



# Pitman Historic Preservation Commission

## Design Guidelines

Updated December 2016

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## **PITMAN HISTORIC DISTRICT**

### **The Origins of Pitman**

The Borough of Pitman traces its origins to a religious convocation instituted by a group of Gloucester County Methodist ministers in 1871. Following the custom of the time, the ministers selected a cool site in the country, just outside of Glassboro, where the shade from a grove of trees would provide relief from the summer heat. The site was carefully laid out with a tabernacle at its center and twelve streets, radiating outward in the distinctive style of other Methodist camp meetings of the period. The annual camp meeting that was thus established was named after the Rev. Charles Pitman, and the site soon began to be known simply as Pitman Grove. It was bounded by the present day North, East, South, and West Avenues with grounds extending to Laurel and Holly Avenues.

Sessions at the camp meeting lasted for an extended period of time, and participants stayed at the site. Initially, over 600 tents were pitched, but within two years summer cottages began to be constructed. By 1886, a hundred cottages had been built, most of which exemplified a distinctive architectural style characterized by latticework and a second floor front room which overhung a porch.

The cottages were initially intended only for summer occupancy and were not designed for year-round use. Nonetheless, as time progressed, more and more of the units were occupied twelve months a year, and a small business district developed nearby on what is now Broadway to serve the needs of the residents. In 1905 the settlement was incorporated as the Borough of Pitman.

### **Pitman Grove through the Years**

The dwelling units in Pitman Grove were small in size and not of substantial construction. The street pattern, which had been designed for pedestrians, was inadequate for vehicular access, and there was little yard area surrounding the homes. As the popularity of camp meetings declined during and after the Depression, the cottages began to deteriorate. In 1958, a Housing and Urban Renewal Study completed for the Planning Board recommended the complete redevelopment of the area, using a federal grant to acquire the land, demolish the existing structures, and replace them with parking, new housing, and a commercial area. This plan generated controversy and was never approved.

Gradually the Grove has come to be recognized as a multifaceted resource: it is unquestionably of great local historic significance because of the role that it played in the founding of the municipality, the unique architectural style of many of its cottages and the twelve-spoked layout of the campgrounds are important in their own right, and the social and cultural history of the Grove provide insights into a nearly forgotten chapter of our past. Equally important, Pitman Grove contains a significant number of relatively inexpensive dwelling units which provide a source of much-needed housing for moderate income households.

In 1971 the Borough purchased the lands and homes of the Camp Meeting Association for the sum of \$100,000. The purpose was to provide good quality, lower-income housing with related parking and commercial facilities. In 1976 a Grove Advisory Council, appointed by Borough Council, recommended the use of Community Development Block Grants to fund the restoration.

## **Efforts to Protect Pitman Grove**

In July, 1976 the area bounded by East, Laurel, West, and Holly Avenues was placed on New Jersey's State Register of Historic Places. This designation recognizes the unique nature of Pitman Grove and provides limited protection for structures located in the district. The review and approval of the Commission of the Department of Environmental Protection is required for any state, county, or municipal action that may encroach on, damage, or destroy any place included on the State Register.

This protection was extended in August, 1977, when the district was also placed on the National Register of Historic Places. This designation requires that all federal agencies must assess the impact of their proposed actions on historic properties that are listed on the National Register and "take into account" the effect of the action on the property. The State and Federal designations require the review of any government actions that may affect Pitman Grove, but they do not apply to private development. In May, 1986 the Borough adopted a Historic District Ordinance to further protect the Grove, as well as portions of Broadway, Pitman Avenue, and West Jersey Avenue. The former Borough Hall and Sunset Auditorium were also included as historic sites at a later date. The ordinance establishes a Historic Preservation Commission, which reviews proposals by property owners who wish to modify the exterior appearance of structures within the district. The Commission makes a recommendation to the Planning Board, which must grant a Certificate of Appropriateness before any alteration can be made.

The Municipal Land Use Law was amended in January, 1986 to provide for the historic preservation plan as an element of the Master Plan and to insure that preservation will be part of the planning process. The historic preservation element is, therefore, considered when revisions to the land use and housing elements are made, and the zoning ordinance must be "substantially consistent" with the preservation elements.

Since 1987, the State of New Jersey Department of Community Affairs has granted in excess of \$1,000,000 toward homeowner rehabilitation of properties in the area.

In the early 1990s, a new zone district, R-H Historic Residential, was approved in recognition of the unique lot and housing layout in the Grove area.

In 1995, renovations to and rededication of the tabernacle in the center of the Grove were completed. In 2003 transformation of a home near the tabernacle into a local history museum was begun. The house burned down, and a new building was constructed on the site to serve as the museum. It opened in October, 2005.

## **Pitman Historic Preservation Commission**

The Historic Preservation Commission was created by a local ordinance in July, 1986. It is a seven-member advisory commission, appointed by the mayor of Pitman, which reports to the Pitman Planning/Zoning Board. The major purpose of the Commission is to protect, preserve, and promote the historic heritage of the Borough of Pitman, especially within the Historic Preservation District.

Within this general charge, the Commission has several specific responsibilities as defined in the Ordinance:

- Prepare and maintain a survey of historic sites within the Borough.

- Advise the Planning Board on the historic preservation plan element of the Pitman Master Plan and on inclusion of historic sites in any recommended capital improvement program.
- Review applications for construction, alteration, removal, or demolition of structures within the Historic Preservation District and recommend to the Planning Board the issuance or denial of a Certificate of Appropriateness for such actions.
- Act as an information resource for owners of property within the Historic Preservation District.
- Carry out other such advisory, educational, and informational functions as will promote historic preservation in the Borough.

The Commission meets regularly on the second Thursday of each month at 7:00 P.M. at Borough Hall. **Meetings are open to the public.**

## DESIGN GUIDELINES

### Restoration and Rehabilitation

#### General principles for restoration and rehabilitation

- All work shall be of a character and quality that maintains the distinguishing features of the building and the environment. The removal of architectural features is not appropriate.
- Deteriorated architectural features shall be repaired rather than replaced whenever possible. In the event of replacement, new materials should match appropriate original elements in composition, design, color, texture, and appearance. Duplication of original design based on physical or pictorial evidence is preferable to using conjectural or "period" designs or using parts of other buildings.
- Distinctive stylistic features or examples of skilled craftsmanship characteristic of structures of a period must be treated with sensitivity. Furthermore, if changes in use of a building are contemplated, they shall be accomplished with minimum alteration to the structure and fabric.
- In general, it is expected that buildings will be restored to their original appearance. However, alterations to buildings are sometimes significant because they reflect the history of the building and the neighborhood. This significance shall be respected, and restoration to an "original" appearance may not be desirable in some cases. All buildings shall be recognized as products of their own time and not be altered to resemble buildings from an earlier era.

