CAPE MAY CIRCUIT RIDER

2016 CLG Project Report

Cape May County, New Jersey

Barton Ross & Partners LLC
BRPA Architects

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This Report was prepared by:
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Barton Ross & Partners, LLC Architects
184 S. Livingston Ave., Suite 9-140
Livingston, New Jersey 07039

September, 2016



View of Washington Street Mall, Cape May City, NJ

Executive Summary

What is historic preservation? Historic Preservation is the identification, evaluation, and protection of historic and archeological resources so that they continue to play a vibrant role in their communities. Historic properties and the environment in which they exist are irreplaceable resources that contribute to the enhanced quality of life that local residents enjoy. Historic preservation is what ultimately gives physical places their cultural identity and promotes a sense of local pride and stewardship for future generations.

What governs historic preservation? The United States Constitution's 10th Amendment (1791) states: "The powers not delegated to the United States by the Constitution, nor prohibited by it to the States, are reserved to the States respectively, or to the people." The Tenth Amendment reserves powers to the States that are not granted to the Federal Government by the Constitution. This authority, delegated to local governments, enables States to regulate the activity of the individual, including his or her use of property for public health, safety and welfare regulations, land use, building and zoning regulations, and historic preservation issues.

The National Historic Preservation Act (NHPA; Public Law 89-665; 16 U.S.C. 470 et seq.), enacted by Congressional legislation in 1966:

- Created the 59 State/Tribal Historic Preservation Offices;
- Identifies historic & cultural resources for listing in the National Register of Historic Places;
- Created the Certified Local Government Program (CLG)
- Created the Section 106 Review Process – Federal Agencies must take into consideration actions that could adversely affect historic properties listed or eligible for listing in the NRHP;
- Created the Advisory Council on Historic Preservation to oversee Federal Agency responsibilities governing Section 106; and
- Created the Section 110 Review Process – Federal Agency stewardship responsibility for historic properties owned or within their control.

The most important preservation law case ever decided in the United States is the Penn Central Transportation Co. vs. NYC, 438 U.S. 104 (1978). Penn Central is recognized as the controlling U.S. Supreme Court case for analyzing takings claims. It is the only preservation law case ever decided by U.S. Supreme Court. For the first time in the U.S., it recognized historic preservation as a legitimate governmental objective, and enabled all future public regulation of historic properties in the United States.

In New Jersey, the Constitution (1947), Article I, Section 20 states that in order to be

found constitutional, a local ordinance must:

- Promote a valid public purpose (i.e., the public health, safety or general welfare);
- Not be so restrictive as to deprive a property owner of all reasonable economic use of his/her property; and
- Honor the owner's constitutional right to due process (i.e., fair hearings after notice and an opportunity to be heard).

The Municipal Land Use Law (MLUL) (N.J.S.A. 40:55 D-1, et seq.) (1975) represents New Jersey's enabling legislation (see attached). The Law permitted a historic preservation element to be implemented as part of Municipal Planning Board's Master Plan. It also allowed a municipal governing body to create a Historic Preservation Commission. N.J.S.A. 40:55D-2j states that it is the intent and purpose of the MLUL to, among other things, "promote the conservation of historic sites and districts, open space, energy resources and valuable natural resources…and to prevent urban sprawl and degradation of the environment through improper use of land."

Municipalities are allowed to designate and regulate their historic sites and districts. The Law defines "historic site" broadly (N.J.S.A. 40:55 D-4): "Any real property, man-made structure, natural object, or configuration having historical, archeological, cultural, scenic, or architectural significance." The Definition of "historic district" (N.J.S.A. 40:55 D-4) states, "One or more historic sites and intervening or surrounding property significantly affecting or affected by the quality and character of the historic site or sites."

Historic Preservation Commissions (HPC) – N.J.S.A. 40:55 D-107, et seq. as we know them in New Jersey today came out of the 1985 amendments to MLUL. It allowed for the Governing Body to establish HPCs by Ordinance. An HPC can have 5, 7, or 9 regular members with 4-year terms and allows for the Planning Board to act as HPC in small towns (N.J.S.A. 40:55 D-25). The commissioners are to be appointed by the Mayor or the Planning Board Chair. There should be up to two alternate members each serving 2-year terms. The HPC selects a Chair, Vice Chair and designates a Secretary.

The principal duties of a Historic Preservation Commission (N.J.S.A. 40:55 D-109) under the MLUL in the state of New Jersey are to:

- Prepare survey of historic sites.
- Make recommendations to the Planning Board on inclusion of Master Plan elements.
- Advise Planning Board and Zoning Board of Adjustment on development applications involving historic sites or districts listed in historic preservation element of the Master Plan.
- Provide written reports to the Administrative (Construction) Officer or Planning Board regarding permit applications.
- Perform such advisory, educational, and other informational functions as will promote historic preservation.

So, local preservation ordinances remain the only way to regulate privately owned

historic properties. These ordinances should provide a Statement of "Purpose" and Definitions. The ordinance allows for the creation and authority of the HPC. It should provide criteria and procedures for local designation. The ordinance also lists actions reviewable by the HPC (e.g., permit applications for a Certificate of Appropriateness). It should specify the criteria and procedure for review (e.g., does HPC report to the Administrative Officer directly or to the Planning Board?)The ordinance should delineate the procedures for application appeal through the court systems. There should be enforcement provisions (e.g., spell out the fines and penalties for violations). The ordinance should address demolition controls, including Permit Delays, Demo by Neglect, etc.

Local Preservation Ordinances will depend on how the Municipal Ordinance is drafted through its actual legal language. There are two broad types of HPCs in New Jersey:

1. Strong Commission – HPC reports directly to the Administrative Officer in charge of the appropriate permit with a Certificate of Appropriateness Board Resolution.
2. Weak Commission – HPC reports to the Planning Board, which then makes its own decision, which is conveyed to the Administrative Officer. The Planning Board may accept, modify or reject the HPC's report/advice.

The Local Designation Process begins once an ordinance becomes law in the municipality. The crucial first step is to identify which properties are local historic resources worthy of protection. Identification is performed through an official survey process based upon specific criteria and according to an informed statement of significance. The local historic preservation ordinance should address:

1. Who may nominate?
2. Nomination procedures.
3. Notice and hearing(s) concerning nomination.
4. Recommendation(s) to Governing Body.
5. Adoption of Ordinance by Governing Body.

It is recommended professionals including a historic preservation consultant, a land use attorney well versed in local historic preservation issues and a professional planner with experience writing historic preservation elements of local master plans all be hired to collaborate on drafting a local historic preservation ordinance taking into account the relevant issues in your local community.

CIRCUIT RIDER PROJECT

Barton Ross & Partners, LLC responded to a Request for Proposals (RFP) on June 1, 2016 and was hired to prepare a CLG Report in mid-July. Fieldwork and background historical research commenced shortly thereafter. Barton Ross met with numerous representatives and attend HPC and municipal meetings towards the end of August, 2016 through mid-September. The Final Report was completed in draft form by the end of September and submitted to the City of Cape May and the New Jersey Historic Preservation Office for their review.

BRPA was tasked with researching the level of historic preservation governance in all sixteen

municipalities located within the County of Cape May, including contacting members of each local governing body, municipal work force, members of the local government historic preservation function (commissions, committees, bureaus, societies, etc.), and citizens as stakeholders of historic properties or persons interested in historic preservation. BRPA documented the level of municipal governance within each municipality detailing any established commissions/committees/bureaus, levels of responsibility and authority, adopted ordinances, rules and regulations in place, listings in municipal Master Plan documents and other governmental publications. BRPA also prepared a more in-depth comparison review of the two Certified Local Government (CLG) communities in the County of Cape May (City of Cape May and the City of Ocean City). This comparison documents the level of historic preservation governance and assesses the strengths and weaknesses of the local HPC in function and operations.

