submission of FFY2018 CLG Grant Application

Mrs. Melson-Williams stated that she heard from the State Historic Preservation Office that they are still working on closing out last year's grants. They are in the process of still prepping the various grant agreements to start this grant year. Our grant this year is all about the Comprehensive Plan. She has not received any indication that they will not be awarded.

Project for Dover's 2019 Comprehensive Plan

Update on Project Activities

Update on Evaluation of 2008 Goals and Recommendations

Discussion of Historic Preservation Chapter

Mrs. Melson-Williams stated that Planning Staff's main focus of research has been related to Dover's 2019 Comprehensive Plan. The City has requirements that we must have a new Comprehensive Plan adopted and in place by February 2019. There is a specific chapter that deals with Historic Preservation. There is an upcoming Open House Event next Thursday, August 23, 2018 from 3pm-7pm. We will be reporting on the results of the Questionnaire. We received well over 500 responses. Written comments are still being accepted.

Mr. Czerwinski questioned whether the information would be posted on-line because he would not be able to attend the Open House. Mrs. Melson-Williams replied there is a Comprehensive Plan webpage on the City's website. We may be able to post the presentation following the meeting and some of the information. It is on-going.

Chairman McDaniel questioned who would present the information? Mrs. Melson-Williams replied a combination of staff.

Mrs. Melson-Williams stated that they are moving from the data gathering phase to where they need to be writing and updating the data in the plan itself.

Discussion of Historic Preservation Chapter

Mrs. Melson-Williams stated that included in the packet was two (2) charts that were titled the Evaluation of 2018 Goals and Recommendations-Historic Preservation Chapter. The information was gathered from the responses and comments. Most of the goals continue to be important which consist of Preserve and Protect Historic Resources, Provide and Promote Incentives for Preservation Activities, Increase Public Information on Historic Resources, and Collaborate with Diverse Groups and Governments.

Mrs. Melson-Williams stated that (1) Preserve and Protect Historic Resources rated very high and some of the comments received were related to the question of Loockerman Street and The Green. How do you deal with each of those being in the Historic District, owning an historic older house, and the importance of the history to what Dover is? (2) Provide and Promote Incentives for Preservation Activities rated high across the board and some of the comments were promote incentives more, promoting the opportunity for rehab/reuse, and dealing with the general maintenance issues. (3) Increase Public Information on Historic Resources which also rated very high, some of the comments were related to the dissemination of information. (4) Collaborate with Diverse Groups and Governments did not score quite as high, but the comments focus on encouragement and partnerships. These are the Goals from the 2008 Comprehensive Plan. She does not see it changing a lot, but it will be a part of today's discussion. The Comprehensive Plan is set up with a series of goals and under each goal is a series of recommendations and each recommendation has an action item.

Mrs. Melson-Williams stated that also included in the packet was the current chapter from the *2008 Comprehensive Plan* for Historic Preservation. The beginning of all chapters is the background.

Chairman McDaniel questioned if during the "Recommendations" if Mrs. Melson-Williams had any surprises or disagreements from the Historic District Commission. Mrs. Melson-Williams replied she did not think so, not on the Goals or the Recommendations. She thinks that there are a number of things that as this body we have had ups and downs on attendance over the years (10-year period). She thinks that a number of these will be continuing to be Goals and Recommendations. Nothing was surprising that they have not heard. We have been through the Architectural Review Certification process and others have room for improvement.

Mrs. Melson-Williams stated that Staff will be updating the background information. In the last 10-years, there have been no additional properties that have been listed on the National Register of Historic Places within Dover. For the Development Activity and Historic Resources section, we can do some updating on how the process happened or changed. For Programs and Groups, some of the places may have changed. We want to make sure we are using the correct name of everyone who currently exists or the additional ones in the area. Available Programs, Incentives, and Resources talks about the CLG program (when this was written we were not a CLG, but we are now), Tax Credit programs, the City of Dover Code of Ordinances, Preservation Revolving Fund, and the Scenic and Historic Highways Program. Cultural and Other Resources will be updated.

Mrs. Melson-Williams stated that we want to focus on Part II-The Planned Goal Series which consist of the Goals, Recommendations and Action Items.

Mrs. Melson-Williams mentioned that the Goals, Recommendations, and Action Items are not in any particular priority order. There will be an implementation chapter for the action items for the Comprehensive Plan.

There was discussion of the Goals, Recommendations and Action Items.