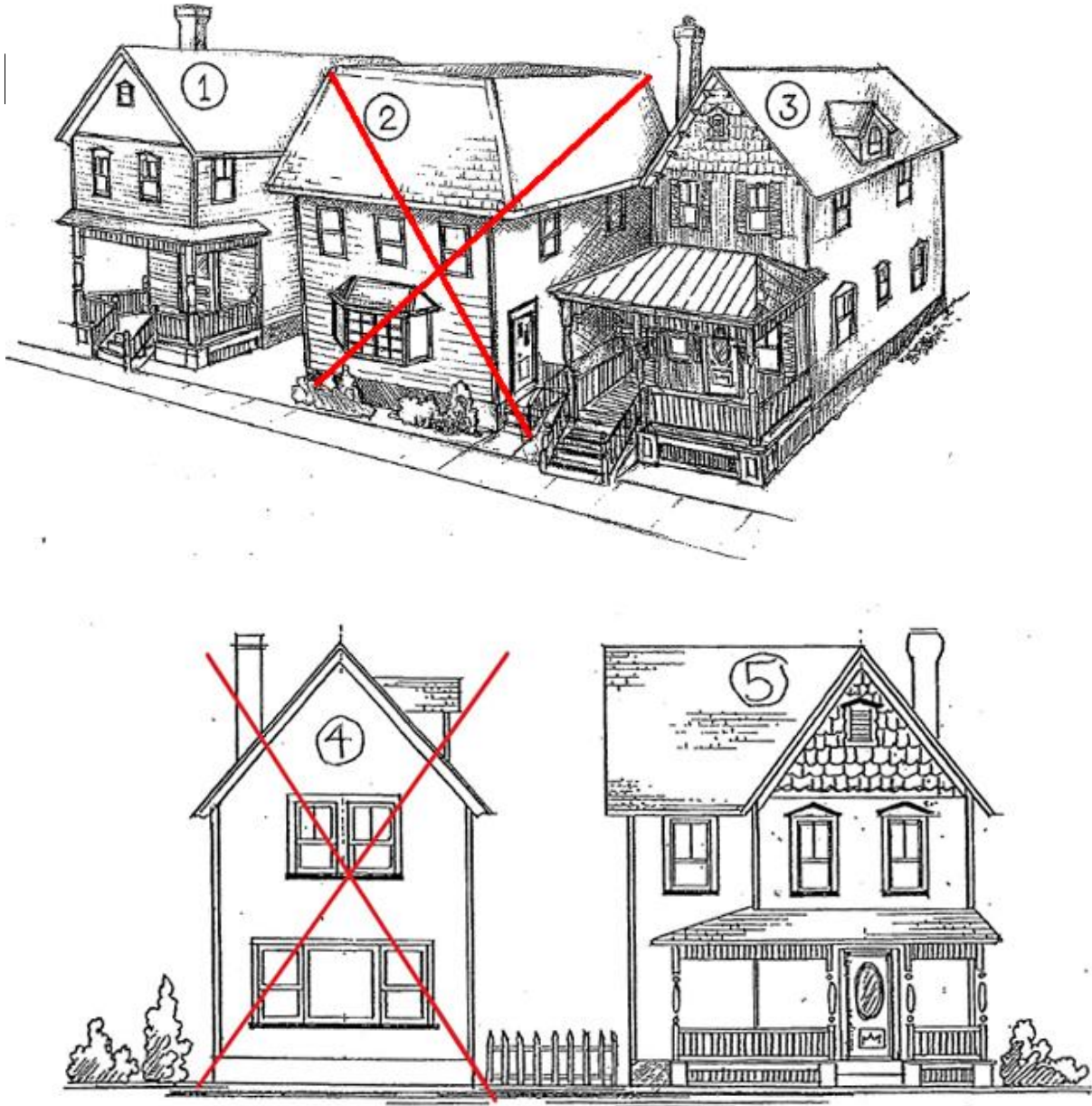
### New Construction

#### Sense of Entry

Main entrances to buildings should be articulated with covered porches, porticos, and other pronounced architectural forms. Entries were historically raised a few steps above the grade of

the property and were a prominent visual feature of the street elevation with respect to the building.

Side entries or entries not defined by a porch or similar transitional element result in an incompatible "flat" first floor facade. (**Figure 1**)



**Figure 1. Sense of Entry and Massing Examples. Numbers 1, 3, and 5 are correct, while 2 and 4 are incorrect. Figs. 2 and 4 are incorrect because the doors are not facing the street; also, bay and picture frame windows are not allowed.**

Massing



Uninteresting boxlike forms should be broken into smaller, varied masses such as are common on most buildings from the historic, period: Variety of form and massing are elements essential to the character of the streetscape in historic districts.

Single, monolithic forms that are not relieved by variations in massing shall be avoided. Boxlike facades and forms are intrusive when placed in a streetscape of older buildings that have varied massing and façade articulation.

The proportion, size, and detailing of architectural elements, including windows and doors, shall relate to appropriate adjacent buildings.

## Materials and Details

Variety in the use of architectural materials and details adds to the intimacy and visual delight of the district. When first confronted with this variety, it is possible to overlook the overall thread of continuity provided by the relatively limited selection of materials available to the turn-of-the-century builders. This thread of continuity is threatened by the availability of inappropriate materials and building parts in today's marketplace.

In all cases, the proper use of appropriate materials and details is required. Original elements shall be retained whenever possible including window sash, glass, lintels, architraves, doors, pediments, heads, steps, and all hardware. The materials and details of new construction should relate to the materials and details that are historically accurate.

## Ornamentation

The Victorian era of architecture is notable for the rich ornamentation which pervades the building style, whether the decorative elements are original or additions during past remodeling. Although these items are attached or "added extras," they are vital to the architectural character. Too often they have been removed to simplify future maintenance. This must not continue.  
**(Figure 2 left, right)**



**Figure 2.** *The left image shows the decorative gingerbread on the spandrels, flat-sawn balusters, and corner brackets around the time the house was built. The right shows the same house a hundred years later and much remains the same. Note the eyebrow windows on the porch.*

Among the most important ornamentation features recommended for return or restoration are lattice surrounding porch foundations, eyebrows over windows and doors, attic vent trim, brackets, and shutters.

