



## Boonton Main Street Neighborhood Preservation Program Commercial Facade Grant Program Application

### PART 1: APPLICANT INFORMATION

Name:	Business Name:
Property Address:	
Mailing Address (if different)	
Telephone:	Email:
Property Owner Name:	Property Owner Phone:
Anticipated Construction Date:	

### PART 2: GRANT TYPE

Check the grant type you are seeking. You may check both.

☐ **BASE Façade Grant ~ \$1 - \$5000 (NO MATCHING FUNDS REQUIRED)**

- This grant requires no matching funds and awards up to \$5000 to the recipient upon award followed by Historic Preservation Approval of your design.

☐ **MATCH Façade Grant ~ \$5001 up to \$10,000 (MATCHING FUNDS REQUIRED)**

- This grant requires matching funds and awards between \$5k and \$10k to the recipient upon award followed by Historic Preservation Approval of your design. All MATCH Façade Grant awards require a dollar-for-dollar match to increase the award amount beyond \$5k.
  - **EXAMPLE 1:** Your total proposed façade improvement project costs \$10k. If awarded Façade Grant 2, you receive a base grant amount of \$5k and by adding your own \$2500k, get an additional \$2500 in matching grant funds. (\$10k total project cost = \$5k base grant amount + \$2500 of your money + \$2500 matching grant funds)
  - **EXAMPLE 2:** Your total proposed façade improvement project costs \$15k. If awarded Façade Grant 2, you receive a base grant amount of \$5k and by adding your own \$5k get an additional \$5k in matching grant funds. (\$15k total project cost = \$5k base grant amount + \$5k of your money + \$5k matching grant funds)

#### **MATCH Façade Grant 2 Amount Calculation:**

Your total project cost: \$ _____ (A)	Base grant amount: <b>\$5000</b> (B)	+	Your money: \$ _____ (C)	+	Matching grant funds: \$ _____ (D) must match (C)
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### PART 3: GRANT QUESTIONNAIRE

1. How long have you been a property owner/business owner on Boonton Main Street?

- ☐ 0 -5 years      ☐ 6 -10 years      ☐ 11 -15 years      ☐ 16 -20 years      ☐ 20+ years

2. Will you or a third party provide matching funds for these improvements?

- ☐ YES      ☐ NO

If yes, what amount will be contributed to the project and what is the source of the funding?

Amount	Funding Source

3. Please briefly describe the scope of your proposed project and how it will enhance your existing storefront:



4. Please describe the business/businesses that will be improved, and how improvements will stimulate economic growth:

5. How will your project help promote business improvement in the district?



6. Please describe how your proposed improvements adhere to Neighborhood Preservation Program Storefront and the Boonton Main Street Façade Design standards (see attached):

#### PART 4: APPLICATION COMPLETENESS CHECKLIST

**All applications must be complete to receive grant funds. A complete application must include the following:**

- ☐ 1. Photographs of the building as it exists and the storefronts/facades to be improved. Photographs should include existing ground conditions around the site and adjacent buildings.
- ☐ 2. Sketch, rendering, design plans of proposed project/improvement
- ☐ 3. Sign design with lettering and detail (if a sign is included in your design)
- ☐ 4. Color chips, paint swatches, and material samples if applicable
- ☐ 5. Cost estimates for the proposed project
- ☐ 6. If a building owner applicant, a copy of the deed or land contract. If a tenant applicant, a copy of a current lease and property owner's approval in writing

#### PART 5: SIGNATURE / ACKNOWLEDGEMENT

Applications may be submitted by email to [lwagner@boonton.org](mailto:lwagner@boonton.org) or dropped off at Boonton Town Hall (100 Washington Street Attn: Laura Wagner). Applications will be considered on a rolling basis and until all current year funding has been awarded. All applications require Boonton Historic Preservation Commission (BHPC) Approval as a stipulation of grant award. No grant funds may be released **without** final approval by the BHPC

Property Owner(s) Signature:	Date:
Business Owner(s) Signature(s):	Date:



# Boonton Main Street Neighborhood Preservation Program

## Commercial Facade Grant Program

### PART 6: GRANT PROGRAM OVERVIEW

The Boonton Main Street Neighborhood Preservation Program (BMS NPP) District Commercial Facade Grant Program seeks to foster a critical mass of visible and tangible change along Boonton's historic Main Street. This effort feeds into a larger goal of catalyzing revitalization, attracting new investment, and increasing patronage of Boonton Main Street's diverse businesses.

A healthy and vibrant commercial area is a critical component of BMS' economic well-being and quality of life. Within the District, attractive building facades support and encourage local businesses. They can have a significant effect on the attractiveness and marketability of the surrounding area. To encourage business owners to reinvest in the Boonton Main Street District, the BMS Neighborhood Preservation Program is offering grants to assist in the exterior renovations of these otherwise sound and vital properties. The Boonton Main Street Commercial Facade Grant Program is intended to leverage Boonton's resources to spur private investment in the Boonton Main Street District; to improve the commercial vitality of that district; and to increase the quality of life of residents from all walks of life in the district's surrounding neighborhoods.

**Applications will be reviewed by an evaluation team comprised of representatives from Boonton. All applicants selected for grant funds must appear before and acquire Boonton Historic Preservation Commission (BHPC) approval. This final approval may require changes as requested by the BHPC.**

The factors to be considered by the team evaluating applications will include the following:

- ☑ Consistency with the attached Neighborhood Preservation Program Storefront / Boonton Main Street Façade Design Guidelines (60%);
- ☑ Potential for project to attract additional businesses and stimulate Main Street's economy (15%);
- ☑ Applicant's track record and business experience (10%); and
- ☑ Investment level and source of any matching funds from the applicant (15%).

Applicants will be guided by the Boonton Main Street Design Guidelines (see the design guidelines in this packet or at [www.boontonmainstreet.org](http://www.boontonmainstreet.org)). Buildings must reside within the NPP District Neighborhood Map boundaries (see map – Page 10).

A total of \$45,000 is available each grant year to be distributed amongst lower, middle, and upper main street buildings and businesses. Grant applications will fall into two types:



### **BASE Façade Grant**

**Use:** Storefront and building façade/public facing building improvements

**Amount:** Up to \$5,000 per property

**Match funding:** None required

**Payment:** Up to 50% advanced to contractor at start of project, and balance paid at project completion.

### **MATCH Façade Grant**

**Use:** Storefront and building façade/public facing building improvements

**Amount:** \$5001 up to \$10,000 per property

**Match funding:** Required from private or other sources

**Payment:** Up to 50% advanced to contractor at start of project, and balance paid at project completion.

Applications for this program's first year will be reviewed on a rolling basis for approval from May 1, 2022 through October 1, 2022 or until the initial funding has been committed to approved projects. All projects must commence within 30 days of approval and completed by December 15, 2022. The Town of Boonton and BMS, Inc. will determine and promote any subsequent year application rounds at least 30 days prior to the start of each round.

## **PART 7: GRANT PROGRAM DETAILS**

### **Applicant Eligibility Requirements**

Property owners of commercial/mixed-use structures and building/business tenants, with leases of more than one year in length, located within the Boonton Main Street Neighborhood District area are eligible for funding.

### **Property Eligibility Requirements**

Properties that are used in whole or part for service or commercial activities are eligible for funding. The program is intended to assist projects that promote retail activities, create an attractive environment, encourage Neighborhood Preservation Program District character and architectural design, use quality materials, and incorporate good design concepts.



Projects meeting these objectives that follow the Neighborhood Preservation Program (NPP) Storefront and Boonton Main Street Façade Design Guidelines are eligible for a grant for exterior improvements as per the grant categories described herein. To qualify, applicants may not start on their project until after receiving the necessary approvals. If work begins before application or approval, the NPP program may not fund the project.

