

**Historic Area Commission
Community Room New Castle City Police Station
1 Municipal Blvd., New Castle, DE 19720
Thursday, July 09, 2026 – 6:30 p.m.**

EACH APPLICATION IS A SEPARATE PUBLIC HEARING

The agenda items listed may not be considered in sequence.

AGENDA

OLDER/TABLED APPLICATIONS

1. 46 E 3rd St – Diane C. Bristow – New shed.
2. 140 E 3rd St. – James Coty – Repoint masonry, install flood lights, build brick parking space, install EV charger, build wood deck, repair and replace fence, replace front door, install metal and railings steps.

NEW APPLICATIONS

1. 113 E 2nd St – Johanna Tepperwien – Replacing windows.
2. 33 W 4th St – Robert Fonda – Exterior replacements.
3. 80 W 5th St – Donald & Denise Dodson – Install privacy fence.

CONSULTATIONS

No Consultations at this time.

OLD BUSINESS

No Old Business at this time.

NEW BUSINESS

1. Review of the minutes.
2. Planning Commission Update.

PUBLIC COMMENTS

Public Comments on agenda items only.

Posted: 6/24/26

Updated: 07/02/26

If you are unable to attend the meeting, questions and comments will be taken via email up to 3:00 p.m. on Thursday, July 09, 2026 at info@newcastlecity.delaware.gov.

HISTORIC AREA COMMISSION
New Castle Police Community Room
1 Municipal Drive
June 11, 2026

Present: Carmella Longobardi
Mark Lorenz
Stephen Franklin, Planning Commission Liaison
Joshua Boles, Superintendent, First State Historical Park

Absent: Tera Hayward-Olivas, Chairperson
Michael Westman

Also Present: Leila Hamroun, City Architect
Jeff Bergstrom, City Building Official
Michael Hoffman, City Solicitor

In Ms. Hayward-Olivas' absence, Mr. Lorenz agreed to act as chair and convened the meeting at 6:30 p.m. Roll call followed and a quorum to conduct business was declared.

Old/Tabled Applications

There were no old/tabled applications.

New Applications

24 East 4th Street – Joseph Mason – Remove and replace porch materials

An application was submitted for the removal and replacement of existing porch materials while maintaining the overall historic character of the home.

Mr. Mason explained that the existing 1x4 porch flooring will be replaced with new 1x4 mahogany porch and finished with a clear coat to highlight the natural mahogany appearance. Existing rusted handrail will be replaced with a cedar handrail similar in style and appearance to the neighboring property. The new handrail is proposed to either be stained or painted white. Existing porch posts will be new 6x6 cedar posts and finished with either stain or paint. Existing aluminum siding on the facade will be removed and replaced with 1/2x6 clear beveled cedar siding. Proposed cedar siding will be stained, and color samples have been included with the application. Existing second-floor will also be replaced with new two-panel raised wood shutters to be either stained or painted. Porch roof shingles will be replaced with Pinnacle@ "Copper Canyon" architectural shingles, with sample included as part of the application package. Replacement of shingles is limited to the porch roof area only. Existing lattice beneath the porch will also be removed and replaced with new cedar lattice, to be painted, along with replacement of existing fascia trim to match the updated porch improvements.

Ms. Hamroun explained why the application came to HAC, noting that the application has been partially approved as Tier 1 for materials. She stated that the siding replacement, proposed materials for flooring and latticework, and wood railing all conform to the Guidelines and Standards, and she would recommend approval of the application.

A motion to approve the application for 25 East 4th Street was made by Mr. Boles. The motion was seconded by Ms. Longobardi and was unanimously passed.

46 East 3rd Street – Diane Bristow – New shed

An application was submitted construct a new wood 12' x 16' shed with a maximum peak height of 10' 6" with wood walls and tongue & groove plywood subfloor with tongue & groove pine planks, and double wood doors. Two historic windows that are not operational. Exterior walls covered in wood Dutch lap to match existing historic kitchen/sunroom exterior walls. Roof covered with Brava Victorian Composite Slate Roof Tile.

Ms. Bristow explained that the new shed would be directly across from the original kitchen for the house and will replicate the kitchen in design.

Ms. Hamroun explained why the application came to HAC, noting that all proposed materials conform to HAC Guidelines & Standards, including the proposed composite slate roof tile. She stated items that are missing from the application:

- The plans do not show the setbacks from the property line.
- The plans do not show the distance from the adjacent building (kitchen).
- The application does not detail materials for fascia and gutters.
- The plans do not show elevations.

Ms. Hamroun stated that the scale is fairly massive for a shed that is supposed to be secondary building, and there is not enough information to see how that will work. Ms. Hamroun recommended that the scale be reduced slightly.

In response to a question from Mr. Lorenz, Ms. Hamroun stated that setbacks are the purview of HAC, and they are not on the plan as shown. Based on previous examples and best practices, trying to conditionally approve a shed without seeing the impact of the scale to the adjacent buildings means you do not have all the components to make an informed decision. She recommended that information be provided and that the application come back to HAC for review.

Ms. Hamroun added that there is no dimensioning of the back or front walls in the application. In response to a question from Mr. Lorenz, Ms. Hamroun stated that the plans do not include a scaled drawing; adding that the elevations have a lot of detail about where fascia is going to be, etc., but there is no mention of the front wall or the rear wall. She added that Exhibit 2 is the plot plan. Ms. Bristow stated that it is a 4' setback. Mr. Hoffman stated that the setback could be conditionally approved based on the representation of the applicant; opining that Ms. Hamroun's concern is more about how the structure and scale fits, and without more information that is hard to determine.

Ms. Hamroun noted that the application does not provide any information other than the overall measurements of the shed that gives any sense of volume. She stated that Ms. Bristow could submit a sketch showing the walls with heights and showing the distances to scale from the

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adjacent kitchen and the elevation of the kitchen. She added that it does not have to have a lot of detail, but it has to be scaled enough so they can be seen in proportion to each other.

In response to a question from Ms. Bristow, Ms. Hamroun reiterated that she needs to provide the elevation and height dimensions.

Mr. Lorenz called for a motion to table the application. No motion was forthcoming.

Mr. Lorenz called for a motion to conditionally approve the application. Mr. Hoffman recommended that if the Commission conditionally approves the application that it is not just the setbacks, it should also delineate the expectation on height and footprint.

A motion to table the application for 46 East 3rd Street was made by Mr. Franklin. The motion was seconded by Ms. Longobardi. The motion passed with a vote of three (3) in favor and one (1) abstaining (Mr. Boles).

In response to a question from Ms. Bristow, Ms. Hamroun explained the process to submit the requested information.

140 East 3rd Street – James Coty – Repoint masonry, install flood lights, build brick parking space, install EV charger, build wood deck, repair and replace fence, replace front door, install metal and railing steps.