Identification and Designation of the Dover Historic District Zone

Mr. Czerwinski mentioned that there is different point of views for the Historic District and it will probably be the most discussed. Discuss where the zoning should go and the different viewpoints of Loockerman Street. Discuss specifically where they would like the future historic District to go, and whether they would like to expand. If you look at the Historic District for the National Register of Historic Places, it really does not make sense to have it going down State Street all the way to the cemetery because not all of them date to the 1800's. Mrs. Melson-Williams replied that you do not have to solve where it needs to go. The concept of we need to look at it, is what needs to be in the Comprehensive Plan. If you want to be specific and state that these are key areas that need to be explored in this fashion. It's the fact that you need to identify and study how the boundaries should change.

Mr. Czerwinski mentioned that he would like to have this with public feedback because when you start to tell people they are in the Historic District they have a huge backlash. Mrs. Melson-Williams replied that the local designated Historic District is considered a zoning district for the City. In order to change the zoning district of a property, there is a very specific process that involves public hearings both with the Planning Commission and City Council. But because it is related to the Historic District there is a report that needs to come out of the Historic District Commission body also. There is a process that most certainly includes as part of the adoption of any boundary change and the public. Getting to what is that boundary change certainly should include public input. The National Register Districts for Dover are some of the early districts written statewide. They date to the 1970's and they were done very quickly to get them in place. The level of details in these early denominations is nowhere near what it would be if you were writing a nomination today and what it would include.

Chairman McDaniel questioned whether these would be individual properties? Mrs. Melson-Williams replied individual properties and districts. In Dover, there are technically three (3) National Register Historic Districts, meaning it's a boundary and collective area. There is the Dover Green and the Victorian Dover Historic District which is the Loockerman Street area and then it goes up State Street; that was done in 1978 and 1979. There are some parts of the far eastern reaches of the City that fall into one of the more recent Historic Districts (it is a rural district which is related to ag land).

Ms. Mason asked within the boundaries of Dover. Mrs. Melson-Williams replied yes, parts of it are within the boundaries of Dover.

Ms. Mason mentioned when you do these boundaries and you look at the Victorian Dover Historic District and it states that it goes through post-civil war period. If you are in it, it does not really matter what year your house was built. Mrs. Melson-Williams replied within the district boundary.

Mr. Czerwinski mentioned that we need to look at the entire section of Bradford Street. For example, the gateway (the neck) going into Loockerman Street could be excluded. He knows it was put there to preserve the feeling going into Dover, but everything coming into Loockerman Street from the west (the whole neck) should be taken out right away because there is nothing

there of import that you could manipulate. Everything is new (gas station, utility buildings along the southside, etc.). He understands why it was done, but it needs to be excluded.

Mr. McDaniel mentioned that the other thing that could be a problem is a lot of people may not want to be in the Historic District.

The Commission talked about insurance on houses and houses being torn down. There is a benefit from the person owning it because they do get federal grants, but also if they decide to build a freeway you can stop construction on certain projects.

Ms. Horsey mentioned that the National Register is just a list. Money is not there for private homes and has not been for decades.

Stewardship of Historic Resources

Mr. McDaniel stated that it was fine the way it is. He thought about the few demolitions by neglect properties that the Commission discussed.

Evaluation of Design Standards and Guidelines

Mr. McDaniel stated that we can have different standards for different areas. Previously, he asked to pull Loockerman Street out and the Commission said no.

Mr. Czerwinski questioned what standard was actually holding back Loockerman from developing. When you really think about it there is nothing within the Guidelines that has to be gold plated. So far, the dilapidation of buildings or the use of buildings is not the Historic District listings; it is the owners. What should we allow at this point when refurbishing a building, should it be modern material?

Chairman McDaniel replied yes, that they could use modern architectural features. If it was done on a case to case basis it could be unfair to the applicant. There was a time that it was done on a case to case basis when Mr. Zimmerman was going to put aluminum siding on a four-story building on Loockerman Street when he was planning to build a Franklin Hall and a Jackson Hall. They also mentioned Bayard Hotel. Mrs. Melson-Williams mentioned the Bayard Hotel and Pharmacy building came before the Historic District Commission and there was a lot of discussion. There were changes made related to discussion before this body. Chairman McDaniel mentioned that it was expensive enough that it was restricted to advisory at that point.

Mr. Czerwinski questioned whether they could do what they wanted to the building and if anything over \$5 million becomes advisory and not an Architectural Review Certification? Mrs. Melson-Williams replied that it is not a dollar figure. If a project of a new building is over 5000 square feet, the Code is currently set up whereas the Architectural Review Certification is recommended by the Historic District Commission and then the Planning Commission takes the final action on the Architectural Review Certification. The Bayard Hotel had to go before the Planning Commission because it was a big enough for a Site Plan and the Historic District Commission became an technical advisory aspect because the property was in the Historic District to that process with the Planning Commission.

