

"A Historic Past"



"A Bright Future"

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
October 1, 2013**

CALL TO ORDER

The regular meeting of the Historic Preservation Commission was called to order at 7:03 PM. by Commissioner Slotter. Those present included Commissioners Slotter, Beaston, Bonner and Lee. City Manager Cathcart was also in attendance.

ACTION UPON THE MINUTES OF THE PREVIOUS MEETING

Commissioner Bonner made a motion to approve the minutes of the August 6, 2013 HPC Meeting. Commissioner Lee seconded the motion. A vote was taken, all ayes, motion carried.

ELECT A CHAIRPERSON

Commissioner Beaston nominated Commissioner Bonner. Commissioner Bonner thanked Commissioner Beaston but respectfully declined the nomination. Commissioner Bonner nominated Commissioner Slotter. Commissioner Lee seconded the nomination. A vote was taken, all ayes, motion carried.

415 CLINTON STREET – JASON HUTT – RENOVATIONS

Mr. Hutt said he purchased the residence a month ago. He said the back porch is failing due to an insufficient foundation holding up the roofline. He proposed to remove the foundation, keeping the roofline intact, extending posts down for new footers, attaching a deck under that space and bringing it out into the yard. There is an existing front porch which he would like to keep the same, but remove the lattice which is allowing vegetation grow on it. This would leave only the columns supporting the existing front porch roof. Discussion followed regarding column style, white vinyl railings in back, open front porch, no railings in front, removal of

the lattice reverting back to original, and retention of cellar access in back. A recommendation was made to use wood rather than vinyl. Mr. Hutt said he would have no problem using wood for the columns in the front. *Commissioner Beaton made a motion to accept the proposal as submitted. Commissioner Lee seconded the motion. A vote was taken, all ayes, motion carried.*

215 ADAMS STREET – CAR HOMES, INC. – DEMOLITION AND RENOVATIONS

The owner said he purchased the home at a Sheriff Sale and didn't realize it was historic. He said he demolished the wooden front steps that covered the concrete steps. They were moldy and in a weakened condition. He removed the deck in the back of the house due to incorrect construction. The deck boards deflected up to 2" when stepped on, making them unsafe. He removed a metal shed as it was mostly rusting and was starting to collapse. He removed a second shed as the wood was rotten, with mold and major water damage. The shed also had termites and two trees growing up through the floor. He proposed to repair the front cement steps, replace the rear deck with an 8'6" X 12', about 14" off the ground. He said he had already removed the trees that were coming up through the floor of the second shed and regraded the area with topsoil. Discussion followed regarding: pressure treated wood for deck, whether there were brick steps under the concrete steps in the front, removal of the metal shed which was non-contributing, removal of the deck which was non-contributing, wood railings, no plans to rebuild shed that was demolished. *Commissioner Lee made a motion to cap the cement front steps with concrete, remove the deck on the rear of the house and replace it with a wooden deck that is complimentary to the building, remove the metal shed and the wooden shed that suffers from termite, animal and water damage. Commissioner Bonner seconded the motion. A vote was taken, all ayes, motion carried.*

100 FIFTH STREET – KEITH JORDAN – SIDING, TRIM AND REPOINTING FOUNDATION.

Mr. Jordan said he dropped off the elevation certificate at town hall. The surveyor still needs to certify to elevations. City Manager Cathcart reminded the Planning Commission that this was tabled at the last meeting as there was no elevation certificate to work with. He said there still seem to be some problems with the elevation of the foundation, but he passed around the information Mr. Jordan provided. City Manager Cathcart said the concern is that the building is in a flood zone. The minimum elevation flood zone is 9 feet for foundation, not finished floor. The notes are not really that clear, so he asked if the finished floor elevation for the entire house including the proposed addition in the back will be 10.1 feet. Mr. Jordan plans to raise the house to add onto the foundation. City Manager Cathcart said this needs to be confirmed. He said the HPC could approve this, subject to approval of the Planning Commission. Discussion followed regarding the appropriateness of a deck on this house, vinyl railings,

clarification of what had been approved so far. It was stated that there had been no approval yet on deck or addition, only the windows and front appearance of the existing structure. City Manager Cathcart read the motion that was made at the July 2, 2013 meeting, as follows:

“Commissioner Martin made a motion to accept the rehab plan as presented, with notation that the egress bedroom windows on the second story will be 6” wider than the existing openings and will be placed on the right elevation, not on the front elevation; and this proposal does not address what will be built on the rear foundation that will be presented at a later time. Commissioner Lee seconded the motion. There was no additional discussion. A vote was taken, all ayes, motion carried.”

Discussion followed regarding whether there was sufficient information to make a decision, based on the elevations Mr. Jordan provided. *Commissioner Beaton made a motion to reaffirm the motion from July 2, 2013. Commissioner Lee seconded the motion. A vote was taken, all ayes, motion carried.* Commissioner Slotter told Mr. Jordan that the Planning Commission would need to approve the elevation and he should return to HPC with plans for the addition and deck. City Manager Cathcart asked Mr. Jordan to take the plans back to his engineer and get a notation of the finished foundation elevation.