Mr. Coty was not present. Ms. Hamroun noted that the scope of work includes:

- 1) Repoint masonry exterior property as needed for general maintenance.
- 2) Repoint chimney as needed for general maintenance.
- 3) Install security flood lights 2nd story (right and left side of house)
- 4) Build brick parking space rear of property (4th St.) / reposition fence and gate opening to allow vehicle & parking
- 5) Install exterior Charge Port for Electrical Vehicle (rear of property not visible to street)
- 6) Construct wood deck over existing stone patio
- 7) Repair and replace existing wood fencing (as needed for general maintenance)
- 8) Replace front door w/ wood door (same construction/design as existing)
- 9) Install metal and railings steps side porch, steps front porch, steps leading to sidewalk

Ms. Hamroun stated that additional information is required for:

- Repointing – mortar type and extent.
- Security Flood Lights – specs and location.
- Plan view showing dimensions and extent.
- Details of proposed brick paving and layout.
- Details and site view of the proposed deck.
- Location of the EV Charger on the Site Plan.

Ms. Hamroun stated the application should be tabled until more information is received.

A motion was made to table the application for 140 East 3rd Street because it is incomplete was made by Mr. Boles. The motion was seconded by Mr. Franklin and was unanimously passed.

900 Washington Street – Sharlene Oyagi – Rear deck

An application was submitted to replace the rear deck with same materials as the existing deck.

Mr. Tim Conley from A-Del Construction was present representing Ms. Oyagi. Mr. Conley explained that they will be removing a dilapidated fire escape and adding 5' out from the house to the deck to provide a view of the river, and replacing everything with a more historical touch.

Ms. Hamroun explained why the application came to HAC, noting that the proposed deck is slightly larger from the original. She stated that replacing the existing rear deck with a slightly larger deck that is not visible from the public right-of-way conforms to the HAC Guidelines & Standards. Replacing it with a wood structure frame to support the deck also complies with the Guidelines.

Ms. Hamroun stated that updated information was provided for the application. She noted that the original design was very rustic and the new design that was submitted is much more compliant with the Guidelines & Standards. She stated that as long as what is constructed as the final project is what is indicated as the intent of the design by the applicant as revised and received last week, that design conforms to the Guidelines & Standards and she would recommend approving the application. She added that the approval is for the design as noted in the additional information provided in the package.

A motion to approve the revised application for 900 Washington Street that includes the proposed deck finishes included in the packet was made by Mr. Boles. The motion was seconded by Mr. Franklin and was unanimously passed.

Old Business

807 Frenchtown Road – Mr. Bergstrom stated that due to an administrative error the driveway was paved with the Building Permit in hand. He added that the asphalt would need to dry before tar-and-chip could be put on top. Mr. Hoffman stated the application is tabled awaiting more information.

100 Harmony Street – Ms. Hamroun stated they will be inspecting the windows on Friday. Mr. Lorenz noted that they received approval for the roof.

New Business

Review of the Minutes of the May 14, 2026 Meeting

A motion to approve the minutes of the May 14, 2026 meeting as amended was made by Ms. Longobardi. The motion was seconded by Mr. Boles and was passed with a vote of three (3) in favor and one (1) abstaining (Mr. Franklin).

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Planning Commission Update

Mr. Franklin stated that he was not in attendance at the May Planning Commission and had no report.

Miscellaneous

Ms. Hamroun reported that an article in USA Today pointed out that the City of New Castle was on a special listing of two or three exceptional places to visit in connection with America 250.

Mr. Lorenz stated that in reviewing the Guidelines & Standards he noticed some items that are out of date and questioned what process is needed to review the Guidelines. Mr. Hoffman suggested that Mr. Lorenz email either him or Ms. Hatfield with anything that he felt needed review. Ms. Hamroun recommended that Mr. Lorenz keep in mind that any changes to the Guidelines & Standards have to be approved by City Council and the Ordinance creating the Guidelines & Standards would have to be revised.

Public Comment

There was no public comment.

There being no further business to discuss, Mr. Lorenz called for a motion to adjourn.

A motion was made by Mr. Boles to adjourn the meeting. The motion was seconded by Mr. Franklin. The motion was unanimously passed and the meeting adjourned at 7:19 p.m.

Respectfully submitted,

Kathleen R. Weirich
City Stenographer



HISTORIC AREA COMMISSION REVIEW APPLICATION

☐

CONSULTATION

☒

HISTORIC REVIEW CERTIFICATE

Fee	Paid On
\$50.00	

Once a hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date

- NAME OF APPLICANT Jason Einstein
 Business (if applicable) Einstein's Designs
 Address 114 W 5th Street
 City New Castle State DE Zip Code 19720
 Daytime telephone 302-743-1999 Other phone/email Einsteinsdesigns@gmail.com

The above contact information will be used for correspondence. Please ensure this information is accurate.

- NAME OF PROPERTY OWNER Diane C. Bristow
 Business (if applicable) _____
 Address 46 East Third Street
 City New Castle State DE Zip Code 19720
 Daytime telephone (required) 410-332-8586 Other phone 443-799-6997

- PROJECT STREET ADDRESS 46 East 3rd Street

- LEGAL DESCRIPTION: Lot ☒ Block ☐ Subdivision 46 E Third St Parcel _____

- EXISTING USE Yard PROPOSED USE Shed added to Back Yard

- PROPOSED PROJECT WORK

A. DEMOLITION

☐

YES

☒

NO

B. REHABILITATION (check repair or replace and provide a description on the line provided)

REPAIR

REPLACE

☐
☐

Roof _____

☐
☐

Roof structures (dormers, chimneys, etc.) _____

☐
☐

Exterior finishes (stucco, masonry, siding) _____

☐
☐

Porch/Deck/Balcony _____

☐
☐

Awning/Canopy _____

☐
☐

Exterior Doors _____

☐
☐

Windows _____

☐
☐

Shutters _____

☐
☐

Foundation (including infill) _____

☐
☐

Exterior lighting & other appurtenances _____

☐
☐

Existing fences, walls & gates _____

☐
☐

Existing parking, walkways & other site features _____

C. NEW CONSTRUCTION (check and specify all work items that apply)

- ☒ New building shed
- ☐ New addition _____
- ☐ New roof structures (dormers, chimneys, etc.) _____
- ☐ New porch/deck/balcony _____
- ☐ New awning/canopy _____
- ☐ New entrances _____
- ☐ New window opening/sashes _____
- ☐ New exterior lighting _____
- ☐ New fence/wall/gate _____
- ☐ New parking/walkways/other site features _____
- ☐ Exterior utility service/mechanical equipment _____

D. STREETSCAPE (check and specify all work items that apply)

- ☐ Streetlights
- ☐ Furniture & equipment (benches, bollards, utilities equipment, charging stations, etc)
- ☐ Curbs and sidewalks

7. OVERALL PROJECT DESCRIPTION (attach additional pages if necessary)

Construct new wood shed 12 ft Deep x 16 ft Wide x Maximum Peak Height 10 ft 6" with wood walls and t&g plywood wood subfloor with t&g pine planks, and double wood doors. Two historic windows that are not operational. Exterior walls covered in wood dutch lap to match existing historic kitchen/sunroom exterior walls. Roof covered with Brava Victorian Composite Slate Roof Tile. See diagram of shed, attached hereto as Exhibit 1. See proposed location on plot survey at Exhibit 2. See photo of proposed location at Exhibit 3.