## **Eligible Costs**

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Grants may be used for comprehensively restoring or substantially beautifying or enhancing the publicly-visible building, storefront, or entire facade or elevation of a commercial building.

1. Eligible items include uncovering and restoring historical facades and storefronts, removing existing damaged or poor-quality facade materials, and replacing them with more appropriate and attractive designs and materials, and other detailing which leads to a substantially enhanced appearance.
  - The following may be funded as part of a more comprehensive facade improvement: windows, doors, exterior cleaning, tuckpointing, painting, exterior lighting, shutters, gutters, historical architectural elements, and more.
  - Signage (both projecting and sign bands) and awnings that meet the Neighborhood Preservation Program District design guidelines and BHPC / Boonton Town ordinances are also eligible for funding.
2. The program will fund projects that significantly improve the visual appearance of the property from the street.

## **Ineligible Costs**

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The cost of new construction, repair or replacement of a roof, work to a façade not visible from the streets and sidewalks, maintenance, billboards, landscaping, or paving are not eligible under the grant program.

## **Grant Requirements**

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1. Projects must be started within 30 days of approval and completed by December 15, 2022.

Extensions of the completion period may be granted for inclement weather, or the ordering of special building materials. The applicant must request an extension via email. The Boonton NPP Committee staff will notify the applicant in writing of its approval or denial.
2. The owner/tenant shall comply with all requisite Boonton Ordinances and BHPC approval including:
  - The owner/tenant/contractor shall obtain the required permits before beginning the construction work.
  - The owner/tenant shall obtain the required BHPC approval before beginning the construction work.





- The owner/tenant shall comply with all applicable provisions of the Boonton Ordinances concerning equal employment opportunity and affirmative action programs and practices related to construction funded by this grant.
  - The owner/tenant shall assist and actively cooperate with Boonton in obtaining the compliance of contractors with such provisions of the Ordinances, and with the rules, regulations and relevant orders issued by Boonton pursuant to such provisions of the Ordinances.
  - Please note that all necessary permits and approvals must be obtained from the Town of Boonton before work is commenced. All work associated with the commercial/mixed use rehabilitation grant is to be performed by a licensed and insured contractor; all work must, as applicable, comply with the Neighborhood Preservation Program Storefront and Boonton Main Street Façade Design Guidelines and be properly permitted by Boonton and relevant regulatory agencies as required.
3. The owner/tenant will be eligible for a 50% advance, paid directly to the project contractor and the remainder will be paid to the contractor at satisfactory completion of the project, provided that receipts and lien waivers are submitted from contractors to the grant administrators for payment. Proof of completion, copies of lien waivers, and compliance with code requirements will be required before payment.

### **Grant Submittal Requirements**

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1. A complete and legible application
  - a. The application from an owner should include a copy of the building deed, or land contract.
  - b. An application from a tenant must include:
    - i. a copy of the lease
    - ii. written approval from the owner for the application.
2. Applications must include photographs of the facades and/or storefronts to be improved that show the curb line (where possible) to ensure the full façade is in view.
3. If the application is conditionally approved, the owner/tenant will be required to prepare and submit detailed cost estimates and drawings (in color) of the proposed work, to obtain final approval.

## **GRANT PROCESS STEPS**

### **STEP 1**

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Applications must be submitted by email ([lwagner@boonton.org](mailto:lwagner@boonton.org)) or delivered to Boonton Town Hall C/O Laura Wagner, 100 Washington Street, Boonton NJ 07005.





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## **STEP 2**

If applicable, The Boonton NPP Committee will contact the applicant to discuss the proposed improvements. If the proposal meets the requirements of the program and the application is approved, a Conditional Letter of Approval will be emailed to the owner/tenant. This letter may require modifications or changes to the original proposal.

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## **STEP 3**

The applicant must submit plans, cost estimates, and drawings to the Boonton NPP Committee. The Committee will let the applicant know if there are any additional questions that arise based on the submission of plans.

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## **STEP 4**

The Boonton NPP committee will then refer the applicant/application to the Boonton Historic Preservation Commission to receive their final plan approval. Their approval may require modifications or changes to the proposed and conditionally approved proposal.

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## **STEP 5**

The applicant must obtain permits for the required work. The applicant must visibly display permits. A sign (provided by Boonton NPP Committee) will be placed on the exterior of the project site indicating "Funding provided in part by the Boonton Main Street Neighborhood District Commercial Facade Grant Program."

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## **STEP 6**

The owner/tenant will be eligible for a 50% advance, paid directly to the town permit approved and licensed project contractor upon receipt of a properly executed invoice. The remainder will be paid to the contractor at satisfactory completion of the project (provided that receipts and lien waivers are submitted from contractors to the grant administrators for payment). Proof of completion, copies of lien waivers, and compliance with code requirements will be required before payment.

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## **STEP 7**

The grantee holds a ribbon cutting at a mutually agreed upon time with the media, Boonton staff and officials, the Boonton NPP Committee, and other officials to celebrate the completion of the project.

NEIGHBORHOOD MAP





## **TIPS FOR BUSINESS AND BUILDING OWNERS \***

### **1. LESS IS MORE**

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The simpler your design, the better. Too much visual clutter makes it difficult for the passer-by to see your individual business and take notice. One well-placed sign is often the most attention-grabbing. Let the historic details of the building speak for themselves.

### **2. CHOOSE GOOD MATERIALS**

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Cheap materials break down quickly and need to be replaced or else your business begins to look shoddy, discouraging shoppers from entering. It is more economical to use quality materials up front and not have to replace them shortly thereafter.

### **3. MAKE IT EASY TO SEE INTO YOUR STORE**

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Let your merchandise and in-store experience speak for itself whenever possible. Too many signs in the window obstruct views that invite customers into stores and make for a more secure environment. Typically, a storefront should have 70% or greater transparency. Never use glass in your storefront that is tinted. Tinted glass makes it hard for anyone walking or driving by to see in your business, costing you customers and sales.

### **4. INCLUDE INVITING LIGHTING**

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Think about including inviting lighting when and where possible, both inside the storefront and on the exterior of the building. If done well, lighting draws attention to your business and makes the entire street more enticing.

### **5. PAINT IS YOUR FRIEND, BUT...**

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By painting the historic and other details of your building and storefront you will highlight the character of your real estate and market your business. Paint is entirely appropriate for wood surfaces and stucco; however, it is a good practice not to paint over historic bricks and other masonry, particularly on façades. In the Neighborhood Preservation Program district, you are encouraged to use colors for paints that fit your business brand and building element.

### **6. REMOVING IS OFTEN BETTER THAN ADDING**

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In many cases, beautiful historic buildings have been covered up by more modern materials. Sometimes simply stripping that covering away reveals beautiful detailing that will draw attention to your store. Likewise, do not cover over the historic materials of the building you have – leave bricks, transoms, and cornices uncovered, for example.





## **7. KNOW WHO YOU'RE HIRING**

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Most work, including awnings and signs, requires a permit from the City. Contractors should all be licensed. Choosing a reputable contractor and ensuring that they are aware of the zoning regulations will help you avoid unnecessary fines. Remember that just because someone else on your block has a particular awning or sign, doesn't mean that it is the best look or even legal.

## **8. PROPER MAINTENANCE GOES A LONG WAY AND, IN THE END, WILL HELP YOUR BOTTOM LINE**

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Keep your windows clean and your signs and awnings in good repair. A fresh coat of paint is a good investment.

## **9. THINK ABOUT WHAT IT IS THAT MAKES THE BOONTON MAIN STREET NEIGHBORHOOD DISTRICT UNIQUE**

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Complement the distinctive local character of buildings and cultures to create a sense of place that identifies and draws more people to the district.

