BOROUGH OF NEW PROVIDENCE
ORDINANCE 2011-21

AN ORDINANCE OF THE BOROUGH OF NEW PROVIDENCE, COUNTY OF UNION, STATE OF NEW JERSEY, AMENDING CHAPTER 305 OF THE CODE OF THE BOROUGH OF NEW PROVIDENCE ENTITLED "SUBDIVISION OF LAND AND SITE PLAN REVIEW" TO ADD ENHANCED DESIGN STANDARDS FOR THE CENTRAL BUSINESS DISTRICT

BE IT ORDAINED by the Mayor and Borough Council of the Borough of New Providence, County of Union and State of New Jersey as follows:

1. Chapter 305 of the Code of the Borough of New Providence is amended to add Section 305-12A, Design Standards for the Central Business District as follows:

§305-12A. Design Standards for the Central Business District.

In addition to the general design standards set forth in §305-11, applications for development in the Central Business District shall conform to the New Providence Downtown Design Standards that are incorporated herein as Chapter 305 Appendix 1.

2. Chapter 305 Appendix 1 is attached hereto and made part hereof.

3. All other terms and provisions of Chapter 305 shall remain unchanged.

4. This ordinance shall take effect as provided by law.

Introduced: October 10, 2011
Public Hearing: November 28, 2011
Adopted: November 28, 2011

BOROUGH OF
NEW PROVIDENCE
SETTLED IN 1720

NEW PROVIDENCE DOWNTOWN
DESIGN STANDARDS

February 2009
Revised March 2009

BIRDSALL ENGINEERING, INC.
CONSULTING & ENVIRONMENTAL ENGINEERS

What is Urban Design??

Urban Design is defined as the relationship between different buildings: the relationship between buildings and the streets, squares, parks, waterways and other spaces which make up the public domain; the nature and quality of the public domain itself; the relationship of one part of a village, town or city with other parts; and the patterns of movement and activity which are thereby established; in short, the complex relationships between all the elements of built and unbuilt space.

All new development, not only regeneration, requires a thoughtful design approach and an appreciation of existingbuilt form.

DESIGN STANDARDS

Introduction

New Providence has a small town atmosphere that is highly valued by residents and visitors alike. The sustained vitality of the downtown area depends on its continued ability to play a central role in the lives of its residents to fulfill daily needs and tasks, and leave a lasting impression on guests. For these reasons, more sensitivity to design is necessary in the downtown area than in other areas of the community.

Like most Town Centers, New Providence has a diverse array of buildings lining its downtown streets. This commercial district is not the product of any one historical time period, but rather reflects the changes in use and architecture that accompanied the growth of New Providence over the years. Commercial buildings ranging from the early twentieth century to the 1960s, 70s and 80s stand side by side with those only just completed. How these buildings relate to each other, and how well the old and new blend together, defines the look of a downtown area and the visual impact on visitors.

Buildings, however, not only differ by age and design, but also by how they have been treated and altered over the years. Storefronts, signs, window displays, color, etc., all play an integral part in the successful appearance of individual buildings. Collectively, these individual elements can bring visual order to a district. However, isolated changes in New Providence storefronts, signs, and facades have altered the visual unity of individual structures and have led, in part, to the visual disorder of today's downtown commercial streets.

Although well-designed, larger scale improvement projects have a higher potential to affect the character of a building and overall appearance of the downtown and over time, these more aggressive repairs and alterations may be necessary or desired. However, everyday basic maintenance and minor repair work does not have to cost a lot to have a great visual impact. They should, however, be done with respect for the traditional image desired by the community.

In order to facilitate progress toward the desired downtown improvements, a series of Design Standards have been developed, outlining guidelines for the aesthetic components that contribute to the positive appearance of a building and downtown streetscape. These standards provide the framework to restore visual harmony to the Downtown District, and to create an attractive, pedestrian friendly-village atmosphere. The principles recommended in these standards are things that any business owners would normally do to increase sales and profits, any property owner would normally do to preserve the value of his/her property. By encouraging creative design applications, these guidelines will contribute to an improved quality of life, economic vitality, and a positive visual image for the Borough. The goals of the design guidelines are as follows:

Goals

1. Establish design standards for the Downtown that ensure more predictability about the form and chracter of alterations and new construction.

2. To develop design standards that promote good civic design, physical continuity and high visual quality of site and building design.

3. To promote physical design and community planning that assure that adjacent land uses function compatitably and harmoniously in terms of scale and location.

4. To provide guidelines that encourage creativity and individual design, while establishing limitations

5. To provide design direction to property owners, developers, designers, and decision makers.

Implementation

The community should utilize these guidelines whenever they make changes to their buildings. To help ensure this cooperation there are several tools available to property, business owners and the Borough.

1. Property Owners

The commercial property owners have the primary responsibility for enforcing these guidelines. Working with the Borough regulations, they make the physical changes to their buildings and maintain the outdoor areas. Property owners are unique in their ability to control how their buildings are utilized. They should ensure that uses are consistent with these guidelines. Property owners should attach an addendum to their standard leases with store owners to ensure compliance with the design guidelines established herein.

2. Facade Grants

The New Providence Downtown Improvement District (DID) provide grants to the business and property owners who make improvements to the appearance of their buildings. These standards were prepared to help owners determine whether the appearance of their stores meet the design standards and to help the DID committees make informed decisions on facade grant request. From these design guidelines owners can tell whether planned changes would be eligible for the grants and in fact whether a variance or design waiver from the municipality would be necessary.

3. Improvement District Projects

In 2007 business and property owners in the downtown formed a Downtown Improvement District with authorization from the municipal government that provides services that are not provided by the municipality. These services include: improvements in the appearance and operation of the business district; landscaping; parking; and design services for sign and facade grant programs, in addition to running promotional events and marketing.

Public Improvements

Municipal, state and federal programs and grants to improve public areas of the downtown. Funding sources from any of these entities may contribute to support existing DID programs or focus on larger scale improvements such as the recent streetscape enhancement program completed in 2008.

Zoning Regulations

These guidelines were prepared as a result of the recommendation in the 2003 Master Plan. The design guidelines are an adopted zoning regulation under Chapter 310, Article V of New Providence's Land Use and Zoning Regulations. Therefore any deviation from the guidelines will be considered a variance and must be presented in front of the municipal planning board.

New Providence Pavilion

Glossary of Design Terms

Unless otherwise stated, the following words shall, for the purpose of this article, have the meaning herein indicated. Any word used in this article which is not defined herein and which is defined in other articles of the Zoning Ordinance or the Borough Subdivision and Land Development Ordinance shall, for the purpose of this article, have the meaning defined therein.

Accessory Dwelling. A year-round housing unit with cooking facilities, sanitary facilities, and an independent means of access. A detached subordinate structure, the use of which is incidental to that of the principal structure and located on the same lot.

Arcade

Arcade. An area contiguous to a street or plaza that is open and unobstructed and which is accessible to the public at all times. Arcades may include building columns, landscaping, statuary and fountains. Arcades do not include off street loading and unloading areas, driveways or parking areas.

Articulate. To give emphasis to or distinctly identify a particular element.

Bay. A regularly repeated unit on a building elevation defined by columns, pilasters, or other vertical elements, or defined by a given number of windows or openings.

Belt Course. A projecting horizontal band on an exterior wall marking the separation between floors or levels.

Buffer. An area within a property or site, generally adjacent to and parallel with the property line, either consisting of existing natural vegetation or created by the use of trees, shrubs, berms, and/or fences, and designed to limit views and sounds from the development tract to adjacent properties and vice versa.

Building Envelope. The area within which a building can be sited. The building need not fill the envelope area, but must be placed anywhere within the envelope area.

Building Scale. The relationship between the mass of a building and its surroundings, including the width of street, open space, and mass of surrounding buildings. Mass is determined by the three-dimensional bulk of a structure: height, width and depth.

Common Open Space. A parcel, or parcels, of land, an area of water, or a combination of land and water, including floodplain and wetland areas within a development site designed and intended for the use and enjoyment of residents of the development and, where designated, the community at large. The area of parking facilities serving the activities in the common open space may be included in the required area computations.

Cornice. A continuous, projecting horizontal element that provides the transition between building wall and roof or between storefront and upper stories.

Example of bracketed cornice

Glossary of Design Terms

Cupola. A small roof tower, usually rising from the roof ridge.

Dormer. A projecting vertical structure on the side of a roof that provides light and headroom to the interior space.

Duplex Unit. A dwelling on a single lot containing two dwelling units, each of which is totally separated from the other by a common, vertical, unpierced wall extending from ground to roof, or an unpierced ceiling and floor extending from exterior wall to exterior wall, except for a common stairwell exterior to both dwelling units.

