CITY OF DOVER, DELAWARE
HISTORIC DISTRICT COMMISSION MEETING
Thursday, August 20, 2026 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 Thursday, August 20, 2026 will be held as an In-Person Meeting at the City Council Chambers at 3:30 PM. The public is welcome to attend in person. The Meeting will also be provided as a Virtual Meeting using Webex, an audio/visual 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 August 20, 2026

Join By Phone: Dial 1-650-479-3208
Access Code: 253 942 99361
Password from Phones: 36837432

Join Online: https://bit.ly/HDCMeeting08202026
Webinar Number: 2539 429 9361
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 July 16, 2026

COMMUNICATIONS & REPORTS

Summary of Activity

2. Summary of Applications 2025 and 2026

3. Summary of Architectural Review Certifications for 2026

Department of Planning & Inspections Updates

NEW APPLICATIONS

NEW BUSINESS

Review of Permits Referred to Commission

4. HI-26-03 Referral of Fence Permit #26-1225 at 103 S. Governors Avenue - Review of Architectural Review Certification as Referred by the City Planner to the Historic District Commission for a Fence Permit #26-1225. The project proposes a 6-foot black ornamental metal fence for the Parking Lots on a series of properties fronting on South Governors Avenue, W. Reed Street, and South Bradford Street associated with the Dover Fire Department Station #1. The properties are zoned C-2 (Central Commercial Zone) and subject to the H (Historic District Zone). The owner of record is Robbins Hose Co. Property Addresses: 103 S. Governors Avenue, 116 S. Bradford Street and other unaddressed parcels. Tax Parcels: ED05-077.09-02-15.00-000, ED05-077.09-02-14.00-000, ED05-077.09-02-13.00-000, ED-05-077.09-02-16.00-000, and ED05-077.09-02-17.00-000. Council District 4.

5. HI-26-04 Referral of Fence Permit #26-1250 at 46 S Bradford Street - Review of Architectural Review Certification as Referred by the City Planner to the Historic District Commission for a Fence Permit #26-1250. The project proposes a 6-foot black-coated chain link fence for the mechanical equipment being placed on the property on the northern side yard of a property associated with the People's Church at 46 S Bradford Street. Property is zoned RG-1 (General Residence Zone) and subject to the H (Historic District Zone). The owner of record is Peoples Congregation Church. Property Address: 46 S Bradford Street. Tax Parcel: ED05-077.05-03-71.00-000. Council District 4.

OLD BUSINESS

Certified Local Government (CLG) Program

Implementation of 2019 Comprehensive Plan

PUBLIC COMMENTS OPPORTUNITY – An opportunity is given for members of the public to provide comments to the Historic District Commission not specifically related to Applications with Public Hearings.

ADJOURN

Posted: August 13, 2026

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

CITY OF DOVER

HISTORIC DISTRICT COMMISSION
JULY 16, 2026

The Meeting of the City of Dover Historic District Commission was held on Thursday, July 16, 2026, at 3:30 PM as an In-Person Meeting in the City Hall Council Chambers (anchor location) and virtually using the audio/videoconferencing system Webex. With Chairman Czerwinski presiding, the other members present were Mrs. Richardson, Ms. Baker and Ms. Horsey.

The Planning Office Staff members present were Mrs. Dawn Melson-Williams, Mrs. Maretta Savage-Purnell and Mr. Alex Dewey.

APPROVAL OF AGENDA

Ms. Horsey moved to approve the agenda as presented, seconded by Mrs. Richardson and the motion was carried 4-0.

APPROVAL OF MEETING MINUTES OF JUNE 18, 2026

Mrs. Richardson moved to approve the Historic District Meeting Minutes from June 18, 2026, with the necessary corrections, seconded by Ms. Baker and the motion was carried 4-0 by voice vote.

COMMUNICATIONS & REPORTS

Summary of Applications 2025 and 2026

Mrs. Melson-Williams stated that this is the third application of the year. At this point, there were two permits that were referred to us and then the revisions with the Legislative Hall Building Addition project that was before you last month. It will be discussed again in today's agenda. And then from 2025, I don't believe there's any additional updates to those four applications. The Old Post Application is still under work within a Demolition Permit and for the Final Plan approval, there were just some recent changes to one of their utility plans, so we'll be processing that in the Planning Office.

Mrs. Melson-Williams asked if there were any questions on the Applications from the last two years? There was none.

Summary of Architectural Review Certifications for 2026

Mrs. Melson-Williams stated that this is activity tracked in the Historic District by calendar year. for the main types of Permits that Staff reviews. We track those that have the need for Architecture Review Certification and note those that do not. So, through the end of June, there were a total of 26 applications in the Historic District. Most of them have actually been building interiors that don't require the Architectural Review Certification, followed by fences and some exterior or new Building Permits in the District. For the month of June, probably the most significant one was the issuance of the Building Permit for the Dover Mobility Center Parking Garage that is now under active construction in that block to the north of Loockerman Street between Governors Avenue and Bradford Street. Out of the 24, the Historic District Commission was involved in six of the permits in some way with the remaining ones being eligible for Staff review.

Mrs. Melson-Williams asked if there were any questions on the permit activity? There was none.

Department of Planning & Inspections Updates
Mrs. Melson-Williams mentioned there were a lot of permits coming and going through our office. As noted in your previous meeting, we do have Alex Dewey, who's manning your presentation today. He is a Planner I in the Planning Office. He has been with us for just over a month now. So, I'm not sure that Ms. Horsey met him since she was not here at last month's meeting. So, welcome to Alex.

REVISED APPLICATIONS

HI-24-07 Legislative Hall Building Addition at 411 Legislative Avenue: Revision for West Entrance ADA Ramp – Review for Recommendation for a Revised Architectural Review Certificate for the addition of an ADA Ramp located at the West Entrance of Legislative Hall. The proposal includes an approximately 160 feet proposed ramp in length, while also providing access to a new accessible entrance created within the exiting west façade. A temporary ramp may also be proposed for during construction. This is associated with the Site Development Plan for the Legislative Hall Building Addition project. The main property of 2.80 acres+/- is zoned IO (Institutional and Office Zone) and subject to the SWPOZ (Source Water Protection Overlay Zone) and the H (Historic District Zone). The subject property is located on the east side of Legislative Avenue as the block between Martin Luther King Jr. Boulevard North and Martin Luther King Jr. South. The owner of record is the State of Delaware. Property Addresses: 411 Legislative Avenue and Court Street. Tax Parcels: ED-05-077.09-05-15.00-000 and ED-05-077.09-05-14.00-000. Council District 4. *This Application HI-24-07 was considered at the Historic District Commission Meeting of October 17, 2024 and granted conditional approval of the Site Plan and Architectural Review Certification by the Planning Commission with Application S-24-19 Legislative Hall Building Addition on November 18, 2024. This Historic District Commission began review of this Revision at their meeting of June 18, 2026 and requested design revisions.*

Mrs. Melson-Williams stated that the original Application for the whole Legislative Hall Building Addition was before the Historic District Commission back in 2024. The project team also appeared at the Planning Commission. But then revisited you last month in regards to adding an ADA ramp to the west entrance of the building. Because you have seen kind of the overall project for a proposal for an Addition on the east side, we felt it appropriate to bring this item to you as well. At the meeting in June, you had a lively discussion about the project and made some suggestions for improvements to the design proposal. The applicant has resubmitted that design proposal. We included in your packet their letter dated July 8, 2026, that gives some details about those revisions and then two Plan sheets: one a Site Plan sheet, and then the other an elevation rendering focusing on that west elevation. And then for your reference, we included the initial Architectural Review Staff Report that we issued last month. So, today we do have representatives of the project team. I think I'm going to let them go ahead and talk to you about what the revisions they have made in response to your application consideration last month.

Representative: Mr. Dan Ridgley, Studio JAED (in-person) and Mr. Gabe Cheung, Studio JAED (on-line).

Mr. Ridgley stated that he was also at the meeting in June where they received the Historic District Commission's initial comments. Thank you for those. They were very helpful and appropriate. We feel that our revised submission has addressed the Board's initial concerns. The main point being that the facade on the West entrance is a significant and architectural visual centerpiece of Legislative Hall. We want to maintain the symmetry there architecturally. That was the gist of the primary comment we received. So, what we've done is updated our renderings, and our plan, but the renderings more importantly should now illustrate that we are maintaining the height and scale of the window opening that we're converting to an ADA compliant entrance to the left. If you see the rendering there on the upper right of the page, West Entrance View from the West, that's a good illustration to describe. We are basically on the left-hand side of the main entrance. There you can see the ramp and the opening in the wall just left of that main entrance is now going to maintain the same height, keystone, brick opening size, and proportion as the existing one to remain on the right. Also, we have shown here a door with white trim and to be glazed in full to also provide glazing to give the effect of symmetry as best we can in this condition. For the ramp and its details, our understanding was that they were received pretty well last time with the wrought-iron railings and the brick retaining walls for the ramp. So, those are as previously shown.

Mr. Ridgley asked if there were any comments and/or questions.

Mrs. Richardson said the question is not in respect to the revised design of the door. I think it meets our expectations what we were requiring, but this is like, don't get upset with me, but the handicapped parking is on the far south side of the building. So, why wasn't the ramp put on the southwest side of the building, so it would be closer to where the parking is for handicap versus the north side of the building?

Mr. Ridgley said that's an excellent question, Mrs. Richardson. I can explain that. We wanted to place the ramp near the west entrance mainly for security purposes inside the building. Everybody who comes into the building needs to go through a security checkpoint and there's an existing checkpoint next to that west entrance. If we were to bring the ADA ramp into say the south side, then its not near that.

Mrs. Richardson said no, no, no, no, no, no. As you face the building it's to the left of the front door on the west side versus to the right of the front door.

Mr. Ridgley said, oh, I'm sorry, I didn't fully understand your question. So, on the right-hand side, there is an interior room that the client requested that we do not reduce. On the interior directly in-board of our new door, we are going to have a vestibule, if you will. People will be using that entrance right into the lobby where security can check them in. In order to do that, we have to take about 6 feet of the room and convert it into a vestibule going into the lobby. It's a conference room on both sides. The one on the right, they directed us not to change it because that is also the side where the Capital Police Office on the right. If you can envision, the plan is kind of symmetrical inside as well, the Capital Police Office being on the right means that

the adjacent conference room, which I believe serves the Senate side, is smaller than the one on the left, which serves the House side.

So, if we cut into that Senate side conference room, it would make for an uncomfortably small conference room on that side when keeping the Capital Police where they are. So, that's the reason for putting it on the left side.

Mrs. Richardson said alright that that makes sense. Thank you.

Mr. Ridgley responded that you are welcome.

Chairman Czerwinski added on to that and asked are you trying to refer to the fact that they could have a parking on Martin Luther King North for the handicap parking? I think that what you are saying is why are people going all the way from Martin Luther King South and going all the way around the building when they could at least temporarily be closer until that extension is built. If they are going to build the ramp, is to actually have handicapped parking on Martin Luther King North on that side. It's showing South here. I mean it's kind of outside the scope, I think, of our decision making here, but we would recommend that you'd probably put parking or at least temporary parking, handicapped parking on the north side of the building there.

Mr. Ridley said to Mr. Chairman, he would be happy to take that into consideration. I would just like to mention that our civil engineers have designated some loading and offloading areas on the north side that are required by Planning Commission. So, we may be restricted on that side but thank you for the comment. We'll take it into consideration.

Chairman Czerwinski asked if there were any additional comments.

Ms. Baker said translating the 18th century and the 20th century ohmage to the architecture and 21st century requirements, it's a big job and we appreciate that you are working on it so audaciously. Is there any way you could just take another peek at a closer handicap parking? It’s a clear opposite side of the building where people will have to roll themselves in front of the main door and up the ramp. Could the loading be assigned to another place or just somehow rethought? I know it takes a lot of time to do this, but you might find something creative pop out. And yes, and I know those conference rooms on the 1st floor are small. I also have a question about windows and panes. On the door, it looks as though it’s nine over nine lights of the door windowpanes. On the windows in the building itself, it looks like 16 over 16. Am I seeing that correctly through these old eyes?

Mr. Ridgley said they look like twelve over twelve.

Ms. Baker said alright twelve over twelve, but the other looked like nine over nine. Is that really what it is? Because it's not a large photograph of that lovely new door that you made.

Chairman Czerwinski said right. I apologize. The door looks like six over six. The windows are twelve over twelve. And then of course you got a probably a three-pane transom over the top. Ms. Baker said right, right, yeah. I was just checking to see if it obviously matched the other window. Mr. Ridgley said good, right.

Ms. Baker said so it sounds like a good transition.

