

ARCHITECTURAL REVIEW REPORT for REVISED PLAN

Recommendation from the Dover Historic District Commission Meeting of November 20, 2025
And Staff Review Report

Previous Recommendation from the Dover Historic District Commission on February 20, 2025

<u>Application:</u>	The Old Post at 55 Loockerman Plaza, HI-25-01 REVISED
<u>Previous Owner:</u>	City of Dover
<u>Current Owner:</u>	Old Post, LLC
<u>Location:</u>	Northwest corner of Loockerman Plaza and Innovation Way in Dover, DE
<u>Addresses:</u>	55 Loockerman Plaza
<u>Tax Parcels:</u>	ED-05-077.05-04-53.00-000
<u>Size:</u>	1.267 acres +/-
<u>Present Uses:</u>	Vacant Building – Former Dover Post Office
<u>Proposed Use:</u>	Mixed-Use Commercial and Multi-family Housing (Apartments) and associated parking
<u>Present Zoning:</u>	C-2 (Central Commercial Zone) H (Historic District Zone) SWPOZ (Source Water Protection Overlay Zone) – portion of site
<u>For Consideration:</u>	Revised Architectural Review Certification

This Report for **Revised HI-25-01 The Old Post** was updated upon submission of a Revised Architectural package and Site Plan. The Planning Staff deemed the revision substantial enough to warrant the Application to go back through the formal Architectural Review Certification process with the Historic District Commission and Planning Commission. Application HI-25-01 was initially considered by the Historic District Commission on February 20, 2025, and then considered by the Planning Commission on March 17, 2025, as Site Plan S-25-07 The Old Post.

ACTION OF THE HISTORIC DISTRICT COMMISSION (on Revised Submission):

The application was considered at the November 20, 2025 Meeting of the Historic District Commission. The following members were present at the November Meeting: Chairman Eric Czerwinski, Vice-Chair Mrs. Ellen Richardson, Mrs. Ann Horsey, and Ms. Kathleen Baker. The application was represented by Sal Leone and Frank DiMondi for The Old Post LLC; Freddy Badda, Project Architect; and Chad Warren, Project Engineer from Davis, Bowen & Friedel.

Public testimony was received during the Public Hearing from Zach Prebula of the Kent Economic Partnership.

Action Taken by Historic District Commission:

The motion to recommend approval passed 4-0 of the members present for this application at the November 20, 2025 Meeting. **The Historic District Commission recommends approval of the Revised Architectural Review Certificate for Application HI-25-01 Revised The Old Post at 55 Loockerman Plaza based on the applicant's presentation and plans with reference to the Staff notes and amendments (Staff Recommendation Report – Section VI) and with information from the applicant's updates to the Building Elevations and Site Plan set received of 11/20/2025.**

During the Meeting, the Historic District Commission heard the applicants' presentation on The Old Post Revised Project and including their response to the series of Staff Comments and Recommendations. They presented information on the Revisions for the development site and building; building architectural features and materials; the brick sample of Glen Gary (Rose Red Ranger); and other site items. Questions focused on the tree plantings and existing trees, building elevation detailing and materials, planned uses in the building and management thereof, parking space locations, and site features. *The Meeting Minutes of the Historic District Commission are still being prepared; the Meeting recording will be posted on the City's website.*

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 to make a recommendation regarding an Architectural Review Certificate for a Revised Site Development Plan Application for the proposed building renovation and expansion for a mixed-use commercial and multi-family (apartment) development in Downtown Dover, to be located at 55 Loockerman Plaza, also known as The Old Post. The development proposal is for the 1.267-acre site. The project involves the demolition of the rear warehouse portion of the existing building and adaptive re-use of the front 4,560 SF portion (revised to 4,479 SF) of the building for commercial retail and business space. In this Revision, increases in apartment unit count from 36 to 42 units and architectural changes consisting of a second-floor addition to the front wings of the building and a four-story 43,092 SF building addition proposed for forty-two (42) residential apartment units and with parking and other site improvements.

The property is zoned C-2 (Central Commercial Zone) and is subject to H (Historic District Zone). The south portion of the site along the frontage of Loockerman Plaza is within the SWPOZ (Source Water Protection Overlay Zone) Tier 3 Excellent Recharge Area. Because the property is within the Downtown Redevelopment Target Area, it is exempt from the requirements of the SWPOZ.

