

CITY OF DOVER
HISTORIC DISTRICT COMMISSION
July 19, 2018

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, July 19, 2018 at 3:00 PM with Vice Chairperson Ms. Horsey presiding. Members present were Mr. Czerwinski, Mr. Street, Ms. Horsey and Ms. Mason. Chairman McDaniel was absent.

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

APPROVAL OF AGENDA

Mr. Czerwinski moved for approval of the agenda, seconded by Mr. Street and the motion was unanimously carried 4-0. Chairman McDaniel was absent.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF MAY 17, 2018

Ms. Mason moved for approval of the minutes of May 17, 2018, seconded by Mr. Czerwinski and the motion was unanimously carried 4-0. Chairman McDaniel was absent.

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. They have since been to the Planning Commission and have conditional approval for the expansion; it is in the Check Print Review process. The only one for 2018 is the CLG Grant Application file and then the items from today will be added.

Mr. Czerwinski questioned whether there was a permit for the work being done at the Golden Fleece Tavern. He noticed work being done but did not recall seeing a permit. Mrs. Melson-Williams replied that there were permits for interior renovations dating to 2017.

Ms. Horsey questioned the roof work being done at Wesley Church. She asked it had to go through a submission process. Mrs. Melson-Williams replied that there have been a number of roof projects. If it is underway now it may be a June or early July permit.

Summary of Architectural Review Certifications for 2018

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

NEW BUSINESS

Review of Permits Referred to Commission:

HI-18-02 Referral of Demolition Permit #18-1104: Accessory Structure at 12 Kings Highway
NE– Update on Review Status of Architectural Review Certification for Demolition Permit

application #18-1104 for project to demolish accessory building. The property is zoned R-8 (One-Family Residence Zone) and is subject to the H (Historic District Zone). The property is located on the south side of Kings Highway NE/Division Street and west of intersection with Kent Avenue. The owner of record is Elizabeth W. Murphey School Inc. Property Address:12 Kings Highway NE. Tax Parcel: ED-05-077.05-04-47.01-000.

Mrs. Melson-Williams gave a brief description of the Permit. She updated the Commission on the review status and Architectural Review Certification for what was a Demolition Permit #18-1104 to demolish an accessory building on the Murphey School property. She stated that Staff's initial look at the Permit for their review identified that they should refer it to the Historic District Commission for consultation. The letter was dated July 5, 2018. Upon Staff issuing the letter, the property owner provided additional information on the request. Minor demolition is something Staff can review through the Building Permit application process. With the additional information in a letter and photos, Staff was able to make the determination to move forward in issuing the Demolition Permit. There is no clear date when the accessory structure was constructed but it has been changed in form to include the chimney. On July 10, 2018 Planning Staff issued the Architectural Review Certification. The following findings were made because it is certainly an accessory structure that has somewhat of a limited visibility from the public way. The additional information was adequate and the sense of the modifications that have occurred over time have changed the original character of the structure. Basically, with the removal of the building they will need to stabilize the building footprint and remove all the debris. Demolition was occurring late last week.

Ms. Horsey commented on her observations from the letter regarding the records. She mentioned that just because there are no records does not mean you have to tear it down. But she agrees with Staff decision.

Mrs. Melson-Williams stated that they have a rather extensive collection of the actual blue prints for all the buildings along Kings Highway and Kent Avenue. Because of the way the Murphey School is established with the Board, they have all kinds of contract documents and meeting minutes. She did mention that they could seek some archival assistance to maintain the records.

Ms. Mason questioned if they were demolishing the structure because it was non-functional. Mrs. Melson-Williams replied that it was non-functional and at one point it held a mechanical system. They currently have a new geothermal system for the complex.

Other Permits Referred

HI-18-03 Referral of Fence Permit #18-1207: Proposed Fence at 401 S. Governors Avenue
Representatives: Ms. Katie Mitchell and Ms. Taylor Michaels, Owners.

Ms. Michaels mentioned that they are hoping that A Waggin Good Time will be a new piece of the puzzle in Downtown Dover. It will consist of doggie daycare, hotel stay, grooming and a program called Pets for Vets.