BRPA made field visits to all the non-CLG communities and encouraged them to attend and participate in HPC regional and statewide design workshops. Where assistance was asked for, BRPA provided material and recommendations for the establishment of a local ordinance, historic districts, design guidelines, and a local Historic Preservation Commission to those communities. BRPA made recommendations for the development of amendments to the municipal ordinances and design review by the local government body and HPC. BRPA assisted each of the affected municipalities with formulating and planning for the integration of historic preservation and floodplain management policies in order to minimize confusion and threats to local historic properties. BRPA also made recommendations for each municipality to promote preservation awareness and to increase outreach and educational opportunities within their community.

As part of the outreach effort, BRPA sent the following email letter to multiple officials, nonprofit representatives, local stakeholders, etc. in each municipality in an attempt to engage everyone in an historic preservation dialogue regarding the protection of their cultural resources. The emails were sent the last week of July.

> Dear Historic Preservation Representative:
>
> I am a preservation architect and planner working with historic resources in New Jersey. We have been commissioned on behalf of the State of New Jersey and Cape May County to contact all local municipalities to perform an assessment of your town's historic preservation programs and offer best practice recommendations for the protection of your vital heritage resources.
>
> The goal of this assessment will be to showcase the current state of your municipality's historic preservation awareness and efforts to preserve your historic buildings. Please see attached letter from Jonathan Kinney of the State of New Jersey's Historic Preservation Office, which provides further information.
>
> These are the items that we need to better serve each municipality and to ensure every Cape May municipality is represented in the report. Specifically, we are looking for your copies (if available) of the following records, by August 15, 2016:
> - historic preservation ordinance(s)
> - historic preservation element of an existing master plan
> - historic preservation commission bylaws
> - past historic surveys

- architectural design guidelines
- any other documents or info that you have which concern your historic structures

If your town does not currently have an ordinance or adopted guidelines, please let us know ASAP, so we can document that. Emailed PDF files would be the most efficient way to provide documentation but feel free to contact us for alternative arrangements.

Because of this short deadline given to all of us, please let me know if there is a better contact or a department that we should contact that could add any further assistance?

Our contact for this project will be Bill Smith. Bill will call you later this week to follow up with any questions you may have.

Thank you for your time.

Barton Ross and Partners, LLC Architects

See also attached letter from the HPO that was also sent to each municipality.

All photographs in this report are by the author. Wikipedia was cited for the history blurb paragraphs for each municipality. Pary Tell provided the list of the county history organizations. The municipal information on storm preparedness infrastructure is from a 2014 FEMA Flood Insurance Study of the entire county. Some of the background information on preservation, CLGs and the Municipal Land Use Law are from past HPO workshops or available literature. All other information was provided by local participants as part of this project.

In general, the timing of this project was problematic being the height of the summer season on the Jersey Shore. Most of the primary contacts were on vacation or preoccupied with their main businesses. The only HPC meetings available to the consultant were in late August and September leaving very little time for analysis and collaboration with local officials. Much of the detailed information was emailed in mid-August by each of the municipalities, however numerous locales were not interested in engaging in this study, stressed they had no historic commissions or requested many months of advance notice in order to coordinate schedules and meetings, especially with their elected officials. BRPA worked within these difficult parameters to compile as much historic preservation information as was available in a short timeframe. The hope would be that the information contained in this report can be built upon in the future as certain municipalities will re-evaluate increasing their commitment to local historic preservation programs.

Cape May County is a scenic area on the Atlantic Ocean rich in heritage with many Early American structures worthy of preservation funding, educational opportunities and tourism potential. It is therefore a shame that the State of New Jersey's survey of local historic commissions in 1999 found that there were 5 active commissions in Cape May whereas in 2016, there are only 4, with one of those just recently starting. It was also surprising that each municipality did not have an active historical society or museum, which is almost commonplace across America's small towns. Because the timing of this project has been cut short, Barton Ross has offered to speak to a county gathering about the project, offering what was learned and best practices for the future. BRPA

recommends the county host one of the many workshops or educational seminars sponsored by the State of New Jersey's Historic Preservation Office. BRPA also recommends the county mayors speak about historic preservation during one of their upcoming joint meetings. Barton Ross has also offered to talk to such an audience as part of the project's educational and outreach effort. Often historic preservation to local officials sounds like an unpopular taking of property rights, so education on the merits of building preservation, funding opportunities and heritage tourism benefits need to be succinctly explained to people not familiar with the goals of these programs.

Other recommendations include greater cooperation across the various history organizations and nonprofits in an effort to share information and gather momentum to implement local historic preservation programs. Possible facilitators could be the Cape May County Division of Culture and Heritage or the Cape May Museum and Genealogical Library. Being almost across the street from each other, it might be advantageous for the two organizations to cosponsor some educational events for local communities interested in historic preservation guidelines or ordinances. Cape May County has a robust Open Space program which doles out grant money for bricks and mortar historic preservation projects which should be continued and publicized for its positive benefits to the local communities. There could be a requirement added for award winners to consider local preservation guidelines in their municipality or directly engage their local officials as part of the grant funding.

Thank you for the opportunity to provide local preservation observations and recommendations for Cape May, New Jersey.

Sincerely,

BARTON ROSS & PARTNERS, LLC



Barton Ross, AIA, AICP, LEED AP
President & Principal Historic Consultant

G2016-221

State of New Jersey

MAIL CODE 501-04B
DEPARTMENT OF ENVIRONMENTAL PROTECTION
NATURAL & HISTORIC RESOURCES
HISTORIC PRESERVATION OFFICE
P.O. Box 420
Trenton, NJ 08625-0420
TEL. (609) 984-0176 FAX (609) 984-0578

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

BOB MARTIN
Commissioner

July 26, 2016

Dear Chair:

The City of Cape May is administering a grant from the New Jersey Historic Preservation Office that aims to provide technical services to local historic preservation commissions throughout the County of Cape May. The purpose of this grant, known as a "circuit rider," is to facilitate the implementation of local preservation programs through the engagement of local governments and stakeholders. There are two main, broad-scale objectives of this project: engaging local governments and implementing policies that promote historic preservation. Success in both categories would be measured by forming strong partnerships between existing agencies, citizens, and groups.

You will be contacted by Barton Ross of Barton Ross & Partners, LLC, who has been selected to carry out the work detailed above. Because all work must be completed by September 30, 2016, he has a very short amount of time in which to accomplish these goals. We ask that you take the time to provide him with information about the current state of historic preservation efforts in your municipality by sharing documents such as a historic preservation ordinance, a historic preservation master plan element, architectural survey forms, and/or architectural design guidelines, in addition to any other documents or information that he may request.

We encourage you to take this opportunity to receive free technical assistance from a qualified preservation planner to assess your local preservation program and plan for its future. If you have any questions, please do not hesitate to contact me.