The property is located on the north side of Loockerman Plaza and adjacent to Innovation Way. The owner of record is The Old Post, LLC. Property Address: 55 Loockerman Plaza. Tax Parcel: ED-05-077.05-04-53.00-000. Council District 4.

The design revisions for The Old Post are presented and focus changes to the building height and scale; adding an additional story on the front wings; adding an additional story, from three stories to four stories on the rear addition; and increasing the number of apartment units from 36 to 42, as well as refinements to the architectural character and material utilization. These are more fully described in the Applicant's Revised submission.

Surrounding Land Uses

The location of the subject property at the corner of Loockerman Plaza and Innovation Way is within the Downtown Development District (and Downtown Redevelopment Target Area). As previously noted, the parcel is zoned C-2 (Central Commercial Zone) and within the Historic District. Properties immediately adjacent to the subject project location are zoned IO (Institutional and Office Zone). The Dover Public Library is adjacent to the site to the west. Properties owned and occupied by the State of Delaware are adjacent to the north (Department of Natural Resources and Environmental Control - DNREC) and across Loockerman Plaza to the south. The property across Innovation Way to the east is Treadway Towers, which includes offices and a restaurant. The surrounding properties are also within the H (Historic Zone) and the SWPOZ (Source Water Protection Overlay Zone) Tier 3 Excellent Recharge Area.

Previous Applications

The existing structure was constructed in the 1960s and was in service as the Dover Post Office until the new post office location opened on Bank Lane in 2021. The previous owner of the property was the City of Dover. After the Post Office closed, the City initiated an RFP process to solicit proposals for redevelopment of the site. The current owner, Old Post, LLC was selected through this process. Application Z-24-01, approved by City Council on February 12, 2024, rezoned the property from IO (Institutional and Office Zone) to C-2 (Central Commercial Zone) with it remaining in the H (Historic District Zone) and SWPOZ (Source Water Protection Overlay Zone).

Application HI-25-01 was initially considered by the Historic District Commission on February 20, 2025, and then considered by the Planning Commission on March 17, 2025, as Site Plan S-25-07 The Old Post. A separate copy of the Historic District Commission's Recommendation Report and the original presentation submission documents is also being provided for reference.

II. HISTORIC PROPERTY INFORMATION

Review of Historic Maps

Prior to 1926, Loockerman Plaza did not extend beyond South State Street. Loockerman Plaza was extended between 1926 and 1936. The building was constructed in the 1960's.

Property Information

The subject property 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 Capitol Square Historic Context. The first buildings in the Capitol Square Context were built in the 1930's and 1940's as part of the Federal Works Project Administration. The *Design Standards and Guidelines for the*

City of Dover Historic District Zone describe this context as “neo-Georgian featuring two-story brick facades with a water table, marble surround at the entrance, keystones over the window heads, dentilled cornices and hip roofs... greater latitude is recommended in determining what is appropriate for new construction and additions within this context... a compatible contemporary building is preferable to a falsely historical one.”

The building located at 55 Loockerman Plaza was constructed in the 1960s. The most prominent features are the 5-bay Classical pediment with its turned gable, tympanum, and large columns. Under this projection, the front elevation wall is setback and includes the door entry with pedimented surround. The building has a gable roof with the rear being a flat roof system. It features a brick exterior, columns, dentil cornices, and shuttered windows. The building currently includes second floor offices (approximately 2,160 SF), a basement (approximately 5,865 SF), and the first floor of approximately 21,151 SF. There is an existing on-site parking lot (unmarked) and loading dock. The interior has been completely gutted as a result of recent asbestos abatement.

The structure is not listed on the National Register of Historic Places, and this portion of the Historic District is not part of an Historic District listed on the National Register of Historic Places.

III. PROJECT PROPOSAL

PROJECT PROPOSAL as Revised (Architectural Graphics Package and Site Plan dated October 2025)

The application proposes the demolition of the rear portion of the existing structure and replacement of that structure with a new addition, while maintaining and rehabilitating the front of the present structure (4,560 SF, revised 4,497 SF) including adding a second story to the front wings of the building. *Capital City 2030: Transforming Downtown Dover Master Plan* identified the Old Dover Post Office as a Project Site. The Master Plan proposes that a new commercial building could reactivate the site. This project is also identified as a Key Project within the City’s Downtown Development District (Renewal) application of 2024.

