

**CITY OF DOVER, DELAWARE
HISTORIC DISTRICT COMMISSION MEETING
Thursday, February 19, 2026 at 3:30 PM**

City Hall Council Chambers, 15 Loockerman Plaza, Dover, Delaware

AGENDA

IN-PERSON and VIRTUAL MEETING NOTICE

The Historic District Commission Meeting for Thursday, February 19, 2026 will be held as an In-Person Meeting at the City Council Chambers. The public is welcome to attend in person. The Meeting will also be provided as a Virtual Meeting using Webex, an audio/video conferencing system as an electronic means of communication. See the participation information below to join by phone or computer.

PUBLIC PARTICIPATION INFORMATION

City of Dover Historic District Commission Meeting of February 19, 2026

Join By Phone: Dial 1-650-479-3208

Access Code: 253 151 49187

Password from Phones: 36837432

Join Online: <https://bit.ly/HDCMeeting02192026>

Webinar Number: 2531 514 9187

Password: DoverHDC

If you are new to Webex, get the app now at <https://www.webex.com/> to be ready when the meeting starts. For problems accessing the meeting, please call the Planning Office at (302) 736-7196.

WELCOME

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. Adoption of Minutes of November 20, 2025

COMMUNICATIONS & REPORTS

Summary of Activity

[2.](#) Summary of Applications 2025

[3.](#) Summary of Architectural Review Certification for 2025 and 2026

Department of Planning & Inspections Updates

NEW APPLICATIONS

Review of Permits Referred to Commission

- [4.](#) HI-26-01 Referral of Door/Window Permit #26-118 at 1 Kings Hwy NE - Review of Architectural Review Certification as Referred by the City Planner to the Historic District Commission for a Door/Window Permit #26-118. The project proposes removal and replacement of four (4) windows and the removal and replacement of the entry door. Property is zoned RG-1 (General Residence Zone) and subject to the H (Historic District Zone). The owner of record is Richard Arnold. Address: 1 Kings Highway NE. Tax Parcel: ED05-077.05-02-54.00-000. Council District 3.

NEW BUSINESS

OLD BUSINESS

Certified Local Government (CLG) Program

Implementation of 2019 Comprehensive Plan

PUBLIC COMMENTS OPPORTUNITY

ADJOURN

Posted: February 12, 2026

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. PURSUANT TO 29 DEL. C. §10004(e)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING

MINUTES OF

HISTORIC DISTRICT COMMISSION MEETING

OF November 20, 2025

- The Meeting Minutes of November 20, 2025 are still being prepared. These Meeting Minutes will be distributed to the Historic District Commission via email or hand delivered.
- Adoption of the Meeting Minutes will be considered at the next meeting of the Historic District Commission.

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-25-01 and Revised HI-25-01	The Old Post at 55 Loockerman Plaza	55 Loockerman Plaza (Old Dover Post Office)	Site Plan for development of mixed-use with apartments	Review for Architectural Review Certification of Site Plan; Public Hearing and Review by HDC on 2/20/2025 and Recommended approval of ArchRevCert for project. Revised HI-25-01 filed and scheduled for HDC Review on 11/20/2025 for consideration of architectural design revisions.	Site Plan reviewed by Historic District Commission for Recommendation. Site Plan Application (S-25-07) filed and granted conditional approval and ArchRevCert by Planning Commission on 3/17/2025. Design revisions to add additional floor and architecture requires additional review of ArchRevCert by HDC and PC. S-25-07 recommended for approval of ArchRevCert by HDC and granted by PC 12/15/2025.
HI-25-02	Mixed Use Building at 120 S Governors Avenue (The Governor)	120 S Governors Avenue	Site Plan for development of mixed use building	Revised Application filed June 2025. Review for Architectural Review Certification of Site Plan; Public Hearing and Review by HDC on 7/17/2025. HDC Recommended approval of ArchRevCert for project.	Application initially filed in March 2025 then placed on hold by the Applicant for continued design work. Application updated and Site Plan reviewed by Historic District Commission for Recommendation in July 2025. Site Plan Application (S-25-11) filed and scheduled for Planning Commission Review on 9/15/2025. Conditional Approval of Site Plan and ArchRevCert granted by Planning Commission.
HI-25-03	Biggs Museum Expansion: Selected Removals at 15 and 21 The Green	15 The Green and 21 The Green	Review for Architectural Certification for Select Removal/Demolition of Rear Additions	Review for Architectural Review Certification. Public Hearing and Review for Architectural Review Certification by HCD on 5/15/2025. Granted Approval subject to conditions.	HDC completed review of Request to remove/demolish portions of the rear additions at the buildings as associated with future project for the Biggs Museum of American Art expansion. Granted Architectural Review Certification; moving into design phase for project that will be subject to future ArchRevCert.

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-25-04	Referral of Fence Permit #25-1463 at 55 Kings Hwy SW (Merrill Lynch Office)	55 Kings Hwy SW	Fence Permit	Permit #25-1463 referred to HDC by City Planner for consultation on Architectural Review Certification; scheduled for review on 11/20/2025. HDC deferred action seeking more information.	Permit Application received 10/8/2025 and Referred to the HDC for consultation. Permit seeks to construct a 6 foot vinyl fence. Applicant revised the application to a metal picket style fence at height of 4 feet.

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
1/13/2026	25-1668	8 W Loockerman Street	Demolition Permit	Staff Approval	Demolition of select interior area and removal of bank drive thru canopy
1/5/2026	25-1767	1 Kings Highway NE	Fence Permit	Staff Approval	Installation of black metal picket style fence of 4 foot height
1/20/2026	26-71	420 S State Street	Sign Permit	Staff Approval	Instllation of hanging wall sign

Summary of Permit Applications with Architectural Review Certification
2025- Updated Thru 12-31-2025

Item 3.