8. AGREEMENT

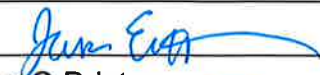
If the applicant is different than the property owner, the application must be signed by both parties.

I have examined this application, its requirements and to my knowledge and belief, is a true, correct, and complete application. In filling out this application, I understand that it becomes part of the Public Record of the City of New Castle and hereby certify that all information contained herein is accurate to the best of my knowledge.

I further understand that if this application is for a Consultation, preapplication consultations resulting in a recommendation for conceptual approval by HAC are advisory in nature and shall inure no rights in the applicant. No project work may be taken based solely upon a recommendation following consultation with HAC. I must still obtain an approved Historic Review Certificate before project work can begin.

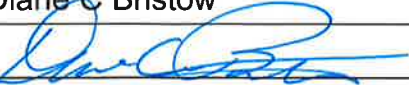
I also understand that further development approvals, reviews, and a building permit may also be required prior to starting project work and will consult with the City Building Official for specific project requirements.

PRINT APPLICANT'S NAME Jason Einstein

SIGNATURE OF APPLICANT 

DATE 5-15-26

PRINT OWNER'S NAME Diane C Bristow

SIGNATURE OF OWNER 

DATE 5-15-26

APPLICANT COMPLETENESS REVIEW CHECKLIST & ACKNOWLEDGMENT

All work performed in a Historic District, Residence or Commercial, requires prior approval of the Historic Area Commission (HAC) and the issuance of a Historic Review Certificate pursuant to Section 230-45 of the Zoning Code.

Applicants for work to be done in Historic Zoning Districts must submit applications to the Historic Area Commission and obtain the required certificate in addition to obtaining a building permit.

All proposed work items shall be reviewed for consistency and compliance with the most recent edition of the "City of New Castle Historic Area Commission Guidelines and Standards" and its Supplements. Copies of this document are available the website at <https://newcastlecity.delaware.gov/historic-area-commission/>

Relevant information necessary for the issuance of a HAC Review Certificate include, but are not be limited to, the below items depending on the scope and scale of the project and as referenced in the "Plan Requirements" section in the *Historic Area Commission Guidelines and Standards*. The minimum application requirements for each scope of work are indicated below. Discuss the project with City Staff if the project is unique and needs to be addressed in a different manner. Applications must be sufficiently complete at the time of submittal for inclusion on the agenda of the HAC meeting.

Complete applications must be submitted up to 15 days before the meeting to be included on the agenda.

INITIAL CONFIRMING YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS

*The below is a list of requirements based upon the scope of work. To be completed by planning staff

OK	Need	N/A	
ROOFS AND ROOFING (sheathing, framing, chimneys, dormers, cupola, parapet, cornice, eave, bracket, drainage system, etc.)			
☐	☐	☐	Photographs of existing roof and affected features
☐	☐	☐	Brochure or sample of proposed roof surface including applicable colors, patterns, material, texture
☐	☐	☐	Documentation of justification for changing roof and/or roof feature and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application.
☐	☐	☐	Scaled drawing of existing and proposed conditions if roof or roof feature will change its shape, scale, size, profile, pattern (not necessary for roof sheathing changes only)
EXTERIOR FINISHES (wood siding and decorative features, masonry surfaces and features, stucco)			
☐	☐	☐	Photographs of existing surface or feature including close-up and full building perspective
☐	☐	☐	Brochure or sample of proposed finish including applicable colors, patterns, material, texture, dimensions of reveals, mortar width/color as applicable
☐	☐	☐	Documentation of justification for changing the siding, finish, or feature and the extent of the affected area
☐	☐	☐	Scaled drawing of existing and proposed conditions if full replacement material is proposed which will change the appearance of the building through its shape, scale, size, profile, pattern, and/or texture
PORCHES, DECKS, BALCONIES (including loggias/colonnades, porch enclosures, associated decorative features)			
☐	☐	☐	Photographs of existing porch/deck/balcony or location of proposed porch/deck/balcony
☐	☐	☐	Scaled site plan showing the building and existing or proposed porch/deck/balcony and property lines if applicable
☐	☐	☐	Scaled elevation(s) showing the building and existing or proposed porch/deck/balcony
☐	☐	☐	Scaled detail of existing or proposed porch/deck/balcony showing material, construction detail, finish details
☐	☐	☐	Documentation of justification for changing the existing porch/deck/balcony and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application.
AWNING/CANOPY			
☐	☐	☐	Photographs of existing awning/canopy or location of proposed awning/canopy
☐	☐	☐	Scaled site plan showing the building and existing or proposed awning/canopy location and property lines if applicable
☐	☐	☐	Scaled elevation(s) showing the building façade and existing or proposed awning/canopy. A 'typical' elevation can be used if all awning/canopies are exactly the same and have the same impact to the facade
☐	☐	☐	Scaled detail of existing or proposed awning/canopy showing shape, placement, color, and construction details to include supporting structure, framing, hardware, and anchors/attachment details
☐	☐	☐	Documentation of justification for changing the existing awning/canopy and the extent of the affected area
EXTERIOR DOORS (door openings, doors, screen doors, trim and details such as transoms, sidelights, hoods, hardware)			
☐	☐	☐	Photographs of existing door(s) or location of proposed new door opening(s)
☐	☐	☐	Scaled elevation(s) showing the building façade and existing or proposed door (not necessary for just replacement door in existing door opening)
☐	☐	☐	For new openings, a scaled wall section
☐	☐	☐	Brochure, sample, or scaled drawing of proposed door(s) including material, all dimensions, finish, glazing, and hardware
☐	☐	☐	Documentation of justification for changing the existing door(s) and the extent of the affected area.

CONTINUED

The below is a list of requirements based upon the scope of work. (To be completed by planning staff)

WINDOWS (windows, shutters, and other associated features)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of affected window(s) or location(s) of proposed new window opening(s) For new openings, a |
| ☐ | ☐ | ☐ | scaled wall section with proposed window |
| ☐ | ☐ | ☐ | Brochure or sample showing the material, window type, all dimensions and profiles, finish, glazing, and hardware |
| ☐ | ☐ | ☐ | Scaled elevation of existing and proposed window; a "typical" elevation can be used if multiple windows are affected as long as the existing and proposed conditions are identical at each location |
| ☐ | ☐ | ☐ | For replacing historic windows: a window evaluation including locations, condition of paint, condition of frame and sill, condition of sash (rails, stiles, muntins), glazing problems, hardware type and condition, overall condition assessment by qualified professional. |

FOUNDATION (replacement, infill, alteration including elevation)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of affected foundation in detail and in context of whole building and adjacent buildings |
| ☐ | ☐ | ☐ | Scaled site plan showing building footprint and extent of existing and proposed foundation wall/piers/slab or infill |
| ☐ | ☐ | ☐ | Material sample, scaled detail drawing, and/or brochure showing the proposed material(s), colors, finish, pattern, and construction details |
| ☐ | ☐ | ☐ | Documentation of justification for changing the existing foundation and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application. |