Elevation. An exterior facade of a structure or its head-on view, or a representation drawn with no vanishing point and used primarily for construction.

Encroachment. The area where building elements are allowed outside the limits of the defined building envelope.

Facade. The portion of any exterior elevation on the outside of the building extending from grade to the top of the parapet, wall or eaves and extending the entire length of the building.

Fenestration. The placement and rhythm of window or other openings on a buildings façade.

Front Yard. The area between the front property line and the front façade of a building.

Front setback. An alignment, which dictates the front yard primary façade setback from a street or public right-of-way, to be followed by buildings or structures fronting thereon. The build-to line does not apply to building projections or recesses.

Gable. The part of the end wall of a building between the eaves and pitched or gambrel roof.

Gable roof. A pitched roof with one downward slope on either side of a central, horizontal ridge.

Gateway. A principal point of entrance into a neighborhood or development.

Gateway Building. A building located at a gateway that dramatically marks the entrance or transition through massing, extended height, use of arches or colonnades, or other distinguishing features.

Half Story. An uninhabitable attic space that, because of the slope of the roof, has less square footage than other levels within the same building.

Hip Roof. A roof having sloping ends as well as sloping sides, without gables.

Roof types (Mansard, Gable & Hip)

Glossary of Design Terms

Home Office. Any office that exists within a residential unit and is primarily used by persons living in that residence

Human Scale. The relationship between the dimensions of a building, structure, street, open space, or streetscape element and the average dimensions of the human body

Lintel. A horizontal beam over an opening in a masonry wall that can be either structural or decorative

Lintel

Live/Work Unit. A mixed-use building in which a person both lives and works.

Mansard Roof. A roof with two slopes on each side, the lower of which is very steep.

Masonry. Wall building material, such as brick or stone, which is laid up in small units.

Mixed-Use Building. A building containing more than one use (e.g. retail on ground floor and offices and/or housing above).

Multiple Use Development. An area developed with various building and land use types integrated harmoniously adjacent to each other to enhance or support one another's purpose while maintaining a sense of community.

Parapet. A low horizontal wall at the edge of a roof.

Pedestrian Way. A right-of-way publicly or privately owned, intended for human movement by walking.

Pilaster. A column partially embedded in a wall, usually non-structural.

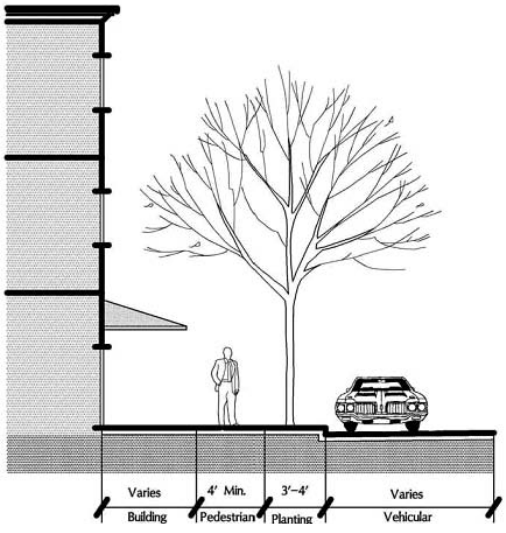
Pitch. The angle or slope of a roof or berm

Planting Zone. A planting area located within the public right-of-way, typically located between the curb and the sidewalk, and planted with ground cover and trees.

Port Cochre. A cover roof extending from a structure that allows vehicles to park under it and passengers to access the building

Portico. An open-sided structure attached to a building, sheltering an entrance or serving as a semi-enclosed space, a columned porch

Proportion. The relationship or ratio between two dimensions. Height to width of facade should be consistent with adjacent building.



Pedestrian & Planting Zone

Glossary of Design Terms

Public Sidewalk. A paved path provided for pedestrian use and usually located at the side of a road within a right-of-way.

Quoins. Corner treatment for exterior walls, either in masonry or frame buildings.

Right-of-Way (R.O.W.). The publicly owned land that makes up a street and sidewalk including everything up to the front property line of lots fronting on a given street.

Rhythm. The effect obtained through repetition of architectural elements such as building footprints, height, roof lines or side yard setbacks, or streetscape elements such as decorative lampposts, or of natural elements such as street trees.

Sidewalk Display. The outdoor display of merchandise for sale by a commercial establishment. The displayed merchandise must be similar to the merchandise sold within the establishment.

Sign, Icon. A sign that illustrates, by its shape and graphics, the nature of the business conducted within.

Sign Fascia. The vertical surface of a lintel over a storefront that is suitable for sign attachment.

Signable Area. The area or areas on a commercial building façade where signs may be placed without disrupting façade composition. The signable area will often include panels at the top of the shop windows, transoms over storefront doors and windows, sign boards on fascias, and areas between the top of the storefront and the sills of second story windows.

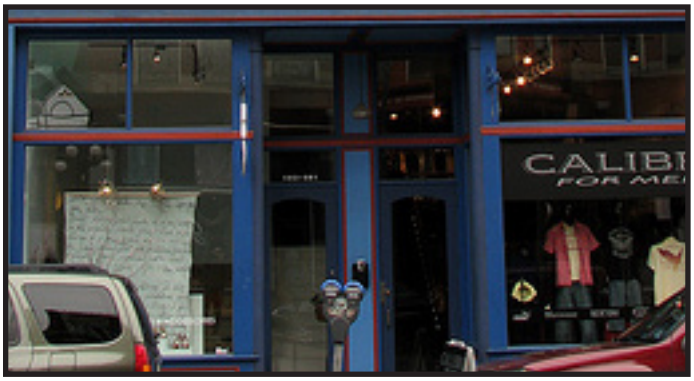
Transom. A horizontal window above a door or window, usually rectangular in shape although an arched fanlight is also a form of transom.

Tree Planting Area. Designated area along the streetscape, between the curb and the pedestrian walkway utilized for tree plantings.

Visual Termination. A point, surface, building or structure terminating a vista or view, often at the end of a straight street or coinciding with a bend.

Quions

Sign Facia



Transoms

General Design Standards

The General Design Standards are intended to act as a guide to preserve the integrity of the various original building materials and at the same time provide common themes for items that change regularly, such as awnings, lighting and signage. Owners should attempt to highlight the original qualities and character of their buildings, while at the same time being conscious of their neighboring buildings and the commercial theme needed to make the corridor prosperous.

1. **Gateways.** Buildings located at obvious entrances to residential, mixed-use, transit or commercial areas shall mark the transition into and out of the neighborhood in a distinct fashion using massing, additional height and/or contrasting materials.

2. **Focal points.** Points of visual termination shall be occupied by monuments, fountains, or distinctive civic buildings and spaces. These structures shall generally employ enhanced height, massing and architectural treatments.

3. **Build-to line.** Buildings shall define the streetscape through the use of uniform setbacks along the build-to line for each block. The streetscape shall also be reinforced by lines of closely planted shade trees.

4. **Mixed-use areas.** Where the Borough has identified areas to permit mixed use, the goal is to create a variety of buildings and residential types, and uses that are designed to foster a sense of community through a pedestrian scale and high aesthetic quality while also accommodating vehicular traffic. Mixed-use buildings shall restrict retail services to the ground floor. Office uses are permitted on the second floor and serve to buffer any proposed residential uses on the upper floors from retail uses. When residential uses are proposed for multistory mixed-use buildings that are above two stories, the residential portion shall be stepped back from the lower commercial uses to provide an added buffer from street noise.

5. **Building Orientation** Primary building entrances shall be physically and visually oriented toward streets, parks and plazas. Primary orientation to the interior of blocks, parking lots and garages is prohibited. Building height and massing should be considered in relationship to that of existing buildings and to the pedestrian scale.

6. **Climate considerations.** Building exteriors shall employ porticos, arcades and porches to the maximum extent possible to provide shelter from sun, rain and wind. Building locations, heights and step-backs should consider safety concerns associated with shadows on parking areas, sidewalks, and streets.

7. **Building Variation.** Building designs shall vary in terms of footprint, architectural elevations, and roof orientation, front entrance, and porch locations. Colors, materials, window dimensions, and other architectural details such as cornice lines; sign bands and base treatment should establish a harmonious and uniform theme. (see next page)

8. **Corner lots.** Commercial buildings situated on corner lots shall treat side facades that face a street or driveway the same as the front yard facade. For example, fences, cornice treatments, top and bottom window alignments, parapets, etc. should wrap around the front and side facade exposed to the public street.

