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Town of Phillipsburg
Warren County, New Jersey
Historic Preservation Design Guidelines

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About the Design Guidelines

These guidelines, and the process through which they are administered, work to promote the preservation of historic, cultural and architectural resources in the Town of Phillipsburg. These guidelines seek to prevent inappropriate alteration or demolition of historic properties in the town and maintain and promote the historic districts for new, compatible development that will draw people to live, work and play along the downtown.

The Secretary of the Interior's Standards for the Treatment of Historic Properties

These are general rehabilitation standards established by the National Park Service. The Phillipsburg Design Guidelines expand on the principles in these standards as they apply to Phillipsburg's Union Square District.

See: https://www.nps.gov/tps/standards.htm

The Design Guidelines are intended to be a tool and resource for property owners, design professionals, contractors, the Historic Preservation Advisory Commission (PHPAC), Land Use Board and the Town Council, and should allow for more informed decisions about the town's historic resources.

The overarching goal of the Guidelines is to protect the historical and architectural integrity of significant historic structures and landscapes in Phillipsburg. Incorporating these guidelines into a project's design will encourage more compatible architecture, attractive development in historic districts, context-sensitive design, and contribute to the overall historic character of the town. A major emphasis of the Historic preservation planning commission was to focus on implementation of historic districts and the creation of Guidelines for Historic Resources. Philipsburg has always recognized the importance of protecting its remaining historic resources and determined that a set of Guidelines, to assist in decision-making, was the next appropriate step to ensure the continued maintenance, preservation, and enhancement of its remaining resources. The Guidelines implement the policy framework by explaining how the regulatory provisions of the Historic Structures Ordinance and town's Guidelines implement the General Plan and work with established regulations, including Federal and State regulations pertaining to historic resources.

The Guidelines describe the criteria by which the Historic Commission and planning staff evaluate proposed modifications to historic resources or landscapes located within designated Historic District Overlay Zones, and other designated historic Structures of the town's landmarks. The recommended treatment guidelines for historic resources, new construction, and landscapes are highlighted in the Guideline document. These Guidelines provide a strong but flexible philosophical foundation for preservation approaches and principles for the preservation, rehabilitation, restoration, and reconstruction of historic resources and sites.

Who should use the design guidelines?

These design guidelines will be used primarily by property owners, contractors, design professionals, town staff and the Phillipsburg Historic Preservation Advisory Commission.

Property Owners

While these guidelines are written for use by the layperson, property owners are encouraged to work with qualified design and planning professionals, including architects and preservation consultants. Owners should consult the standards to establish an appropriate approach when planning improvements to historic properties or within historic districts. These guidelines also provide information to promote ongoing stewardship of historic properties.

Town Staff and the PHPAC

Phillipsburg Town staff and the Phillipsburg Historic Preservation Advisory Commission should use the design guidelines to review historic rehabilitation projects, new construction and significant maintenance efforts in Union Square, and other designated districts. They should consider how each project meets the standards and promotes the goals of the Phillipsburg Historic Preservation Plan element of the Master Plan and the Historic Preservation Ordinance. The town will issue a Certificate of Appropriateness (CA) for work that is in compliance with the design standards, prior to construction.

The Community

These guidelines convey the town's expectations so the public may better understand the town's goals for the treatment of historic properties.

Foundation for the design guidelines

These guidelines outline the Town's goals to promote economic development and preservation of historic properties in Union Square and other designated districts. The overall policies and objectives for Union Square are articulated in the Revised Riverfront Redevelopment Plan (2013) and the Historic Preservation Plan. A brief description of these documents is provided below. In addition, a number of other underlying policies and plans are detailed here.

Riverfront Redevelopment Plan

The Riverfront Redevelopment Plan incorporates the original Union Square Redevelopment Plan as well as several modifications to the original redevelopment area and zoning standards which detail design and architectural standards for this district. The intent for this district is to strengthen the core of the historic downtown by providing a well-designed commercial base with opportunities for mixed-use commercial-residential buildings to provide for an "after-hours" presence. This district is also strongly aligned with and anchors the eco-tourism opportunities associated with the river, canal, and railroads.

Goals of the plan relating to historic preservation of the district include:

To encourage redevelopment in a manner that is compatible with the character of adjacent neighborhoods and land uses; and to minimize negative impacts on new and existing residential neighborhoods.

To provide adequate infrastructure to support redevelopment, including roadway accessibility and safe, convenient and accessible parking to adequately serve the existing and future commercial and residential needs of the redevelopment area.

To attract educational and cultural amenities and provide for linkages to a variety of tourist, recreational and cultural facilities in Phillipsburg and the region.

To promote tourism opportunities based on the transportation history of the town and region, through the use of such facilities as the original rail station, Black Bridge signal tower, excursion railway, miniature railroad, and the Morris Canal arch, and creating new facilities to showcase the Town's rail and canal heritage.

Historic Preservation Plan Element of the Master Plan

The New Jersey Municipal Land Use Law at NJSA 40:55D-1 et. seq., enables the Planning Board to adopt a historic preservation plan element as part of the municipal master plan. According to NJSA 40:55D-28b (10) "a historic preservation plan element: (a) indicating the location and significance of historic sites and historic districts; (b) identifying the standards used to assess worthiness for historic site or district identification; and (c) analyzing the impact of each component and element of the master plan on the preservation of historic sites and districts.

The Phillipsburg Historic Preservation Plan is organized to meet the requirements of the Municipal Land Use Law to indicate the location and significance of historic sites and historic districts; and identify the standards used to assess worthiness for historic site or district identification.

Regulatory Framework for the Design Guidelines

The Phillipsburg Town Code provides the basic regulations that shape development in Union Square and other designated districts. Ordinances include zoning and subdivision standards that relate to all properties in the town. The zoning ordinance also includes the Historic Preservation Ordinance (O 2017-12) as modified.

Zoning Ordinance

The overlay zoning district is intended to preserve the heritage of the town by placing additional design standards for buildings or other structures and lots, either within an historic district, or designated as an individual historic district.

Building Codes

Building Codes within the Town of Phillipsburg are rules that specify minimum standards for construction of objects such as building and non-building structures. These codes are adopted by the Town Council and administered by the Inspections Department. Zoning standards and design standards are reviewed prior to and/or in conjunction with a building permit.

Historic Preservation Ordinance

The Historic Preservation Ordinance established a Historic Preservation Commission as authorized by the NJ Municipal Land Use Law at NJSA 40:55D-107; designates a Historic District Overlay Zone; and includes designation procedures for historic properties, review procedures, and general standards.

CHAPTER 1: Using the Design Guidelines

The Design Guidelines inform review of historic rehabilitation, redevelopment and new construction proposed within the Historic Districts. These Design Guidelines will be used by property owners, contractors, business owners, historic preservationists, members of the community and review authorities.

This section explains the design review system and terms used, organization of the document, which standards are relevant to different types of projects, and the format and use of individual standards.

The Design Review System

The design guidelines provide the principal framework for the design review process that applies to properties within the Historic District. As indicated in *Article XXI Section 625*, Historic Preservation of the Town's Code, all new construction and exterior repair and/or renovations to existing buildings within the area requires a Certificate of Appropriateness (COA) to be issued by the Historic Preservation Commission and/or staff.

To issue a COA, the town must find that the activity complies with all design standards set forth in the Historic District Design Guidelines that are specifically applicable to the proposed land use activity. More detail about the review procedures and the requirements for documentation that must be submitted can be obtained from town staff or viewed on the town's website (www.phillipsburg nj.org).

When applying the Design Guidelines, the Historic Preservation Commission and/or zoning officer has the ability to balance a combination of objectives and intent statements that appear throughout the document in the interest of helping to achieve the most appropriate design for each project.

TERMS

A number of specific terms are used throughout the design review process:

Standards

For the purpose of this document, the term "standard" is a criterion with which the Historic Preservation Advisory Commission will require compliance when it is found applicable to the specific proposal. A standard is subject to some interpretation when determining compliance.

Shall

Where the term "shall" is used, compliance is specifically required if applicable to the proposed action.

Should

The term "should" indicates that compliance is expected, except in conditions in which the Historic Preservation Advisory Commission and/or town staff finds that the standard is not applicable, or that an alternative means of meeting the intent of the standard is acceptable.

May Be Considered

The phrase "may be considered" indicates that the Historic Advisory Preservation Commission has the discretion to determine if the action being discussed is appropriate. This decision is made on a case-by-case basis, using the information specifically related to the project and its context.

Design Guidelines Organization

The Design Guidelines are organized into chapters that apply to different types of projects. Some chapters apply to all projects, and some will be relevant only to specific situations.

CHAPTER 1: Using the Design Guidelines

Design Guideline Components

The individual Design Guidelines in this document use a specific format with several key components. All components of the Design Guidelines are used in the design review process. The key components of a typical design standard are illustrated below.

LEGEND

A **Design Topic**
Describes the design topic addressed by the Design Guidelines

B **Intent Statement**
Explains the desired outcome for the design topic and provides a basis for the Design Guideline that follows. If a guideline does not address a specific design issue, the intent statement will be used to determine appropriateness.

C **Design Guideline**
Describes a desired performance-oriented design outcome.

D **Additional Information**
Provides a bulleted list of suggestions on how to meet the intent of the design guideline. These are not the only alterations that can be applied.

E **Images**
Clarify the intent of the design standard by illustrating appropriate and inappropriate design solutions (see below).

✓ **Appropriate -** Images marked with a check illustrate appropriate design solutions.

✗ **Inappropriate -** Images marked with an X illustrate inappropriate design.

SAMPLE DESIGN GUIDELINE

A

ARCHITECTURAL DETAILS

Architectural details contribute to the character of a structure. Such details vary by architectural style. The Design Guidelines below provide general guidance for the treatment of architectural detail. The method that requires the least intervention is preferred.

B

3.1 Preserve significant stylistic and architectural features.

- Storefronts, cornices, brackets, doors, and windows should be preserved.
- Employ preventive maintenance measures such as rust removal, caulking and repainting.
- Do not remove or alter architectural details that are in good condition or that can be repaired.

C

3.2 Repair deteriorated features.

- Patch, piece-in, splice, consolidate or otherwise upgrade existing materials, using recognized preservation methods.
- Isolated areas of damage may be stabilized or fixed using consolidants. Epoxies and resins may be considered for wood repair.
- Removing a damaged feature that can be repaired is not appropriate.
- Protect significant features that are adjacent to the area being worked on.

D

3.3 Use methods that minimize damage when disassembly of a historic element is necessary for its repair.

- When removing a historic feature, document its location so it may be repositioned accurately.

E

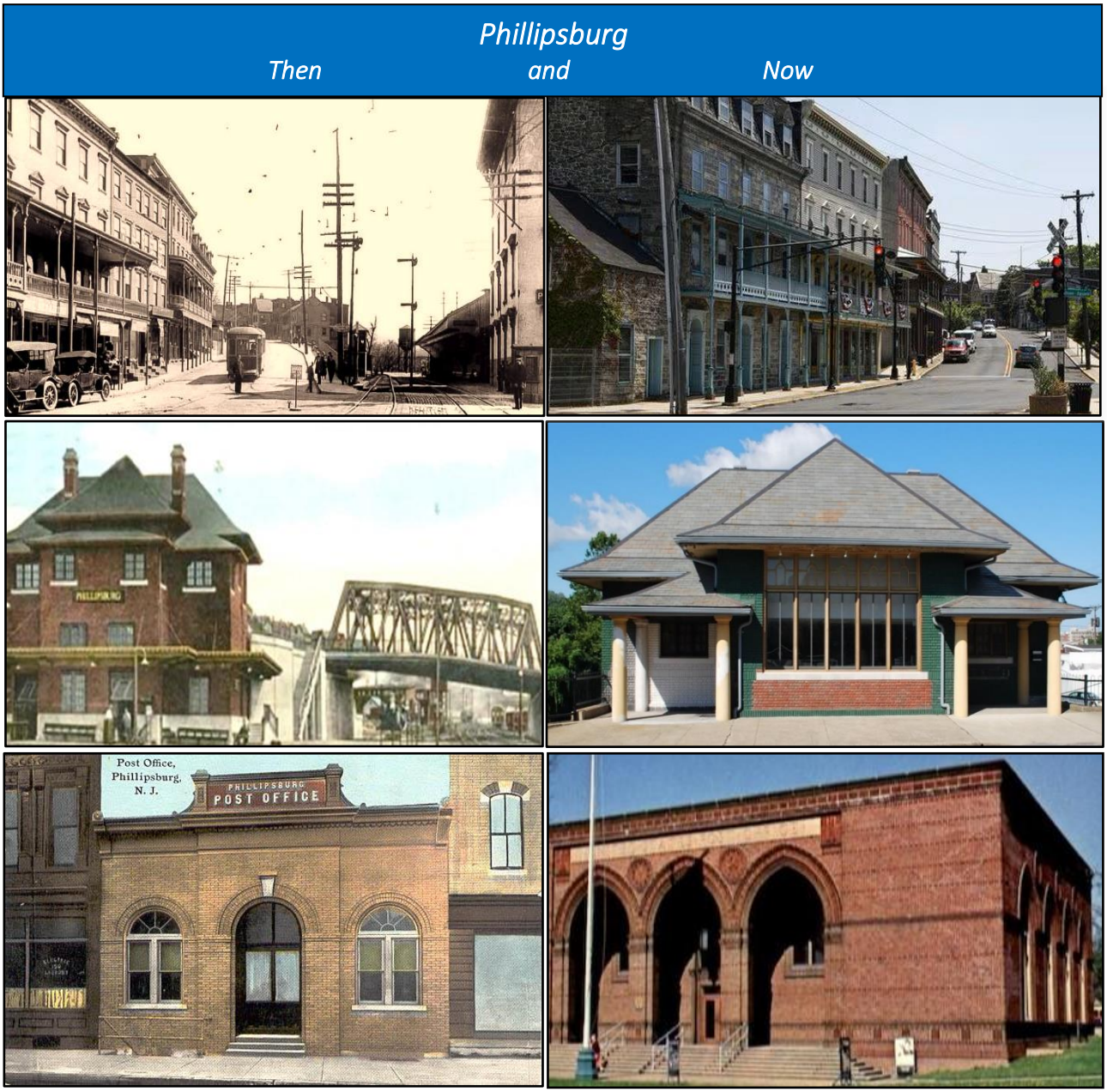
✓ *Do not remove or alter architectural details that are in good condition or that can be repaired.*

CHAPTER 2: Preserving Phillipsburg's Past

While community goals and economic conditions change over time, preserving the character of the Historic Union Square, the Riverfront and the Main Street commercial area remains a primary goal of the community. This chapter presents an overview of historic preservation principles. It also provides guidance on how to plan a preservation project and outlines different treatment categories for historic properties. The design criteria outlined in this chapter will be applied when determining the appropriateness of improvement to historic properties in the historic districts, and ultimately throughout the town.

