



CITY OF DOVER, DELAWARE
HISTORIC DISTRICT COMMISSION MEETING
Thursday, December 19, 2024 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 December 19, 2024 will be held in City Hall 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 December 19, 2024

Join by Phone: 1-650-479-3208

Access code: 253 892 70010

Password from Phones: 36837432

Join Online: <https://bitly/HDCMeeting12192024>

Webinar Number: 2538 927 0010

Webinar 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 October 17, 2024

COMMUNICATIONS & REPORTS

Summary of Activity

- [2.](#) Summary of Applications 2023 and 2024
- [3.](#) Summary of Architectural Review Certificates for 2024

Department of Planning & Inspections Updates

NEW APPLICATIONS

- [4.](#) HI-24-09 Dover Mobility Center Garage at 133 S. Governors Avenue – Public Hearing and Review for Recommendation on Architectural Review Certification for construction of a four story, 400-space multi-purpose parking garage structure to be known as the Dover Mobility Center Garage. The subject site involves six parcels in the block between S. Governors Avenue and S. Bradford Street north of Minor Street Alley. The properties are zoned C-2 (Central Commercial Zone) and subject to the H (Historic District Zone). The owners of record are the Downtown Dover Partnership, City of Dover, Capital City Transformation Alliance, and CEI Properties LLC. Property Addresses: 133 S. Governors Avenue, 139 S. Governors Avenue, 145 S. Governors Avenue, 136 S. Bradford Street, 148 S. Bradford Street, and 150 S. Bradford Street, Dover. Tax Parcels: ED-05-077.09-02-10.00-000, ED-05-077.09-02-09.00-000, ED-05-077.09-02-08.00-000, ED-05-077.09-02-24.00-000, ED-05-077.09-02-25.00-00, and ED-05-077.09-02-27.00-000. Council District 4.

NEW BUSINESS

Review of Permits Referred to Commission

Annual Meeting of Historic District Commission

- [5.](#) Election of Chair and Vice-Chair
- [6.](#) Meeting & Deadline Schedule for 2025 DRAFT

OLD BUSINESS

Certified Local Government (CLG) Program

Implementation of 2019 Comprehensive Plan

ADJOURN

Posted: December 11, 2024

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

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-23-01	Lands of Shank Shack, LLC: Parking Lot Improvements	34 The Green	Site Plan for Parking Lot Reconfiguration Improvements	Review for Architectural Review Certification of Site Plan; Public Hearing and Review by HDC 1/19/2023. Recommended approval of ArchRevCert for project.	Site Plan granted conditional approval by Historic District Commission. Administrative Site Plan review completed: Final Plan approval issued May 2023. of Administrative Building Permit #23-1668 issued 11/6/2023 to commence construction. Improvements are associated with future Kent County Family Court Project. Project underway.
HI-23-02	Referral of Fence Permit #23-781 at 147 S. New Street	147 S. New Street	Fence Permit	Permit #23-781 referred to HDC by City Planner for consultation on Architectural Review Certification; 5/18/2023 HDC recommended approval of ArchRevCert to allow height of 6-feet constructed of wood materials that may be stained (no vinyl fence).	Permit Application received 5/12/2023 and Referred to the HDC for consultation. Permit to be approved for issuance per HDC action of 5/18/2023. Permit issued 6/6/2023. Fence installed.
HI-23-03	Referral of Permit #23-987 at 43 The Green	43 The Green, John Bell House	Sign Permit for Informational Kiosk	Permit #23-987 referred to HDC by City Planner for consultation on Architectural Review Certification; 7/20/2023 HDC recommended approval of ArchRevCert to allow kiosk style sign subject to use of certain materials.	Permit Application received and Referred to the HDC for consultation. Project is installation of information kiosk of 9 SF as post and panel style sign to display information on the First State Heritage Park activities. Permit approved for issuance per HDC action of 7/20/2023 requiring the use of black metal material or painted wood for kiosk. Sign installed.
HI-23-04	Referral of Sign Permit #23-1462 at 32 W. Loockerman St	32 W. Loockerman Street	Sign Permit for 2 Business Tenants	Permit #23-1462 referred to HDC by City Planner for consultation on Architectural Review Certification; 10/19/2023 HDC recommended approval of ArchRevCert for window signs and signs on metal band.	Permit Application received and Referred to the HDC for Consultation. Project is installation of signage for two tenants. HDC recommended Revised Signage. Permit approved for part of window sign portion of project; sign installed.

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-23-05	Referral of Demolition Permit #23-1521 at 153 S. Bradford St	153 S. Bradford Street	Demolition Permit for Demolition of Second Floor	Permit #23-1521 referred to HDC by City Planner for consultation on Architectural Review Certification; deferred from October 19, 2023 HDC Meeting at request of Applicant. Consideration began at November 16, 2023 HDC Meeting; action pending submission of additional information.	Building condemned by Code Enforcement, Case #23-3847. Permit Application received for Partial Demolition and Referred to the HDC for Consultation. Project seeks to demolish the second floor of the masonry building and construct flat roof system. Supplemental Engineering Report received 2/5/2024 and forwarded to Code Enforcement Staff. Permit #23-1521 was withdrawn as new Permit #24-427 for renovation/repair of masonry filed in April 2024 and approved for issuance. Renovation work complete.

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-24-01	Referral of Fence Permit #23-1868 at 146 S. State Street	146 S. State Street	Fence Permit	Permit #23-1868 referred to HDC by City Planner for consultation on Architectural Review Certification; 1/28/2024 HDC deferred action on ArchRevCert seeking additional information on its materials, location, and another nearby fence. 2/15/2024 HDC granted ArchRevCert subject to conditions.	Permit Application received 12/13/2023 and Referred to the HDC for consultation. The Fence is subject to Code Enforcement Case #23-3983 for installation without a Permit. It is a vinyl fence that is six foot in height. HDC granted ArchRevCert subject to conditions: Fence #2 must be wood and 4 feet in height. Fence #1 due to location can remain at vinyl at 6 feet. Permit issued in April 2024. Part of Fence removed.
HI-24-02	Building Demolition at 148 S. Bradford Street	148 S. Bradford Street	Review for Architectural Certification for Demolition	Public Hearing and Review for Architectural Review Certification by HDC on 5/16/2024. Action to deny ArchRevCert.	Request to demolish existing building (currently used as offices). HDC denied ArchRevCert for demolition. Applicant filed an Appeal to the Planning Commission; Appeal considered by Planning Commission on 6/17/2024. Planning Commission granted approval of ArchRevCert to allow Demolition of Building.
HI-24-03	Building Demolition at 150 S. Bradford Street	150 S. Bradford Street	Review for Architectural Certification for Demolition	Public Hearing and Review for Architectural Review Certification by HCD on 5/16/2024. Action to deny ArchRevCert.	Request to demolish existing building (currently used as offices). HDC denied ArchRevCert for demolition. Applicant filed an Appeal to the Planning Commission, Appeal considered by Planning Commission on 6/17/2024. Planning Commission granted approval of ArchRevCert to allow Demolition of Building.

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-24-04	Legislative Hall Parking Garage at 425 East Avenue	425 East Avenue, corner of East Avenue/ E. Water Street and Martin Luther King Jr. Boulevard South	Site Plan Review for Architectural Review Certification	Public Hearing and Review for Recommendation on Architectural Review Certification by HDC on 5/16/2024. Recommended approval of ArchRevCert for project.	Site Development Plan review for new Parking Garage Structure and associated site improvements. Recommendation on ArchRevCert will be forwarded to Planning Commission for future consideration during Site Plan review process. Application filed with Board of Adjustment for variances related to floodplain requirements; BOA considered on 6/20/2024 and granted approval of two variances (V-24-01). Site Plan Application (S-24-14) filed and granted conditional approval and ArchRevCert by Planning Commission on 9/16/2024. Applicant working to finalize Site Plan documents.
HI-24-05	Building Demolition at 120 S. Governors Avenue	120 S. Governors Avenue	Review for Architectural Certification for Demolition	Public Hearing and Review for Architectural Review Certification by HDC on 6/20/2024. Granted approval of ArchRevCert to allow Demolition of building.	Request to demolish existing commercial building (was Acme grocery store then recent tenants of auto parts store and a Child Day Care Center). Demolition Permit issued and demolition activities underway in Fall 2024. Demolition of building completed.
HI-24-06	Delaware Supreme Court Building Addition and Renovations	55 The Green	Site Plan Review for Architectural Review Certification	Public Hearing and Review for Action on Architectural Review Certification by HDC on 9/19/2024. Granted approval of ArchRevCert to allow building addition.	Review of ArchRevCert for one story Building Addition. Project is subject to an Administrative Site Plan process; Administrative Site Plan filed and currently under review.