- Wooden latticework is a common treatment for crawl spaces below porches. Although ornamental, this element has a practical application as well: it allows the space to remain vented, while helping to keep debris and animals out. It should be maintained or replaced. Any skilled carpenter can install a simple lattice, or prefabricated varieties may be purchased. The scale of the lattice work shall be small and in proportion with the size of the property.
- Similar material shall be used to replace missing architectural details such as cornices, brackets, railings, and shutters.
- Similar material shall be used to repair or replace deteriorated architectural features of wood, iron, cast iron, terra cotta tile, and brick.

## Statement of Colors

Exterior colors of structures in the historic district must be compatible with the historical style and character of the building.

Colors shall harmonize with neighboring structures. A minimum of 3 colors is required. **(Figure 3)**

**PAINT COLORS** – 3 to 5 colors of various contrasts shall be used:

- BODY (siding, shingles, aluminum, etc.)
- TRIM (eaves, brackets, window and door frames, porches, etc.)
- ACCENT (shutters, sash, doors, etc.)

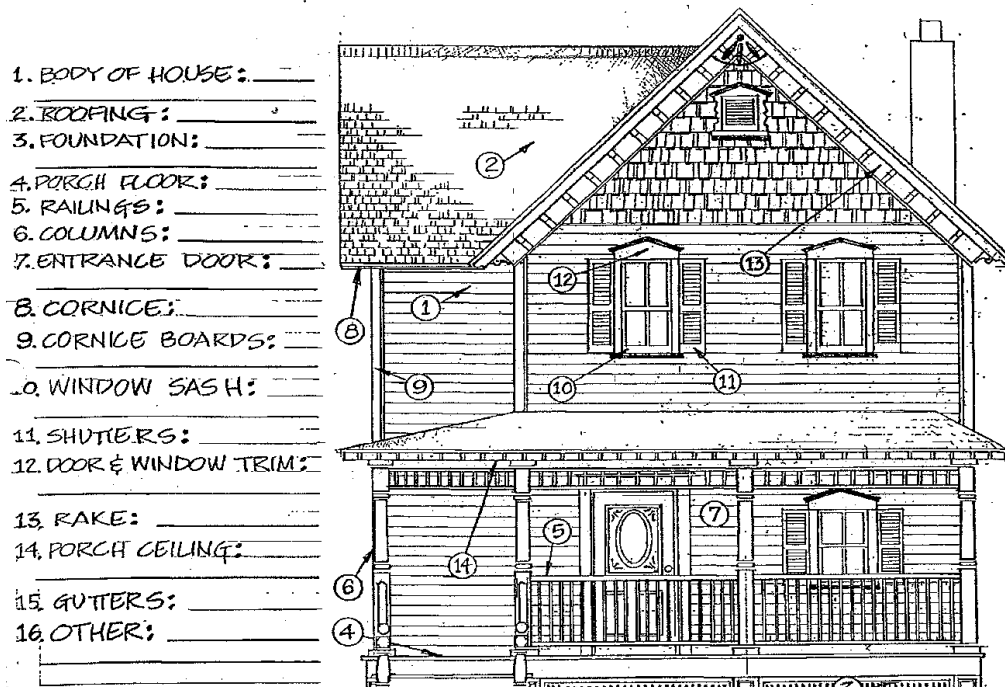


Fences, gates, and other exterior fixtures shall match or complement the house colors.

Siding colors: if vinyl or aluminum siding is used, colors shall blend with and/or match the painted surfaces. Whether the exterior finish is paint or siding, no two adjacent structures shall be the same color.

Colors shall not disrupt the historical integrity of the district. All color selections are subject to commission approval. Samples of historically appropriate colors can be obtained from most paint companies.

### COLOR SCHEDULE



**Figure 3. Color schedule to help determine which areas will be painted which colors.**

### *Foundations*

Whenever possible, original masonry and mortar shall be retained, without the application of any surface treatment. Masonry should be cleaned only when necessary to halt deterioration and always with the gentlest method possible, such as low pressure water and soft natural bristle brushes. Neither sandblasting, which erodes the surface and accelerates deterioration, nor chemical cleaning products which could have an adverse reaction with the masonry, should be used.

Materials and ingredient proportions similar to the existing mortar will create a bond similar to the original, whereas the use of a contemporary mortar with a high Portland cement content may create a bond stronger than appropriate for the building materials and result in cracking or other damage. In general, a mix of sand and lime in the proper proportions will provide the best results.

The original mortar profile, color, texture, and bonding pattern shall be retained, as shall the original color and texture of the masonry surfaces. Paint shall not be applied, but if already present, it should not be indiscriminately removed without determining whether it was originally intended.

## Siding and Surface Treatment

If the material used in original or existing construction was appropriate, replacement of deteriorated siding shall be accomplished with the same material or with substitute materials that resemble the appearance of the existing as closely as possible.

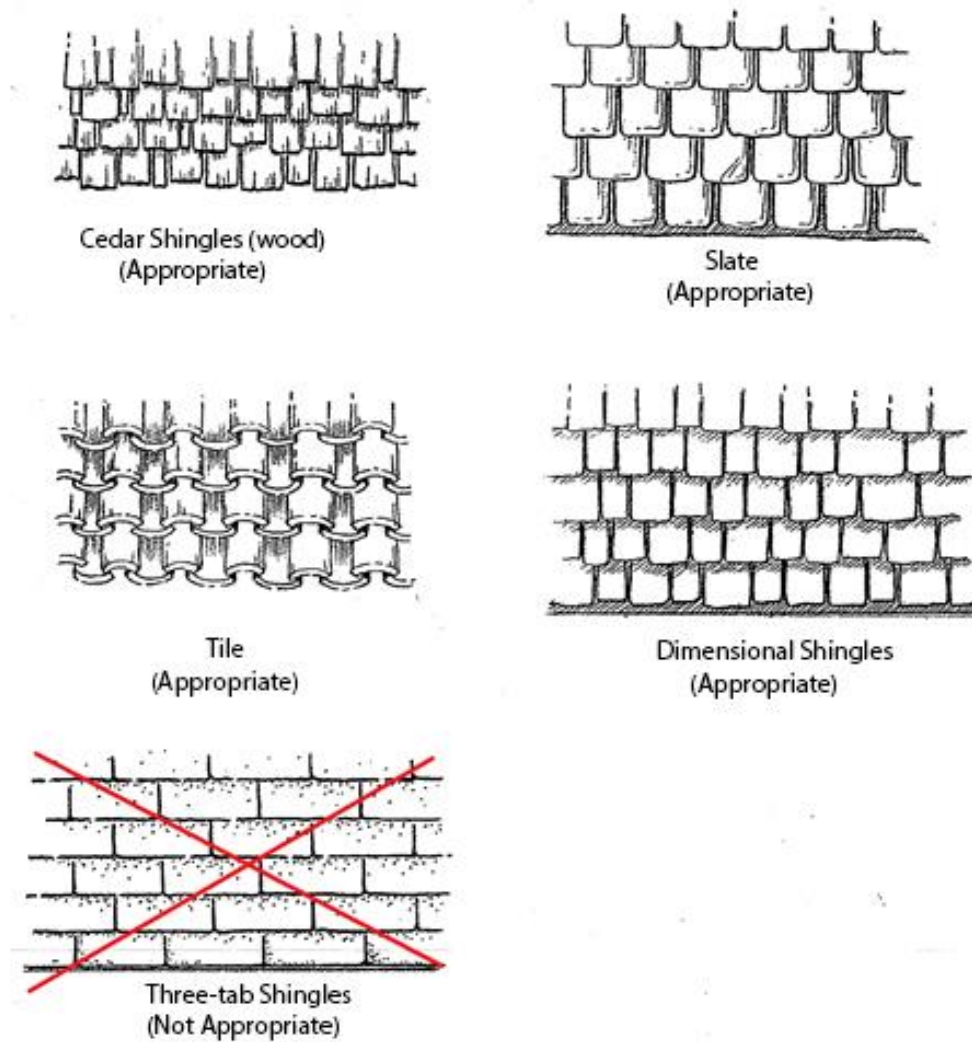
Frame buildings shall not be resurfaced with inappropriate imitative materials, such as two-toned wood-textured metal siding, artificial stone, or artificial brick veneer. Three-, four-, or five-inch horizontal metal or vinyl siding may be used in some cases to resurface clapboard structures, if well detailed, well designed, and in keeping with the historic character of the structure.