Ms. Horsey stated I do know that the Governor had a line-item veto and one of them was to not allow the expansion of Legislative Hall. And in that regard, why is this ramp needed at all? There's a beautiful ramp on the east side. I've been with people who have accessed this ramp, and they were in a wheelchair and it's beautifully designed. I know that there's parking on that east side for handicapped people. I know there are some on the south side, and they have done a great job of incorporating the symmetry on the east side to accommodate that ramp. The west side is iconic. I don't think we should put a ramp there at all. And in light of the Governor's veto, why is that ramp even needed? Maybe nobody can answer that question at this point. But that is my overall concern. And I know that building inside and out too, and while the south side might not be the best, it wouldn't, what I would like to say is change the symmetry of the iconic west side. It's the side that people take pictures of and it needs to stay that way, please.

Mr. Ridgley said thank you, Ms. Horsey. So, you are correct. We were directed basically to pause all work on the Addition project. However, we're meeting with you today to close the loop on this particular item. We have not been directed to make this ramp a separate project or anything to date. However, if the Addition ever does come back to life, what will happen is as the Addition's being constructed, we have to take the existing ADA ramp offline. We gave our client the option whether to do a temporary ramp or a permanent ramp on this west side; and they elected to do the permanent ramp. Because it's good practice to have as many accessible ingress and egress points to a public facility as we can.

Chairman Czerwinski mentioned he assumed that this is conditional based on funding for the project? Can you tell me for certain that this ramp would be budgeted as part of the expansion project? This isn't, like you said, this is a separate line item on its own. Mr. Ridgley replied that's correct.

Chairman Czerwinski said, so this is conditional. We had discussed this in the last meeting that if they do the Addition, that's going to block the original ramp. So, they actually by a necessity for ADA have to have this ramp installed. I don't know if you've seen the original proposal. The original proposal was simply a wood door. So, that’s definitely an improvement of that.

Ms. Horsey mentioned that she did see that.

Chairman Czerwinski said good.

Chairman Czerwinski asked if there were any other comments?

Ms. Baker said thank you. If this project moves forward as envisioned, there will be two accessible doors for handicapped persons for Legislative Hall in the fullness of time. Is that true or not?

Mr. Ridgley replied Ms. Baker, that is correct, but there will actually be three. That will be one to the lower level, but that'll be for Staff and then two public entrances.

Ms. Baker, two public entrances. Thank you very much.

Mr. Ridgley said you are welcome.

Chairman Czerwinski said I appreciate all the work. It is definitely more of what we're looking for. It carries the asymmetry, the massing, you know, and maintains that, so I really appreciate the work. Just as long as the proposal or what you show here is what we get, because sometimes we'll have the other rendering and then get what actually comes out. It's like, well that wasn't exactly what they had rendered. If you guys could keep to the rendering. But I'm very happy and thrilled with what you guys have done here. It definitely shows the thoughtfulness and respect of an architect. Thank you very much.

Mr. Ridgley said that we do recognize that there was a recommendation on landscaping. If it is impacted, we will address it. Our Plan is to expand the landscaping area in the Plaza on the east side. So, if the project does come back to life and this ramp is included then we would look at offsetting the reduction of landscaping on the west side and on the east side. Since we are going to have more plaza space on the east side we will have more opportunities for planting there. If we have to take out a couple of trees to make this ramp work, we plan to offset it there. If for some reason this project became stand alone, we would address it another way, but we certainly received that comment and will take it into account.

Mrs. Melson-Williams mentioned that there is not a public hearing related to this specifically. But you do need to take some action on the proposal for the west entrance ADA ramp referencing any conditions and the most recent version of its design.

Chairman Czerwinski asked if there was any additional discussion.

Chairman Czerwinski stated that he liked the proposal and with the window and door, there are certain limitations. The doors are going to be thicker than the windowpanes because of the work around for that. So, you have a 6 over 6 on the door with the four lite transom which matches the four 16x16 width. I do appreciate the matching width. I'm happy with it.

Mrs. Richardson agreed.

Mrs. Richardson moved to accept the Revised Plan for HI-24-07 the West Entrance ADA Ramp. Chairman Czerwinski mentioned to add Section IV from the Staff notes in regard to that as well. Mrs. Richardson said okay, thank you. Yes. The motion was seconded by Chairman Czerwinski. The motion carried by a 3-1 voice vote. Ms. Horsey voted no.

Mrs. Melson-Williams mentioned that Staff wants to just confirm that the Revision you're accepting is the one that was presented to you today, which is their submission of July 8th, just for clarity purposes.

Mrs. Richardson replied yes.

Mrs. Melson-Williams said ok, because the whole thing is actually a revision. So, it's the Revision of the door entry, as presented in their July 8, 2026 Plans and Submissions.

NEW BUSINESS
Review of Permits Referred to Commission

Mrs. Melson-Williams stated that there are no new items of business. I will note that the Siding Permit that you dealt with at last month's meeting regarding 108 South Governors Avenue, Staff has worked with the applicant. They are proposing the use of a not a vinyl product, but another product, a Hardy Plank style product that replicates the horizontal siding for that building instead of cladding over with the vinyl that you actually disapproved. They made a resubmission with that material in mind. Staff will be working to complete review and approval of that.
Since it will more closely represent what was there on the building, and that would include using it on the side where the likely asbestos cement shingles on composite shingles are on that south side of the building. It will certainly look more Italianate than it probably does now. So, it's a much better outcome than the original proposal on that one just to give you that heads up.

Mrs. Richardson asked if they mentioned anything about taking the old siding off.

Mrs. Melson-Williams mentioned that we had that discussion with them. We did research a little bit about the product that they were looking to utilize. It's very clear that their specs refer to it being installed on a flat surface. So, that would necessitate removal of items before to meet that flat surface quite obviously for that building. I think he's very interested in doing the right thing. It still, once you have a flat surface, does have some waterproofing type membranes that are installed. But it's certainly a better path forward at the moment than a few weeks ago.

Mrs. Richardson said okay, thank you.

Chairman Czerwinski mentioned if you look at the condition of the wood, there's a lot of rotted wood on that building. I mean we can argue about removing original material, but on the other hand, I mean if you look at the condition, he's going have to replace all that anyway.

Ms. Baker said Mr. Chairman and excellent Staff, there was such an ardent promotion of wrapping the building in Tyvek last time that I have to ask about that. Has that been addressed and do they still want to wrap the whole building?

Mrs. Melson-Williams replied as part of the installation of siding, there is a water barrier (that Tyvek component) that happens when you go to install siding such as that. So, there is a membrane of sorts. Tyvek is actually a trade name. In doing that installation, you will see something along those lines as they begin to install siding and their starter edges. We talked about corner boards and trim boards; so, very clearly that needs to be replicated. There's not much other detailing up at the cornice line or anything. I think at the cornice line that will be a repair and paint scenario.

Ms. Baker, thank you. So, the original idea of something that looks like an unfinished Christmas present it will not be that. It will be the taking off of what is there, right?

Mrs. Melson-Williams replied that is what is going to be approved under the permit.

Ms. Baker, thank you so much. I appreciate Staff's hard work on this.

OLD BUSINESS

Certified Local Government (CLG) Program

Mrs. Melson-Williams stated that we are into a new City budget year at the present time. We will need to circle with the State of Historic Preservation Office to see if there are any opportunities there.

Implementation of 2019 Comprehensive Plan

Mrs. Melson-Williams stated that we continue to work with the assigned consultant as related to the land use and housing reform and the voluntary program that we are participating in with the Delaware State Housing Authority related to SJR8, which is Senate Joint Resolution 8. They are looking at the various housing provisions in our Code, and we are anticipating some initial Reports from that review from the consultant in the next few weeks. There will be some updates on the program I believe in September then the first kind of public workshop on that whole project is tentatively set at this point for late September. We certainly will keep you in the loop there and how to participate in it if we need to bring anything to this body.

Chairman Czerwinski said again, I would like to state our interest in trying to get the funding and the consultancy for doing our addendum to our Guideline book. Again, with the material with this Hardie board, that's stuff that we have not heard of before. It would be nice to know, and I think as we go on and every year goes by there's some new material that's being introduced. I think it's becoming more and more important that this addendum be done so that we are aware of those kinds of materials and that we can actually discuss the progress with applicants. So, we are kind of armed with the information and that they know ahead of time that there are options out there that work with modern materials, that respect the architecture, and respect the history of these buildings. I know every year we keep pushing this down the road, but I'm hoping that at some point we can get the money and get the Staffing done so that we can finally get the Addendum completed.

Ms. Horsey commented about Hardie Plank. It is used at the beaches on beach construction because it's attractive, it wears well, and it just works. It's a great product. I'm happy to see that they are willing to install it on this house.

PUBLIC COMMENTS OPPORTUNITY

Mrs. Melson-Williams stated it is an opportunity that's given for members of the public to provide any comments to the Historic District Commission, specifically not related to any particular applications or public hearings that you may have during the meeting. We have one member of the public in the audience.

I'm not sure if she wants to speak. She's shaking her head “no”, and then the only other participant we have is from the project team with the application that you just considered. I don't believe that he has any comments outside of that project.

Mr. Gabriel Cheung said I do not thank you.

There were no public comments.

Chairman Czerwinski asked if the Public Comments Opportunity was going to be in every meeting from here on out?

Mrs. Melson-Williams replied it will be. We can advise that anytime we have an open meeting we give the opportunity for public comments. So, with the Boards and Commissions that the Planning Office supports, we have kind of standardized the language on the agendas so that it's specific that it could be any item outside of something that required a public hearing during your meeting. So, it gives an opportunity for the public to share their thoughts with that particular Board.

Chairman Czerwinski said thank you.

Chairman Czerwinski asked if anyone had any comments before we adjourn? There were none.

Meeting adjourned at 4:11 PM

Sincerely,

Maretta Savage-Purnell
Secretary

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-26-01	Referral of Door/Window Permit #26-118 at 1 Kings Hwy NE (Residence)	1 Kings Hwy NE	Door/Window Permit	Permit #26-118 referred to HDC by City Planner for consultation on Architectural Review Certification; Reviewed on February 19, 2026 and granted conditional approval.	Permit Application received 1/23/2026 and Referred to the HDC for consultation. Permit approval granted for replacement of 4 windows found to be not in a visible location. HDC noted that the door should be replaced as a double door (the proposal for a single door with sidelights was not approved)
HI-26-02	Referral of Siding Permit #26-848 at 108 S. Governors Ave	108 S. Governors Avenue	Siding Permit	Permit #26-848 referred to HDC by City Planner for consultation on Architectural Review Certification; reviewed by the HDC on 6/18/2026. Since HDC in June, the applicant has chosen a new material for siding. Staff Approval given based on alignment with HDC Action on ArchRevCert HI-26-02.	Permit Application received 5/29/2026 and Referred to the HDC for consultation. Project proposes replacement of existing siding with vinyl siding. Applicant worked with staff to resubmit new siding with Hardie Plank siding (7 in. exposure and horizontal format) and corner board trim and rear of window trim areas.
HI-24-07 Revised : ADA Ramp	Revised Legislative Hall Building Addition: ADA Ramp at the West Entrance of Legislative Hall	411 Legislative Ave, Legislative Hall	Site Plan Review for Architectural Review Certification	Revised a Revised Architectural Review Certification by HDC on 6/18/2026 and requested additional information. Redesign of door opening approved by HDC on 7/16/2026. Previous Public Hearing and Review for Recommendation on a Revised Architectural Review Certification by HDC on 10/17/2024 for approval and forwarded to Planning Commission. which granted ArchRevCert approval.	Site Development Plan review for Building Addition and Plaza Area and associated site improvements. Granted conditional approval with ArchRevCert by Planning Commission on November 18, 2024. Revision Referred for Review by the HDC for a Recommendation for a Revised Architectural Review Certification for Ramp. Project proposed the addition of an ADA Ramp for the West Entrance of Legislative Hall. Ramp Revision to be reported to PC on 8/17/2026.

FILE#	PLAN NAME	LOCATION	TYPE	ACTION	STATUS
HI-26-03	Referral of Fence Permit #26-1225 at 103 S. Governors Avenue, Dover Fire Department Station #1	103 S. Governors Avenue	Fence Permit	Permit #26-1225 referred to HDC by City Planner for consultation on Architectural Review Certification; scheduled for review by the HDC on 8/20/2026.	The project proposes a 6-foot black ornamental metal fence for the Parking Lots on a series of properties fronting on South Governors Avenue, W. Reed Street, and South Bradford Street associated with the Dover Fire Department Station #1
HI-26-04	Referral of Fence Permit #26-1250 at 46 S Bradford Street, People's Church	46 S Bradford Street	Fence Permit	Permit #26-1250 referred to HDC by City Planner for consultation on Architectural Review Certification; scheduled for review by the HDC on 8/20/2026.	The project proposes a 6-foot black-coated chain link fence for the mechanical equipment being placed on the property on the north side of the People's Church Building.