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-24-07	Legislative Hall Building Addition	411 Legislative Avenue	Site Plan Review for Architectural Review Certification	Public Hearing and Review for Recommendation on Architectural Review Certification by HDC on 10/17/2024. Recommended approval of ArchRevCert for project.	Site Development Plan review for Building Addition and Plaza Area and associated site improvements. Recommendation on ArchRevCert will be forwarded to Planning Commission for future consideration during Site Plan review process. Site Plan Application filed and granted conditional approval with ArchRevCert by Planning Commission on November 18, 2024.
HI-24-08	Referral of Building Permit #24-1399 at 21 N. American Avenue	21 N American Avenue (and previously 19 N American Avenue)	Building Permit	Permit #24-1399 referred to HDC by City Planner for consultation on Architectural Review Certification; Scheduled for HDC Review on 10/17/2024. Recommended Approval of ArchRevCert subject to conditions.	Permit Application received 9/25/2024 and Referred to the HDC for consultation. Project for demolition of rear addition, rebuild of rear addition, renovation to first rear addition, remove asbestos siding and reclad with vinyl siding, and porch renovations. HDC per conditions of ArchRevCert allowed demolition of rear addition and reconstruction, recladding with vinyl siding, and minor change to rear window placements. Permit to be issued subject to conditions.
HI-24-09	Dover Mobility Center (Parking) Garage	133 S Governors Avenue, 139 S Governors Avenue, 145 S Governors Avenue, 136 S Bradford St, 148 S Bradford St, 150 S Bradford St	Site Plan Review for Architectural Review Certification	Public Hearing and Review for Recommendation on Architectural Review Certification scheduled for review for recommendation by HDC on 12/19/2024.	Site Development Plan review for Dover Mobility Center (multi-purpose Parking Garage) and associated site improvements. Recommendation on ArchRevCert will be forwarded to Planning Commission for future consideration during Site Plan review process. Site Plan Application (S-25-01) just filed and anticipated to be scheduled for Planning Commission review in January 2025.

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
1/26/2024	24-67	28 W Loockerman St, The Hive	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations - storage area wall.
2/21/2024	23-887	29 N State St, Office	Sign Permit	Staff Approval. No ArchRevCert required for interior work.	Installation of monument sign in State building sign format.
2/5/2024	24-84	3 S American Avenue, Offices	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations of office space.
2/23/2024	24-159	89 Kings Hwy SW, Richardson & Robbins Building	Roof Permit	No Planning Staff Review.	Roof replacement project.
2/26/2024	24-198	401 Federal Street, Townsend Building	Building Permit - Exterior Improvements	Staff Approval	Repair and reconstruction of ADA ramp system on north side of building and parking lot areas improvements.
3/4/2024	21-1660	215 W Loockerman Street, Mountain Consulting	Building Permit - Exterior Renovations	Staff Approval	Renovations to entry door and creation of vestibule entry area with storefront door/window system.
3/19/2024	23-1383	8 The Green	Building Permit - Exterior Renovations	Staff Approval	Replacement of wooden egress stair to side/rear of building.
3/25/2024	23-1868	146 S State Street, Offices	Fence Permit	HDC Consultation on ArchRevCert 1/18/2024 and 2/15/2024; Staff approval per ARC	Fences built without a permit; Code Enforcement Case. Referral of Fence Permit as HI-24-01. HDC approved with conditions: Fence #1 to remain a 6-foot vinyl as limited visibility; Fence #2 to be replaced by 4-foot wood fence.
3/25/2024	23-1874	1 Kings Hwy NE	Roof Permit	No Planning Staff Review.	Replacement of roof on back of house.
3/25/2024	24-147	108 W Loockerman St	Roof Permit	No Planning Staff Review.	Roof replacement project.
4/23/2024	24-455	217 W Loockerman St	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations for fire walls and rear door to storage area.
4/29/2024	24-566	147 S Governors Avenue, Pastries Deli & More	Sign Permit	Staff Approval	Installation of hanging sign for business tenant.

2024 Permit Activity in the Historic District
Updated thru 11-30-2024

Item 3.

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
5/8/2024	24-546	151-181 Kings Hwy SW, Woodburn	Administrative Permit	Staff Approval.	Brick repair and repointing of patio areas.
5/23/2024	24-697	501 S State Street, Christ Church	Temporary Sign Permit	Staff Approval.	Temporary Banner installed June-July.
6/26/2024	24-570	231 W Loockerman Street	Building Permit - Interior Renovations	Staff Approval. No ArchRevCert required for interior work.	Interior renovations for two apartment units.
6/25/2024	24-709	43 The Green, John Bell House	Fence Permit	Staff Approval.	Installation of wood picket fence to comply with maximum 4-foot height. Original materials revised to comply with DS&G.
6/27/2024	24-897	136 W Loockerman Street, Key to Life Juice Bar	Sign Permit	Staff Approval	Installation of window sign and hanging blade sign for new business tenant
6/28/2024	24-921	29 S State Street, Ward & Taylor Law Office	Sign Permit	Staff Approval	Installation of wall sign and post sign for new office tenant
7/22/2024	24-123	26 S State Street, Apartment Building	Building Permit - Renovations	Staff Approval	Replace rear egress stairs in area at rear of building - not visible from street right-of-way
8/13/2024	23-1492	32 W Loockerman St, Fears Barber & Beauty Shop	Sign Permit	Staff Approval per previous Sign Permit Referral to HDC at HI-23-04	Installation of two window signs (vinyl applied to window) for Barber and Beauty Shops; other Fears Promotions Signage not included in this permit.
8/1/2024	24-757	223 S State Street	Roof Permit	Staff Approval	Existing flat roof on upper third floor roof to be replaced with EPDM roofing. Location is not visible.
8/6/2024	24-894	89 Kings Hwy SW, Richardson & Robbins Building (DNREC)	Fence Permit	Staff Approval	Replacement of existing 8 ft. Fence to include privacy slats in rear location that is not visible from right-of-way.

2024 Permit Activity in the Historic District
Updated thru 11-30-2024

Item 3.

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
8/13/2024	24-1150	32 W Loockerman St, Fears Promotions	Sign Permit	Staff Approval. Signs related to previous Sign Permit Referral to HDC in HI-23-04.	installation of window and wall signs for Fears Promotions (Boxing). Wall signs revised to vertical format rather than horizontal.
9/3/2024	24-908	523 S State Street, Christ Episcopal Church	Temporary Sign Permit	Staff Approval	Installation of Banner for period of 60 days.
9/9/2024	24-1123	21 N State Street, State Street Assisted Living	Sign Permit	Staff Approval	Installation of replacement signs at parking lot entrances, hanging signs on front porch, and monument sign for facility.
9/3/2024	24-1237	120 S Governors Avenue	Demolition Permit	Staff Approval per HDC issued ArchRevCert for HI-24-05 to allow Demolition.	Demolition of "Old Acme Building" and stabilization of site. Redevelopment will be subject to future Site Plan/ArchRevCert review process.
10/25/2024	22-1164	537 S State Street	Roof Permit	No Planning Staff Review.	Roof Permit to replace existing shingle roof.
11/6/2024	24-1573	136 E Water Street, DSEA Office Building	Window Permit	No Planning Staff Review.	Replacement of windows.

ARCHITECTURAL REVIEW STAFF REPORT

Before Dover Historic District Commission

December 19, 2024

<u>Application:</u>	Dover Mobility Center Garage, HI-24-09
<u>Owners:</u>	Downtown Dover Development Corporation (Downtown Dover Partnership) The Downtown Dover Development Corp. – Dover Parking Authority as the (Downtown Dover Partnership) City of Dover Capital City Transformation Alliance CEI Properties LLC
<u>Location:</u>	North of Minor Street Alley between South Bradford Street and South Governors Avenue
<u>Addresses:</u>	133 S. Governors Avenue, 139 S. Governors Avenue, 145 S. Governors Avenue, 136 S. Bradford Street, 148 S. Bradford Street, and 150 S. Bradford Street, Dover
<u>Tax Parcels:</u>	ED-05-077.09-02-10.00-000, ED-05-077.09-02-09.00-000, ED-05-077.09- 02-08.00-000, ED-05-077.09-02-24.00-000, ED-05-077.09-02-25.00-00, and ED-05-077.09-02-27.00-000
<u>Additional Parcel:</u>	The adjacent parcel at 132 S. Bradford Street (ED-05-077.09-02-23.00-000 owned by City of Dover) may become part of the project area to address site improvements i.e. stormwater management, tree plantings, etc. It does not include the proposed building.
<u>Project Area:</u>	estimated at 0.8577 acres +/-
<u>Present Uses:</u>	Parking Lot and Two Residential-Style Buildings Used as Offices
<u>Proposed Use:</u>	Mobility Center Parking Garage Structure
<u>Present Zoning:</u>	C-2 (Central Commercial Zone) H (Historic District Zone)
<u>For Consideration:</u>	Architectural Review Certification

Note: This Review Report was initially prepared by Staff of the Rossi Group (under a Planning Services contract with the City of Dover). The Report was completed with additional review and editing by the City's Planning Office.