9. **Parking.** Parking lots shall be placed to the rear of buildings or to the side if the rear is not feasible, except parking along the commercial Main Street where parking should be along the curb in addition to other parking. Parking lots should be screened. Shared and structured parking is encouraged in mixed-use, transit

oriented and commercial areas in order to better utilize land around transit stops and commercial areas, which is important to the Borough's economic development.

10. **Infill Projects** Where there is a vacant lot(s) in an underutilized front loaded commercial parking lot, proposed projects should complement and strengthen the surrounding neighborhood and reinforce desirable community design patterns and architectural features referenced in this chapter. As an example, if a neighborhood shows an extensive use of front porches, this pattern should be followed and reinforced.

11. **Height** Flexibility on height restrictions is encouraged for architectural features such as parapets, articulated corners such as those that would feature clock towers, church spires, belfries, cupolas, domes, chimneys and screened mechanical appurtenances. Such features shall be erected only to such a height as is necessary to accomplish the purpose they serve.

12. **New Streets** Street layouts shall be aimed at achieving a grid pattern connecting to the major street network. The grid may be modified to adapt to, respect, and highlight unique viewsheds and topographical features. The use of cul-de-sacs and other roadways with a single point of entry is prohibited. Snow clearing easements shall be provided within all cul-de-sacs.

13. **Drive-through establishments** Drive-through facilities are generally discouraged. However, if absolutely necessary, they shall be located and screened with planting and/or architectural walls to minimize their visibility, and may be located under upper-story cantilevered floors. In all cases, drive-through facilities must be located in the rear of the building.

14. **Loading and service areas** When required, loading docks, solid waste facilities, recycling facilities, and other service areas shall be placed to the rear or side of buildings in visually unobtrusive locations. Screening and landscaping shall be provided to minimize direct views of the loading areas and their driveways from adjacent properties or from the public right-of-way. Screening and landscaping shall also be provided to minimize spillover glare, noise or exhaust fumes. Screening and buffering shall be achieved through walls, fences and landscaping. Screening shall be a minimum of five feet tall, shall be visually impervious and keep receptacles completely out of view. Recesses in the building, or depressed access ramps, may be used.

15. **Facade Elements** Integrate various elements, which complement each other and accentuate special features into a design that enhances the visual impact. Contemporary storefronts should try to incorporate elements that relate the storefront to the surrounding buildings while not imitating exact elements.

16. **Pedestrian Realm** Downtown environments come in many forms. Some are distinguished by their commercial bustle, others by their wide sidewalks and tree lined streets, and others still by the quality of the architecture that frames them. Regardless of their shape and size, most good streets obtain their "friendliness" from three conditions: a safe and comfortable environment, a sense of human scale or intimacy, and a distinct character or sense of identity. Environment refers to the basic conditions by which, at first glance, a downtown is perceived as comfortable and approachable. Key elements that contribute to a feeling of comfort and approachability are street trees (shade), clear

and accessible directional and informational signage and pedestrian friendly barrier free sidewalks. Intimacy refers to the scale and collection of the design elements, which directly support pedestrian life as opposed to vehicular movement. The pedestrian realm is the sidewalk, and for sidewalks to be intimate they need to function as a bubble for human activity. Where sidewalks abut moving traffic, for example, a safety barrier, such as a row of trees, bollards or parallel parking is desirable; where sidewalks abut parking lots or open land, some form of screening (trees, shrubs, walls) is desirable. Street furniture (benches, waste receptacles, bicycle racks etc) also contributes to making the sidewalks more intimate for pedestrians. Identity refers to a distinctive character obtained by out of the ordinary or unique elements such as informational kiosks, street light pole ornamentation, building awnings, special plantings or civic art. Each district should generally stand out from the norm, helping pedestrians identify the Downtown and reaffirming the commercial and civic vitality of the Downtown.

17. **Building Uses** The ground floor of buildings should be used for retail and commercial purposes - the display and selling of products. Merchandise should be attractively displayed, easy to view, and well stocked. Customer circulation in the store should be clear and should accommodate shoppers with disabilities. The second and third floors of buildings can be used for any commercial or residential purpose: retail, office, apartments, etc. Retail stores should be open at least eight hours a day; stores that are open evening hours are preferred. Retail stores should be open for business at least six days a week; stores open every day are preferred. Retail stores should be open twelve months a year; businesses that are open only a few months a year are generally discouraged.

18. **Windown Displays** Displays in front windows should be well maintained, cleaned frequently, and changed at least quarterly. It is important that customers feel the store's merchandise is fresh, and that store is "keeping up with the times."When properties are "between tenants" or under construction, the owners should pay particular attention to exterior maintenance. During these times display windows should be cleaned regularly and decorations that obscure the vacant interior can be utilized. Coverings could be enlarged photographs of historic buildings, or other designs that present a pleasant appearance. Covering vacant display windows with plain paper, plastic sheets or unpainted plywood is prohibited. "For rent" signs must comply with the Borough's sign ordinance.

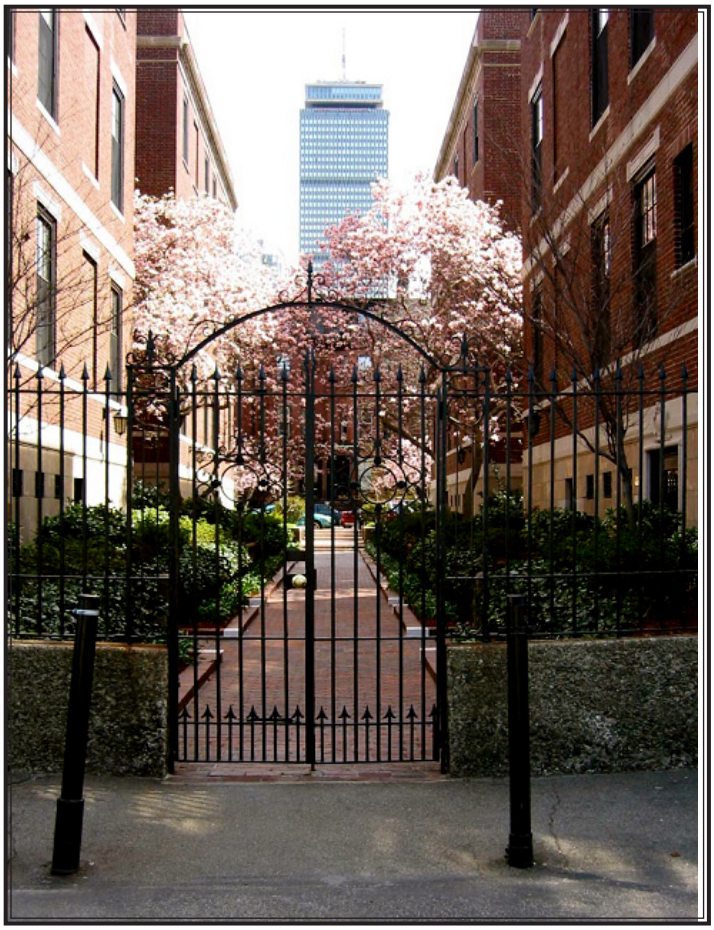
Design Standard Examples

GATEWAYS

Identifies an entrance or exit to a place. Lets you know you have entered a special place. Types range from pillar styles, gateways or simple signage.

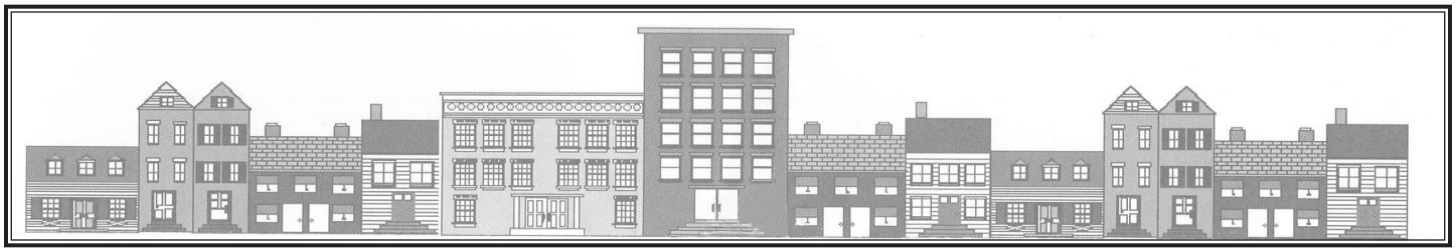
FOCAL POINTS

Visual termination points are used to carry the eye forward and to leave the pedestrain guessing what is around the next corner. They can range from small pocket parks to significant architectural structures.