Mrs. Melson-Williams handed out information regarding a Fence Permit received for the property located at 401 S. Governors Avenue and Permit #18-1207. Mrs. Melson-Williams gave

a summary of the Permit that was submitted on July 13, 2018. The owners are requesting a 6-foot fence. The *Design Standards & Guidelines* for the Historic District limits the height of fences to 4 feet. She read a statement from Chapter 3 of the *Design Standards & Guidelines*. The fence will be located on the southside of the building and wrap around to the east side of the building. They are proposing a white vinyl panel system.

Mr. Czerwinski asked if vinyl was a material that was addressed. Mrs. Melson-Williams replied that vinyl or any other composite is not addressed in the *Design Standards & Guidelines* which date to the early 90's when those materials were probably not even thought about. We have seen vinyl or composite in other places in the Historic District.

Mr. Czerwinski stated that there was something similar in the past that for a fence that exceeded the height and included wood grain located on State and Division Streets and also a suggestion of a dumpster enclosure Mrs. Melson-Williams stated that she was not sure the work was completed. In the case of that fence it was a scenario where the existing wood fence was already taller than 6 feet that they would be replacing. The Historic District Commission provided to the applicant with some direction of things to consider.

Ms. Horsey mentioned that she recalls another situation where the applicant wanted to put up white vinyl. Apparently, there are other available colors to choose from. The white vinyl will not be harmonious at all. This is actually "The Green" as opposed to the general Historic District. She would recommend checking out other options. Although she does not like vinyl, she is willing to go with it if it is another color.

Ms. Michaels asked like a clay color? Ms. Horsey replied yes, a clay or a stone, or a brown look.

Ms. Michaels asked if the Commission had to pick what went there other than vinyl, what would it be? They just went with vinyl since the wood was not recommended and because it was not listed in the *Design Standards & Guidelines*. They thought that the vinyl would be more appealing and they like the privacy because of the dogs and safety reasons (like a child's hand not being able to go through the fence). It is also easier to clean and maintain. Again, they asked Ms. Horsey what she would recommend. Ms. Horsey replied that she would suggest that they check into the other colors of the vinyl (a more neutral color).

Mr. Street suggested a vinyl picket look with more of a design than a stockage fence. But it was a good safety point regarding the children not being able to stick their hand(s) through the fence. Ms. Michaels mentioned that this type of fence has no gaps and is somewhat affordable.

Ms. Horsey mentioned that she has a 20-year-old stockage fence between their own house which is on The Green and the next building over. When it first went up she thought it looked new (not brand new). It is 6 feet and does not have any gaps. The Historic District Commission would feel better if you went that route because it looks a little more natural. The Commission does not want to stop you from the project.

Mr. Czerwinski stated that the style of the fence is important to the Historic District Commission.

Ms. Michaels and Ms. Mitchell mentioned that they had not yet signed the lease until they received approval from the Historic District Commission because they cannot have the business in that location without the fence.

Ms. Horsey asked the location of the fence and if it was going to be located on the southside. Ms. Michaels replied that 10-feet will wrap around on Bank Lane side, the back of the building and the empty parking lot would line the remainder of the fence. There are probably only 3 panels in the front on Governors Avenue. She stated that they also have parking on Bank Lane.

Ms. Mason mentioned that she was right next door. She stated that the fence could be similar to what she has.

Ms. Mason asked how many dogs would they have in the fenced area? She was concerned about the noise. Ms. Michaels replied that they will never be outside unattended. They will only be outside to release energy and use the bathroom. It will be an indoor doggy daycare and there is no outdoor kennel.

Ms. Horsey stated that she thought that it was a great idea.

Ms. Michaels and Ms. Mitchell both thought this was a safe and great location.

Mr. Czerwinski asked if the shed was going to be taken out (the bump out). Ms. Michaels replied no, it is a part of the building that is attached.

Mr. Czerwinski asked if the fence would come in line with the parking lot. Ms. Michaels replied that it would come where the concrete is located.