\*Adapted from the NYC Small Business Services: "FAÇADE Guide to Storefront Design"

## **STOREFRONT & FAÇADE DESIGN GUIDELINES INTRODUCTION**

Your business has value. As a business owner you know that it is very important that all parts of your business contributes to your bottom line. From a business plan for how your business can grow, to pleasing merchandising that attracts new customers, to an exciting storefront, every aspect of your business makes a difference! But as the first point of contact with your business, your storefront and those of your neighboring business owners define the visible character of the Boonton Main Street Neighborhood District, and as a group should attract new customers and sales. Your storefront image is critical to advertising quality and diversity in both your business and your local commercial district.

Storefronts are highly visible components of any Neighborhood Preservation Program's historic yet eclectic streetscape, with a mix of architectural styles and treatments. Variety adds value and is the key to making your business more noticeable and exciting. While some uniformity may be helpful in reducing overall construction costs, business owners are encouraged to imaginatively explore the relationship of their type of business (i.e. restaurant, bookstore, office, flower shop, etc.) and how that type translates into a unique storefront treatment within your business district.



For example, a bakery is clearly not an arts and handcrafts store and is clearly not a travel agency. Their purposes and operations (peak periods, business hours, etc.) are different. They should not all have the same appearance but should look compatible and attractive.

Improving the visual appeal of a storefront can often be accomplished with minor improvements and by removing elements that have been inappropriately added over the years. In some cases, however, renovation may require more extensive work due to lack of proper maintenance or the inappropriate addition of “modern” materials. In either case, an attractive visual presentation is desirable to draw customers to the establishment and increase the likelihood of business success.

The most successful storefronts are those that:

- Work with and leverage the architecture of the larger building;
- Simply and clearly market the name of the business and the type of services offered;
- Allow potential customers visibility into the store’s well-merchandised interior;
- Contribute to a distinctive pedestrian and customer experience; and
- Uniquely enhance the overall business district’s integrity and identity

Commercial and mixed-use districts such as Boonton Main Street’s Neighborhood Preservation Program District derives their identity from both the storefronts and the businesses that they contain. The guidelines and recommendations on the following pages will help the district and its businesses make the most out of their appearance and become more successful economically.

**SEE BMS FAÇADE DESIGN GUIDELINES STARTING ON THE NEXT PAGE.**



*Boonton Main Street*

# **DESIGN GUIDEBOOK**



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# BMS Design Guide Book

## EXTERIORS

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### INTRODUCTION

These guidelines are intended to help building owners and tenants of historic buildings care for, preserve, and improve the architectural character of their property. Good design standards have been proven to protect a community's character and maintain its livability. These guidelines are not intended to replace the building permitting or review processes administered by Town of Boonton agencies or organizations. These guidelines will help you:

- locate assistance for design and construction projects that preserve the historic character of your building and the Boonton Main Street area
- identify business incentives and benefits available to you in the Boonton Main Street Historic District
- prepare for the Historic Preservation Review process that is required to obtain a building permit

### GETTING STARTED: IMPORTANT CONSIDERATIONS

Maintaining a historic and existing storefront makes an important contribution to the image of the business. A well maintained storefront suggests that a business cares about its customers, and it provides quality goods and services. A poorly maintained storefront, on the other hand, suggests that customers are less likely to find high-quality goods and services inside.

Business and property owners should regularly inspect and maintain existing and historic storefronts. When deterioration is detected, the business or property owner

should first try repairing the deteriorated area rather than replacing the material.

If the deterioration is more extensive, replacing the deteriorated area using the same materials and methods of construction should be considered if original. If the condition is original, replacement in-kind is always encouraged.

Only after the restoration of an architectural element has been determined to be not economically or technically feasible should the business or property owner consider replacing the deteriorated area. If that is determined, a substitute material that is chemically and physically compatible with surrounding materials, as well as similar in appearance to the existing material, should be selected. A substitute material can sometimes be approved if it replicates the original in terms of its characteristics and overall appearance. These are questions that the Historic Preservation Office will be considering when altering a storefront or building.

## BEFORE BEGINNING A PROJECT

### 1. CONTACT BOONTON MAIN STREET [www.BoontonMainStreet.org](http://www.BoontonMainStreet.org)

Building and business owners are encouraged to contact the Boonton Main Street office early in planning any building project along Boonton Main Street's Historic District.

The Boonton Main Street Design Team offers:

- information on business incentives and financing options, such as possible grants
- guidance prior to the Historic Preservation Review and Planning Board processes required to obtain a building permit in the Boonton Main Street Historic District
- design assistance and detailed design guidelines

- help to owners concerned about determining the effect of proposed work on the historic character of the building or the district
- assistance in accessing to a complete set of the Boonton municipal regulations for commercial and residential property owners
- historic preservation resources

## 2. SEEK INFORMATION FROM OTHER PRESERVATION ORGANIZATIONS

- Boonton Main Street Historic Preservation Guidelines (HPC)
- The National Park Service Preservation Briefs
- The National Trust for Historic Preservation Information Series

To obtain these publications, see Appendix B.

## 3. HISTORIC PRESERVATION REVIEW (973)402-9410

The Historic Preservation Commission approves designs regarding new construction, exterior alteration, or demolition within the Boonton Main Street Historic District as part of the building permitting process. Contacting Boonton Main Street early in the process can help you understand the *Secretary of the Interior's Standards for Rehabilitation* (see Appendix A) before formal historic preservation review. This review evaluates whether a project would change, destroy, or affect any character-defining architectural features, or in the case of new construction, infringe on the historic integrity of the neighboring buildings.

## 4. OBTAIN A BUILDING PERMIT (973)402-9410

Any work affecting the physical structure of the building, inside or out, will require a building permit, including but not limited to demolition and electrical work. For information, call the Boonton Planning Board.

## RETAINING EXISTING STOREFRONTS

Some storefronts in historic commercial areas are original while others have been replaced or altered over time. Some storefronts were replaced when new materials or styles became available. If a storefront of a historic

building is original, it should be retained because it is architecturally significant. If a storefront is a replacement, the business or property owner should consider the following before deciding to retain the existing

storefront or restore the entire facade.

- Does the existing storefront contribute to the character of the building?
- Are the materials used compatible with those of the rest of the facade?
- Are the scale, proportion, color, details, and ornamentation of the storefront compatible with the facade?
- Is the storefront a good example of an architectural style or period?
- Was it designed by a reputable architect or designer?
- Is it historically important?
- Does it exhibit a rare use of materials or particularly fine craftsmanship?

If the answer is yes to one or more of these questions, then the modified storefront may be significant in its own right and should be retained, if feasible.

## REPLACING EXISTING STOREFRONTS

If it has been determined that a storefront is not significant or that it is so deteriorated that it is not technically or economically feasible to repair, then the business or property owner may consider replacing it. A new storefront should be designed to be compatible with the front facade. Its scale, proportions, materials, and color should relate to the rest of the facade. Display windows should be in keeping with the building facade. Visual emphasis should be placed on the storefront entry. If awnings or canopies are used, they should also fit within the storefront opening and be compatible in scale, proportion, and materials to the rest of the facade. If the new storefront is one of a series of storefronts in the same building, it should relate to the others in scale, proportion, materials, and color.

## Article I Doors & Windows

### Section 1.01 Design ideas

#### INTEGRAL BUILDING ELEMENTS

##### COMMERCIAL STOREFRONTS

Storefronts are one of the most important components of a commercial building's facade. They help to attract customers and clients to a business by providing an inviting appearance and allowing views into ground floor spaces. Display windows typically stretch from the sidewalk to the ceiling across the entire storefront. Storefront entries may be recessed or flush with the storefront. A recessed entry provides protection to pedestrians from the weather as well as increases the size of the display window area – drawing shoppers into the store, in theory. Many historic storefronts have engaged classical pilasters, cornice brackets or molding, decorative stamped panels and ornamentation made of wood, metal, stone, and other materials.