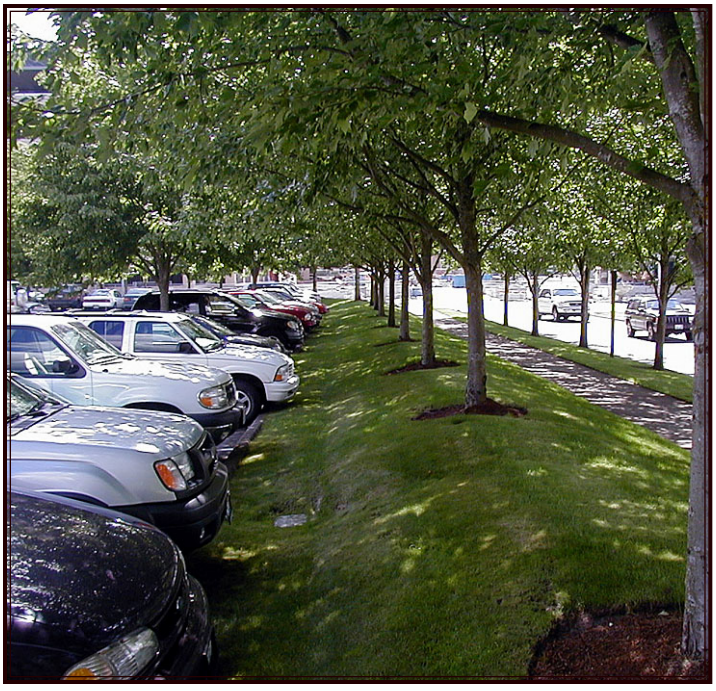
Design Standard Examples

BUILDING VARIATION



Material and roofline variations on residential and mixed use buildings add viual interest and break up the streetscape and facade.

PARKING AREAS



Screen parking from public viewshed via structured parking, vegetation or hard-scaping.

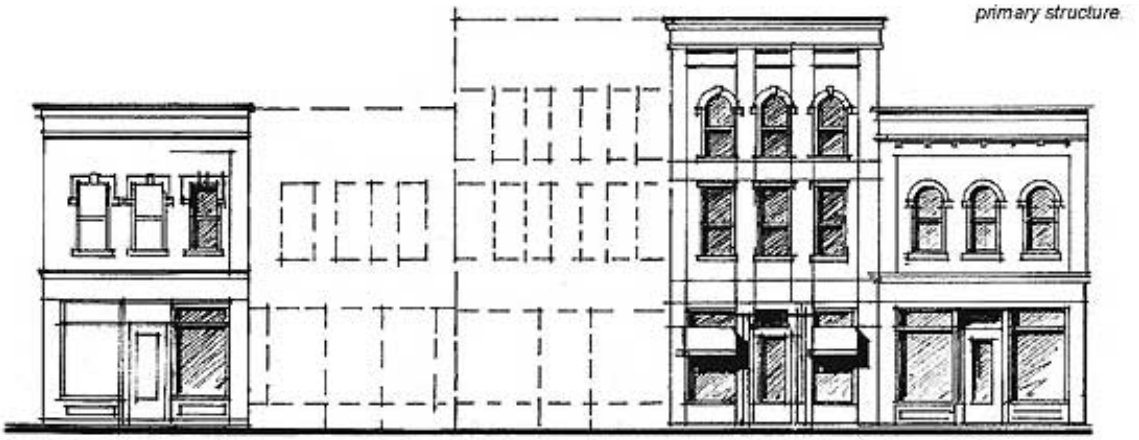
Design Standard Examples

Height

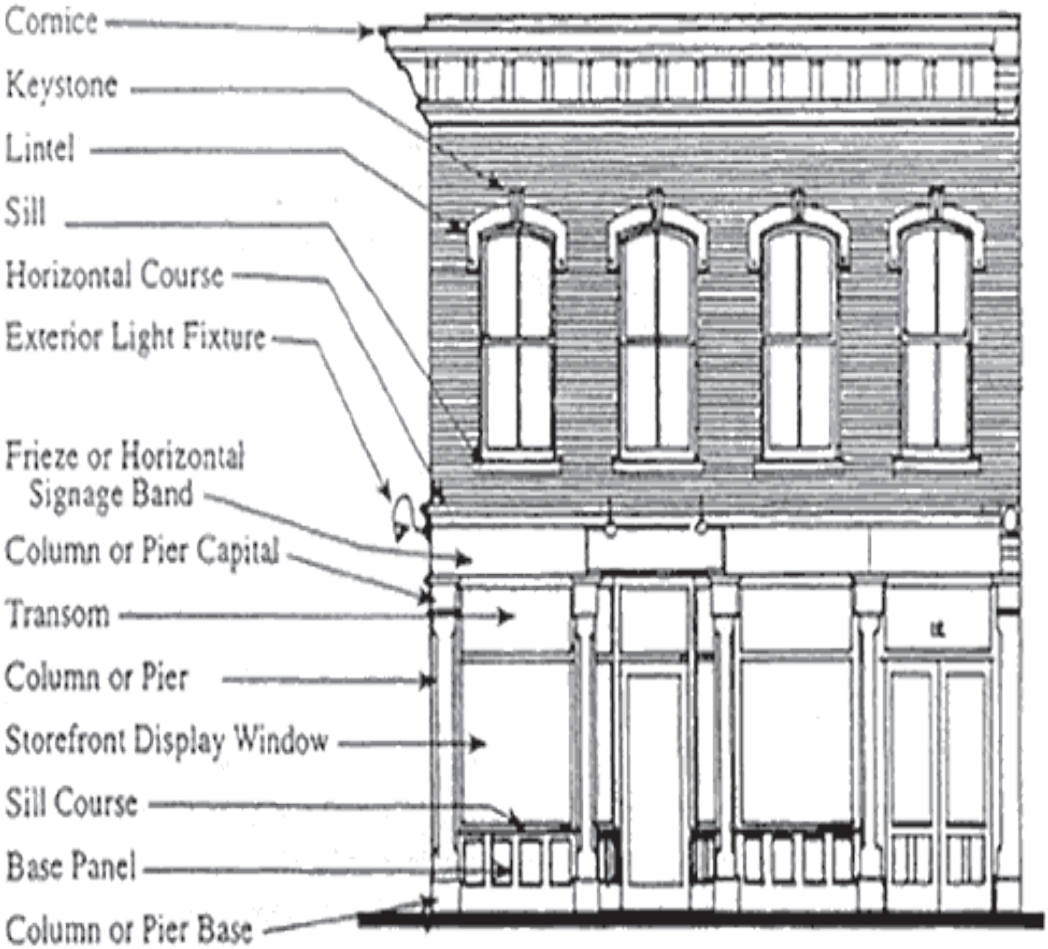
Allowing flexibility on height for architectural features such as chimnies,cupolas, towers, and spires allows creativity in design that promotes diversity in building type, that adds a visual interest to a streetscape.

Design Standard Examples

FACADES



Example of window fenistrations, infill of comparable scale, variation of building height. New buildings should respect the scale and context of the existing build-



Standard facade design elements for storefront design

Architectural Standards

Building Mass And Style

When buildings in an area are of similar and/or compatible scale, materials, massing and architectural style, the area becomes more harmonious thereby providing a more comfortable human experience. Design in a given area should achieve continuity between sites while still allowing for individuality of design.

1. Commercial buildings are envisioned to be at least 1.5 stories in height, and no greater than three stories, to create a strong, defined street edge and a strong architectural presence on their respective lots. Setbacks from the primary adjacent roadway should be the minimum possible to provide a logical building entry and to provide decorative pedestrian paving, streetscape furnishings and amenities, and landscaping in front of the property.

2. Commercial buildings shall avoid long, monotonous, uninterrupted walls or roof planes. Building offsets, including projections, recesses and changes in floor level, shall be used in order to add architectural interest and variety and to relieve the visual effects of a simple, long wall.

3. Where non-residential building facades exceed 80 horizontal feet in length, vertical divisions no greater than 40 feet should be designed on all building facades. Building wall offsets, including both projections and recessions should be provided along any building wall.

4. All structures should be situated with proper consideration of their relationship to other buildings, both existing and proposed, in terms of light, air, and usable open spaces, access to public rights-of-way and off-street parking, height, and bulk.

5. Groups of related buildings should be designed to present a harmonious appearance in terms of building silhouette, architectural style and scale; massing of building form; surface material, finish, and texture; decorative features; window and doorway proportions and modulation, entry way placement and location, signage, and landscaping.