EXTERIOR ELECTRICAL/MECHANICAL (light fixtures, vents, utilities, HVAC units, pool systems, vending)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| ☐ | ☐ | ☐ | Photographs of existing details and context of affected site area within view of the proposed project |
| ☐ | ☐ | ☐ | Brochure, sample, or scaled drawing showing the materials, light intensity, hardware, colors/finish |
| ☐ | ☐ | ☐ | For new equipment, scaled drawing showing proposed project with context site and/or building |

FENCES/WALLS/GATES

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of existing site area of proposed fence/wall/gate and detail photo of any existing fence/wall/gate |
| ☐ | ☐ | ☐ | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed fence/wall (smaller projects may not require a scaled site plan like short extensions of existing fences/walls) |
| ☐ | ☐ | ☐ | Drawing of proposed fence/wall/gate showing material, finish, height, spacing distance, shapes, patterns, hardware, construction section |

PARKING, LANDSCAPE OR OTHER SITE FEATURE (plant materials, sidewalk, driveway, fountain, pool, ramp, trellis, well)

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| ☐ | ☐ | ☐ | Photographs of existing site area within view of proposed feature and detail photo of any existing affected features |
| ☐ | ☐ | ☐ | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed feature (smaller projects may not require a scaled site plan if limited to a small area) |
| ☐ | ☐ | ☐ | Details of proposed features including material, finish, height, spacing, shapes, patterns, hardware, construction details such as a section drawing |
| ☐ | ☐ | ☐ | Plant material list with identification, quantity, size at planting and maturity, spacing |

NEW CONSTRUCTION (accessory structure/outbuilding, garage, and other new buildings)

- | | | | |
|-------------------------------------|--------------------------|--------------------------|---|
| ☒ | ☐ | ☐ | Photographs of existing site area within view of proposed construction with context area |
| ☒ | ☐ | ☐ | Scaled site plan showing property line and existing site features like buildings, sidewalks, driveways |
| ☒ | ☐ | ☐ | Scaled site plan showing the property line and proposed construction |
| ☒ | ☐ | ☐ | Scaled landscape plan |
| ☒ | ☐ | ☐ | Scaled elevation drawings showing existing building(s) and major site features |
| ☒ | ☐ | ☐ | Scaled elevation drawings showing proposed building(s) and major site features |
| ☒ | ☐ | ☐ | Wall sections |
| ☒ | ☐ | ☐ | Refer to details above for related roof, finishes, porches, doors, windows, foundation, electrical/mechanical |
| ☒ | ☐ | ☐ | Scaled elevation drawing (line drawing with minimal detail) showing the existing and proposed streetscape |
| ☒ | ☐ | ☐ | Scaled footprint diagram showing proposed building footprint(s) and surrounding existing building footprints |
| ☒ | ☐ | ☐ | Written summary describing existing and proposed conditions and project's consistency with zoning code |