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
1/17/2025	24-1399	21 N American Avenue	Building Permit - Interior & Exterior Renovations	Staff Approval as per HDC Action on ArchRevCert HI-24-08.	Demolition of rear addition and its rebuild, exterior finish renovations to allow vinyl siding, renovations to front porch. Permit was referred to the Historic District Commission for review.
1/13/2025	24-1835	148 S Bradford Street	Demolition Permit	Staff Approval as per PC Final Action regarding ArchRevCert (appeal of HDC denial of ArchRev Cert) HI-24-02.	Demolition of existing one-and-half story building for future redevelopment of site. HDC denied request on 5/16/2024 and Appeal to Planning Commission granted approval 6/17/2024. Demolition complete.
2/5/2025	25-132	45 The Green, Sykes Building	Building Permit - Interior Renovations	No ArchRevCert Required	Interior Renovations to subfloor in the office buildings.
2/18/2025	25-136	107 S State Street	Sign Permit	Staff Approval	Post Panel sign.
2/20/2025	25-148	151 Kings Hwy SW, Woodburn	Roof Permit	Staff Approval	Roof replacement project with synthetic slate material and associated flashing and gutter systems.
3/11/2025	25-209	307 S State St	Sign Permit	Staff Approval	installation of Projecting Sign for office
3/19/2025	25-277	12 Kings Hwy SE, Building at Elizabeth W. Murphy School	Roof Permit	Staff Approval	Replacement of EPDM roof system (flat roof) with the same following repairs.
3/10/2025	25-284	201 W Loockerman St	Roof Permit	Staff Approval	Replacement of flat roof on commercial building.
3/10/2025	25-286	30 S American Ave	Roof Permit	No Planning Staff Review.	Removal and replacement of shingle roof.
4/7/2025	24-1152	26 S State Street, Apartment Building	Window Permit	Staff Approval	Replacement of windows of various sizes & formats on all elevations, repair and repaint of trimwork areas and shutters.
4/2/2025	25-395	214 S State Street	Roof Permit	Staff Approval	Roof Replacement on main block of building with metal roofing system.

Summary of Permit Applications with Architectural Review Certification
2025- Updated Thru 12-31-2025

Item 3.

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
4/15/2025	25-408	150 S. Bradford St	Demolition Permit	Staff Approval as per PC Final Action regarding ArchRevCert (appeal of HDC denial of ArchRev Cert) HI-24-03.	Demolition of existing two story building for future redevelopment of site. HDC denied request on 5/16/2024 and Appeal to Planning Commission granted approval 6/17/2024. Demolition complete.
5/1/2025	24-1510	33 W Loockerman St	Sign Permit	Staff Approval	New Window and Wall Signs for new restaurant tenant
5/29/2025	25-285	500 W Loockerman St	Building Permit - Accessory Structure (Solar Canopy)	Staff Approval	Freestanding canopy over a series of parking spaces with solar panels and equipment for EV changing stations.
5/21/2025	25-515	55 The Green	Building Permit - Exterior Renovations	Staff Approval	Replacement of wood columns on rotunda entry.
5/15/2025	25-599	401 Federal St	Building Permit - Generator Replacement	No Planning Staff Review.	Replacement of generator
5/22/2025	25-693	426 S State St, George & Vyas Attorneys	Sign Permit	Staff Approval	Replacement of signs for new law office tenant.
6/4/2025	25-670	500 W Loockerman St	Building Permit - Interior Renovations	Staff Approval	Interior Renovations on third floor for tenant fit-out.
6/5/2025	25-704	32 W Loockerman St, Loockerman Square	Siding Permit	Staff Approval	Replacement of existing siding on side of building.
6/18/2025	25-738	523 S State St, Christ Church	Temporary Sign Permit	Staff Approval	Temporary Sign Banner installation.
6/13/2025	25-763	145 S State St	Building Permit - Exterior & Interior Renovations	Staff Approval	Extension of previous Permit to convert existing building into 4 apartment units
6/12/2025	25-796	121 S State St, M&T Bank Dover Financial Center	Roof Permit	Staff Approval	Replacement of flat roof area
7/14/2025	25-990	2 Kings Highway, NE	Siding Permit	Staff Approval	Replacement of clapboard style (horizontal) siding on residence with the same.
8/20/2025	25-827	300 S State St, Law Office	Building Permit - Window	Staff Approval	Replacement of select windows

Summary of Permit Applications with Architectural Review Certification
2025- Updated Thru 12-31-2025

Item 3.

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
8/4/2025	25-937	201 W Loockerman St	Building Permit - Interior Renovations	Staff Approval	Interior renovation for tenant fit-out. Reissue of previous permit.
8/8/2025	25-1047	9 W Loockerman St	Sign Permit	Staff Approval	Window signs for new use.
9/2/2025	25-1219	89 Kings Hwy SW, DNREC	Fence Permit	Staff Approval	Chainlink security fence around generator. Location is not visible from the street.
9/24/2025	25-1280	30 Loockerman Plaza, Wesley Education Building	Roof Permit	Staff Approval	Roof replacement with asphalt shingles.
9/25/2025	25-1298	309 S Governors Avenue, Becker Morgan Group Offices	Building Permit - Interior Renovations	Staff Approval	Interior Renovations of office spaces.
10/1/2025	25-1369	21 N American Avenue	Roof Permit	Staff Approval aligned with HDC Action on ArchRevCert HI-24-08.	Roof replacement with asphalt (solar) shingles. Replaces modern metal roof on building main block.
10/21/2-25	25-1373	32 W Loockerman St, Loockerman Square	Fence Permit	Staff Approval	Decorative Fence as metal public art installation on stepped area at building front.
10/6/2025	25-1390	108 W Loockerman St	Sign Permit	Staff Approval	Installation of wall sign and projecting sign for restaurant.
11/17/2025	25-1624	21 N American Avenue	Building Permit - Solar Panel Installation	Staff Approval	Installation of solar roof shingles.
12/1/2025	25-1734	125-B W Loockerman St	Sign Permit	Staff Approval	Installation of wall sign for EDiS Office for Dover Mobility Center project.

ARCHITECTURAL REVIEW REPORT

Referral by City Planner to Historic District Commission
Meeting of February 19, 2026

Permit: Door/Window Permit #26-118

Location: 1 Kings Highway NE, Dover
Single Family Detached Dwelling on north side of Kings Hwy/NE

Tax Parcel: ED-05-077.05-02-54.00-000

File Number: HI-26-01

Present Zoning: RG-1 (General Residence Zone)
H (Historic District Zone)

Referral of Permit:

The following application Fence Permit #26-118 for 1 Kings Highway NE is referred by the City Planner to the Historic District Commission for consultation regarding the issuance of the Architectural Review Certificate for a Door/Window project. Applications for certain types of construction activity within the Historic District Zone (H) are reviewed by the City Planner (or Staff as designated) for Architectural Review Certification as part of the Building Permit application review process. Staff is referring the Permit for review under the provisions of *Zoning Ordinance*, Article 10 Section 3.22(A) and (B). See below.

Section 3.22 Architectural review certification by the city planner.

- (A) An architectural review certificate for specific classes of building permits, including Fences, signs, siding, window and door replacement, roofing, the addition or replacement of decorative features, minor demolition, residential additions, and other construction of a minor nature, may be issued by the city planner, after a review and determination that the proposed construction is in general accordance with the standards set forth in subsection 3.25.
- (B) The city planner may refer any permit application for demolition or construction in the historic district for consultation with commission.

