

**CITY OF DOVER**  
**HISTORIC DISTRICT COMMISSION**  
**DECEMBER 19, 2024**

The Meeting of the City of Dover Historic District Commission was held on Thursday, December 19, 2024, at 3:30 PM as an In-Person meeting in the City Hall Council Chambers (anchor location) and virtually using the videoconferencing system Webex. With Chairman Czerwinski presiding, the other members present were Ms. Horsey, Mrs. Richardson, and Mrs. Mason. (There is currently one member not appointed.)

Planning Office Staff members present were Mrs. Melson-Williams, Mrs. Duca, and Mrs. Savage-Purnell.

**APPROVAL OF AGENDA**

*Ms. Horsey moved for approval of the agenda as presented, seconded by Mrs. Mason, and the vote was unanimously carried 4-0.*

**ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF OCTOBER 17, 2024**

*Ms. Horsey moved for approval of the Meeting Minutes of October 17, 2024, with any necessary corrections, seconded by Mrs. Richardson, and approved 4-0.*

**COMMUNICATIONS & REPORTS**

**Summary of Applications for 2023 and 2024**

Mrs. Melson-Williams mentioned that for 2023, this Board considered a total of five (5) applications. I don't believe there's really been any changes for most of those projects from 2023 as many have actually already been completed. The one (1) that is still underway is related to a property that's in proximity to the Kent County Family Courthouse project which is well underway at this point as well. For 2024, today we'll be looking at Application number nine (9) for this year. A number of those are in various stages of implementation at this point. Perhaps the biggest changes to Report to you is the Legislative Hall Parking Garage. The Board looked at the Application back in May. The Application went through its Review Process with the Planning Commission. We are working with the applicants on their Check Print submissions to finalize that Plan. Application HI-24-05 which was for the Demolition of the Building at 120 South Governor's Avenue; that demolition is complete. From your last meeting of the Commission, you looked at the HI-24-07, Legislative Hall Building Addition. That Application was reviewed by the Planning Commission in November and granted a conditional approval along with the Architectural Review Certification for that project. At the October meeting, you looked at HI-24-08. That Application was for the renovations to the house on 21 North American Avenue. We did receive updated Plans for that project in concurrence with the discussion that you all had regarding that project. We will be working to finalize their Permit and then as noted, we'll be dealing with your ninth Application today.

Mrs. Melson-Williams asked if there were any questions; there were none.

**Summary of Architectural Review Certifications for 2024**

Mrs. Melson-Williams stated that there were some small changes since activity in October and November have now been added to that. Overall, there have been a total of 28 Applications in the Historic District area. There were most recently added another Roof Permit and a Window Permit. For the most part, these Permit Applications are reviewed by Planning Staff. Staff has reviewed 25 and there were 3 that involved the Historic District Commission in some way. So again, another way of just tracking permit activity in the district. Sign Permits seems to be the greatest in number followed closely by Roof Permits this year and then also with some building exterior projects. Just a reminder that this list also includes Building Interior Permits for tracking. However, they are not subject to Architectural Review Certification for interior work.

Mrs. Melson-Williams asked if there were any questions; there were none.

#### Department of Planning & Inspections Updates

Mrs. Melson-Williams noted a reminder that City Offices are closed on Christmas Day and New Year's Day for those holidays. Other than that, City Offices are open. The remaining days around those we may have fewer Staff around, but we are open. And as always, there are a number of Staff positions that are open both in our Department and citywide. If you have someone in mind or may be interested in any of those positions, check out the city's website for information on jobs that are currently posted.

#### **NEW APPLICATION**

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.

Mrs. Melson-Williams stated that of note, there are two sheets that were placed on the desks of Commission members that update two of the sheets that were originally submitted by the Applicant and included in your meeting packet. We'll hear from them in a little more detail and an explanation of those two sheets. I think they are provided in response to some of the review comments found in the Staff Report. Once we hear from the Applicant, there is a time for public hearing. It is a Parking Garage project. There are a series of parcels located on the 100 block of Governors Avenue and 100 block of Bradford Street that are involved in this project. On the screen, it shows the properties that are involved. It's basically in the block just to the north of Loockerman Street north of the Minor Street Alley. It's a series of parcels that span between South Governors Avenue and South Bradford Street. The subject site is bisected by what is currently an alley. That alley is moving through an Alley Abandonment process and received a recommendation to approve the Abandonment by the Planning Commission earlier this week that