The proposed development will repurpose two 2,500-SF retail units and one 2,000-SF unit for a business (office) space in the former Post Office front area. The front wings of the building will be expanded with the addition of second floor space. The rear warehouse portion of the building will be demolished and replaced with a new four-story structure comprised of 42 apartment (multi-family) units.

The Applicant’s original submission included a Narrative Letter, a Site Plan set, and Architectural Graphics set with building elevations and 3-D views.

The Applicant’s Revised submission of October 17, 2025 includes a Revised Architectural Graphics Package and Site Plan Sheet.

The elements of the project are as follows with notations on the Revisions:

1. Partial Demolition: The rear flat-roofed warehouse portion of the building is to be demolished as this is where the four-story building addition is proposed. The front gable roofed portion of the existing building is to remain in its same footprint.
2. Existing Building Renovations: New Azek trimwork is proposed to match the existing. It is unclear from the submission if the design includes dentil cornices. New replacement shutters, windows, and front door are noted to match the existing. The Revised Plan involves the demolition of the roof areas and paired chimneys of the one-story wings to add an additional floor to make them two story. The Revised Plan shows a new gable roof in asphalt shingles will be constructed over the original building front wings with two dormers added over each wing. The Revised Plan shows that each wing of the front portion of the building will include paired sets of glass doors with Azek Trim.
3. Building Addition: The Revised proposed four-story addition will be located directly behind the front massing portion of building (main block). The proposed addition will be 43 feet 6 inches tall. The existing building is 33 feet 2 inches tall at the peak of its roof. The addition will feature a brick veneer and brick engaged pilasters with horizontal banding in brick detailing along all sides on floors two, three, and four, and floor one using EFIS in a white brick finish. The Revised roof features a wide cornice at the roofline. The east and west elevations include large glass windows (with door) for the apartments. Glass and black aluminum railings (black steel cable railing) will be used to enclose balconies. The Revised addition eliminates some exterior balconies and adds architectural relief by recessing balconies partially into the building.
4. Parking Lot: A parking lot will be developed along the west side and north side of the building with access from Innovation Way. This new parking lot will not have vehicular access from the large municipal parking lot at the Dover Public Library. The applicant is also working with the City in regards to the adjacent row of parking east of the Library. The parking lot is fenced with a black aluminum fence and appears to have narrow bands of grass at the perimeter on the west and north.
5. Sidewalks and Site Amenities: The proposal maintains connected sidewalks along Innovation Way and Loockerman Plaza. There are also sidewalks adjacent to the parking lot leading to the building and from the street frontage sidewalks. At some points, steps are necessary to ascend up to the building. A ramp system is noted on the Site Plan for the north building elevation but not depicted in the renderings. A fenced Zen garden is proposed to abut the building addition along Innovation Way, but its details are unclear for this slightly sloped area.
6. Tree Planting and Landscaping: The February 2025 submitted project plan identified five existing trees on the current site; it is not clear whether they will be removed to create space for new concrete patio areas or be kept. The October 2025 renderings appear to include tree plantings and other areas of landscaping. Please identify on the site plan whether the trees will stay or where five replacement trees will be located.

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

IV. ZONING REVIEW

The entire project site 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 property is partially within the SWPOZ (Source Water Protection Overlay Zone) Tier 3 Excellent Recharge Area, but it is exempt from the requirements of this zone due to its location within the Downtown Redevelopment Target Area.

The subject project area is zoned C-2 (Central Commercial Zone). The C-2 zone allows for “retail stores, apartments and multi-family dwellings provided that now dwelling units shall be permitted on the first floor on the street frontage of Loockerman Street; uses accessory to the residential units such as lobby and amenity spaces are permitted on the first floor; live-work units; parking lots and parking structures” as principal uses. The subject property has frontage on two streets, Loockerman Plaza and Innovation Way. The C-2 zone requires a zero minimum front yard. No side yard is required; however, if one is provided then it shall be a 5-foot side yard minimum. A 20-foot rear yard setback is required above ground floor and 5-foot is required at ground floor. The maximum building height for this district is 10 stories or 125 feet.