Steps for Planning a Preservation Project

Step 1: Determine Building Significance:
Styles (Late Victorian and Second Empire)
Step 2: Determine Building Integrity
Step 3: Determine Building Use
Step 4: Choosing a Treatment Strategy



CHAPTER 2: Preserving Phillipsburg's Past

A. General Preservation Standard

It is important to comply with some general design standards that underlie the more specific ones that appear later in this document. The following standards apply to all historic properties and will be used when evaluating the appropriateness of related work.

1. Respect the historic character of a property.

- The basic form and materials of a building, as well as character-defining features, are a part of the historic character.
- Do not try to change the style of a historic resource or make it look older than its actual age.
- Confusing the character by mixing elements of different styles or periods can adversely affect the historic significance of the property.

2. Seek uses that are compatible with the historic character of the property.

- Converting a building to a new use different from the original use is considered to be an "adaptive reuse," and is a sound strategy for keeping an old building in service. For example, converting a gas station structure to a coffee shop is an adaptive reuse. A good adaptive reuse project retains the historic character of the building while accommodating a new function.
- Active uses, such as coffee shops, restaurants, specialty retail shops and those shops that sell local products are encouraged at the storefront level to enhance the pedestrian experience.
- Every reasonable effort should be made to provide a compatible use for the building that will require minimal alteration to the building and its site.
- Changes in use requiring the least alteration to significant elements are preferred. In most cases, designs can be developed that respect the historic integrity of the building while also accommodating new functions.

3. Maintain character-defining features and stylistic elements.

- Distinctive stylistic elements and other examples of skilled craftsmanship should be preserved. The best preservation procedure is to maintain features from the outset to prevent the need for repair later. Appropriate Maintenance includes rust removal, caulking and repainting.
- These features should not be removed.
- Repair deteriorated character-defining features and replace only those elements that cannot be repaired.
- Upgrade existing materials, using recognized preservation methods whenever possible. If disassembly is necessary for repair or restoration, use methods that minimize damage to original materials and facilitate reassembly.

CHAPTER 3: Planning for Phillipsburg's Future

B. General Historic Design Standards

Proper treatment of historic buildings will ensure that they continue to contribute to the historic character of the Downtown Heritage Resource District. This section provides general historic design standards for important architectural details, materials and finishes as well as building components.

1. Character-Defining Features

Key character-defining features contribute to the character of a structure. Such features vary by architectural style. The design standards below provide general guidance for the treatment of these features. The method that requires the least intervention is preferred.

2. Preserve significant stylistic and character-defining features.

- Storefronts, cornices, brackets, doors and windows should be preserved.
- Employ preventive maintenance measures such as rust removal, caulking and repainting.
- Do not remove or alter architectural details that are in good condition or that can be repaired.

3. Repair deteriorated features.

- Patch, piece-in, splice, consolidate or otherwise upgrade existing materials, using recognized preservation methods.
- Isolated areas of damage may be stabilized or fixed using consolidants. Epoxies and resins may be considered for wood repair.
- Removing a damaged feature that can be repaired is not appropriate.
- Protect significant features that are adjacent to the area being worked on.
- Use methods that minimize damage when disassembly of a historic element is necessary for its repair.
- When removing a historic feature, document its location so it may be repositioned accurately.

4. Utilize techniques for cleaning, refinishing and repairing an architectural detail that will maintain the original finish.

- Use the gentlest means possible that will achieve the desired results.
- Employ treatments such as rust removal, caulking, limited paint removal and reapplication of paint or stain where appropriate

CHAPTER 3: Planning for Phillipsburg's Future

B. General Historic Design Standards

5. Replace an architectural element accurately.

- The design should be substantiated by physical or pictorial evidence to avoid creating a misrepresentation of the building's history.
- Altered openings on primary facades should be restored to their original configuration when feasible.
- Materials similar to the original materials should be used when feasible. A substitute material may be acceptable if the size, shape, texture, color and finish conveys the visual appearance of the original. Alternative materials are usually more acceptable in locations that are remote from view or direct contact.

6. Develop a new design that is a compatible when reconstructing an historical element.

- The new element should be similar to comparable features in general size, shape, texture, material and finish.

7. Avoid adding stylistic features that were not part of the original building.

- For example, decorative millwork should not be added to a building if it was not an original feature, as doing so would convey a false history.
- Adding brackets to a historic building is another example of conveying false history if they were not there originally.

CHAPTER 3: Planning for Phillipsburg's Future

C. Architectural Details

Architectural details contribute to the character of a structure. Such details vary by architectural style. The Design Guidelines below provide general guidance for the treatment of architectural detail. The method that requires the least intervention is preferred.

1. Preserve Significant Architectural Details

- Storefronts, cornices, brackets, doors, and windows should be preserved.
- Employ preventive maintenance measures such as rust removal, caulking and repainting.
- Do not remove or alter architectural details that are in good condition or that can be repaired.

2. Repair deteriorated features.

- Patch, piece-in, splice, consolidate or otherwise upgrade existing materials, using recognized preservation methods.
- Isolated areas of damage may be stabilized or fixed using consolidants. Epoxies and resins may be considered for wood repair.
- Removing a damaged feature that can be repaired is not appropriate.
- Protect significant features that are adjacent to the area being worked on.

3. Use methods that minimize damage when disassembly of a historic element is necessary for its repair.

- When removing a historic feature, document its location so it may be repositioned accurately.

CHAPTER 3: Planning for Phillipsburg's Future

D. Plazas, Courtyards, and Open Space

1. Plazas, courtyards, and other open spaces should have recognizable edges defined on at least three sides by buildings, walls, elements of landscaping, and elements of street furniture, in order to create a strong sense of place and enclosure.

2. The layout, materials and details used in the treatment of these spaces shall be selected to enhance their immediate surroundings. Public and semi-public exterior spaces shall be functional and provide amenities for their users, in the form of textured paving, landscaping, lighting, street trees, benches, trash receptacles, and other items of street furniture.

CHAPTER 3: Planning for Phillipsburg's Future

E. Street Definition

1. Buildings shall define streets and help structure space, forming a continuous wall with uniform setbacks and coherent openings at designated locations.

2. On the Square, new structures shall define a continuous street edge fronting onto the Square, to reestablish the sense of enclosure and arrival to this space.

3. The streetscape shall be reinforced by lines of street trees, other plantings, street furniture, and other such features, as provided for in the 2002 Gateway Plan.

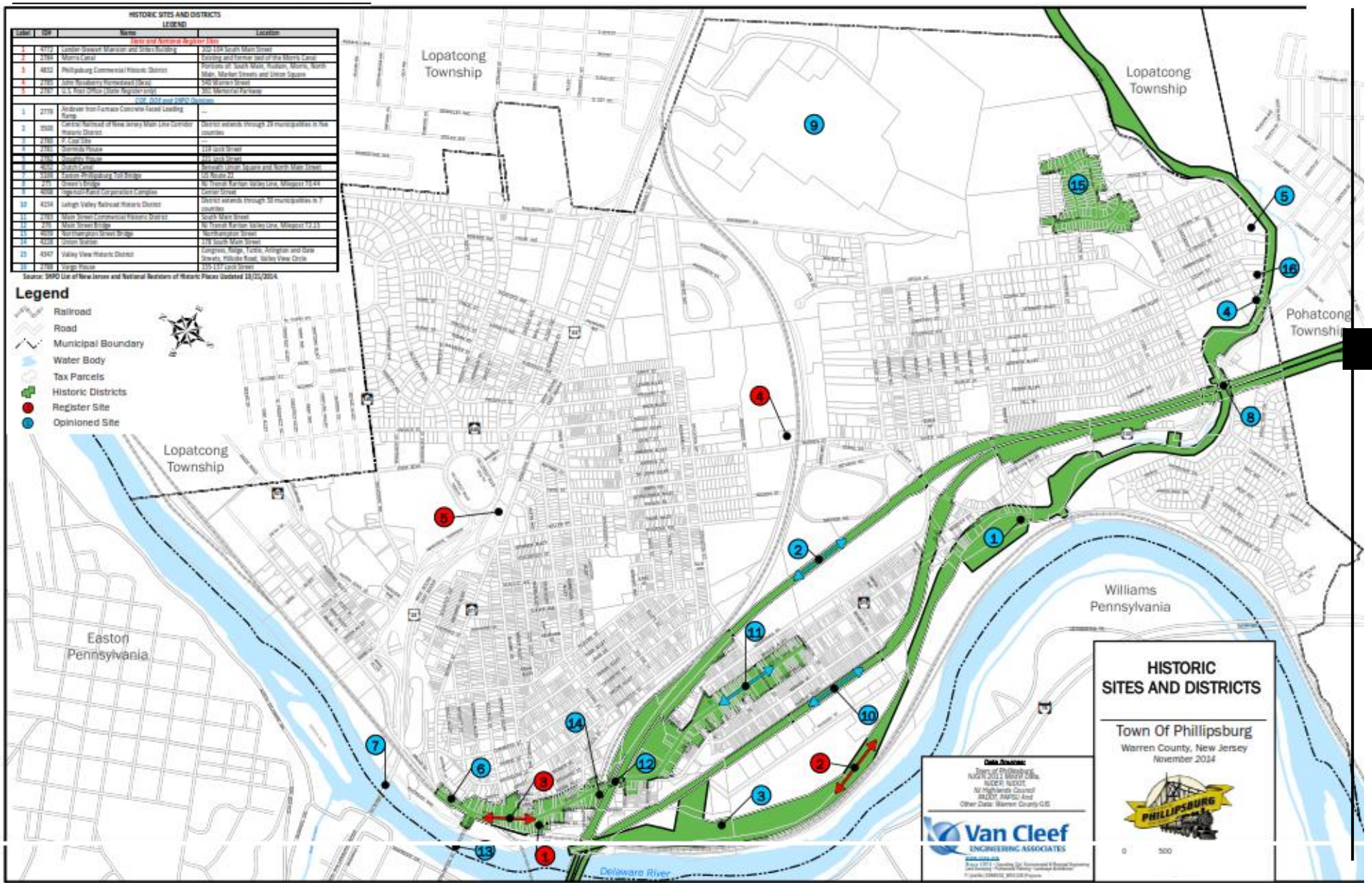
4. Development or redevelopment plans shall recognize and enhance existing focal points or points of visual termination, such as the Union Square Hotel building at the east end of the Square, and provide for new focal points to be occupied by structures made more prominent through the use of enhanced height, distinctive architectural treatment or other distinguishing features or by such other features as plazas, garden areas, and river views.

CHAPTER 4: Design Standards for All Districts

A. Introduction

Historic preservation and new construction projects in Downtown Philipsburg should incorporate site and building designs that contribute to the historic character of the district and promote an active, pedestrian- oriented street front. This chapter provides standards for site design and exterior improvements on all historic properties. The standards apply to historic preservation projects and new construction in Downtown Phillipsburg and other historic districts and address a range of design elements that directly affect the public realm such as plazas, courtyards, surface parking, lighting, awnings, colors, and service areas. In most cases, the design standards in this chapter apply to all projects. In some cases, however, they provide specific direction that relates only to a historic building such as a standard specifying that lighting equipment should be installed in a way that does not damage the fabric of the building.