will move on to City Council's Utility Committee to be considered in the new year. So basically, we're looking at a property area that's currently made up of a number of surface parking areas and two residential style buildings that are used as offices that were previously authorized for Demolition through earlier procedures this summer. What's proposed is a Mobility Center Parking Garage structure. The image on the screen shows the basic layout of the first floor of the structure. It allows entry from both South Governors Avenue and South Bradford Street beginning with parking areas on the first level moving up through a ramp system for the garage. The first level also has a number of other amenities including a welcome center, a bike shop, and also bicycle parking areas. With this property being zoned C-2 (Central Commercial Zone), the use as a parking garage and those other amenities are uses that are allowed. Because the property is within the Historic District, the project must receive Architectural Review Certification, noting that it is in compliance with the *Design Standards and Guidelines* for the City of Dover Historic District Zone. The project proposal in short is this parking garage structure ranging from basically four to five stories depending on how you count the ramped areas of the parking levels. Adjacent to the building, the sidewalk areas on South Bradford Street and South Governors Avenue will be improved. There are proposed tree plantings and landscaping in those areas as there may need to be some adjustment to existing street trees. Immediately to the north of the building, there's a concept for a pocket park where some existing trees may remain, and it may also be an area that's needed for stormwater management. From a zoning perspective, it is C-2 and the use is allowed. The *Design Standards and Guidelines* has a whole section in Chapter 4 that focuses on new construction. There are a number of considerations that need to be given to new construction in the Historic District. Those are listed in the Staff Review Report specifically. Beginning on page 7 of the Staff Report, there are a series of Staff Comments and Recommendations. Staff is recommending conditional approval of the Architectural Review Certificate for the project, and our findings are given there. We do in our series of comments suggest some things to be clarified or conditions of that approval. We can certainly discuss those in more detail later. I think the Applicant is probably going to address some of those questions as part of their presentation. Basically, today you're looking at the architecture of the building and you are providing a Recommendation in regard to the Architecture Review Certification. Your Recommendation will move forward to the Planning Commission with the Site Development Plan for this project. As part of that Site Development Plan Review, the Planning Commission will take final action on the Architectural Review Certification for the project as specified in the *Zoning Ordinance*. I do want to note for the Historic District Commission and the Applicants and members of the public that the Staff Review Report was initially prepared by the Rossi Group under a Planning Services contract that we have with them at the present time given staffing levels. However, the Report was completed with additional review and editing by the Planning Office.

**Representative:** Mr. J.D. Bartlett, EDiS Company, Ms. Diane Laird, Executive Director, Mr. Michael Caine, Core States Group, and other members of the Project Team.

Mr. Bartlett stated that he was a lifelong resident of Kent County, and he resides within 10 miles of the hearing today. I'm here representing my client the Downtown Dover Partnership, who owns and/or controls the parcels noted in the summary you just heard related to this Application. We're here today, and this is for the public. I know the Commissioners are aware of this. We are here today seeking Architectural Review Certificate from the Commission in order for us to move forward with further approvals that would be necessary to get to the point where we could

apply for a Building Permit. So, that's the purpose today. Here representing the Downtown Dover Partnership is Mr. Todd Stonesifer, Board Chair; Ms. Diane Laird, the Executive Director; Mr. Ken Anderson, the Property Development Director; and members of the Design Build Team. Also, Mr. Michael Caine from the Core States Group is the Architect of record; Jed Hatfield with Colonial Parking; and Ms. Monika Micute from EDIS. I did want to take a moment to note that regarding the Building Code and, the Fire Marshal's Fire Code requirements noted in the Staff Comments, we take that very seriously. Which is why our teams has already held initial meetings with the City Planning Staff, the Fire Marshal, as well as the Division of Water and Wastewater regarding the applicable Code requirements necessary for the project. Before the architect takes a moment to dive into the rationale and thought behind the design and the concept before you, I just wanted to give Diane Laird an opportunity to talk to the collective effort of the Downtown Dover Partnership that led us to this Application today.