I. PROJECT DESCRIPTION:

The Historic District Commission will act on a recommendation for an Architectural Review Certificate for a Site Development Plan Application for the proposed construction of a four-story, 400-space multi-purpose garage in Downtown Dover, to be located on what is currently six parcels of land located north of Minor Street Alley, east of South Governors Avenue, and west of South Bradford Street. The approximate 0.8577 acre +/- project area includes existing surface parking lots and two residential-style buildings most recently used as office space. The property is zoned C-2 (Central Commercial Zone) and is subject to H (Historic District Zone). The owners of record include the Downtown Dover Partnership; City of Dover; Capital City Transformation Alliance; and CEI Properties LLC. Property Addresses: 133 South Governors Avenue, 139 South Governors Avenue, 145 South Governors Avenue, 136 South Bradford Street, 148 South Bradford Street, and 150 South Bradford Street. Tax Parcels: ED-05-077.09-02-10.00-000, ED-05-077.09-02-09.00-000, ED-05-077.09-02-08.00-000, ED-05-077.09-02-24.00-000, ED-05-077.09-02-25.00-00, and ED-05-077.09-02-27.00-000. Council District 4.

It is noted that the adjacent parcel at 132 S. Bradford Street (ED-05-077.09-02-23.00-000 owned by City of Dover) may become part of the project area to address site improvements i.e. stormwater management, tree plantings, etc. It does not include the proposed building. In the updated submission (received December 11, 2024), this parcel is depicted as open space for a pocket park/stormwater retention area.

Surrounding Land Uses

This subject project area location north of Minor Street Alley, east of South Governors Avenue, and west of South Bradford Street is within the Downtown Development District. As previously noted, all six parcels are zoned C-2 (Central Commercial Zone). Properties immediately adjacent to the subject project location are zoned C-2 (Central Commercial Zone), with other nearby properties zoned RGO (General Residence and Office Zone). The surrounding properties are also within the H (Historic District Zone). In the remaining portions of the block to the north of the subject area are a service establishment (dry cleaner), other surface parking lots, the Dover Fire Department Station #1, a church building, and several mixed-use buildings. To the south of the Minor Street Alley are mixed-use buildings (first floor commercial or office with upper for residential uses) fronting on the West Loockerman Street, the Downtown commercial corridor.

Previous Applications

The existing surface parking lot fronting South Governors Avenue was constructed in 2007, following the demolition of buildings on the site (S-07-52, HI-07-05 and HI-06-07). Based on orthophotography, the Bradford Street parking lot was constructed sometime between 1965-1992. In May 2024, the Historic District Commission reviewed applications for Architectural Review Certification for Demolition of the two residential-style buildings located at 148 South Bradford Street (HI-24-02) and 150 South Bradford Street (HI-24-03). On May 16, 2024, the Commission passed a motion to deny both applications for Architectural Review Certificates to demolish the structures, with two members voting in favor of the motion and one member voting in opposition to the motion.

Following the denial of the Architectural Review Certificates, the applicant appealed the denial to the Planning Commission, in accordance with *Zoning Ordinance*, Article 10 - Planning Commission, Section 3 Historic District Commission and Architectural Review, Section 3.23 (D). At their meeting on June 17, 2024, the Planning Commission passed a motion to reverse the Historic District Commission's denial of the Architectural Review Certificates to demolish the structures, with four members voting in favor of the motion and two members voting in opposition to the motion. This action granted approval of the Architectural Review Certification to allow Demolition of these two buildings.

II. HISTORIC PROPERTY INFORMATION

Review of Historic Maps

A series of historic maps were reviewed by Staff for preliminary information on the area and found that between 1885 and 1919, the area was predominately residential along South Bradford Street and South Governors Avenue. By 1992, 136 S. Bradford Street had been converted into a parking lot as surrounding uses shifted to a mix of commercial, offices, and residential. Around 2006-2007 the residences along South Governors Avenue were demolished. Two historic structures remain on South Bradford Street.

Property Information

The subject property area is within the Victorian Dover Historic District on the National Register of Historic Places and is located within H (Historic District Zone) as established by the City of Dover. There are four contexts that contribute to the historic character of Dover, including the Green Historic Context; the Victorian Historic Context; the Loockerman Historic Context; and the Capitol Square Historic Context. This property is located within the Loockerman Historic Context. The *Design Standards and Guidelines for the City of Dover Historic District Zone* describe this context as “a coherent, densely-built commercial area that would have an attractive mix of historic and new buildings and related parking.”

The building located at 148 S. Bradford Street is a twentieth-century, bungalow style structure that was constructed in 1930. The building located at 150 S. Bradford Street is a residential style structure and is estimated to have been constructed in the 1880s. Both structures are listed on the National Register of Historic Places as part of the Victorian Dover Historic District. Delaware's Division of Historical & Cultural Affairs identifies both as contributing properties. There are no other extant buildings in the subject area.

III. PROJECT PROPOSAL

PROJECT PROPOSAL (Submission of November 2024, and updated December 11, 2024 submission):

The application proposes construction of a Parking Garage Structure and other site improvements for the development of the Dover Mobility Center. The proposed Mobility Center is part of the centralized parking strategy proposed in the *Capital City 2030: Transforming Downtown Dover Master Plan*. The Mobility Center is also identified in the *Master Plan* as a Project Site. The project location includes the surface public parking lots fronting South Bradford Street and South

Governors Avenue, as well as the site of the two residential-style buildings for which the Planning Commission granted the Architectural Review Certificate for demolition.

The Applicant submission includes a Design Narrative, a site plan graphic, and building elevations and 3-D views. (Documents originally filed November 15, 2024 were updated with a submission of December 11, 2024 with minor design revisions.) The elements of the project are as follows:

1. Parking Garage Structure: The Parking Garage Structure is located at the lot lines of the site adjacent to Minor Street Alley, South Bradford Street, and South Governors Avenue. It is positioned at the edge of the sidewalks on South Bradford Street and South Governors Avenue. The four-story structure is being designed to include 400 parking spaces with a welcome center; public restrooms; bicycle repair shop; management office; and other support spaces on the ground level. The lower two stories of the structure are predominantly brick, while the upper stories, which are set back six feet from the lower stories, are predominantly precast concrete spandrel panels.

Exposed stair towers are located at the northwest and southeast corners of the building, where the use of glass is intended to reflect neighboring building architecture and the sky. The roof height of the northwest stair tower is 57 feet, and the roof height of the southeast stair tower is 60 feet. The ramped parking deck sits behind the building façade along the east and west elevations of the two lower stories; the ramped parking decks are visible through openings on the upper stories of west and east elevations. The south elevation includes the brick façade wrapped from the west building face and the stair tower on the east side. Between these areas, the south elevation reveals precast concrete with a parking garage appearance. The north elevation is a solid party wall for the western half of the elevation, consistent with fire code requirements, due to proximity to the property line. This area party wall is being designed to host a large mural. The remaining portion of the north elevation (the eastern half) has been revised to the precast concrete panels of the parking decks with bands of horizontal openings. Vehicle access to the garage is via entry and exit points from South Bradford Street and South Governors Avenue. Windows and double door entries are proportioned to align with neighboring buildings. Canopies are proposed to be topped with a landscaping tray system that may serve to manage stormwater runoff and visually lower the building's scale.

2. Sidewalks: As the structure will be positioned at the property lines, the sidewalk generally spans from the building to the curbline on the South Bradford Street and South Governors Avenue frontages. The application proposes expanded sidewalks at the entry points of the building and pedestrian-scale lighting along the building. The street frontage sidewalks along South Bradford Street will be brick pavers to match existing sidewalks with concrete sidewalks along South Governors Avenue. The plan proposes bike share docks along South Governors Avenue.
3. Tree Planting and Landscaping: The project plan shows some street tree plantings and grass areas between the curb and sidewalk. The project narrative mentions landscaping along the building perimeter, which is not reflected on the drawings. The drawing shows a "pocket

park/stormwater retention” area on the northeast side of the site, bounded by the parking garage and South Bradford Street on the south and east, with trees proposed to be planted in this area. This ‘pocket park’ area appears to be located on the adjacent parcel at 132 S. Bradford Street.

See the attached Design Narrative and associated graphics and drawings for detailed information on building dimensions, locations, and material choices.

In the center of the Project Area parcels is an existing Alley. It is noted that currently there is a separate Alley Abandonment Request under consideration. Application MI-24-10 Request for Alley Abandonment: Part of Alley Between S. Governors Avenue and S. Bradford Street (abandonment of an approximately 132 feet length alley segment) will be considered by the Planning Commission on December 16, 2024 and then by City Council in early 2025.