Summary of Permit Applications with Architectural Review Certification
2026- Updated Thru 7-31-2026

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
1/13/2026	25-1668	8 W Loockerman Street	Demolition Permit	Staff Approval	Demolition of select interior area and removal of bank drive thru canopy.
1/5/2026	25-1767	1 Kings Highway NE	Fence Permit	Staff Approval	Installation of black metal picket style fence of 4 foot height.
1/20/2026	26-71	420 S State Street	Sign Permit	Staff Approval	Installation of hanging wall sign.
2/10/2026	25-1393	55 The Green; Supreme Court	Building Permit	Staff Approval per HDC approval of HI-24-06	Project is a one story building expansion clad in brick with brick and cast stone detailing.
2/25/2026	25-1847	55 The Green; Supreme Court	Roof Permit	Staff Approval	Replacement of existing dome roof and associated shingle roof area at the rotunda building entry. Project replaces the shingle roof with a composite slate shingle in DaVinci Inspire Classic Slate in Graphite (color).
2/17/2026	26-64	146 S State Street	Building Permit - Interior Renovations/Demolition	Staff Approval. No ArchRevCert required	Interior demolition in anticipation of renovations for a commercial kitchen to support catering operation, which will be done under a separate permit.
2/4/2026	26-118	1 Kings Highway NE	Window Permit	HDC approved the windows, but did not approve the replacement of the front door.	Was initially for 4 replacement windows at rear of building not visible and the replacement of the front door. The existing front entry is a double door that is likely original to the structure.
2/17/2026	26-189	202 W Loockerman St	Sign Permit	Staff Approval	Permit for a projecting wall sign on an existing building on Loockerman Street. Sign area is 3.52 SF, which complies with the sign regulations.
3/19/2026	25-1443	417 Federal St	Roof Permit	Staff Approval. ArchRevCert Approved	Roof project to replace exiting sloped roof with new synthetic slate singles system, EPDM assemblies, and flat seam copper rooting, and associated flashing, gutters, and coping.

Summary of Permit Applications with Architectural Review Certification
2026- Updated Thru 7-31-2026

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
3/24/2026	25-1825	55 Kings Hwy SW	Fence Permit	Staff Approval. ArchRevCert Approved	Installation of a four-foot metal picket fence along the north and east property lines for a total length of 302 feet. This permit supersedes a previous Fence Perit #25-1463 for a vinyl fence of 6 feet that was referred to the HDC as HI-25-04.
3/4/2026	26-81	55 Loockerman Plz, The Old Post	Fence Permit	Staff Approval	Temporary installation of construction fencing at 55 Loockerman Plaza as the side of the Old Post project for the renovation, partial demolition, and new addition to the previous Post Office building. Fencing is 6-foot chain link to be installed along the property lines with removable panels on the Innovation Way side for site access as necessary.
3/5/2026	26-163	425 East Ave, Legislative Hall Parking Garage	Administrative Permit	Approved by PC. Staff Approval per PC Final Action of ArchRevCert under Recommendation of HDC. H-24-04/S-24-14	For the Site Work for the Legislative Hall Parking Garage project. Project activities under this permit include infrastructure work for the project including erosion and sediment controls, temporary Perimeter Construction Fencing, sewer relocation/additions, demolition of site features, grading, and other utilities work.
4/15/2026	25-121	122 Martin Luther King Jr. Blvd S	Building Permit - Interior Renovation	Staff Approval. No ArchRevCert required	Permit for interior renovations to conference room area within the Haslett Armory Building.
4/8/2026	26-473	32 W Loockerman St L100	Building Permit - Interior Renovation	Staff Approval. No ArchRevCert required	Permit for interior renovations of gym area in tenant suite L100, which includes the installation of a french drain.
4/10/2026	26-530	500 W Loockerman St	Building Permit - Interior Renovation	Staff Approval. No ArchRevCert required	Interior renovation to existing office space. No change in use or exterior changes to the building.

Summary of Permit Applications with Architectural Review Certification
2026- Updated Thru 7-31-2026

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
5/13/2026	25-1545	527-529 S State St	Building Permit - Interior and Exterior Renovation	Staff Approval	Permit for interior and exterior remodeling of the existing triplex.
5/20/2026	26-162	425 East Ave, Legislative Hall Parking Garage	Building Permit	Approved by PC. Staff Approval per PC Final Action of ArchRevCert under Recommendation of HDC. HI-24-04 / S-24-14	Permit for Legislative Hall Parking Garage; construction of a 3-story new Parking Garage Structure with 344 vehicle parking spaces with associated surface parking for service area, and the decorative fence and brick wall surrounding the generator.
5/27/2026	26-180	55 Lockerman Plz, The Old Post	Demolition Permit	Staff Approval per HDC Recommendation and PC Approval of ArchRevCert HI-25-01/S-25-07	Permit demotion of the rear portion of the former post office. Final Site Plan approval pending.
5/18/2026	26-692	415 W Loockerman St	Building Permit	Staff Approval	Permit is for interior renovation to an existing building to relocate a restroom.
6/11/2026	25-695	144 S Governors Ave	Building - Renovation Permit	Staff Approval. No ArchRevCert required	Plans do not reflect any changes to the front or side facades of the building that is proposed as multi-family building.
6/25/2026	26-524	101 W Loockerman St, CenDel Foundation Building Parking Lot	Fence Permit	Staff Approval	Permit is for the installation of a four-foot black aluminum metal picket fence along the north and east property lines including a vehicle access gate and pedestrian access gate.
6/8/2026	26-589	133-135 S Governors Ave, Dover Mobility Center	Building Permit	Approved by PC. Staff Approval per PC Final Action of ArchRevCert under Recommendation of HDC. HI-24-09/S-25-01.	Permit is for the construction of a new Parking Garage Structure (4 story) of four parking levels plus roof level for a total of 328 vehicle parking spaces (with bicycle and scooter parking spaces) and first floor other retail, business, commercial, storage spaces for future tenants.

Summary of Permit Applications with Architectural Review Certification
2026- Updated Thru 7-31-2026

DATE	PERMIT #	LOCATION	TYPE	ACTION ON ARCHITECTURAL REVIEW CERTIFICATE	NOTES
6/16/2026	26-793	500 W Loockerman St	Building - Renovation Permit	Staff Approval. No ArchRevCert required	Permit is for interior renovations to existing office space. No change of use or exterior modifications are proposed.
6/8/2026	26-845	523 S State St, Christ Church	Temporary Sign Permit	Staff Approval	Permit is for a temporary banner (19.50 SF) to be placed at the property for 35 days. This is the first permit for the calendar year. Sign is permitted to be in place until July 27, 2026. Temporary signs are permitted for no more than 90 days in a calendar year.
7/14/2026	26-730	46 S Bradford St, People's Church	Building - Renovation Permit	Staff Approval	Permit is for the removal and replacement of the structural floor at Roof Level (Level 4 - Chimes Levels) interior to the Bell Tower and repairs to the Stucco Ceiling at the Ground Level entry to the Bell Tower. There is also several brick crack repairs that are to be made on the north elevation of the Bell Tower.
7/17/2026	26-848	108 S Governors Ave	Siding Permit	Staff Approval aligned with HDC Action on ArchRevCert HI-26-02.	Permit is for new installation of Hardie Plank siding (7 in. exposure and horizontal format) and corner board trim and repair of window trim areas.
7/23/2026	26-997	500 W Loockerman St	Building - Interior Renovation Permit	Staff Approval. No ArchRevCert required	Permit is for the renovation of the 5th floor of the building for adding offices and a kitchenette.
7/31/2026	26-1157	122 Martin Luther King Jr. Blvd S, Haslet Armory	Roof Permit	No Planning Staff Review	Permit is for the replacement of a roof on the Haslet Armory Building.
7/21/2026	26-1159	108 S Governors Ave	Building - Renovation Permit	Staff Approval	Permit is for installing a railing system on front porch with staff giving conditions for materials and approval.

City of Dover

ARCHITECTURAL REVIEW REPORT
Referral by City Planner to Historic District Commission
Meeting of August 20, 2026

Permit: Fence Permit #26-1225

Location: 103 S Governors Ave, Dover, 116 S. Bradford Street, and other unaddressed parcels
Dover Fire Department Building Station #1

Tax Parcel: ED-05-077.09-02-13.00-000
ED-05-077.09-02-14.00-000
ED-05-077.09-02-15.00-000
ED-05-077.09-02-16.00-000
ED-05-077.09-02-17.00-000

File Number: HI-26-03

Present Zoning: C-2 (Central Commercial Zone)
H (Historic District Zone)

Referral of Permit:
The following application Fence Permit #26-1225 for 103 S Governors Avenue and other properties associated with Dover Fire Department Station #1 is referred by the Planning Staff to the Historic District Commission for consultation regarding the issuance of the Architectural Review Certificate for a Fence project. Applications for certain types of construction activity within the Historic District Zone (H) are reviewed by the City Planner (or Staff as designated) for Architectural Review Certification as part of the Building Permit application review process. Staff is referring the Permit for review under the provisions of *Zoning Ordinance*, Article 10 Section 3.22(A) and (B). See 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.

Permit Information:
Fence Permit #26-1225 was filed on July 29, 2026 for a Fence project at the main address of 103 S Governors Avenue in Dover, Delaware; this is the site of the Dover Fire Department Station #1. The Fence is to enclose the Parking Lots on a series of properties fronting on South Governors Avenue, W. Reed Street and South Bradford Street. The Project outlined in the Permit

submission involves placement of a six-foot black ornamental steel fence installed (mounted) to the curb of the Parking Lots with vehicle gates at entrances.

The proposed Fence starts at the northern side of the property (near northeast engine bay) by the existing flagpole and wall and then travels east along the W. Reed Street frontage property line. Then travels south at the corner of the property line at the intersection with South Bradford Street; following a path across the east entrance to the parking lot. It stops and turns westward at the southern property line, then turns south again after it has passed the carport associated with 118 S Bradford Street. It turns westward again at the corner of the property line, and then south again until it has passed the building at 122 S. Bradford Street. The fence then resumes a westward path until it reaches the property line corner at S. Governors Avenue near the west entrance to the Fire Department Parking Lot, and finally goes north to meet the building. The entire fence is proposed at a height of 6 feet and basically surrounds the parking lot areas to the east and south of the Station #1 Building.

The project site is located within the local Historic District Zone (H) and subject to the provisions of the *Zoning Ordinance*, Article 3 §21 and referenced sections. This property is also located within the boundaries of the Victorian Dover Historic District as listed in the National Register of Historic Places. The Building has undergone a number of renovations and expansions in the twentieth century. Previously, this property was the subject of HI-24-06 for a Building Addition and associated Site Plan in 2004.

Staff Review of Permit for Architectural Review Certification:
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.

The proposed fence along the front and side property lines is visible from the public streets of W. Reed Street, South Bradford Street, and South Governors Avenue. The “public view” is defined in the *Zoning Ordinance* as “that which can be seen readily from a public street, public building or public property, excluding views from alley rights-of-way.”

Portions of the fence would be screened from view at various points by the Fire Department Building and other adjacent buildings. This occurs for the Fence segments along the southern property lines. This leaves the Fence most visible at the Parking Lot entrance on S. Governors Avenue and at the intersection and frontages of W. Reed Street and S. Bradford Street.

In reviewing the proposed project for Architectural Review Certification, Staff referenced various sections of Chapter 3: Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings of the *Design Standards and Guidelines for the City of Dover Historic*

District Zone which presents the Recommended, Not Recommended, and Inappropriate approaches to construction of various elements in the Historic District.

This Request should be reviewed for conformity with the design criteria and development guidelines found in the *Design Standards and Guidelines for the City of Dover Historic District Zone.* Specifically, Chapter 3 page 3-26 includes the discussion of Fences in the Historic District zone where it states that site Fences and walls "should not exceed 4'0" in height and then discusses the Recommended, Not Recommended, and Inappropriate practices associated with Fences and walls as related to materials. Chapter 3 presents the information on the appropriate Fence materials for use in the Historic District. Wood picket style fences and cast iron (metal) fencing are Recommended.

Staff also looked at the provisions for Fences in the *Zoning Ordinance.* For non-residential properties, the *Zoning Ordinance* limits the height of Fences to four (4) feet within the front yard setback (Article 5 §7.5) and with other provisions for increases in Fence height to 8 feet for side yards, rear yards, and the second front yard on corner lots. There is no front yard setback in the C-2 zoning district. Thus, the *Zoning Ordinance* would not require the fence to be limited to four (4) feet in height on any front or side of the property. However, the *Zoning Ordinance* does limit the fence height to three (3) feet when located in the corner visibility area (a triangular area at the intersection of two streets). This would need to be considered at the corner of Reed Street and South Bradford Street.

Historic District Commission Action
The Historic District Commission should consider the Fence project at the Dover Fire Department Station #1 and take action in regard to the Architectural Review Certification for the Fence Permit #26-1225. The Historic District Commission may add conditions for the Fence segments in order to comply with the character of the property within the Historic District. The fence height and the fence materials must be considered.

Staff Findings from Review of Fence Permit:
Staff findings and recommendations are summarized as follows for the Fence project at Dover Fire Department Station #1 and its surrounding Parking Lots as presented in Permit #26-1225 and accompanying documents. Staff included a series of street views for reference.