##### WINDOWS:

The design materials and location of windows significantly contribute to the architectural character of historic buildings. Windows on storefronts of most historic commercial buildings consist of large panes of fixed glass, called display windows, as well as smaller transom windows located above entry doors and display windows. Display windows may be framed in wood, copper, bronze, aluminum, or other metal. Transom windows may be set in lead or zinc frames, called cames. They may consist of a single sheet of glass or be subdivided into multiple panes of clear, colored, stained, prism, or other types of specialty glass. Transom windows may be fixed or operable.



Moving the location, covering-up, or changing the dimensions of an original window opening is almost never appropriate since it alters the character of the existing window. In attached commercial buildings, window patterns contribute to the visual appearance of entire blocks. Thus, retaining the location of windows contributes to maintaining important character-defining features. When salvaging is unfeasible, replacement windows should match the original windows in size, material, configuration, and overall appearance. The light pattern in each sash (number of panes per window) shall be of the same size and configuration. Use of aluminum, aluminum clad, or vinyl clad replacement windows is not allowed in a historic district unless they are not visible from a public street. Also, the use of reflective film or dark tinted glass, which does not allow viewing into a building, is inappropriate for a commercial storefront and is not recommended. If the work is such that a permit is needed, this will also need to be reviewed by the HPC.



Ex. of correct replacement



Incorrect replacement.  
(inappropriate size)

## DOORS:

The location and appearance of doors are important character-defining features of historic buildings.

Main entry doors, usually located on front facades, often employ richer materials and more elaborate designs than side, rear, or service doors. The main entry doors of commercial buildings are almost always constructed of a large pane of glass framed by wood or metal, typically with a transom window above it. Many main entry doors of commercial buildings are located in recessed entries. The recesses provide shelter from rain, snow, and sun, and sometimes incorporate the name of the business or the building's address in the floor. Moving or blocking-up existing doors, or adding a new door to a historic building, will almost always change its original character. If a door is located on the front facade, it is critical that the proposed alteration not significantly change the character of the facade. Retaining original doors and hardware is recommended. When necessary, replacement doors should match originals and relate in scale to the rest of the facade. Commercial doors should be well designed and have clear glass panels. Standard sized aluminum-framed doors or residential type doors are not recommended for use on historic commercial facades.



Appropriate door.



Inappropriate door  
(not historically  
accurate)

## REMOVING OR COVERING-UP TRANSOM WINDOWS

Sometimes transom windows are removed or covered up when a ceiling inside the storefront space is lowered for a drop ceiling or because the windows are not properly maintained. Transom windows are character-defining elements of storefronts and should not be removed or covered up. If a ceiling inside the storefront must be lowered, the new ceiling should be recessed behind the transom windows. If this is not possible, the height of the new ceiling should align with the frame between transom and display windows.



Example of a transom window.

## REMOVING OR COVERING-UP STOREFRONT AND DISPLAY WINDOWS

When the use of a ground-floor space changes, sometimes the storefront and display windows no longer have a functional purpose. For example, a jewelry store wanting small display windows moves into a traditional retail space with large windows. Even if the storefront or display windows no longer have a functional purpose, they should not be removed or covered-up. The storefront and display windows are still character-defining elements of the building facade and should be retained. Display boxes could be constructed inside the existing windows to focus attention on small, valuable objects, keeping in mind town codes regarding window coverage percentage allowances.



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Examples of appropriate storefront replacements and restorations – use of historically accurate materials, styles, and colors.

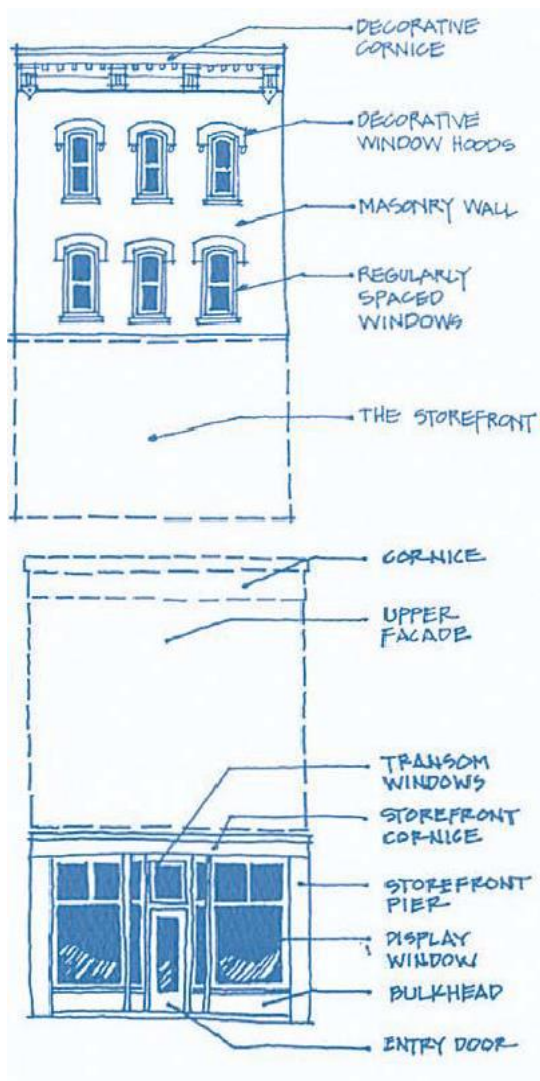


Example of an inappropriate storefront replacement (not reflecting the style of the era in which the building was constructed).

### AIR CONDITIONING UNITS IN TRANSOM WINDOWS

Sometimes air conditioning units are installed in transom windows. If possible, air conditioners should be removed and the transom window replaced. If air conditioning units cannot be removed, their exterior grills should be painted to blend in with the storefront and a drip tube installed so that condensation does not drip on pedestrians or cause water damage to the façade or freeze and create ice on buildings and sidewalks in winter. If installation is necessary, then a water abatement plan needs to be offered at the approval meeting.

## Article II. Architectural /Façade





## Section 2.01 Design Ideas / Colors

### FACADES:

Structural shape, placement of openings, and architectural details may give a mostly vertical or horizontal character to a building's facade. Late 19th and early 20<sup>th</sup> Century commercial architecture has a horizontal, pedestrian-oriented feel. Any new construction in the area should have the same orientation.



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### FRONT FACADE:

Like most historic buildings in Morris County, Boonton Main Street buildings have a primary wall and foundation facing the public street. Typically, the street-facing

facade contributes most to the character of the building. The primary wall is generally formal, uses high quality materials, and usually contains the front entrance. Primary walls may also contain character-defining details. Secondary, or side and rear, walls that do not face a major public street are often less formally composed and may be made of lesser quality materials with less elaborate details.

Valspar paint has partnered with the National Trust for Historic Preservation to provide the consumer with interior and exterior colors that are historically appropriate. See this link for more:

<http://www.preservationnation.org/support-us/marketing--sponsorships/partners/valspar.html#.VE13bldXTp>



### ROOF FORM:

The repetition of roof shape is an important factor in neighborhood appearance. Many buildings along Boonton Main Street have flat roofs hidden behind elements, including cornices, parapets, pent roofs, eaves, dormers, towers, chimneys, finials, cresting, gutters, and downspouts. Such features at the edges of a flat roof are almost always visible, and their design often contributes to the character of a building. Building owners should regularly inspect and maintain existing roof materials, elements, and details. Because a flat roof is typically not visible from the ground, its design does not contribute to the character of a building. Some Main Street buildings express side gabled roofs behind false fronts or parapets. These can indicate an earlier construction date and should be considered contributing to the character of both the building and the district and must be restored when a building within the Preservation area is being renovated.