IV. ZONING REVIEW

The entire project site area is located in the H (Historic District Zone) and subject to the provisions of the *Zoning Ordinance*, Article 3 §21 and referenced sections. *Zoning Ordinance*, Article 10 §3.2 outlines the review process for Architectural Review Certification and related building height, bulk, and setback standards.

The subject project area is zoned C-2 (Central Commercial Zone.) The C-2 zone allows for “parking lots and parking structures as a principal use.” The subject property, once combined into one parcel, will have frontage on two streets, South Governors and South Bradford; Minor Street Alley is considered a side. The C-2 zone requires a zero minimum setback. The northern lot line, if treated as a side yard, has no required setback, but a minimum of five feet if provided. Please confirm whether the building placement meets this requirement. From other related project submissions, it appears that this setback ranges from 0.7 feet to 5.2 feet along the northern property lines.

The C-2 zoning district also includes some design standards provisions. See the code excerpt below:

Article 3 Section 13

13.5 *Design standards*. The following standards shall apply to the site and building development in the central commercial zone (C-2):

13.51 *Façade articulation*. Building facades should incorporate design elements to provide a base, middle, and top of the building to reinforce the pedestrian scale at the street level.

13.52 *Height*. For buildings greater than four stories in height, then the upper floors above the fourth story shall step back six feet for fifty percent of the width of the primary façade. For buildings greater than six stories, then the upper floors above the sixth floor shall step back an additional six feet on the primary façade. These step back areas may begin at a lower height than these minimums as part of the building design in order to be compatible with the character of the area.

13.53 *Step back areas*. The step back areas should be open to the sky and can be open air balcony spaces or other design architectural features that are not enclosed spaces.

13.54 *Off-street parking.* Off-street parking lots shall not be permitted to be situated between the street line and the primary facade of the principal building. Consideration should be given to locating parking to the side or rear of the building.

13.55 *Screening.* Any off-street parking lots provided shall be screened from the street line by buildings, landscaping, or other means. Off-street parking lots shall be screened from adjacent residential zones and residential uses. This screening provision does not apply to adjacent alleys.

V. Review of DESIGN STANDARDS AND GUIDELINES

The subject project area is located in the Dover Historic District Zone within the Loockerman Context. The Loockerman Context is described on pages 2-7 and 2-8 of the *Design Standards and Guidelines for the City of Dover Historic District Zone*. This *Design Standards and Guidelines* describe this context as “a coherent, densely-built commercial area that would have an attractive mix of historic and new buildings and related parking.” Location within the Dover Historic District Zone requires proposals for demolition, new construction, additions, and certain renovation or rehabilitation activities to existing buildings to receive an Architectural Review Certificate.

As stated in the *Design Standards and Guidelines for the City of Dover Historic District Zone*, an Architectural Review Certificate will be granted “if it is found that the architectural style, general design, height, bulk and setbacks, arrangement location and materials affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district.” In accordance with Article 10 §3.2, the Historic District Commission will provide a recommendation to the Planning Commission regarding the project’s compliance with the architectural review standards.

This proposal must be reviewed for conformity with the design criteria guidelines found in Chapter 4: New Construction, Additions, Demolition and Relocation. Information on the review considerations is given below.

New Construction

The *Design Standards and Guidelines* for New Construction (Chapter 4: pages 4-1 through 4-8) provide the design criteria and development guidelines. The guidelines specify the following individual considerations for new construction to be considered in the review by the Historic District Commission (and Planning Commission) of the project for Architectural Review Certification:

- Style
- Scale (*building to reflect dominant cornice and roof height of adjacent buildings*)
- Elevation of the First Floor
- Floor-to-Floor heights
- Bays, windows, and doors (*size, relationship, spacing of*)
- Absolute Size (*compare overall size of new building*)
- Massing (*relationship of solid-to-void*)
- Orientation (*location of primary façade*)
- Proportions (*comparison of height to width of building and elements*)
- Materials

- Forms (*shape of building and roof to be complementary*)
- Siting (*location of building on lot and in relation to street*)
- High density/ large-scale construction

The proposed project must also be reviewed for compliance with the standards established by the *Zoning Ordinance*. The standards include items such as setbacks from property lines, lot coverage, height, etc. This Proposal for the new Dover Mobility Center Garage appears to conform to most of the bulk requirements of the C-2 Zoning District, however, dimensions and bulk standards were not included in this submission and should be verified via site plan review. It appears at alternatives for the side yard setback along the north property line will be required. The *City of Dover Zoning Ordinance* authorizes the Historic District Commission to waive certain bulk standards when issuing its recommendation to the Planning Commission for an Architectural Review Certificate if necessary.

VI. STAFF COMMENTS AND RECOMMENDATIONS

The following are Staff comments and recommendations for this application regarding project activities and Architectural Review Certification.

- 1) Staff recommends conditional approval of the Architectural Review Certificate for the construction of the Dover Mobility Center Garage project finding that the building to be of a compatible design with the nearby buildings and with the intent of the *Design Standards and Guidelines for the City of Dover Historic District Zone*, and with its recommendations for large-scale development in Loockerman Historic Context. The proposed Mobility Center is oriented so that the west and east frontages sit at the sidewalk edge, supporting the pedestrian scale of the Downtown area. The brick exterior finishes on the lower two stories and detailing with building elements and sectioned wall surfaces break-up the expanse of the east and west building elevations and take cues from the architectural styles seen in the Loockerman Street corridor. The street-level presentation along South Governors Avenue and South Bradford Street is building-like in its exterior appearance and design, screening the parking ramp and deck appearances on lower levels while setting them back on the upper levels on the primary elevations.
- 2) Staff recommends approval of alternative side yard setbacks to accommodate the placement of the building in relation to the northern property line(s) given the lot configuration and the likely Building Code and Fire Code related provisions for building construction.
- 3) The following conditions are recommended by Staff to improve the project's compliance with the recommended guidelines of the *Design Standards and Guidelines*. The following are recommended conditions:
 - a. The selected brick choices should be compatible to the brick of other existing buildings in the area.
 - b. Consideration of wall or free-standing signage may require additional review.
 - c. Any light fixtures utilized on the property should be consistent with the style of the lighting used in the nearby areas of the Historic District.

- d. Ensure proposed trees are appropriate to urban planting settings along streets. Any trees planted within the street right-of-way must be approved by the City of Dover.
 - e. The south elevation should include treatment to improve the appearance at the roof level, particularly at the southwest corner, as this building will be taller than the adjacent buildings on Loockerman Street and will therefore be visible.
 - f. The north elevation is a large expanse of blank wall (western portion). While this may be a prime location for public art, architectural features that break up the large solid wall should also be considered.
 - g. On the north elevation for the eastern half where the parking garage concrete construction will be exposed with large openings, consideration should be given to greater detailing as this no longer appears to be a “party wall.” At the pedestrian level the continuation of brick materials is recommended and other segmentation or detailing to divide this wall and give dimension.
 - h. Clarify the treatment of the large openings in the brick facades at the second-floor level, especially on the S. Bradford Street elevation.
 - i. Any revisions or changes in the identified materials may be subject to further review by the Historic District Commission.
- 4) The Mobility Center Garage appears to comply with the design standards of the C-2 zoning district in regard to the building façade articulation (having a base, middle and top); the step backs for the upper floors and their format. The actual dimensions will need to be confirmed in the Site Plan submission.
 - a. To improve compliance with these design standards the applicant is encouraged to look at how they are defining the top of the building, especially in the stair towers and top level of the parking garage concrete terminations.
- 5) Some of the site improvements/amenities were not specifically described or had limited information within the application information. Please provide information for consideration and discussion.
 - a. The proposed plan identifies an area on the street level for bicycle and scooter parking. Based on 400 parking spaces (rate of one [1] bicycle space per 20 vehicle spaces), the property will be required to provide a minimum of 20 bicycle parking spaces.
 - b. The design of the sidewalks along South Governors Avenue and South Bradford Street frontages must be evaluated with sidewalk construction standards and streetscape designs for each street. Given the volume of pedestrian traffic anticipated in the area, a minimum of a five-foot-wide sidewalk is necessary.
- 6) The following items should be clarified regarding the building designs.
 - a. Identify brick material (size, form, etc.) and patterning.
 - b. Clarify format of the long band openings on the southeast and north side of the Parking Garage Structure.