<u>Code Compliance for C-2</u>	<u>Required</u>	<u>Provided</u>
Front Setback	0 feet	> 35 feet
Rear Setback	20 feet above ground floor. At ground floor, 5' required	> 100 feet
Side Setback	None required, but 5-foot min. if provided	Approx. 15 feet
Building Height	10 stories (125 feet)	4 stories (43 feet 6 inches)

The C-2 zoning district also includes 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 property is located in the H (Historic District Zone) within the Capitol Square Context. The Capitol Square Context is described on pages 2-8 and 2-9 of the *Design Standards and Guidelines for the City of Dover Historic District Zone*. This *Design Standards and Guidelines* describe this context as “neo-Georgian featuring two-story brick facades with a water table, marble surround at the entrance, keystones over the window heads, dentilled cornices and hip roofs... greater latitude is recommended in determining what is appropriate for new construction and additions within this context... a compatible contemporary building is preferable to a falsely historical one.” Location within the Dover Historic District Zone requires proposals for demolition, new construction, building 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 Revised project’s compliance with the architectural review standards.

This Revised proposal must be reviewed for conformity with the design criteria guidelines found in Chapter 3: Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings and Chapter 4: New Construction, Additions, Demolition and Relocation. Information on the review considerations is given below.

Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings

The *Design Standards and Guidelines* for Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings (Chapter 3: pages 3-1 through 3-27) provide the design criteria and development guidelines. The preservation of the historic character of the District is largely a function of the preservation of the existing historic building fabric. This Chapter discusses the various building elements and should also be referenced with new construction.

Any off-street parking lots provided shall be screened from the street line by buildings, landscaping, or other means. The guidelines specify that “parking lots should be screened from the street, their layout should include borders and islands planted with trees and shrubs to break-up

expanses of paved areas. Given a parking lot within the Dover Historic District zone, at least 20% of the area within it should be unpaved and planted.”

Demolition

The proposal for demolition of a portion of the building must be reviewed for conformity with the design criteria guidelines found in Chapter 4: New Construction, Additions, Demolition and Relocation. The *Design Standards and Guidelines* gives guidance to the Historic District Commission by listing specific criteria to be evaluated when considering applications for the demolition of buildings (or portions of buildings) in the historic district (Chapter 4: pages 4-10 to 4-12). These guidelines are summarized below (see *Design Standards and Guidelines* for the complete text).

1. Determine the financial implications of maintaining a property versus demolition.
2. Regardless of economic issues the relative significance of the individual buildings slated for demolition should be evaluated.
3. In development related applications the City should review the schematic plans for the new structures to weigh the virtues of the new structure versus what exists.
4. Determine the extent of adequate recordation of a property the applicant would be required to complete if demolition were approved.
5. Lots left vacant by demolition should be treated in a manner that is sympathetic to the historic context.

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 Revised Proposal for the Old Post appears to conform to most of the bulk requirements of the C-2 Zoning District; however, should be verified via Site Plan review. 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. It is noted that the *Zoning Ordinance* also includes other site development requirements such as dumpsters, lighting, tree planting, bicycle parking, rear emergency access, spacing requirements, etc.

ACTION on ARCHITECTURAL REVIEW CERTIFICATION (for HI-25-01 with February 2025 Review by Historic District Commission and March 17, 2025 Review by Planning Commission):

Application HI-25-01 was considered at the February 20, 2025 Meeting of the Historic District Commission. The following members were present at the February Meeting: Chairman Eric Czerwinski, Vice-Chair Mrs. Ellen Richardson, Mrs. Ann Horsey, and Ms. Mary Mason. The application was represented by Mike Glick of Lighthouse Construction along with Lauren Townsend. Public testimony was received during the Public Hearing from Todd Stonesifer as Board President of the Downtown Dover Partnership.

During the Meeting, the Historic District Commission heard the applicants' presentation on The Old Post Project and including their response to the series of Staff Comments and Recommendations. They presented information on the site's history; the development site and building placement; building architectural features and materials; and other site items. Questions focused on the building elevation detailing, planned uses in the building, and building height.