### REPETITION OF DETAILS:

Exterior details, such as windows, doors, brackets, cornices, and balusters must be complementary to the style of the building and those around it for visual harmony. The repetition of separate, but similar, forms helps to unify a street. The design, materials, and location of windows and doors significantly contribute to the architectural character of historic buildings. The spacing of repetitive facade elements, such as projecting bays, storefronts, windows, doors, belt courses, and the like give a structure its rhythm. The overall width and height of row houses and other party-wall buildings give an entire street its rhythm. The rhythm of a street is also achieved through the use of trees, streetlights, and other repetitive landscape and building elements.

### ADDING AND REMOVING DECORATIVE DETAILS

Existing decorative details should be retained, and if necessary, repaired or reconstructed. The design of missing or very badly deteriorated details should be based on existing ones or photographic or other documentary evidence. Replacement details should be profiled, finished, and colored to match the original. Removing original, existing details from a storefront, without replacing them, is never appropriate. Adding new details, except as replacements, is also inappropriate. To do either will alter the historic character of a storefront and will affect the decision of the BHPC.



Example of a detail to be saved and restored.

## Article III. Awnings

### Section 3.01 Design Ideas

#### AWNINGS AND CANOPIES:

Awnings and canopies serve many functions, including shielding pedestrians or café diners from the elements, as well as providing shade and protection for display windows. Many commercial structures originally had retractable awnings. The awning's color and detailing should complement the design of the building. The awning frame should be designed to fit within the window opening. Its material, color, and detailing should be compatible with the design of the building. Identify whether awnings are appropriate for the building. Awnings are not appropriate for all Landmarks or all buildings within a Landmark District. Repair rather than replace any historic awning hardware. Break long expanses of awnings into segments to reflect the composition of the building and maintain pedestrian scale.

If a new canopy is to be added to a historic building where one did not previously exist, it should be designed to be compatible in scale, proportion, color, and material with elements of the door. The use of awnings and canopies will be looked at on a case-by case basis with Boonton Main Street. Boonton Historic Preservation Commission has strict rules regarding the material the awnings can be made of and their guidelines should be adhered to when selecting an awning to present for approval.



Appropriate awnings with signage painting on skirt of awning.



Example of an inappropriate vinyl awning – vinyl or cloth stretched over a rounded frame is not appropriate to the building's style or era.



## Article IV. Signage

### Section 4.01 Design Ideas

#### SIGNS:

1. Signs placed on building facades should be in keeping with the scale of the building and street, and should not interfere with architectural details. They should present a neat appearance and be pedestrian-oriented in shape and size. Traditionally, signs were centered in the signboard area, upper facade of one-story commercial buildings, or above the entry. They also may be located on storefront awnings and canopies, windows, transom windows, or project above entries.
2. Projecting signs are divided into two classes:
  - i. Projecting signs which are those affixed at angles to the building, wall or structure;
  - ii. Flat signs which are those attached in a rigid manner and lying parallel to and in the same plane as the wall and extending more than 12 inches from the face of the wall.All projecting signs of any nature shall be of metal frame. The lowest point thereof shall be not less than 10 feet above the sidewalk. No sign shall project more than six feet from the building or structure to which it is attached, and must be a minimum of one foot from the curb line, and no sign shall be erected closer than five feet to the adjoining property line, except in the

business district. No projecting sign shall be higher than the highest point of the structure to which it is attached, excluding any chimney. No extension or additional sign of any kind shall be hung from or attached to any projecting sign.

3. Roof signs are prohibited.
4. Each store may have one neon sign not to exceed four square feet and must be non-traveling (not moving).
5. All signs affixed to the outside of buildings shall be illuminated only by an exterior source. No back lighting is permitted. No signs shall be lighted by using unshielded, incandescent, halogen or fluorescent lights, neon tubes or any other light source or mirrors reflecting a direct light source or similar devices.
6. Prohibited signs include: Flashing, animated, fluttering or rating signs (with the exception of barber poles) or signs with the optical illusion of movement, including running or chaser lights, except that flashing or runner lights are permitted on the marquee of the Darress Theater Building, also sometimes referred to as The State Theater. Wind signs, such as pennants or spinners, except that flags shall be permitted, provided that they do not exceed 15 square feet or less than six square feet in size. Internally illuminated signs using gas, chemical or fluorescent colors, including white, where tubing is

visible. This includes all signs commonly described as "neon" signs, "neon-like" and/or fluorescent "neon" type signs.

7. Boonton's zoning and building codes control the number, size, location, materials and other aspects of signs and awnings. Business owners are responsible for complying with city codes regulating signs.

### Fonts and Graphics



## Section 4.02 Store Hours

See Boonton Sign Codes **§233-17** and **§233-20** for permitted and prohibited signs for guidelines regarding the types of signage to show your business hours.

## Section 4.03 Business/building Numbers

See Boonton Sign Codes **§87** for guidelines for numbering buildings.

## Article V. Lighting

According to the “Main Street New Jersey Design Guidelines” book, storefronts were not illuminated historically. If lighting is required, however, gooseneck lamps or shadowbox lighting is visually acceptable to any other methods of lighting. (For additional information, see Article XII Holidays page 30.

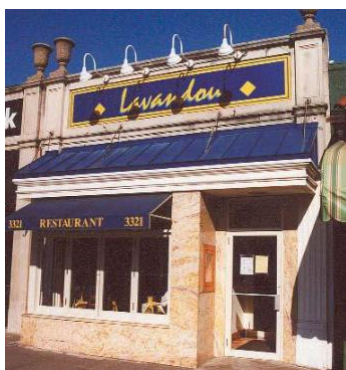
### Section 5.01 Design Ideas



Gooseneck light.



Sample of lighting for signage.



## Article VI. Décor/Display

### Section 6.01 Outdoor Design Ideas

#### CONSIDERATIONS FOR THE HISTORIC DISTRICT

Main Street is historically significant as a part of the Boonton Main Street Historic District as well as being a historic commercial corridor. In addition, certain structures along artery roads are significant for their architecture or for their historical significance. These aspects are equally important when considering the impact of design changes within a historic district. Portions of the first block on artery roads are included in the designated Historic District.

#### SCALE:

The most important characteristic shared by the buildings along Boonton Main Street is the relative size in relationship to its neighbors. To preserve the scale of the district, all buildings should adhere to height limits that are similar to those of neighboring historic structures. The majority of buildings within each block tend to be rather modest in scale, rising one to three stories and extending two to three bays with a single door. Sprinkled amidst these are larger buildings. Due to this variety, owners must consult with the Boonton Main Street, Zoning, and the Historic Preservation Commission to determine the appropriate height for additions and/or new construction in comparison to other buildings on the block. Scale also refers to the size of building elements, such as windows, doors, cornices, and other features, to each other and to the building as a whole.

### COLOR:

A building's color is often derived from the materials used in its construction. Historically, brick, stone, terra cotta, slate, asphalt shingle, copper, lead, and other materials were left unpainted and gave color to a facade. Where unpainted brick remains, it should not be painted. The most preferable treatment of a painted brick building that cannot be sensitively stripped is to match the paint color to the building's brick. The style, nature, and condition of the existing buildings in the district justify varied colors provided that it relates well to the neighborhood and surrounding buildings.

### PROPORTION AND TEXTURE:

Proportion is the relationship of the height and width dimensions of building elements, such as windows and doors, to each other and to the elevation. Texture refers to visual and tactile surface characteristics of materials used, or the characteristic structure given to something by the size, shape, arrangement, and proportions of its parts. On Boonton Main Street, buildings are predominantly brick, with some wooden facades hidden under a brick or stucco exterior.



## Section 6.02 Windows

### Design Ideas



Children's clothing store sample display.



Florist's sample display.

## Article VII. Seating

### Section 7.01 Code

#### CODE COMPLIANCE:

Outdoor seating areas must comply with the Boonton building code and restrictions of the use of public space. This includes the location, size, amount of enclosure, and materials of construction. Business and property owners considering adding outdoor seating to their commercial building areas should consult with the Historic Preservation Commission early in the development of the design. Boonton zoning codes strictly regulate placement, storage, and other conditions of using sidewalks and other public spaces for outdoor cafes.