- 7) Staff notes that the project location (building and site) may be an opportunity for the incorporation of public art projects, including but not limited to the proposed mural on the north facing wall.
- 8) Staff recommends the following pertaining to the site design elements of the project:
 - a. The sidewalk system on the street frontage should continue and include barrier free access, crosswalk striping, etc. at the points of intersection with the entrance and exit drive aisles.
 - b. Any proposed landscaping or tree planting locations, and lighting fixture locations should be depicted on the plan and be consistent with the character of these elements as they exist within the Loockerman context area.
- 9) For building construction, the requirements of the building code or fire code must be complied with. Consult with the Building Inspections Staff and Fire Marshal regarding these requirements. The resolution of these items can impact the site design in some cases.
- 10) In the event that major changes and revisions to the design, materials, or site layout occur in the finalization of the plan and/or construction drawings contact the Department of Planning and Inspections. These changes may require resubmittal for review by the Historic District Commission.
- 11) This site development plan for this project is also subject to the application and review process for Site Development Plan (Article 10 §2 of the *Zoning Ordinance*) before the Planning Commission. Note: Additional technical items for compliance with the *Zoning Ordinance* and other regulations may be identified during the Site Plan Process. Review comments pertaining specifically to the Site Plan set will be issued at that time.
- 12) The applicant shall be aware that Building Permits are required to proceed with any construction activities on the project site. The permit applications must comply with the approvals and conditions granted through the Architectural Review Certification and Site Plan Review process.
- 13) The applicant should be aware that a Sign Permit is required to proceed with the placement of signage on the property.

VII. Historic District Commission Action Required

The Historic District Commission shall consider the proposal and provide a recommendation in regard to the Architectural Review Certification for the Dover Mobility Center Parking Garage Structure and associated Site Improvements. The recommendation should reflect consideration of the *Design Standards and Guidelines for the City of Dover Historic District Zone*.

November 15, 2024

Department of Planning & Inspections
City of Dover
PO BOX 475
Dover, DE 19903

The Dover Mobility Center will be a newly constructed 4-story, 400-space multi-purpose garage in the heart of Downtown Dover. The structure will be situated at 133 S. Governor's Avenue, Dover, DE 19904, a future consolidation of six contiguous parcels currently known as 133 S. Governors Ave., 139 S. Governors Ave., 145 S. Governors Ave., 136 S. Bradford St., 148 S. Bradford St., and 150 S. Bradford St. The intended lot consolidation will require vacating a portion of an existing paper alley that currently runs through the boundaries of the project parcels. The site is located one block north of Loockerman Street, the site is bordered by S. Governors Avenue to the west, S Bradford Street to the east, and Minor Street Alley to the south. Currently, surface parking lots on this site serve as public and permit parking for the downtown district.

The proposed Mobility Center aims to accommodate the increased parking demands resulting from incentives outlined in the *Capital City 2030: Transforming Downtown Dover Master Plan*, which anticipates greater business activity and an influx of new residents downtown in mixed-use redevelopment projects. The Center's parking infrastructure is crucial in supporting the transformation of the Capital City into a vibrant hub for commerce, living, and cultural activities projected through 2030 and beyond.

Architectural Design and Adherence to Historic District Guidelines

The architecture of the Mobility Center is crafted to creatively reflect and honor the historic district while adhering to its guidelines. The design aligns with the Historic District Zone's standards, emphasizing that:

"...the slavish and literal copying of architectural styles and elements will trivialize and confuse the genuine historic architecture of the City of Dover... Contemporary architecture should be representative of the time in which it is created and should thus contribute to Dover's architectural diversity for the appreciation of future generations."¹

Although "contemporary" in style, the Center's architecture respects the historic context rather than replicating neighboring structures. Drawing inspiration from the tectonics of early Victorian-era carriage and horse stables—the antecedents of modern automobile garages—the building incorporates their guiding principles of scale, rhythm, proportion, and materiality. This approach enables the structure to harmonize with its surroundings and avoid appearing contextually foreign.

¹ *Design Standards and Guidelines for the City of Dover Historic District Zone*; John Milner Associates, 1992; 4-2

Aligned with the Design Standards and the new C-2 zoning regulations, the building's massing incorporates a tripartite form with a six-foot setback. This setback, applied on both frontages after the second floor, scales the building comfortably for public interaction. It also enables the use of materials on the first two levels that correspond with the historic context by aligning with elements like the historic cornice lines prevalent within the historic district.

With the core approach of respect rather than replication, the building takes cues and architectural style from the buildings downtown, rather than direct forgery. An example of which is the building's brickwork, which takes cues such as the size, shape, color variation, and uniformity of bricks prevalent downtown. The patterning of the brick, mainly running bond with accents of soldier coursing, is a common theme downtown and serves as an acknowledgement and method of folding the building into the fabric of Dover.

On the upper levels, contemporary materials and forms predominate. Precast concrete spandrel panels reference historic cornice styles, incorporating dynamic spandrel panels with historically inspired insets. The exposed stair towers on S Governors and S Bradford introduce modern glass construction, serving as a wayfinding beacon. To acknowledge the building's place in the ongoing history of Downtown Dover, the glass also serves as a mirror to reflect its neighboring architecture and sky.

Site

The building is designed to adhere closely to C-2 zoning requirements, which call for a zero-foot setback, positioning the Mobility Center directly along the sidewalk edge. At the entry points, the sidewalk will be expanded to enhance pedestrian flow and create a welcoming, accessible frontage. This expansion is further supported by thoughtfully planned site elements such as light poles and wall sconces that provide essential lighting while complementing the architectural design.

In addition, a selection of street trees and landscaped plantings along the building's perimeter will create a comfortable, shaded environment for pedestrians, contributing to a pleasant streetscape. To the north of the structure on S Bradford Street, a greenspace area is proposed, incorporating trees, shrubs, and various plantings to enhance the aesthetic quality of the site and provide a natural respite within the urban landscape. This greenspace will serve as a "pocket park", offering a convenient and valuable amenity for residents and visitors with pets.

All site elements, including landscaping and lighting, will be carefully positioned to ensure they do not obstruct visibility for drivers or compromise pedestrian safety in addition to limiting light pollution for neighboring properties. Special attention will be given to sightlines at entry and exit points, promoting a safe, pedestrian-friendly environment that aligns with the broader vision of Downtown Dover as a vibrant and accessible community space.

Ground Floor Programming and Design

The ground floor of the Mobility Center is thoughtfully programmed to serve a variety of needs, enhancing both functionality and accessibility. Key features include a welcome center with public washrooms accessible through the welcome center during business hours to support visitors, as well as a bicycle repair hub that encourages cycling as a sustainable transportation option. The ground floor also houses a management office and designated parking areas for bicycles and scooters, which will be complemented by lockers to facilitate secure package delivery and retrieval. Vertical circulation elements, including stairwells and elevators, connect this level to the upper floors, while back-of-house spaces support the operational needs of the facility.

In addition to general garage parking, the ground floor is designed with a number of specialized parking spaces, such as accessible spots, including those designated for van access, as well as designated electric vehicle (EV) charging stations and short-term 30-minute parking spaces. These additions promote inclusivity, sustainable transportation, and convenience for short-term visitors.

An exterior location along Governors Avenue is designated for bikeshare docks, aligning with the objectives of both the Kent County MPO's strategic plan and the *Capital City 2030: Transforming Downtown Dover* plan by the Downtown Dover Partnership (DDP). This bikeshare docking area supports regional and local goals to encourage sustainable transportation options and increase bike accessibility for residents and visitors. The placement along Governors Avenue strategically situates the bikeshare docks for easy access, allowing users to seamlessly connect to other downtown destinations and transportation nodes. The integration of bikeshare infrastructure into the Mobility Center not only supports eco-friendly transit but also contributes to Dover's vision of a more connected, pedestrian- and cyclist-friendly urban core.

Garage entrances and exits are strategically placed on both S Governors Avenue and S Bradford Street, enhancing access to the facility while limiting a burden of vehicles on either side. The S Governors Avenue entrance is expected to handle a higher volume of traffic due to its status as a state road with larger traffic flows, allowing for efficient circulation in and out of the garage. This thoughtful layout ensures a streamlined experience for all users, aligning with the Mobility Center's goals of accessibility, sustainability, and integration within the downtown infrastructure.

Façade Design and Materiality of the Pedestrian zone

The Mobility Center's garage façade will feature primarily precast architectural concrete with brick cladding that matches the color and scale of surrounding buildings. This material selection, as well as the overall design, reflects the input gathered from the public at the October 23, 2024 Open House, where attendees helped shape the aesthetic by voting on their favorite of three pre-selected brick samples that range in color and shape. The brickwork employs varying orientations, particularly within column bays

and at the cornice level, to introduce architectural texture and provide a contemporary nod to traditional Victorian brickwork. This technique ensures a harmonious blend with Dover's historic aesthetic while expressing a modern identity.

Both street-facing elevations follow this brickwork pattern up to a setback above the second floor. Beyond this setback, the façade transitions to decorative precast concrete spandrels, which, in color and form, were also selected with public input. The thoughtful progression from brick to concrete on the upper floors emphasizes the building's contemporary character while maintaining visual cohesion with the district's architectural language.