Permit Information:

Door/Window Permit #26-118 was filed on January 23, 2026 for a door and window project at 1 Kings Highway NE in Dover, Delaware. This is a three-story single family detached dwelling with a mansard roof, front porch, bay windows, and decorative detailing at cornice and trimwork. The project listed in the Permit submission consists of the removal and replacement of four (4) windows and the removal and replacement of the entry door. The specifics for the windows were not identified as to location and window format. Additional correspondence with the contractor shows the existing double entry doors with transom above are proposed to be replaced with a single panel door with a side light and a transom above.

Property Information:

The project site is located within the local Historic District Zone (H) and subject to the provisions of the *Zoning Ordinance*, Article 3 §21 and referenced sections. This building is also located within the boundaries of a National Register Historic District, specifically the Victorian Dover Historic District (K-00396.452). The following is the inventory description from the Victorian Dover Historic District nomination:

K-00396.452

1 Kings Highway East – c. 1875 with back wing c.1825, 3-story, frame dwelling; clapboard siding; convex mansard roof, gable-roofed Renaissance dormers on all sides, double-bracketed cornice; cornice with dentil moulding at top of lower pitch of mansard; bay windows flanking door on 1st floor, paired 1/1 sash with hood molds on 2nd floor; rear wing, 6/9 sash on 1st floor, 6/6 sash on 2nd floor; double door with transom; façade porch, square posts, square balusters.

Staff Review of Permit for Architectural Review Certification:

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).

Article 10 Section 3.25 *Architectural review standards.*

(A) An architectural review certificate may be issued if it is found that the architectural style, general design, height, bulk and setbacks, arrangement, location and materials and structures affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district as set forth in the historic district design guidelines and standards adopted by the planning commission and as set forth in the United States Secretary of the Interior's Standards for Rehabilitation.

The element must be in the “public view.” The “public view” is defined in the *Zoning Ordinance* as “that which can be seen readily from a public street, public building or public property, excluding views from alley rights-of-way.” The location of the windows is not identified, but the entry door is visible from the street (Kings Highway/Division Street).

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

This Request should be reviewed for conformity with the design criteria and development guidelines found in the *Design Standards and Guidelines for the City of Dover Historic District Zone*. Chapter 3 presents the information on the appropriate formats and materials for use in the Historic District. Specifically, Chapter 3 pages 3-1 through 3-8 discuss the philosophy of the *Design Standards and Guidelines* and then discusses the Recommended, Not Recommended, and Inappropriate practices associated with Doors and Windows.

The *Design Standards and Guidelines* focus on repair of building elements or replacement of the building elements in-kind to match existing conditions. For windows, this generally means windows with the same size, operating function, and light pane format. For doors, this means the

same size opening, door format (single or double), and light configuration. More information is needed on the window project as to the location and format of the replacement windows. The proposed replacement door as a single door with side light rather than the narrow double doors does not comply with the recommended practices of the *Design Standards and Guidelines*.

Historic District Commission Action

The Historic District Commission should consider the Door and Window project and take action in regard to the Architectural Review Certification for the Door/Window Permit #26-118. The Historic District Commission may add conditions for the Door project and Window project in order to comply with the character of the property within the Historic District.

Staff Findings from Review of Door/Window Permit:

Staff findings and recommendations are summarized as follows for the Door and Window project as presented in Permit #26-118 and accompanying documents.

1. Window Location and Format: No information was provided on the location of the four windows being replaced or their format. The Permit notes only the window U-Factor and SHGC (Solar Heat Gain Coefficient) and that no structural changes are planned. An email from the contactor notes that the replacement windows (vinyl) will be like in style, color, and grid pattern.
2. Door Location: The entry door is proposed for replacement and it's the primary entry door to the dwelling which faces Kings Highway/Division Street. It is protected by the front porch. It is visible from the public way (sidewalk and street) especially since the removal of vegetation previously found in the front yard.
3. Door Format and Material: The current door format is a double door consisting of two narrow paneled doors that appear to be wood with a transom window over the door. The door also includes a separate double storm door set of primarily glass. The existing door format does not have sidelights. This double door format was often utilized in the late 1800s-early 1900s in this architectural style.

Recommendations:

1. Window Location and Format: The applicant/contractor should provide information on the location of the windows being replaced including the current configuration and specifications for the new replacement windows. This will then be evaluated for compliance with the *Design Standards and Guidelines*.
2. Door Format and Material: Staff finds that the single door with sidelight is inappropriate as a replacement for the double doors. Staff recommends repair of the existing doors i.e. repair/improvements to surface, weatherstripping, etc. If full replacement is selected then the door should be the double door (paired doors) format with the separate transom above. The use of additional storm doors in the double door set format and consisting of predominately glass is appropriate.

Advisory Comments:

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

Attachments:

- Letter of Referral Notice to Applicant dated February 11, 2026.
- Door/Window Permit #26-118 Application Form and related emails
- *Design Standards and Guidelines for the City of Dover Historic District Zone*, Chapter 3, page 3-1 to 3-8.
- Photo of door by Planning Office



February 11, 2026

Richard Arnold
1 Kings Highway NE
Dover DE 19901
Via Email: arnoldindover@gmail.com

Power Home Remodeling
2501 Seaport Dr
Chester PA 19013
Via Email: phlno@powerhr.com
Gregory Madrigale: gmadrigale@powerhr.com
Michael Klingensmith: mklingensmith@powerhr.com

Re: Referral of Door/Window Permit #26-118 to Historic District Commission, HI-26-01
Door Project at 1Kings Highway NE, Dover, DE

To Whom It May Concern:

This letter is to inform you that Door/Window Permit Application # 26-118 has been referred to the City of Dover Historic District Commission for consultation. Door/Window Permit #26-118 was filed on January 23, 2026 for a door and window project at 1 Kings Highway NE in Dover, Delaware. This is a two-story single family detached dwelling. The project listed in the Permit submission consists of the removal and replacement of four (4) windows and the removal and replacement of the entry door. The specifics for the windows were not identified as to location and window format. Additional correspondence with the contractor shows the existing double entry doors with transom above are proposed to be replaced with a single panel door with a side light and a transom above.

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

Article 10 Section 3.25 Architectural review standards.

(A) An architectural review certificate may be issued if it is found that the architectural style, general design, height, bulk and setbacks, arrangement, location and materials and structures affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district as set forth in the historic district design guidelines and standards adopted by the planning commission and as set forth in the United States Secretary of the Interior's Standards for Rehabilitation.

In reviewing the proposed project for Architectural Review Certification, Staff referenced Chapter 3: Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings of the *Design Standards and Guidelines* which present the *Recommended*, *Not Recommended*, and *Inappropriate* approaches to activities in the Historic District. The *Design Standards and Guidelines* focus on repair of building elements or replacement of the building elements in-kind to match existing conditions. For windows, this generally means windows with the same size, operating function, and light pane format. For doors, this means the same size opening, door format (single or double), and light configuration. More information is needed on the window project as to the location and format of the replacement windows. The proposed replacement door as a single door with side light rather than the narrow double doors does not comply with the recommended practices of the *Design Standards and Guidelines*. Therefore, I am referring the Door/Window Permit application to the Historic District Commission for consultation. See *Zoning Ordinance*, Article 10 Section 3.22 (A) and (B) listed below.