6. All pedestrian entryways and/or lobbies should be prominent, well-lit and separate from service entrances, and should be at grade with the adjacent sidewalks to the greatest extent possible.

7. Building entrances should be clearly defined through the use of detailed paving, architectural treatment, and site furnishings.

8. Buildings should have varied and interesting facades. Use of texture and window variations should be encouraged.

9. Buildings greater than 1 story in height should be strongly encouraged.

10. Entrances should include such features as canopies or porticos; overhangs, arcades; recesses/projections; raised corniced parapets over the doors; peaked roof forms; arches; outdoor patios; and/or display windows.

Distinct entrance of corner mixed use building

Architectural Standards

Site Orientation

The arrangement of a building or buildings on a site is as important as the design of the building itself. Building arrangement dictates whether a site and an area will be close-knit and pedestrian friendly, or whether the character will be auto dominated and more sprawl-like in character.

Building arrangement consists of such elements as setbacks from streets and property lines, distance between buildings and orientation of buildings towards each other, the street and parking areas.

1. Buildings should be clustered to minimize the footprint of development on the landscape and provide for green areas, as well as to encourage pedestrians to walk between buildings and sites. Buildings should create a continuity of building facades along a building line parallel to the public streets or internal private drives, and should be arranged to define a rhythm of built and open areas that create a series of outdoor "rooms" facing the street or drive.

2. In a development of two or more buildings, building facades should be designed and located to relate to one another, both functionally and visually.

3. All primary building facades should be located at the building setback line in an effort to create a consistent edge with adjacent structures.

4. A building on a corner lot should be considered a more significant structure from a design perspective since such a building has at least two front facades visibly exposed to the street. Such a building may be designed to have additional height and architectural embellishments relating to its location on a corner lot, if deemed appropriate by the Board.

5. Building facades should introduce cornice lines, overhangs, or changes of material to generally reflect the scale of nearby buildings. Where building height exceeds the dominant pattern for adjacent buildings, consistent cornice lines between buildings, or building setback for upper floors should be created to reduce the scale of the building.

6. Buildings located at gateways entering the Downtown shall mark the transition into and out of the district in a distinct fashion using massing, additional height contrasting material, and/or architectural embellishments to obtain this effect.

7. Focal points or points of visual termination shall generally be occupied by more prominent, monumental buildings and structures that employ enhanced height, massing, distinctive architectural treatments or other distinguishing features (fountains etc).

8. Along any given street, buildings are located various distances from the street curb. These are the building setbacks. In these areas outdoor sitting and dining are encouraged. Deeper setbacks are either to accommodate exterior dining for restaurants and cafes, or are to be designed as mini plazas.

Oudoor dining-seperated from pedestrian traffic

Facade Treatment Materials & Color

Facades should be designed with architectural features at the human scale. Human scale detailing is the treatment of elements of a building facade at a smaller scale based on human vision, proportion, height and rate of movement to add interest to the pedestrian user.

1. Building facades, windows and window panes should respect traditional architecture.
2. All visible building facades should feature architectural detailing, arcades, dormers, entrances and/or gables toward the public street.
3. The architectural treatment of a facade or roof should be continued around all visibly exposed sides of a building. All sides of a building should be architecturally designed so as to be consistent with regard to style, materials, colors and details. In the instance of multi-story buildings, the architectural treatment and building materials of the first floor should be compatible with upper stories.
4. Buildings should have fenestration and design elements including decorative windows, operating windows, louvers, shutters, cornerstones, keystones, and wide window frames consisting of approximately 10-20 percent of the second and third floor facade area to prevent large expanses of blank walls.
5. All visibly exposed sides of a building shall have an articulated base course and cornice. The base course shall align with the sill level of the first story.
6. A cornince, which terminates or caps the top of a building wall, may project horizontally from the verticle building wall plane and be ornamented with moldings, brackets and other details.
7. In any mixed use building, the difference between ground floor commercial uses and entrances for upper level commercial or apartment uses shall be reflected by differences in facade treatements. Storefronts and other ground floor entrances shall be accentuated through cornince lines. Further differentation can be achieved through distinct, but comparable exterior materials, signs, awnings, and exterior lighting.
8. Facades should be articulated with vertical divisions to reduce the scale and uniformity of large-scale buildings. Street side building facades should be designed to reflect the community's identity, character and scale as well as the human scale. Facades should be articulated with horizontal divisions to reflect the traditional building elements of cap, wall and base. The cap should feature either pitched roofs or articulated cornices and a change of color and materials
9. Permitted building materials include:
    - brick
    - wood clapboard
    - natural or cultured stone
    - stucco
    - concrete siding (Hardy Plank lap siding or shingle)
    - non-reflective and non-tinted glass
    - EIFS (maximum 20% of each facade)
    - or combinations of the above

These should be used for new construction and, to the extent practical, for rehabilitation and redevelopment.

3 story mixed use building utilizing several facade materials (cast stone, glass and stucco) and details (cornice & moldings, recessed doorway, awnings and belt course)

Fluted columns, cornice and base course provide detail to the side of the facade

Brick column and sidewalk pavers create a break in the building and the perception of two separate buildings. First floor retail is approximatley 12 feet high.

Mixed-use commercial building with ornate projecting cornice, symmetrical window fenistration, and sign facia on both front facades seperates uses while the awnings which make the street pedestrain friendly.

Architectural Standards

Storefront design

The storefront is one of the most significant architectural features of the commercial building facade. The storefront is the front face of the business and is the customers first impression of the establishment. Storefronts can be significant in the business's success or failure. All traditional storefront elements should be considered design elements when renovating. In new construction, the use of traditional facade components will help provide a compatible design.

1. Storefronts must be tall with a minimum total height of 12 feet . Exceptions will be granted if the existing building openings are not tall enough to accommodate 12 feet in height.
2. A minimum of 60% of the storefront must be devoted to display windows.
3. Storefronts are spaced in a repeat pattern along the sidewalk to maintain pedestrian continuity and interest.
4. Storefront framing system must be well proportioned and detailed.
5. Dark or reflective glass is not to be used.
6. Base course height should be similar in height to adjoining property.
7. Interior security gating is not encouraged but if installed must be designed in such a way that is not visible during operating hours and so that pedestrians may clearly view window displays during after hours. No exterior security gates are permitted.
8. Interior window coverings are not appropriate at street level windows.
9. Transom windows are encouraged in new development and should be restored if possible in rehabilitation projects.
10. Main ground floor retail windows should be clear undivided glass that allows the passers by to see in side the storefront. Windows should not be cluttered with interior signs.
11. The color of buildings should complement the adjacent buildings' colors. The color of brick or other natural building materials should dictate the color family choice. Bricks in the red and brown tones are encouraged. Buildings should use primarily earth tones with light and bright colors use only as minor accents. The accent colors should complement the primary color.
12. The New Providence color palette consists of a fairly small range of earthy tones: beiges, greens, browns, reds and tans for the main surfaces, with deeper, bolder colors for awnings and signage. These should be complimented in new construction.
13. Treating the primary surface wall and trim with different, but coordinated colors makes the building more visually pleasing. Avoid white and black, which can look stark when viewed next to warmer tones, particularly when used over large surfaces. They also appear dirty more easily than other colors.
14. Muted colors such as browns, oranges, grays, maroon, deep or dark greens, beige, black and white are acceptable colors, subject to intensity, proper color balance, and compatibility with the building color scheme.
15. Second story primary facade windows shall be proportioned vertical to square for gable windows. Whenever possible, the location of windows on the upper stories of a building shall be vertically aligned with the location of windows and doors on the ground level, including storefronts or display windows.

16. Solid blank walls or service areas visible from the public viewshed are prohibited. Where the construction of a blank wall is necessary, it must be articulated by recessed or projected display window cases. Landscaping is also appropriate.

17. Improper modifications to existing buildings should not occur and if possible restored to original condition. For example:

    - Remove items obstructing architectural features such as piers and cornices.
    - Remove inappropriate material from storefronts such as false brick, corrugated metal, stucco, vinyl siding and plywood.
    - Remove wrought iron security gates.
    - Where possible remove stucco installed over existing decorative elements.
    - Don't obstruct architectural features with signage.
    - Don't use residential type materials (doors, windows) for storefronts.

DOORS AND ENTRANCES

1. Entrances should be at sidewalk level, should look inviting and easily accessible to bring customers in.

2. Whenever possible entrances are to be centered in the storefront. When a building in located on a corner, the entrance must be along the main street or oriented diagonal at the corner

3. Flat metal doors and doors without glass are not permitted. Glass panel doors are required so shoppers can tell whether the store is open or not and there is an interaction site lines, between the pedestrian a and shop owners.