Along Minor Street, the brickwork and decorative detailing wrap the corner up to the second structural column, then simplify into a streamlined design. This strategic simplification allows flexibility for future transformations of Minor Street Alley, envisioning a shift from a car-dominated space to a pedestrian-friendly zone. The simplified façade is primed for future additions, such as murals, supplementary lighting, and screening, giving the Downtown Dover Partnership the agency to shape this side of the building as the surrounding area evolves.

The north elevation, which will function as a party wall due to fire safety regulations of proximity to the building's property line and existing adjacent neighbor, has limited openings but retains visual interest through adjacent landscaping. A pocket park with trees, and greenery will create a collaborative public space that draws people into the area. This elevation is specifically designed to host a large mural, turning the party wall into a canvas for public art and adding vibrancy to this side of the building. Together, these design choices reflect a commitment to honoring public input, integrating contemporary style with historical context, and aligning with the Design Standards and Guidelines for the City of Dover Historic District Zone.

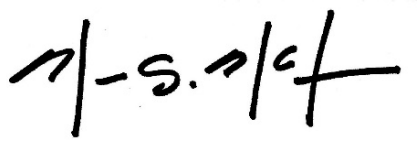
Windows, Openings, and Canopies

The windows in the Mobility Center's welcome center, retail, and office spaces are proportioned to align harmoniously with those of neighboring buildings, creating a cohesive streetscape. For the parking garage's pedestrian entries, double doors are planned to match the proportions of surrounding storefronts, integrating seamlessly with the architectural rhythm of the street.

Extending across the length of the ground floor, canopies with dark painted metal fascia will be installed, designed with detailing that complements the brickwork and adds an additional layer of architectural refinement. These canopies are topped with a landscaping tray system, which serves the dual function of managing stormwater runoff and visually lowering the building's scale to create a more pedestrian-friendly atmosphere.

In the main body of the parking garage, much of the structure is open above the safety railing and spandrel panels, maximizing airflow to meet the ventilation requirements of a parking facility. This open design supports efficient air exchanges, enhancing both the comfort and safety of the garage environment. The design choices throughout the structure focus on balancing functionality, historical alignment, and pedestrian comfort, reinforcing the Mobility Center as a well-integrated, accessible element of downtown Dover's urban fabric.

Sincerely,

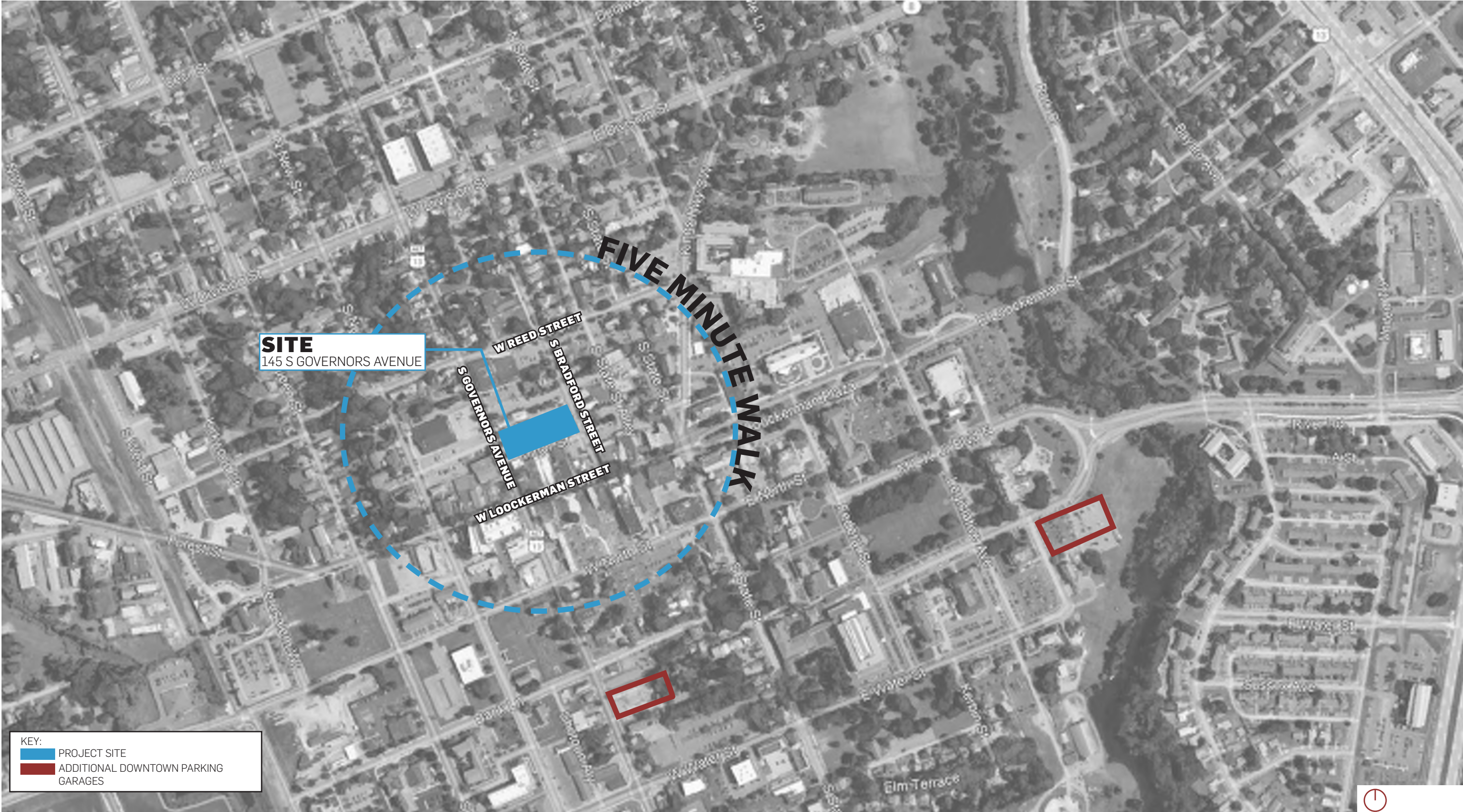


Michael S. McCloskey, AIA, LEED AP
Vice President
215.609.4609 | mmccloskey@core-states.com

DOVER MOBILITY CENTER **GARAGE**

DOVER, KENT COUNTY, DELAWARE
DOWNTOWN DOVER PARTNERSHIP | EDiS, COLONIAL PARKING + MOSAIC DEVELOPMENT PARTNERS JV
HISTORIC DISTRICT COMMISSION PRESENTATION





SITE SELECTIONS AND CONSIDERATION



SOURCE: ESRI COMMUNITY MAPS, CITY OF DOVER

IDEAL LOCATION

- Master Plan identified Bradford Street Parking Lot
- Location: Between S Bradford, S Governors, and Minor Streets

VIABLE SITES ACQUIRED

- Identified parcels owned by DDP, City of Dover; 150 S Bradford Street under contract by DDP.

SITE CONTEXT

- Site located one block north of Lookerman Street.
- Walkable link to downtown businesses.

ENVIRONMENTAL CONSIDERATIONS

- Impacted properties identified.
- Mitigation planned / in-progress.

ADDRESSES AND PARCEL ID

- 132 S. Bradford Street**
Parcel ID: ED05-077.09-02-23.00
- 133 S. Governors Ave**
Parcel ID: ED05-077.09-02-10.00
- 136 S. Bradford Street**
Parcel ID: ED05-077.09-02-24.00
- 139 S. Governors Ave**
Parcel ID: ED05-077.09-02-09.00
- 145 S. Governors Ave**
Parcel ID: ED05-077.09-02-08.00
- 150 S. Bradford Street**
Parcel ID: ED05-077.09-02-27.00
- 148 S. Bradford Street**
Parcel ID: ED05-077.09-02-25.00