Article 10 Section 3.22 Architectural review certification by the city planner.

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

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

The City of Dover Historic District Commission will review this Permit at their next meeting scheduled for Thursday, February 19, 2026 at 3:30pm. Options for participating in the Meeting include attending In-Person at the City Hall Council Chambers in City Hall at 15 Loockerman Plaza and/or attending the Virtual Meeting presentation using Webex, an audio and video conferencing system. A separate meeting invitation to Join the Meeting virtually will be sent by email to the applicants; where you can click “Join Meeting” to attend that afternoon. This Permit Referral has been assigned Application #HI-26-01. You are encouraged to participate in this meeting in person to discuss the project and provide any additional information on the project. Staff will provide the Historic District Commission with the permit application materials and other background information for their review and action. The Historic District Commission will consider whether Architectural Review Certification can be granted to the project as proposed or if other conditions of approval are required.

Also attached to this Letter are the *Design Standards and Guidelines for the City of Dover Historic District Zone* pertaining to Doors and Windows (pages 3-1 and 3-8). If you have questions or wish to discuss alternative options, please contact the Planning Office at (302) 736-7196 or compplan@dover.de.us.

Sincerely,
Department of Planning and Inspections



Dawn Melson-Williams, AICP
Principal Planner

Attachments: Permit #26-188 and related emails
Photo of door by Planning Office
Excerpt of *Design Standards & Guidelines*

CC: Permit #26-118
HI-26-01



City of Dover - BUILDING PERMIT APPLICATION

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

Project Address/Tax Parcel Identification Number

1 Kings Highway East
Dover, DE 19901

Applicant's Name

Power Home Remodeling

Owner Name and Address

Richard Arnold

E-mail address:

arnoldindover@gmail.com

Contractor Name and Address

Power Home Remodeling, 2501 Seaport Dr, Chester, PA 19013

E-mail address: phrno@powerhrg.com

Dover Business License # 2025949971

Phone # () (302) 465-0397

Phone # () 888-736-6335

BUILDING DETAILS

Proposed Occupancy SFR, O/O

Type of Construction _____

Change in Occupancy or Use? Yes ☒ or

if yes, describe the previous use _____

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

☒ Renovation - Interior ☐ Exterior ☐ # of layers 1

☒ Roof - tear off ☒ overlay ☐ Solar panels

() Alteration () Siding () Selective Demolition

() Full Building Demolition () Pool () Elevator

() Fence - Height _____ () OTHER _____

Description of Work:

Remove and replace 4 windows & 1 Entry Door
(same size/location). U-factor 0.27. SHGC 0.25.
No structural changes

Sprinkler System? Yes or No

Fire Alarm System? Yes or No

Estimated Value of Construction: \$ 15,753.73

Before You Dig! Call Miss Utility 1-800-282-8355 or other authorized locator.

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

Office Use Only	
Permit Number <u>26-118</u>	
Roll Plans <u>123126</u>	Fold Plans <u>CD</u>
Date Received _____	Date Issued _____
Flood Plain <u>Y</u> <u>N</u> Taxes <u>Y</u> <u>N</u>	KCD <u>Y</u> <u>N</u>
Public Works <u>Y</u> <u>N</u>	
C/O Required _____	
Review Approvals	Date _____ Initials _____
() Building Plan	
() Fire Plan	Date _____ Initials _____
() Zoning / Site Plan	Date _____ Initials _____
Total Fee <u>145.00</u>	
Fees Paid ()	
Check # _____	Cash _____
Collected By _____	

Certification in Lieu of Oath

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

Signature

01/22/2026

Date

From: [Townsend, Ann Marie](#)
To: [Gregory Madrigale](#)
Cc: [Ann Marie Townshend](#); [Melson-Williams, Dawn](#); [Michael Klingensmith](#)
Subject: RE: EXTERNAL: Fw: 1 Kings Highway East - Window Permit
Date: Friday, February 6, 2026 12:16:30 PM

I cannot predetermine what the Historic District Commission will decide. The image provided of the door with the side light is a drastic difference from the double doors currently on the building. The house dates to 1880 and is within the Historic District, so I would expect that there will be questions for the property owner from the Commission at the very least. I have reached out to the property owner and left a message for him to call me to discuss the path forward.

Regards,

Ann Marie Townshend, AICP, CC-P
 Planning Consultant
 City of Dover

From: Gregory Madrigale <gmadrigale@powerhr.com>
Sent: Thursday, February 5, 2026 9:02 AM
To: Townsend, Ann Marie <atownsend@DOVER.DE.US>
Cc: Ann Marie Townshend <annmarie.townshend@rossitg.com>; Melson-Williams, Dawn <DMelson@dover.de.us>; Michael Klingensmith <michael.j.klingensmith@powerhr.com>
Subject: Re: EXTERNAL: Fw: 1 Kings Highway East - Window Permit

Some people who received this message don't often get email from gmadrigale@powerhr.com. [Learn why this is important](#)

Good Morning Ann Marie and Dawn

This is all information we can provide. What has the protocol been for this in the past with the historic district commission? Are they truly looking for something that is like for like, or have they been willing to make exceptions in the past? We have yet to order any product here, so if it's something we would be unlikely to move forward with we are fine with walking away from this job. If we feel like the door is something that would be approved with no problem, let us know and we'll send over the photos, specs, etc

Thanks!

Gregory Madrigale

Project Services
 Power Home Remodeling
O: 610.874.5000 x6665

PowerHRG.com

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On Jan 30, 2026, at 3:39 PM, Gregory Madrigale <gmadrigale@powerhr.com> wrote:

Adding our Project Manager, Mike Klingensmith, who was out at the home to measure to this one to help out.

Gregory Madrigale

Project Services

Power Home Remodeling

O: 610.874.5000 x6665

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On Jan 30, 2026, at 1:47 PM, Townsend, Ann Marie <atownsend@DOVER.DE.US> wrote:

Good afternoon.

The permit for the door will need to be referred to the Historic District Commission. Replacing the historic double doors with a single door and skylight will alter the appearance of the historic building. The next Historic District Commission meeting is on February 19. In order for them to review the permit, we need a photo of what is there now, including measurements of the existing doors and transom, as well as measurements for the proposed door, transom and sidelight.

I have copied Dawn Melson-Williams on this email. She will prepare the submission for the Historic District Commission, so she will need to be included on any emails at this point. We need confirmation of whether the property owner wants to pursue Historic District Commission review of this application by February 9 so that we can prepare the agenda accordingly.

