

City of



Dover

October 10, 2024

Mark & Robin Achenbach
21 N. American Avenue
Dover DE 19901
Via Email: robinpachenbach@gmail.com

Bill Byler Jr.
Wm Byler Jr. Architect, Inc.
PO Box 104
Kenton DE 19955
Via Email: bill@wbjarchitect.com

Re: Referral of Building Permit #24-1399 to Historic District Commission, HI-24-08
Project for Rear Addition Demolition, Rear Addition Rebuild and Renovations (Siding
and Front Porch), Dover, DE
Tax Parcel: ED-05-077.05-02-23.00-000

To the Achenbachs and Mr. Bill Byler Jr.,

This letter is to inform you that Building Permit Application # 24-1399 has been referred to the City of Dover Historic District Commission for consultation. Building Permit #24-1399 was filed on September 25, 2024 for a project at 21 N. American Avenue in Dover, Delaware. As part of the Building Permit review process, it is reviewed by Planning Staff (it was forwarded to our office on October 4, 2024).

The project outlined in the Permit submission involves the demolition of a rear one-story addition, rebuild of the rear addition as two-story, renovations to the first rear one-a-half story rear addition and its porch, removal of asbestos siding and reclad in vinyl siding, and renovations to front porch. The property is zoned RG-1 (General Residence Zone) and partially subject to the H (Historic District Zone). The property address is 21 N. American Avenue (previously 19 and 21 N. American Avenue). Minor Lot Line Adjustment Plan MI-24-04 combined the two existing parcels into one parcel. This Permit #24-1399 proposes to convert building from duplex units into one single-family detached dwelling.

The location of this southern portion of the building on the subject property lies within the City of Dover's Historic District zone requires the review and issuance of an Architectural Review Certificate (ARC) for exterior changes involving construction and demolition activities. Minor demolition, residential additions of certain sizes, and siding projects 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).

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 the
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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* do not recommend the use of vinyl siding and does not recommend the removal of certain architectural elements. Chapter 4: New Construction, Addition, Demolition and Relocation of the *Design Standards and Guidelines* was also consulted regarding the demolition and reconstruction of the rear addition. The location of the rear addition work is visible from N. American Avenue. Therefore, I am referring the Building Permit application to the Historic District Commission for consultation regarding the proposed project activities. See *Zoning Ordinance*, Article 10 Section 3.22 (A) and (B) listed 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.

The City of Dover Historic District Commission will review this Permit at their next meeting scheduled for Thursday, October 17, 2024 at 3:30pm. Options for participating in the Meeting include attending In-Person at the Council Chambers at City Hall, 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-24-08. You are encouraged to participate in this meeting to discuss the project. Staff will provide the Historic District Commission with the permit application materials and other background information for their review and action. Planning Staff is preparing a Report on this Permit which will be forwarded to you in the upcoming days.

If you have questions or wish to discuss alternative options, please contact the Planning Office at (302)736-7196.

Sincerely,
Department of Planning and Inspections



Dawn Melson-Williams, AICP
Principal Planner

CC: Building Permit #24-1399
HI-24-08