



CITY OF DELAWARE CITY

407 Clinton Street - P.O. Box 4159
Delaware City, Delaware 19706
302-834-4573

**CITY OF DELAWARE CITY
REGULAR MEETING OF THE
HISTORIC PRESERVATION COMMISSION
APRIL 11, 2017
MINUTES**

CALL TO ORDER

The regular meeting of the Historic Preservation Commission (HPC) was called to order at 7:00 p.m. by Commissioner Sellers. Those present included Commissioners Wood, Sellers, Hanna, and Lee. Also in attendance was City Manager Cathcart.

ACTION UPON THE MINUTES OF THE PREVIOUS MEETING

Commissioner Lee asked to have it noted in the minutes that the Fort DuPont historical guidelines/standards are not complete, as they only pertain to the sections of the grounds that are going to be developed first. *Commissioner Lee made a motion to accept the minutes of the March 7, 2017 meeting as amended. Commissioner Hanna seconded the motion. There was no discussion. A vote was taken, all ayes, motion carried.*

209 WASHINGTON STREET – ST. PAUL’S CHURCH – ROOF REMOVAL & REPLACEMENT

A representative from St. Paul’s Church explained that they need to replace the bell tower roof which is has the only remaining slate roof. It is not holding up and is hazardous. They would like to replace it with an architectural shingle that matches the main church roof that was replaced about five years ago. They said they thought they might be able to repair/replace the slate with slate, but they have additional problems. The floor under the bell, which is considered another

roof, is also failing. It would not be visible, but there is rotting wood and deterioration of the interior of the tower. Consequently there are actually two roofs to be approved. This would entail the installation of a new flat roof under the bell. The base of this roof would be high density fiber board covered by EPDM rubber roofing. City Manager Cathcart confirmed that this building is contributing but not in the commercial historic district. The church members did compare the price of slate roofing materials to asphalt roofing materials. The cost of the asphalt would be 30% of the cost of the slate. Several years ago, St. Paul's Church replaced 30 pieces of slate which cost about \$3360. Commissioner Lee stated that in the interest of full disclosure, she is a member of St. Paul's Church and asked if she should abstain. City Manager Cathcart said, to be safe, she should abstain from the vote.

Commissioner Wood made a motion to approve the replacement of St. Paul's roof as presented in the proposal. Commissioner Hanna seconded the motion. A vote was taken, with Commissioner Lee abstaining and the other commissioners voting aye. Motion carried.

Commissioner Sellers said that St. Paul's Church would receive a letter of appropriateness from the Historic Preservation Commission. Discussion followed. City Manager Cathcart explained that approval is only good for twelve months.

226 HAMILTON STREET – PETE FORAKER – PORTICO OVER FRONT DOOR

City Manager Cathcart spoke for Mr. Foraker as he was in Florida. Mr. Foraker started the work before getting a building permit or coming to HPC. The City placed a stop work order until the plans could be presented to HPC and a building permit obtained. There will be a fine, as Mr. Foraker will have to pay a double permit fee. The City Manager said he had the building inspector look at this from a structural point of view and the inspector said it met requirements. City Manager Cathcart said that with approval from HPC tonight, the City would issue a building permit tomorrow. Discussion followed regarding the proposal. This structure is not in the commercial district. For the record, the shingles on the portico roof would be approved if they match the existing main roof. City Manager Cathcart said the note on the drawing that referred to a handrail, was made by the building inspector, so the letter of appropriateness could read "the handrail of appropriate material as per building inspector".

Commissioner Hanna made a motion to approve the plans and comments of the building inspector as presented. Commissioner Lee seconded the motion. A vote was taken, all ayes, motion carried.

300 THIRD STREET – THOMAS WILSON & SANDRA PARAG – VARIOUS RENOVATIONS

Commissioner Wood made a motion to table this, as Mr. Wilson passed away and the City did not receive a proposal. Commissioner Hanna seconded the motion. A vote was taken, all ayes, motion carried.

REVIEW AND DISCUSS DELAWARE CITY CODE CHAPTER 49 – HISTORIC PRESERVATION COMMISSION

Discussion occurred regarding needing a full representation of the HPC in order to discuss this. City Manager Cathcart recommended that there be a special meeting, with possible dates sent to the commissioners in order to enable the best attendance. Commissioner Lee recommended that, prior to the meeting, the commissioner should review other municipalities, including New Castle, which is at the extreme end of the spectrum, and possibly Middletown, to see how they deal with historic properties. She said they should also identify their goals, such as putting a little more “teeth” in the Code.

Certain buildings could be nominated as landmarks if they met certain qualifications, but this would need to be discussed with the City Solicitor. She said she would look into what qualifies as a landmark. Additional discussion occurred. Commissioner Lee pointed out that the Code says that the HPC shall establish the procedures to review and recommend nominations for landmarks in historic districts. However, there are no procedures in the Code. She said they should check with the City staff to see if procedures were ever established.

She added that HPC should be doing a better job educating the public. Commissioner Lee said she would draft a handout to be given to people who apply to be added to the HPC agenda, so they know what to expect. The handout would also be helpful for people interested in purchasing property in the historic district.

The commissioners determined that they would each take a municipality and review their historic preservation guidelines as follows: Lee – Milton, Sellers – Middletown, and Wood – New Castle. City Manager Cathcart said he would send an email to all HPC commissioners, suggesting three possible meeting dates in May. He said it would take more than one special meeting. He added that that City Solicitor Walton could attend one meeting to answer any legal questions. He said the goal for the first meeting would be to create an outline of the sections of the Code they would like to work on. Additional discussion occurred.

COMMISSIONERS COMMENTS

There were none.

ADJOURNMENT

Commissioner Hanna made a motion to adjourn the meeting. The motion was seconded. A vote was taken, all ayes, motion carried. Meeting adjourned at approximately 7:34 p.m.

Respectfully submitted,

Dawn K. Gwynn

City Secretary