Label	ID#	Name	Location
		State National Register Sites	
1	4772	Lander-Stewart Mansion and Stites Building	102-104 South Main Street
2	2784	Commercial Historic District	Portions of: South Main, Hudson, Morris, North Main, Market Streets and Union Square
3	4832	John Roseberry Homestead (Gess)	540 Warren Street
4	2785	Morris Canal	Existing and former bed of the Morris Canal
5	2787	U.S. Post Office	Memorial Parkway
		COE, DOE and SHPO Opinions	
1	2779	Andover Iron Furnace Concrete Faced	-------
2	3500	Loading Ramp Central Railroad of New Jersey Main Line Corridor Historic District	District extends through 29 municipalities in five counties
3	2780	P. Coal Site	-------
4	2781	Dormida House	119 Lock Street
5	2782	Doughty House	221Lock Street
6	4032	Easton-Phillipsburg Toll Bridge	Beneath Union Square and North Main Street
7	5169	Ingersoll-Rand	US Route 22
8	275	Green's Bridge	NJ Transit Raritan Valley Line, Milepost 70.44
9	4098	Corporation Complex	Center Street
10	4154	Lehigh Valley Railroad Historic District	District extends through 30 municipalities in 7 counties
11	2783	Main Street Commercial Historic District	South Main Street
12	276	Main Street Bridge	NJ Transit Raritan Valley Line, Milepost 72.15
13	4939	Northampton Street Bridge	Northampton Street
14	4228	Union Station	178 South Main Street
15	4347	Valley View Historic District	Congress, Ridge, Tuttle, Arlington and Gate Streets, Hillside Road, Valley View Circle
16	2788	Vargo House	155-157 Lock Street


HISTORIC SITES AND DISTRICTS
LEGEND
Code | ISP | Name | Location
State and National Register Sites
1 | 4772 | Lander-Stewart Mansion and Stiles Building | 202-204 South Main Street
2 | 2764 | Morris Canal | Existing and former bed of the Morris Canal
3 | 4832 | Phillipsburg Commercial Historic District | Portions of: South Main, Hudson, Morris, North Main, Market Streets and Union Square
4 | 2765 | John Roseberry Homestead (Site) | 540 Warren Street
5 | 2767 | U.S. Post Office (State Register only) | 301 Memorial Parkway
DOE, DOE and SHPO Opinions
1 | 2770 | Andover Iron Furnace Concrete-faced Loading Ramp | ...
2 | 3503 | Central Railroad of New Jersey Main Line Corridor Historic District | District extends through 19 municipalities in five counties
3 | 2769 | "A" Coal Site | ...
4 | 2765 | Shimerda House | 159 Lock Street
5 | 2766 | Dougherty House | 161 Lock Street
6 | 4624 | Dutch Canal | Beneath Union Square and North Main Street
7 | 5169 | Easton-Phillipsburg Toll Bridge | US Route 22
8 | 275 | Green's Bridge | NJ Transit Raritan Valley Line, Milepost 70.44
9 | 4008 | Ingersoll-Rand Corporation Complex | Cornish Street
10 | 4154 | Lehigh Valley Railroad Historic District | District extends through 50 municipalities in 7 counties
11 | 2763 | Main Street Commercial Historic District | South Main Street
12 | 276 | Main Street Bridge | NJ Transit Raritan Valley Line, Milepost 72.15
13 | 4659 | Northampton Street Bridge | Northampton Street
14 | 4228 | Union Station | 178 South Main Street
15 | 4347 | Valley View Historic District | Congress, Ridge, Yorke, Arlington and Gale Streets, Hillside Road, Valley View Circle
16 | 2768 | Varga House | 155-157 Lock Street
Source: SHPO List of New Jersey and National Registers of Historic Places Updated 10/15/2014
Legend
Railroad
Road
Municipal Boundary
Water Body
Tax Parcels
Historic Districts
Register Site
Opinioned Site
Lopatcong Township
Lopatcong Township
Lopatcong Township
Pohatcong Township
Easton Pennsylvania
Williams Pennsylvania
Delaware River
HISTORIC SITES AND DISTRICTS
Town Of Phillipsburg
Warren County, New Jersey
November 2014
Van Cleef ENGINEERING ASSOCIATES
PHILLIPSBURG
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CHAPTER 4: Design Standards for All Districts

B. Required Materials to Submit for Certificate of Appropriateness:

1) The materials needed for review of a construction, renovation, alteration, or repair application include:

- Current photographs of the whole building and lot where the alteration or construction will occur
- Photographs of the streetscape adjacent to and across from the proposed project
- Close-up photographs of details
- Architectural drawings to best communicate the proposed scope of work and impact on the existing building (i.e. floor plans, elevations, or sections)
- Samples or catalog sheets of materials to be used
-

2) The materials needed for review of a sign or awning application include:

- Current photographs of the whole building for context where the sign or awning is proposed
- Photographs of the streetscape adjacent to and across from the building or structure where the sign or awning is proposed
- Scaled drawings indicating sign design and layout, attachment detail, and detail of exterior illumination (if applicable)
- Samples or catalog sheets of materials to be used, including lettering styles

3) The information generally needed for review of a demolition application includes:

- Current photographs showing what is proposed for demolition, including photographs showing the deteriorated condition of the structure
- Reasons for demolition including a written description of the deterioration by a professional engineer with historic qualifications
- An explanation of why rehabilitation, reuse, or modification is not feasible or desirable
- Market and Real Estate Analysis
- Proposed disposition of architectural features and building materials
- Structural report prepared by a structural engineer with historic qualifications
- Proposed future use and timeline for implementation

C. Application Process

Introduction

Prior to undertaking rehabilitation, restoration, renovation, alteration, ordinary and non-ordinary repair or demolition work within a historic district or on an individually designated historic structure, an application must be submitted to obtain a certificate of appropriateness. The Phillipsburg Historical Preservation Advisory Commission is required to make a recommendation on such an application to the Land Use Board and/or Administrative Office (Zoning Officer).

1. Pre-Application Review (Optional)

A pre-application review is encouraged for major construction or alterations in the Historic District or an individually designated historic structure. This is an opportunity for an informal review of the project to receive preliminary feedback from the Commission. If not sure whether a Certificate of Appropriateness (COA) is required, contact the Administrative Officer (Zoning Officer).

CHAPTER 4: Design Standards for All Districts

C. Application Process

2. Complete the COA Application

a. Complete the COA Application. Describe your project in detail and prepare all supporting materials (See "Required Materials"). The COA Application package also contains a list of the required submission materials.
b. Submit the application with all appropriate materials and fees in accordance with section 625-108C of the Town Historic Preservation Ordinance.
    1. If the application involves a development application to the Land Use Board, the COA Application should be submitted to the Land Use Board, together with the development application. If building permits are required, an application shall also be submitted to the Administrative Officer (Zoning Officer) pursuant to subsection (2) below.
    2. If the application involves an application for a building permit involving any undertaking defined in the Introduction above, the COA Application should be submitted to the Administrative Officer (Zoning Officer).

3. Referral of the COA Application

The Land Use Board and/or the Administrative Officer shall review the application for completeness. If the application is deemed complete it shall be referred to the PHPAC within 5 days of the date when the application was deemed complete and the applicant shall be so notified. Upon receipt of the application, the Commission shall schedule a hearing for its next regular meeting, provided that it receives the completed application at least 7 days prior to the meeting date. For applications received less than 7 days prior to its next regular meeting, the Commission may choose to schedule the hearing for the following month. The Commission meets on the second Wednesday of each month at 7:30pm.

4. Hearing

The owner or a representative of the owner must attend the hearing and shall contact the Administrative Officer to confirm its date and agenda. Projects will not be reviewed without a representative or owner present. The Commission may recommend denial of any application if the owner or representative is not present. Incomplete applications will be returned to the applicant. Only complete applications will be forwarded for review. The Commission shall make its recommendation within 45 days of the referral unless there is consent by the applicant for an extension. In evaluating the application, the Commission, utilizing its guidelines, shall focus on how the proposed undertaking would affect the property's historic or architectural significance pursuant to the review criteria set forth in *Sec, 625-108E* of the Town Ordinance.

5. Recommendation

At the conclusion of the hearing the Commission can recommend:

a. Approval of the application as submitted
b. Approval with conditions
c. Tabling of the application for further consideration or pending additional information or supporting material
d. Denial, with recommended changes to result in an approved application. The recommendation of the Commission shall be in the form of a resolution supporting its findings.

CHAPTER 4: Design Standards for All Districts

C. Application Process

ECONOMIC HARDSHIP

In some instances, the PHPAC's recommendation may be a financial hardship for a property owner. To appeal a recommendation based on economic hardship, the property owner must demonstrate that they cannot afford to do the work, or as a result of the PHPAC's recommendation, he/she is unable to obtain a reasonable return or beneficial use of his property. The property owner will be requested to supply information in support of his/her claim of economic hardship including:

• Date property acquired, purchase price, and equity in property

• Form of ownership and operation of property – sole proprietorship, for-profit, non-profit, limited partnership, joint venture, or other

• Appraisals or market value analyses within the previous two years

D. General Principles of Historic Preservation:

Historic buildings are defined by their architectural style and character-defining features. These Guidelines, based on the Secretary of the Interior's Standards for Historic Preservation (See pg. 13), explain the concepts of historic preservation, how these concepts may be applied, and the importance of restoring and maintaining Phillipsburg's historic architecture. The topics below explain basic concepts of historic preservation that will be referred to frequently throughout this document. A strong understanding of the hierarchy of facades and the differences between repairs, alterations, and replacement will allow for the most effective use of these Guidelines.

HIERARCHY OF FACADES

The parameters described in these Design Guidelines aim to regulate changes made to any building facade which is visible from a public right-of-way in the Historic District. Facades are categorized as primary and secondary. Facades that are visible from a public street and which include the front entrance or historically significant architectural features, are considered primary facades. Corner properties have two primary facades. Facades that are considered the rear of a building, do not exhibit significant architectural features, and are not highly visible from a primary or major street are considered secondary facades. Primary facades are required to adhere more strictly to the Historic District Guidelines and will be reviewed more closely by the PHPAC than secondary facades.

REPAIRS, ALTERATIONS, AND REPLACEMENT

Historic preservation encourages retention of the existing historic features and materials through repair and restoration. Repair allows for the most genuine representation of a building's architectural character. The replacement of materials or features is less appropriate, but sometimes necessary. When a feature or material must be replaced, the new feature or material should be "in-kind", or closely match the old in appearance, design, size, scale, materials, arrangement, and texture. It is also encouraged that any proposed change or alteration be performed in such a manner that it may be reversible in the future. Deteriorated or missing architectural components should be replaced whenever possible or reconstructed in such a way that the historic component matches its original design, size, material, color, and texture.

CHAPTER 4: Design Standards for All Districts

E. Historic Preservation Briefs:

The National Park Service (NPS) has prepared Preservation Briefs which serve as technical guides for the maintenance and preservation of historic buildings. These briefs are excellent resources for individuals who are researching and planning building renovation projects. They can be accessed online at www.nps.gov/tps/how-to-preserve/briefs.htm.

The following are Preservation Briefs are excellent resources for information about how to renovate your building when beginning research and during the planning stages of a project. They have been prepared by the National Park Service (NPS) and act as technical guides for the maintenance and preservation of historic buildings. These documents can be accessed online at www.nps.gov/tps/how-to-preserve/briefs.htm

1. Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
2. Repointing Mortar Joints in Historic Masonry Buildings
3. Improving Energy Efficiency in Historic Buildings
4. Roofing for Historic Buildings
5. The Preservation of Historic Adobe Buildings
6. Dangers of Abrasive Cleaning to Historic Buildings
7. The Preservation of Historic Glazed Architectural Terra-Cotta
8. Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
9. The Repair of Historic Wooden Windows
10. Exterior Paint Problems on Historic Woodwork
11. Rehabilitating Historic Storefronts
12. The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)
13. The Repair and Thermal Upgrading of Historic Steel Windows
14. New Exterior Additions to Historic Buildings: Preservation Concerns
15. Preservation of Historic Concrete
16. The Use of Substitute Materials on Historic Building Exteriors
17. Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character
18. Rehabilitating Interiors in Historic Buildings — Identifying Character-Defining Elements
19. The Repair and Replacement of Historic Wooden Shingle Roofs
20. The Preservation of Historic Barns
21. Repairing Historic Flat Plaster—Walls and Ceilings
22. The Preservation and Repair of Historic Stucco

23. Preserving Historic Ornamental Plaster

24. Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches

25. The Preservation of Historic Signs

26. The Preservation and Repair of Historic Log Buildings

27. The Maintenance and Repair of Architectural Cast Iron

28. Painting Historic Interiors

29. The Repair, Replacement, and Maintenance of Historic Slate Roofs

30. The Preservation and Repair of Historic Clay Tile Roofs

31. Mothballing Historic Buildings

32. Making Historic Properties Accessible

33. The Preservation and Repair of Historic Stained and Leaded Glass

34. Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament

35. Understanding Old Buildings: The Process of Architectural Investigation

36. Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes

37. Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing

38. Removing Graffiti from Historic Masonry

39. Holding the Line: Controlling Unwanted Moisture in Historic Buildings

40. Preserving Historic Ceramic Tile Floors

41. The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront

42. The Maintenance, Repair and Replacement of Historic Cast Stone

43. The Preparation and Use of Historic Structure Reports

44. The Use of Awnings on Historic Buildings: Repair, Replacement and New Design

45. Preserving Historic Wooden Porches

46. The Preservation and Reuse of Historic Gas Stations

47. Maintaining the Exterior of Small and Medium Size Historic Buildings

48. Preserving Grave Markers in Historic Cemeteries

49. Historic Decorative Metal Ceilings and Walls: Use, Repair, and Replacement

50. Lightning Protection for Historic Buildings

CHAPTER 4: Design Standards for All Districts

Secretary of the Interior's Standards for Rehabilitation

These standards are used by a municipality's lead agency to guide their decisions and it is recommended that property owners consult them when planning work on their buildings. These Standards can be found at https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm .

SIS 1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the character defining characteristics of the building and its site and environment.

SIS 2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterized a property shall be avoided.

SIS 3. Each property shall be recognized as a physical record of its times, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

SIS 4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

SIS 5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

SIS 6. Deteriorated features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

SIS 7. Chemical or physical treatments, such as sandblasting, that cause damage to historical materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

SIS 8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

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

SIS 10. New additions and adjacent or related new construction shall 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.

CHAPTER 4: Design Standards for All Districts

F. Guidelines for Existing Buildings and Structures in the Phillipsburg Historic District:

SECTION 1. CLEANING HISTORIC BUILDING

Cleaning a historic structure is often overlooked as a possibility for improving a building's appearance. Cleaning may also be a necessary step in the preparation of facades for certain types of work. Masonry should only be cleaned to halt or prevent deterioration or to remove severe soiling. Cleaning of a building's exterior should be done using the gentlest means possible. See the Secretary of Interior's Standards #7 for reference (pg. 13). Clean a few test patches to determine which cleaning method is appropriate for the facade(s) PHPAC recommends cleaning with a low-pressure water wash (max. 400 psi) with soft bristle brushes and mild detergents Sandblasting, harsh chemical cleaners, and high-pressure washes are destructive to the masonry surfaces and are not permitted. If masonry is in poor condition and has suffered mortar deterioration, cracks in joints, loose bricks, damp walls, or damaged plasterwork, the brick should be repointed prior to any cleaning.

Additional information on repointing can be found in Preservation Brief #1 prepared by the National Park Service. Information on where to find Preservation Briefs is found at the beginning of this guideline.