BRICK PATTERNING

BRICK COLORING



224 W. LOOCKERMAN STREET



1 W. LOOCKERMAN STREET



27 W. LOOCKERMAN STREET



231 W. LOOCKERMAN STREET



147 S. GOVERNORS AVENUE



146 S. GOVERNORS AVENUE



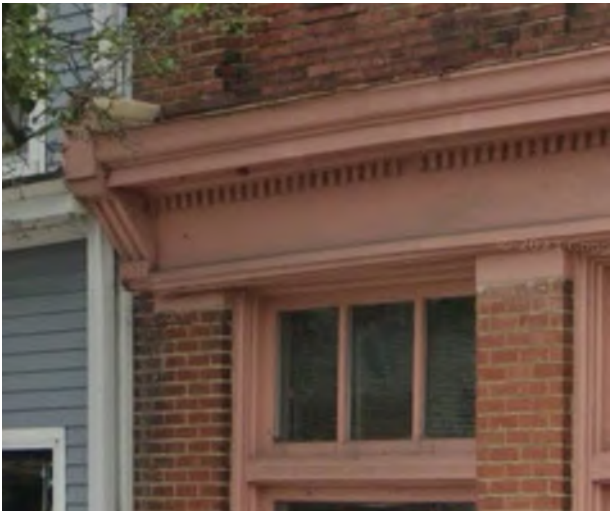
101 W. LOOCKERMAN STREET



155 S. BRADFORD STREET

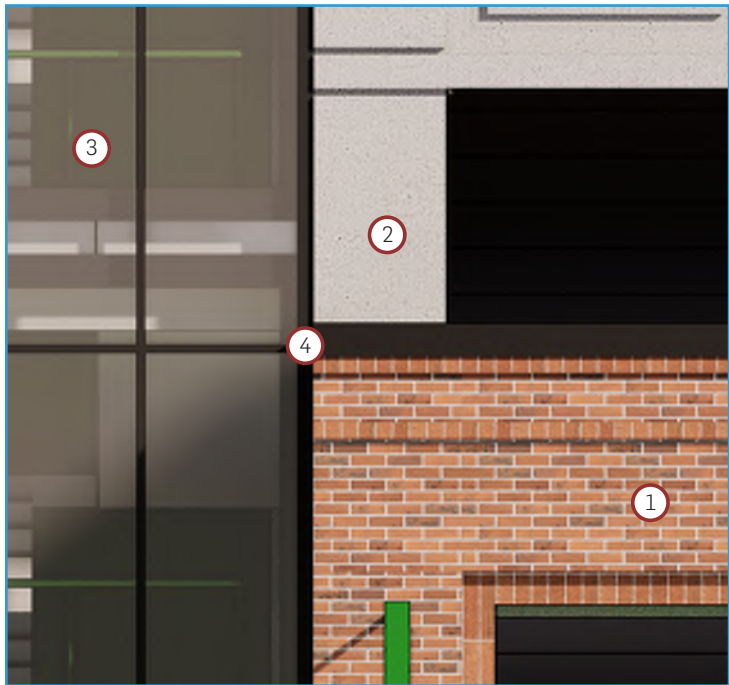


308 S. STATE STREET



146 S. GOVERNORS AVENUE
DECORATION AND FILIGREE

ELEVATIONS

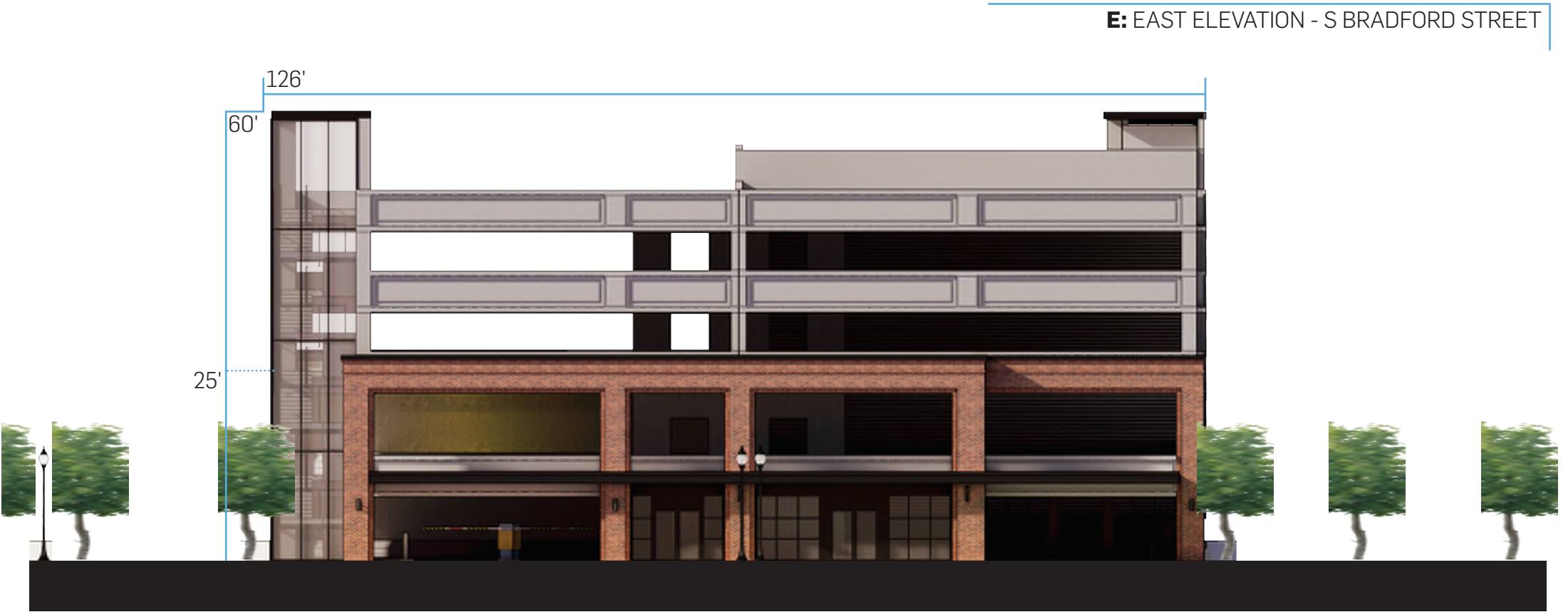


W: WEST ELEVATION - CLOSE - UP

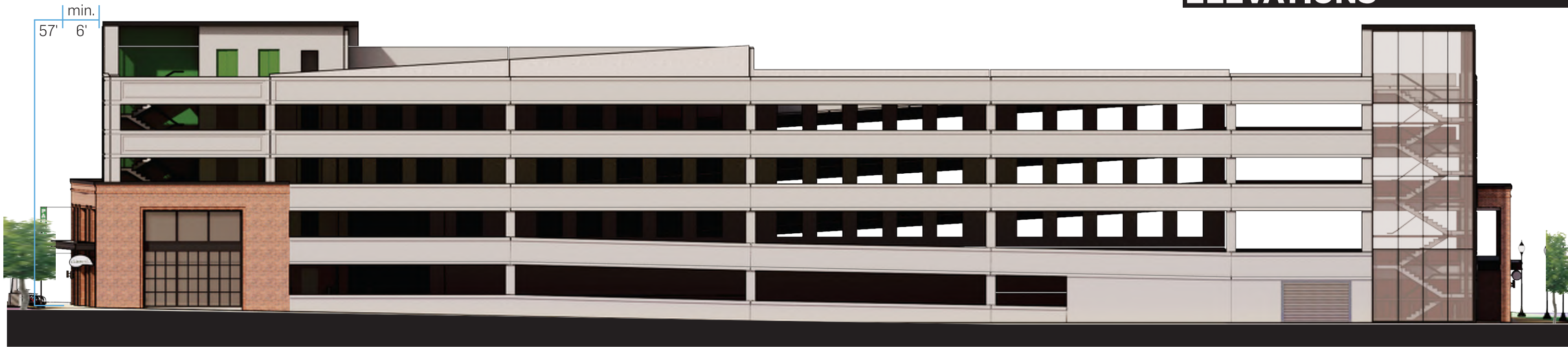
- KEY:
- ① BRICK
 - ② PRE-CAST CONCRETE
 - ③ STOREFRONT / GLAZING
 - ④ PAINTED METAL



W: WEST ELEVATION - S GOVERNORS AVENUE

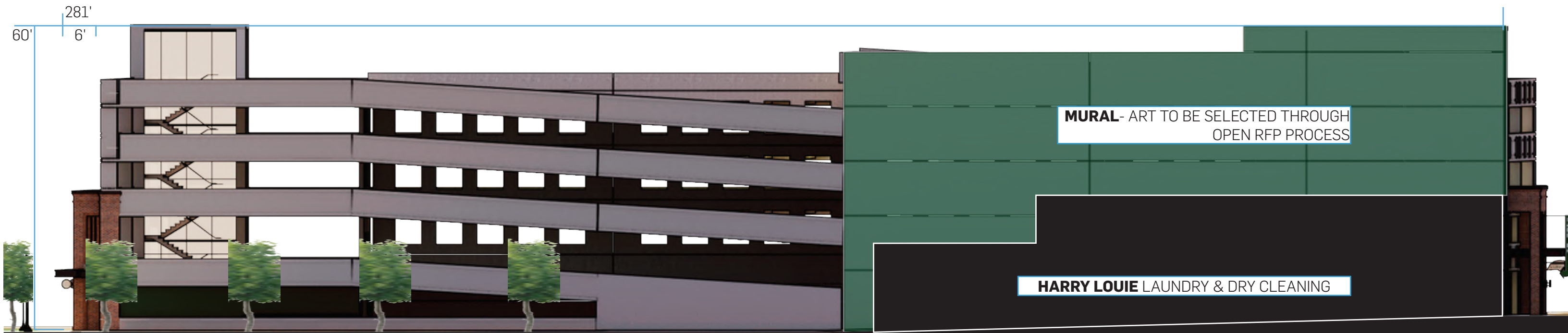


E: EAST ELEVATION - S BRADFORD STREET



S: SOUTH ELEVATION - MINOR STREET ALLEY

N: NORTH ELEVATION





A: VIEW LOOKING NORTH-EAST FROM S GOVERNORS AVENUE



B: VIEW LOOKING NORTH-WEST FROM S BRADFORD STREET



1: VIEW FACING NORTH FROM S BRADFORD STREET



2: VIEW FACING SOUTH FROM S GOVERNORS AVENUE

BY-LAWS OF THE HISTORIC DISTRICT COMMISSION
OF
CITY OF DOVER

OBJECTIVES

Section 1. The objectives and purposes of the Historic District Commission of the City of Dover, Delaware, are those set forth in Dover Code, Appendix B, Article 10, Section 3, and amendments and supplements, thereto, and those powers and duties delegated to the Historic District Commission by the City Council of the City of Dover pursuant to such statute.