Thank you,

Ann Marie Townshend, AICP, CC-P
Planning Consultant
City of Dover

From: Ann Marie Townshend <annmarie.townshend@rossitg.com>
Sent: Friday, January 30, 2026 1:40 PM
To: Townsend, Ann Marie <atownsend@DOVER.DE.US>
Subject: EXTERNAL: Fw: 1 Kings Highway East - Window Permit

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From: Gregory Madrigale <gmadrigale@powerhr.com>
Sent: Friday, January 23, 2026 3:58 PM
To: Ann Marie Townshend <annmarie.townshend@rossitg.com>
Subject: Re: 1 Kings Highway East - Window Permit

Thanks for the quick response

All the windows will be replaced in the exact same style including grids. As far as trim, we typically install a PVC coated aluminum with wood grain texture in order to preserve the integrity of the existing wood. We can match most existing colors as needed. If the original trim needs to remain we have alternate install techniques to keep the existing trim visible.

As for the door, because it was a double door of a non standard opening size we would be matching the color and replacing the transom window above it, as well with our largest single door width offering with a sidelight, to fit properly and to appear as close to the original as possible. Here is a photo of what we would be placing there:

<image001.jpg>

Gregory Madrigale

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On Jan 23, 2026, at 3:14 PM, Ann Marie Townshend
 <annmarie.townshend@rossitg.com> wrote:

Typically, we allow vinyl as long as they are similar in appearance to the original. For example, if what is there now has grids, the replacements need to have grids as well.

Will the wood trim surrounding the windows remain?

And what details to you have related to the door?

Thank you!

Ann Marie Townshend, AICP, CC-P

Senior Project Manager

(c) 302.242.0381 (o) 302.672.0093

AnnMarie.Townshend@Rossitg.com

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From: Gregory Madrigale <gmadrigale@powerhr.com>

Sent: Friday, January 23, 2026 1:01 PM

To: Ann Marie Townshend <annmarie.townshend@rossitg.com>

Subject: 1 Kings Highway East - Window Permit

Good afternoon

Following up on our call from a few minutes ago. I'm just looking to find exactly what we'll need to have the permit/historical society approval. I can confirm all windows will be replaced like for like in style, color, and grid pattern. Replacement windows will be vinyl, so if that is a disqualifying factor we can put a stop to those right away.

Please let me know requirements and what specs and photos I can provide to help move this along.

Thank you!

Gregory Madrigale

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From: [Ann Marie Townshend](#)
To: [Melson-Williams, Dawn](#)
Subject: EXTERNAL: Fw: 1 Kings Highway East - Window Permit
Date: Tuesday, February 10, 2026 4:43:24 PM

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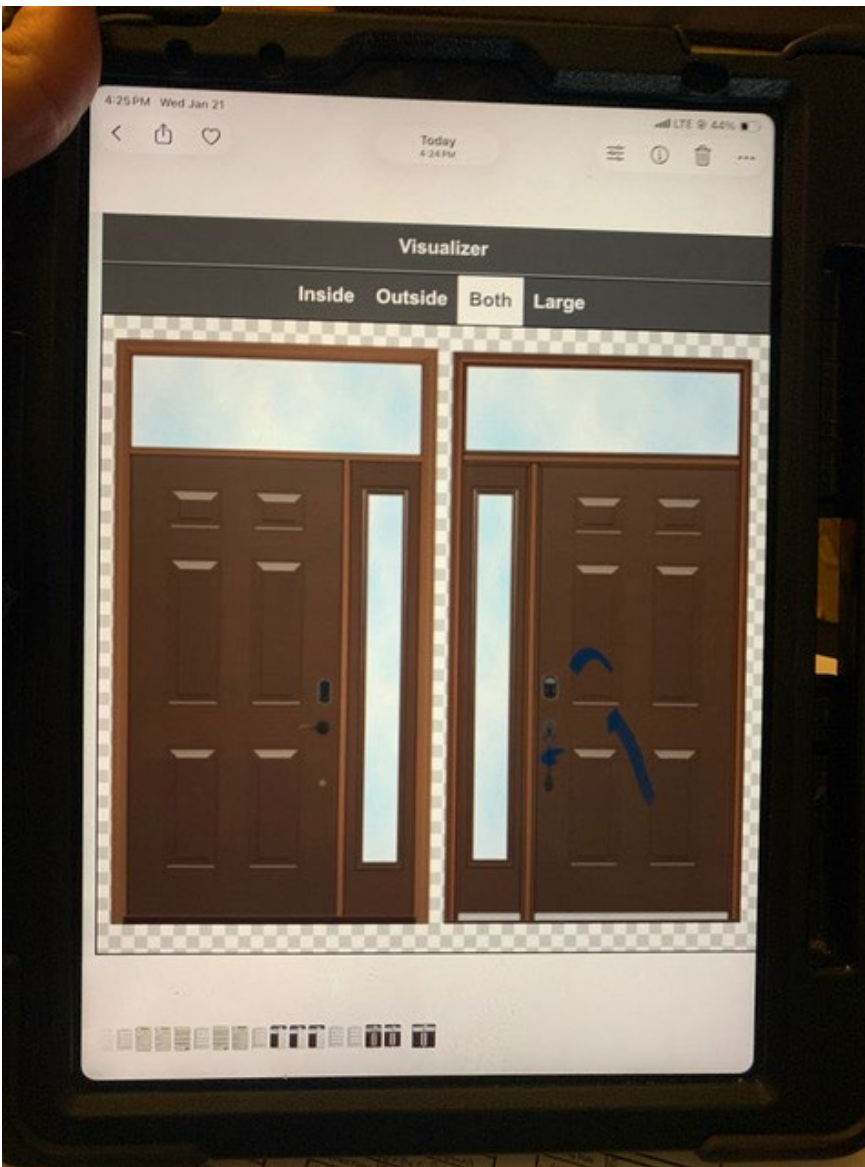
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To: Ann Marie Townshend <annmarie.townshend@rossitg.com>

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Chapter 3

Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings

Introduction

These design guidelines are intended to provide standards for a range of treatments to existing historic buildings within the Dover Historic District zone. It is hoped that while these guidelines will both suggest and require certain historic preservation practices, they will also educate the property owners of Dover as to the proper maintenance and care of their historic buildings.

These guidelines are a part of the process of raising the preservation 'consciousness' of Dover, a City with a very strong sense of its own history and a very strong desire to preserve its history. These guidelines are merely a tool by which Dover may preserve itself. Just as a city changes, so do ideas through which the citizens and government of Dover approach preservation. These guidelines will promote a certain sophistication to the level of discourse within the City regarding historic preservation, and that discourse will soon outreach these guidelines, requiring their revision. This is all a part of the process of preservation.