SECTION 2. MASONRY REPAIR

A variety of masonry materials are found throughout the historic district, including brick, stone, terra cotta, and stucco. Regular maintenance of masonry and mortar joints in masonry structures will yield the longest life span of historic masonry. Damage to masonry elements and character-defining masonry features should be repaired rather than replaced. If replacement is necessary, the new element should match the original design and materials as closely as possible. If historic masonry features such as door pediments or hood molds are missing, and no historic photographs or documentation exist, a new design that is differentiated, yet compatible with the original design in terms of size, scale, materiality, and color is appropriate. Masonry elements should be maintained to prevent water penetration, as well as maintenance of roofing, flashing, drains, gutters, and downspouts. Installing stucco or artificial stucco (EIFS or Exterior Insulation) over historic brick, stone, or terra cotta walls is not permitted. Proposed work must be reviewed by the Commission.

Repointing

Masonry buildings constructed prior to c.1910 did not use Portland cement, a hard cement commonly used in buildings constructed since. Early mortar was typically mixed to be softer than the surrounding brick or stone, allowing it to serve as a cushion when the masonry material expanded or contracted. Mortar that is too hard will often not withstand the stress of movement and result in cracking and spalling of the masonry. Most problems associated with historic masonry are due to deteriorated mortar joints or water infiltration at the roof. The deterioration is most often caused by weathering, temperature extremes, poor maintenance, or poor design/materials. The process of removing deteriorated mortar, mixing new mortar, and repairing joints is known as repointing. New mortar should be compatible with the original in hardness, composition, color, and joint style. Repointing is painstaking, specialized work that should be undertaken by experienced craftsmen during appropriate temperatures, employing proper mortar type, and matching joints to the old style, color, and texture.

The Commission recommends using a high lime mortar: 1 part hydrated lime with 2 parts (by volume) sand of appropriate historic color, water to mix. To improve workability/drying, some Portland cement can be added (should not exceed 20% of the volume of lime and cement combined). Mortar mixtures which contain a high Portland Cement content are too hard

and can cause significant damage to historic masonry. Grinders should not be used to remove old mortar as they can cut into brick and enlarge joints inappropriately.

Painting and Masonry Sealants

The painting or sealing of historically unaltered brick or stone is not appropriate or recommended. If masonry is not well maintained, paint and sealers cannot solve an infiltration problem. Painting and sealants can trap moisture in a masonry wall, which can cause failure, trap moisture and lead to deterioration. Water absorption is not normally a problem in a well maintained and properly pointed masonry wall and in most cases, repointing and replacing damaged masonry is the best remedy for a wall. Painting historically unpainted surfaces is usually not appropriate except under circumstances where the masonry surface is highly deteriorated, and painting will help preserve the wall and must be reviewed by the Commission. If painting is to be implored, the use of historic paint colors typical for the age and style of a building is recommended, please refer to Section 9 for the Commission's guide to paint colors. Removal of paint from a building that has been historically painted may not be appropriate. If paint removal is necessary due to paint failure, the gentlest method possible should be employed.

Additional information on repointing can be found in Preservation Brief #2 prepared by the National Park Service. Information on where to find Preservation Briefs is found at the beginning of this guideline.

SECTION 3. ROOFING

Historically, non-combustible materials such as slate, terra-cotta and metal were the preferred materials for roofing. Historic roofing materials that contribute to a building's architectural character and are visible from the public right-of-way should be preserved. The most cost-effective and appropriate way to preserve historic roofing is through regular maintenance.

Retaining a building's historic roof through proper maintenance and repair is essential. Roofing that cannot be repaired and requires replacement should replicate the historic roofing in material and color. Alternate materials that simulate historic materials may be appropriate.

Slate Roofing

After each winter, a slate roof should be inspected and cracked, broken, or missing slates be replaced. This is generally a relatively inexpensive project to undertake if done on a yearly basis. Replacing slate shingles with asphalt shingles on a gable or hipped roof is not recommended but may be acceptable on a case-by-case basis when the slate or fasteners have reached the end of their serviceable life. A pre-application review is recommended when considering replacing slate with alternate materials (See alternate materials section on pg. 26).

Metal Roofing

Metal roofing was typically installed as flat sheets with either flat seams or standing seams. Porch roofs are generally the most visible locations where metal roofs are found. Early metal roofs were often made of terne (a thin sheet steel with an alloy coating of lead and tin) which requires regular painting. Replacement of a deteriorated metal roof with new metal roofing is generally historically appropriate. Terne is still available, but the alloy coating is now mostly zinc instead of lead. Historically terne was painted with Tinners' red or Tinners' green. Traditional flat seamed metal roofs should be replaced with new flat seamed metal in historic colors wherever possible. Traditional standing seam metal roofing profiles in historic colors are recommended if replacing a standing seam metal roof. Replacing a flat seamed metal roof with a thermoplastic roof (such as Duro-Last or Sarnafil) may be historically acceptable but requires review. Because EPDM (ethylene propylene diene monomer, a synthetic rubber) roofing or rubber roofing does not come in historically compatible colors, it is generally not recommended on visible roofs. Use of modern pre-formed standing seam metal roofing may be acceptable

but requires review by the Commission. Trim pieces required in some pre-formed metal roofs can be inappropriate in terms of scale.

Alternate Roofing Materials

There are instances where historic materials may deteriorate beyond repair and in-kind replacement may be infeasible or not possible. The lack of availability or the excessive cost associated with in-kind replacement may make the use of alternate materials acceptable. Alternate materials should closely replicate the historic roofing. Fiber reinforced cement shingles and rubber simulated slate shingles are generally acceptable substitutions for replacing natural slate shingles. Replacement of existing asphalt or fiberglass shingles with shingles that resemble the existing roofing material is acceptable. Replacement of natural slate shingles with asphalt/fiberglass 3-tab shingles that match existing/historic shingle size, shape and color is also typically acceptable. "Architectural" shingles that recall the appearance of wood or cedar shake roofing are not appropriate.

Gutters and Downspouts

The use of half-round metal gutters and smooth or corrugated round metal downspouts is historically appropriate. New copper, lead coated copper and terne coated stainless steel (TCS) gutters, downspouts, scuppers, and leader boxes weather naturally and develop a patina. Aluminum and galvanized steel gutters, downspouts, scuppers, and leader boxes should be painted to match the existing color. Built-in box gutters must be preserved. Box gutters should be relined with new metal or an appropriate roofing membrane to eliminate leaks that will damage historic wood cornice materials. K-style gutters are not historically appropriate and are not permitted. PVC or vinyl gutters or downspouts are not appropriate and not permitted.

Chimneys

The location, size and appearance of chimneys contribute to a building's architectural character. The exterior appearance of a chimney should be maintained visually regardless of any interior alterations. Replacing a chimney should be a historically accurate reproduction of the original chimney and include all drip courses and corbels. Historic chimneys should not be removed or obscured in any way. Stucco and tar are not acceptable materials for chimney repair.

Dormers

Gable and hipped-roof dormers are common and can act as both functional additions and decorative features. They help increase usable floor space in attics and add visual interest to roofs. Reconstructing a dormer that existed historically on a primary or secondary façade is appropriate. Gable dormers with 1 or 2 windows are appropriate. New construction of a historically non-existent dormer on a secondary façade is often appropriate for some architectural styles. Gable, hipped, or shed roofs may be appropriate depending on style. Commission approval is required. New construction of a historically non-existent dormer on a primary façade is typically not appropriate but should be reviewed in the context of neighboring properties.

Skylights

Skylights are typically modern alterations to a historic building and should be placed on secondary facades. New skylights on primary façades visible from the public right-of-way are not appropriate and not permitted.

Additional information on roofing can be found in Preservation Brief #4 prepared by the National Park Service. Information on where to find Preservation Briefs is found at the beginning of this guideline.

SECTION 4. WALLS, SIDING, TRIM AND DETAILING

Stucco

Stucco finish was applied at the time of construction over rubble stone or as a design element. Stucco was used increasingly beginning in the early twentieth century as a remodeling material for new additions or deteriorated building

exteriors. Problems with stucco typically are due to water infiltration but can also be caused by an inappropriate mortar mix, poor installation, weathering, or building settlement. In the instance where the installation of a stucco finish is approved for use on a building, a smooth sand finish will generally be required. It may be acceptable to remove stucco finishes to expose historic masonry if the building was not originally stuccoed. The removal of stucco finishes can be difficult and may damage original masonry. The removal of stucco should be reviewed on a case-by-case basis. Stucco elements should be regularly maintained to prevent water penetration, as well as maintenance of associated roofing, flashing, drains, gutters, and drip edges. A new stucco finish on a primary facade is not historically appropriate. A stucco finish should not be applied over historic brick, stone, or wood siding/shingles.

Stone and Brick Masonry

Masonry construction was a common construction method of residential and commercial buildings. In most cases, the masonry was left unpainted and not stuccoed. The removal of existing brick or stone coatings may be difficult and can cause further damage to the original masonry. If there is simulated brick or stone facing tightly adhered to historic masonry, the facing should be maintained. Repointing existing brick or stone masonry is appropriate. Removal of deteriorated brick and stone facing should be reviewed for feasibility and appropriateness of removal. Painting or stuccoing of historic brick or stone masonry is not recommended and should be reviewed for appropriateness with the existing historic character of the building Simulated brick or stone facings should not be installed over historic masonry.

Wood Siding

Wood siding is found on many residential and commercial buildings. It is also very common on additions constructed at the rear or sides of all styles of buildings. In-kind replacement of deteriorated wood siding is acceptable and is preferred. The material selected for in-kind replacement of wood siding should be of a similar dimension, profile, and appearance as the historic wood siding. Whenever possible, the same species of wood should be used. Removal of aluminum or vinyl siding to expose historic brick or wood siding is acceptable and encouraged.

Fiber cement siding (smooth, with no grain texture) as a substitute material in the replacement of wood siding may be reviewed. Vinyl or aluminum cladding, which is not intended to imitate wood lap siding (4.5”-6”), is not recommended, but may be approved on a case-by-case basis. Covering bay windows with vinyl or aluminum siding is historically not appropriate.

Trim and Detailing

The terms trim and detailing refer to corner boards, window and door surrounds, brackets, moldings, and other decorative architectural features. Wood trim and detailing should be repaired or replaced to match the historic appearance. It is highly encouraged to remove any materials, such as aluminum, that are covering historic trim and to repair or reconstruct historic trim and detailing. See the Secretary of Interior’s Standard #5 for reference. Capping or covering trim and detailing with vinyl or aluminum is not acceptable. Capping can trap moisture and lead to deterioration and decay of historic features.

New Openings

Maintaining reversibility of alterations is important in historic preservation. The addition of a new opening in a historic façade is destructive and not easily reversible. This means a new opening in a primary façade is generally not appropriate. It is understood that over time, a building’s use may need to change or evolve. While new openings in secondary facades are still discouraged, they may be acceptable upon review. All new openings should be compatible with the building’s historic character and match the proportion of other historic openings. The restoration of a historic window or door opening to its historic appearance is appropriate. The conversion of a door to a window opening or a window to a door opening is acceptable only on a secondary facade. Windows and doors on primary facades should never be blocked in or altered in size.

Unique Features

There are instances where historic buildings may contain architectural features that are original to the structure but unique to the designated historic district. It is highly encouraged to retain these unique historic features. The replication of features through historical evidence or photographs and replacement of missing unique features is encouraged.

Additional information on walls, siding, trim, and detailing can be found in Preservation Brief #2, 5, 9, and 10 prepared by the National Park Service. Information on where to find Preservation Briefs is found at the beginning of this guideline.

SECTION 5. HISTORIC WINDOWS AND MAINTENANCE

Windows typically comprise at least one quarter of the surface area of exterior walls of most historic buildings. Windows and their trim, shutters, and associated decorative elements, are important character-defining features of historic buildings and are key determinants of their age and style.

Double hung windows are the most common historic window types. Windows, regardless of type, can feature different muntin patterns or pane (light) configurations, which are typically linked to a building's period of construction and style. Late nineteenth-century architecture, such as Queen Anne and Italianate style buildings, often exhibit windows of various shapes and elaborate frames, trim and casing details and applied ornament. When the Colonial Revival style grew in popularity in the early twentieth century, the use of multi-light windows with narrower frames and casings was prevalent.

Window Configurations

Different window light configurations are intrinsically linked to specific architectural periods or styles. Altering the window type, muntin configuration and placement, shape, size, and component dimensions can substantially alter the historic appearance of a building's facade.

Window Repair

The repair of historic windows is recommended over replacement since windows are typically some of the most character-defining features of the building's historic significance. Repairing historic windows and installing interior or exterior storm windows can frequently satisfy many of the requests for window replacement due to increased energy efficiency. It is also recommended to install weather-stripping, caulk or glazing putty to reduce air infiltration. The number, location, size and muntin patterns of windows are all important details that should be preserved whether the proposed work involves repair or replacement. Windows with unique features such as stained glass, leaded glass, fanlights, or sidelights should be repaired or restored. The replacement of these unique details can be costly, and it can be difficult to replicate these unique features. The wood used to fabricate historic windows is dense, old-growth wood that is naturally rot-resistant. This wood is irreplaceable and is another reason to save historic windows and sashes.

Window Replacement

The replacement of a window refers to the installation of a new custom-sized wood sash window into an existing window wood frame. Window replacement is recommended only for windows with irreparable deterioration. See the following section Window Troubleshooting for a guide to testing wood window deterioration. If the repair of a window is deemed not possible and replacement is required, the replacement unit should match the historic window unit in design, dimension, and muntin configuration. The replacement of a historic wood window with a new aluminum-clad wood or wood composite window should be reviewed for compatibility. In all cases, the appearance of divided lights on a historic window must be retained through the use of simulated divided lights (SDL) on the new window.