4. The proportions and relationships between doors and windows should be compatible with the architecture style and character of the surrounding area. Doors should be simple and traditional in design.

5. Door openings should be similar in size and spacing with the secondary (if applicable) residential doors.

6. All entrances to a building shall be defined and articulated by architectural elements that are compatible with the style , materials, colors and details of the building as a whole.

7. All primary entrance doors from commercial or mixed use buildings shall be inset equal to or greater than the width of the door.

8. Doorways shall be wood paneled or commercial steel doors with glass inset filling at least 50% of the door. Doorways may be single or double. Specialty doors, such as a shutter door to allow open air dining, shall be reviewed on a site by site basis.

9. When possible entrances should be designated for separate uses (delivery, customer, service etc.).

10. Doors should not have window treatments such as shades or curtains.

11. There must be adequate lighting at all entrances.

12. Different materials and finishes are encourage to be used at entrances, such as tile, to help distinguish the entrance from the sidewalk.

DISPLAY WINDOWS

The general goal of display windows are to encourage large, open views into the commercial space enhancing the pedestrian experience by providing a visual connection to the use inside the building. Window displays are used to showcase merchandise or services available.

Before & After Facade Improvements

Poor window coverings, door not inviting, no signage, building seems dark

New awnings, inviting entranceway, bright windows, new signage, facade painted

Fake roof, paper covering windows, existing transoms and cornice covered

Restored transom, removed shed roof, new cornice line to link facades, new door and windows, new paint

Shed roof, dark entrance door, drab facade colors, covered up architectural details

Retractable awnings,restored facade, larger windows, new signage

It includes actual storefront displays as well as any internal store area visible from the buildings exterior.

1. All internal areas exposed to public view are considered a display area and should be treated as such.

2. Areas should present goods and services in an attractive and organized manner.

3. Furniture, shelves, etc. placed within view of the stores exterior is discouraged. A display area should be created as a visually pleasing transition from outside to inside.

4. All windows and internal areas exposed to public view shall be kept clean and free of marks and foreign substances.

5. No storage of materials, stock or inventory shall be permitted in window display areas ordinarily exposed to public view.

6. Timely and tasteful holiday and seasonal themes are encouraged.

7. Paper signs should be hung one foot behind the glass attached to a rigid backer board and highlighted with a spotlight.

8. Front windows and portions of the store interior, should remain lit all night, or to a specified time, through the use specially located interior lighting. This will make the street feel friendlier and safer.

9. Interior paper signs and temporary signs taped directly on to the glass of store windows, show windows or display windows are unsightly, and discouraged.

10. Flashing and moving lights are prohibited.

11. In the event of storefront vacancy the storefront windows should be covered with an historical images of the Borough, leased to other businesses for promotional displays or provided to local citizens groups for display presentations. Windows are not permitted to be covered up with newspapers, sheets, cloths or any other material that promotes a negative image of the downtown.

12. Basic design principles to follow:

    • Keep it simple. Don't try to put in everything at once.

    • Change displays frequently to keep the look fresh.

    • Use lighting, both during the day and at night to highlight individual items or signs.

    • Consider making your windows available to local nonprofit organizations that are promoting a good cause. Window displays used for community projects often create good will for the retailer.

    • Continue the theme of the window display with other displays inside the store.

    • Place items in the window at varying heights and depths to catch shoppers' attention and make the overall display inviting to the eye.

    • Keep your windows clean to maximize the effectiveness of your window displays.

ROOF STYLE AND MATERIALS

1. The type, shape, pitch, texture and color of a roof shall be considered a an integral part of the design of a building and shall be architecturally compatible with the style, materials, colors and details of the building. Flat or mansard style roofs are not permitted on one story buildings.

2. Architectural embellishments that add visual interest to roofs, such as belvederes, chimneys, dormers, cupolas, and similar elements shall

be permitted, provided that these elements are compatible with the style and details of the building.

FACADE LIGHTING

Lighting in the downtown should serve to illuminate facades, entrances and signage and provide an adequate level of personal safety while enhancing the aesthetic appeal of the buildings.

1. Avoid colored lighting schemes in order to achieve continuity in building lighting within the downtown.
2. Building and signage lighting must be indirect, with the light source(s) hidden from direct pedestrian and motorist view. For exterior sign illumination, shaded gooseneck lamps are encouraged.
3. The amount and type of illumination chosen by individual businesses or locations help define the shape and feel of an entire street.
4. Lighting at display windows and entrances shall be incandescent and concealed from direct view.
5. No rotating, blinking, animated, or flashing lights shall be permitted. Neon lights are not permitted.
6. Outdoor light fixtures must be compatible with the style and period of the building and not obscure or conflict with significant architectural details of the building.
7. Overhead and exposed wiring and conduit for outdoor lighting is not permitted.
8. Gooseneck or stemmed flood or spotlight fixtures are appropriate for lighting signage. The style should be compatible with the building.
9. Externally illuminated signs are encouraged.
10. Recommended light sources are color corrected metal halide or fluorescent lamps.

In addition to the lighting standards expressed in the design standards, all lighting levels and specifications must also adhere to the current Borough lighting ordinance.

AWNINGS AND CANOPIES

Awnings and canopies offer shelter from the elements, serve as colorful compliments to the building, help to identify locations of storefronts and provide locations for signage and graphics.

Awnings are fixed or retractable projections from the storefront bay, while canopies are architectural features of a building that are only located at building entries.

1. Awnings

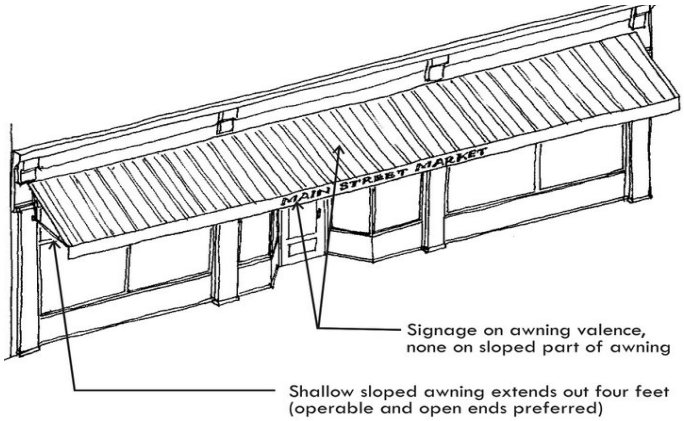
- Locate awnings in each retail bay and use consistent design (profile, color & dimensions) for all awnings at a single building. Awnings should fit the opening of each single bay fully and the base of the awning should align with the bottom of the transom.
- Retractable and non retractable awnings are permitted. However it should be noted that in winter, awnings may limit sunlight and become undesirable. Retractable awnings provide options for use.
- Awnings should provide a minimum clearance of 8 feet (8′) and project a minimum of 3 feet (3′) and a maximum of 5 feet (5′) from the building face.
- Awnings should not obstruct architectural ornaments.

Architectural Standards

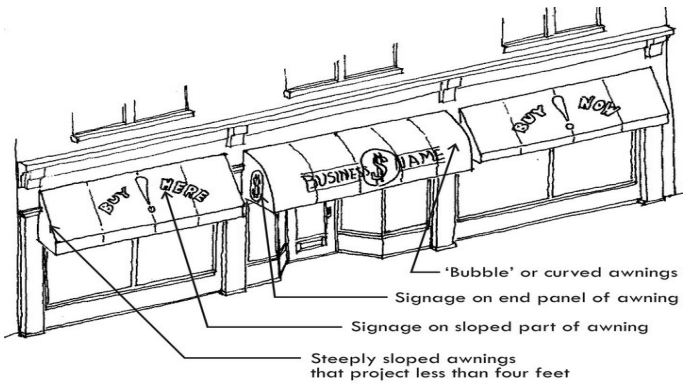
- Awnings should be canvas and waterproof cloth materials over metal frames as these will better weather the elements.
- Metal, vinyl or plastics awnings are not permitted.
- Translucent backlit awnings are prohibited.
- Colors should be chosen to coordinate with the facade color palette.
- Awnings should be open sided that ensure a lighter feel, providing thermal and weather protection with adequate diffused light.
- Provide signage only on the valance and limit to store name. No other text should be on awning.
- Select neutral colors and using a light coloring upon a dark background is recommended.

2. Canopies

- Canopies are permanent elements of the facade constructed of stone, metal, wood or glass.
- Canopies identify and occur at the major entrance to a building.
- As with awnings, a canopy should fit the opening of the entrance, be appropriately scaled to the building, and should not obscure any architectural detail.