Outdoor seating areas must be cordoned off. The materials used should be compatible with the facade of the building. The materials should be detailed to be compatible with the character of the facade, as well as selected for their weathering and maintenance properties. For example: using a canvas awning is often appropriate for covered outdoor seating areas located in the front of a building since awnings are traditionally used on commercial storefronts.

## Section 7.02 Design Ideas

### DESIGN OF OUTDOOR SEATING AREAS

Outdoor seating areas help to enliven the street for pedestrians as well as help attract customers to restaurants and cafes.

Umbrellas and retractable awnings may be used to provide shade for customers as well as give color to the street. If the outdoor seating area is located in front of a building, it must be designed to be compatible with the facade of the building and will be reviewed by the BHPC as part of your approval process.

## Article VIII. Safety

See § 214-4 Building maintenance.

## **Article IX. Cleaning, Repairs, and Maintenance**

### **Section 9.01 Considerations when Making Repairs or Maintenance**

#### **REPAIRS:**

If economically and technically feasible, repairs should be done so that original materials and elements remain intact. If such repairs prove not to be feasible, the building owner should evaluate options for replacing the deteriorated portion in-kind, which is using the same material as the original for replacement. This will help ensure that the original character of the building is not altered. If replacement in-kind also proves not to be feasible, the building owner may then consider replacing the deteriorated material or element with a compatible substitute material. However, the substitute material should have the same appearance, size, shape, texture, color, and other defining characteristics as the original. The substitute material should also be physically and chemically similar so that it does not cause future maintenance problems. All of these changes must be part of your presentation to the BHPC for your approval.

#### **ADDITIONS:**

Existing and new additions should be compatible with the original building and the character of the Boonton Main Street Historic District, but at the same time, the design of the addition should be distinct enough that it does not appear to have always existed. The materials used for walls, windows, sloping roofs, details, and other visible elements of historic buildings must be respected in the design of an addition. The size, texture, surface finish, and other defining characteristics of existing materials are as important as the type of material itself.

The roof shape of an addition should relate to the roof shape of the existing building. An addition should consider the amount, location, and elaborateness of existing details and ornamentation in its design. Existing details and ornamentation may be used as the basis for those on an addition, but they should not be copied exactly to maintain a visible chronology of construction. An addition should be designed so that if it is removed in the future, the features, materials, surfaces, and other character-defining elements of the original building are not damaged. *The Secretary of the Interior's Standards for Rehabilitation* calls this the principle of reversibility. It states that the addition should be designed to avoid removing, cutting, or otherwise damaging features, and details, and that junctions between the addition and existing building be designed to do the least harm to existing materials.

### Rooftop Additions:

A rooftop addition to a historic building is sometimes necessary for mechanical and communications equipment. In other cases, a deck may be added to the roof of a commercial building. In still other cases, an entire floor may be added to the top of an existing building. Any rooftop addition to a historic building should be located far enough behind the existing cornice so that it is hidden from view on the street.

### NEW CONSTRUCTION:

The design of a new building is critical to preserving the character of the historic district. A new building should contribute to that character by respecting the location, design, materials, and other character-defining elements of the historic buildings, as well as respecting the character of the streetscape. A new building should be compatible with the existing environment without exactly duplicating existing buildings. A new building

must also conform to Boonton's zoning and building codes. The key to the design of a new building that enhances the existing environment is its compatibility with neighboring buildings. Compatibility does not mean exactly duplicating the existing buildings or environment. A new building should be seen as a product of its time. To reproduce a historic building, or to copy a style from the past, creates a false sense of history. By relating to the existing buildings and the environment, but being of its own time, a new building shows a district's evolution just as the historic buildings relay its past.

## MAINTENANCE & MATERIALS

A good reason to keep a historic building in good repair is that it is far more expensive to restore or renovate a building than to regularly maintain it over the years. The materials used in the construction of a building add to a community's distinctiveness.

**Brick:** The buildings along Boonton Main Street are almost entirely constructed of brick, with several wood frame buildings interspersed. Because work in a historic district should be sympathetic to original materials, brick will generally be the appropriate material for construction.

**Wood:** Wood is commonly used for storefront piers, cornices, bases, window frames, doors and details. Minor rot or insect infestation can be repaired by consolidating the deteriorated areas with epoxy or other wood consolidators. If the damage is more extensive, the affected area should be replaced in-kind using the same or similar species of wood. Keep in mind that such a wood repair when installed correctly can last over 100 years. The replacement piece should be profiled and finished to match the existing. Sometimes, wood details

become loose or are missing. Loose details and ornamentation should be reattached using appropriate dowels, nails, or other fasteners. If details are missing, new ones that match the existing details in size, profile, and finish should be manufactured and installed.

**Metal:** Cast iron, zinc, tin, copper, bronze, enameled steel, stainless steel, and nickel are metals traditionally used for storefront piers and cornices, bases, window frames, doors, and details. Since World War II, aluminum has also been used extensively for storefronts. Cast iron, zinc, and tin are usually painted for protection from corrosion. Other metals commonly used on storefronts do not normally corrode and are left unpainted. Slight corrosion of tin, zinc, copper, and cast iron may be removed by hand-sanding with fine sandpaper, fine steel wool, or with a wire brush. More extensive corrosion of the same metals may require using the gentlest means necessary for abrasive or chemical cleaning. After the corrosion has been removed, tin, zinc, and cast iron should be repainted, and copper should be coated with a clear lacquer. While normally not subject to corrosion, stainless steel, nickel, and aluminum may show signs of corrosion, particularly at joints. If this occurs, corrosion may be removed using a mild detergent, solvents, or emulsion cleaner. Surface pitting caused by wind-blown grit or sand will affect metals. Light pitting is usually not harmful and may be left untreated. Heavy pitting will normally accelerate corrosion. Unfortunately, heavily pitted metal cannot be repaired, so the affected areas usually must be replaced. If parts of a metal storefront are loose, they should be reattached. If missing, they should be duplicated using existing parts, photographic, or other documentary evidence as the basis for their design. If feasible, the same metal should be used; if not, a substitute material that is chemically and physically compatible with surrounding materials should be selected.

**Paint:** Most wood and some metal storefronts are painted to protect them from the weather. Over time, paint will chip, blister, peel, and fade and need to be renewed. Loose paint should be sanded or scraped prior to repainting. Heavily encrusted paint that obscures details and profiles should be removed to the bare wood or metal prior to priming and repainting. Keep in mind that this process will remove years of paint, a record of history, unless documented by a conservator. Sometimes this may be accomplished by hand-sanding; often it requires the use of appropriate chemical or steam strippers. Power sanding, sandblasting, heat guns, and pressure washing are likely to harm wood or metal surfaces and should not be used to remove paint. Selecting colors for repainting can be a difficult decision. Often it is best to use the same colors as existing. If, however, a change of color is desired, a paint analysis should be performed to determine the original storefront color. One type of paint analysis technique is called exposure windows. This usually involves carefully removing newer layers of paint by a combination of sanding and chemical solvents in protected areas of a facade to expose old layers of paint. The exposed colors should be wetted with water and then matched to color chips. If necessary, more extensive paint analysis to determine the true color, which may have faded over time, and chemical composition of an early paint scheme, can be undertaken by an architectural conservator. Another method of selecting a new color for a storefront is to make it compatible with the color found on the rest of the facade. Typically, no more than three colors should be used on a storefront. See page 18 for sample colors and a link to Valspar's website.