Property owners are encouraged to investigate the character-defining elements of their windows prior to undertaking modifications and to consult with the PHPAC for advice on repair or replacement. If replacement is necessary due to extensive, irreparable deterioration, documentary photographic evidence must be provided with an application to the PHPAC for review. The PHPAC strongly encourages retaining and maintaining historic windows. If necessary, replacement

of historic wood windows on a primary facade with new wood, aluminum-clad wood, smooth fiberglass, or wood composite windows may be acceptable depending on the condition of the existing historic wood windows. Factory finish or on-site painting is recommended. Replacement with historically appropriate glass (clear unless replacing colored glass), muntin pattern (true divided light or SDL), configuration, operation, profile (muntin depth to be at least 1/2"), size, and hardware. Re-use serviceable architectural trim and hardware. Relocating historic windows to publicly visible facades and replacing historic windows at less visible secondary facades is recommended. Replacement of historic windows on secondary facades with alternate materials must be reviewed by the PHPAC for compatibility and proposed specifications provided. Creating new openings on publicly visible facades. Replacement windows must match the size and profile of the existing historic windows. It is not acceptable to decrease the window size more than 1 1/2" or to infill the original profile to allow for the installation of a stock window unit size Using vinyl or similar material with flat profiles Installing muntin's between glazing layers or at interior only is typically not approved. Replacement of a component or window unit is not permitted if repair can still improve the window's performance and preserve historic elements. Improvements in thermal performance can be achieved through installing interior or exterior storm windows (See following section). The replacement of historic window units with a completely new window unit to improve thermal performance is not recommended (See Section Energy Efficiency).

Exterior Storm Windows

When installed correctly, storm windows are an unobtrusive and effective way of improving thermal efficiency and preserving historic wood sash. The installation of wood or aluminum storm windows in double hung window configurations is typically appropriate. Aluminum storm windows should be simple and unobtrusive in appearance and should not have a mill finish. Storm windows should be custom- sized to fit each window frame properly. The horizontal rails of the storm window must align with the meeting rails of the historic window. Aluminum storm window frames should have a factory finish that matches the window trim or sash, or blends with the building's color scheme.

Interior Storm Windows

The installation of interior storm windows is recommended on buildings that are fully air-conditioned and when windows are not required to be opened for ventilation or as a means of egress. Interior storm windows are also recommended for irregularly shaped windows or windows with multiple lights. In these instances, interior storm windows provide thermal efficiency improvement without detracting from the exterior appearance. Interior storm windows are typically constructed of a narrow aluminum frame and clear glazing and can be mounted with screws or magnets.

Shutters

Shutters were used as window shielding devices. Typical historical shutters feature two types: paneled wood shutters on the first story to create a solid barrier when closed, and louvered wood shutters on the second story, used to regulate air and light. Existing historic shutters (paneled or louvered) should be preserved and repaired. The installation of new shutters is only appropriate where shutters existed previously. The historic precedent for shutters on a building should be physically evident through surviving shutter hardware, window features, or documented in historic photographs. The appropriate size of shutters is one-half the width of the window sash.

Window Screens

It is recommended to install window screens that fill half of the window, since full-size screens obscure historic windows. The PHPAC recommends maintaining existing historic shutters and installing new or replacement shutters where they existed previously. New and replacement shutters should be painted wood, properly sized for the window opening, appear operable and mounted using historically appropriate hardware including hinges, shutter dogs and slide bolts. Painted composite wood shutters may be an acceptable substitute for painted wood shutters if the style, thickness, and dimensions match. If there is no precedent for shutters on a building, the addition of shutters is inappropriate. Vinyl or aluminum shutters are inappropriate for use in a historic district and are not approved. Shutters screwed or nailed to the face of the building are not appropriate. In many cases, selective repair or replacement of damaged component parts and

a more regular maintenance program can meet the performance and budget desired. See the following section for historic window maintenance tips.

Historic Window maintenance and Troubleshooting

Typically, property owners do not pay much notice to their windows until a problem occurs, such as operation malfunctions, leaking, air infiltration, and general maintenance of workability and appearance. A poorly maintained window will generally look worse than its actual condition, and replacement of an entire wood window is rarely necessary or economical.

To improve window operation:

- Test functionality of the sash cords, chains, and weights
- Remove built-up paint
- Repair or replace deteriorated components, such as parting beads that divide sashes To reduce air and water infiltration
- Install weather-stripping between moving components (good quality metal weatherstripping can last at least 20 years)
- Replace broken glass
- Re-caulk window frame perimeter joints
- Remove and replace missing or cracked glazing putty
- Add sash locks to tighten windows
- Add an interior storm window to improve energy performance
- Insulate weight pockets if not used to reduce solar heat gain or heat loss
- Install operable exterior shutters where historically appropriate
- Install interior blinds or curtains
- Plant deciduous trees at south and west facades to block summer sun and allow in winter sun and plant conifer trees at north elevation to reduce the effect of winds
- To improve general maintenance, implement a schedule of regular review, repairs, and repainting of historic windows

To Test Wood Deterioration:

- Probe the deteriorated element with an awl or ice pick
- Pierce the element perpendicularly and measure the penetration depth and damp wood at an angle to determine the extent of splintering historic window guidelines The following guidelines apply when evaluating historic window repair or replacement.

1. Perform routine maintenance.
    - Replace broken or missing components such as trim, glazing or sash cords.
    - Verify that caulking, glazing putty and weatherstripping is securely applied and repaint
2. Treat/repair deteriorated components
    - At the early stages of wood deterioration, it is possible to complete in-place treatments that do not necessitate component replacement. This includes treating wood for insects or fungus, epoxy consolidation, applying putty at holes and cracks and painting.
    - Metal window components, often found in Tudor Revival buildings, require regular maintenance to prevent deterioration such as bowing or rusting.
    - Regular scraping of surface rust and application of a rust-inhibitive paint will allow windows to remain serviceable for a significantly longer period of time.
3. Replace deteriorated components.

- Replace either the deteriorated portion of the component with a "Dutchman" (refer to image at top left) or the entire component if very deteriorated. A "Dutchman" is a repair with a piece of the same material in a sharp-edged recessed cut and can be used for wood or metal components, although metal typically requires a skilled metal worker. The replacement pieces should match the original in design, shape, profile, size, material and texture. New sills are usually easily installed, while complete sash replacement might solve problems of broken muntin's and deteriorated rails.

4. Replace window - If the majority of the window components are missing or deteriorated beyond repair and require replacement, specific unit replacement in-kind might be warranted.

Historic wood Windows

Wood windows were historically manufactured from durable, close, straight-grain hardwood of a quality uncommon in today's market. The quality of the historic materials and relative ease for repairs allows many well-maintained old windows to survive from the 19th century or earlier. Replacement windows and their components tend to have significantly shorter lifespans than historic wood windows. See Chapter 13. Energy Efficiency for more specific information regarding historic wood windows. Selecting replacement windows is further complicated by manufacturers who tend to offer various grades of windows, with varying types and qualities of materials and warranties. Today, lower cost wood windows are typically made from new growth timber, which is much softer and more susceptible to deterioration than hardwoods of the past. Vinyl and PVC materials, now common for replacement windows, break down in ultraviolet light, and generally have a life expectancy of less than 20 years. Due to the great variety of finishes for aluminum windows, they continue to be tested to determine projected lifespans. Other areas of concern with replacement windows, beyond the quality of construction materials used in the frame and sash, are the types and quality of the glazing, seals, fabrication and installation. Double glazing or insulated glass, used in most new window systems, is made up of an inner and outer pane of glass sandwiching a sealed air space. The air space is typically filled with argon gas with a perimeter seal. This perimeter seal can fail in as few as 10 years, resulting in condensation between the glass layers, necessitating replacement to allow for clear visibility. Many of the gaskets and seals that hold the glass in place also have a limited life span and deteriorate in ultraviolet light.

Significant problems with replacement windows may also result from poor manufacturing or installation. Twisted or crooked frames can make windows difficult to operate. Open joints allow air and water infiltration into the wall cavity or interior. Researching vendors is important when selecting appropriate window replacements. Reputable vendors typically provide a better selection and higher quality replacement window types than companies that advertise in mailings and sell in bulk. Manufacturers' information can typically be found on their websites or catalogues. Costs that should be anticipated when replacing windows include:

- Labor to remove old windows
- Environmental costs of disposal and transportation (to landfill, from factory)
- Purchase and delivery costs
- Labor and materials to modify existing
- Life-cycle costs associated with more frequent replacement of new windows

Select reputable manufacturers and installers with stable businesses and honor warranties. Install high quality wood windows and components when replacement deemed absolutely necessary. Review grades of windows offered by manufacturers before selecting. Review limits of the warranties for all components and associated labor required for replacement before selecting a window and installing.

Component Replacement Options

Deteriorated sills, sash, and muntins are typically repairable by skilled craftsmen with wood consolidant or custom-made replacement parts and it recommended. Otherwise, it is highly encouraged to consider selective in-kind replacement of deteriorated sections before replacing the full sash or sill. The benefits of repairing or replacing existing components is to

preserve the original architectural materials and historic character. Original timber, typically used in historic windows, remains serviceable for longer than standard-quality replacement units.

Additional information on repointing can be found in Preservation Brief #9 prepared by the National Park Service. Information on where to find Preservation Briefs is found at the beginning of this guideline.

SECTION 6. HISTORIC DOORS

Doors, like windows, serve an essential role in defining a building's architectural and functional character. Doors provide access to people, light, and air into a building, as well as create a threshold between the exterior and interior.

Door Types and Styles

In general, most historic doors are constructed of wood and are either solid or contain partial glazing at the upper portion. Paneled wood doors are the most common in historic residences. Historic doors typically fall into two categories - formal entry doors with ornamental trim and surrounds, which vary by style, and more informal doors with less architectural detailing. Traditionally, historic door hardware also complements the building's overall historic style. By the mid-18th century, paneled wood doors became most prevalent and remain the most common historic residential door type in the United States. Paneled doors can be constructed in a variety of configurations, depending on the architectural style and period of the building. The amount of glazing found in doors increased by the late 19th century with a variety of single and multi-light panels. By the 20th century, new door types emerged, including flush wood and metal doors and fully glazed wood-framed doors, and glass doors. Other types of doors include hinged, sliding, double or paired, bi-fold, batten, pocket, and overhead.

Door styles tend to correspond with the architectural style of the building, with some examples representing more of a "high-style", while others are simpler interpretations. Thus, like windows, doors are highly important architectural features and considered a priority for maintenance and repair when striving to retain a building's historic character.

Repairs

Since doors tend to be the most operated architectural feature on the exterior of a building, they tend to deteriorate from wear or damage and generally require more regular maintenance than windows or siding. The repair of a historic door is recommended over replacement. The material, size, panel configuration and glazing pattern of a door should be preserved and selectively repaired. Unique features of doors, such as transoms, sidelights, stained glass, leaded glass, or cut glass should be preserved and repaired.

Replacement

A replacement door refers to the installation of a new wood door utilizing the existing door frame. The replacement of a door is only appropriate for doors with irreparable damage or deterioration. If a door requires replacement, the new door should match the historic unit in design, dimension, and glazing configuration. A replacement door should be sized to fit the existing opening and must match or be of an appropriate material, style, panel and/ or light configuration. Typical styles and configurations appropriate include 4 or 6 panel wood doors, partially and fully glazed doors (single and multi-light) with light configurations appropriate with the style and configuration of the existing windows or other doors. Selective repair or restoration of a door and trim is always recommended. The replacement of an existing door with a new historically appropriate, wood door is permitted if proven irreparable, and a new door should be hung in the historic jamb and opening. Smooth, painted fiberglass doors may be acceptable as a substitute for the replacement of a non-historic wood door. Specifications of the proposed door should be provided for review. Removing, covering or concealing an existing transom or trim is not appropriate. Installation of prehung doors are not acceptable on primary facades. The replacement of a door for the purpose of improving thermal performance is not recommended. The thermal performance of an existing historic wood door can be improved with proper weather stripping and caulking.

Hardware Replacement in-kind of historic door and window hardware is encouraged when possible. Otherwise, period appropriate hardware should be selected. Combination locks and similar style hardware are typically not appropriate and should be reviewed for compatibility.

Door maintenance and troubleshooting

To improve operation of historic doors:

- Verify that doors fit properly in their frames and joints are tight
- Verify that hardware is operational, particularly that hinges are tight and hinge pins not worn out
- Remove built-up paint at door and jambs
- Repair or replace deteriorated components such as trim and stops to reduce air infiltration:
- Install weatherstripping between door and frame
- Replace broken glazing and remove and replace missing glazing putty
- Re-caulk perimeter joints around frame
- Install a storm door

Weather Stripping and Caulking of Historic Doors and Windows

The proper application of weather stripping and caulk around historic windows and doors can greatly decrease air and water infiltration. It is important to select materials that are appropriate for the specific application, and to follow manufacturer's installation guidelines for best results. Weather stripping is used between the moving parts of windows and doors, and thus is highly susceptible to damage and can easily become loose, bent, or torn if not regularly maintained. At high use locations, such as primary entry doors, it is advantageous to install more durable weather stripping, such as spring metal felt, or soft rubber tubing type weather-stripping. Caulk or other sealants should be used throughout the exterior of a building, specifically at locations where two different materials coincide and at expansion or contraction joints. Typically caulk or other sealants can be painted or sanded to minimize noticeable appearance. See illustration at top right of the recommended locations for weather stripping and caulk. Recommended to install weather stripping or caulk that is the appropriate material for the specific exterior application; higher use applications should likely be spring metal or felt Recommended to paint or caulk with compatible-colored caulk if it is desired to minimize its visual appearance. Exercise care when removing old caulk that might contain lead Installation of inappropriate weather stripping or caulk for specific applications in terms of its materiality and durability.

Additional information on historic windows and doors can be found in Preservation Brief #9 prepared by the National Park Service. Information on where to find Preservation Briefs is found at the beginning of this guideline.