Board & batten, and T&G (tongue and groove) wood vertical siding are appropriate. Plywood siding such as beaded board with narrow, shallow grooves may be appropriate, but siding with wide, deep grooves is generally not appropriate. Materials will be reviewed to determine their appropriate use in relation to the overall design of the structure.

## Roofs

There is a great variety of roof treatments in the district, with asphalt shingle gable roofs most common. If repair or replacement is necessary, the original roof shape must be preserved and appropriate original or existing roofing materials replicated whenever possible. When full replacement is necessary, asphalt, metal, slate, cedar shakes, and tile are appropriate materials. When asphalt shingles are installed, the recommended style is dimensional shingles simulating original cedar shakes. **(Figure 4)**

When partially replacing deteriorated roof coverings, if the existing roof is appropriate, new material must match the old in composition, size, shape, and texture. This, however, needs to be examined and approved on a case-by-case basis.



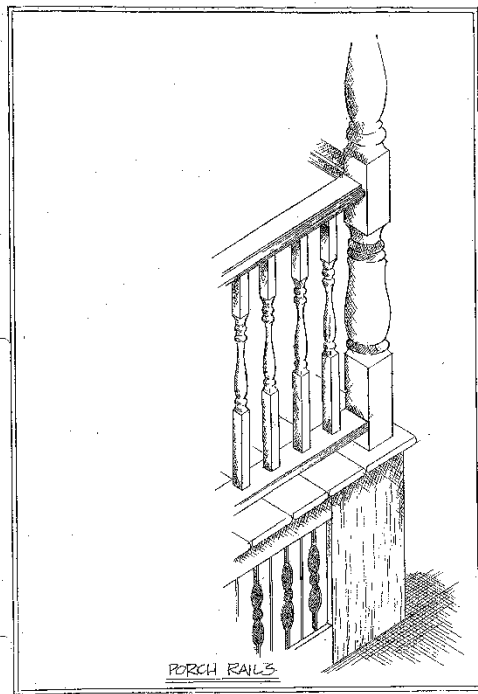
**Figure 4.** Cedar, slate, dimension, and tile shingles are appropriate. However, 3 tab shingles are not.

### Porches, Steps and Applied Architecture

Porches contribute to the "human scale" of the neighborhood, and the delicate detailing adds much of the historic flavor to the area. Porches were originally constructed of wood, with the area between the porch floor and the grade in-filled with latticework. In many instances the wood has been removed in favor of concrete slabs and concrete block foundations. This is a harsh replacement. Wooden sleepers (nailers) embedded in the slabs allow for the laying of a wood floor on top of the practical concrete slab. The harshness of the concrete block may be softened by re-installing the wooden latticework. Steps leading to the porches shall be of wood construction; concrete steps are not appropriate.

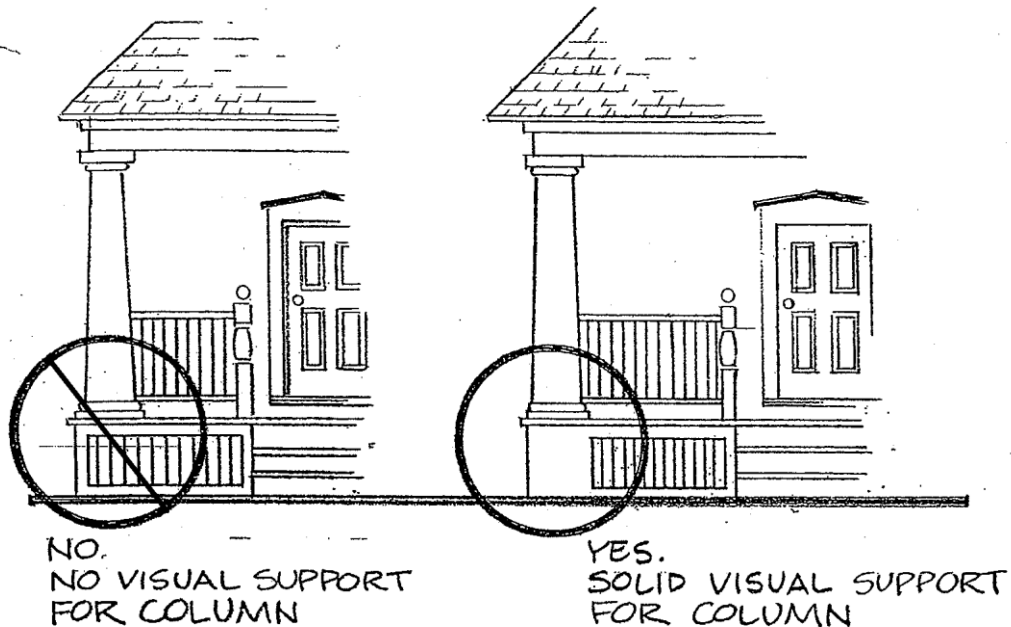
In general, houses in the historic district have covered porches, which provide a consistent visual element in the district and often introduce rhythmic variation, clarify scale, or provide vertical facade elements. Although in most modern construction, front porches have disappeared, they should be incorporated in new structures in the historic district and shall relate to the porch treatment of existing adjacent structures.