Sincerely,

Jonathan Kinney
CLG Program Coordinator

Barton Ross & Partners LLC
Architects

Cape May County Circuit Rider Project
September 30, 2016

County Area: 620 square miles **Total Municipalities: 16** **"Strong" HPCs: 3** **"Weak" HPCs: 1**

Municipality	Population	Ordinance	Bylaws	HP Element	Design Guidelines	Plaque/Marker Program	NR/SR/SHPO Entries	CLG	Museum or HistorySociety	Historic Surveys	Recommended "Strong" HPCs	Recommended "Weak" HPCs	Recommended Surveys	Recommended MP Element
Alphabetical	(2010)	Historic	HPC	Master Plan										
Avalon	1,310						3		x				x	x
Cape May City	3,607	x	x	x	x		49	x	x	x	x		x	x
Cape May Point	285			x			4		x	x			x	x
Dennis Township	6,492			x		x	16		x	x		x	x	x
Lower Township	22,866	x					26		x	x	x		x	x
Middle Township	16,405			x			31		x		x		x	x
North Wildwood	12,373						6				x		x	x
Ocean City	11,451	x	x	x	x		16	x	x	x	x		x	x
Sea Isle City	2,096			x			2		x	x		x	x	x
Stone Harbor	847			x		x	5		x				x	x
Upper Township	12,373			x			15		x		x		x	x
West Cape May	1,020	x		x	x		4		x	x	x		x	x
West Wildwood	587			x			1						x	x
Wildwood City	5,228						5		x			x	x	x
Wildwood Crest	3,226						5		x			x	x	x
Woodbine	2,472						1		x				x	x
Totals*	**102,638**	**4**	**2**	**10**	**3**	**2**	**189**	**2**	**14**	**7**	**7**	**4**	**16**	**16**

Notes: ***Not all municipalities were responsive or had available historical / up-to-date information**

HP = Historic Preservation
NR = National Register of Historic Places
SR = State Register of New Jersey Historic Places
CLG = Certified Local Government
SHPO = State Historic Preservation Office
MP = Master Plan

List of Cape May County History Organizations

Avalon History Center	215 39th St	Avalon	NJ	08202	Nina Ranalli	Director	nranalli@avalonfreelibrary.org
Cape May Maritime Museum	PO Box 339	Cape May	NJ	08204	Kevin Maloney	President	maloneykj@comcast.net
Cape May County Civil War Roundtable	202 Bartram Ln	Ocean City	NJ	08226	Marty Runner	President	pat_mar1136@yahoo.com
Cape May Co Historical & Genealogical Soc	504 Route 9 N	Cape May Court House	NJ	08210	Donna Matalucci	Executive Director	cmchgsmuseum@gmail.com
Dennisville Historic Homeowners	PO Box 311	Dennisville	NJ	08214	John Connelly	President	dennisvillechristmashousetour@verizon.net
Dennisville Twp Museum & History Center	PO Box 204	Dennisville	NJ	08214	Ray Rebmann	Curator	Dennistwpmuseum@comcast.net
Forgotten Warriors Museum	529 Forrestal Rd	Rio Grande	NJ	08242	Tom Collins	President	tcollins@forgottenwarriors.org
Friends of Fishing Creek School	2600 Bayshore Rd	Villas	NJ	08251	John Lauderback	President	gaiss1@comcast.net
Friends of Historic Cold Spring Village	720 Rout 9	Cape May Court House	NJ	08204	Trish Zackey	President	patricia.zackey@verizon.net
Friends of J. Thompson Baker House	3008 Atlantic Ave	Wildwood	NJ	08260	Cathleen Smith	President	cathyjunke@yahoo.com
Greater Cape May Historical Society	653 1/2 Washington St	Cape May Court House	NJ	08204	Katy Wyatt	Secretary	kcwyatt@aol.com
Hereford Inlet Lighthouse	111 Central Ave	North Wildwood	NJ	08260	Steve Murray	Executive Director	stevemurraynw@gmail.com
Historic Cold Spring Village	720 Route 9	Cape May Court House	NJ	08204	P. Anne Salvatore	Executive Director	pasalvatore@hcsv.org
Historic Preservation Soc of Upper Twp	PO Box 658	Marmora	NJ	08223	Ralph Cooper	Administrator	UpperTwpHistory@yahoo.com
Naval Air Station Wildwood Aviation Museum	500 Forrestal Rd	Rio Grande	NJ	08242	Bruce Fournier	Director	bruce-nasw@comcast.net
Ocean City Historical Museum	1735 Simpson Ave	Ocean City	NJ	08226	Jeff McGranahan	Director	mchistory.oc@gmail.com
Lifesaving Station 30	4th & Atlantic Aves	Ocean City	NJ	08226	John Loeper	Curator	
Sam Azeez Museum	610 Washington St	Woodbine	NJ	08270	Oranit Dror Caplan	Program Director	oranit.dror-caplan@stockton.edu
Sea Isle City Historical Society	4800 Central Ave	Sea Isle City	NJ	08243	Michael McHale	President	msmarlene6@comcast.net
Stone Harbor Museum	235 93rd St	Stone Harbor	NJ	08247	Bruce Tell	Director	director@stoneharbormuseum.org
Stone Harbor Life Saving Station	PO Box 232	Stone Harbor	NJ	08247	Bill Lehman	Curator	carolebill2@aol.com
Wildwood Historical Society	3907 Pacific Ave	Wildwood	NJ	08260	Kathleen Skouras	President	skourasnj@aol.com
Wildwood Doo Wop Preservation League	3314 Pacific Ave	Wildwood	NJ	08260	Shirley Cruz	Administrator	info@doowopusa.org

1 Avalon

BRIEF HISTORY

Avalon is a borough in Cape May County, New Jersey, located on Seven Mile Island. The community is one of the most affluent communities along the Jersey Shore and is home to some of the most expensive real estate on the East Coast. Avalon was incorporated as a borough by an act of the New Jersey Legislature on April 18, 1892, from portions of Middle Township, based on the results of a referendum held two days earlier. The borough was reincorporated on March 6, 1896, and again on May 4, 1897. Another portion of Middle Township was annexed in 1910. On December 27, 1941, portions of Avalon were ceded to Stone Harbor. The borough is named for the Avalon of Arthurian legend.

The area was purchased by Aaron Leaming in December 1722 for 79 pounds from the Lenni Lenape Native Americans. The island served as a cattle range and was also used for its plentiful timber. The Leamings eventually sold the land, and the island exchanged hands in a number of transactions afterwards. In April 1887, the Seven Mile Beach company was formed. As early as 1893, Avalon was advertised as a resort town. With this rapid development, homes and businesses were erected.



Avalon Municipal Building

By the early 1900s, the Leaming Railroad bridge was constructed, allowing train connections into

the town. This increased the resort traffic from nearby Philadelphia, Pennsylvania. Around 1944 the West Jersey and Seashore railroad lines merged with the Reading Railroad. Currently the most widely used method of transportation to and from Avalon is by car or boat; however, buses run on a regular schedule all over the shore towns.

NATIONAL and STATE REGISTER OF HISTORIC PLACES LISTINGS

Avalon Lifesaving Station (ID#986)

76 West 15th Street
NR: 3/2/1979 (NR Reference #: 79001480)
SR: 12/28/1978

Townsend Inlet Bridge (SI&A # 3100003) (ID#4893)

Ocean Highway (CR 619) over Townsend Inlet SHPO Opinion: 10/30/2008
Also located in:
Cape May County, Sea Isle City

Townsend's Inlet Cobblestone Wreck [Site] (ID#5293)

SHPO Opinion: 10/3/2013

CORRESPONDENCE
<nranalli@avalonfreelibrary.org> Thu, Aug 18, 2016 at 11:11 AM
Hi, Bill & Barton,
Thank you for your inquiry! I will address each item individually:
The Borough of Avalon does not currently have ordinances regarding historic preservation. We are in the process of drafting a historic preservation element to the master plan; I expect this to be reviewed and potentially adopted this coming fall. Avalon does not have a historic preservation commission. No formal historic surveys have occurred at the municipal level. Information and photographs regarding select historic structures are available in our collection at the Avalon History Center, and some private residents also hold significant collections of information on historic buildings. Avalon does not provide architectural design guidelines to property owners. There are no preservation based restrictions on construction.
Several Avalon buildings have been granted recognition of their historic status by outside entities. See list at the bottom of this message. History Center staff is working closely with Borough representatives to develop a program recognizing historic homes and buildings in Avalon. Property owners will be able to apply for designation of local historic status, and if granted will be supplied with a plaque indicating the status and the year the property was built. The goal of the program is to educate residents about Avalon's history and to increase appreciation for and awareness of our historic structures. This program will be implemented in the coming year. Please feel free to reach out if you need additional information.
Best regards,
Nina

OBSERVATIONS

The Avalon Historical Society, Library and History Center seem to do an excellent job of collecting and preserving information in the Borough, sponsoring events including local lectures on history topics and pushing the Borough representatives to draft an Historic Preservation Element of the Master Plan. This would be the exact right first step for this town of 1,300 residents. “The mission of the Avalon Historical Society is to collect, chronicle, preserve the history of the Borough of Avalon in the County of Cape May, New Jersey.”