Surrounds and Trim Exterior

Wood trim and surrounds, frame, protect, and enhance historic windows and doors and serve as the transition elements between adjoining wall surfaces. Functionally, trim creates a weather-tight enclosure at the joints between materials. Wood trim and ornament profiles, details, and sizes All types of trim and surrounds are important features of a building's architectural character and should be replaced in-kind if repair is needed or previously removed. If all original trim has been removed, simple examples from similar style/age buildings should be consulted. Retaining and maintaining historic wood trim and surrounds at doors and windows. If removed, replace missing trim in-kind based on historic photographs or examples of similar style/age. Removing original window and door surrounds and trim capping or cladding of original window and door surrounds and trim sidelights. Sidelights are windows that flank a main entry door. There can be one sidelight or more commonly two, and the size, shape, and glass type can be customized to complement the door and building style. The width of sidelights should range from 6"-8" and typically align with the door height. If a historic sidelight was removed, replace with an in kind sidelight and muntin pattern, historic door sidelights should not exceed 1 foot in width.

Typically, exterior access to building rear entries, especially in rowhomes, was historically provided by means of a narrow, often covered walkway, or grocer's alley at street level. In later rowhomes, the basement level was accessed via a short flight of steps. Grocers would typically deliver fresh food and milk to rear kitchen doorways. Two types of alley or rear doors were popular, including wooden doors (either solid or with grilles for air circulation) and iron gates. As with other doors, repair of historic alley doors is strongly recommended. The repair or restoration of a historic alley or rear door is recommended. Replacement of a missing or inappropriate style alley door with a wood door that is similar in design to the historic door. A painted smooth fiberglass door may be acceptable for paneled style alley or rear doors. Replacement of a historic alley or rear door with a steel door is not appropriate.

Garage Doors

The repair of a historic garage door is recommended over replacement. If an existing garage door requires replacement, a paneled wood, Masonite, or smooth metal with composite material overlay is recommended. Repair of a historic garage door is encouraged over replacement. Replacement of a garage door on a primary or visible secondary façade must be reviewed. Replacement of carriage house doors and barn doors must be reviewed for compatibility. A paneled garage door is recommended. Screen and storm doors should obscure as little of the historic exterior as possible and should be selected to be compatible with existing window and door types and styles. Typically, compatible doors feature wood rails that align with the rails and glazing patterns of existing associated elements. Install appropriate type and style of screen or storm doors, which typically feature a wood framed opening with a large screen and minimal ornament; if there is ornament, it should be of the same style and color as associated elements Install removable storm/screen doors to allow for easy maintenance. It is not appropriate to install vinyl, Plexiglas, acrylic, or bare metal storm/screen frames, nor is it recommended to install a visually opaque screen material to obscure historic doors. It is not historically appropriate to adhere or fasten storms/screens directly to trim Crossbuck designs.

SECTION 7. PORCHES, STOOPS, AND STEPS

The character-defining features, materials, configurations, details and dimensions of porches, porticoes, stoops, and steps should be preserved and repaired. Porticoes are a type of front entry porch typically supported by Classically inspired columns. Porch roofs should be preserved and repaired. If features of porches or stoops require replacement, the replacement feature or component should replicate the historic material, configuration, dimension, detailing, and design, and be in compliance with local code requirements. New or replaced steps should feature bull-nose treads and straight back risers, and not angled risers. A design with nosing is typically more historically appropriate and provides the nosing dimension often required by code. Decking with deteriorated tongue and groove boards should also be replaced in-kind. Replacement of wood decking with synthetic materials is usually not appropriate unless the tongue and groove configuration and board size can be matched. Use of angled risers, vinyl railing systems and unpainted pressure treated lumber is not historically appropriate and not approved. Covering wood porch floor decking with ceramic tile is not historically appropriate and not permitted. Covering wood porch floor decking with carpet is not historically appropriate and will lead to further damage and rotting of wood. Installing ceiling fans on porch ceilings is inappropriate and not recommended.

Additional information on historic wooden porches can be found in Preservation Brief #45 prepared by the National Park Service. Information on where to find Preservation Briefs is found at the beginning of this guideline.

SECTION 8. COMMERCIAL PROPERTIES

A large part of downtown Phillipsburg's vitality can be attributed to the variety of its businesses and thus existing historic commercial properties in downtown Phillipsburg should be preserved and/or renovated whenever possible. The visual appeal and general maintenance of a storefront greatly influences a passerby's overall perception of a building and

business inside. Since a positive impression is essential to draw new customers, regular maintenance and careful design is important for the town's continued success as a commercial center.

Storefronts

The storefront is one of the most significant architectural features of a commercial building and overall streetscape. Historic storefronts were typically framed with wood or metal and feature glazed transoms and large glass display windows and recessed entries, allowing business owners to maximize the visibility of their wares and attract customers. Although the specific configuration of a storefront can vary widely based on architectural styles, repair and alterations should be based on historic research and should be compatible with existing storefronts in the historic streetscape.

Many commercial buildings include ground floor storefronts with office space above. When no historic precedent for a storefront can be found, alterations should be compatible with the character of the building and the district.

Storefront Cornices

Storefront cornices are protective moldings at the top of storefronts, providing a visual cap to the first floor and separation from the upper floors. Cornices are typically constructed of wood, pressed metal, limestone, terra cotta or decorative brick patterns. Details can include brackets, dentils and panels.

Storefront Transoms

Storefront transom windows are located above the display windows and doorways and provide additional daylight and can be either fixed or operable for ventilation. Transoms can be either single or multi-light and historically were often leaded, stained, or textured glass. Transoms can also include signage, lettering, or other ornamental details.

Display Windows and Entryways

Display windows are typically large expanses of glazing to provide ample space to present merchandise in a shop. Display windows typically flank the entry doorway or alcove to a store and can include additional advertising to further attract potential customers. Recessed entry alcoves are often sloped, providing access to customers in wheelchairs or with strollers. Storefront Aprons (knee walls) Aprons or knee walls serve as the bases of storefronts and at the interior can provide a raised platform for display. Aprons are typically constructed of wood or masonry and can be painted or clad with ceramic tile or stone.

Mid-century modern storefronts

Although most people do not consider post WWII buildings to be historically significant; mid-century modern commercial building storefronts should remain intact if they were designed by a significant architect, possess representative architectural features of the era, or are exceptionally well-executed with quality materials. While there are not many mid-century modern examples remaining in Phillipsburg, proposed renovation work to storefronts of this style should be compatible with the materials, colors, and any distinctive features of the mid-century modern style.

Storefront Treatment Methods

Altering storefronts can be a costly endeavor and if not properly planned, changes might negatively impact a building's design or business. Prior to repairs or alterations, a property owner should identify a storefront's character-defining features and consider alternative options. When considering storefront alterations, the following approach is recommended.

A. Identify Key Historic Elements

- Determine the character-defining features of the storefront, such as overall size, proportions, major divisions or bays, location of doors, windows, and other distinctive architectural elements. If no longer visible or extant, this can be determined from historic drawings or photographs.

B. Retain, Preserve, and Repair

- Once identified, character-defining features should be preserved in the proposed storefront design. Deteriorated elements should be stabilized, restored, or replaced in-kind with a similar substitute material to that of the original.

C. Complete Replacement of Storefront Full

- Replacement of a storefront is only recommended when the existing storefront materials are too deteriorated or damaged to be repairable, or when the historic storefront has been encased and the historic elements are still present to provide an accurate representation of the original design. Replacement with modern storefront elements is strongly discouraged; however, appropriate compatible alternate materials that convey the historic character can be utilized where the use of original materials is not feasible.

D. Historic Documentation Reconstruction

- If no obvious physical evidence of the historic storefront remains, historical documentation may exist on which to base the new design. Appropriate research is recommended to ensure the greatest degree of accuracy is achieved. Selective removal of newer storefront elements could reveal clues or "ghosts" of earlier storefront design elements. Potential sources of historic documentation to check may include old building records, photographs, newspapers, advertisements, or business promotional materials and postcards.

E. Reconstruction without Documentation

- If there is not sufficient information or documentation available, the new design should be compatible with the overall building and similar storefronts of that period in terms of scale, proportions, pattern, materiality, and color, yet also appear distinct as a new architectural feature so as not to be confused as a historic storefront.

Additional information on historic storefront repair can be found in Preservation Brief #11 prepared by the National Park Service. Information on where to find Preservation Briefs is found at the beginning of this guideline.

Commercial Storefront Guide

While each historic storefront is unique, the following guidelines provide general recommendations regarding alterations. Property owners are encouraged to consult with the PHPAC early in the process when considering modifications, since the PHPAC can sometimes provide information regarding appropriate historic styles and materials. The PHPAC typically approves proposals that follow the Storefront Treatment Methods discussed in the previous section. It is recommended to preserve and repair as many historic storefront architectural features as possible, including storefront display windows and overall configuration, such as retaining flush, projecting, or recessed areas like entry alcoves. It is also recommended to uncover and open up concealed original windows, doors, or transoms. Restored and new storefronts should be painted colors that complement the style and features of the existing building and adjacent storefronts on the streetscape. The design of a reconstructed storefront should be differentiated from the historic building elements, yet also compatible. New design elements should be carefully considered and reviewed by the PHPAC so any new historically inspired elements do not appear copied or incompatible with stylistic elements from similar storefronts of the period or the building's style. Carefully consider converting an originally commercial facade to residential (or vice versa) unless there is sufficient evidence to provide an accurate representation of a previous form/use. Enclosing or removing storefront elements, including cornices, transoms, or glazing is not encouraged and likely will not be approved. Altering the overall proportions, size, and scale of the storefront elements (windows, doors, transoms) and building is not encouraged. Installing inappropriate materials, such as vinyl siding, some types of wood siding, artificial brick, masonry, mirrored or opaque glass should be avoided. Installing window or through-wall AC units should not be visible from the public way.

SECTION 9. PAINTING

Property owners are encouraged to paint their homes and businesses in colors that are appropriate for the age and style of their building. Color that is integral to a new architectural element or product, however, is reviewed by the PHPAC. The most common of those materials include fiberglass or asphalt shingles, replacement windows with aluminum cladding, fiberglass, or composite windows, fiberglass doors, brick, and stone.

It is recommended that the colors for new architectural elements or products be chosen to be compatible with existing colors on the building and common historic colors found in the surrounding historic district. The PHPAC can provide guidance on this, and proposed colors can be reviewed by the PHPAC or historic consultant. Many major paint companies have historic color palettes that provide good guidance for appropriate color schemes.

SECTION 10. STREETSCAPES AND LANDSCAPE FEATURES

Decks and patios

The construction of decks and patios on secondary facades is acceptable. Traditional materials such as wood or brick are appropriate for the construction of new decks and patios. Decks and patios should not be installed on primary facades or highly visible secondary facades. Unpainted and unstained pressure-treated lumber or vinyl are not appropriate or approved.

Retaining Walls

While retaining walls are often built out of structural necessity, retaining walls must still be compatible with and contribute visually to the character of the historic district. Historic masonry retaining walls should be preserved and repaired. The new construction or replacement of retaining walls visible from the public right-of-way should be constructed of traditional masonry materials.

Landscaping and wall ivy

Although landscaping is not typically reviewed or regulated by the PHPAC, the following recommendations are provided as guidance to homeowners who have yards that front onto primary streets. Especially in the hillier areas, often these yards are higher than the sidewalk and defined and supported with retaining walls. Most front yards in the historic district were traditionally planted with grass and ornamented with flower beds. It is recommended to maintain yards with grass or low ground covers and plant beds. It is not historically appropriate to remove lawn or low vegetation and install stone or gravel. In addition to being historically inappropriate, the stone can wash out onto sidewalks causing a hazard. It is also recommended to retain wood or masonry front steps and railings and to reconstruct as necessary with historically compatible materials. Ivy is also important to control and properly maintain, as the roots take hold in masonry cracks and may cause structural damage and moisture trapping. Ivy should not be allowed to grow on masonry facades. Less invasive and destructive ivy species include Boston Ivy and Virginia creeper.

Fences along front yards, streets and sidewalks should not obscure the view of the front yard or building. Ornamental iron fences often are recommended as they provide the best balance of transparency and separation. Existing ornamental iron fences should be preserved and repaired. A low wood picket fence is also an acceptable fence style. Gates should not swing onto the public sidewalk. Fences that provide more privacy such as vertical board styles are acceptable for rear or side yards. If additional privacy is desired in a rear or side yard and an ornamental iron fence already exists, a wood fence may be installed behind the ornamental iron fence. Split rail, chain-link and plastic or vinyl fences are not compatible with the historic district and are not acceptable or approved.

Planters and window boxes

Planters and window boxes, although not always original historic features and not reviewed by the PHPAC, can greatly enhance the visual character of a building when considered properly. Moveable landscape planters made of red clay, wood or tinted concrete are recommended. Moveable planters should relate in size and scale to their location. Window boxes should be simple in design and should match the color of a building's trim or shutters. Window box sizes should match the width of the window opening. Window boxes should be mounted in a way that does not damage historic masonry.

SECTION 11. SIGNAGE

Historically, there are two types of signs: those that are attached to a building's facade (flat or projecting), and signs that are freestanding and placed near commercial entries. Since most buildings in downtown Phillipsburg are constructed near or at the property line, the majority of signs are attached to the buildings. Signs located in the historic district should be compatible with and appropriate for the materiality, style, and character of the building and surrounding streetscape. When mounting signs on masonry walls, anchors should be placed in mortar joints instead of in brick, stone or other masonry.

Types of Signs in Downtown Phillipsburg

Wall signs are the most common type of signage found, as explained above. These signs are single-sided and mounted parallel to and generally flush with the wall of a building. Pin-mounted signs are composed of individual letters or logos mounted flat against or just proud of a wall surface. Care should be taken to minimize damage to the wall construction during installation. Window signs are directly applied to the interior of the window or door glazing. Signs attached to the glazing are typically painted or composed of a vinyl applique or etched films. All window signs on display windows are subject to PHPAC review, while interior signs mounted back from the display window(s) are not but must still comply with the Codified Ordinances.