Because of the diversity of architectural periods, styles, building types and neighborhoods found in Dover, and because it

is not possible to write a recipe for good design, these guidelines are intended to be as flexible as possible. The flexibility of these guidelines recognizes that there are several solutions to most problems. Further, it is a fact that while one solution may be favorable over another, there may be circumstances, financial or otherwise, that make a particular treatment difficult or impossible to undertake. These guidelines thus recognize the financial constraints on any homeowner and that the favored preservation practice may be beyond the means of some homeowners.

The flexibility of the guidelines is linked to the building permit process. For most types of treatments, guidelines are grouped under the categories of "Recommended," "Not Recommended," and "Inappropriate." Guidelines that are "Recommended" represent the best preservation practice, that is, those treatments that are most respectful of existing historic fabric. Projects that follow the "Recommended" guidelines should receive an Architectural Review Certificate with little or no comment. Projects that employ treatments that are "Not Recommended" may or may not receive an Architectural Review Certificate, depending upon the evaluation and

determination by the Historic District Commission of the overall impact of those treatments on the character of the structure and the Dover Historic District zone as a whole. Projects that employ "Inappropriate" treatments should not receive an Architectural Review Certificate, unless there are extenuating circumstances that warrant approval.

The diversity of neighborhoods and building types within Dover has determined that another kind of flexibility be written into the guidelines. As discussed in Chapter 2, four historic contexts have been identified, each with its own preservation recommendations. There is a certain amount of overlap in the design guidelines to be followed within each district; mortar for repointing should always be as soft as existing historic mortar, for instance. There are also guidelines that are specific to individual historic contexts; vinyl siding is "Not Recommended" in the Victorian Context, but it is 'Inappropriate' within the Green, Loockerman and Capitol Square Contexts. These context-specific guidelines recognize that there are different preservation objectives for different parts of the Dover Historic District zone. They also recognize that more flexibility may be required in areas that contain low and middle income homeowners.

These guidelines recognize that healthy cities grow and change, that Dover will continue to grow into the 21st century, and that it is not, nor should it be, the intention of the City to restore Dover to an earlier period of time. These guidelines are based in the commitment that growth and change must be complementary to historic preservation, and vice versa. While preservation sometimes conflicts with growth and change, it has been the widespread experience in towns, small

cities and large cities around the United States that a downtown with a unique historic character will attract new development. Conversely, the financial resources that new development bring to a city or town can support the goals of historic preservation by providing jobs that make home ownership possible, attracting shoppers to local businesses, and contributing to the tax base.

These guidelines attempt to establish a balance between the mandate to preserve the historic character of Dover and the compelling forces of new development. A successful balance will be mutually beneficial to both preservation and new development.

The Design Guidelines for maintenance, repair, preservation and restoration of historic buildings presented here are intended to preserve the distinct historic character of the Dover Historic District zone. The preservation of the historic character of the District is largely a function of the preservation of the existing historic building fabric. Therefore, these guidelines stress the retention, repair and proper maintenance of existing historic architectural fabric.

The preservation philosophy underlying these guidelines is based on the *Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings* that are discussed in detail in Chapter 2 of this document. Those standards may be summarized as follows:

- The proper maintenance of historic building fabric underlies any recommendations with regard to historic preservation.
- It is always preferable to retain and repair existing historic building fabric, rather than replace it with new materials.

- When replacing historic building materials that are irreparably deteriorated, replacement should be in-kind, using materials and craftsmanship that match as closely as possible the existing historic fabric that is being removed.
- Restoration (returning a building to a specific, previous condition or appearance) should be undertaken only when sufficient documentation or evidence exists to determine historic conditions at a specific, significant period of a building's history. Because history accrues to buildings over time, it is recommended that later historic fabric should not be removed in order to restore a building to an earlier appearance.
- When adequate documentation is not available to restore a building accurately to a previous appearance, and the building has lost its historic integrity, speculative restoration should not be attempted. Rather, it is recommended that a contemporary design be developed that will be sympathetic and complementary to the existing building or adjacent structures.

Doors, Windows, and Shutters

Introduction

Doors, windows and shutters are the moving parts of building exteriors. As such, they are subject to hard and frequent use. They are also critical elements in regulating the passage of light, air, rain and people into the interior of the building.

These elements are also critical in determining the architectural character of individual

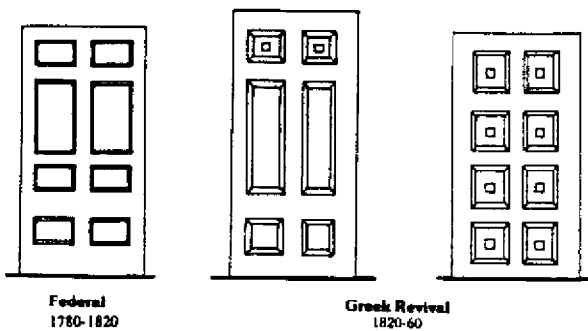
buildings. The correct preservation of existing historic doors, windows and shutters as well as the appropriate design of their replacements is absolutely essential to the maintenance of the character of individual buildings and their context within a historic district.

The repair and replacement of existing original or historic doors, windows and shutters should be in-kind, that is, to match existing conditions as close as possible. Attention should be paid to the size, species and profile of the piece or element requiring repair or replacement. Custom millwork may be required if stock millwork matching existing conditions is unavailable. Replacement of existing non-historic doors should be appropriate to the age and character of the building.

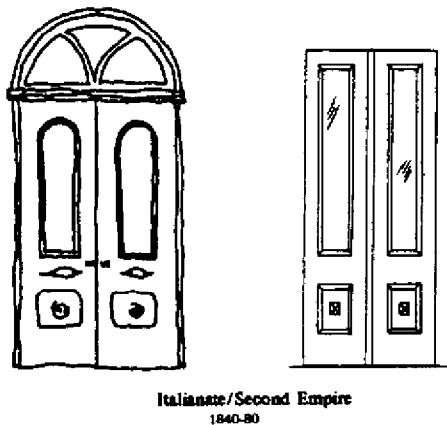
Doors

Paneled doors have been used during every period of Dover architecture, and in every building type found in the four historic contexts. The technology to produce flush doors is a very recent phenomenon, having mostly to do with the development of inexpensive glues. Panel trim and moldings have varied over time as have the configuration of the panels and the use of glazing in the panels.