Chairman McDaniel seemed to think that the Planning Commission changed a few of the things that the Historic District Commission recommended. There were some different color schemes.

Mr. Czerwinski stated that we need to find what the leeway is and be specific. He does not think that the items in the Guidelines are extremely restrictive; it just states abide by the general configuration of the period of the building. There is nothing that states you have to gold plate everything. For example, for the building on Loockerman Plaza the Historic District Commission did not ask for anything radical. What leeway do we give them regarding modern material? He was confused because if we go ahead and look at the long-range goal for Loockerman Street and we look at buildings and we say that we are going to exclude Loockerman Street from the Historic District, then at what point do we just ignore the buildings that are there.

Ms. Mason questioned whether there have been a lot of people who want to put good businesses on Loockerman Street and if so, have they been rejected because of their designs.

Mr. Czerwinski questioned what extent you have had people run into iron wall with this Commission except to just complain about it?

Chairman McDaniel replied that they look at it as another step.

Ms. Mason mentioned there must be another reason why we are not getting people to buy the buildings and rehab them. We can agree that a lot of people complain about the parking. She thinks there should be standards. She has seen a lot of things that have happened, and they look horrible. What has happened during the history? Mr. Czerwinski replied that a lot of people work around the Commission. For example, for the corner building that was torn down by Zimmerman, he built a building that was against Code. He respects Ms. Mason's opinion regarding you do not want to stop people from building, but the Zimmerman building was empty for a least six years before anyone moved in. What are we changing in the Code that will somehow alleviate the stress the life of people that we have had in here feeling that the Commission is being too restrictive?

Chairman McDaniel replied that he did not know the answer. For instance, when they came before the Commission and wanted to build a brick building for the Plaza and we discussed windows, to him taste is not something the Commission should be worried about. We need to be in tune with modern building techniques. And, if someone comes before the Commission and states they want to build a building out of brick, we should say "God Bless You" because they normally want to build it out of aluminum siding.

Mr. Czerwinski asked if the fact that Loockerman is in the Historic District really a big blocker. We are looking at Dover to be that "go to" place for shopping like Berlin, Maryland and Annapolis. The Commission has to be able to preserve the character of the buildings that are left.

Chairman McDaniel mentioned that the Commission is not preventing the development on Loockerman Street. It is more about the economy and the perception of safety. He wants to make sure that there is a policy in hand so when someone comes to them and says they have a perfect

idea and want to redo or build a new building on Loockerman Street, we are ready for them and they do not have to come back before the Commission two or three times.

Ms. Mason mentioned that there are currently some nice new tenants and owners Downtown.

Mr. Czerwinski mentioned that some of them did not have to be referred refer to the Commission. They just moved in, but now the owner is renovating the building. The previous tenants moved out (Artsy Fartsy) because the owner did not want to install air conditioning in the building. He suggested further discussion.

Mr. Street mentioned when talking about building materials, when he has come before the Historic District Commission it really made him question what teeth does the Commission have. For things like plaza projects of bricks, etc. We are not here to specify taste or color. So, if someone opens a business and puts up a sign that is not acceptable, then what happens? You do not want to hold them back, and we do not want to restrict what they are doing, so we approve the Architectural Review Certificate and/or goes before Planning Commission for final approval.

Chairman McDaniel stated that it was for big projects.

Mr. Czerwinski mentioned that if the Historic District Commission would have agreed he would not have been able to have the sign and the sign would have to come down.

Chairman McDaniel stated that Mr. Street was mentioning that that there is a chapter that the Historic District Commission needs to talk about on building materials. You cannot use plastic or tell that it was plastic.

Mr. Street stated that in July there was an applicant who wanted a fence using PVC and it is not listed in the *Design Standards and Guidelines*, so it would need to be updated. It is almost a policy as to what the Historic District Commission is going to allow. You do not want to make it a case by case basis.

Chairman McDaniel stated that you allowed aluminum siding or vinyl siding on Zimmerman projects that never got built. It specifically states in the *Design Standards and Guidelines* that it is not allowed.

Ms. Mason mentioned that some of the materials are getting better all the time.