1. Fence Locations: The fence segments are proposed on the front (north) and side (north) property line and the rear (south) property line. No Fence is proposed in front of the building. It is placed to surround the parking lot areas. The Fences does limit access to the east and rear parking lot areas from W Reed Street, South Governors Avenue, and South Bradford Street as it is gated. There will be a gate with operators at all vehicle entrances where the fence is being installed.

2. Fence Visibility: The Fence will be visible from all public streets surrounding the Fire Department Station #1. The Fence will be visible from W Reed Street, S Governors Avenue, and S Bradford Street. The Fence segments would be visible from the adjoining properties in the rear, sides, and front in reference to the Fire Department Building.

3. Fence Height – Proposed at 6 feet: The *Design Standards and Guidelines* say that generally the height of a Fence should not exceed 4 feet. The 6-foot Fence exceeds the recommended height of the *Design Standards and Guidelines.* The *Zoning* Ordinance fence provisions would allow for the 6-foot fence height.

   The Fence is also limited to 3 feet in height when located in the corner visibility area. For all properties located on a corner lot, the corner visibility area is a distance of 20 feet in length and measured from the point of the intersection of the right-of-way lines for the street. Within that created triangle is the area of limitation. It is noted that other fences on corner lots continue at a consistent height as visibility can occur with wider sidewalk areas or through the fence's picket style form; however, these fences are generally 4 feet in height or less in height (examples at Rose Cottage and other Church/Cemetery properties).

4. Fence Material: The Fences are proposed to be black ornamental steel. The use of ornamental steel products for fencing material is typically recommended for use in the Historic District; such examples that have been approved for Fences for use of metal products/materials such as cast iron, steel, and aluminum.

5. Fence Materials: The use of black ornamental steel fence material will provide a security measure and may also block some of the views of the parking lots from the adjoining properties and also from passersby on the public street and sidewalk.

6. Current Condition & Location: The property currently has a chain-link fence on the rear (south) parking lot. This is only visible from South Governors Avenue. It is unclear if the is chain link fence on this property or the adjoining property. The property does not have any other fences along the property lines.

Recommendations:

1. *Fence Enclosure* - Staff finds that this Fence is visible from W. Reed Street, South Bradford Street, and South Governors Avenue and as an ornamental metal fence creates a see-through looking barrier between the parking lot areas and adjacent properties. The fence could partially obscure views for those driving on the entrance/exit to the parking lots and also for pedestrians using the street frontage sidewalks. The fence with gates appear to be slightly setback from the street curb cuts at each entrance giving space before entry and for pedestrian crossings.

2. *Fence Location* – Staff requests clarify placement of the fence on South Bradford Street frontage as to if its location is east of the trees or on the parking lot curb line west of the trees. The placement on the parking lot curbline is encouraged as it will limit intrusion into the corner visibility area for the street intersection. The existing trees and grass lawn areas should also be maintained.

3. *Fence Height* – Staff notes that most metal fences are 4 feet in height in the Historic District area; however, there are examples of shorter fence segments constructed for security purposes at the 6-foot height.

4. *Fence Materials* – The use of ornamental steel fence material is appropriate in the Historic District. Staff requests submission of information on the fence style (pickets and rails) and clarification on the format of the gate system (swing or slide) and locations of any pedestrian gates.

5. *Other Fencing* – Staff recommends the removal of the chain-link fence along the south property line between the Fire Department south parking lot and the adjacent City owned parking lot on South Governors Avenue. Any signage attached to the fence should be installed on signposts as necessary.

6. Staff recommends approval of this security fencing, given that the proposed metal fence can be seen through and not obscure the entire view at the W. Reed Street and South Bradford Street intersection, especially when installed on the parking lot curb line which sets it back from the corner. The need for a six (6) foot security fence is within reason of granting approval for this Permit since a four (4) foot fence would defeat its purpose.

Advisory Comments:

1. The applicant shall be aware that issuance of a Fence Permit is required prior to the commencement of construction. The Fence Permit Application will be subject to the conditions of approval established and may be required to be updated, if necessary, to comply with these conditions established through the Architectural Review Certification process.

Attachments:

- Exhibit 1: Letter of Referral Notice to Applicant dated August 6, 2026.
- Exhibit 2: Building Permit #26-1225 Application Form and Permit submission documents (Site Plan diagram)
- Exhibit 3: Email Referral for Permit #26-1225 to be subject to the Historic District Commission for consideration dated August 6, 2026
- Exhibit 4: *Design Standards and Guidelines for the City of Dover Historic District Zone,* Chapter 3, page 3-26 to 3-27.
- Exhibit 5: Aerial Map of properties
- Exhibit 6: Screen shots Google Streetview from all streets

City of Dover

August 6, 2026

Brian Bashista and Chief David Carey
Dover Fire Department
103 S. Governors Avenue
Dover DE 19901
[redacted]

Michael Mareno
Mareno's Landscaping LLC
122 Lakshman Trail
Dover DE 19904
[redacted]

Re: Referral of Fence Permit #26-1225 to Historic District Commission
Fence at Dover Fire Department (Robbins Hose Co.) Station #1 at 103 S. Governors Avenue, Dover, DE and locations of adjacent Parking Lots

To Whom It May Concern:

This letter is to inform you that Fence Permit Application # 26-1225 is pending referral to the City of Dover Historic District Commission for consultation. Fence Permit #26-1225 was filed on July 29, 2026 for a fence project for the Parking Lots on a series of properties fronting South Governors Avenue, W. Reed Street, and South Bradford Street in Dover, Delaware which are associated with the Dover Fire Department Station #1. The project outlined in the Permit submission involves 6-foot black ornamental steel fence with vehicle gates at entrances. The fence is proposed to be installed (mounted) on the curbing of the Parking Lots which generally appear to coincide with the property lines.

The City's *Zoning Ordinance* includes provisions for fences on non-residential properties which limits the fence height to four (4) feet when located in the front yard area of the property and limits the fence height to eight (8) feet in the side yard and rear yard areas. Additionally for corner properties, the *Zoning Ordinance* limits fence height to three (3) feet when located in the corner visibility area. For this fence proposal, there appears to be compliance issues with the fence location at the corner of Reed Street and South Bradford Street in the corner visibility area.

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. Fences 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).

> 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* limit the height of fences to four feet and specifies appropriate materials for fencing.** This project involves the placement of a six-foot fence which exceeds the recommended height in the Historic District. The fence is stated to be constructed of a black ornamental steel material which may be considered an allowable material; however, more information and specifications of the fence should be submitted for review. Therefore, I would refer the Fence Permit application to the Historic District Commission for consultation on the height. See *Zoning Ordinance,* Article 10 Section 3.22 (A) and (B) listed as follows.

> Article 10 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.

If you wish to continue with the proposed fence at the 6-foot height, then the Permit will be referred to the City of Dover Historic District Commission. Please confirm by August 12th how you would like to proceed. This Referral of the Fence Permit can be scheduled for the next Historic District Commission meeting scheduled of Thursday, August 20, 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 project representative would need 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.

Or you may revise the proposed fence to the four-foot height in order to comply with the provisions of the Historic District zone. This may be done by requesting such revision to the Permit submission in writing.

Also attached to this Letter are the *Design Standards and Guidelines for the City of Dover Historic District Zone* pertaining to Fencing (pages 3-26 and 3-27). If you have questions on the procedures for review of this Fence Permit or wish to discuss alternative options, please contact me at the Planning Office at (302) 736-7196.

Sincerely,
Department of Planning and Inspections

Dawn Melson-Williams, AICP
Principal Planner

CC: Fence Permit #26-1225

Exhibit 2

City of Dover - BUILDING PERMIT APPLICATION

15 Loockerman Plaza ♦ Dover, Delaware 19901 ♦ (302) 736-7010 ♦ FAX (302) 736-4217
permitsandlicenses@doverde.gov

Office Use Only
Permit Number 24-1225
Roll Plans Fold Plans CD/Email

Project Address/Tax Parcel Identification Number
103 S. Governors Ave.

Applicant's Name
Michael Moreno

Owner Name and Address Dover Fire Dept. Phone # [redacted]
E-mail address: [redacted]

Contractor Name and Address
Moreno's Landscaping LLC
122 Lakshman Trail Dover, DE 19904
Phone # [redacted]
E-mail address: [redacted]
Dover Business License # 27-34374

Date Received 7/29/24
Date Issued
Flood Plain Y (N) Taxes (Y) N
Public Works (Y) N KCD Y (N)
Impact Fee Fixtures Sheet Y (N)
C/O Required
H-4CS

Review Approvals

( ) Building Plan	Date ___ Initials ___
( ) Fire Plan	Date ___ Initials ___
( ) Zoning / Site Plan	Date ___ Initials ___

Total Fee 241.70
Fees Paid ( )
Check # ___ Cash ___ Credit ___
Collected By

BUILDING DETAILS

Proposed Occupancy
Type of Construction
Change in Occupancy or Use? Yes or No
If yes, describe the previous use

Type of work: ( ) New ( ) Addition ( ) Demolition
( ) Renovation – Interior ___ Exterior ___
( ) Roof – tear off ___ overlay ___ # of layers ___
( ) Alteration ( ) Siding ( ) Solar panels
( ) Full Building Demolition ( ) Selective Demolition
(✓) Fence - Height 6' ( )Pool ( ) Elevator ( )Shed
( ) OTHER

Number of Stories
Total Height in Feet
Total Land Area to be Disturbed (in SF)
Proposed Occupant Load
Square Footage All Floors
Total Work Area (in SF)

Description of Work:
6' black ornamental steel fence mounted to curb of parking lot. replacement of black chainlink existing fence. Gates w/ operators @ all entrances

Property in Historic District zone

Sprinkler System? Yes or No
Fire Alarm System? Yes or No

Estimated Value of Construction: 300,000

Certification in Lieu of Oath

I hereby certify that I am the owner of record or a contractor authorized by the owner of record to make this application, and that all work will be performed in accordance with the applicable Codes and Ordinances.

Signature

Print Name

Date

Before You Dig! Call Delmarva 811 at (800)282-8555 or other authorized locator. Attention! Please post your issued permit on site and visible from the street.

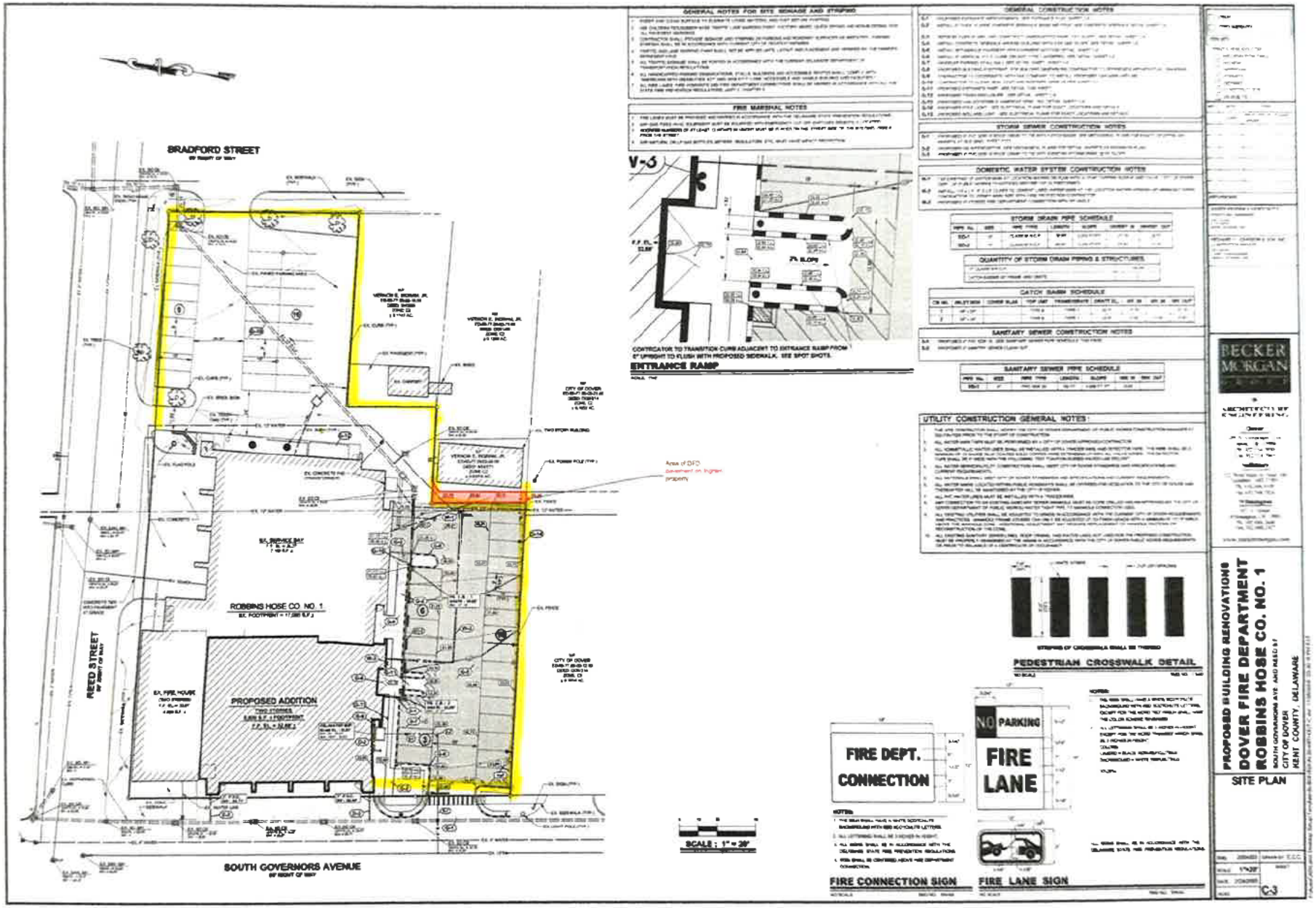

BRADFORD STREET
REED STREET
SOUTH GOVERNORS AVENUE
ROBBINS HOSE CO. NO. 1
PROPOSED ADDITION
SCALE : 1" = 20'
ENTRANCE RAMP
PEDESTRIAN CROSSWALK DETAIL
FIRE DEPT. CONNECTION
FIRE CONNECTION SIGN
NO PARKING
FIRE LANE
FIRE LANE SIGN
BECKER MORGAN
PROPOSED BUILDING RENOVATIONS
DOVER FIRE DEPARTMENT
ROBBINS HOSE CO. NO. 1
SOUTH GOVERNORS AVE. AND REED ST
CITY OF DOVER
KENT COUNTY, DELAWARE
SITE PLAN
C-3