I am Diane Laird, the Executive Director with Downtown Dover Partnership. By way of little background, I've been engaged with the Main Street program in Dover since 1998 as I was working with the State at the time. It's been my privilege to be involved with the DDP since 2018 when I was hired as the Executive Director. It's also been my privilege to be involved with the DDP (Downtown Dover Partnership) as they planned to create a Master Plan. We together encompassed a lot of people to move forward, to create a Plan for Downtown with strategies that will provide a solid and sustainable future for the capital city. Discussion around creating a plan began before COVID in 2020 and those discussions resulted in circulating an RFP (Request for Proposal) to select the most qualified team to lead a master planning process. Mosaic Development Partners was selected in January of 2022 and the process began. Over 800 members of the community, including individuals, nonprofits, public, and private entities, were engaged through surveys, leader groups, and one-on-one interviews. This input was then coupled with best practices known and implemented by Mosaic and their team, and the final Comprehensive Master Plan emerged the following year. Since that Plan came to be in 2023, we've continued to invite community feedback and engage with the public on recommendations in the Plan and implementation of recommendations in the Plan, particularly regarding several of DDP priority projects that we believe will be the catalyst for additional private investment and redevelopment. This will begin to spur a transformation of Downtown into a thriving center of business, recreation, and living. We're excited to meet with you today to share the team's concept for our priority project number one, the Mobility Center, that will provide for various transportation options for the entire community and will also provide essential and the foundational infrastructure required for an increased number of residents, workers, and visitors for years to come. Mosaic Development Partners was also selected through an RFP (Request for Proposal) process to act as developer on the project. I'm happy to introduce to you now the team's project architect Michael Caine, who will tell you more about the design concepts for the Mobility Center.

### **Slide Presentation**

Hello everyone, happy holidays. I am Michael Caine the Design Manager at Core States Group, formerly known as Bernardon. We were co-authors of the Downtown Dover Partnership's *Capital City 2030 Master Plan*, and we are excited to continue work within the Downtown to help revitalize and create the next chapter of your Downtown. Dawn had a great introduction to

our sites so I will not rehash what the Staff has reported. I'll just sort of pick up where she left off just for the sake of everyone's time. One thing as we look at the Site Plan, we really wanted to make sure that the public is included in our site in as many ways as possible. With that we've really made sure that everything we designed is with the public in mind and the best for your Downtown District. If I can have the next slide, please. So, with this before we even started, we did an in-depth analysis of not only your Guidelines but what Dover's architectural fabric looks like. We surveyed and looked at nearly every brick building within a three-mile radius of the Downtown District to make sure everything we design compliments and reflects rather than replicates your history. Within your Guidelines, it was important for us to make sure that we didn't provide an artificial history of your Downtown. We wanted to create something authentically Dover, but not reflect replacements already there. We had an Open House on October 23, 2024. I believe I've seen a few of you guys there. We wanted to make sure that we provided an early design concept to the public to get buy in before we produced anything for your Council to review or Commissions to review. With that we created a palette in which we were designing towards. We had a few brick selections and wanted to make sure everything we looked at not only aligns as you can see to the bricks of Downtown Dover but also what the public had in mind for their new amenity. One thing we were also looking at and was a result of the Open Houses, is how do we create detailing on our garage that reflects what's there and not bringing in new elements. The most important pictures are on the top right of that slide. That is directly across the street from our development site. It was really the logical path for a lot of our detailing design work. Looking at this and through the guidelines of your *Design Standards and Guidelines*, there's a great emphasis on making sure that the building fits dimensionally to Downtown Dover. What we looked at were a lot of the historic cornice lines and making sure that while the structure is taller than a few of the buildings around us, we want to make sure it didn't feel like it. So, with that and the C-2 zoning requirements, it allows us to sort of step back the taller pieces of our building but remain intact at the sidewalk to create a comfortable very Dover pedestrian experience. You can see on the first two levels in both pictures, really the cladding of brick, which is really the kind of material of Downtown Dover. Dover you think brick. We agreed that we think it's a beautiful material to continue that legacy. With that, we are sort of creating this storefront in which you don't feel like you're going into the bit of history. It's something that's just a continuation of your story. And with that, there's elements of design which are let's say "storefronts" which create the same rhythm and scale of glass that you see on all the storefronts on Loockerman Street but also on Governors Avenue. The storefront that you see on the top image is the same scale of the building across the street from us on Governors Avenue. We are really making sure that we're not deviating too far from your *Guidelines* and making sure this does fit. These are both elevations: on the top is South Governors Avenue and on the bottom is South Bradford Street. These really are two storefronts or two fronts of our building and we wanted to make sure that they are really staying with it. We did a lot of detailing and effort in the detailing to make sure that what we provide has reference to history but also provides a new interpretation of that. The next two elevations we are looking are at the top of Minor Street Alley, which is our southernmost border of our parcel, and our northernmost border on the bottom. This is facing or butting the Harry Louie Laundry and Dry Cleaning. An important thing to look at on the first image is really how we wrapped the corner with brick. While we were doing analysis of this site, we realized that we had a front but also a corner that is very prominent from the street. We wanted to make sure that it had as much love and attention as our fronts. So, on the ground floor with this dual height space of a welcome center, we continue that brick around to really