Tier 01 Review

Tier 2 Review

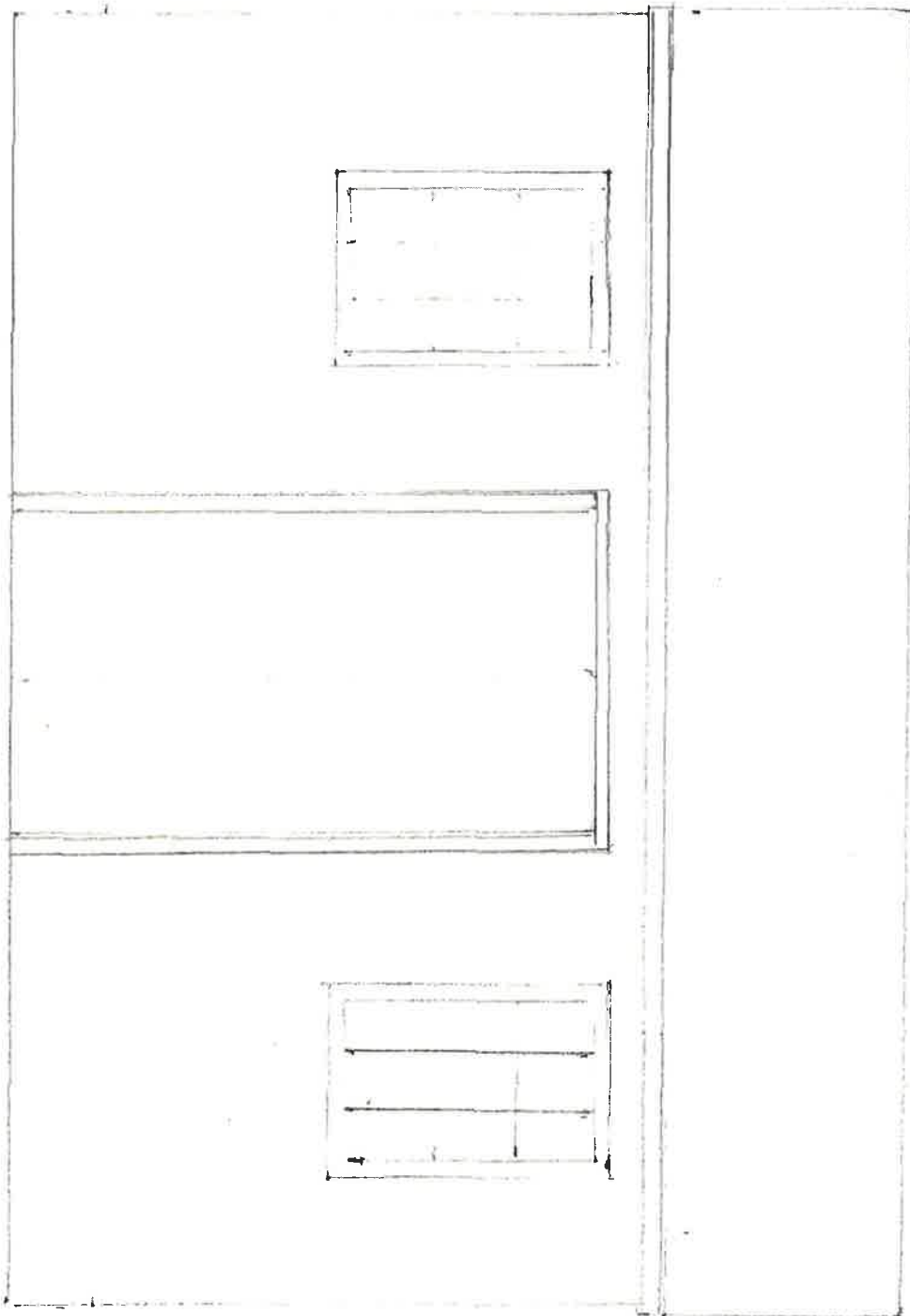
PRINT

☐
☐

Project Address: 46 East Third Street, New Castle, DE 19720

Reviewed for completion by: _____ Date: _____

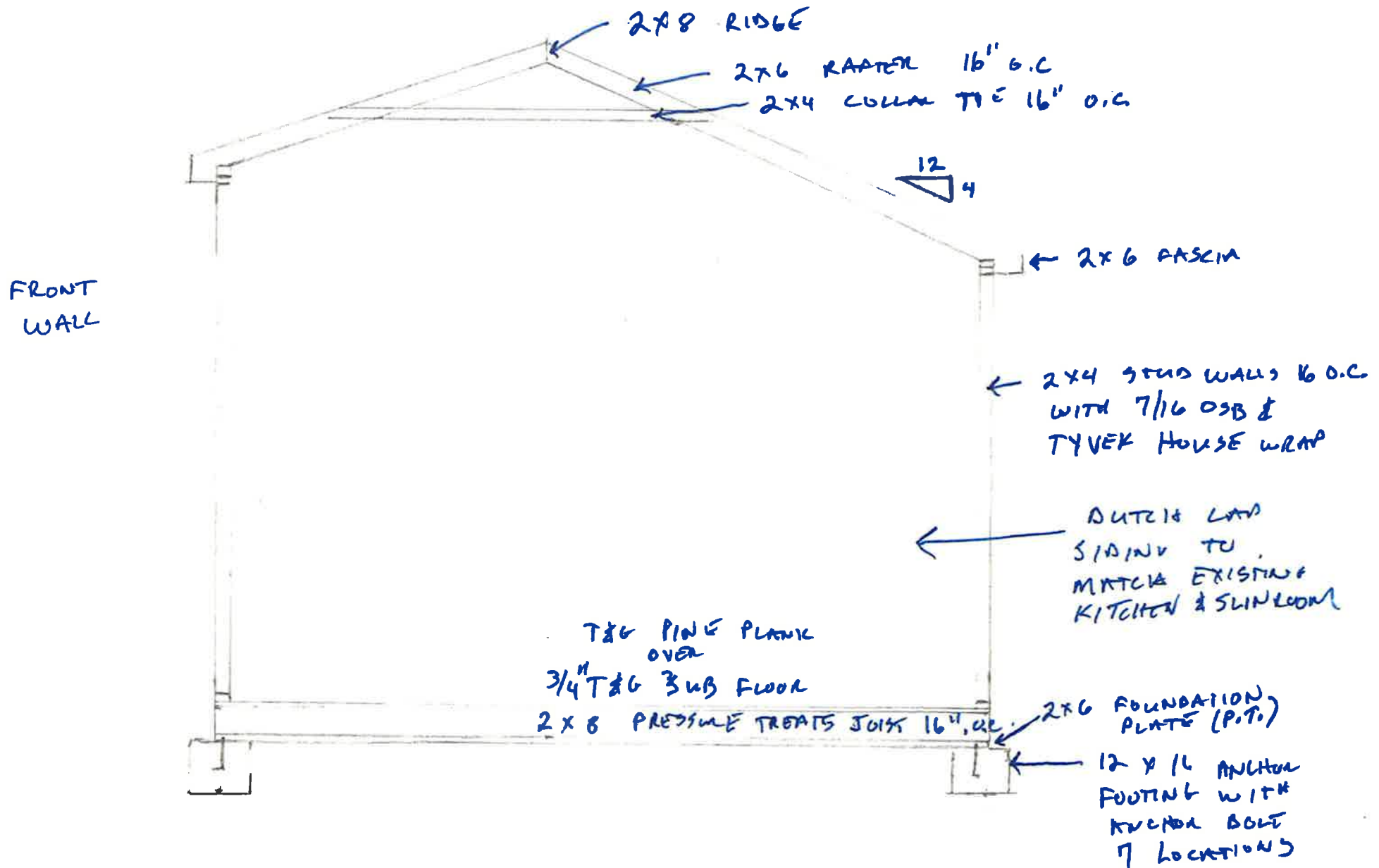
EXHIBIT 1 DIAGRAM OF SHED



FRONT VIEW

DIANE BRISTOW
46 E. THIRD ST.
NEW CASTLE

CROSS SECTION



ALINE BRISW
46 E. THIRD ST
NEW CASTLE

FLOOR PLAN &
FOOTING/ANCHOR PLAN

ANCHOR
FOOTING
WITH ANCHOR
BOLT
12x16

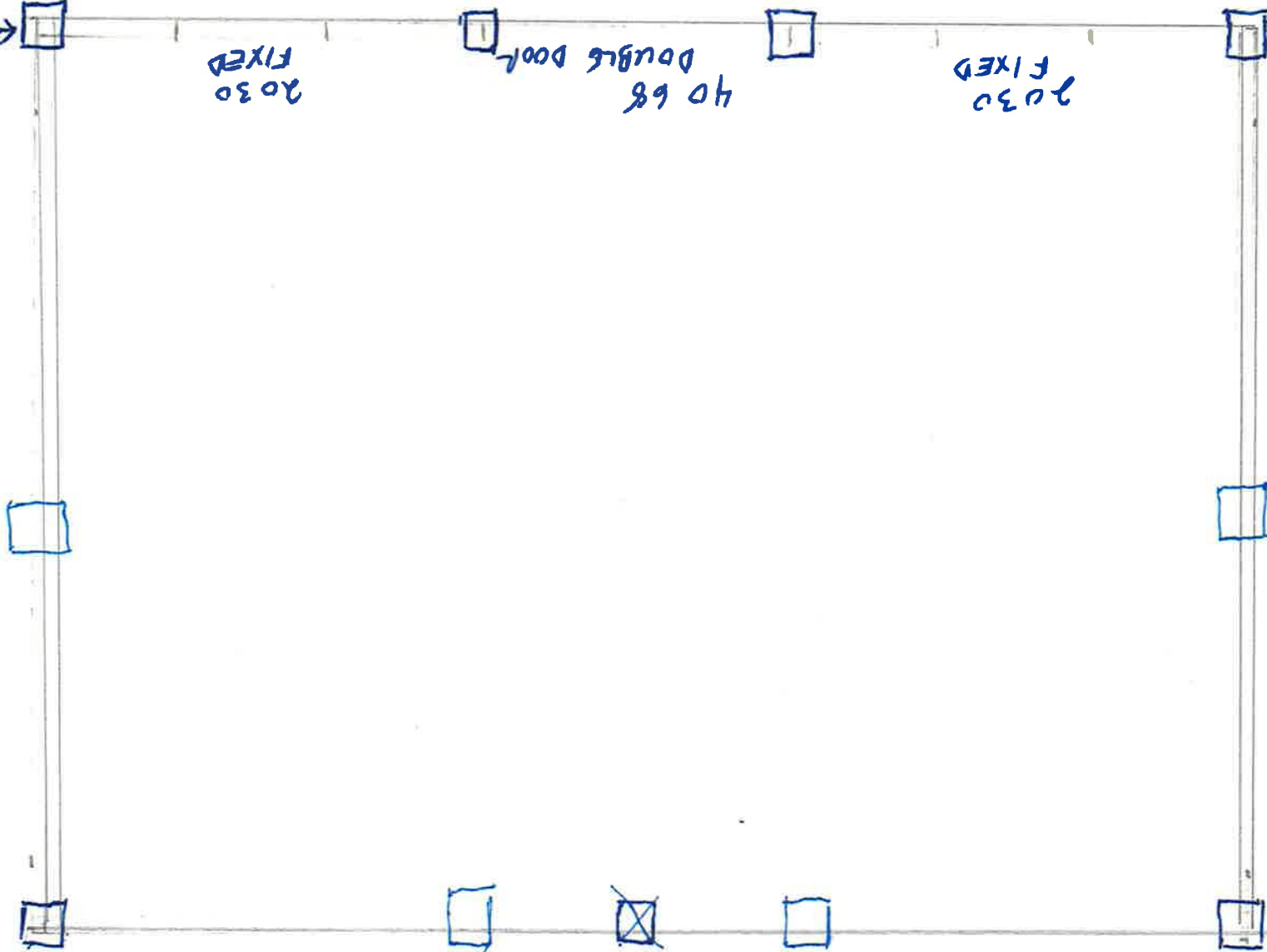


EXHIBIT 2: LOCATION ON PLOT

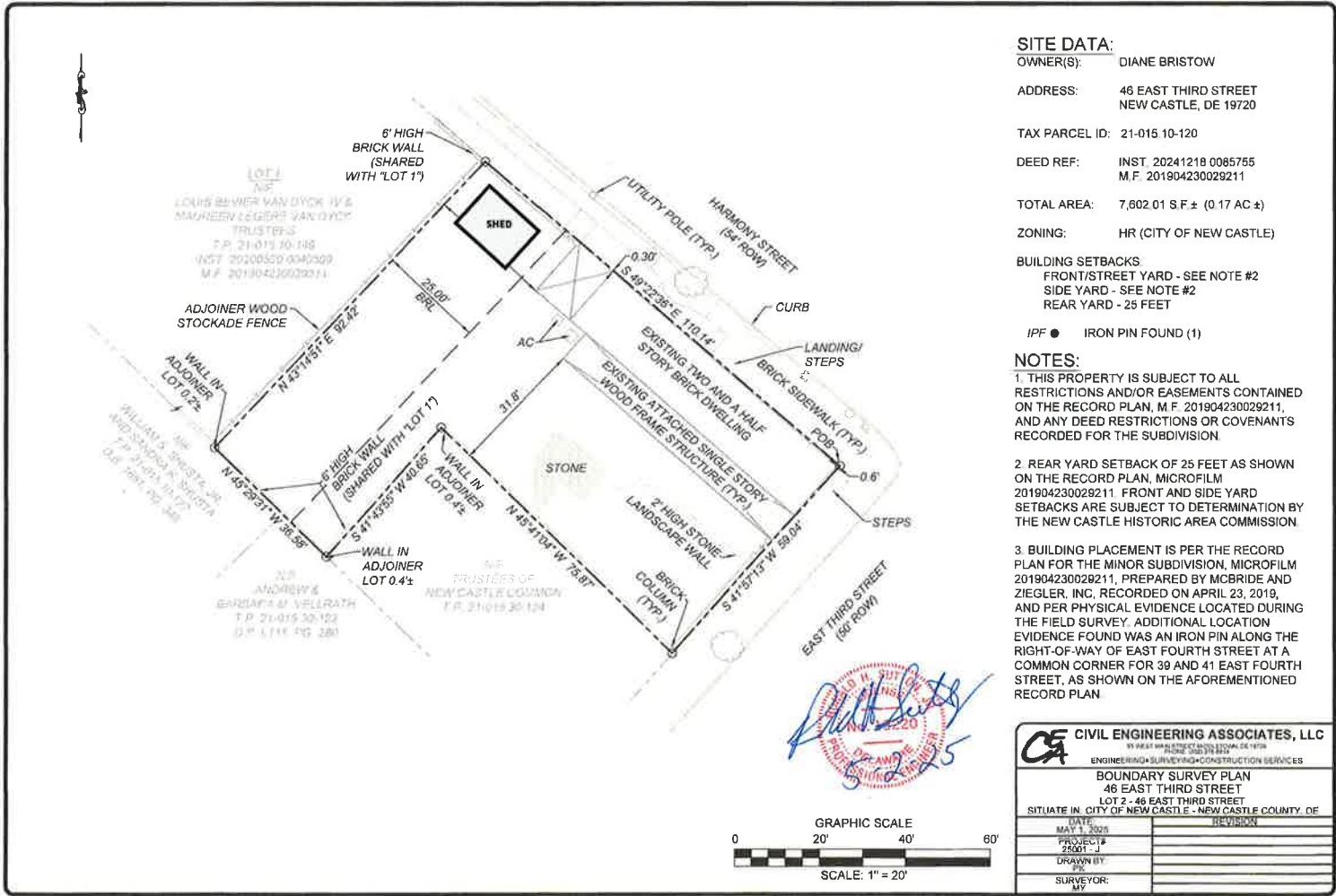


EXHIBIT 3

Location of Placement of Shed – Brick walkway will not be disturbed.





HISTORIC AREA COMMISSION REVIEW APPLICATION

☐

CONSULTATION

☐

HISTORIC REVIEW CERTIFICATE

Fee	Paid On
\$50.00	

Once a hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date

1. NAME OF APPLICANT Johanna Tepperwien
 Business (if applicable) _____
 Address 113 E 2nd street
 City New Castle State DE Zip Code 19720
 Daytime telephone 914 522 9469 Other phone/email jatepper@verizon.net

The above contact information will be used for correspondence. Please ensure this information is accurate.

2. NAME OF PROPERTY OWNER Johanna Tepperwien
 Business (if applicable) _____
 Address Same as above
 City _____ State _____ Zip Code _____
 Daytime telephone (required) _____ Other phone _____

3. PROJECT STREET ADDRESS 113 E 2nd St. New Castle DE 19720

4. LEGAL DESCRIPTION: Lot ☐ Block ☐ Subdivision _____ Parcel _____

5. EXISTING USE _____ PROPOSED USE _____

6. PROPOSED PROJECT WORK

A. DEMOLITION

☐

YES

☒

NO