**STONE AND BRICK:** Granite, marble, limestone, sandstone, and other types of stone and brick are



sometimes used for storefront piers and bases. While virtually maintenance free, stone and brick are subject to deterioration. One of their most common maintenance problems is spalling – the flaking-off of the surface of brick or stone. Spalling is caused by water penetrating behind the surface through pores or cracks or moisture rising up through the foundation. In cold weather, water freezes and expands, causing the surface to break off. Brick and stone may also become pitted by wind-blown grit or by chemical pollutants in the air (acid rain). Pitting also occurs when brick or stone is high-pressure washed, sandblasted, or if an inappropriate chemical cleaner is used. Lightly spalled stone may be patched using an appropriate cement-based patching compound, colored, and then finished to match the surrounding stone texture. When choosing a patching material, it is important to find a material that will match the physical properties of the existing stone. If a patch is too hard, such as one that consists mostly of Portland cement, it may further damage the existing stone. Also, over time any patch may become evident since it and the stone will weather differently. As an alternative, an appropriate stone consolidant may be used to slow or stop further deterioration, but it may not improve the appearance of the stone. In heavily spalled areas of stone and brick where appearance is important, such as on the front facade, these materials should be replaced in-kind. The mortar used in stone and brick storefronts is subject to erosion. When joints have become recessed 1/2 inch or more behind their original surface, they should be repointed. Loose mortar should be removed by hand tools. Power tools and high pressure washers should never be used since they damage the edges of the brick or stone. New mortar that matches the existing mortar in chemical composition, profile, and color should be applied in the joints. Similar to masonry patching, it is particularly important that the chemical composition of the new mortar match that of the existing mortar. If the

new mortar is stronger than the original, the mortar, brick, or stone may chip during freezing and thawing. Permits are required to repair and repoint brick and stone, and the Historic Preservation Office should be consulted to find an experienced contractor.

**SPECIALTY GLASS:** Prism, colored, stained, and etched glass are the primary types of specialty glass found in storefronts. Typically, specialty glass is located in transom windows and entry doors. The most common deterioration problem associated with specialty glass is sagging of the comes that hold the glass in the frame. Usually made of lead or zinc, the comes are subject to metal fatigue caused by expanding and contracting as the temperature changes. If the sagging is minor, comes may be braced on the inside of the window using a compatible metal with expansion and contraction ratios similar to that of the lead or zinc. If the sagging is pronounced or the glass is loose, the existing comes should be removed and replaced. Fortunately, a wide variety of replacement specialty glass is available from distributors or matching historic glass may be found at architectural salvage yards.

**SUBSTITUTE MATERIALS:** It is always best to repair or replace storefront materials in-kind. However, in cases where in-kind repairs or replacements are not technically or economically feasible, a substitute material may be considered. The Historic Preservation Commission will consider the use of high-quality synthetic materials for both new construction and replacement materials if it is a convincing substitute for the original. When selecting a substitute material, particular attention should be paid to its expansion and contraction rates, weathering properties, and chemical composition. Materials expand and contract at different rates due to temperature change and sunlight falling on surfaces.

Installing a substitute material with very different expansion and contraction rates from those of surrounding materials will typically cause joints to open or connections to become loose. Materials also weather at different rates, changing appearance over time unless the substitute material is to be painted after installation. The chemical composition of a substitute material should be compatible to adjacent materials too. If adjacent materials are chemically incompatible, deterioration will occur. For example, if bronze or copper is in contact with cast iron or sheet iron, galvanic action will occur, causing the iron to corrode. Visit the Boonton Main Street office for contact information of architectural and materials specialists.

## **Article X.     Holidays**

### **Section 10.01             December**

Boonton Main Street is moving forward with a recommendation that businesses use white lights to outline their storefront windows during the winter holiday season. We ask that the lighting start from Shop Small Saturday and continue through the season. Please see [Article V Lighting](#) section on codes for guidelines.

## APPENDIX A

### SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## APPENDIX B

### Town of Boonton Codes

#### **§ 87-25 Numbering system adopted.**

Pursuant to the authority conferred by N.J.S.A. 40:67-1(j), a system of numbering all buildings and lots of land in the town is hereby adopted.

#### **§ 87-26 Assignment of numbers.**

All dwelling houses, stores, or other buildings erected within the town shall be numbered in conformity with the street numbers on the tax and assessment maps of the town filed in the office of the Tax Assessor of the town.

#### **§ 87-27 Manner of numbering.**

The owner or owners, occupant or occupants of each and every dwelling house, store or other building which now fronts or may hereafter front upon any of the streets or public places within the Town of Boonton shall cause the same to be properly numbered in accordance with the

directions and requirements of this article. The numbering shall be in numerals of not less than three inches in height placed conspicuously, preferably under a light, on the front of each dwelling house, store and other building, or in the front yard of the lot on which the same stands, and so located as to be clearly visible to persons passing by the premises on the abutting street.

**§ 87-28 Numbering plan.**

For the proper numbering of each dwelling house, store and other building, the following plan or system is hereby adopted: The Tax Assessor shall give each building or building lot a number to follow in a pattern so that the numbers shall run upwards from 1 on the odd side of the street and they shall run upwards from 2 on the even side of the street. Each unit in each building shall also have a letter or a number attached to it.

**§ 87-29 Issuance of certificate of occupancy conditioned upon proper display of assigned number.**

No certificate of occupancy shall be issued for occupancy of any building hereafter erected or enlarged unless the provisions of § 87-28 shall have been complied with.

**§ 87-30 Correction of improper numbering: notice.**

The owner of any dwelling house, store or other building incorrectly, improperly or insufficiently numbered shall be notified in writing by the Code Enforcement Officer or such other person so designated by the Mayor and Board of Aldermen to change or replace such incorrect or improper number or to affix a number where one is lacking, within 10 days after date of such notice.

**§ 87-31 Application for correct number.**

Upon application by the owner of any property to the Tax Assessor, the Tax Assessor shall forthwith furnish

such owner with the correct number of such property and all units located thereon.

**§ 87-32 Assignment of numbers resulting from subdivision of land.**

Upon any subdivision of land resulting in a lot or lots other than those numbered on the tax and assessment maps of the town, the Tax Assessor shall within 30 days after final approval thereof, assign a number to each lot resulting from said subdivision or resubdivision which shall be in proper numerical sequence in relation to the numbers assigned to other lots fronting on the same street and he shall record the same upon said map and notify the owner of said property of the numbers so assigned.

**§ 87-33 Failure to comply.**

The owner or occupant of any building who fails to comply with the provisions of this article within three months after notice of the number assigned to the building shall, upon conviction, be liable to the penalty stated in Chapter 1, General Provisions, Article III, General Penalty, of the Code of the Town of Boonton.

**§ 214-3 Landscape Maintenance.**

A. Landscaping. Where exposed to public view, the landscaping of premises shall be maintained in an orderly state with lawns and bushes trimmed and free from becoming overgrown, littered and unsightly where such would constitute a blighting effect, depreciating adjoining and nearby property. Open areas shall be graded evenly to eliminate holes, depressions, gullies, mounds, accumulations of debris or other unsightly or unsafe conditions.

B. Natural growth. Dead or dying trees and other natural growth which, by reason of rotting or deteriorating conditions or storm damage, are or may be dangerous to persons in the vicinity thereof and shall be removed.

**§ 214-4 Building maintenance.**

A. Any building or structure which is dangerous to life or health or which presents a fire hazard shall be considered a nuisance and shall be subject to the provisions of Chapter 90 of the Town Code.

B. General. The exterior of the premises shall be maintained so that the appearance thereof shall reflect a level of maintenance in keeping with the standards of the neighborhood or such higher standards as may be adopted by the Town of Boonton and such that the appearance thereof shall not constitute a blighting effect upon neighboring properties.

C. The exterior of every structure shall be maintained in good repair. The exterior of all buildings shall be kept free of broken glass or windows, peeling paint, rotten, missing or substantially destroyed window frames and sashes, doors and door frames and other exterior building components, including porches and decks.

D. Display windows of all nonresidential uses shall be maintained in a neat and orderly condition and shall comply with all requirements of the site plan approval for the site. Such windows shall not be blocked off by plywood, shakes, panels or other materials without Planning Board approval.