show care for our neighbors and we wanted to make sure it was very beautiful and comfortable for that experience. Then on the right side of this, we're sort of pointing towards the future with our code mandated stair tower. With that we've selected glass to reflect the history around it but also to be a beacon when you are traversing this on foot to really see once you're done shopping where the parking garage is. Then on the southern image, we're looking at ways to bring in the public. I know this was a comment on the Staff Report about incorporating public art. On this section we have a Code mandated firewall; and we believe that this is a great opportunity to hold a public RFP to create a mural and art which the public will get involved in another level to our design. This slide is our approach on Governors Avenue facing northeast. You can really see all of these design elements sort of fitting together with the code requirements for not only setback but making sure it feels within the site. So, really making sure that that pedestrian experience is comfortable. We didn't want to have a garage that felt unsafe with this making sure that it's an extension of Main Street but also providing opportunity for future development. One thing that we were making sure to involve was the Dover Kent County MPO (Metropolitan Planning Organization) Plan and recommendations for future development. And one of those were ride share locations. So within this, we've identified a future growth at this site to include the MPOs recommendations. One thing to also note is that we acknowledge that all this signage is up for further review. We have given a pretty good first pass of what we think will work depending on or in accordance to your standards and we recognize that that would be another process down the road. Looking at this slide, this is South Bradford Street. Through the Open House, there was a great concern of comfort for families living on Bradford Street and making sure that this is comfortable for families and isn't more of an imposing structure than it needs to be. So, with that we've extended our canopy outwards to make sure that this really feels comfortable from the first story up as well as making sure that the entrances for the garage themselves are clearly designated and available to see from a distance. If you have your family walking down, you don't have to worry about potential impacts. We recognize that this needs to be comfortable for everyone. We have a couple final perspectives, and we have one after this slide that will really show all these other things in addition to the Staff comment. The first perspective you see is north on South Bradford Street from Loockerman Street. With this, you can see the glass stair tower reflecting but also the brick elements that really bring down the height of this building. The idea with this is that the first two floors are the main mass of the structure, whereas, the upper two levels sort of fade into the distance and fade to make sure that at the historical cornice line, you're really feeling the weight of the two-story structure rather than the weight of the four-story structure. You can sort of see that in effect on the second image with the perceived setback. It feels once you move past Harry Louie Laundry & Dry Cleaning that this is a two-story structure with the precast panels up above sort of fading into the trees. That was our main architectural design element here. And then lastly, this is a new image which you'll see on your desk this evening. This is a new image that we've created as a result of Staff comment to show the experience from Loockerman Street to make sure that our structure doesn't feel imposing to the Loockerman Street experience. And, as we designed this, we sort of reaffirmed for ourselves that this structure really fits in. It's hard to see actually where the structure is and with the existing treescape the upper levels are really camouflaged to our benefit and the public's in whole.

JD noted that we found that the City Staff did a very thorough job in their review, and we acknowledge the comments for recommendations and conditional items that were included in the Staff Report. We remain committed to adhering to those and working with Staff to find ways to

make those all possible. At this point, I wanted to pause and turn it back to the Commission and hear any questions or comments that may be at mind.

Chairman Czerwinski said thank you very much for your presentation.

Chair Czerwinski asked if there were any other questions.

Mrs. Richardson mentioned that she was very pleased to see that you're going to have an entrance from both Governors Avenue and from Bradford Street. Will both of those entrances be available for the public? I know a section of the garage is going to be designated for the apartment residents. Mr. Michael Caine replied that the designation of parking is something that we would present as part of the future plan submissions. I think that's all part of the overall parking management plan. At this time, these remain open to the public on both Governors Avenue and Bradford Street. There has not been any thought otherwise up to this point.