RECOMMENDATIONS

A local historic preservation ordinance and commission do not seem to be the right fit for a small town such as Avalon. The consultant recommends the need to do intensive-level historic surveying to determine what actual cultural resources are still available for further study and how best to protect them in the future.

The two recommendations for Avalon are:

1. Continue to prepare a Historic Preservation Element of the Master Plan (see attached example) prepared by a New Jersey professional planner with experience conducting research, writing, and consulting in American architectural history with a consulting firm, agency, or other professional organization and some experience working on National Register Nominations.
2. Prepare a Historic Preservation Building Survey (see attached example) for the entire Borough, identifying possible National or State eligible properties and local cultural resources deserving of further study and/or protection. Consultant should have a minimum of a Bachelor’s Degree in architectural history, historic preservation or a closely related field required; must meet Secretary of the Interior’s Professional Qualifications Standards in Architectural History (36 CFR Part 61); and have a working knowledge of federal and state cultural resource and historic preservation laws and practices, including NEPA, Section 106 of the National Historic Preservation Act, and CEQA.

2 Cape May City

BRIEF HISTORY

Cape May is a city at the southern tip of Cape May Peninsula in Cape May County, New Jersey, where the Delaware Bay meets the Atlantic Ocean. One of the country's oldest vacation resort destinations, the entire city of Cape May is designated the Cape May Historic District, a National Historic Landmark due to its concentration of Victorian buildings. In the summer, Cape May's population is expanded by as many as 40,000 to 50,000 visitors.

With a rich history, award-winning beaches, designation as a top bird-watching location, and many examples of Victorian architecture, Cape May is a seaside resort drawing visitors from around the world. The city was named for 1620 Dutch captain Cornelius Jacobsen May who explored and charted the area between 1611–1614, and established a claim for the province of New Netherland. It was later settled by New Englanders from the New Haven Colony. What is now Cape May was originally formed as the borough of Cape Island by an act of the New Jersey Legislature on March 8, 1848, from portions of Lower Township. It was reincorporated as Cape Island City on March 10, 1851, and finally became Cape May City as of March 9, 1869.



Cape May City Hall

Cape May began hosting vacationers from Philadelphia in the mid-18th century and is recognized as the country's oldest seaside resort. It became increasingly popular in the 18th century and was considered one of the finest resorts in America by the 19th-century. In 1878 a five-day-long fire destroyed many square blocks of the town center and as part of the reconstruction efforts replacement homes were almost uniformly of Victorian style. As a result of this and of more recent preservation efforts, Cape May is noted for its large number of well-maintained Victorian houses — the second largest collection of such homes in the nation after San Francisco. In 1976, the entire city of Cape May was officially designated a National Historic Landmark as the Cape May Historic District, making Cape May the only city in the United States wholly designated as such. That designation is intended to ensure the architectural preservation of these buildings.

NATIONAL and STATE REGISTER OF HISTORIC PLACES LISTINGS

Atlantic City Railroad Cape May Division Historic District (ID#4758)
Railroad right-of-way from Winslow Junction to Cape May Point, Sea Isle City & Ocean City DOE: 6/23/2005 SHPO Opinion: 7/2/2004

Bank (ID#4519)
526 Washington Street Mall COE: 8/26/2005

1123 Beach Avenue (ID#4504)
1123 Beach Avenue COE: 8/26/2005

1301 Beach Avenue (ID#4480)
1301 Beach Avenue COE: 8/26/2005

1501 Beach Avenue (ID#4481)
1501 Beach Avenue COE: 8/26/2005

1601 Beach Avenue (ID#4482)
1601 Beach Avenue COE: 8/26/2005

Cape May Baptist Church (ID#4503)
115 Gurney Street COE: 8/26/2005

Cape May Historic District (NHL, ID#3042)
NHL: 5/11/1976; NR: 12/29/1970 (NR Reference #: 70000383); SR: 12/10/1970 (National Historic Landmark [Cape May City only]; the National Register historic district includes part of West Cape May Borough)

The Chalfonte Hotel (ID#4505)
301-309 Howard Street COE: 8/26/2005

601 Columbia Avenue (ID#4483)

601 Columbia Avenue COE: 8/26/2005

606 Columbia Avenue (ID#4484)
606 Columbia Avenue COE: 8/26/2005

635 Columbia Avenue (ID#4486)
635 Columbia Avenue COE: 8/26/2005

Congress Hall (ID#4478)
251 Beach Avenue COE: 8/26/2005

203 Congress Place (ID#4487)
203 Congress Place COE: 8/26/2005

207 Congress Place (ID#4488)
207 Congress Place COE: 8/26/2005

24 Congress Street (ID#4489)
24 Congress Street COE: 8/26/2005

28-30 Congress Street (ID#4490)
28-30 Congress Street COE: 8/26/2005

Franklin Street United Methodist Church (ID#4492)
729 Franklin Street COE: 8/26/2005

Franklin Street School (ID#2789)
720 Franklin Street COE: 11/21/1995

107 Grant Street (ID#4493)
107 Grant Street COE: 8/26/2005

16 Gurney Street (ID#4494)
16 Gurney Street COE: 8/26/2005

18 Gurney Street (ID#4495)
18 Gurney Street COE: 8/26/2005

20 Gurney Street (ID#4496)
20 Gurney Street COE: 8/26/2005

22 Gurney Street (ID#4497)
22 Gurney Street COE: 8/26/2005

24 Gurney Street (ID#4498)
24 Gurney Street COE: 8/26/2005

26 Gurney Street (ID#4499)
26 Gurney Street COE: 8/26/2005

28 Gurney Street (ID#4500)
28 Gurney Street COE: 8/26/2005

30 Gurney Street (ID#4501)
30 Gurney Street COE: 8/26/2005

34 Gurney Street (ID#4502)
34 Gurney Street COE: 8/26/2005

Hornbeam (WLB 394) (ID#150)
SHPO Opinion: 3/17/1999

Hotel Macomber (ID#4479)
727 Beach Avenue COE: 8/26/2005

609 Hughes Street (ID#4506)
609 Hughes Street COE: 8/26/2005

637 Hughes Street (ID#4507)
637 Hughes Street COE: 8/26/2005

645 Hughes Street (ID#4508)
645 Hughes Street COE: 8/26/2005

15 Jackson Street (ID#4509)
15 Jackson Street COE: 8/26/2005

17 Jackson Street (ID#4510)
17 Jackson Street COE: 8/26/2005

19 Jackson Street (ID#4511)
19 Jackson Street COE: 8/26/2005

45 Jackson Street (ID#4512)
45 Jackson Street COE: 8/26/2005

1037 Lafayette Street (ID#4514)
1037 Lafayette Street COE: 8/26/2005

1386 Lafayette Street (ID#4515)
1386 Lafayette Street COE: 8/26/2005

405 Lafayette Street (ID#4513)
405 Lafayette Street COE: 8/26/2005

Joseph Leedom House (ID#4491)
200 Congress Street COE: 8/26/2005

7 Ocean Avenue (ID#4516)
7 Ocean Avenue COE: 8/26/2005

Old Cape May High School (ID#4525)
643 Washington Street COE: 8/26/2005

Emlen Physick Estate (ID#4521)
1048 Washington Street COE: 8/26/2005

Pink House (ID#4517)
33 Perry Street COE: 8/26/2005

212 Stockton Place (ID#4518)
212 Stockton Place COE: 8/26/2005

1129 Washington Street (ID#4522)
1129 Washington Street COE: 8/26/2005

720 Washington Street (ID#4520)
720 Washington Street COE: 8/26/2005

CORRESPONDENCE
<brucem@capemaycity.com> Monday, August 29, 2016 9:26 AM
Subject: List of county history organizations
Barton,
Attached is the list from Pary Tel who we spoke to on the phone last week when seeking information pertaining to the Township of Lower.
Bruce