Action on Architectural Review Certification Recommendation by Historic District Commission:

The motion to recommend approval passed 4-0 of the members present for this application at the February 20, 2025 Meeting. The Historic District Commission recommended approval of the Architectural Review Certificate for Application HI-25-01 The Old Post at 55 Loockerman Plaza based on the applicant's presentation and plans with reference to the Staff notes and amendments (Staff Recommendation Report – Section VI) and with information from the applicant's Response Letter.

Action on Architecture Review Certification and Site Plan by the Planning Commission:

On March 17, 2025, the Planning Commission voted 9-0 to approve the Site Plan, including the Architectural Review Certification. The motion is as follows:

Mr. Lewis moved to approve S-25-07 The Old Post at 55 Loockerman Plaza and the associated Architectural Review Certification for the redevelopment of the old Post Office property including the Parking Strategy Statement and the Active Recreation Area Plan, seconded by Mr. Baldwin and the motion was carried 9-0 by roll call vote. Mr. Lewis voting yes; he thinks it is much needed in the area and it's an exciting plan. He is looking forward to seeing it come to fruition. Mr. Roach voting yes; for reasons previously stated. Mrs.

Denney voting yes; but she really does object to the parking. She sees problems but otherwise she thinks it is well done. Mrs. Maucher voting yes; for reasons stated. Mr. Baldwin voting yes; he thinks it is a great use of the building. Dr. Jones voting yes; for reasons previously stated. Mr. Reaves voting yes; for reasons previously stated. Mrs. Welsh voting yes; she thinks it is a professionally well done package and she thinks it's in keeping with what we are trying to accomplish in Downtown Dover. Mr. Witham voting yes; he thinks this is an excellent use of this property given the limited use of this space that the property has. He thinks that the parking arrangement is probably the best that they could come up with given the environment that they are faced with. It is a well-designed building and the only drawback that he see is that it does not have a flagpole indicated. He votes yes for the reasons stated in the record by fellow Commissioners as well as the DAC comments and the Planning Commission's statements.

VI. STAFF COMMENTS AND RECOMMENDATIONS

The Staff Comments and Recommendations for this application regarding the Architectural Review Certification were originally provided in the Architectural Review Staff Report Issued for the February 20, 2025 Historic District Commission Meeting. The comments and recommendations were updated for this Report following Staff's review of the Revised Submission dated October 17, 2025.

The following are Staff comments and recommendations for this application regarding project activities and Architectural Review Certification. *Notes are added in italics on the additional information provided in the updated Revisions shown in the Elevation Drawings and Site Plan Set provided for the November 20, 2025 at the Historic District Commission Meeting.*

- 1) Staff again recommends conditional approval of the Architectural Review Certificate for The Old Post 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*. This includes the demolition of the rear portion of the building, the renovation of the front section with the addition of a second floor to the front building wings, and the new building addition at the rear (north). The proposed multi-use site enhances the pedestrian scale of the downtown area. The preservation of the general building massing portion (and footprint) fronting Loockerman Plaza maintains the historic context of the area. The brick exterior finishes on the second-floor addition and on the upper three stories and EFIS in a white brick appearance (to resemble bricks) along the first story on the new addition take cues from the architectural styles seen in the Loockerman Street corridor and Capitol Square context.
- 2) 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 with the brick on the existing structure. The brick material color, size, and format should be identified. *A brick sample of a Glen Gary brick was shown.*