The second question that I have doesn't have anything to do with the aesthetics, but considering the EV mandate that our State has passed. How many charging stations will be available in this parking garage? JD replied I don't know that we have a certain quantity defined at this time. There's not necessarily a Code requirement that would require a certain number, but I think this is something again that would be presented as part of the Site Development Plan and would be addressed as part of that process. But certainly, it's something that's been top of mind because we are aware of the mandate moving forward. Mrs. Richardson mentioned that she would think that you would need to have that in the plans before you begin. JD replied correct and what I would note is that in terms of weight, that's usually a concern. The structure itself is intended to be prepared for that. So that's typically, you know, the concern that comes up is the weight of those vehicles. There's certainly access to lower-level parking that would be ideal for that but in terms of quantity, that has not been defined at this point as part of the architectural design.

Mrs. Richardson asked about the glass that's going to enclose the staircase. Is that going to be a mirror glass? Mr. Caine replied yes, we don't intend for this to be mirror glass per say but just reflecting with a regular storefront glazing. We do anticipate some reflections: it's just not going to be a mirror. One of the things that came up during our public conversations early on in our master planning efforts was public safety and making sure that when you are in the stair towers, you do feel comfortable and being seen and not providing any hiding areas in case something might happen. So, that was really sort of the nexus behind this. But with it, we also provide something beautiful. I think with the glass, but to answer your point, it's not going to be mirrored glass per say. It's just more of a standard store front glass.

Mrs. Melson-Williams said why don't we move back to the elevation series so we can have a reference to that?

Ms. Horsey asked as she referred to the Revised Plan on the screen, is the only difference the recession of what's not on that particular corner? The one in the packet was brighter. Is that the main revision that was done? Mr. Caine replied correct. The main revision is pertaining to the bottom image. We just wanted to clarify as the image that was sort of misleading or misrepresenting of what we are doing. The intention is to keep the same material all the way around so it wouldn't look too dark. So, we just lightened it up for everyone to really bring home that's the same tool.

Ms. Horsey mentioned that was what she assumed. She wanted to compliment him and know that Bernardon consistently puts out good design plans; so, I'm really pleased.

Mrs. Mason mentioned that here the comments were all very positive. I think it's going to be a real boost to Dover. I like the way that you have combined new structures and a more modern feeling. It seems to blend into it so beautifully and I think it is a great design.

Chairman Czerwinski mentioned on the higher elevations, the concrete portion of the parking garage looks white. He asked if it was going to be like a marble white or is that going to be a gray? Because if it's a marble white, awesome. They can maintain a lighter concrete to give the impression of like the white offset to the brick. I hope that's the case because it looks really good that way. If it is gray, it's not going to look so good. Mr. Caine replied if you remember at the public meeting, we had those two samples: it's the lighter white. It wasn't a pure white but it's still like a very light gray. That's our intended material, not the darker the two which we had.

Chairman Czerwinski mentioned I really appreciate the design elements on the upper elevation. It's wonderful. My only concern is I'd love to see it go around the building instead of just on the facades. The reason is because on the north elevation the building is quite exposed, very exposed. Also, if you look on Governors Avenue or the southern elevation on Governors Avenue, you've conveniently got a tree blocking it and it's not going to show. I'm asking if there's any way that the design element in the upper blocking of the concrete sections can be extended around the north and south elevations of the parking structure. I know it's probably going to have some cost, but I think because this is a five-story structure, it's going to stand out. Especially if you're approaching it from the north, that's going to be quite blazingly open even with the mural which could be a very temporary thing. The murals are never a permanent part of an architectural design element. From the long term, I would love to see these elevations incorporate those elements that is quite visible. It's very visible, maybe not from Lookerman. I'm hoping that you can extend that design element all the way around the building. You did a wrap around on Governors as far as the brick elements, I'm hoping that you could do the same for Bradford. If you look at Bradford Street north elevation, you will notice that the brick element on Bradford stops right at the corner. You've done it for Governors on the south elevation. I'm hoping that you can do it for Bradford on the north elevation because that just stops right there. At the lower left, you will notice that the brick just stops at the end of the corner. I'm hoping that you could extend that around the corner just like Governors for consistency of the design. Mr. Caine replied yes.

Chairman Czerwinski mentioned otherwise, I think it's a wonderful design. I appreciate the Staff and the contractor who did up the notes having a sensitivity for this. This is the dominating structure in the middle of town. I think you guys have done a wonderful job mitigating any major concerns with this. Especially if you got a white instead of gray because white will definitely suspend your disbelief on what you're looking at versus a gray structure which is very urban. You have to be very careful of that.