Mr. Street asked if there would be a gate. Ms. Michaels replied yes, there will be one gate. There was additional discussion amongst the Commission members regarding the vinyl/wood texture. They wanted to make sure the fence did not look shiny. They did not like the white. A brown color will be fine.

Mr. Czerwinski made a motion to approve the 6-foot height of the fence and recommended to use wood stockage fencing of a natural color or bare treated wood, it could be vinyl if it is a neutral color or wood grain. The motion was second by Ms. Mason and unanimously carried 4-0. Chairman McDaniel was absent.

Certified Local Government (CLG) Program

Update on Submission of FFY2018 CLG Grant Application

Mrs. Melson-Williams stated that the Grant Application was submitted for 2018. They were intending that the start date would be July 1, 2018, but as of today she does not have a Grant Agreement for all parties to sign. The State Historic Preservation Office was working on it. We had specifically dedicated time to work on the updated Historic Preservation Chapter for the City's Comprehensive Plan. Items that they focused on were to set up an outreach activity workshop to gather information for the Comprehensive Plan but also serve as an educational

opportunity. They will use grant monies to conduct the workshop and printing cost for informational pieces. She will keep the Historic District Commission informed of the outreach workshop. They were going to send information directly to all property owners within the Historic District Zone and any other National Register properties within the City. This is being done for introduction and educational opportunities. They also must write the chapter to have public input on the preservation side.

Mr. Street asked what the timeframe was. Mrs. Melson-Williams replied for the Comprehensive Plan they are still collecting data but will be writing within the next two months.

Mr. Czerwinski stated that the Historic District Commission needed time to talk to get some consensus. Mrs. Melson-Williams replied correct and that it was the next item on the agenda.

Project for Dover's 2019 Comprehensive Plan

Update on Project Activities

Evaluation of 2008 Goals and Recommendations

Mrs. Melson-Williams stated that they have been working on the 2019 Comprehensive Plan since February. The City's *2008 Comprehensive Plan* that was adopted in February 2009 is due for the 10-year update rewrite. It will need to be completed by February 2019. Included in your packet was the project update that was given to City Council in June. It has been divided into five (5) main phases (Information Gathering, Plan and Map Development, Consideration of the Plan Recommendation, Formal Review and Adoption Process, and Implementation of the Plan). Staff have done some outreach meetings on specific topics related to Economic Development. There was a workshop of stakeholders held at Wilmington University in June. There was a roundtable discussion with real estate members and home builders last week. Planning Staff will also be meeting with different City Departments about the topic areas.

Mrs. Melson-Williams stated that everyone has done their homework which was looking at the goals and recommendations from the 2008 Comprehensive Plan. There will be a more formalized discussion regarding the Preservation Chapter at the August Historic District Commission meeting. A lot of the text of the chapter will not change. A goal is to evaluate the district boundaries. The State also have a statewide Historic Preservation Plan that is in its draft final stage.

Mrs. Melson-Williams stated that the current Historic Preservation Chapter of the 2008 Plan is on the City's website. Currently, there is a survey questionnaire on the website. Hardcopies are also available. She handed out yellow cards with the survey information to share with others. She asked the members to take the survey. The count of people taking the survey as of this morning was 345. The hardcopy along with the card are located on the counter in the Inspections area (City Hall), the Library, Reed Street and the Pitts Center. The survey will be open until the end of the month. The survey questionnaire goes through a number of topic areas (the likes and dislikes of Dover, emerging trends and issues, etc.).

Ms. Horsey urged all members to take the survey and give a least one (1) card away.

Mrs. Melson-Williams mentioned that there was a presentation before Council and at the Planning Commission meeting.

Mr. Street asked a question regarding the survey questionnaire: what is update the Consolidated Plan? Mrs. Melson-Williams replied that the Consolidated Plan is related to the Community Development Block Grant Funding that is received from HUD. Some of the funds go to first time homebuyers, down payment assistance, rehab and emergency home repair.

Mr. Street moved to adjourn the meeting, seconded by Ms. Mason and unanimously carried 4-0. Chairman McDaniel was absent.

Meeting adjourned at 4:00 PM

Sincerely,
Maretta Savage-Purnell
Secretary