

City of



Dover

June 10, 2026

Safwat Nasr
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Claymont DE 19703
Via Email: snasr77@gmail.com

Re: Referral of Siding Permit #26-848 to Historic District Commission, HI-26-02
Siding Project at 108 S Governors Avenue, Dover DE

To Whom It May Concern:

This letter is to inform you that Siding Permit Application # 26-848 has been referred to the City of Dover Historic District Commission for consultation. Siding Permit #26-848 was filed on May 29, 2026 for a siding project at 108 S. Governors Avenue in Dover, Delaware. This is a three-story residential apartment building. The project listed in the Permit submission consists of the removal and replacement of the building's siding. The specifics for the siding were identified as to location and siding from the existing siding to be wood clapboard siding and a composite shingle siding. Additional correspondence from the proposed samples provided shows horizontal vinyl siding products.

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. Siding replacement is eligible for Staff review of the ARC during the Building Permit application process if given approval. 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 vinyl siding, this generally means it is not recommended for the use in the Victorian historic context of the Dover Historic District Zone due to 108 S Governors Ave being located in the Victorian Dover Historic District. The proposed replacement horizontal vinyl siding does not comply with the recommended practices of the *Design Standards and Guidelines*. Therefore, I am referring the Siding 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.

P. O. Box 475 Dover, DE 19903
Community Excellence Through Quality Service

(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, June 18, 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-26-02. 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 Walls: Siding and Trim (pages 3-14, 3-15 and 3-16). 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: HI-26-02 Preliminary Report by Planning Staff
Permit #26-848 and Siding Sample booklet
Streetview of the building
Excerpt of *Design Standards & Guidelines* – Chapter 3

CC: Permit #26-848
HI-26-02