



CITY OF DELAWARE CITY

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**CITY OF DELAWARE CITY
REGULAR MEETING OF THE
HISTORIC PRESERVATION COMMISSION
September 1, 2015
MINUTES**

CALL TO ORDER

The regular meeting of the Historic Preservation Commission was called to order at 7:00 p.m. by Commissioner Dilliplane. She then introduced the new HPC Commissioner, Bonnie Hannas. Those present included Commissioners Dilliplane, Sellers, Bonner, Slotter, Lee and Hannas.

ACTION UPON THE MINUTES OF THE PREVIOUS MEETING

Commissioner Slotter made a motion to accept the minutes as written. Commissioner Sellers seconded the motion.

Discussion followed regarding the vote on the Front Street property, as there were only three people voting, even though there was a quorum when the meeting started. Commissioner Lee explained that she had been asking if this procedure was proper. Commissioner Dilliplane explained that this was the proper procedure for all levels of Preservation Commissions, including state and federal levels. It was suggested that the minutes be revised to say that Commissioners Lee and Bonner questioned whether a vote of three members of HPC was valid, and that City Manager Cathcart explained that this procedure was proper. Commissioner Lee also commented that the motion did not approve the installation of a gate.

Commissioner Lee made a motion to approve the minutes with the proposed changes. Commissioner Slotter seconded the motion. A vote was taken, all ayes, motion carried.

201 ADAMS STREET – BILLIE TAYLOR – SHUTTERS

Commissioner Dilliplane explained that the house at 201 Adams Street is listed on the National Historic Register. Ms. Taylor said she would like to install about 24 pair of vinyl shutters, using solid shutters downstairs and louvered shutters upstairs. She added that she would not install shutters on the eyebrow windows. Discussion followed regarding the following: no existing shutters on the house, a couple shutters found in the garage when the house was purchased, and the prohibitive cost of wood shutters. The Commission explained that HPC is acting only in an advisory capacity for this structure, as they only have enforcement powers in commercial district. They added that they would advise that the shutters be made of wood, which would have been the material used for the original shutters. They encourage home owners to replace in kind as they want to make sure the town keeps it historic character.

Commissioner Slotter made a motion that the recommendation is to replace in kind with wood shutters, bearing in mind that HPC is an advisory commission only. Commissioner Lee seconded the motion. A vote was taken, all ayes, motion carried. Commissioner Dilliplane told Ms. Taylor that she would receive a letter of appropriateness from HPC, which she would need to take to town hall to get a building permit.

305 FOURTH STREET – MT. SALEM U.A.M.E. CHURCH – PORCH AND STEPS

Mayor Green explained that he and Mr. Toby Williams have been working with The Reverend James Matthews on this project. Mayor Green and Mr. Williams, using the Project Overview and the photos submitted, reviewed the plans to repair or replace the rear door steps and railings, as they are in bad shape and hazardous. Discussion followed regarding the plans. Mayor Green said that when he asked Assistant City Clerk Clifton whether the structure would need to be ADA compliant, she replied that it would not be necessary because the front entrance of the church is already ADA compliant. The HPC Commissioners reached consensus that historic preservation is not an issue.

Commissioner Lee made a motion to accept the plans to construct new steps, railings and deck. Commissioner Hannas seconded the motion. A vote was taken, all ayes, motion carried. Commissioner Dilliplane told the representatives of Mt. Salem U.A.M.E Church that they would receive a letter of appropriateness from HPC which they would need to take to town hall to get a building permit.

Reverend Matthews said they are planning to add a steeple in the future. He was told they should return at that time with plans, drawings and materials. He said this church never had a steeple, but the original church that was built in the 1800's had a steeple. Discussion followed.

202 JEFFERSON STREET – DAWN GWYNN – HANDICAP RAMP

Commissioner Dilliplane explained that this item was tabled at this time.

COMMISSIONER COMMENTS

Discussion occurred regarding enforcing the rule stating that plans, photos, material lists, etc. must be submitted to HPC five days prior to the meeting. Mayor Green said he would discuss this with City Manager Cathcart. Commissioner Lee said she had drafted a list of frequently asked questions, which she would send to the other commissioners for their review. They will send comments and/or recommended changes to Commissioner Lee. Mayor Green said he would put something together and send it to all the commissioners for review. Commissioner Dilliplane said she would compile the list and pass it along to the other commissioners.

Commissioner Bonner's submitted a letter of resignation from the Historic Preservation Commission, effective October 1, 2015. Commissioner Dilliplane read the letter and commented that Commissioner Bonner would be greatly missed. Commissioner Bonner has served for 19 years. Mayor Green commended Commissioner Bonner for her years of service. She has agreed, per the request of Mayor Green, to continue to serve until Mayor Green finds a candidate to appoint to this position. Mayor Green asked the commissioners to submit names of possible candidates to Commissioner Dilliplane.

Commissioner Dilliplane said she has been checking into training for the members of the Historic Preservation Commission. Discussion followed.

Discussion followed regarding the power and/or lack of power of the Historic Preservation Commission. Mayor Green asked the commissioners to send him their thoughts about this. They said there have been so many times they have been authorized only to advise residents, as they have no enforcement power other than in the commercial district.

Discussion followed regarding possible candidates for the opening on HPC.

ADJOURNMENT

Commissioner Slotter made a motion to adjourn the meeting. Commissioner Sellers seconded the motion. A vote was taken, all ayes, motion carried. Meeting adjourned at approximately 7:56 p.m.

Respectfully submitted,

Dawn K. Gwynn

City Secretary