- b. At the transition point from the existing first floor to the new second floor in the front building wings should be clarified some type of brick detail would blend the brick transition/break in old brick and new brick. *The Revised Elevations show a row lock brick pattern at this transition.*
- c. Clarify the pattern treatment of the EIFS finishes on the first floor of the rear addition. The rendering as brick with a dark grout line is a very busy pattern. This should be simplified to a flat finish with scored lines to add details of horizontal and vertical bands as it appears on the linework drawings. *The Revised Elevations show this updated EIFS pattern.*
- d. Clarify the wall section at the cornice to clarify if the cornice protects in a different plane than the general wall surface. Cornicework is a very significant feature of the buildings in the area. It is unclear if the proposed building would include dentil cornices. Dentil cornices are recommended, particularly on the south-facing side of the building.
- e. A paneled door should be used on the exterior doors unless it is a glass door opening. Modern flush doors are not appropriate.
- f. Repairing windows with in-kind materials is preferable to replacing windows. When irreparable, replacement windows should replicate the historic windows as closely as possible in light pattern, opening size, and function. The main block of the building appears to originally have 12 over 12 light windows. *Windows were revised to 12 over 12 light windows.*
- g. While shutters are encouraged, vinyl and aluminum shutters are inappropriate. The material for the replacement shutters was not identified. *Noted the use of wood shutters.*
- h. It is inappropriate to remove historic decorative elements. The round six-part window with trimwork in the tympanum should be retained and the building name can be placed under it still in the pediment. *The six-part window is retained.*
- i. Consideration of wall or free-standing signage may require additional review.
- j. Clarify the roof to wall connection from the front building to the rear addition. It appears that some areas may result in valleys trapping water and debris. *A roof cricket to be designed to make the transition.*
- k. Identify any roof drainage systems i.e. gutters and downspouts and the proposed materials. *The use of bronze-colored gutters and drains to match existing.*
- l. Clarify if brick will be used as the exterior cladding materials for the dormer. Typically, masonry is not used in these features and a siding material and trimwork is more often used. *The dormer cladding revised to be Hardie (composite) siding.*
- m. Identify the main entrance door(s) to the apartment building area; is it on Innovation Way or from the parking lot sides?
- n. Identify the railing materials along the steps in the sidewalk system and for the accessible ramp on the north end of the building. Ensure there is adequate space to fit the ramp and sidewalk.
- o. Any light fixtures utilized on the property should be consistent with the style of the lighting used in the nearby areas of the Capitol Square Context of the Historic District.

- p. Any revisions or changes in the identified materials may be subject to further review by the Historic District Commission.
- 3) 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. *This information is in the updated Site Plan set.*
 - a. Provide information on the dumpster enclosure construction and screening.
 - b. Identify format of black aluminum fencing.
 - c. Provide information on the tree planting plan, other landscaping, and the format of the Zen garden area.
 - d. Identify location of bicycle parking (exterior rack).
- 4) Clarify whether existing trees on the site will be preserved. If they are proposed to be removed, replacement of removed trees will be required. The development area (the property) is also subject to tree planting requirements of the *Zoning Ordinance*.
- 5) Staff recommends the following pertaining to the site design elements of the project:
 - a. The C-2 zoning district requires that parking lots be screened from the street. This Revised Plan appears to have deleted to the parking lot improvements from Innovation Way that added curbing and grass areas. These should be reimplemented. *The Site Plan was revised to include the central island with plantings.*
 - b. Evaluate the parking lot space locations as some spaces are not full sized or would be impacted by the Dumpster Enclosure gates. Also, the northern drive aisle does not meet the width requirement for two-way travel. Remove unnecessary paving to create green islands. Add parking bumpers to ensure vehicles do not impact fence.
 - c. 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.
 - d. 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 Capitol Square Context area.
- 6) The existing building has a cornerstone/date stone that should be retained. There may also be an opportunity to add a plaque or other method outlining the history of the building (time of service as the Dover Post Office).
- 7) For building construction, the requirements of the building code or fire code must be complied with. Consult with the Building Inspection Staff and Fire Marshal regarding these requirements. The resolution of these items can impact the site design in some cases.
- 8) 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.

- 9) This site development plan for this Revised 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.
- 10) 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.
- 11) 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 on Revised Submission

The Historic District Commission considered the Revised proposal at their Meeting of November 20, 2025 and have provided a recommendation in regard to the Revised Architectural Review Certification for The Old Post and associated Site Improvements. The recommendation reflects consideration of the *Design Standards and Guidelines for the City of Dover Historic District Zone*. The specific conditions of the Recommendation are noted in this Report under the heading of “Action of the Historic District Commission (on Revised Submission).”

Documents Considered by the Historic District Commission on November 20, 2025:

- Revised Project Architecture Graphic Preservation Set of architectural renderings of building floor plan and elevation drawings of Building
- Site Plan Sheet
- Updated Revised Building Architecture Elevations (two pages) of 11/20/2025
- Updated Site Plan Set of 11/20/2025