<ekopsitz@capemaycity.com> Wednesday, August 17, 2016 1:50 PM
Cc: 'Bruce MacLeod'; 'Warren Coupland'; 'Edward J Mahaney Jr.'; 'Edie Kopsitz'

Subject: CIRCUIT RIDER - CITY OF CAPE MAY 2016
Barton,
Hope you are enjoying the remainder of the summer. Just a reminder that our HPC Meeting is September 19, 2016 at 6:30pm and I have informed our Chairman that you wanted to meet prior. What is the status of your meeting with the other municipalities regarding their Historic Preservation process? I know you were awaiting a cover letter from Jonathan Kinney.
Remember to stop by the office for the binder I have for you and we can finally meet. Depending on when you are able to stop by, I will inquire if the Mayor and City Manager are available.
Please contact me with any questions.
Edie Kopsitz
Technical Assistant Construction Office, Historic Preservation Commission Assistant
City of Cape May, 643 Washington Street, Cape May, NJ 08204
609-884-9555

OBSERVATIONS
Overall, Cape May City operates as a well-rounded Certified Local Government (CLG). See Chapter 17 for more detailed information.

RECOMMENDATIONS
Cape May should update their HPC Application, hire an HPC Consultant, update the Historic Preservation Element of the Master Plan and have more crossover relationships with the other land use boards. The HPC Consultant can prepare reports and serve as the commission's expert at meetings to comment on whether projects meet the City's Design Guidelines. The website needs to be revised to make it easier for applicants to navigate and all relevant HPC documents need to be digitized as PDFs for easier download by applicants. The commission should keep updating their surveys and provide for better review of projects under construction to avoid field changes incongruous with the CA Resolution. Administration of the Commission, construction office and other land use boards should also be examined to make the City governance more efficient.

The recommendations for Cape May City are:

1. Prepare an updated Historic Preservation Element of the Master Plan (see attached example) prepared by a New Jersey professional planner with experience conducting research, writing, and consulting in American architectural history with a consulting firm, agency, or other professional organization and some experience working on National Register Nominations. The Historic Preservation Element of the Master Plan should include a block/lot list of every historic property in the city as an appendix for future reference.
2. Hire an HPC Consultant for in-depth project review, education and outreach, and to follow up on construction conformity with CA Resolutions passed by the board.
3. Update and digitize the HPC Application. Hire a graphic designer for assistance.
4. Revise the historic preservation portion of the website to make it more user-friendly and post more information for immediate download and understanding by applicants.
5. Conduct more outreach to the other land use boards possibly through a Cape May Board Retreat and/or having the Chairman lecture on the benefits of preservation in the City.

Ordinance

cape may

[7] No device shall be placed within 15 feet of an entry or exit of the premises.

[8] In considering the approval of such premises as a permitted use, the Planning Board shall consider the potential impact of the use at the proposed location on such factors as traffic circulation and safety, the impact on surrounding businesses and residences and any potential detrimental effects to the health, safety and welfare of the citizens of the City of Cape May.

(2) Accessory uses. None.

(3) Conditional uses. Historic structure conversions subject to § 525-44.

B. Area and bulk regulations.

(1) Building regulations.

(a) No permanent structure of any type, except protective works undertaken by the City of Cape May or other governmental agency, may be permitted.

(b) Any temporary building such as a beach tent and facility for the storage of umbrellas and beach equipment shall be required to comply with the regulations contained in § 158-13B(2).[4] All such structures shall be constructed in a temporary fashion so that the same may be easily removed and may be permitted to be standing for the period of time between April 1 and October 15 of each year. Prior to the erection of any temporary building, a building permit must be obtained from the Construction Official of the City, as necessary. **[Amended 5-15-2007 by Ord. No. 99-2007A]**

§ 525-31. S-2 Dune Stabilization District.

A. Use regulations.

(2) Uses by right.

(a) Beach and dune protection projects.

(b) Recreational uses determined by the Planning Board not to be detrimental to dune stabilization, preservation and protection.

(2) Accessory uses. None.

(3) Conditional uses. Historic structure conversions subject to § 525-44.

B. Area and bulk regulations.

(1) Building regulations.

(a) No permanent or temporary structures of any type shall be permitted except in connection with dune stabilization, preservation and protection projects.

ARTICLE VII G-1 Government District

§ 525-32. G-1 Government District.

Land included in this district is controlled by the Federal Government.

ARTICLE VIII HPD Historic Preservation Districts

§ 525-33. Purpose and objectives.

The purpose of this article is to implement the historic preservation element of the Master Plan, to provide guidance to property owners in achieving preservation of historic resources and to advance the following public purposes:

A. To preserve and protect historic, architectural, cultural, archaeological, and aesthetic resources for the general welfare of the public;

B. To identify, designate, and regulate historic districts and historic sites to preserve their historic, architectural, cultural, archaeological, and aesthetic significance;

C. To preserve and enhance the environmental quality of neighborhoods;

D. To strengthen the City's economic base by the stimulation of the tourist industry;

E. To foster economic development and manage growth;

F. To foster civic pride in the beauty and accomplishments of the City's past.

§ 525-34. Definitions.

As used in this article, the following terms shall have the meanings indicated:

ADDITION — An extension or increase in building size, floor area or height.

ADMINISTRATIVE OFFICER — The City Construction Code Official.

ALTERATION — As applied to a building or structure, a change or rearrangement in the structural parts or in the means of egress, or an enlargement, whether by extending on a side or by increasing in height or the moving from one location or position, to another, or the change in appearance of the exterior surface of any improvement.

CERTIFICATE OF APPROPRIATENESS — A document issued by the Historic Preservation Commission demonstrating its review of any alteration, addition to or demolition of a designated historic site, or to a property within a historic district. Such review is based upon the application and representations of the applicant and the approved plans presented for the preservation, restoration, rehabilitation or alteration of an existing property, or the demolition, addition, removal, repair or remodeling of any feature on an existing building within the historic district, or for any new construction within the historic district.

DEMOLITION — The partial or total razing, dismantling or destruction of any historic site or any improvement within a historic district.

EVALUATION — The process of determining whether identified properties meet defined criteria of historical, architectural, archaeological or cultural significance.

HISTORIC DISTRICT — One or more historic sites and certain intervening or surrounding property significantly affecting or affected by the quality and character of historic site or sites, as specifically designated herein.

HISTORIC RESOURCE — Any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in, the National Register (of Historic Places); such term includes artifacts, records, and remains which are related to such a district, site, building, structure, or object.

HISTORIC SITE — Any real property, man-made structure, natural object or configuration or any portion or group of the foregoing which has been designated in the Master Plan as being of historic, archaeological, cultural, scenic or architectural significance at the national, state or local level, as specifically designated herein or any property which is located in a historic district. The designation of a historic site or landmark shall be deemed to include the Tax Map lot on which it is located as well as the right-of-way contiguous thereto.

HISTORIC STRUCTURE — Any structure situated on property included in the Historic Designation List of the City of Cape May, as adopted by Ordinance 192-7-98, as it may be amended.

IMPROVEMENT — Any structure or any part thereof installed upon real property by human endeavor and intended to be kept at the location of such construction or installation.