POWERS. DUTIES AND PROCEDURES

Section 2. The duties, powers and procedures of the Historic District Commission are as set forth in the following documents:

- (a) The Ordinance adopted by the City Council establishing such Historic District Commission;
- (b) The building Zone Ordinance as to matters relating to the Architectural Plan Review Certification process, the designation of Historic District boundaries, historic preservation and the establishment of standards and guidelines for preservation and conservation of Historic District zones.

OFFICERS

Section 3.1 The officers of the Historic District Commission shall consist of a Chairman and a Vice-Chairman.

Section 3.2 The Chairman shall preside at the meetings and hearings of the Historic District Commission and shall have the duties usually conferred upon a presiding officer. He shall continue to exercise the prerogatives of an individual member of the Commission while performing the duties of presiding officer.

Section 3.3 The Vice Chairman shall be the presiding officer in the absence of the Chairman.

RECORDING AND CORRESPONDING SECRETARY

Section 4. The Commission shall appoint a Secretary who shall not be a member of the Historic District Commission or an officer, and shall have the following duties and responsibilities:

- (a) Prepare agenda for all meetings with the Chairman and provide notice of meetings to Commission members.
- (b) Keep minutes of all meetings, and records of the Commission.
- (c) Act as agent for the Commission in receiving submissions, applications, correspondence, etc.
- (d) Act as agent for the Commission in arranging for notice of public hearings and notifying interested parties of Commission actions as authorized by the Commission.

OFFICIAL RECORDS

Section 5. The City Clerk shall be the official custodian of the records of the Historic District Commission and shall make them available to the public as provided by law. The City Clerk may designate the office of the Secretary of the Commission or the Planning Office as the place where such records shall be kept.

ELECTIONS OF OFFICERS

Section 6.1 The officers shall be elected by the Historic District Commission at the annual organization meeting which shall be the regular scheduled meeting in November of each year.

Section 6.2 A candidate receiving a majority vote of the entire membership of the Historic District Commission shall be declared elected and shall serve for one year or until his or her successor shall take office.

Section 6.3 Vacancies in offices shall be filled by the Historic District Commission at any scheduled or special meeting.

Section 6.4 The Chairman and Vice-Chairman may serve two appointed terms. (Six Years).

MEETINGS

Section 7.1 The Historic District Commission shall hold one regular public meeting during each calendar month. The Chairman may cancel a regular meeting upon determination that there is no pending business or new application for Architectural Review Certificates; however at a minimum the Commission shall meeting quarterly.

Section 7.2 The monthly meeting date for the coming year shall be established by a majority of the Commission at its organization meeting of the year. The date of the public meeting can be changed during the year by a majority of the Commission.

Section 7.3 The Commission will consider all applications concerning matters within its jurisdiction only at its public meetings. All items to be submitted for consideration at any public meeting shall be submitted in complete form for Commission consideration not less than thirty days prior to said meeting. No items submitted subsequent to this time shall be placed upon the Agenda except by a majority vote of the Commission members present at such meeting. The

official date of receipt of any matter presented to the Commission shall be the date of the first public meeting at which such matter is received for consideration. Any maximum time periods established by the Zoning Ordinance or other local laws limiting the time for consideration of any matter by the Historic District Commission shall commence on such date of receipt.

Section 7.4 A majority of the membership of the Commission shall constitute a quorum. The Commission may act on any matter by a majority vote of such quorum.

Section 7.5 All formal votes to record the decision of the Commission on any matter referred to it shall be taken only by a quorum at a public meeting. By a majority vote of those members present the Commission may convene in executive session. However, all formal votes to record the Commission's decision shall only be taken during periods in which such meetings are open to the public.

Section 7.6 Special meeting may be called by the Chairman or by a majority of the Commission, providing not less than 24 hours notice by writing or telephone is given to each member of the Commission. Such meetings shall be executive sessions at which no formal votes shall be taken.

Section 7.7 All public and special meetings shall be held in the City Hall or other public facility with proper public notification.

AGENDA

Section 8. The Secretary shall prepare the proposed Agenda for each public meeting, with the Chairman not less than ten days prior to the date of such meeting, and shall transmit a copy of such Agenda to each Commission member on such date of preparation. No items will appear on such proposed Agenda except those for which applications or written requests have been received not less than thirty days prior to the date of the public monthly meeting as set forth in

Section 7 above. The Commission may amend the proposed Agenda by a majority vote of those members present.

Section 9.1 The order of business at public meetings shall be as follows:

- (a) Roll Call.
- (b) Adoption of Minutes of previous meetings.
- (c) Approval of Agenda
- (d) Communications
- (e) Report of Officers and Committees
- (f) Old Business
- (g) New Business
- (h) Referrals, Administrative Reviews, Petitions, Applications and Other Matters presented by the public.

Section 9.2 The order of business at special meetings shall be as determined by the Commission.

Section 9.3 At all meetings and hearings attended by the public, the Chairman shall make a brief statement indicating the nature of each item on the Agenda, except that in the case of petitions, applications and other matters presented by the public, such statement shall be made by the person introducing the matter.

Section 9.4 Minutes of all public and special meetings of the Commission shall form part of the records of the Commission and shall be available to the public when duly adopted by the Commission.

COMMITTEES

Section 10.1 The Chairman may appoint special subcommittees of the Commission from time to time as needed to investigate or research certain matters pertaining to the Historic District

Commission. Such subcommittees shall consist of at least one member of the Commission and may also consist of members of the general public. All members shall serve at the pleasure of the chairman.

PUBLIC HEARINGS

Section 11 The Commission shall hold public hearings as required by statute and applicable Ordinances of the City and the State of Delaware. In addition to those required by law, the Historic District Commission may at its discretion hold public hearing when it considers that such hearings will be in the public interest.

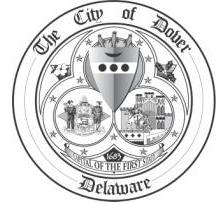
CONFLICT OF INTEREST

Section 12 No member shall vote on any Architectural Review Certificate application where They have a conflict of interest. A conflict of interest shall at a minimum be any vested interest by a member or a member's immediate family in a project being reviewed by the Commission or ownership in property by a member or a member's immediate family that is within 200 feet of a project being reviewed.

AMENDMENTS

Section 13 These By-Laws may be amended at any time by a majority vote of the entire membership of the Historic District Commission.

2025 City of Dover, Delaware HISTORIC DISTRICT COMMISSION



Here is the Schedule of the Application Deadlines and Historic District Commission Meeting dates for the year of **2025**. The submittal procedures for the Historic District Commission are outlined in *Zoning Ordinance*, Article 10, Section 3.2. Prior to an Application submission, a Pre-Application Meeting with Planning Staff is required. The Historic District Commission Meetings are typically scheduled for a 3:30PM start time.

<u>MONTH</u>	<u>DEADLINE DATE</u>	<u>MEETING DATE</u>
JANUARY	12/13/2024	01/16/2025
FEBRUARY	01/17/2025	02/20/2025
MARCH	02/14/2025	03/20/2025
APRIL	03/14/2025	04/17/2025
MAY	04/11/2025	05/15/2025
JUNE	05/16/2025	06/19/2025
JULY	06/13/2025	07/17/2025
AUGUST	07/18/2025	08/21/2025
SEPTEMBER	08/15/2025	09/18/2025
OCTOBER	09/12/2025	10/16/2025
NOVEMBER	10/17/2025	11/20/2025
DECEMBER	11/14/2025	12/18/2025
JANUARY	12/12/2025	01/15/2026

For Information Contact:

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