Carved or Routed signs include an opaque face which has been carved out to form lettering or a logo. Routed signs often feature a light source that shines on the sign. Neon signs were originally developed in the 1920s and consist of narrow, gas filled electrified tubes. Given the stylistically eclectic character of Phillipsburg's downtown district, the use of neon is carefully reviewed by the PHPAC to determine compatibility with the building and streetscape. In general, the use of neon is most appropriate on early to mid-20th century buildings in predominantly commercial locations.

Directory signs can be either freestanding or attached to a building and are most frequently used at professional offices where there are multiple businesses accessed via one common entrance. For consistency, individual business nameplates should match one another in terms of size, case, and font. Perpendicular projecting or blade signs are generally two-sided and suspended from an iron or metal bracket that is mounted perpendicularly to a building face or architectural feature.

Suspended signs are typically one or two sided and suspended from an architectural element, such as a balcony or porch, mounted parallel or perpendicular to the building.

Digital Signs (LED), Billboards, and Off-premises signs

Digital signs (LED), billboards (digital or static) and off-premises signs are not historically appropriate and are not approved in the historic district. The only exception is where a need can be demonstrated for frequently changing information for entertainment or similar businesses for small LED signage. Those businesses include theaters and music venues. The digital information signs must have black backgrounds and single-color lettering. No animation, flashing graphics, or scrolling will be permitted and the signs must operate at appropriate light levels for day and night. Digital signs must be turned off after hours. LED message signs are only acceptable at theaters and similar music venues where information must be changed frequently. Information on the sign should be changed only to announce different shows or performances LED messages shall have single color lettering only LED message signs shall be operated with black backgrounds only. Signs must be operated at appropriate light levels for day and night. Signs shall be used for the entertainment venue only and not to be sold for use to outside advertisers. Scrolling, flashing, or animation is not acceptable. Use of digital signs after hours is not acceptable.

Sign Materials

Historically, signs were made of wood and either attached directly to the building or suspended from metal brackets or overhangs. Following industrialization, a wider range of materials emerged, including bronze, cast iron, stainless steel,

glass, gold leaf, tile, terrazzo (in floors), concrete, enamel and metal panels. When using modern materials, they should be selected carefully to be durable and remain compatible with the appearance of more traditional materials. For instance, while plywood may replicate the look of a historic wood sign, the material will warp and split over time. Other contemporary materials include medium density overlay plywood (MDU) and high-density urethane (HDU). The PHPAC welcomes innovative signage materials that are stylistically compatible, appropriate to the building and streetscape, cost-effective, and will weather well over time.

Sign Size and Shape

Phillipsburg Ordinances regulate signage at each property and establish the maximum sizes and types allowable. The PHPAC determines the appropriateness of proposed signage and so it is recommended that signage applicants contact the PHPAC early in the design process to understand potential issues relative to the design. The PHPAC adheres to the following guidelines related to size when reviewing the appropriateness of proposed signage: Signage should be compatible to the scale of the building, adjacent buildings, and streetscape. Small-scale signs are appropriate for smaller buildings and pedestrian traffic, while large-scale signs are more appropriate for vehicular traffic. Small-scale signs are more appropriate for residential or professional offices, and for buildings that require several signs, so they can be grouped together for a unified appearance. Smaller signs are typically more appropriate in historic commercial corridors, especially if well designed and noticeable to pedestrians and slower moving traffic. Shaped signs can reflect the business type and are more recognizable from a distance.

Sign Illumination

In many cases, ambient street and storefront lighting can illuminate signs sufficiently, which is preferred to installing additional lighting. Gooseneck lighting fixtures or other unobtrusive fixtures are often the most appropriate selections, while backlit signs are typically not appropriate. Internally illuminated box signs are not approved in the historic district; however, halo, backlit individually lettered signs are typically approved. All design and placement proposals for sign lighting are subject to the approval of the PHPAC.

Historic Signage

Historic signage is often a character-defining architectural feature of a property that reflects the original owner and/or historic use of the building. Although abandoned signs from recent tenants should be removed, it is recommended that signage which contributes to the historic character of the building be retained.

Sign Location

While it is important to consider a building's design and style when locating a sign, in general, signs should be installed so as not to damage or obstruct any important architectural features. Typically, signage for street level businesses should be located below second story windowsills, and no sign or sign support should be mounted on the roof or extend above a roof cornice. Many commercial buildings also feature prominent second story display windows. Attractive displays or small signage at the second story is often more visible and effective when the street level is blocked by vehicles.

Awnings

Awnings are a historically popular means of sheltering an entrance, advertising, and protecting merchandise from excessive sun exposure. Awnings can be fixed or retractable and projected at a continuous angle away from the face of the building on a metal frame, terminating at a skirt or valance. Fixed awnings can be either open or close-sided, while retractable awnings are open on both ends. Many commercial buildings feature awning pockets that provide a space for retractable awnings, allowing owners more flexibility to control the amount of sun or shade, while maintaining visibility of their name on the valance, or skirt. The most appropriate awning material is canvas; inappropriate materials include vinyl-coated or glossy fabrics.

Mounting Signs and Awnings

It is important to take care when mounting signs or awnings to historic building facades, especially if reusing existing hardware or brackets. If there are no previous attachments, abandoned hardware should be removed and holes patched. New signs should be mounted in locations that could be easily patched if removed or relocated. For example, anchors should be located in mortar joints rather than mounted directly to the masonry. When installing, owners are also encouraged to recess fasteners and patch the openings to match the sign background for a more finished appearance, unless the fasteners are part of the overall design.

Additional information on historic signs and awning repair can be found in Preservation Brief #25 prepared by the National Park Service. Information on where to find Preservation Briefs is found at the beginning of this guideline.

Sign and Awning Color and Legibility Overall

The legibility of a sign is highly dependent on the proper selection of a contrasting background color with the lettering and/or logo. Choosing a limited palette of colors and fonts is also important for overall legibility and should complement the existing building colors and historical style. Excessive text or highly stylized type styles can distract a viewer from the content of the sign and building's historic architectural character.

Sign and Awning Guide

Maintain and repair integral historic signage with materials to match the original when possible. Installing signage that identifies the business while complementing the building scale and style. Window lettering, wall signs, hanging or projecting signs, window awnings and portable signs are typically acceptable. Using modern, durable materials, such as HDU or MDO boards, that resemble historic materials and offer improved performance.

Install canvas awnings that fit in existing storefront openings and whose color and style are compatible. Install awnings that project approximately 3'-0" from the facade in a continuous 45-degree angle, possibly with an 8"- 12" straight or scalloped valance. Rely on ambient lighting whenever possible; new lighting for signs should be external white light from projecting lamps at the top of the sign and all wiring should be discrete and concealed. Gooseneck style lights are typically appropriate, illuminated LED or neon signs, such as "OPEN'' signs, are appropriate if there are no illuminated borders (straight or arched), they do not blink or flash, are compatible, and are permitted by the Ordinance. Paper signs or graphic films are less appropriate.

Signs and awnings should not cover or conceal character defining features of the building facade, and fasteners and hangers should not damage any historic materials, exposed conduit, junction boxes, and raceways. Installing pre-manufactured neon signs advertising a specific product or service, which is highly visible, are not permitted.

SECTION 12. ACCESSIBILITY AND EGRESS

The Americans with Disabilities Act (ADA) strives to improve the quality of life for people with disabilities and recognizes that access to basic goods and services is a human right. Many businesses and institutions were constructed prior to the enactment of the ADA in 1990 and lack the essential features to accommodate people with disabilities. Accessibility and emergency egress updates often become necessary as a building's function evolves. However, it is important to balance the need for improved access and preservation. Historic buildings are subject to comply with the existing building codes, which outline broad based principles intended to encourage the reuse of existing buildings that require upgrades and improvements. Alterations that improve physical accessibility in historic properties can be achieved with careful planning, consultation, and sensitive design to a building's architectural character, features and consideration of future reversibility.

Additional information on accessibility upgrades can be found in Preservation Brief #32 prepared by the National Park Service. Information on where to find Preservation Briefs is found at the beginning of this guideline.

Ramps and Lifts

The construction of ramps and installation of lifts are some of the most visible alterations and should be located on secondary facades whenever possible. If ramps or lifts are required to be located on a primary façade, they should be configured to minimize their visual impact on the building or obstruction of unique features. In some cases, ramps or lifts can be incorporated at the interior by modifying door sills and sections of flooring.

Doors and Means of Egress

Common historic features that may require accessibility and emergency egress modifications include doors and stairs. In some instances, the hardware at historic doors can be modified for automatic operation. Another acceptable option is to reconstruct a narrow historic door, such as a paired door, as a single leaf in a manner that aligns with the original historic design intent and arrangement. Most versions of the current existing building code include a section which states that historically significant buildings considered for alterations, restorations, or repairs, do not have to conform to all the requirements of the latest adopted Code as long as deemed safe by a local code official and to achieve an "equivalent level of safety." These solutions can include fire-rated areas of refuge, fire alarm systems, and sprinklers as alternatives to adding egress doors and rated stair enclosures. Each building must be assessed to determine the solutions particular to it. It is imperative to comply with all aspects of the existing building code, while minimizing alterations to the primary facade and character-defining features. Modification of the sidewalk, walkway, or entry alcove elevation by a few inches where possible to provide an accessible entrance and meet code requirements is preferred. Installing ramps and/or lift at the interior by modifying door sills to allow entry at grade is also an acceptable alternative. Railings should be visibly unobtrusive. If access to the front door is not possible, it is typically approvable to provide an accessible entrance located close to the principal entrance, which is sensitively designed and unobtrusive. Ramps should not cover or conceal character-defining features of the building façade.

SECTION 13. ENERGY EFFICIENCY

This section addresses what can be done to increase the energy efficiency of historic houses and commercial buildings. Professionals rarely promote the replacement of historic wood windows and doors because the cost does not justify the energy payback, and there are effective tools to prove this. The following list itemizes energy upgrades that should be considered before replacing historic windows and doors:

1) Operational and behavioral changes, such as programmable thermostats, are the highest priority.
2) Weather stripping and caulking of windows and doors is also a high priority and cost effective.
3) Attic insulation is the first priority for insulation improvements.
4) Equipment changes, such as new high- efficiency heating and cooling equipment, are next in order of priority. New furnaces with combustion air intakes can reduce air infiltration through cracks in doors/windows.
5) Wall insulation is low priority and can damage historic interior details
6) Window replacement is low priority in terms of improving efficiency and cost payback

Additional information on energy efficiency can be found in Preservation Brief #3 prepared by the National Park Service. Information on where to find Preservation Briefs is found at the beginning of this guideline.

Windows and energy efficiency

Although the list of priorities recommends window replacements be one of the last upgrades to consider, it is often one of the first items on many homeowners' lists to improve energy efficiency of their homes. Historic wood windows with weights and ropes (or chains) can often be easily repaired, properly weather-stripped, and caulked, and made more energy efficient with the installation of an interior or exterior storm window. The resultant window system retains both the character of the historic windows and the higher quality of historic wood that is more resistant to rot than new wood or wood composite materials. Typically, historic wood windows perform almost equivalently in terms of energy efficiency as compared with a new, insulated glass window.

Insulated glazing is a modern material that began to be implemented in windows during the 1970s-80s. Today, it is the default type of glazing supplied in new windows and contributes to an increased energy efficiency performance of a new window. Insulated glazing, which is composed of two sheets of glass sandwiching a vacuum-filled layer of argon gas, has a limited lifespan due to potential seal failure. When the seal fails, the space between the two layers of glass will fill with air and condensation will occur obscuring the view through the window. When this occurs, the glass, and sometimes the entire window, must be replaced. One of the advantages of maintaining historic windows and installing storm windows to improve insulation is a longer overall lifespan than that of new windows.

Doors and energy efficiency

Historic wood doors should be treated in the same manner as historic windows. Solid wood doors are good insulators. As described in Chapter 6, to improve a door's energy efficiency, it should be weather-stripped and caulked. If the home has an interior vestibule with a door, the installation of a storm door is usually not necessary and adds little to the energy efficiency of a house. Where interior vestibules do not exist, exterior storm doors will help create a more efficient seal, but it is recommended that a fully glazed storm door be used so as not to obstruct a view of the historic wood door.

Roof or Attic Insulation

One of the most important energy saving upgrades for a historic building is the insulation of the roof or attic floor system. This will usually result in a better return on investment than the replacement of windows or doors and wall insulation. The use of highly insulative rigid and foam polyurethane insulation can often be a better choice than fiberglass batt insulation and can result in higher insulative values and greatly reduced air infiltration. The foam insulation can accommodate the unusual or irregular spacing of rafters which is often found in historic homes.

Particular care must be taken when insulating slate roof systems. Adequate ventilation must be provided for slate to breathe, or it will quickly deteriorate. Insulation must be positioned to allow an air space between the insulation and roof deck or battens. If the attic is unfinished and not used as a living space, it is recommended to insulate the attic floor space instead and allow the open roof system to remain unaltered. This will result in longer lasting roof shingles.

The use of appropriate insulation in the cavities between rafters will greatly improve the energy efficiency of a home and is recommended. The use of exterior rigid insulation boards on a flat roof may be historically acceptable if the roof thickness is hidden from view by parapet walls. Exterior insulation of gable or sloped roofs is not historically appropriate as it will alter the dimension of the roof at the cornice and side rake boards.

Wall Insulation

The insulation of the walls of historic buildings is often difficult to achieve without negatively impacting historic character. Since more heat is lost through a roof than the side walls, it is usually better to leave the walls of historic homes uninsulated. If the walls are framed, it may be possible to blow insulation into the wall cavities; however, this can potentially cause moisture problems within the wall system. The insulation of brick or stone buildings is even more difficult to achieve than frame construction. The installation of exterior insulation systems (EIFS) is not historically appropriate for frame or masonry buildings and should not be used. Interior insulation of a masonry wall is sometimes possible, but usually involves enormous labor to rework historic window and door returns and casings in order to maintain the historic character. Always consider insulating the roof before walls. The use of blown-in insulation in frame buildings may be historically appropriate. It is generally recommended to add insulation from the inside of the house. This can be done by making discreet holes in the existing plaster walls and patching the plaster after blowing in the insulation. The use of exterior insulation systems (EIFS) on the walls of masonry or frame buildings is not appropriate.