B. REHABILITATION (check repair or replace and provide a description on the line provided)

REPAIR

REPLACE

☐
☐

Roof _____

☐
☐

Roof structures (dormers, chimneys, etc.) _____

☐
☐

Exterior finishes (stucco, masonry, siding) _____

☐
☐

Porch/Deck/Balcony _____

☐
☐

Awning/Canopy _____

☐
☐

Exterior Doors _____

☒
☐

Windows 3 windows - 2 in front bdrm, 1 in alley

☐
☐

Shutters _____

☐
☐

Foundation (including infill) _____

☐
☐

Exterior lighting & other appurtenances _____

☐
☐

Existing fences, walls & gates _____

☐
☐

Existing parking, walkways & other site features _____

C. NEW CONSTRUCTION (check and specify all work items that apply)

- ☐ New building _____
- ☐ New addition _____
- ☐ New roof structures (dormers, chimneys, etc.) _____
- ☐ New porch/deck/balcony _____
- ☐ New awning/canopy _____
- ☐ New entrances _____
- ☐ New window opening/sashes _____
- ☐ New exterior lighting _____
- ☐ New fence/wall/gate _____
- ☐ New parking/walkways/other site features _____
- ☐ Exterior utility service/mechanical equipment _____

D. STREETSCAPE (check and specify all work items that apply)

- ☐ Streetlights
- ☐ Furniture & equipment (benches, bollards, utilities equipment, charging stations, etc)
- ☐ Curbs and sidewalks

7. OVERALL PROJECT DESCRIPTION (attach additional pages if necessary)

Enter Description here:

see attached
work to be performed by Pella Window +
Door
one window on first floor is missing on top -
taken out years ago to accommodate an A/C

8. AGREEMENT

If the applicant is different than the property owner, the application must be signed by both parties.