218 ADAMS STREET – SUSAN WALKER/RICHARD NEHER – WINDOWS

Ed Kennedy from Pella Windows made a presentation saying that the new owner would like to replace the windows. He said he doesn't know if the existing windows are original and the house is wrapped in vinyl siding. He said the cost of wooden windows is prohibitive. Commissioner Slotter explained that HPC would be acting in an advisory capacity only, as the home is not in the historic business district. He said HPC would like to see the original materials restored. Commissioner Lee said once the original windows are gone, they're gone. She said she understands the cost of using wood windows; however HPC's job is to advocate for the original materials. She said they would encourage Ms. Walker to replace the windows properly, but couldn't assist with funding. She said it is a misnomer that vinyl windows are better, as wood windows that are restored properly are airtight. Discussion followed regarding the Historic Register on line, total of 10 windows being replaced, other improvements Ms. Walker would like to make in the future, that the windows may not be the originals but may still be historic. *Commissioner Slotter made a motion saying that the HPC is an advisory committee and the highest recommendation would be to restore the current wood windows, however, since the building is extensively altered and the original windows are not in place, we would approve the windows as presented. Commissioner Beaton seconded the motion. A vote was taken, all ayes, motion carried.* Instructions were given to the owner regarding the letter of appropriateness and the permit process.

86 WASHINGTON STREET – THOMAS JOHNSON – REPLACING SIDING

Mr. Johnson said he had vinyl siding on his house which he is replacing with new vinyl siding with insulating board. He said the quality of the siding is much better than the previous siding. He said he didn't think he had to come to HPC as he was replacing vinyl siding with vinyl siding. He added that he has three vinyl slider windows on the third floor and is going to replace them with double hung 35" egress window. Most of the current windows are vinyl and were replaced years ago. Some of the windows are wooden, covered with vinyl. Mr. Johnson said about 90% of the work has already been completed. He said he also removed the rusted tin roof in the front of the house and the old fiberglass roofing materials in the back and replaced them with 30 year high definition shingles. All outbuildings were painted and reroofed with matching roofing materials. *Commissioner Beaston made a motion to accept the proposal. The motion was not seconded. Commissioner Beaston withdrew her motion. Commissioner Lee made a motion, saying the HPC's highest recommendation is retention of the wood siding, but secondarily to replace the vinyl siding with the gray vinyl siding, to remove the old roofing material and replace it and to remove the three slider windows and replace them with double hung windows on the third floor front. Commissioner Beaston seconded the motion. A vote was taken, all ayes, motion carried.*

COMMENTS

Mayor Green made a recommendation that future meetings start at 6:30. Discussion followed. Some members said they would not be able to make the meeting by 6:30. Commissioner Slotter suggested that they discuss it at the next meeting when additional members are in attendance.

City Manager Cathcart said the City could not continue to wait until the last minute to know if there is a quorum/meeting. Consequently, if the City staff has not received positive notification from four members by 5:00PM on the day before the meeting is scheduled, it will be assumed there is no quorum and the meeting will be cancelled. The commissioners and residents scheduled on the agenda will be notified of the cancellation. Discussion followed about the possibility of rescheduling in the originally scheduled month rather than letting the residents wait another month to make their presentation.

Commissioner Slotter said the State of Maryland has excellent training for new commissioners. He said he would email the booklet to the other members of HPC. Discussion followed. Mayor Green said the City Manager, City staff and he have discussed training for new commissioners/council members. He volunteered to work on the training. City Manager Cathcart said he would like to have City Solicitor Walton participate in the training. It would probably be one evening of training for all commissioners. Discussion followed about exparte communication. City Manager Cathcart said this would be covered by the City Solicitor in the training.

Commissioner Lee asked if the two departing commissioners were Debbie Martin and Mark Gland. Mayor Green confirmed it. Commissioner Lee said, for the record, she would like thank them for their years of service. She said Debbie's historic preservation knowledge was an invaluable resource. Commissioner Lee added that Ms. Martin was a professional and will be missed. Mayor Green said he had sent letters to inform Commissioners Martin and Gland, thanking them for their service. Discussion followed regarding the non-confrontational atmosphere HPC wants to project to the residents coming to them for guidance, as, in most cases, they are acting in an advisory capacity. Mayor Green said it was very refreshing to watch how the commissioners acted at this meeting. Commissioner Lee said they will have to reach out to educate people about HPC. Commissioner Slotter suggested doing an article about HPC and perhaps the historic home of the month in the City News. City Manager Cathcart said he is looking for someone to do a monthly newspaper. HPC reached a consensus that they would put an article in the City News about HPC. Discussion followed regarding the cost of building permits.

ADJOURNMENT

Commissioner Beaston made a motion to adjourn the meeting. Commissioner Lee seconded the motion. A vote was taken, all ayes, meeting adjourned at 8:20 PM.

Respectfully submitted,

Dawn K. Gwynn

City Secretary