E. Sidewalks, curbs and driveways. All sidewalks, curbs, monolithic curbs/gutters, stairways, driveways, parking spaces and similar areas shall be kept in a proper state of



repair, and maintained free from hazardous conditions in accordance with the Ordinances of the Town of Boonton.

F. Fences and walls. All fences and walls shall be kept in good repair and in a safe condition.

**§ 233-7 Banners.**

B. Awning signs shall be painted directly upon the hanging border.

**§233-17**

In addition to the types of signs described in prior provisions of this chapter, signs in the Main Street Commercial Historic District shall include any visible device appearing on or apparent from a building or structure that uses letters, symbols, color or form to advertise or announce the purpose of existence of a person or entity, or to communicate information of any kind to the public. The following types of signs are permitted in all areas of the Main Street Commercial Historic District:

A. Official notices, legal notices, and signs required by law.

B. Customary identification signs of recognized nonprofit service organizations. Such signs shall not exceed eight feet in height nor be more than nine square feet in area.

C. Signs for public and semipublic facilities such as schools, churches, hospitals, libraries, and public recreational facilities. The Planning Board in determining the area and height limitations to be imposed on these types of signs shall be governed by the standards established in other sections of this chapter.

D. Window signs are permitted. The total area of all window signs, including temporary window signs, shall not exceed 33 1/3% of the total area of the window.

E. Each store may have one neon sign not to exceed four square feet.

F. Notwithstanding the provisions of § **233-3B**, ground signs in the Main Street Commercial Historic District shall be subject to the following regulations:

(1) Any such sign shall be erected inside the property line.

(2) Any such sign shall have an open space of not less than two feet and no more than 10 feet between the lower edge of such sign and the ground level, which space may be filled in with platform and decorative lattice of light wooden construction.

#### **Code §233-19**

- A. All signs affixed to the outside of buildings shall be illuminated only by an exterior source. No signs shall be lighted by using unshielded, incandescent, halogen or fluorescent lights, neon tubes or any other light source or mirrors reflecting a direct light source or similar devices.
- B. No window may be outlined or otherwise illuminated by neon or other tubing.
- C. Holiday lighting, including flashing lights are permitted the Friday after Thanksgiving until January 15

#### **Code §233-20**

All signs not expressly permitted under this chapter or not exempt from regulation hereunder in accordance with this chapter or applicable laws are prohibited in the Main Street Commercial Historic District. Such signs include, but are not limited to:

- A. Signs located or worded so as to constitute a hazard to pedestrian or vehicular traffic.
- B. Signs in the public right-of-way.
- C. Flashing, animated, fluttering or rating signs (with the exception of barber poles) or signs with the optical illusion of movement, including running or chaser lights,

except that flashing or runner lights are permitted on the marquee of the Darress Theater Building, also sometimes referred to as The State Theater.

D. Wind signs, such as pennants or spinners, except that flags shall be permitted, provided that they do not exceed 15 square feet or less than six square feet in size.

E. Internally illuminated signs using gas, chemical or fluorescent colors, including white, where tubing is visible. This includes all signs commonly described as "neon" signs, "neon-like" and/or fluorescent "neon" type signs.

F. LED (light-emitting diode) signs are prohibited; however, the use of LED technology as an indirect light source for signs is permitted provided the LED source is not visible or used to comprise any part of the sign lettering, logo or external display face. LED (light-emitting diode) price-point signs are permitted on freestanding service station pylon signs.

#### **§ 254-51 Definitions.**

For the purpose of this article, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this chapter clearly demonstrates a different meaning.

##### **RESTAURANT**

An indoor facility established primarily for the serving of food and drink and offering tables and chairs for the use of dining patrons. A facility established for the primary purpose of serving alcoholic beverages, e.g., bar, pub, and saloon, is not a restaurant for the purposes of this article. A facility which is solely "take-out" is also not a restaurant for the purposes of this article.

##### **SIDEWALK CAFE**

The use of partitioned sidewalk space to accommodate tables, benches, chairs, and the serving of food and drink to patrons of a restaurant fronting on that space.

**§ 254-52 Annual license required; fees.**

Any person wishing to operate a sidewalk cafe shall obtain a license, at no charge, from the Town Clerk first. Each applicant for a sidewalk cafe license shall complete an application provided by the Town Clerk, providing all pertinent information as well as the maximum number of patrons to be served, and shall provide plans and specifications detailing the area to be used for the sidewalk café. Said license shall be renewable on January 1 of each year.

**§ 254-53 Permitted locations.**

Sidewalk cafes shall be permitted only in front of operating restaurants that are permitted conforming uses as provided by Chapter 300, Zoning and Land Use. A restaurant seeking to expand a preexisting nonconforming use shall be required to obtain the appropriate variance from the Zoning Board of Adjustment first. A restaurant located on a corner may use the sidewalk space fronting either (or both) sides of the restaurant for sidewalk cafe operations.

**§ 254-54 Regulations.**

All sidewalk cafes shall comply with the following regulations:

- A. All sidewalk cafes shall leave four feet of unencumbered sidewalk space for pedestrian traffic. If

umbrellas are proposed, no canopy may extend into the sidewalk area reserved for pedestrian traffic.

B.\_ No alcohol may be served in any area designated as a sidewalk cafe.

C.\_ All tables, chairs, and items related to serving food and beverages shall be removed from the sidewalk at the close of business each day.

D.\_ Food service shall be available at all times in which the sidewalk cafe is open for business.

E.\_ All areas comprising the sidewalk cafe, including tables and chairs, shall remain clean and orderly at all times.

F.\_ The number of patrons served in the sidewalk cafe shall be limited to the maximum number indicated on the sidewalk cafe license. No persons other than those being served and restaurant personnel shall be within the sidewalk cafe area except for those persons passing through the sidewalk cafe area to enter or exit the restaurant proper.

G.\_ State and local health, safety and sanitation regulations applicable to restaurants generally shall also apply to sidewalk cafes.

#### **§ 254-55 Permitted hours of operation.**

Sidewalk cafes shall be permitted to operate from April 1 through October 31 in any given year. The hours of operation shall be limited to 6:00 a.m. through 10:00 p.m., Sunday through Thursday; and 6:00 a.m. through 11:00 p.m., Fridays and Saturdays. When permitted by this article, alcoholic beverages shall not be served in any sidewalk cafe before noon on any day.

#### **§300-60 Site Plans (Design Standards)**

F. The design or construction of any building or use shall not be so markedly incongruous with the character of the neighborhood as to materially affect the value of adjacent or nearby property.

See [www.ecode360.com](http://www.ecode360.com) for more codes.

## APPENDIX C

### Government Resources and Other Preservation Resources

#### Historic Preservation Tax Credits

<http://www2.cr.nps.gov/tps/tax>

#### L'Enfant Trust

1526 New Hampshire Avenue, NW

Washington, DC 20036

202-483-4880

<http://www.lenfant.org>

#### National Main Street Center

1785 Massachusetts Ave., NW, Suite 500

Washington DC 20036

202-588-6219

<http://Mainst.org>

#### National Park Service Preservation Briefs

<http://www2.cr.nps.gov/tps/briefs/presbhom.htm>

#### National Trust for Historic Preservation

1785 Massachusetts Avenue, NW

Washington DC 20036

202-588-6000

<http://NationalTrust.org>

#### New York City Landmarks Preservation Commission

Glossary of Terms

<http://www.nyc.gov/html/lpc/html/faqs/glossary.shtml>

This guidebook was compiled by Melanie Berry Vasa using the “DC Barracks Row Façade Guidelines”, “Cluster Design Guidelines for Landmarks and Landmark Districts”, “Main Street New Jersey Design Guidelines”, and “Historic Downtown Sidney Main Street & Historic Business District Guidelines” as resources.

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