INTEGRITY — The ability of a property or element to convey its historic significance; the retention of those essential characteristics and features that enable a property to effectively convey its significance.

INVENTORY — A list of historic properties determined to meet criteria of significance specified herein.

MINOR APPLICATION — Any application for a certificate of appropriateness which:

A. Does not involve demolition, relocation or removal of a historic site;

B. Does not involve an addition to a property in a historic district or new construction in a historic district;

C. Is a request for approval of fences, signs, lighting, doors, windows, roofs, paving, exterior sheathing or streetscape work which will comply with the adopted design guidelines for the improvement proposed where a specific guideline applies and which will not substantially affect the characteristics of the historic site or the historic district. If the design guidelines contain a discretionary standard, the Chairperson shall refer the request for approval to the complete Planning Board.

D. Is a request for a field change for a certificate of appropriateness which has already been issued and which meets the criteria of Subsection C of this definition, above.

NATIONAL REGISTER CRITERIA — The established criteria for evaluating the eligibility of properties for inclusion in the National Register of Historic Places.

NONCONTRIBUTING BUILDINGS — Building, site, structure or object that does not add to the historic architectural qualities, historic associations or archaeological values for which a property is significant because it was not present during the period of significance; due to alterations, disturbances, additions or other changes it no longer possesses historic integrity reflecting its character at that time or is incapable of yielding important information about the period; or it does not independently meet the National Register criteria.

ORDINARY MAINTENANCE AND REPAIR — Repair of any deterioration, wear or damage to a structure or any part thereof in order to return the same as nearly as practicable to its condition prior to the occurrence of such deterioration, wear, or damage with in-kind material and quality workmanship. Ordinary maintenance shall further include in-kind replacement of exterior elements or accessory hardware, including signs, using the same materials and workmanship and having the same appearance.

PERMIT — Any required approval for exterior work to any improvement or property in a historic district or on a historic site. Permit shall include, but is not limited to, a building permit, a City window replacement permit, a demolition permit, a permit to move, convert, relocate or remodel or to change the use or type of occupancy of any improvement or property in a historic district which involves exterior changes to the structure or the property on which it is located.

PRESERVATION — The act or process of applying measures to sustain the existing form, integrity and material of a building or structure, and the existing form and vegetative cover of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building materials.

PROTECTION — The act or process of applying measures designed to affect the physical condition of a property by defending or guarding it from deterioration, loss or attack, or to cover or shield the property from danger or injury.

RECONSTRUCTION — The act or process of reproducing by new construction the exact form and detail of a vanished or nonsurviving building, structure or object, or any part thereof, as it appeared at a specific period of time when documentary and physical evidence is available to permit accurate reconstruction.

REHABILITATION — The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural values.

REPAIR — Any work done on an improvement that is not an addition and does not change the exterior appearance of any improvement; provided, however, that any such repairs must be done with materials and workmanship of the same quality.

RESTORATION — The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

STREETSCAPE — The visual character of the street, including, but not limited to, the architecture, building setbacks and height, fences, storefronts, signs, lighting, parking areas, materials, color, sidewalks, curbing and landscaping.

STRUCTURE — A combination of materials to form a construction for occupancy, use or ornamentation whether installed on, above, or below the surface of a parcel of land.

SURVEY — A process of identifying and gathering data on a community's historic resources. It includes a field survey which is the physical search for and recording of historic resources on the ground, preliminary planning and background

research before the field survey begins, organization and presentation of survey data as the survey proceeds, and the development of inventories.

SURVEY DATA — The raw data produced by the survey; that is, all the information gathered on each property and area investigated.

VICTORIAN HOTELS — Hotels with at least 100 rooms, the main portion of which were constructed during or within 15 years after the reign of Victoria Alexandrina, Queen of the United Kingdom of Great Britain and Ireland (1837-1901).

§ 525-35. Historic Preservation Commission.

A. Responsibilities. The Historic Preservation Commission shall have the following duties and responsibilities:

(1) To identify, record and maintain a system for survey and inventory of all buildings, sites, places, landmarks and structures of historical or architectural significance based on the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation (Standards and Guidelines for Identification); and to aid the public in understanding their worth, methods of preservation, techniques of gathering documentation and related matters.

(2) To make recommendations to the Planning Board on the historic preservation plan element of the Master Plan and on the implications for preservation of historic sites of any other Master Plan elements. The Commission may provide information to the Planning Board indicating the location and significance of historic sites and districts and by identifying the standards used to assess worthiness for historic site or district identification.

(3) To advise the Planning Board on the inclusion of historic sites and landmarks in the recommended capital improvement program.

(4) To advise the Planning Board and Zoning Board of Adjustment on applications for development pursuant to N.J.S.A. 40:55D-110.

(5) To provide written reports pursuant to N.J.S.A. 40:55D-111 on the application of the Zoning Ordinance provisions concerning historic preservation.

(6) To issue a certificate of appropriateness pursuant to § 525-37.

(7) After a public hearing, the Historic Preservation Commission may establish administrative procedures and/or regulations to carry out the purposes of this article.

(8) To carry out such other advisory, educational and informational functions as will promote historic preservation in the City.

B. Establishment.

(1) Members.

(a) There is hereby established a Historic Preservation Commission to be appointed by the City Council, which Commission was established by prior ordinance and is hereby continued consistent with N.J.S.A. 40:55D-107 et seq. The Commission shall consist of seven regular members and two alternate members. Members shall serve without compensation. At the time of appointment, at least one member shall be designated from each of the following classes:

[1] Class A: A person who is knowledgeable in building design and construction or architectural history and who may reside outside the municipality; and

[2] Class B: A person who is knowledgeable, or with a demonstrated interest in, local history and who may reside outside the municipality; and

[3] Class C: Citizens of the municipality who shall hold no other municipal office, position or employment except for membership on the Planning Board or Zoning Board of Adjustment. Class C members should have at minimum a demonstrated interest in history, historic preservation or a related field.

(b) Alternate members shall meet the qualifications of Class C members. At the time of appointment, alternate members shall be designated as "Alternate No. 1 " and "Alternate No. 2." Of the seven regular members, at least one less than a majority shall be of Classes A and B.

(2) Terms.

(a) The terms for the members of the Historic Preservation Commission first appointed by City Council shall be as follows:

[1] One member appointed for a one-year term.

[2] Two members appointed for two-year terms.

[3] Two members appointed for three-year terms.

[4] Two members appointed for four-year terms.

[5] Thereafter, the term of each regular member shall be for four years.

(b) All terms shall begin on July 1 of the year in which the appointment is made.

(c) Notwithstanding any other provision herein, the term of any member common to the Historic Preservation Commission and the Planning Board shall be for the term of membership on the Planning Board; and the term of any member common to the Historic Preservation Commission and the Zoning Board of Adjustment shall be for the term of membership on the Zoning Board of Adjustment.

(d) A vacancy occurring otherwise than by expiration of term shall be filled within 60 days for the unexpired term only.

(3) Alternates.

(a) Alternate members shall serve for terms of two years; provided, however, that the initial terms of the two such alternate members shall be one and two years, respectively.

(4) Council liaison. The City of Cape May Municipal Council shall designate a member to act as a liaison between the Historic Preservation Commission and the Council.

(5) Officers. Annually, the Commission shall elect a Chairman and Vice Chairman from its members and select a recording secretary who may or may not be a member of the Commission or a municipal employee.

(6) Budget. The governing body shall make provision in its budget and appropriate funds for the expenses of the Historic Preservation Commission. The Commission may employ, contract for and fix the compensation of experts and other staff and services, as it shall deem necessary. The Commission shall obtain its legal counsel from the Municipal Attorney at the rate of compensation determined by the governing body, unless the governing body by appropriation provides for separate legal counsel for the Commission. Expenditures pursuant to this subsection shall not exceed, exclusive of gifts or grants, the amount appropriated by City Council for the Commission's use. In the event that the Commission receives gifts or grants, they will be placed in a dedicated fund for the exclusive use of the Commission.