Mr. Czerwinski mentioned that he was not sure if Loockerman Street needs any modification to its Code. The only thing is building material because our Guide is outdated, and it needs to be updated. We can help people understand what they can use. Also, if the Commission could get more educated on what materials are available and is looking for any suggestions that can be discussed.

Architectural Review Certification Process

Mrs. Melson-Williams stated that there were some improvements done in the last 10-years. Some of the processes were changed to make certain things more clearly administrative. We have heard regarding permitting “why didn’t it come before the Commission”. The Code very specifically divides it up into what Staff can grant approval to and what the Historic District Commission has to do and what the Historic District Commission is recommending to the Planning Commission as far as the level of Architectural Review Certification. There are three (3) levels of Architectural Review Certifications.

Chairman McDaniel mentioned that the Historic District Commission does accommodate at times and have had special meetings.

Mr. Street commented that he has not had a project that needed it, but it is looked at as an extra step. Sometimes when you have a larger project and to ensure the application for the Historic District Commission and the Planning Commission does not overlap, you have the meeting in a separate month.

Chairman McDaniel mentioned that it is something that really needs to be looked into to see if we can get it going faster. On the other hand, you say it is a \$5 million project that is going to take two years to build and you are talking 30-days. The Commission wants to do everything they can to help the developer.

Ms. Horsey stated that in other towns in Delaware that have Historic District Commissions they want to build there and there is no problem with them waiting another month to go through the Commission to get the recommendation. She sees it as a perception that it may not be the place because of being overburdened. If you go to New Castle or Lewes it’s like a joy; they want to be there, and another month does not matter to them. Ms. Mason replied, but they are a different entity. Chairman McDaniel replied that they are not worried about getting shot to death in downtown Lewes.

Mr. Czerwinski asked if the other Historic District Commissions have special on-call meeting option. Would this Historic District Commission be able to do this if there was a special project that had a tight deadline and there was a special request for a meeting (significance or importance)? The Commission could look at a possibility within the By-Laws for a special call project meeting. He would be willing to do this if it would glide the process along. He would see no problem coming in on an as-call. Mrs. Melson-Williams replied that there are some things that are set up in the *Zoning Ordinance* that are specific. If it requires a public hearing, then there are public notice requirements that you have to back yourself into and that is where it gets a little tricky. If you are talking about overlapping the Historic District Commission and Planning Commission, it really depends on the month. For example, if someone had filed something it would not be ideal, but we could have looked at it today at the Historic District Commission’s meeting, and Monday is when the Planning Commission is meeting. So, in this month it could have worked that we could have compressed time. It is not always the case that the Historic District Commission is meeting before the Planning Commission. There are some things like that

you could potentially do, but it still depends on the scale of the project and where you are in the public hearing process.

Chairman McDaniel questioned how at the last (meeting) time the Commission was able to squeeze in the 401 S. Governors Avenue (Fence Permit) for a Waggin Good Time. Mrs. Melson-Williams replied that it was a Permit referral. It is a standing item on the agenda. When she met with them, she knew it would have to come before the Historic District Commission because of the height. She mentioned to the applicant if they had the material by a specific date to the Planning Office then she would get it to the Commission at their next meeting. This particular Fence Permit came in two days before the Historic District Commission meeting. We turned it around; it came in on Monday or Tuesday, and Commission meeting is on Thursday. We asked can you be here, and we will refer it to the Commission, so you do not have to wait a month.

Chairman McDaniel stated that what the Commission is saying is that they are willing to work with the applicant to move the process along. He also mentioned the entertainment venue in Lewes because at one point someone wanted to put an entertainment venue on the Plaza Downtown.

Mr. Czerwinski mentioned that there should be something in the By-laws that the Historic District Commission accept that they can be called in to make the projects move along instead of waiting an entire month. He did not have a problem with coming in if everyone else was on board.

Ms. Horsey asked if the Historic District Commission could meet the 2nd Thursday instead of the 3rd Thursday to accommodate the Planning Commission.

Mr. Street mentioned if an application has to come before the Historic District Commission before it goes to the Planning Commission then it makes sense for the Historic District Commission to meet before the Planning Commission.

Mrs. Melson-Williams stated that the calendar is set through the end of this year. Chairman McDaniel asked why it could not be changed? Mrs. Melson-Williams replied we could look into it. It may move the filing deadlines for the bigger projects because the Code specifies that applications must be filed X number of days before the meeting. Chairman McDaniel asked to change the meeting date schedule for 2019 and if we could do it on an as needed basis for the remainder of 2018. Mrs. Melson-Williams replied that Staff can certainly look into it and what that means from a Code perspective and deadline processing to see if moving the meeting a week then gives that opportunity for doing Historic District Commission and Planning Commission in the same month should that be a need for a project.