- Most, but not all, porches in the district are one story high. Along some streets where a strong continuity of porch size or roof line exists, duplication of these formal elements in new construction is recommended.
- Porches and steps appropriate to the building and/or reflecting period styles of architecture important to the building's historical integrity shall be retained.
- Porches and steps shall be reconstructed in accordance with photographic documentation and historical research.
- The vertical elements supporting the porch roof are important. They shall carry the visual as well as actual weight of the porch roof. Design and detail of such elements must be appropriate to the period of the home.
- The lacy ironwork uprights which, in many cases, have replaced turned wooden posts are detrimental to the authentic historic atmosphere of the neighborhood and are prohibited. Replacement posts of wood are essential to the retention of the historic spirit. Fabricated posts can be found in most lumber supply yards.
- The areas below the porch handrails shall be lined with turned balusters or in-filled with decorative sawn balusters. Turned balusters are preferred, although simple square-sectioned balusters convey the same feeling of scale. These latter types are frequently found throughout the neighborhood and are appropriate.
- Porch and stair railings shall also have a bottom rail, off the porch floor. Deck style railings with vertical members attached to the outside of the top and bottom rails are not appropriate. Height and spacing requirements are governed by zoning regulations. **(Figures 5 and 6)**



- Ornamental brackets make the transition from the porch roof to the vertical posts.
- Fully enclosed porches are not permitted. Screened porches may be appropriate, if in conformance with the guideline criterion of screening installed inside the railings and posts of the porch.
- Open decks, without roofs, are not appropriate.

***Figure 5. Porch rails must be turned spindles and placed between a top rail and bottom rail. There should also be a gap between the bottom rail and the porch floor. Turned posts to support the porch roof must also be used.***



***Figure 6. Columns and posts should have a visible means of support.***



## Doors and Windows

The stylistic period a building represents shall be respected. If replacement of window sash or doors is necessary, the replacement shall duplicate the material, design, and hardware of the older window sash and door. **(Figures 7 - 10)**

Inappropriate new window and door features that disturb the character and appearance of the building shall not be used. Wooden double-hung windows are traditional in the district and should be the first choice when selecting new windows. When ordering new windows, it is important to consider the directional emphasis of the mullions. Most windows have a vertical orientation, with the proportion of between 2:1 and 3:1 (height to width) common.

### Doors

The addition of storm doors to historic houses results in a change of spirit. Typical mill-finish aluminum doors and white aluminum cross-buck doors with scalloped view window frames have no merit in historic districts and are detrimental to the historic nature of the neighborhood.

Full view glass storm doors in appropriate colors may be used to maintain historic appearance.

Discarding original doors and door hardware when they can be repaired and reused in place should be avoided.

Wooden front doors in styles appropriate to the period of the building are recommended. Plain modern doors shall be avoided since they usually have too little or too much glass in proportion to the overall door and are lacking the detail characteristic of the period. Overly stylized and etched glass doors are also inappropriate. Plain or simply colored stained glass panels or beveled glass are appropriate styles. Sliding glass doors are not appropriate.

### Windows

Wooden frame windows are preferred, although vinyl is appropriate. If metal windows are used they must look like part of the building and not like raw metal appliances. Appropriately colored (as per statement of colors) or bronze-toned aluminum is appropriate; mill-finish is not.

Many types of windows are appropriate, depending on the estimated age of the house. If windows are to be replaced, they shall follow the samples illustrated and be consistent throughout.

- Replacement windows with double glazing are recommended over storm windows. Wooden frames around the windows and "eyebrow" window trim/cap molding must be maintained.
- Paired casement windows, although not historically common, may be appropriate because of their vertical orientation.
- Horizontal sliding windows, horizontally oriented mullions, and awning or jalousie windows are not common in the district and are undesirable.

Window sash, glass, lintels, sills, and all hardware shall be retained whenever possible. The size of window panes or sash shall not be altered.

Individual windows can sometimes be square or horizontal, if the rest of the building conveys the appropriate directional emphasis. Facade openings of the same general size as those in adjacent buildings are encouraged. Storm windows shall be painted to match trim colors.

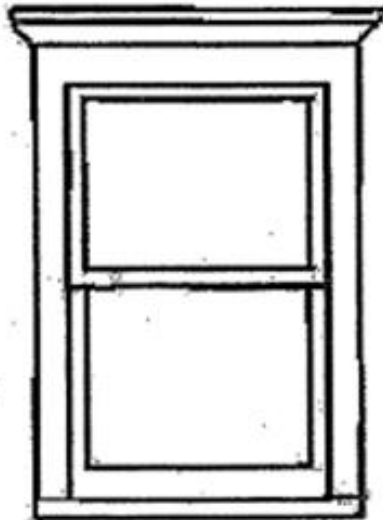
Paired windows with a post with trim between them are appropriate. The appearance shall be similar to original double hung windows with weight pockets.

If shutters are applied, they shall suggest functionality. Windows placed close enough to each other to prevent placement of shutters on both sides of each window should have none. Similarly, wide windows would need wider or articulated shutters to cover the windows if they were to be closed.

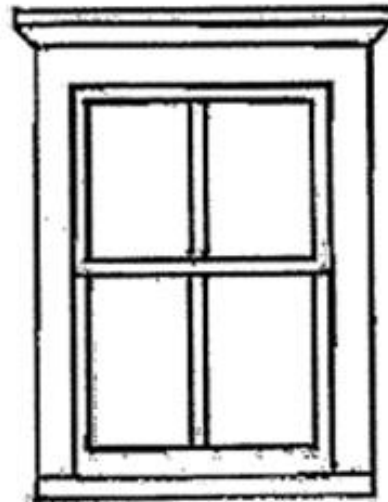


*Figure 7. Samples of appropriate, and inappropriate, window and door placement.*