Example of an Appropriate Awning



Examples of Inappropriate Awning Treatments

Images above prepared by Westfield Architects

Stone canopy above entrance to residential dwelling

Examples of Awnings and Canopies

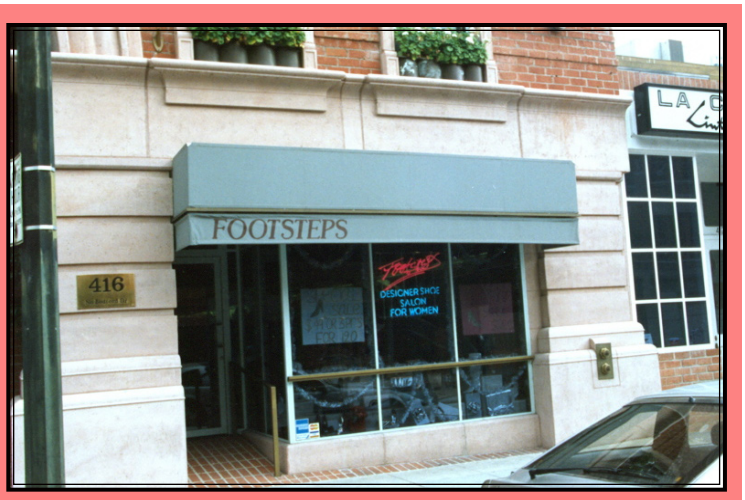
Good Design

Retractable awning placed below transom

Awning placed below sign board, colors enhance facade

Retractable awning for outdoor eating

Bad Design



Square Awning-collects dirt, hard to clean

Sign on face on awning, covers facade, awkward looking

Square awning

Back-lit awning

Site Plan Regulations

Alleys and passageways

Passages between buildings make an important contribution to the character of the Downtown District by extending the public space and commercial frontage of the sidewalk and, more importantly, providing frequent and convenient access to areas of parking and landscaped areas located to the rear of buildings. If open and accessible to the public, alleys should be treated as extensions of the public street or sidewalk and should be paved, landscaped and lit accordingly. Service alleys not generally used by the public should be screened off.

Outdoor areas

The best way to enliven a streetscape or downtown is through pedestrian and outdoor activity. Retail spaces are now designing storefronts that have the ability to open up completely to make the store feel like it is part of the sidewalk experience.

Guidelines

1. Outdoor areas must be attractively deisgned to compliment the adjoining buildings.
2. Must maintain a four foot (4') passageway along the sidewalk for passing pedestrians.
3. At least eight feet (8') of verticle clearance must be maintained below awnings.
4. Outdoor seating and dining furniture must be attractive and high quality.
5. Barriers are required around outdoor dining areas, they must be decorative in nature and cannot exceed 3 1/2 feet in height. Barriers may include flower boxes, potted plants or ornamental screens. Merchandise may not be used as a barrier.
6. All items, including screens, must be portable and self supporting.
7. Storage or display of outdoor merchandise is not permitted.

Examples of Outdoor Areas

Bad example - No room for pedestrain traffic (Danth 09)

UTILITY AND MECHANICAL EQUIPMENT

1. The screening of exterior trash and storage areas, service yards, loading areas, transformers and air conditioning units must use the same materials, colors and/or style as the primary building in order to be architecturally compatible with the building it is adjacent to.
2. All exterior trash and storage areas, service yards, loading areas and air conditioning units must be screened from view.
3. Efforts should be made for the screening of these mechanical and utility areas to become part of the building or landscape.
4. All roof equipment must be screened from public view if visible from the street.

WAYFINDING SIGNAGE

Design standards

1. The graphics should be respectful, attractive as well as informative. The signs should be understated and should enhance the appearance of the Borough. Signs should be appropriate to the character of the Borough and the buildings that comprise it.
2. It is impossible to list all possible destinations at any given decision point. Therefore, priorities must be established to provide information to those destinations with the highest use by visitors.
3. Wherever possible, wayfinding signs shall implement nationally understood symbols in place of words.
4. Signing should be implemented on a "need-to-know" basis. No additional information should be provided unless it is absolutely necessary.
5. The signing of all signs in the wayfinding system should be consistent in color, scale and placement.
6. Wayfinding signs shall be designed to match the overall thematic design of signage in the BID.
7. Wayfinding signs shall be freestanding.
8. Wayfinding signs shall be of two varieties, vehicle-oriented and pedestrian-oriented, and shall be easy to read and informative.
9. Wayfinding signs, for both vehicles and pedestrians, shall be aligned vertically with the terrain (i.e.. "Up" on the map corresponds to "forward" in the terrain).
10. The maximum height for a vehicle-oriented wayfinding sign shall be 6 feet. The maximum width shall be 4 feet.
11. Vehicle-oriented wayfinding signs shall be located at crucial visitor entrances to the Borough, and shall be placed on the right hand side of the road before the intersection.
12. Vehicle-oriented wayfinding signs shall incorporate font size and style that can be clearly read from a distance of 20 feet.
13. Vehicle-oriented wayfinding signs shall be illuminated after dark.
14. Pedestrian-oriented wayfinding kiosks shall be a maximum of 6 feet in height and 3 feet in width, and shall be placed in areas of heavy pedestrian travel, specifically, in locations where visitors may expect to find information.
15. Pedestrian-oriented wayfinding kiosks shall be 2-sided, and shall depict "You-Are-Here" arrows in alignment with the position of the viewer.
16. Pedestrian-oriented wayfinding kiosks shall incorporate font size and style that can be clearly read from a distance of 3 feet.
17. Pedestrian-oriented wayfinding kiosks shall include the locations of all public restrooms, handicap accessibility, pay phones and health care facilities in the vicinity.
18. Pedestrian-oriented wayfinding kiosks shall

be either brightly colored and/or illuminated from the interior.

19. All wayfinding locations are based on right-lane travel towards designated intersection.

SIGNAGE

The most common types of downtown signs are flush, mounted, projecting and window signs. Permitted signs include those on the building's cornice, on display windows, on the edge of awnings, and projecting from the building's face.

Only business signs related to current building use shall be permitted. Business signs no longer relating to current building use shall be removed.

Roof mounted signs are prohibited. Outdoor advertising signs, billboards, and non-accessory signs are prohibited. They should be compatible with the storefront's original design, easy to read, and have a three dimensional quality.

Professional lettering on the glass window is often effective. Signs should be lit at night using external incandescent spotlights, gooseneck lights, or fluorescent strip luminaries. Backlit or internally lit signs are prohibited. Unshielded spotlights, neon, moving and flashing signs are prohibited.

The four most common types of signs are:

1. Flush mounted signs- are usually located on the front facade. Flush mounted signs can be attached directly to the building e.g. transom area, or on vertical faces of awnings and canopies. Flush mounted signs are the most visible to the motorist and should be designed for easy reading while driving by. Useful information to the motorist is the name of the company, the street number to help locate your business and information on the function of the company (product or service). In many cases, an icon can be used to define the function.
2. Projecting Signs- A freestanding sign supported by the extended arm of a single post, with the overall height of the sign face not exceeding eight (8) feet from ground level.
3. Window Signs- A sign posted, placed, affixed or painted on the interior of a window or door of a building exposed to public view. For the purpose of this report, a temporary sign placed on the interior of a window for viewing from the exterior shall not be counted as a sign.
4. Freestanding Signs- While not typically located in Donwtowns and not encouraged, they shall be regulated under the existing and most current sign ordinance.

Sign Design

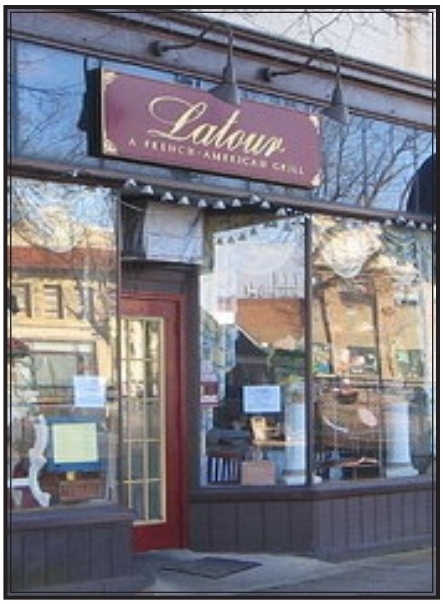
The design of signs is a graphic art form. Quality in design, materials and construction is attractive to potential customers. All the businesses on the block do not need the same type of sign; design- individuality is a good thing. However the individual signs should fit together and not clash with each other. Good color coordination is required between the sign and building facade. Avoid wild, garish colors, i.e. Day-Glow. Specific sign ordinance recommendations should be reviewed as part of the existing New Providence Sign Ordinance Section ____ of the Zoning Regulations.