Impact of Development Activity on Historic Resources

Chairman McDaniel suggested listing the incentives and make potential applicants aware of the incentives.

Mrs. Melson-Williams stated that there is a State Historic Preservation Tax Credit program. Dover has a designated Downtown Development District. There are some incentives that the City offers if you are within those boundaries. There is a State rebate program associated with work in the Downtown Development District which happens to include part of the Historic District.

Chairman McDaniel mentioned that one reason he asked about Joan Larivee because she was very influenced and knowledgeable about that. He also thinks that people are not aware of the programs that are available. The problem is you must apply before you build.

Ms. Mason questioned what would happen if she put in a porch floor at her home on The Green and the work is complete. Mrs. Melson-Williams replied that with some of the incentives, the eligibility requirements are that the project has not started yet. This is one of the things that the State Tax Credit Program is making some changes to in their program because it used to be that you could actually get some credit on stuff you had already done.

Ms. Mason mentioned she did the work last month. She had the paperwork for the incentive but did not realize that she needed to complete and apply before doing the work. Mrs. Melson-Williams replied that Ms. Mason was not the only one. There are number of persons in the Downtown Development District they have spoken with regarding the incentives and who complete the work before turning in the paperwork. Some of the incentives are related to Permit fee waivers, so if it comes in after you have already paid for your Permit then it is too late. There have to be some rules and perimeters. With the Downtown Development District there are some qualifiers on the amount a person is spending on the project. The same thing goes for the Tax Credit for Historic Properties. There are qualifiers for what is a qualified project.

Mr. Street questioned one of the incentives where you spend a minimum of \$1200 but it was only \$600 per year reimbursement. Mrs. Melson-Williams replied that with the Tax Credit Program for Historic Properties for the City there is a minimum expenditure for the project which then has to be met. The credit is 50% of what you spent, but then only \$600 a year can be applied. Chairman McDaniel replied that it sounds like it is designed for homeowners. Mrs. Melson-Williams replied that it is only applied to the City property tax piece and not the County tax portion.

Mr. Czerwinski when was the \$600 threshold established? Mrs. Melson-Williams that it was created in replied in the 90's. Mr. Czerwinski stated that it needs to be updated. Perhaps it needs to be doubled. Mrs. Melson-Williams replied but again it is related to what you are paying in City taxes.

Ms. Mason mentioned that it seems like you are really not getting a great incentive.

Ms. Horsey mentioned it did not work for her.

Support of Historic Resources

Mrs. Melson-Williams stated that there are a lot of areas in the City that have not been surveyed.

Mr. Czerwinski asked that as a Historic District Commission to what extent does the Commission recommend something for the National Register of Historic Places. Mrs. Melson-Williams replied that there is a nomination process. Because we are a CLG if someone was to seek nomination of a property in Dover to the National Register of Historic Places it would need to come before the Historic District Commission for review and comments just like it goes through the State Review Board for Historic Preservation before it is passed on to the Keeper (at the National Park Service) for final determination. That is one of the benefits of being a designated Certified Local Government. The National Register of Historic Places is a recognition program and there are levels of protection. If there is federal monies and actions involved near the property, then more careful consideration needs to be taken on the effects on the historic property. Also, being on the National Register of Historic Places may qualify a person for tax credits at the Federal level that they could be eligible for if they were doing a project. There have not been any bricks and mortar grants for years.

Chairman McDaniel questioned the Ridgely house. Mrs. Melson-Williams replied that it may not be individually listed but it is part of a district.

Chairman McDaniel questioned the Willis site. Mrs. Melson-Williams replied that it is an archeological site that is on the east side of Dover.

Chairman McDaniel questioned the Palmer House. Mrs. Melson-Williams replied that the Palmer House is probably the most recent National Register nomination in Dover. It may have been done when they were doing renovations to receive tax credits. A number of individual properties that are within the City of Dover that are listed in the National Register of Historic Places are listed in the table on page 52 of the handout. The CRS# is the Culture Resource Survey number and if you know that number you can research all information on that property.

Mr. Czerwinski mentioned the process of the Culture Resource Survey and some of the processes regarding DNREC and DelDOT. The owner can have the property demolished unless it is protected through a local ordinance.

Tax Credit Program for Historic Properties

Mrs. Melson-Williams stated that there were changes in the last 10-years. It used to be that every single tax credit application had to come before the Historic District Commission for approval. There were changes made to allow that to be a Staff level review.