Solar Panels

The use of most alternative energy strategies should be pursued only after all other upgrades have been implemented to make the building more energy efficient, since their initial installation cost is usually high. Photovoltaic panels and solar hot water heating panels are "green" energy saving technologies that can be installed in a home or building in a historic district

if placed appropriately. Adding this technology to historic buildings must be done in a manner that has minimal impact on historic roofing materials and preserves the building's character by placing them in locations with limited or no visibility. These panels cannot be installed on roofs that are part of primary facades but can be considered on roofs that are part of secondary facades or on flat roofs. The following guidance addresses different mounting conditions.

Flat roof

On flat roof structures, solar devices should be mounted with an adequate setback so as to not be visible from either sidewalk of a primary street. Placement must be reviewed by the PHPAC. Sloped roof rhombs, sloped roof structures and solar devices should be mounted on rear or side roofs that are part of secondary facades. The solar panels should be flush mounted on sloped roofs if possible.

Ground mounting

If solar devices are located on the ground, they must not be visible from primary streets or other public access routes.

Architecturally integrated solar systems

Certain types of solar installations can be subtly integrated onto standing seam metal roofing systems. These systems may be acceptable on sloped roofs on primary facades if a standing seam metal roof is historically compatible with the style of the building or house.

Wind installations

The installation of wind turbines or windmills in the historic district is not historically appropriate. Windmills and turbines are incongruous with the size and scale of the historic downtown residential and commercial buildings and streetscape.

Geothermal heating systems

Geothermal heat pumps take advantage of the relatively constant below grade temperature of the earth (approximately 54 degrees F). Wells must be drilled to access and utilize this heat. There are many reasons that geothermal heat pumps are well suited for use in historic buildings. They are very energy efficient, provide heating and cooling, and require no external air compressors like traditional air-to-air heat pumps and air conditioners. Despite higher installation costs, geothermal systems offer long-term operational savings and adaptability that may make them a worthwhile investment. The main problem in using geothermal heating systems in the historic district is the ability to drill the necessary wells. These wells must be located in rear yards or other locations not visible from the primary street.

Vegetated Green Roofs

Vegetated "green roofs'' help to reduce the heat gain from the roof, thereby cooling the building and its environment. A green roof consists of a thin layer of vegetation planted in approximately 4 feet of soil over a waterproofing system or in trays installed on top of an existing flat or slightly sloped roof. A green roof can reduce the cooling load of the building and helps cool the surrounding urban environment, filters air, collects and filters stormwater, and can provide urban amenities, including vegetable gardens, for building occupants. However, the impact of increased structural loads on historic building roofs, added moisture, and potential for leaks must be considered before installing a green roof. A green roof is compatible on a historic building only if the plantings are not visible above the roofline as seen from the ground or primary right-of-way below.

SECTION 14. SITE FEATURES, EQUIPMENT, AND LIGHTING

Mechanical, Electrical, and Communications

Mechanical, electrical, and communications equipment and devices, such as ventilation louvers, fans, alarms, cable boxes, utility meters, intercoms, satellite dishes, cellular towers, and security cameras should be mounted on secondary facades or the rear sections of a roof wherever possible. Equipment and devices should be mounted in an unobtrusive location or

painted to minimize their visual impact. Mounting mechanical, electrical, and communications equipment and devices on a primary façade or front section of a roof is not appropriate. Equipment such as satellite dishes should not be mounted on sloped roofs visible from the public right-of way onto which the building fronts.

Parking lots

Parking should be located at the rear of historic buildings. Existing parking lots should be appropriately landscaped and lot lighting should be positioned discreetly and illumination should use cut-off light fixtures to concentrate light on the intended area of illumination and keep light from shining unintentionally on neighboring properties. If a parking lot or site feature is located on a heavily traveled street, the lighting should not be distracting to passers-by.
Parking lot lighting shining outside of the intended area is not acceptable. The demolition of a historic building for use as a parking lot is not permitted.

Exterior Lighting

If historic lighting fixtures remain, they should be preserved. Fixtures selected for replacement or the addition of new lighting fixtures to a historic building or site should be simple in style, appropriate in scale and compatible with the character of the building. (Exterior lighting should be larger in scale than interior lighting.) Conduit should be concealed or painted to minimize visual impact. Floodlights and spotlights on primary facades are not appropriate.

SECTION 15. EMERGENCY REPAIRS AND DEMOLITION

Emergency Repairs

Emergency repairs are considered to be repairs that are time sensitive for the continued habitation of a structure or for the health and safety of its occupants and others. If emergency repairs are needed, the PHPAC should be contacted. Prior to emergency repairs being performed, work must first be approved through an emergency on-site review by the Building Inspector and/or other appropriate town Staff. The conclusion of this meeting will result in a prescribed approach for which the building inspector may issue a building permit without first obtaining a Certificate of Appropriateness (COA) for work strictly limited to correcting the conditions.

Demolition

The demolition of a building or structure in the Phillipsburg Historic District requires a demolition permit and a COA. The demolition of a historic building is a significant matter and requires review by the PHPAC. The following criteria has been created to ensure a consistent review of proposed demolition and to prevent the needless demolition of historic buildings and structures. Applications for review of a demolition project must include relevant information regarding the existing structure and a description and details pertaining to the proposed use of the site.

The review of applications involving demolition will be evaluated based on the following criteria:

1. Clear and Present Danger

   The Town Building Official may declare clear and present danger when a building is in a state of collapse or has deteriorated beyond a point of being structurally sound and safe to occupy. All cases claiming clear and present danger must be accompanied by official documentation and a report by a structural engineer with experience with historic structures.
2. Feasibility of Rehabilitation
   a. The feasibility of rehabilitation must be investigated as part of an application for demolition. Written documentation must demonstrate that alternatives to demolition have been evaluated (including but not limited to rehabilitation, sale, adaptive reuse).
   b. Both architectural and financial data must be provided to support a conclusion that demolition is the only feasible option. This evidence should show that the property was

offered for sale, the price asked, the period of time during which the property was offered for sale, and how the property was advertised for sale.

c. Demolition is not appropriate if there is any economically viable use; this use does not have to be the highest or best use.

3. Historic Architectural Significance

   A building's listing in the National Register of Historic Places and a building's significance to the designated Phillipsburg Historic District will be considered during the review process.

4. Compatibility and Relevance

   Buildings intrusive to the original patterns of scale, materials, and stylistic compatibility in a historic district will be reviewed accordingly. A building's location in relation to a primary street, secondary street or alleyway will carry weight in its review. The hierarchy and relationship of primary structures to accessory structures will be considered.

5. Proposed Future

   Development Plans for the future development of the site must be submitted along with the request for demolition. The contribution of the future development to the designated Historic District will be important in the overall review process.

CHAPTER 5: Additions and New Construction

Guidelines for Additions to Building and New Construction in the Historic District

While it is important for the town of Phillipsburg to continue to evolve, the design of new buildings and additions to historic buildings in the historic district must be carefully considered. New buildings and additions should be compatible with the historic building and historic district. New construction that is inspired by traditional forms and detailing is historically appropriate, although contemporary design may also be approved if the massing, size, and scale are compatible with surrounding buildings. It is important to understand that literal replication of historic styles is not appropriate as stated in Secretary of the Interior's Standard #3. Additions should be located on secondary and rear facades and should not diminish, obscure, damage, or destroy the building's historic character.

Relationships and Proportions

New construction should complement the dominant proportions and rhythms of the surrounding buildings of the streetscape. Designs that are compatible with historic interpretations and traditional in form and detailing are generally appropriate. While additions should be compatible with the existing building, an evident distinction must be made between the new and old so that it is clear the addition is not part of the original building (See Secretary of the Interior's Standards #9). Pure replication is generally not a recommended approach. A contemporary design for an addition may also be considered appropriate as long as the massing, size, and relationships between windows and wall areas are compatible with the historic building and surrounding buildings in the district.

Additions should be designed to appear secondary to the primary façade and should not impact the essential form and integrity of the historic building. The secondary appearance can be achieved through setbacks, massing, width and detailing. The placement and setbacks of an addition should be consistent with the patterns that exist on neighboring properties and on the property's respective street.

Massing, Height, Width and Rhythm

The compatibility of building massing, total height, floor-to-floor height, width, and rhythm are important in both historically inspired and contemporary designs. The cornice and ridge lines of additions should be equal to or lower than those of the primary façade of the existing historical building to ensure the addition remains secondary to the primary

facade. New building frontages should maintain the overall size and rhythm existing along the street of the respective property, though the height does not need to exactly replicate that of neighboring buildings. While massing does not need to be identical to neighboring buildings, new construction should not substantially exceed or be dwarfed by the heights, widths, or overall sizes of existing adjacent buildings. New construction should be considered with particular attention to the effect on the streetscape and the district, including location, siting, setbacks, and facade treatments. New facades should maintain the rhythm existing along the street and echo the overall aesthetic ("lightness" or "heaviness") of neighboring buildings. For instance, new facades should reflect similar proportions of solid areas (walls or siding) to negative space or voids (storefronts, windows, and doors); and porches, bays, and overhangs.

Placement and Setbacks

The placement and setbacks of new construction and additions should be consistent with the patterns that exist at neighboring properties and on the properties' respective streets. The primary facade of any new building should be oriented in the same direction as the majority of the buildings making up the streetscape. If the proposed project site is at a corner, the primary facade should face the same direction as the majority of the buildings on the street. Setbacks, or distances between the building and the property line or street/sidewalk, should follow the adjacent buildings. New construction should also exhibit physical features that define the historic buildings on a streetscape, such as brick or stone walls, wrought-iron fences, landscaping, porticoes, or combinations of these. Secondary Structures Like additions, secondary or associated structures should not take precedence over the existing principal building on the lot. Secondary structures include, but are not limited to, storage sheds, garages, detached decks, hot tub enclosures, and animal shelters. Secondary structures should complement the primary building visually without compromising its historic character or setting. Ideally, the secondary structure should be located such that it is not highly visible from the primary public right-of-way. The PHPAC reviews secondary structures if visible from the public right-of-way, and these newly constructed structures should follow the same design guidelines regarding scale, material, and stylistic compatibility.

Reconstruction vs. New Construction?

Reconstruction is defined as new construction that replicates the exact form and detailing of a historic building or portion of it as it existed at a particular point in time. Reconstruction is typically most appropriate when a natural disaster or fire has destroyed the original historic building. In most cases, the PHPAC discourages reconstruction unless the deteriorated or damaged building is clearly documented (e.g. photographs, architectural drawings and other surviving physical evidence), and if the reconstruction will utilize materials, detailing, and decorative features that closely match or approximate those of the original building.

Other Helpful Information

If considering new construction in the historic district, large projects can be reviewed for preliminary feedback prior to an PHPAC hearing. If the project is small in scope, confirm whether there is time in the next PHPAC meeting agenda to present the project.

Town of Phillipsburg Historic Preservation Advisory Commission
Application for Certificate of Appropriateness

Property Address:_____ **Block/Lot**: _____

Owner: _____ Email Address/Fax_____

Phone number/s: Cell _____ Other _____

Address: _____

Applicant: _____ Email Address/Fax_____

Phone number/s: Cell _____ Other _____

Address: _____

Current use of property: _____ **Approximate lot size:** _____

1. Check one: ☐ The property has been designated a historic landmark

☐ The property is located in a Historic District

2. The Certificate is sought for the following purpose:

To demolish an improvement (i.e., structure) on a property either

Check one: ☐ Designated as a historic landmark, or

☐ Within a historic district

☐ To relocate a historic landmark or an improvement within a historic district.

☐ To change the exterior facade of a historic landmark or an improvement within a historic district by: (Check all that apply below.)

Project	Change	Add
Signs		
Exterior		
Restoration		
Construction		
Improvements		

3. Please describe the proposed changes in sufficient detail to allow the Historic Preservation Commission to understand fully the nature and extent of the work to be performed. Attach drawings, photographs, and other material as necessary.

_____

_____

_____

_____

4. Please comment (as applicable) on the impact of the proposed changes on:-the historic and architectural character of the landmark or improvement -the public interest the public view of the landmark or improvement
-the character and ambience of the historic district

_____

_____

_____

_____

5. **Demolitions only:** Comment on the extent to which the retention of the structure would or would not promote the general welfare and historical heritage of Phillipsburg.

_____

_____

_____

_____

6. **Relocations only:** Describe the extent of the historic loss to the original site and the reasons for not retaining the landmark or structure at its present site.

_____

_____

_____

_____

7. In considering your application, the Historic Preservation Commission will evaluate the effect of the proposed change on the landmark or historic district, based in part, on the following visual compatibility factors: height, proportion of front façade, proportion of openings within the facility, rhythm of solids to voids on facades, rhythm of spacing of buildings on streets, rhythm of entrance and/or porch projections, relationship of materials and texture, roof shapes, walls of continuity, scale of building, and directional expression of front elevation. Please comment on any of these factors which you feel would help clarify your application.

_____

_____

_____

_____

8. Do you allege that a Certificate of Appropriateness should be granted because the proposed change will not be visible from any public vantage point and therefore cannot adversely affect the public interest? If so, please explain.

_____

_____

_____

_____

In reviewing this application, the Commission will determine whether or not they find it to be complete. If the application is not complete it will be returned with the request of additional materials needed to complete the application. If the application is complete, review of your application will be held congruent to the timing as set forth in the Ordinance, Section 625-108-C(1)b

_____ _____

Owner/Applicant Signature Date

_____ _____

Co-Owner/Applicant Signature Date