*Chairman Czerwinski asked if there were any additional comments?*

Ms. Horsey replied yes. She would like to reiterate what Chairman Czerwinski said about extending the brick. She mentioned if that was possible it would echo the other corner well and



bring the overall design even more together. But Bradford Street you got to remember is a very pedestrian street and that would be nice to have more brick.

Ms. Horsey mentioned that there were a lot of Staff Comments, and I know, you know what they are. She asked if they were going to follow them before they go before the Planning Commission level? JD replied he had a couple of points. There were a lot of comments; it was very thorough. I think there's some of them that that we'd like some more additional information from Staff. I think that's something that we would work through between now and the Planning Commission submission. I don't think as a group or as a team, we met about these items, reviewed each of them. We have a general understanding of what the Staff Recommendations are at this point.

Chairman Czerwinski asked if there were any other comments? If not, thank you very much. I appreciate your time. We might have further questions in the future. Thank you very much.

*The public hearing is open.*

My name is Todd Stonesifer. I'm the Board Chair for the DDP (Downtown Dover Partnership). I reside at 115 N. State Street. There are a couple of letters that Mrs. Melson-Williams discussed in her introduction. I just want to make sure that you all have a copy of each of those and if they need to be read into the record, I may be able to do that. Mrs. Melson-Williams replied that she could take of it. Mr. Stonesifer replied thank you, that's all I have.

*Chairman Czerwinski asked if there was anyone else that would wish to speak. If not, then we will move to online.*

Mrs. Melson-Williams mentioned that online we have a couple of observers. We do have Mrs. Ann Marie Townshend of the Rossi Group. Her and her staff were the initial reviewers of the project and the start of the Report. I'm sure she'll share the kudos to those staff members as well. We also have a representative of the Dover/Kent County MPO. Ms. Marilyn Smith the Director for the Dover/Kent County MPO stated that they did not have a statement at this time. Those are the only virtual participants we have. As noted, we did receive some written correspondence and at this time Staff will enter that into the record. First is a letter received today from the Central Delaware of Chamber Commerce. It was provided on the desks of the Historic District Commission Members. It is signed by Dr. Dina Carol Vendetti, President and this is written on behalf of the Central Delaware Chamber of Commerce to express their support of the design for the new Downtown Mobility Center. Again, they note about it being an integral part of the Master Plan. It mentions the partnership of Central Delaware Chamber of Commerce with the Downtown Dover Partnership and as part of the ongoing work and envision for a revitalized Capital City.

It's specifically related to the new structure, the letter notes that they work diligently to honor the historic nature of the district in which the structure will be constructed, while also working to comply with the City's designed *Guidelines*, and then it goes on to note the public input. They believe the proposed structure does a great job in honoring and fitting in the historic facade of Downtown while incorporating modern amenities and embellishments. They in short support the proposed Plan for the Downtown Mobility Center.

The second letter that we have for the record was also provided to the Historic District Commission Members. It is received from the Biggs Museum of American Art addressing the Commission. It is signed by their current Executive Director, Hassan Najjar, and it again is a letter of support; and they note their strong support for the proposed Mobility Center and Parking Garage.

He notes specifically as he is a new resident of Dover just coming on board as the Executive Director for the Biggs Museum that he has seen the challenges that a city can face when parking needs are addressed too late in the development process and parking as an afterthought. This one proposes to be proactive in planning for that parking to ensure accessibility and convenience as redevelopment progresses here in Downtown. He speaks to its strategic location and thoughtful design to enhance traffic flow, support businesses, and provide vital access to cultural institutions here in Dover including the Biggs Museum. Again, noting that they commend the Downtown Dover Partnership for prioritizing the project noting their support.

*The public hearing was closed seeing no one wishing to speak in the room or virtually.*

*Chairman Czerwinski asked if there was anyone else with questions or concerns. There was none.*

*Mrs. Mason moved for approval of the Architectural Review Certification Application HI-24-09 Dover Mobility Center Garage at 133 South Governors Avenue as presented including the elements of Staff review comments and recommendation found in Section VI of the Report. It was seconded by Ms. Horsey and approved 4-0.*

## **NEW BUSINESS**

### **Review of Permits Referred to Commission**

Mrs. Melson-Williams mentioned that there were no permits to specifically bring to the Commission today.

#### Annual Meeting of Historic District Commission

Mrs. Melson-Williams mentioned that normally your Annual Meetings are in November, but since we had no applications, we thought we could just wait until December. Also, I was hoping there will be a fifth member, but we're still working on that evidently.