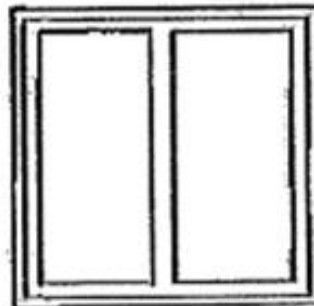
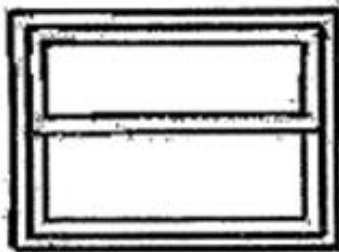
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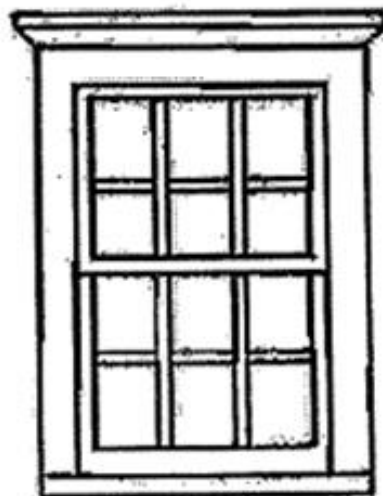
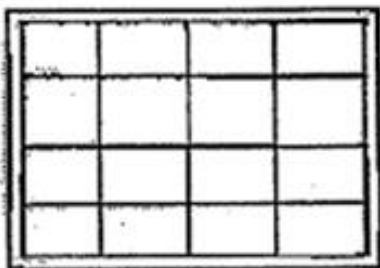
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*Acceptable for Special Locations:*

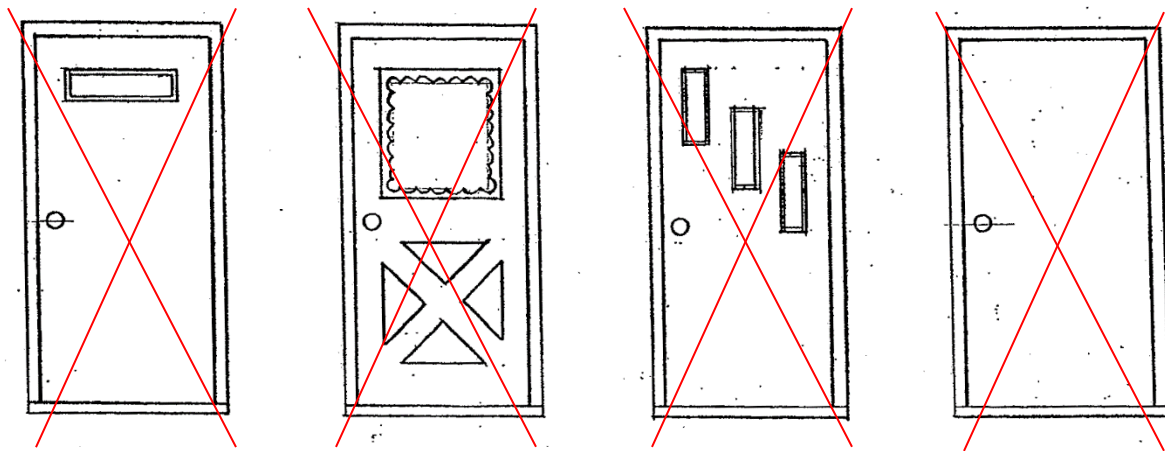


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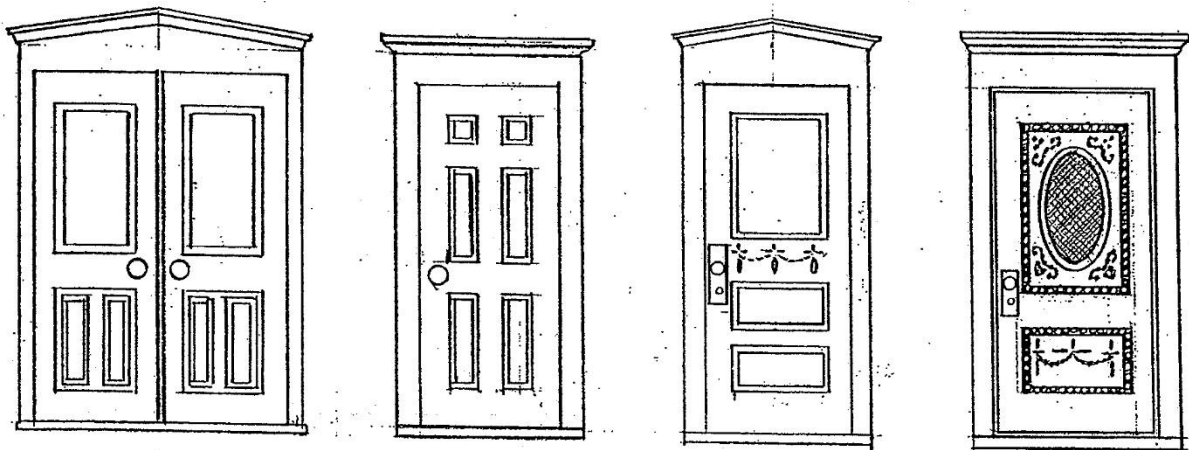


*Figure 8. Samples of approved windows.*





*Figure 9. Samples of inappropriate doors.*



*Figure 10. Samples of appropriate doors.*

## Exterior Lighting

Light fixtures shall be compatible with the architectural style and of a size relative to the scale of the building.

Lantern-type light fixtures are generally appropriate, while globe or other modern style fixtures are NOT appropriate.

Accent lighting shall be discrete.