Exhibit 3

From: Melson-Williams, Dawn
To: [redacted] Carey, D.; "[redacted]"
Cc: Duca, Sharon; Melson-Williams, Dawn
Subject: Fence Height Issue with Permit #26-1225 Dover Fire Dept Station #1 as Location in Historic District Zone
Date: Thursday, August 6, 2026 3:10:00 PM
Attachments: Letter to Refer Permit 26-1225 Fence at DFD Station 1.pdf
Fencing and Walls Pages from DS&G HD Chapter 3.pdf
Importance: High

Dover Fire Department and Mareno's Landscaping LLC:
Re: Fence Permit #26-1225 Fence at Dover Fire Department (Robbins Hose Co.) Station #1 at 103 S. Governors Avenue and locations of associated Adjacent Parking Lots

Please see the attached Letter regarding review of this Fence Permit #26-1225. The properties' location within the Historic District zone limits the maximum fence height to 4 feet. This project proposes a fence of 6 feet. The Permit would have to either be revised to comply or the Permit would need to be referred to the Historic District Commission for consideration of the taller fence height. See the Letter for more details. I will need to know your selected path forward by August 12th if you intend to appear before the Historic District Commission this month on Thursday, August 20, 2026.

If you have questions or would like to discuss further, please contact me at the Planning Office.

Dawn Melson-Williams, AICP
Principal Planner
City of Dover, Delaware
Department of Planning & Inspections
(302) 736-7196 Planning Office phone
(302) 736-4217 fax
dmelson@doverde.gov

Please note: My email address is changing from dmelson@dover.de.us to dmelson@doverde.gov. Please update your records accordingly.

speculative. As a rule the design of formal gardens should be as simple as possible, concentrating on location and groupings of planting material. In the absence of strong historic evidence, the introduction of paved garden walks, beds raised with retaining walls, and garden structures such as gazebos, pergolas, and arbors are not recommended.

- Continuous foundation planting is inappropriate for all architectural styles in Dover, except those of the Colonial Revival and Bungalow styles.

Preservation Recommendations

- Provide adequate drainage away from structures on the site.

- Do not permit plant material to destroy architectural fabric. Ground cover and vines that have grown on masonry walls may be accelerating the deterioration of the masonry. (See discussion of "espalier" technique, above.)

Fencing and Walls

Generally, site fences and walls in the Dover Historic District zone should not exceed 4'-0" in height. The following design guidelines should be considered in permit applications in which fencing and walls would be affected.

Recommended

- Wood picket fences of a wide range of designs are appropriate in the Dover Historic District zone.

- Cast iron fencing is appropriate for new fences. Existing cast iron fencing should be repaired or replaced in-kind. New cast iron fencing should be of relatively simple design; a typical earlier design was three horizontal bars with intermittent supporting posts and decorative pickets, with ornamentation at corners, gates, and picket tops.

- Wire fencing is inexpensive and easy to install. This fencing material is appropriate for more modest residences. It should be used as a plant support at property borders, and not left unadorned.

Not Recommended

- Chain link fencing is unattractive and suggestive of exclusion and confinement, and is not recommended for use in the Dover Historic District zone. Where it exists, it may be successfully planted out by encouraging vines to trail across and through it. Where a new installation is proposed it should be limited to side and rear yards. At side yards, chain link fence should not be placed forward of the front of the house. At corner properties, chain link fence should not be installed along either street frontage.

- Woven wood fencing and opaque wood fencing and any modern or "fancy" style fence is not recommended.

- Unpainted wood fences, whether made of treated lumber or not, are not recommended.

Exhibit 4

Inappropriate

- Concrete walls are inappropriate as a fencing material in the Dover Historic District zone and should be prohibited. Existing concrete walls should be stuccoed and painted, while "decorative" masonry screens should be painted black-green.

Paving and Bordering

The paving along or within the perimeter of a property provides the connection between the front door and the street. Providing the "carpet" to the door, it should be as graceful as the rest of the yard.

Recommended

- Brick, gravel, and compressed earth paths are appropriate for domestic walks and garden paths.
- Brick paving should be dry-laid in one of several patterns.



Brick Paving Patterns

- Concrete walks are acceptable in the Dover Historic District zone.
- Glazed brick borders are appropriate for planting bed borders in Victorian style gardens.

Not Recommended

- "Over-paving" to create formal gardens is not recommended in the Dover Historic District zone.
- Using concrete to replace brick, flagstone or other historic paving materials is not recommended.

Inappropriate

- Concrete block, painted rocks, and low wire fencing are inappropriate border materials in the Dover Historic District zone.

Parking Lots

Parking lots are the awkward by-product of a mobile culture. Their incorporation into historic districts is problematic. Parking lots should be screened from the street, their lay-out should include borders, and islands planted with trees and shrubs to break-up expanses of paved areas. Given any parking lot within the Dover Historic District zone, at least 20% of the area within it should be unpaved and planted.



Title: Permit #26-1225 Referral
Address: 103 S Governors Ave
Parcel ID: ED05-077.09-02-15.00-000, ED05-077.09-02-16.00-000, ED05-077.09-02-17.00-000, ED05-077.09-02-14.00-000, ED05-077.09-02-13.00-000
Present Zoning: C-2 (Central Commercial Zone) H (Historic District)
Owner: Robbins Hose Co
Date: 08/13/2026

0 55 110 220 Feet

N W E S

Legend

Dover Boundary
Station 1 Properties

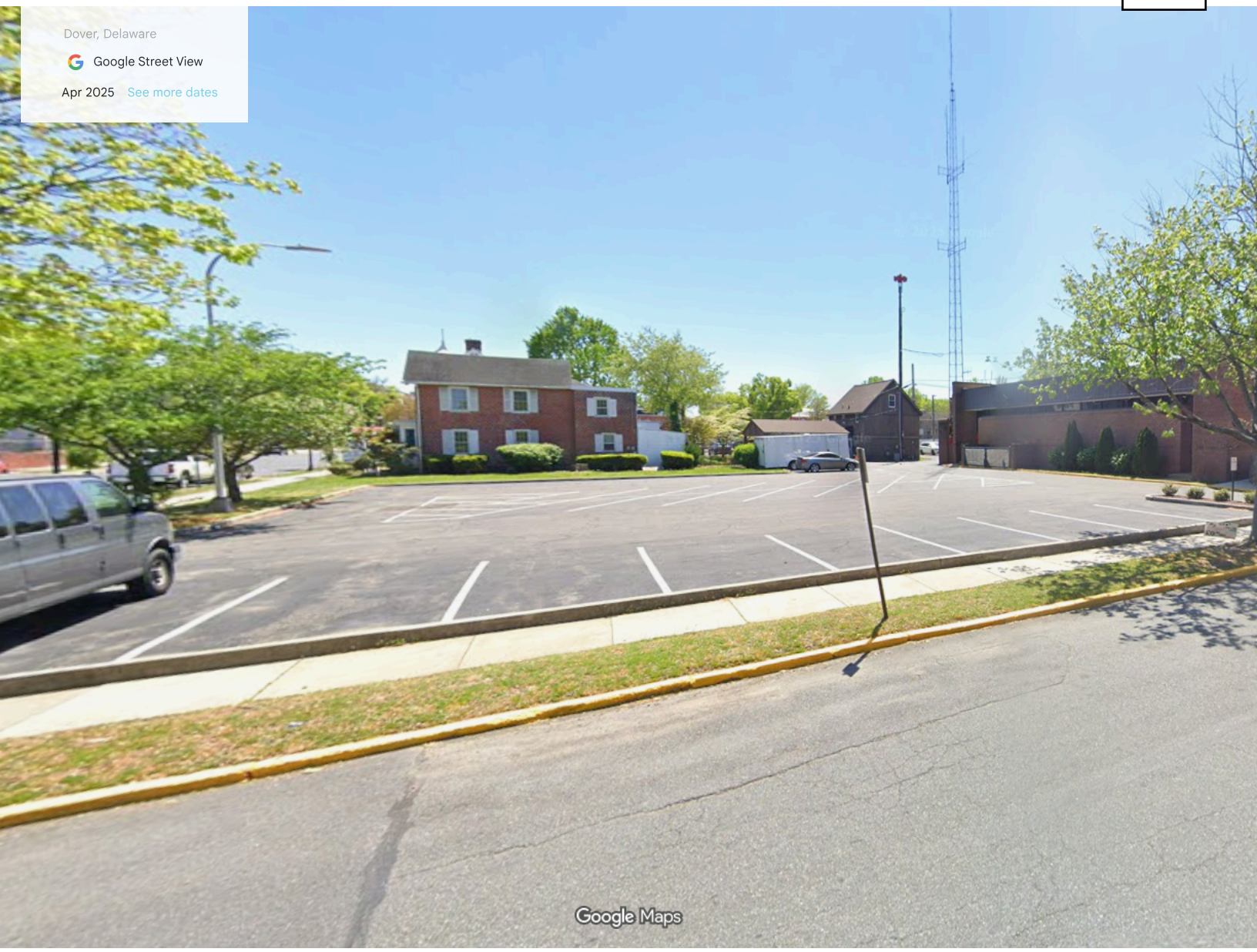
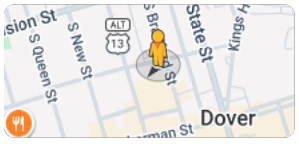