I have examined this application, its requirements and to my knowledge and belief, is a true, correct, and complete application. In filling out this application, I understand that it becomes part of the Public Record of the City of New Castle and hereby certify that all information contained herein is accurate to the best of my knowledge.

I further understand that if this application is for a Consultation, preapplication consultations resulting in a recommendation for conceptual approval by HAC are advisory in nature and shall inure no rights in the applicant. No project work may be taken based solely upon a recommendation following consultation with HAC. I must still obtain an approved Historic Review Certificate before project work can begin.

I also understand that further development approvals, reviews, and a building permit may also be required prior to starting project work and will consult with the City Building Official for specific project requirements.

PRINT APPLICANT'S NAME Johanna Tepperwien

SIGNATURE OF APPLICANT

Johanna Tepperwien

DATE 5/29/2026

PRINT OWNER'S NAME

Same as above

SIGNATURE OF OWNER

DATE _____

APPLICANT COMPLETENESS REVIEW CHECKLIST & ACKNOWLEDGMENT

All work performed in a Historic District, Residence or Commercial, requires prior approval of the Historic Area Commission (HAC) and the issuance of a Historic Review Certificate pursuant to Section 230-45 of the Zoning Code.

Applicants for work to be done in Historic Zoning Districts must submit applications to the Historic Area Commission and obtain the required certificate in addition to obtaining a building permit.

All proposed work items shall be reviewed for consistency and compliance with the most recent edition of the "City of New Castle Historic Area Commission Guidelines and Standards" and its Supplements. Copies of this document are available the website at <https://newcastlecivil.delaware.gov/historic-area-commission/>

Relevant information necessary for the issuance of a HAC Review Certificate include, but are not be limited to, the below items depending on the scope and scale of the project and as referenced in the "Plan Requirements" section in the *Historic Area Commission Guidelines and Standards*. The minimum application requirements for each scope of work are indicated below. Discuss the project with City Staff if the project is unique and needs to be addressed in a different manner. Applications must be sufficiently complete at the time of submittal for inclusion on the agenda of the HAC meeting.

Complete applications must be submitted up to 15 days before the meeting to be included on the agenda

INITIAL CONFIRMING YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS

The below is a list of requirements based upon the scope of work. To be completed by planning staff

ROOFS AND ROOFING (sheathing, framing, chimneys, dormers, cupola, parapet, cornice, eave, bracket, drainage system, etc.)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| ☐ | ☐ | ☐ | Photographs of existing roof and affected features |
| ☐ | ☐ | ☐ | Brochure or sample of proposed roof surface including applicable colors, patterns, material, texture |
| ☐ | ☐ | ☐ | Documentation of justification for changing roof and/or roof feature and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application. |
| ☐ | ☐ | ☐ | Scaled drawing of existing and proposed conditions if roof or roof feature will change its shape, scale, size, profile, pattern (not necessary for roof sheathing changes only) |

EXTERIOR FINISHES (wood siding and decorative features, masonry surfaces and features, stucco)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| ☐ | ☐ | ☐ | Photographs of existing surface or feature including close-up and full building perspective |
| ☐ | ☐ | ☐ | Brochure or sample of proposed finish including applicable colors, patterns, material, texture, dimensions of reveals, mortar width/color as applicable |
| ☐ | ☐ | ☐ | Documentation of justification for changing the siding, finish, or feature and the extent of the affected area |
| ☐ | ☐ | ☐ | Scaled drawing of existing and proposed conditions if full replacement material is proposed which will change the appearance of the building through its shape, scale, size, profile, pattern, and/or texture |

PORCHES, DECKS, BALCONIES (including loggias/colonnades, porch enclosures, associated decorative features)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of existing porch/deck/balcony or location of proposed porch/deck/balcony |
| ☐ | ☐ | ☐ | Scaled site plan showing the building and existing or proposed porch/deck/balcony and property lines if applicable |
| ☐ | ☐ | ☐ | Scaled elevation(s) showing the building and existing or proposed porch/deck/balcony |
| ☐ | ☐ | ☐ | Scaled detail of existing or proposed porch/deck/balcony showing material, construction detail, finish details |
| ☐ | ☐ | ☐ | Documentation of justification for changing the existing porch/deck/balcony and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application. |

AWNING/CANOPY

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of existing awning/canopy or location of proposed awning/canopy |
| ☐ | ☐ | ☐ | Scaled site plan showing the building and existing or proposed awning/canopy location and property lines if applicable |
| ☐ | ☐ | ☐ | Scaled elevation(s) showing the building façade and existing or proposed awning/canopy. A 'typical' elevation can be used if all awning/canopies are exactly the same and have the same impact to the facade |
| ☐ | ☐ | ☐ | Scaled detail of existing or proposed awning/canopy showing shape, placement, color, and construction details to include supporting structure, framing, hardware, and anchors/attachment details |
| ☐ | ☐ | ☐ | Documentation of justification for changing the existing awning/canopy and the extent of the affected area |

EXTERIOR DOORS (door openings, doors, screen doors, trim and details such as transoms, sidelights, hoods, hardware)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of existing door(s) or location of proposed new door opening(s) |
| ☐ | ☐ | ☐ | Scaled elevation(s) showing the building façade and existing or proposed door (not necessary for just replacement door in existing door opening) |
| ☐ | ☐ | ☐ | For new openings, a scaled wall section |
| ☐ | ☐ | ☐ | Brochure, sample, or scaled drawing of proposed door(s) including material, all dimensions, finish, glazing, and hardware |
| ☐ | ☐ | ☐ | Documentation of justification for changing the existing door(s) and the extent of the affected area. |

CONTINUED

The below is a list of requirements based upon the scope of work. (To be completed by planning staff)

WINDOWS (windows, shutters, and other associated features)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of affected window(s) or location(s) of proposed new window opening(s) For new openings, a |
| ☐ | ☐ | ☐ | scaled wall section with proposed window |
| ☐ | ☐ | ☐ | Brochure or sample showing the material, window type, all dimensions and profiles, finish, glazing, and hardware |
| ☐ | ☐ | ☐ | Scaled elevation of existing and proposed window; a "typical" elevation can be used if multiple windows are affected as long as the existing and proposed conditions are identical at each location |
| ☐ | ☐ | ☐ | For replacing historic windows: a window evaluation including locations, condition of paint, condition of frame and sill, condition of sash (rails, stiles, muntins), glazing problems, hardware type and condition, overall condition assessment by qualified professional. |