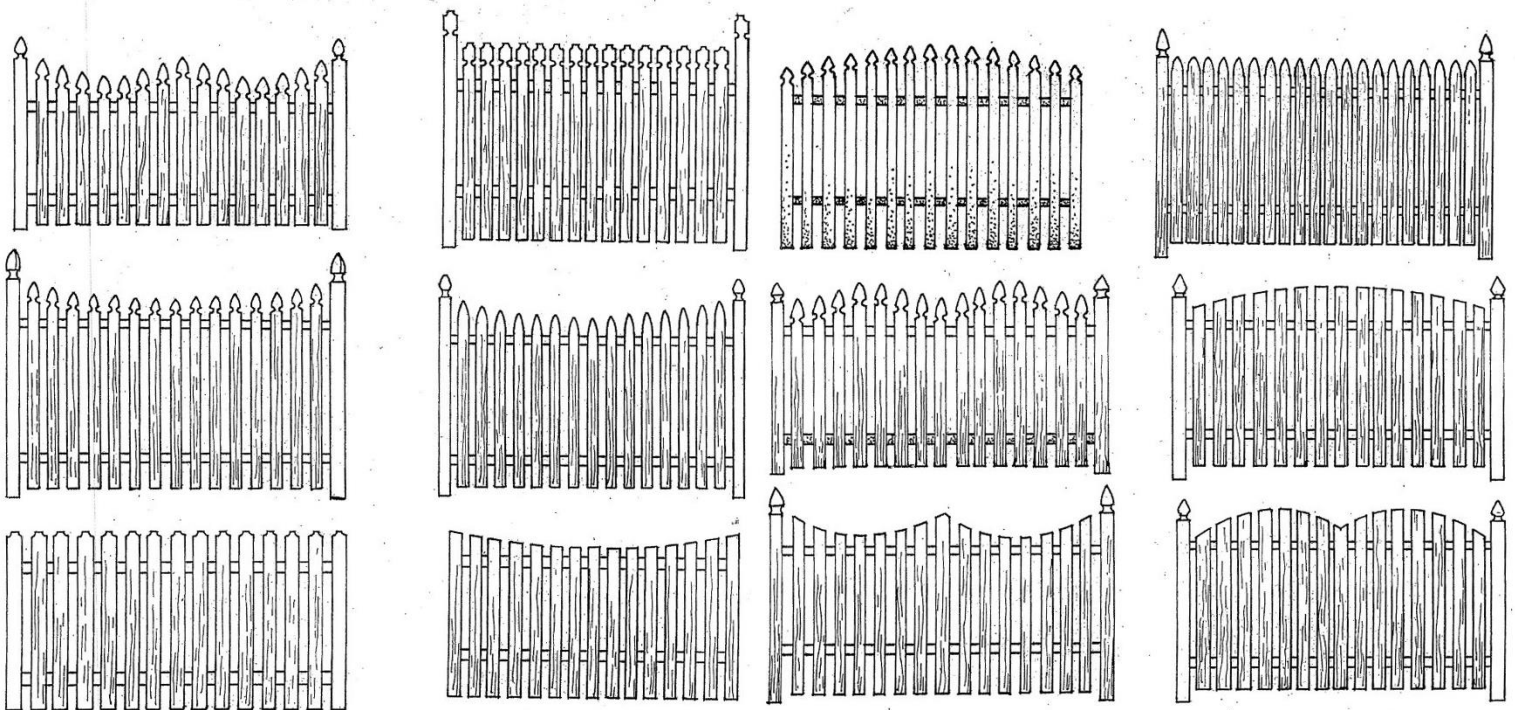


## Remaining Categories

The remaining categories are governed by zoning ordinance. The information is provided as it may influence design elements on which the Historic Commission will make recommendations for approval or denial. Complete information on zoning regulations and restrictions may be obtained at the Construction Office at Borough Hall.

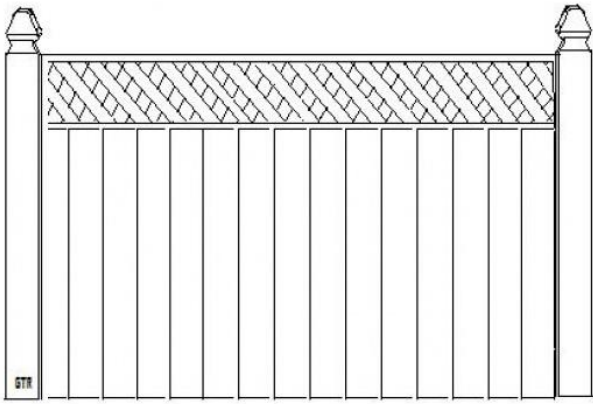
### Fences

Enclosures which allow visual penetration of semi-public spaces, such as wrought-iron fences or powder-coated aluminum (see **Figure 13**), must follow the historic nature of the area, upon review of the Commission. Painted picket fences, low hedges, or masonry retaining walls, are characteristic of most of the historic area. (**Figures 11**) Complete enclosure of semi-public space by an opaque fence, a tall "weathered" wood fence, or tall hedge rows is *not* appropriate.



**Figure 11. Appropriate fence examples.**

Where Zoning regulations allow, a solid fence with lattice top may be used along the alleyways. (**Figure 12**)



**Figure 12. Example of a solid fence with a lattice top.**



**Figure 13. Example of a wrought-iron or powder-coated aluminum fence.**

### **Guidelines**

- Cyclone (chain link) fence is not appropriate. When replacing, the new fence must adhere to Historic Commission Guidelines.
- Stockade fence is not appropriate.
- The required spacing between pickets is: minimum 1", maximum 3 ½".
- Fence can be no higher than 4' in front or on the side of house.
- Fence can be no higher than 6' along the rear property line and from the back point of the house to the rear property line.
- Minimum height is 32".

### **Sheds and Garages**

#### **Sheds**

- The maximum size permitted is 100 square feet.
- Must have a peaked roof with pitch compatible with the home. A gambrel roof line (barn style) is not appropriate. The roof overhang must be compatible with that of the home with a 12" maximum overhang.
- The maximum height permitted is 10' to peak.
- Only one shed is permitted per property.
- Shed design and color must be compatible with the building.
- Sheds shall be located at the rear of the property and are subject to Zoning regulations governing setbacks.
- Rectangular shape is recommended.
- Metal or plastic sheds are not appropriate.
- Refer to siding section for appropriate materials.

#### **Garages**

- The overall design of the garage shall match the period of the home.
- Only one garage per property is permitted.

- The maximum size allowed is 240 square feet in area.
- The maximum height allowed is 15 feet to the ridge.
- Must be located in the rear of the property.
- Vehicular access to the street or alley with regard to location AND IMPACT shall be in conformance with zoning regulations.
- Garage size, design, detail, material, and color shall be compatible with the adjacent building.
- Garage must have a peaked roof with a pitch and roof overhang compatible with the building.
- A gambrel (barn style) roof is not appropriate.
- Garage door shall have the appearance of side-hinged carriage style doors.
- Carports are not appropriate.
- No garages may be constructed within the boundaries of Avenues 1 through 12 or immediately outside of them (on North, Northwest, South, Southwest, East, Northeast, Southeast Avenues).

### Signage

The Historic Commission can make recommendations only in matters of design and color of signs; all other matters are covered by zoning ordinance.

- In the Borough of Pitman, signs may be erected, altered, maintained, used, removed, re-lettered, or moved only in compliance with the provisions of Ordinance Ch 35:34.

### Placement

- Signs shall be placed in such a way that the architectural details of the building facade are not hidden.
- Signs shall be of professional construction and use font types appropriate to the age of the building.
- Signs may hang on facade or perpendicular to the building.
- Signs may be painted on a glass window.

## COMMERCIAL DISTRICT

Upon any change in use or tenancy, all applicants may be required to update signage and facades in accordance with current standards, in order to promote a thriving and well-maintained commercial district.