Image capture: Apr 2025 © 2026 Google



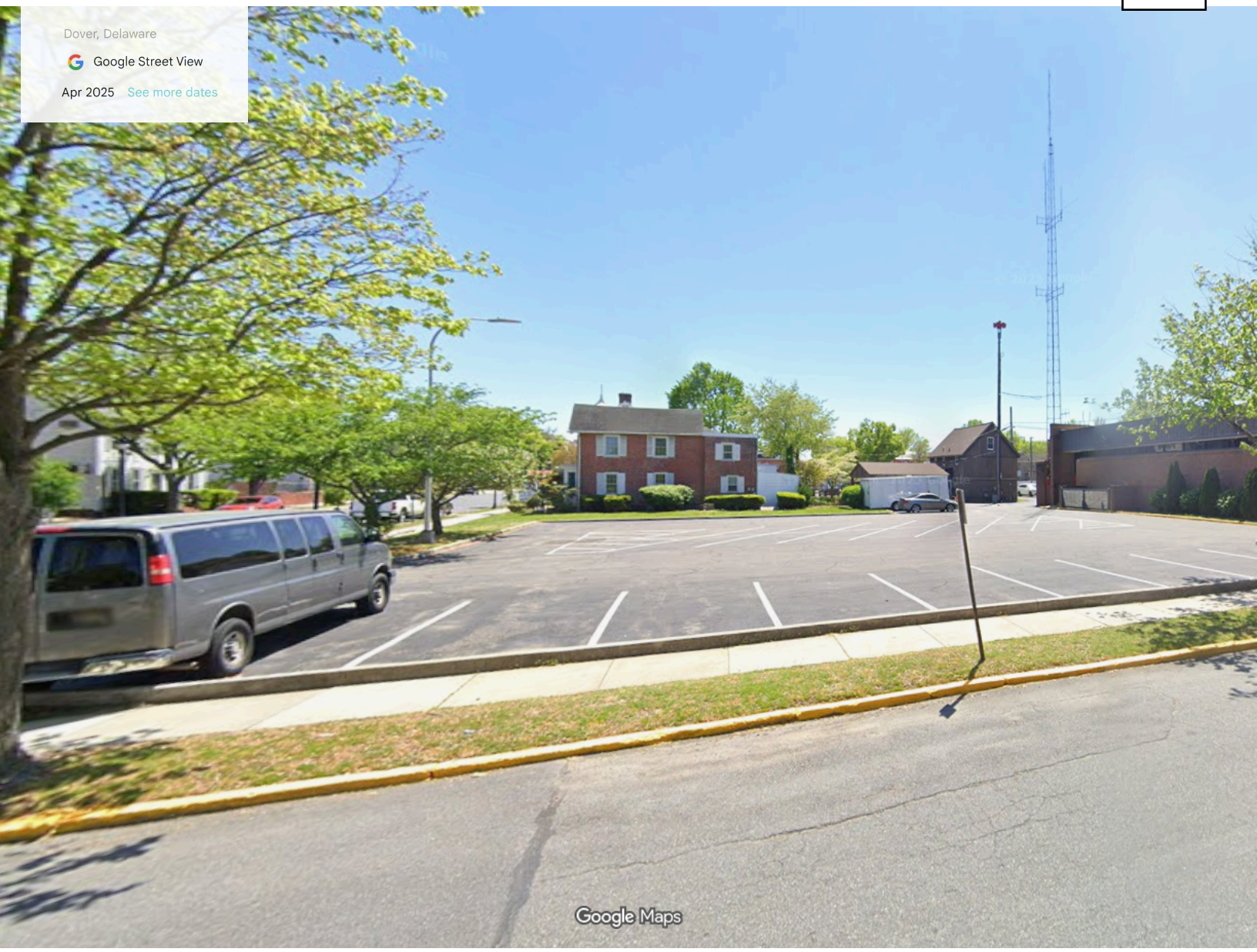
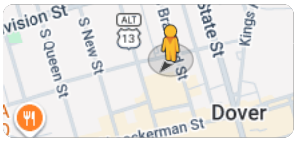


Image capture: Apr 2025 © 2026 Google



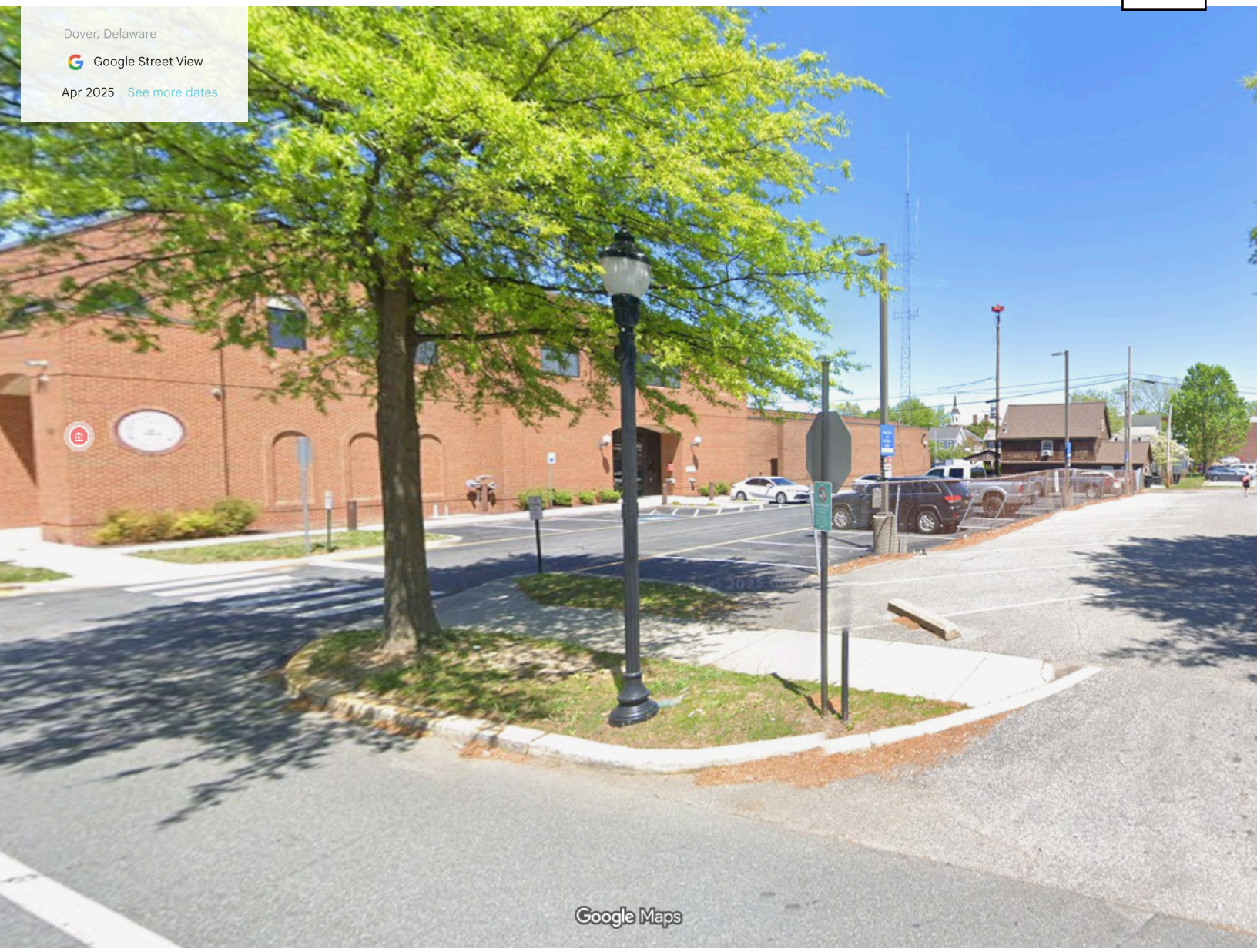


Image capture: Apr 2025 © 2026 Google

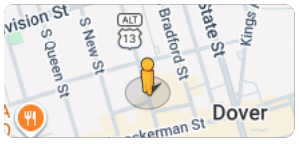
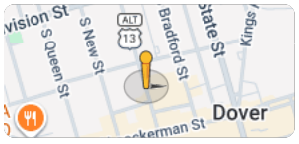




Image capture: Apr 2025 © 2026 Google



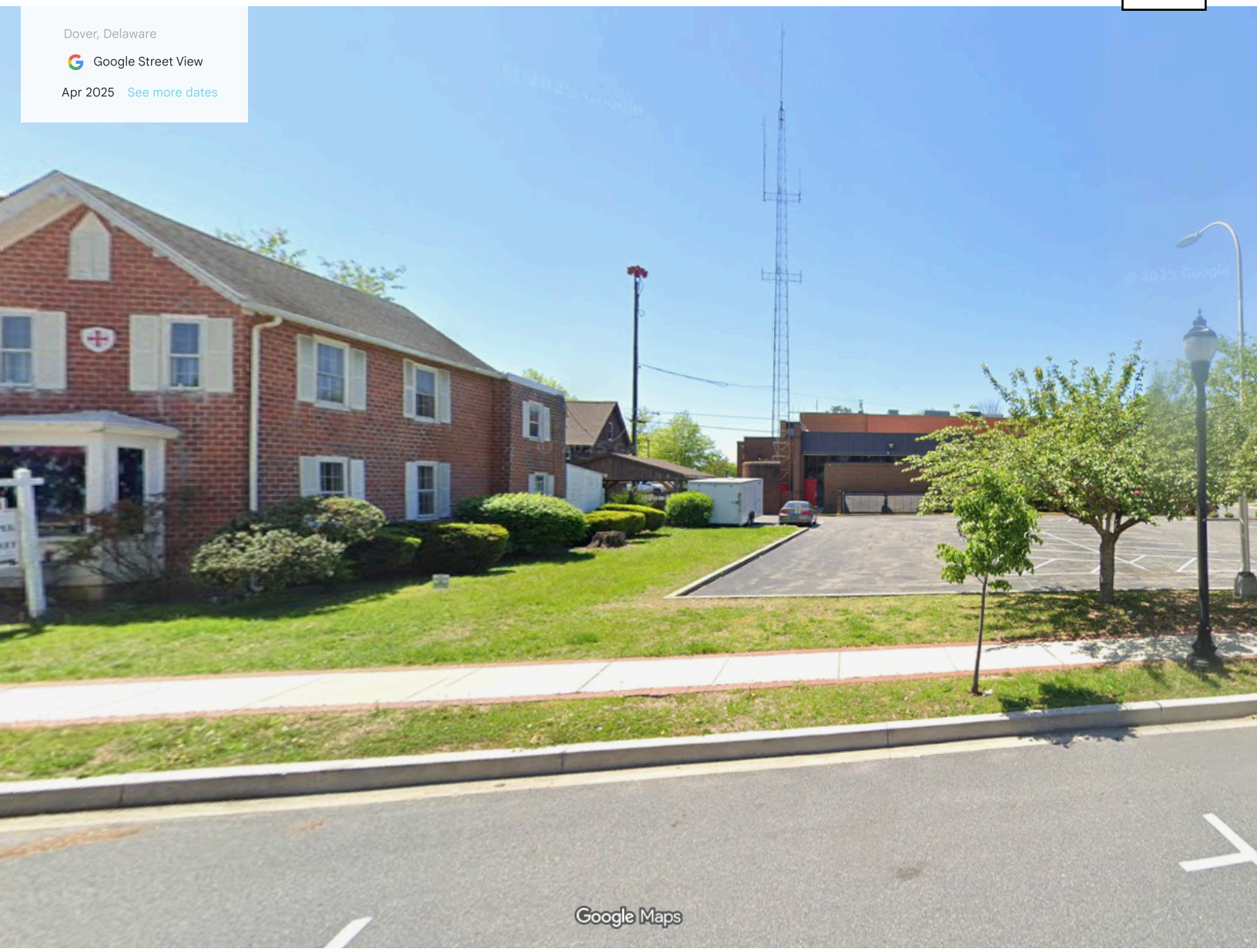
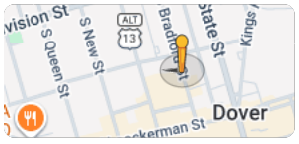


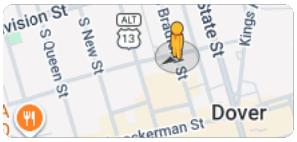
Image capture: Apr 2025 © 2026 Google



Dover, Delaware
Google Street View
Apr 2025 See more dates



Image capture: Apr 2025 © 2026 Google



City of Dover

ARCHITECTURAL REVIEW REPORT
Referral by City Planner to Historic District Commission
Meeting of August 20, 2026

Permit: Fence Permit #26-1250

Location: 46 S Bradford Street, Dover,
People's Church of Dover

Tax Parcel: ED05-077.05-03-71.00-000

File Number: HI-26-04

Present Zoning: RG-1 (General Residence Zone)
H (Historic District Zone)

Referral of Permit:
The following application Fence Permit #26-1250 for 46 S Bradford Street is referred by Planning Staff to the Historic District Commission for consultation regarding the issuance of the Architectural Review Certificate for a Fence project. Applications for certain types of construction activity within the Historic District Zone (H) are reviewed by the City Planner (or Staff as designated) for Architectural Review Certification as part of the Building Permit application review process. Staff is referring the Permit for review under the provisions of *Zoning Ordinance*, Article 10 Section 3.22(A) and (B). See 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.

Permit Information:
Fence Permit #26-1250 was filed on August 5, 2026, for a Fence project at 46 S Bradford Street in Dover, Delaware; this is the site of the People's Church of Dover. The Project outlined in the Permit submission involves placement of a six-foot chain link fence on the side (north) yard of the property near the building to protect mechanical equipment. It is proposed to be a black coated chain link fence.

The plan diagram included in the Permit submission shows the fence extending from the north elevation of the north wing of the building in three segments out past the mechanical equipment pad, returning back to the west egress stair near the building wall. A new sidewalk will also be

created connecting a rear parking lot area around this new fenced mechanical area back to the existing sidewalk on the northeast side of the building. The neighboring property to the north is a residential property. The entire fence is proposed at a height of 6 feet.

The project site is located within the local Historic District Zone (H) and subject to the provisions of the *Zoning Ordinance*, Article 3 §21 and referenced sections. This building is also located within the boundaries of a National Register of Historic Places Historic District, specifically the Victorian Dover Historic District.

Staff Review of Permit for Architectural Review Certification:
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.

The proposed fence along north side of the building is visible from the public street of South Bradford Street. The proposed location of the fence has limited visibility from the street due to the location and some existing vegetation. The "public view" is defined in the *Zoning Ordinance* as "that which can be seen readily from a public street, public building or public property, excluding views from alley rights-of-way."