Chairman McDaniel mentioned that he could not imagine that there were that many. Mrs. Melson-Williams replied that there are not that many, but that may be a clue that there is not the information out there about it for people to apply? With this recommendation, one of the action items may be to help people learn about this incentive. The outreach portion may need to be the emphasis.

Mr. Czerwinski mentioned outreach could be the focus of the grant from the CLG. Mrs. Melson-Williams replied yes.

Mr. Czerwinski mentioned that the Culture Resource Survey looks like an awesome grant opportunity. He also mentioned the survey could be updated. He stated that Edgehill is becoming a historic place. Mrs. Melson-Williams replied yes and so is Towne Point, White Oak Farms etc. They also mentioned that Capitol Green, Kent Acres and Shady Lane were also becoming historic places.

Ms. Mason mentioned that people are missing out and there should be some sort of appeal. Chairman McDaniel said perhaps have information on the Building Permit application or have Staff ask at the front counter if persons are aware of the Historic Tax Credit. Ms. Mason mentioned that perhaps the contractor should be aware of the information and inform customer.

Ms. Horsey asked if in the past the Tax Credit was for businesses and not residential? Mrs. Melson-Williams replied that the Tax Credit for Historic Properties was never specific to just commercial. A large percentage of what is in Dover's local Historic District is not residential. Mr. Czerwinski noted several houses on Division Street are now offices of lawyers.

Chairman McDaniel asked if it was a special Conditional Use where you can only have one of those properties every so many hundred feet and they cannot have a million people coming into the building. It has been designed to not have vacant buildings, and it has worked. Mrs. Melson-Williams replied yes, there is a Conditional Use process.

Mr. Czerwinski mentioned that the Brooks House should be listed on the National Register of Historic Places.

Chairman McDaniel briefly mentioned his difference of opinion regarding vacant buildings and houses and Conditional Uses especially if it was not the neighborhood you lived in.

Increase Participation in Resource-Bearing Programs

Mrs. Melson-Williams stated that they achieved CLG status and will continue to rewrite it to continue the status of compliance as a CLG (Certified Local Government).

Public Outreach Education

Mrs. Melson-Williams mentioned that she recently heard from the Commission that public outreach is very important and needs to be increased.

Chairman McDaniel mentioned most definitely, and Mr. Czerwinski mentioned a walking touring map of Dover. Ms. Horsey mentioned there is one that already exists.

Mr. Czerwinski asked if there was any information or a box on the Permit that you could check that the property is in the Historic District. Mrs. Melson-Williams replied there is not one that the applicant does but it is one of the checks that Staff does. Staff checks to see if it is in the Historic District or flood plain.

Chairman McDaniel mentioned Staff should inform the applicant or contractor about the Tax Credits.

Assistance and Support of Interest Groups

Mrs. Melson-Williams did not think the program exists at the current time at Delaware State University. Chairman McDaniel said it did not. She stated that at Wesley College it is probably a history program, Chairman McDaniel replied yes. He asked if Wilmington College had anything. Mrs. Melson-Williams replied she was not sure if they had anything. Mr. Czerwinski mentioned that Delaware State University and University of Delaware had the same Masters of Historic Preservation program but has since ended. She thinks that a Master of Arts program still exists at University of Delaware but in a different format.

Chairman McDaniel asked if the City had any interns. Mrs. Melson-Williams replied no.

Chairman McDaniel asked if the State had any interns. Mrs. Melson-Williams replied yes. The State Historic Preservation Office had contracts with CHAD at the University of Delaware for specific project work and other CLG work.

Chairman McDaniel asked what did CHAD mean? Mrs. Melson-Williams replied the Center for Historic Architecture Design at University of Delaware, College of Urban Affairs and Public Policy.

Mrs. Melson-Williams that the State Historic Preservation Office has a Preservation Plan that is in draft form. That document and some of their goals and implementations really starts to stress the partnership of people with like interests working together on efforts in a preservation world.

Chairman McDaniel asked where they were talking about partnering with Friends of Old Dover? Mrs. Melson-Williams replied that it is in Recommendation 10.1 that's related to the government side and others.

Chairman McDaniel asked about having an outside meeting. All meetings will need to be in a public forum.

Chairman McDaniel reminded everyone of the Open House Event for the Comprehensive Plan (August 23, 2018).

Mrs. Melson-Williams mentioned to please send other thoughts to her.

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

Meeting adjourned at 4:40 PM

Sincerely,

Maretta Savage-Purnell
Secretary