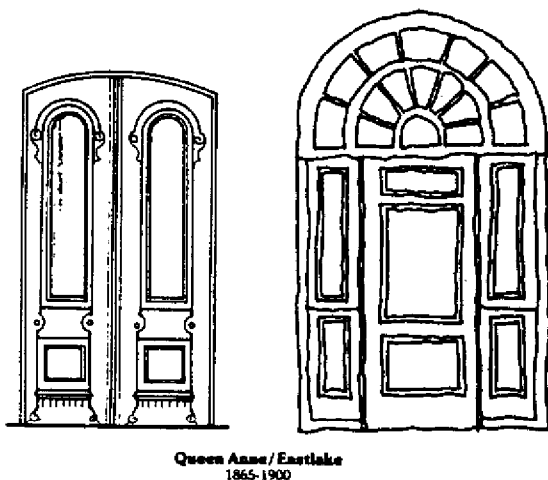
Typically, Federal style residential doors were divided simply into several rectangular panels in two sizes. The molding profiles on Federal style doors were usually limited to simple beads. Greek Revival doors tend to be highly stylized with the repetitive use of one panel size, often a square. Panel moldings are flat and a vertical center bead used occasionally to simulate two doors. Opening surrounds often had splayed trim.



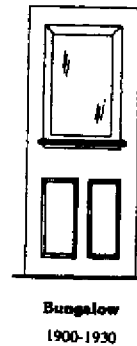
Italianate and Second Empire style residential doors were more ornate with elongated vertical panel shapes, glazed upper panels and deeper and more complex molding profiles.



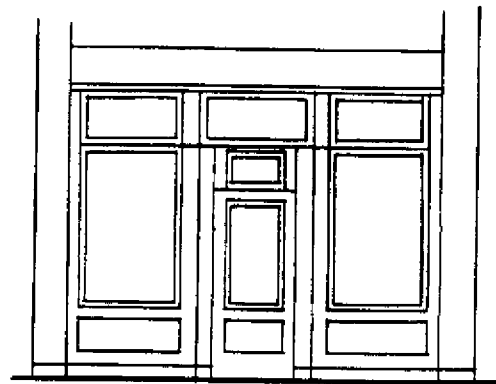
The Queen Anne and Eastlake styles of residential architecture introduced further levels of ornament, including gouged, carved and incised profiles, sometimes with arched and curved panel shapes.



The overall simplicity of the Bungalow style is evident in the design of doors. Bungalow doors were often single glazed doors with simple raised panels. Paneled doors also continued to be prevalent and had 4, 5, 6, or even 8 panels.



The design of doors for commercial establishments, such as those that are on Loockerman Street, typically remained consistent during the late 19th and early 20th centuries. Shop doors were either single or double doors, often with a transom above. The doors themselves were usually paneled below with a glass pane inset above. Steel and bronze frame storefront 'systems' began to appear after 1920. For a further discussion of doors for commercial buildings, see the discussion of storefronts and signage in Chapter 5.



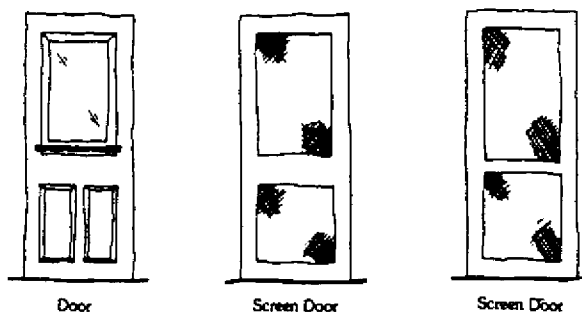
Typical design for late-19th/early-20th century storefront

Doors in the Capitol Square context have been and should remain wood panel doors.

Design Guidelines for doors are as follows:

Recommended

- Retain and repair as much historic door fabric as possible. Repair should be in-kind, to match existing size, species, profile and configuration.
- If existing historic doors or screen doors are deteriorated irreparably, replace in-kind, to match existing size, species, profile, and configuration.
- Replace inappropriate doors with doors appropriate to the period and style of the building.
- Screen and storm doors should be wood and kept as simple as possible, except in the cases of Queen Anne and Eastlake styles, which may be more elaborately composed and detailed. Except for screen doors that are a part of a screened porch enclosure, horizontal and vertical rails of screen doors should align and coincide with those of the door behind.

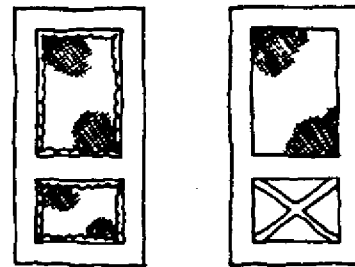


Screen Doors To Align With Doors

- Storm doors that are designed to have one large opening and that allow the door behind to be visible are recommended.

Not Recommended

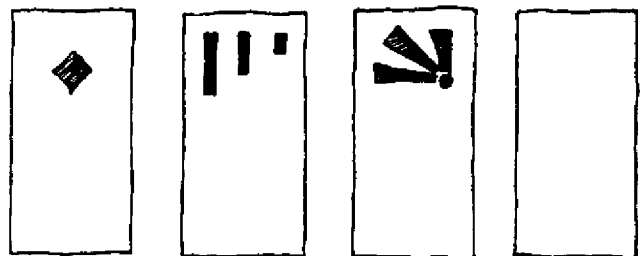
- Aluminum doors and aluminum screen doors are not recommended in the Victorian and Loockerman historic contexts and in the Capitol Square context.



Not Recommended

Inappropriate

- Modern flush doors are inappropriate on the exterior of buildings within the Dover Historic District zone.



Inappropriate

- Doors of an earlier (or otherwise inappropriate) style than the building are inappropriate.
- Glazed doors containing windows with snap-in muntins or masking tape to simulate divided lights are

inappropriate in the Dover Historic District zone.

- Enclosure of existing transoms and sidelights is inappropriate.
- Aluminum doors and screen doors are inappropriate in the Green historic context.

Windows

The history of window design, until recently, can be seen as a continuous attempt to increase the size of glazed openings. Thus throughout the 19th century (especially in commercial design), opening sizes increased, glass panes got larger, and muntins got thinner. Only the Colonial Revival represents a significant departure from this trend, in which a compromise was struck between the large sheets of available plate glass and the 6-light sash with thick muntins common in Colonial buildings. The compromise was reached in the 6-over-1 window.

Although dimensional tendencies vary, the following is a rough guide to the increase in size of individual glass panes through the first half of the 19th century:

- Colonial 6" x 8" (1600-1700)
- Georgian 8" x 10" (1700-1800)
- Federal 8" x 10", 11" x 14", 11" x 16" (1780-1820)
- Greek Revival 11" x 16", 11" x 18", 12" x 20" (1820-1860)

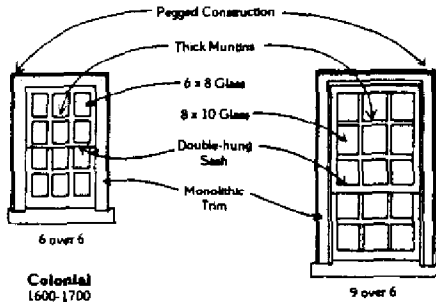
Early window casing was usually planed out of one piece; built-up moldings became commonplace in the Federal period and were virtually standardized by the end of the 19th century.