(7) Finances. The City Council shall establish by ordinance reasonable fees necessary to cover the expenses of administration and professional services to aid the Commission in its review of applications and development reviews. These fees are in addition to any other required under any portion of this or any other applicable City ordinance.

(8) Rules of Commission.

(a) The Commission shall adopt written rules for the transaction of its business and for the consideration of applications for certificates of appropriateness and for designations of historic districts and sites. Such rules shall not be inconsistent with the provisions of this section and shall include but not be limited to rules pertaining to all notices and hearings required herein.

(b) In order to make available to the public information useful to the preservation and protection of historic districts and sites and to provide the basis for consistency of policy, the administrative officer on behalf of the Commission shall maintain complete files and records. The Commission's files shall include but

are not limited to data used in the classification of buildings, places and structures, minutes of Commission meetings, applications for certificates of appropriateness along with collateral data, decisions and appeals associated therewith and information, materials and references submitted to the public related to historic preservation. A record of Commission proceedings shall be kept and made available, but a formal verbatim record shall not be required.

(c) The Commission Secretary shall keep minutes and records of all meetings and proceedings, including voting records, attendance, resolutions, findings, determinations, decisions and applications. All meetings shall be noticed and conducted in accordance with the Open Public Meetings Act. Copies of all minutes shall be maintained in the office of the Commission and shall be delivered promptly to the City Clerk.

(d) Copies of records shall be made available to municipal bodies, agencies, and officials for their use. When the Planning Board or the Zoning Board of Adjustment refers an application to the Historic Preservation Commission, then the referring Board shall receive a copy of the Commission's report.

(e) The Construction Official shall maintain and display an up-to-date map showing the historic district, as well as a current listing of historic sites. No member of the Commission shall be permitted to act on any matter in which he or she has, either directly or indirectly, any personal or financial interest. Unless a member resides or owns property within 200 feet of property which is the subject of an application, mere ownership or residence in a designated historic district and/or ownership of a designated historic site or a nondesignated site shall not be deemed a personal or financial interest.

(f) A member of the Commission may, after a public hearing, if requested, be removed by the governing body for cause.

(9) Meetings; quorum.

(a) The Historic Preservation Commission shall establish and post in City Hall a regular schedule of a minimum of one meeting per month. Regular meetings shall be held as scheduled unless canceled for lack of applications to process. Additional special meetings may be called by the Chairman or Vice Chairman, or on the request of any two of its members, when the regular meetings are inadequate to meet the needs of its business, to handle emergencies or to meet time constraints imposed by law.

(b) Four members shall constitute a quorum. Nonmember liaisons are not entitled to vote. A majority vote of those present and voting shall prevail, and shall be sufficient to grant or deny a certificate of appropriateness. A majority of the appointed membership shall be required to grant or change a historic site or district designation or to grant a demolition permit.

(c) The Historic Preservation Commission shall prepare an annual report to the governing body which shall be available to the public and placed on file in the City Hall. The report shall detail all activities, including problem solving, advice and support given.

(d) The Historic Preservation Commission shall hold public hearings to review all applications for permits, referrals of development applications and other business which comes before the Commission.

§ 525-36. Designation of historic sites and districts.

A. Survey. The Commission shall maintain a comprehensive survey of the City of Cape May to identify historic districts, sites and landmarks which are worthy of protection and preservation.

B. Criteria for designation. The criteria for evaluating and designating historic districts and sites shall be guided by the National Register Criteria. The Commission or any interested party may recommend designation of historic sites or districts that have integrity of location, design, setting, materials, workmanship and association and that meet one or more of the following criteria:

(1) Character, interest, or value as part of the development, heritage or cultural characteristics of the City, state or nation;

(2) Association with events that have made a significant contribution to the broad patterns of our history; or

(3) Association with the lives of persons significant in our past; or

(4) Embodiment of the distinctive characteristics of a type, period or method of construction, architecture, or engineering; or

(5) Identification with the work of a builder, designer, artist, architect or landscape architect whose work has influenced the development of the City, state or nation; or

(6) Embodiment of elements of design, detail, material or craftsmanship that render an improvement architecturally significant or structurally innovative; or

(7) Unique location or singular physical characteristics that make a district or site an established or familiar visual feature; or

(8) That have yielded, or may be likely to yield, information important in prehistory or history.

C. Procedures for designation.

(1) Interested parties shall contact the administrative officer regarding consideration of a proposed historic site or district. The Commission may also initiate the designation of a historic site or district. The administrative officer will schedule a hearing before the Commission to review the proposed historic site or district.

(2) The formal historic district nomination shall include a building-by-building inventory of all properties within the district; color and/or black-and-white photographs of all properties within the district; a property map of the district showing boundaries; and a physical description and statement of significance which address the criteria for designation set forth herein. The formal historic site nomination shall include a color and/or black-and-white photograph, a tax map of the property and a physical description and statement of significance which address the criteria for designation set forth herein.

(3) Upon review and approval of the proposed site or historic district by the Historic Preservation Commission, and after hearing the comments of the public, if any, the Commission shall forward the proposed site or district nomination to the Planning Board for consideration. Notification shall be by public notice in the official paper and by prominent posting in the municipal building at least 30 days prior to the Planning Board hearing. The interested parties or the Commission shall submit to the Planning Board a complete list of involved properties.

(4) Upon review and approval of the proposed site or district by the Planning Board, the site or district nomination will be sent to the City Council for adoption to amend and supplement this chapter.

(5) All other requirements of the Municipal Land Use Law regarding adoption of development regulations shall be followed.

D. Designation of districts. The following historic district is delineated and described in the Master Plan and is hereby a designated historic district for purposes of this article:

(1) Cape May Historic District. The designated historic district is set forth on the Historic Preservation Map dated July 11, 2006, prepared by the firm of Remington, Vemick & Walberg, Engineers, which is incorporated herein by reference. **[Amended 12-18-2007 by Ord. No. 127-2007]**

(2) Additional districts. Any additional designated districts and sites and/or any changes in the designation of historic districts and historic sites shall be effectuated by amendment of this section in accordance with procedures provided for under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq. and the procedures set forth herein.

§ 525-37. Certificate of appropriateness.

A. When required. A certificate of appropriateness issued by the Commission shall be required before a permit is issued, or before work can commence, for any of the following activities within a historic district(s) or on a historic site designated on the Zoning Map:

(1) Demolition of any building, improvement, site, place or structure.

(2) Change in the exterior appearance of any building, improvement, site, place or structure by addition, reconstruction, alteration or maintenance.

(3) Relocation of a principal or accessory building or structure.

(4) Any addition to or new construction of a principal or accessory building or structure.

B. When not required.

(1) A certificate of appropriateness shall not be required before a permit is issued by the Construction Code Official for changes to the interior of a structure or changes to the exterior of a structure which strictly meet the standards for ordinary maintenance and repair as defined in this article.

(2) The Construction Official shall review all permit applications to determine if the application proposes work which constitutes ordinary maintenance and repair as defined in this article. The Construction Official may issue a permit if he or she finds that the work strictly meets the standards for ordinary maintenance and repair as defined in this article. The Construction Official shall refer the application to the Historic Preservation Commission if he finds that the proposed work does not meet the standards for ordinary maintenance and repair. If the Construction Official has any doubt as to whether the work constitutes ordinary maintenance and repair, then he may, at his discretion, refer the request to the Commission.

C. Procedures.

(1) All applicants shall complete an application form. Application forms shall be made available in the office of the administrative officer. Complete applications shall be filed with the administrative officer.