#### Election of Chair and Vice-Chair

Ms. Horsey made the nomination that Mr. Czerwinski remain Chair and Mrs. Richardson remain Vice-Chair for the next calendar year. Mrs. Mason seconded the nomination for Mr. Czerwinski to remain Chair and Mrs. Richardson to remain Vice-Chair of the Historic District Commission.

*All members present were in favor of the motion to accept Mr. Czerwinski as the Chair and Mrs. Richardson as the Vice-Chair of the Historic District Commission. Vote of 4-0 by consensus of those present.*

Meeting and Deadline Schedule for 2025 DRAFT

Mrs. Melson-Williams mentioned that Staff has prepared a draft of the schedule.

Your meetings remain on the third Thursday of the month, with a deadline that's established in the month prior. Those tend to fall on either the second or third Friday of the month depending on how the calculations work out. An application has to be filed a minimum of 30 days prior to your meeting. So, this sets out the meetings for all of 2025. I can tell you that we did not receive any specific applications since the filing deadline was last week. However, we will make a determination in early January if there are any other items that need to be brought to you for a January meeting. If there are none, we will cancel that meeting. Per your By-Laws at a minimum, the Historic District Commission must meet quarterly. We will double check all these dates and finalize that officially and be ready to use it come the new year.

Chairman Czerwinski asked if there were any questions.

Chairman Czerwinski asked if he could discuss anything else during this period as far as a potential fifth member? Mrs. Melson-Williams replied that the membership for the Board is actually offered first by the Mayor to City Council. So certainly, if you have ideas or potential candidates, there is an application that is available on the City's website. Staff would be more than happy to pass along any suggestions you may have to the Mayor or you could contact the Mayor's Office directly on that. With the Historic District Commission, the *Zoning Ordinance* does prescribe a hopeful membership group in that it would have representatives ranging from the professional side to residents of the District to business owners in the District and Archaeologists (I don't think we've ever had) and Architects. Those are a variety of expertise with all individuals being a resident of the City of Dover and having an interest in history and historic preservation.

Chairman Czerwinski mentioned that we do not have to discuss names, it's just relaying to my fellow members the importance of keeping their eyes open for potential members. I must do the same myself. We only have four members, and you know we have to look for another person to become a member. We have to keep our eyes open. I don't have anyone in mind at the moment.

Mrs. Robinson mentioned that she would like to see someone from business or someone from the professional side, you know, because we have our personal opinions. Losing Jonathan as a member, it hurt the Commission, in her opinion.

Chairman Czerwinski stated that there's going to be a point that we are not going to have enough members on the Board unless we plan ahead and start really aggressively looking for other members. You know what I mean?

Mrs. Mason stated that she kept trying to go up and down Loockerman Street and throughout the town, asking people she knew if they wanted or were interested in becoming a member of the Historic District Commission. I'm sorry to say that I could not get anyone. I thought that would help but it's really hard to get someone.

Chairman Czerwinski stated that I just want to take that moment out because I've got to remind myself. I have to do the same thing. Someone is probably right in front of me that I don't know

and I'm not paying attention to that would be a good member. So, just keep working at it because we definitely need to get that fifth member.

### **OLD BUSINESS**

#### **Certified Local Government (CLG) Program**

Mrs. Melson-Williams mentioned that she had nothing new to report.

#### **Implementation of 2019 Comprehensive Plan**

Mrs. Melson-Williams mentioned that for the Implementation of the *2019 Comprehensive Plan* there's always something going on that we could point to that strives to meet some of the goals and visions of the Comprehensive Plan. Certainly, I think what we've seen this year with the Downtown redevelopment efforts from a variety of standpoints can point to that. Perhaps in the new year, we'll take a closer look to the Historic Preservation Chapter of the *Comprehensive Plan* to see if there's any kind of targeted efforts, we want to look at there. There was an opportunity for a grant with the CLG program but currently we're trying to keep our heads about water in the Planning Office. So, I'm not sure that we've got the bandwidth to tackle something else at this point.

Chairman Czerwinski asked if there were any questions or comments before we adjourn?

Chairman Czerwinski wished everyone a happy and safe holiday this season. See you next year.

*Mrs. Mason moved to adjourn the meeting seeing no other items of business, seconded by Ms. Horsey, and unanimously carried 4-0 of the members present.*

Meeting adjourned at 4:37 PM

Sincerely,

Maretta Savage-Purnell  
Secretary