Signage Examples

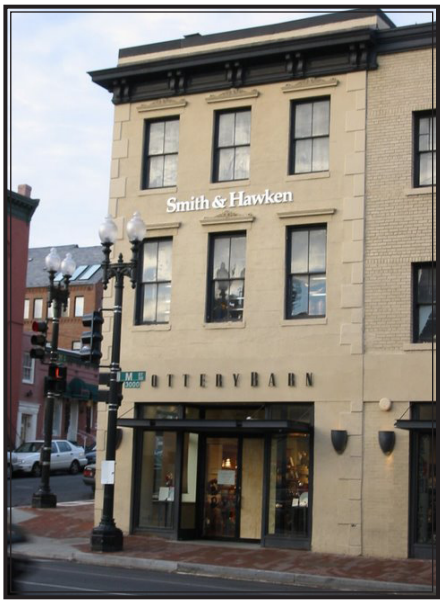
Projection sign

Projection sign

Interesting projection sign



Transom sign



Double sign separating floors

Painted window sign

Sign on sign band; temporary sign

Site Plan Regulations

PLANTING POTS AND PLANTERS

Planting pots provide an added dimension and color to streetscape planting. They also direct pedestrian traffic, create focal points and provide pedestrian resting areas. Large pots are preferred instead of fixed planter boxes because of potential conflicts with vehicles and maintenance.

1. Planting pots should be planted with annual flowers or with ground covers. Pots should not block other elements such as streets, signs, meters, or street lights, or block pedestrian activity.
2. If planter boxes are used, trees or any woody shrubs should not be planted in them. Their survival rate is generally very low because the roots often freeze in the winter. Only annual flowers or ground-covers should be planted in boxes
3. Planters should be used within either Planting Zones, or within Building Zones where safe access to and from buildings is maintained. Avoid placing planters within pedestrian traffic areas.
4. A neutral stone planter color should be used to harmonize with pavers, concrete sidewalks, most building facades, and the countless color combinations produced by annual plantings. Planter colors are simple and intentionally understated in character.
5. Planters must always be leveled with leveling shims when installed on sloped surfaces.
6. Containers should be sited near street corners (with respect to previously noted location requirements), to flank entrances to landmark buildings, or to physically and visually define outdoor café spaces.
7. Combined height of containers and plantings should not obstruct motorists' or pedestrians' views at street intersections and access drives.
8. Planters that are to be used for seating should be between 12 and 20 inches in height with a rim of at least 8 inches in width, wider if seating is intended on the edge. Plant materials should not interfere with the seating. Provisions must be made for ensuring adequate watering and drainage. Staining of paving from planter drains should be considered in planter location.
9. Planters should be considerably heavy and difficult to move to prevent vandalism.
10. Provide a mix of planters for interest in groupings.
11. Hanging baskets can be attached to 1) building facades with suitable attachment brackets or 2) combined with the selected light poles.
12. When attached to pedestrian lights, two baskets are recommended, none to the streetside of the pole.
13. Baskets should be sufficient in size to hold a 5 gallon plant.
14. Building owners can choose to apply hanging basket brackets to supplement other baskets at the light poles.

SEATING

1. Seating may be provided when space allows for a clear pedestrian walking zone and separate seating areas. Seating expands opportunities for people to use the street, especially in commercial streetscapes. Seating may be provided by benches, planter walls, edges, steps, or moveable chairs.
2. Seating surfaces should be 16 to 18 inches high and should have a minimum depth of 16 inches for seats without backs, 14 inches for seats with backs.
3. Walls, ledges and steps that are available for seating should be between 12 and 20 inches high and 16 inches wide wherever possible. Walls used for seating on both

sides should be a minimum of 30 inches wide.

4. Seating design should complement the style of the surrounding architecture and other furnishings.
5. Except for moveable chairs, seating should be secured permanently to paved surfaces for safety and to avoid vandalism

BANNERS

One colorful streetscape component that can be used is the pole-mounted banner. Banners mark seasonal changes, holidays, special events, local history, gateways and unique neighborhood distinctions. Repeated throughout a specific neighborhood, colorful banners further add to the appearance of a well-planned and executed streetscape enhancement project.

1. Banners and other seasonal decorations may be mounted to proposed light fixture poles. Their graphic designs must be clear and simple in order to quickly convey an intended message to both pedestrians and motorists. Any banners promoting particular events must be removed in a timely manner after the event occurs.
2. Like some previously noted streetscape furnishings, banners provide excellent opportunities for local artists to create urban landscape enhancements unique to New Providence. While banners may not contain advertising, they may note a specific sponsor or neighborhood association responsible for banner acquisition. All designs for banners must be coordinated and forwarded for review and approval by then New Providence DID. Coordination of proposed banner colors with the colors of seasonal container plantings should be considered in an effort to visually unify areas.

FENCES

The Downtown should look welcoming to customers. Fences generally tend to tell shoppers to "stay out," so their use is often discouraged. However when fences are absolutely necessary these fences should have the appearance of wrought iron, i.e. square metal posts mounted on horizontal metal bars with the posts protruding through the upper bar often with a decorative cap that does not make them dangerous to the public.

Fences should be painted a flat black, and where there is room, set in a landscaped flowerbed.

Fences and their landscaping should allow pedestrians to easily see through them; customers are often afraid of areas they cannot see.

Highway-style guard rails, stockade fences, chain-link fences, fences that block vision, fences with barbed wire or razor wire are prohibited.

MAINTENANCE PROGRAM

The addition of streetscape elements such as furniture, plantings, trees, and pavers can tremendously improve the visual environment of any downtown. However the lack of maintenance can quickly diminish those improvements. Litter and the overall maintenance of the existing streetscape take away from the aesthetics of the Downtown. Below is an outline of a simple maintenance plan and schedule and ideas that should be utilized in the Downtown.

1. Vehicular Surfaces:

Streets/Crosswalks/Alleys/Gutters

Inspect pavement and Storm Drains:

Frequency: Pavement and sidewalks inspected annually, repaired as needed based on inspection or complaint.

Sweep Streets and Gutters (Optional: Flush Street)

Frequency: Weekly

Site Plan Regulations

Weed Control:

·Frequency: Pre-emergent weed killer to be applied at beginning of season and as needed throughout the growing season.

2. Pedestrian Surfaces:

All surfaces, including sidewalks, temporary walkways, alley entrances, pavers, curb and concrete edging must be maintained to meet the following standards:

Repair of Sidewalk Surfaces Frequency: In a reasonable amount of time dependent on weather and workload .

Daily, Recurring Manual Sweeping:

Daily manual sweeping of all sidewalks at least once during the working day by uniformed cleaners ensures that the Downtown business district remains attractive and clean.

Monthly Power Washing:

We recommend high-pressure washing once a month, except in winter, to remove accumulated stains, gum and grime from all sidewalks, with special attention paid to pavers sections.

3. Trash receptacles

Routine Cleaning of Surfaces of Receptacles to Prevent Residue Buildup:

Frequency: Major cleaning once a year. Spot cleaning within 24 hours of being reported to Township.

Collection of Trash From Township Receptacles:

Frequency: Should coordinate with normal Borough waste collection schedule, except for higher density areas, which may require daily pickup Monday through Friday.

Maintenance of Trash Receptacles:

Frequency: Inspection weekly, repair as needed

4. Landscaped Areas

Planting, Watering, Feeding, Mulching, Weeding:

Frequency: Perennial beds are cleaned, edged, and mulched in early spring. Annuals are planted May 1-15, and beds cleaned, edged and mulched at the same time. Watering frequency is based upon the particular flower or plant, and the presence or absence of rain. Typically, it is a daily occurrence.

5. Street Furniture/Fixtures

Inspect and clean the surface of all street furniture, fixtures (i.e. benches, bollards, light poles, planters, etc.)

Frequency: At beginning of the season and as necessary thereafter to prevent unsightly and unsanitary residue buildup.

6. Lighting

It is critical that lighting is maintained and that continuous electrical service is provided. The following procedures should be implemented.

Establish a general maintenance schedule, which would include the cleaning of light fixtures and traffic signal poles to minimize residue buildup.

Frequency: A full initial cleaning in the spring, and then as required.

Replacement of bulbs to maintain full intensity of lighting in illuminated bollards, lighting fixtures, intersections with ornamental lighting etc.

Site Plan Regulations