Typically, there was a wider range of sizes available in any given period, so the above summary should not be considered to be without exception. It is generally the case, however, that windows in any given period were proportioned so that the width was roughly 3/4 that of the height.

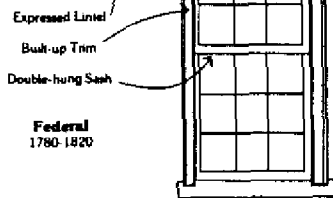
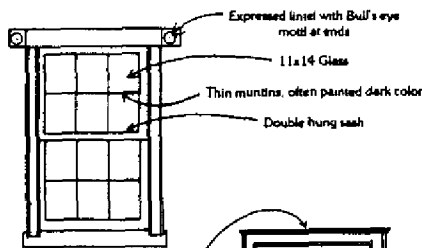
The following Design Guidelines should provide information relevant to deliberations of the Historic District Commission when considering applications for Architectural Review Certification in the Dover Historic District zone in which existing windows are affected.

Recommended

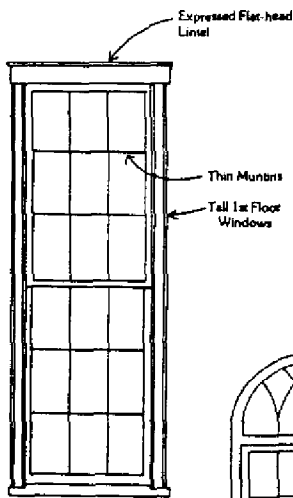
- Repairing existing historic windows with in-kind materials is always preferable to replacing windows.
- When existing historic windows are irreparable, replacement windows should replicate as closely as possible existing historic window details, including pane configuration and muntin, mullion, casing and trim profiles.
- Replacement windows should have the same operating characteristics as the original windows (i.e., double-hung windows should replace double-hung windows, casement windows should replace casement windows, etc.).
- Use only clear glass in existing historic or replacement windows.
- Window opening sizes and shapes should not be changed to accommodate replacement windows.



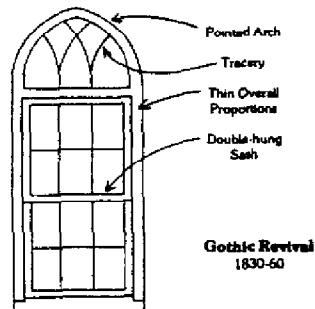
Colonial
1600-1700



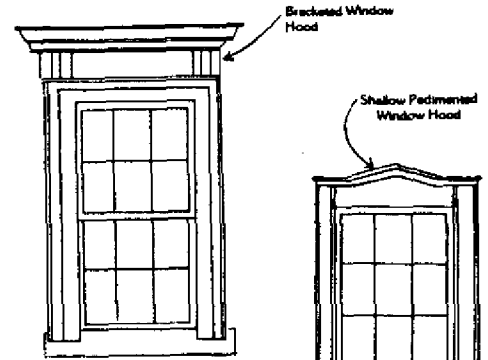
Federal
1780-1820



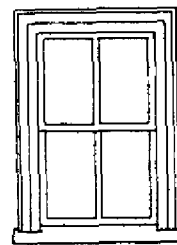
Greek Revival
1820-60



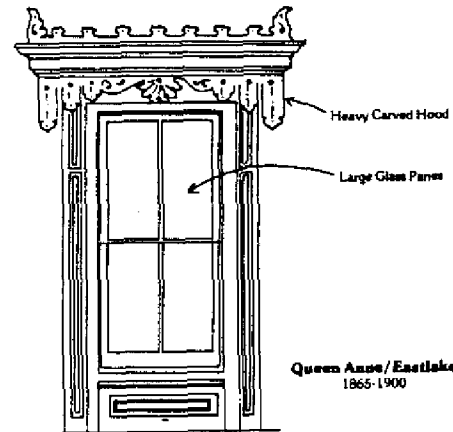
Gothic Revival
1830-60



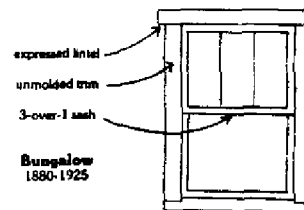
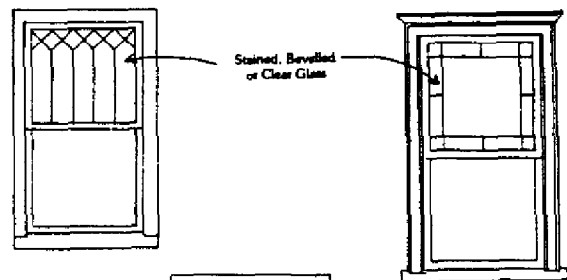
Italianate
1840-90



Italianate
1840-90



Queen Anne/Eastlake
1865-1900



Bungalow
1880-1925

- Historic stained or leaded glass should be repaired or restored. This work should be accomplished by a trained leaded glass artisan, using the gentlest means possible. If leaded glass panels are irreparable, and if restoration is not possible, they should be removed and stored in a manner that will allow future restoration.
- The rails of window screens and storm windows should match the rails of windows behind.



Window

Screens

- New awnings should be attached in a manner that does not harm the existing building and should be of fabric and not of rigid material.

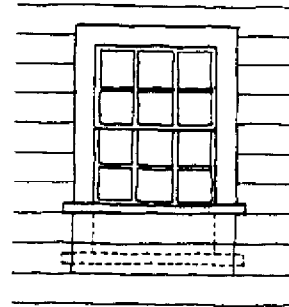
Not Recommended

- Replacing windows that are restorable is not recommended.
- Air conditioners should not be inserted in windows on the primary facade of buildings in the Dover Historic District zone.

Inappropriate

- Window opening sizes and shapes should not be changed to accommodate replacement windows or

to accommodate new interior furnishings or cabinetry.



Inappropriate Altering of Window Opening

- Contemporary picture windows are inappropriate in the Dover Historic District zone on buildings built before 1940.
- False muntins for divided lite wood windows are inappropriate. They are easily detectable from a distance.
- Smoked, tinted or reflective glass is inappropriate in existing historic or replacement windows.
- Slider windows are inappropriate.

Shutters

Wood shutters are quite common on houses in the Victorian and Green historic contexts. Although few people presently put them to their intended use, their original purpose was to provide security and privacy, to permit ventilation while keeping rain and sunlight out, and acting as storm sash during heavy rains. Presently, shutters are most often fixed in place and serve as attractive elements in the designs of the facades of the residences of the Dover Historic District zone.