### General Principles

A storefront shall respect the original character of the building and retain its basic characteristics. Pilasters, bulkheads, and cornices should neither be extended nor reduced.

A storefront should convey a sense of transparency by retaining large display windows and their framing members.

Original materials should be retained whenever possible; when deterioration dictates replacement, original materials or compatible substitute materials should be used.

Inappropriate design elements reflecting periods other than that of the original construction - either earlier or later - should be avoided. However, changes that have acquired historic significance in their own right may be retained and preserved after determination of which façade is more appropriate.

If any original elements have been removed or covered over in previous restorations, they should be replaced if at all possible.

## **Storefront**

Basic elements of storefronts should be maintained in keeping with the original design.

The three main building components are the base (storefront), the shaft (upper story or stories), and the cornice.

The storefront is further divided into bulkhead, display windows, entrance (frequently recessed), and transoms.

In the case of residential buildings converted to commercial use, the street level should exhibit the characteristics typical of a commercial storefront.

The original roof configuration should be retained.

## **Materials and Colors**

Storefronts/facades shall be painted, if required by the Historic Commission and Planning Board.

The most common materials for storefronts of the period are stone, brick, stucco, and wood. If repair or replacement is necessary, care must be taken to replicate the original as closely as possible.

In the case of brick or stone, the color and texture should match the original, as should the color and consistency of the mortar. If repointing of original material is undertaken, care must be taken that the proper mortar is used so that there is no damage to the brick or stone.

If stucco repair or replacement is needed, true stucco or stucco-like material shall be used.

Damaged or decayed wood can often be repaired by caulking and repainting. Epoxy fillers can effectively patch areas where mere caulking is not sufficient. When replacement is necessary, wood can be milled to match the original elements, or substitute materials, such as fiberglass, can be fabricated to match the original design.

## **Ornament and Detail**

Decorative elements on early storefronts were many and varied and included ornamented cornices, brackets, and moldings, as well as ornate window caps and arch-headed windows (eyebrows).

Any decorative features should not be removed.

If elements have been removed, research should be undertaken to determine the original appearance of the building and to replicate the lost features whenever possible.

## Doors

Storefront entry doors should have a large, single glass panel. The preferred material for the frame is wood, but steel or aluminum with a painted or anodized finish may be used. Unfinished bright aluminum or steel door frames are not permitted.

Residential type doors are not permitted as a primary store entrance but may be used for a secondary entrance to upper floors.

Door openings should not be enlarged or partially blocked to accommodate a replacement door.

## Windows

### *Storefront windows*

Pre-existing mullioned windows, large panel of glass, or bow-front windows shall be maintained.

Opaque treatments, such as colored Plexiglas, tinted windows, reflective mirror glass, or painting of existing glass are not permitted. UV protected windows on the east side of Broadway shall be permitted.

### *Upper story windows*

The size, shape, and design details of windows should be preserved.

If windows have been blocked, they should be reopened if at all feasible.

## Awnings

Awnings were widely used in the late 19th and early 20th century, and are highly encouraged. On residential buildings they provided light and climate control; for commercial buildings, in addition to those functions, they afforded shelter for pedestrians. Contemporary awnings should replicate the historical use and appearance and should not impose a modern sensibility on historic structures.

## Style

- Simple shed shapes are preferred, but convex or box awnings may be acceptable for some buildings. This will be judged on an individual basis.
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- Retractable awnings are preferred to fixed-mount awnings.
- Straight-edge or scalloped edge valances are acceptable; other types of decorative edges are inappropriate.
- Awnings should be mounted in locations that respect and complement the architectural features of the building.



### *Material*

- Awnings should be made of woven fabric, not sheet vinyl. Acrylic fabric is acceptable, and other fabrics may be coated to prevent fading and provide water resistance. In all cases, the material should retain the appearance of traditional canvas awnings.
- Aluminum or other metal awnings are appropriate only on post-World War II buildings.

### *Color*

- Awning colors should complement, rather than match, the color of the structure.
- Solid colored or striped awnings are appropriate for historic buildings. Other patterns are not historically accurate.
- Historically documented colors include shades of slate, red, blue, brown, green, and tan, but other colors may be considered.
- Colors of awnings on adjacent buildings should not match, but should be complementary.
- Signage should not be the dominant feature of an awning. Lettering may be placed on the vertical valance, and logos and lettering on the valance surface must be limited to no more than 15% of the total area. Awnings with back-lit graphics or other types of internal illumination are inappropriate for historic structures and will not be permitted. The height of the awning above the sidewalk shall be a minimum of eight feet. The bottom edges of all awnings should be aligned so as to provide visual continuity for the streetscape. The projection of the awning should be between 3 feet and 4.5 feet. The color of the awning must complement the color of the building and surrounding area.

### *Permitted Signage*

- Channel Lettering is highly desired, especially with the use of goose-neck lamps. Internal illumination is also permitted.
- Hanging signs are permitted. Minimum height clearance must be eight feet.
- Framed wood signs are permitted.
- New Box Signs are not permitted. In the case of existing box signs, they are encouraged to be removed and replaced with signage more appropriate to a historic district. If the applicant wishes to maintain the box sign, it will be permitted, however, the interior copy and color must be consistent with the downtown, and approved by the Historic Commission.
- Neon signage is permitted.
- Blinking or moving electronic signage shall not be permitted.
- Font selection, size, and color, must be consistent with the downtown, and approved by the Historic Commission.

If any other form of signage is desired, a Design Waiver will be required from the Planning Board.

All signage must also meet applicable requirements of Section 35-34 of the Zoning Code.

### Lighting

The sign illumination source shall be shielded to minimize glare. Light intensity shall not overpower the building or street edge.

Gooseneck lighting is encouraged.

Motion sensor lights, spotlights, and fluorescents are not permitted. Colored lighting may be permitted, if approved by the Planning Board.

### **Pitman Historic Preservation Commission**

The Historic Commission recommends that a pre-approval process for commercial applications, allowing them to bypass the HC and Planning Board and receive approval from the Zoning officer for requested changes, be granted for two items: roof replacement and awnings. In each case, the application must conform in all particulars to the Design Guidelines; any deviations from the provisions of the Guidelines would require review by the Historic Commission and approval by the Planning Board. In addition, the application must be submitted on the forms currently in use, and any attachments must be properly labeled as exhibits in support of the application. Upon approval, a copy of the application, properly dated and numbered, should be forwarded to the Historic Commission for its files.

Provision for development of a pre-approval list and implementation of this process is set forth in Borough Ordinance Chapter 35-12.7b.