A review of fences on other properties along this block of S Bradford Street shows primarily white vinyl and wood fences, with some decorative iron and one other black coated chain link fence. The church property itself is fenced by a low, black-iron fence along its street frontages which is consistent with other properties on this block, all of which are fenced with a low black iron fence. Staff notes that the two egress stairs (up from the basement) on this north building elevation were the subject of fence permit #16-1711 which authorized the use of 6-foot black chain-link fencing with vinyl coating. This fencelike enclosure of the egress stairs was approved by planning staff with an informational presentation to the Historic District Commission.

In reviewing the proposed project for Architectural Review Certification, Staff referenced various sections of Chapter 3: Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings of the *Design Standards and Guidelines for the City of Dover Historic District Zone* which presents the Recommended, Not Recommended, and Inappropriate approaches to construction of various elements in the Historic District.

This Request should be reviewed for conformity with the design criteria and development guidelines found in the *Design Standards and Guidelines for the City of Dover Historic District Zone.* Specifically, Chapter 3 page 3-26 includes the discussion of Fences in the Historic District zone where it states that site Fences and walls "should not exceed 4'0" in height and then discusses the Recommended, Not Recommended, and Inappropriate practices associated with

Fences and walls as related to materials. Chapter 3 presents the information on the appropriate Fence materials for use in the Historic District. Wood picket style Fences and cast iron (metal) fencing are Recommended.

Staff also looked at the provisions for Fences in the *Zoning Ordinance.* For residential properties, the *Zoning Ordinance* limits the height of Fences to four (4) feet within the front yard setback (Article 5 §7.5) and with other provisions for increases in Fence height to six and a half (6 ½) feet for side yards, rear yards, and the second front yard on corner lots. The front yard setback in the RG-1 zoning district is 15 feet. Thus, the Zoning Ordinance would allow for the fence to be a maximum of 6 ½ feet in height; however, the Historic District standards place the height limit at 4 feet.

Historic District Commission Action

The Historic District Commission should consider the Fence project and take action in regard to the Architectural Review Certification for the Fence Permit #26-1250. The Historic District Commission may add conditions for the Fence segments in order to comply with the character of the property within the Historic District. The fence height and the fence materials must be considered.

Staff Findings from Review of Fence Permit:

Staff findings and recommendations are summarized as follows for the Fence project at 46 S. Bradford Street for the mechanical area as presented in Permit #26-1250 and accompanying documents.

1. Fence Locations: The fence is proposed on the northern side of the building in the side yard, on the mechanical pad to be constructed in conjunction with the new mechanical equipment installation. No other fencing is proposed on the property. The fence is meant to protect the newly placed mechanical equipment, because there is valuable copper and other metals inside it that are necessary for its function. The fences do not limit any access to the church from the parking lot; as a new connecting sidewalk is proposed. The format and location of the fence (and gates) will need to be evaluated by the Fire Marshal's Office for compliance with any building egress requirements.

2. Fence Visibility: The fence has limited visibility from S Bradford Street due to the vegetation. Because it is entirely coated chain link it is largely see-through. The fence has some visibility from the adjoining properties but is partially obscured by existing vegetation. The fence is most visible from the alley at the rear; however, the alley view is not deemed public view.

3. Fence Height – Proposed at 6 feet: The *Design Standards and Guidelines* say that generally the height of a Fence should not exceed 4 feet. The 6-foot Fence exceeds the recommended height of the *Design Standards and Guidelines.*

4. Fence Material: The Fence is proposed to be black coated chain link as a transparent but difficult obstacle to protect the mechanical equipment. The use of chain link is typically not recommended for use in the Historic District; however, there are exceptions built in for the usage of the chain link material, including the use of plantings, coatings, and the

placement within a side or rear yard. Furthermore, this placement is not forward of the church building mass as a whole and sits exclusively in the northern yard closest to a church north elevation.

5. Fence Materials: The use of a chain link fence material will not block views of the property or the equipment.

6. Current Condition & Location: The property currently has a metal (cast/wrought iron) fence around the perimeter.

Recommendations:

- *Fence Enclosure* - Staff finds that this Fence has limited visibility from S. Bradford Street. The use of a black coated chain link results in a transparent fence does not create a barrier between the property but will serve as a sufficient obstacle for anyone attempting to access the mechanical equipment. On this north side, the property has a large grass lawn, shrubs and trees, the inclusion of a fence would not be out of character. The fence would likely not block ingress for those looking to access the main entrances to the church building; however, it must be evaluated by the Fire Marshal's Office for fire code egress requirements.
- *Fence Height* - While a reduction in height to 4 feet could be considered, it may be impractical because the expressed purpose of this fencing is the security of the mechanical equipment.
- *Fence Material* – The use of black coated chain link fencing reduces its general visibility at the point of "public view" at the street frontage. The project can be encouraged to utilize a black metal picket style fence given its location in the Historic District.

Advisory Comments:

1. The applicant shall be aware that issuance of a Fence Permit is required prior to the commencement of construction. The Fence Permit Application will be subject to the conditions of approval established and may be required to be updated, if necessary, to comply with these conditions established through the Architectural Review Certification process.

Attachments:

Exhibit 1. Letter of Referral Notice to Applicant dated August 13, 2026
Exhibit 2. Building Permit #26-1250 Application Form and Permit submission documents
Exhibit 3. Email regarding new material and height decision
Exhibit 4. Detailed submittal plan including site work, exact fence location, and gates
Exhibit 5. *Design Standards and Guidelines for the City of Dover Historic District Zone,* Chapter 3, page 3-26 to 3-27
Exhibit 6. Aerial Map of property
Exhibit 7. Screen shot Google Streetview

City of Dover

August 13, 2026

Paul Hanebutt
People's Church of Dover
46 S. Bradford Street
Dover DE 19904
[redacted]

David Hood
Diamond Mechanical, Inc.
3588 Peachtree Run
Dover DE 19901
[redacted]

Re: Referral of Fence Permit #26-1250 to Historic District Commission
Fence at The People's Church of Dover, 46 S. Bradford Street, Dover, DE, 19904

To Whom It May Concern:

This letter is to inform you that Fence Permit Application # 26-1250 is being referred to the City of Dover Historic District Commission for consultation. Fence Permit #26-1250 was filed on August 05, 2026 for a fence project for the side yard to screen and protect the proposed mechanical equipment at the People's Church of Dover. The project outlined in the Permit submission as revised involves 6-foot black coated chain link fence. The fence is proposed to be installed on the north side of the property, adjacent to the building to protect new mechanical equipment in the northern side yard.

The City's *Zoning Ordinance* includes provisions for fences properties in a residential zone which limits the fence height to four (4) feet when located in the front yard area of the property and limits the fence height to six and a half (6 ½) feet in the side yard and rear yard areas. Additionally for corner properties, the *Zoning Ordinance* limits fence height to three (3) feet when located in the corner visibility area.

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. Fences 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).

> 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* limit the height of fences to four feet and specifies appropriate materials for fencing.** This project involves the placement of a six-foot fence which exceeds the recommended height in the Historic District. The fence is stated to be constructed of chain link material which

is not considered an allowable material; however; under certain circumstances it may be allowable. Therefore, I would refer the Fence Permit application to the Historic District Commission for consultation on the height and material. See *Zoning Ordinance,* Article 10 Section 3.22 (A) and (B) listed as follows.

> Article 10 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.

Since you wish to continue with the proposed fence at the 6-foot height, the Permit will be referred to the City of Dover Historic District Commission. This Referral of the Fence Permit is being scheduled for the next Historic District Commission meeting scheduled of Thursday, August 20, 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 project representative would need 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.

Or you may revise the proposed fence to the four-foot height in order to comply with the provisions of the Historic District zone. This may be done by requesting such revision to the Permit submission in writing.

Also attached to this Letter are the *Design Standards and Guidelines for the City of Dover Historic District Zone* pertaining to Fencing (pages 3-26 and 3-27). If you have questions on the procedures for review of this Fence Permit or wish to discuss alternative options, please contact me at the Planning Office at (302) 736-7196.

Sincerely,
Department of Planning and Inspections

Christopher Salzano

Christopher Salzano, AICP
Planner II

CC: Fence Permit #26-1250

Exhibit 2

City of Dover - BUILDING PERMIT APPLICATION

15 Loockerman Plaza ♦ Dover, Delaware 19901 ♦ (302) 736-7010 ♦ FAX (302) 736-4217
permitsandlicenses@doverde.gov

Project Address/Tax Parcel Identification Number

46 S Bradford Street Dover DE 19904

Applicant's Name

Diamond Mechanical Inc.

Owner Name and Address Phone # ( )

E-mail address: Peoples Church Paul Hanebutt [redacted]

Contractor Name and Address

Diamond Mechanical 3588 Peachtree run Dover De 19901

[redacted] Dover Business License # 27-00028260

BUILDING DETAILS

Proposed Occupancy _____

Type of Construction _____

Change in Occupancy or Use? Yes or No

If yes, describe the previous use _____

Type of work: ( ) New ( ) Addition ( ) Demolition
( ) Renovation – Interior ___ Exterior ___
( ) Roof – tear off ___ overlay ___ # of layers_____
( ) Alteration ( ) Siding ( ) Solar panels
( ) Full Building Demolition ( ) Selective Demolition
(X) Fence - Height 8ft ( )Pool ( ) Elevator ( )Shed
( ) OTHER _____

Number of Stories _____

Total Height in Feet _____

Total Land Area to be Disturbed (in SF) _____

Proposed Occupant Load _____

Square Footage All Floors _____

Total Work Area (in SF) _____

Sprinkler System? Yes or No

Fire Alarm System? Yes or No

Description of Work:

DMI will install a security chainlink fence around the church's new HVAC equipment Please see the attached drawings.
The fence will be located in the side yard and be 40ft x 20ft x 8ft as a means to keep the HVAC equipment in good working order and deter theft.

Estimated Value of Construction: $5,000

Before You Dig! Call Delmarva 811 at (800)282-8555 or other authorized locator. Attention! Please post your issued permit on site and visible from the street.

Office Use Only

Permit Number 26-1250

Roll Plans Fold Plans CD/Email

Date Received 8/5/26

Date Issued _____ CE

Flood Plain Y (N) **Taxes** Y (N)

Public Works (Y) N **KCD** Y (N)

Impact Fee Fixtures Sheet Y (N)

C/O Required _____

Review Approvals	
( ) Building Plan	Date____ Initials____
( ) Fire Plan	Date____ Initials____
( ) Zoning / Site Plan	Date____ Initials____

Total Fee 57.00

Fees Paid ( )

Check #_____ **Cash** ____ **Credit** ____

Collected By _____

Certification in Lieu of Oath

I hereby certify that I am the owner of record or a contractor authorized by the owner of record to make this application, and that all work will be performed in accordance with the applicable Codes and Ordinances.

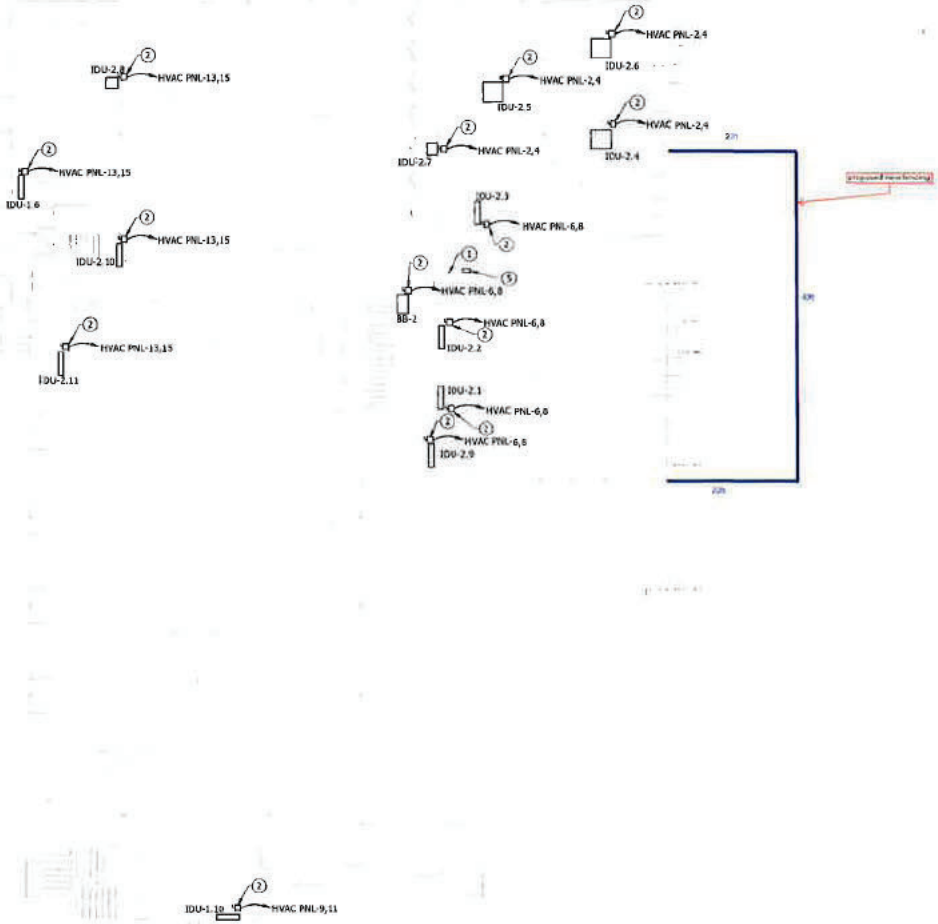
_____
Signature

_____
Print Name

_____
Date

26-2455
26-2437
26-1621
26-483

Hist. Dist. - Yes



DRAWING NOTES
(APPLIES TO THIS DRAWING)

1. BUMPWATER TO BE USED A CONDUIT/WIRE AND DUCT CHASE. COORDINATE WITH MECHANICAL CONTRACTOR
2. NEW NON-FUSED DISCONNECT AND BRANCH CIRCUIT (TYP.) UNLESS OTHERWISE NOTED
3. NEW NON-FUSED 30A NEMA 3R DISCONNECT. MOUNTED ON GALVANIZED UNISTRUT TO SERVE OUTDOOR CHP UNITS
4. GFCI DUPLEX RECEPTACLE IN NEMA 3R WEATHERPROOF COVER, MOUNTED ON GALVANIZED UNISTRUT (TYP.)
5. NEW 100A M.L.O. SURFACE MOUNTED ELECTRICAL PANEL

FIRST FLOOR ELECTRICAL PLAN

1/8" = 1'-0"

0 4' 8' 16'

SCALE: 1/8" = 1'-0"

1 / E101

Diamond State Engineering

PEOPLE'S CHURCH OF DOVER
DOVER, DE

ELECTRICAL
FIRST FLOOR
NEW WORK PLAN

E101


People's Church

Exhibit 3

Item 5.