FOUNDATION (replacement, infill, alteration including elevation)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of affected foundation in detail and in context of whole building and adjacent buildings |
| ☐ | ☐ | ☐ | Scaled site plan showing building footprint and extent of existing and proposed foundation wall/piers/slab or infill |
| ☐ | ☐ | ☐ | Material sample, scaled detail drawing, and/or brochure showing the proposed material(s), colors, finish, pattern, and construction details |
| ☐ | ☐ | ☐ | Documentation of justification for changing the existing foundation and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application. |

EXTERIOR ELECTRICAL/MECHANICAL (light fixtures, vents, utilities, HVAC units, pool systems, vending)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| ☐ | ☐ | ☐ | Photographs of existing details and context of affected site area within view of the proposed project |
| ☐ | ☐ | ☐ | Brochure, sample, or scaled drawing showing the materials, light intensity, hardware, colors/finish |
| ☐ | ☐ | ☐ | For new equipment, scaled drawing showing proposed project with context site and/or building |

FENCES/WALLS/GATES

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of existing site area of proposed fence/wall/gate and detail photo of any existing fence/wall/gate |
| ☐ | ☐ | ☐ | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed fence/wall (smaller projects may not require a scaled site plan like short extensions of existing fences/walls) |
| ☐ | ☐ | ☐ | Drawing of proposed fence/wall/gate showing material, finish, height, spacing distance, shapes, patterns, hardware, construction section |

PARKING, LANDSCAPE OR OTHER SITE FEATURE (plant materials, sidewalk, driveway, fountain, pool, ramp, trellis, well)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| ☐ | ☐ | ☐ | Photographs of existing site area within view of proposed feature and detail photo of any existing affected features |
| ☐ | ☐ | ☐ | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed feature (smaller projects may not require a scaled site plan if limited to a small area) |
| ☐ | ☐ | ☐ | Details of proposed features including material, finish, height, spacing, shapes, patterns, hardware, construction details such as a section drawing |
| ☐ | ☐ | ☐ | Plant material list with identification, quantity, size at planting and maturity, spacing |

NEW CONSTRUCTION (accessory structure/outbuilding, garage, and other new buildings)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| ☐ | ☐ | ☐ | Photographs of existing site area within view of proposed construction with context area |
| ☐ | ☐ | ☐ | Scaled site plan showing property line and existing site features like buildings, sidewalks, driveways |
| ☐ | ☐ | ☐ | Scaled site plan showing the property line and proposed construction |
| ☐ | ☐ | ☐ | Scaled landscape plan |
| ☐ | ☐ | ☐ | Scaled elevation drawings showing existing building(s) and major site features |
| ☐ | ☐ | ☐ | Scaled elevation drawings showing proposed building(s) and major site features |
| ☐ | ☐ | ☐ | Wall sections |
| ☐ | ☐ | ☐ | Refer to details above for related roof, finishes, porches, doors, windows, foundation, electrical/mechanical |
| ☐ | ☐ | ☐ | Scaled elevation drawing (line drawing with minimal detail) showing the existing and proposed streetscape |
| ☐ | ☐ | ☐ | Scaled footprint diagram showing proposed building footprint(s) and surrounding existing building footprints |
| ☐ | ☐ | ☐ | Written summary describing existing and proposed conditions and project's consistency with zoning code |

Tier 01 Review

Tier 2 Review

PRINT

☐
☐

Project Address: _____

Reviewed for completion by: _____

Date: _____

CITY OF NEW CASTLE
Building Department
220 Delaware Street
New Castle, DE 19720 • 302-322-9801 • Fax 302-323-9814



PERMIT#
APPLICATION FOR
PLAN EXAMINATION AND
BUILDING PERMIT
REQUEST FOR HISTORIC
REVIEW CERTIFICATE

IMPORTANT — Applicant to complete all items in sections: I, II, III IV, and V.

I. LOCATION OF BUILDING	AT (LOCATION) <u>113 E 2ND Street</u>	Zoning District
	(NO.)	(STREET)
	BETWEEN <u>Harmony</u>	AND <u>Chestnut</u>
	(CROSS STREET)	(CROSS STREET)
SUBDIVISION		LOT SIZE

II. TYPE AND COST OF BUILDING — All applicants complete Parts A — D

A. TYPE OF IMPROVEMENT 1 ☐ New building 2 ☐ Addition (If residential, enter number of new housing units added, if any, in Part D, 13) 3 ☐ Alteration (See 2 above) 4 ☒ Repair <u>replacement</u> (Explain in Sec. IV) 5 ☐ Wrecking (If multifamily residential, enter number of units in building in Part D, 13) 6 ☐ Moving (relocation) 7 ☐ Foundation only 8 ☐ Fence, sign		D. PROPOSED USE — For "Wrecking" most recent use Residential 12 ☒ One family 13 ☐ Two or more family — Enter number of units _____ 14 ☐ Transient hotel, motel, or dormitory — Enter number of units _____ 15 ☐ Garage 16 ☐ Carport 17 ☐ Other — Specify _____		Nonresidential 18 ☐ Amusement, recreational 19 ☐ Church, other religious 20 ☐ Industrial 21 ☐ Parking garage 22 ☐ Service station, repair garage 23 ☐ Hospital, institutional 24 ☐ Office, bank, professional 25 ☐ Other — Specify _____
B. OWNERSHIP 9a ☒ Private (individual, corporation, nonprofit institution, etc.) 9b ☐ Public (Federal, State, or local government)				

C. COST 10 Cost of improvement \$ <u>10,934</u> To be installed but not included in the above cost a. Electrical b. Plumbing c. Heating, air conditioning d. Other (elevator, etc.) 11 TOTAL COST OF IMPROVEMENT \$ <u>10,934</u>		(Omit cents) Nonresidential — Describe in detail proposed use of buildings, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use. _____ _____ _____
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III. SELECTED CHARACTERISTICS OF BUILDING — For new buildings and additions, complete Parts E — J; for wrecking, complete only Part H; for signs complete Part K

E. PRINCIPAL TYPE OF FRAMING 30 ☐ Masonry (wall bearing) 31 ☐ Wood frame 32 ☐ Structural steel 33 ☐ Reinforced concrete 34 ☐ Other — Specify _____		G. TYPE OF MECHANICAL Will there be central air conditioning? 40 ☐ Yes 41 ☐ No Will there be an elevator? 42 ☐ Yes 43 ☐ No		H. DIMENSIONS 44. Number of stories 45. Total square feet of floor area, all floors, based on exterior dimensions 46. Total land area, sq. ft. I. NUMBER OF OFF-STREET PARKING SPACES 47. Enclosed 48. Outdoors J. RESIDENTIAL BUILDINGS ONLY 49. Number of bedrooms 50. Number of bathrooms Full Partial
F. PRINCIPAL TYPE OF HEATING FUEL 35 ☒ Gas 36 ☐ Oil 37 ☐ Electricity 38 ☐ Coal 39 ☐ Other — Specify _____		NOTE! The Building Inspector requires dimensioned plot plans, floor plans, specifications, etc. before a permit will be issued for all structural changes, additions, etc.		

NO. STREET