Outlook

EXTERNAL: FW: [EXT] People's Church Fence Permit

From Greg Robertson [redacted]
Date Wed 8/12/2026 8:24 AM
To Salzano, Christopher <csalzano@doverde.gov>
Cc David Hood [redacted]; Andrew Vitale [redacted]

1 attachment (795 KB)
Peoples Church concrete pad & walkway.pdf;

You don't often get email from [redacted] Learn why this is important

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Christopher,

Attached is a site plan that shows the work and approximate location for the new equipment, concrete pad and fence at Peoples Church. We intend to install 6' black coated chain link fencing that will match the existing fencing they have along that same wall.

If you could review and let us know if you need any additional information.

Thank you!

Greg Robertson
Diamond Mechanical, Inc.
3588 Peachtree Run Dover, DE 19901
[redacted]

From: David Hood [redacted]
Sent: Tuesday, August 11, 2026 1:51 PM
To: Greg Robertson [redacted]; Andrew Vitale [redacted]
Subject: Fw: [EXT] People's Church Fence Permit

Sent via the Samsung Galaxy S24 Ultra, an AT&T 5G smartphone
Get Outlook for Android

From: Salzano, Christopher <csalzano@doverde.gov>
Sent: Tuesday, August 11, 2026 12:20:33 PM
To: David Hood [redacted]
Subject: [EXT] People's Church Fence Permit

Exhibit 3

Item 5.

Good Afternoon,

I'm reaching out regarding a fence permit you submitted for The People's Church in Dover, I have a couple of questions for you.

1. What is the proposed height of the fence?
2. What is the material of the fence? Is it just flat chainlink or does it have a coating?
3. Could you please provide better drawings as to where it is located we think its located over in this side yard, but we do need a sketch showing us clearly where it is.



4. Please also show the existing or proposed mechanical equipment on the site plan.

I also wanted to make you aware of the following: There is a 4-foot height limitation on fences within the Historic District, we may need to refer this to the HDC.
Thank you, and please reach out to me at your earliest convenience.

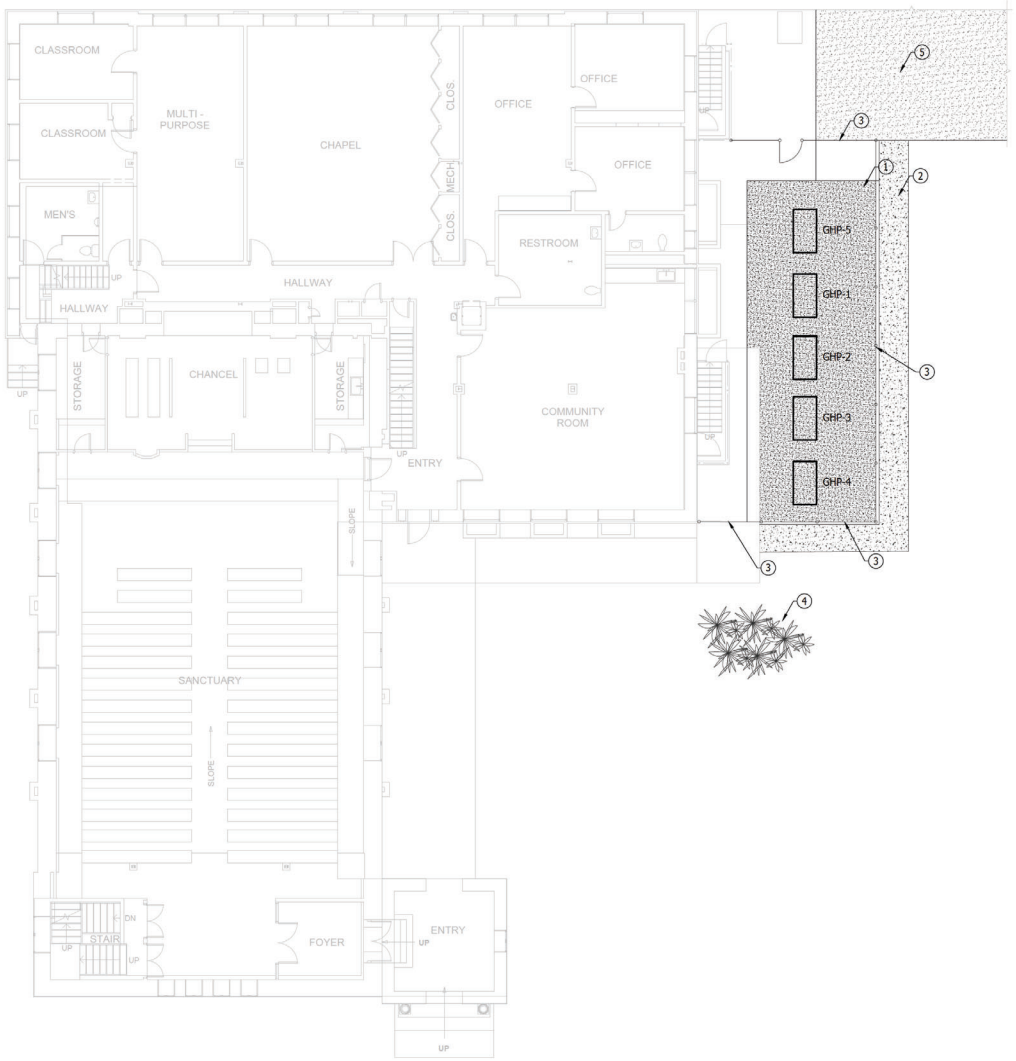
Very Respectfully,

Christopher Salzano, AICP
Planner II
City of Dover, Delaware
Department of Planning & Inspections
(302)736-7196 Planning Office Phone
(302)736-4217 Fax
csalzano@doverde.gov

Thank you for your email. Please be advised that the City of Dover email domain has changed to @doverde.gov as part of our ongoing efforts to improve communications. Our new domain is part of a long-range initiative to increase security and by switching to a .gov domain it provides further assurance to the public that the communications received from @doverde.gov is official, trusted information. Messages sent to our old email

Item 5.

Exhibit 4



NEW PAD, FENCE & CONCRETE WALKWAY
1/8" = 1'-0"

1
M106

DRAWING NOTES
(APPLIES TO THIS DRAWING)

1. NEW CONCRETE EQUIPMENT PAD.
2. NEW CONCRETE WALKWAY.
3. NEW EQUIPMENT FENCE ENCLOSURE.
4. EXISTING BUSHES/SHRUBBERY.
5. EXISTING ASPHALT.

0 4' 8' 16'
SCALE: 1/8" = 1'-0"

Diamond State Engineering
Mechanical, Electrical, Plumbing Design
3088 Peachtree Run
Dover, Delaware 19901
Phone: (302) 697-7694 Fax: (302) 697-1328

Dimensions shall be verified by the contractor before proceeding with the work. Do not scale drawings as rework can be placed in the printing process.

NO.	DATE	DESCRIPTION
2	8/4/26	ISSUED FOR CONSTRUCTION
1	7/20/26	ISSUED FOR PERMIT

PROJECT TITLE
PEOPLE'S CHURCH OF DOVER
DOVER, DE

SHEET TITLE
MECHANICAL
THIRD FLOOR
PIPING PLAN

SCALE: AS NOTED	PLOT SCALE: ARCH D
DRAWN: ARV	DATE: 7/20/2026
CHECKED: T.H	DATE: 7/20/2026

PROJECT NO.
26-3-0037

DRAWING NO.
M106

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speculative. As a rule the design of formal gardens should be as simple as possible, concentrating on location and groupings of planting material. In the absence of strong historic evidence, the introduction of paved garden walks, beds raised with retaining walls, and garden structures such as gazebos, pergolas, and arbors are not recommended.

- Continuous foundation planting is inappropriate for all architectural styles in Dover, except those of the Colonial Revival and Bungalow styles.

Preservation Recommendations

- Provide adequate drainage away from structures on the site.

- Do not permit plant material to destroy architectural fabric. Ground cover and vines that have grown on masonry walls may be accelerating the deterioration of the masonry. (See discussion of "espalier" technique, above.)

Fencing and Walls

Generally, site fences and walls in the Dover Historic District zone should not exceed 4'-0" in height. The following design guidelines should be considered in permit applications in which fencing and walls would be affected.

Recommended

- Wood picket fences of a wide range of designs are appropriate in the Dover Historic District zone.

- Cast iron fencing is appropriate for new fences. Existing cast iron fencing should be repaired or replaced in-kind. New cast iron fencing should be of relatively simple design; a typical earlier design was three horizontal bars with intermittent supporting posts and decorative pickets, with ornamentation at corners, gates, and picket tops.

- Wire fencing is inexpensive and easy to install. This fencing material is appropriate for more modest residences. It should be used as a plant support at property borders, and not left unadorned.

Not Recommended

- Chain link fencing is unattractive and suggestive of exclusion and confinement, and is not recommended for use in the Dover Historic District zone. Where it exists, it may be successfully planted out by encouraging vines to trail across and through it. Where a new installation is proposed it should be limited to side and rear yards. At side yards, chain link fence should not be placed forward of the front of the house. At corner properties, chain link fence should not be installed along either street frontage.

- Woven wood fencing and opaque wood fencing and any modern or "fancy" style fence is not recommended.

- Unpainted wood fences, whether made of treated lumber or not, are not recommended.

Inappropriate

- Concrete walls are inappropriate as a fencing material in the Dover Historic District zone and should be prohibited. Existing concrete walls should be stuccoed and painted, while "decorative" masonry screens should be painted black-green.

Paving and Bordering

The paving along or within the perimeter of a property provides the connection between the front door and the street. Providing the "carpet" to the door, it should be as graceful as the rest of the yard.

Recommended

- Brick, gravel, and compressed earth paths are appropriate for domestic walks and garden paths.
- Brick paving should be dry-laid in one of several patterns.



Brick Paving Patterns

- Concrete walks are acceptable in the Dover Historic District zone.
- Glazed brick borders are appropriate for planting bed borders in Victorian style gardens.

Not Recommended

- "Over-paving" to create formal gardens is not recommended in the Dover Historic District zone.
- Using concrete to replace brick, flagstone or other historic paving materials is not recommended.

Inappropriate

- Concrete block, painted rocks, and low wire fencing are inappropriate border materials in the Dover Historic District zone.

Parking Lots

Parking lots are the awkward by-product of a mobile culture. Their incorporation into historic districts is problematic. Parking lots should be screened from the street, their lay-out should include borders, and islands planted with trees and shrubs to break-up expanses of paved areas. Given any parking lot within the Dover Historic District zone, at least 20% of the area within it should be unpaved and planted.



Title: Permit #26-1250 Referral
Address: 46 S Bradford Street
Parcel ID: ED05-077.05-03-71.00-000
Present Zoning: RG-1 (General Residence Zone)
H (Historic District)
Owner: Peoples Congregation Church
Date: 08/13/2026

Legend

- Dover Boundary
- PeoplesChurch

0 55 110 220 Feet

N
W E
S

Google Maps 45 S Bradford St



Image capture: Apr 2025 © 2026 Google