(2) Each application may be accompanied by sketches, drawings, photographs, descriptions, the property survey, if available, and other information to show the proposed alterations, additions, changes or new construction. Applications for demolition shall include current and archival photographs of the interior and exterior of the building and drawings to document the condition of the building. The Commission may require the subsequent submission of such additional materials as it reasonably requires to make an informed decision.

(3) The Commission shall reach a decision on an application and submit its report to the administrative officer within 45 days of referral of same by the administrative officer. Nothing herein shall prohibit an extension of time by mutual agreement of the applicant and the Commission.

D. Informational meetings/conceptual review. Persons considering action that requires a certificate of appropriateness, as set forth in this section, are encouraged to request an informal informational meeting with the Commission and/or its Chairman prior to submitting a formal application for a certificate of appropriateness. Requests for such informational meetings can be made to the administrative officer, who will contact the Chairman of the Commission. The Commission shall hold such informational meetings within 15 days of receipt of such request. The purpose of an informational meeting is to review the design guidelines and standards of appropriateness and the procedures for obtaining a certificate of appropriateness. Neither the applicant nor the Commission shall be bound by any informational meeting or conceptual review. Conceptual review shall not apply to any applications for development. The Commission shall not consider conceptual review of an application for development unless specifically referred to it by either the Planning Board or the Zoning Board of Adjustment.

E. Application review.

(1) Notices must comply with the requirements of the Open Public Meetings Act.

(2) An applicant shall be required to appear or to be represented at the meeting to consider the application for a certificate of appropriateness, and the Commission may take action in the absence of the applicant.

(3) The Historic Preservation Commission shall issue a certificate of appropriateness to the applicant if it finds the permit application appropriate to the historic district or site and in conformity with the design guidelines. The Commission shall issue a denial of a certificate of appropriateness to the applicant if it finds the permit application inappropriate to the historic district or site or not in conformity with the design guidelines.

(4) When an application is approved, the Commission shall forthwith issue a certificate of appropriateness. Failure to report within a forty-five-day period shall be deemed to constitute a report in favor of the proposed work and without conditions. In the event that the applicant has consented to an extension of time to consider the certificate, the extension of time should be transmitted to the Construction Official and the permit shall not issue during the period of time of the extension.

(5) Appeals from determinations of the Construction Official pursuant to referral to the Historic Preservation Commission may be made by the applicant to the Zoning Board of Adjustment, according to N.J.S.A. 40:55D-70a. Nothing herein shall be deemed to limit the right of judicial review of the action after an appeal is

concluded by the Zoning Board of Adjustment. The appellant shall pay all costs for copies of any transcript(s) required for appeal. If, in the case of an appeal made pursuant to this subsection, the Zoning Board of Adjustment determines there is an error in any order, requirement, decision or refusal made by the Construction Official pursuant to a certificate or denial of a certificate submitted by the Historic Preservation Commission in accordance with N.J.S.A. 40:55D-111, the Zoning Board of Adjustment shall, in writing, include the reasons for its determination in the findings of its decision thereon.

(6) The owner shall post the certificate of appropriateness on a conspicuous spot on the site visible to the public during the entire process of work.

(7) Issuance of an approval of a permit shall be deemed to be a final approval pursuant to this section. Such approval shall neither cause nor prevent the filing of any collateral application or other proceeding required by any other ordinance to be made prior to undertaking the action requested concerning the landmark or any building, structure, object, or site located within a landmark district. The denial of a permit shall be deemed to preclude the applicant from undertaking the activity applied for.

(8) When a certificate of appropriateness has been issued, the administrative officer or his appointee shall, from time to time, inspect the work approved by such certificate and shall regularly report to the Commission the results of such inspections, listing all work inspected and reporting any work not in accordance with such certificate.

(9) A certificate of appropriateness shall be valid for a period of two years from date of issue unless reasonable extensions are requested by the applicant or the Commission.

F. Minor applications. The Chairman of the Historic Preservation Commission, or a committee of commissioners appointed by him or her and acting on his or her behalf, and the Construction Official, may review applications for permits for minor work, without holding a public hearing. If the Chairman finds the application appropriate, he or she may act in place of the full Commission and issue a certificate for minor work to the Construction Official, who may then issue a building permit. If the Chairman does not find the application appropriate or doubts its appropriateness, the application shall be scheduled for a public hearing before the full Board.

G. Emergency procedures.

(1) When a structure or improvement requires immediate repair to preserve the continued habitability of the structure and/or the health and safety of its occupants or others, emergency repairs may be performed in accordance with construction codes, without first obtaining a certificate of appropriateness. Under such circumstances, the repairs performed shall be only such as are necessary to protect the health and safety of the occupants of the structure or others and/or to maintain the habitability of the structure. Where feasible, temporary measures to prevent further damage should be used, provided these measures are reversible without damage to the structure.

(2) The property owner shall make a request for the Commission's review simultaneously with the onset of emergency work. The request shall be made to the administrative officer. Such emergency work shall be permitted only if the administrative officer certifies the immediate necessity for such permit issuance. Upon notice to the full Commission by telephone, personal contact or other appropriate means of communication, at least three members of the Commission shall convene as soon as possible, and such convening members shall proceed to review the certificate of appropriateness application as provided in this section. The Commission shall conduct the emergency meeting in accordance with the Open Public Meeting Act, N.J.S.A. 10:4-9. Subsequent to such review, a certificate of appropriateness may be issued upon a majority vote of the members convened.

(3) No work in addition to the emergency repairs shall be performed on the structure until an appropriate request for approval is made and approval is obtained from the Commission after referral of the request by the Construction Official.

H. Requirement of obtaining certificates of appropriateness for government actions.

(1) It is recognized that the intent and purposes of this article would not be fully served if the municipality and other governmental agencies were to control the actions of others but fail to apply similar constraints to itself. The City of Cape May, when it plans an alteration, demolition, construction or change in appearance to any City-owned property in any historic district or on any historic site, shall submit such plans to the Historic

Preservation Commission and shall receive an advisory report on the appropriateness of those plans before undertaking the work.

(2) In those circumstances where the municipality cannot require compliance, as in certain cases involving the county, state and federal governments, the City most strongly urges the voluntary cooperation of such agencies in seeking a certificate of appropriateness and hereby authorizes the Commission to consider such requests and applications. This does not relieve the property owner from complying with applicable state and federal regulations regarding historic preservation.

§ 525-38. Referral from municipal agencies.

A. The Planning Board and Zoning Board of Adjustment shall refer to the Commission every application for development submitted to either Board for development in historic districts or on historic sites designated on the Zoning Map or identified in any component element of the Master Plan. This referral shall be made when the application for development is deemed complete or is scheduled for a hearing, whichever occurs sooner. Both Boards must provide a copy of their respective agendas to the Commission members as soon as it has been prepared and at the same time that it is mailed to the members of the respective Board. Failure to refer the application as required shall not invalidate any hearing or proceeding. The Commission may provide its advice, which shall be conveyed through its delegation of one of its members or staff to testify orally at the hearing on the application and to explain any written report which may have been submitted.

B. On all matters referred to the Commission which require approval by the Planning Board or Zoning Board of Adjustment, the decision of the Commission shall be a recommendation only. In reviewing applications for development, the Commission may comment on any of the zoning and land use considerations which are relevant to the application. The Planning Board and the Zoning Board of Adjustment shall not approve exterior building elevations when approving an application for development, unless such approval is contingent on subsequent approval of the elevations by the Historic Preservation Commission.

C. Yard variances. Due to the fact that structures in historic districts were often built close to the lot lines, it is in the public interest to retain a neighborhood's historic appearance by approving variances to normal yard requirements. Where it is deemed that such variance will not adversely affect neighboring properties, the appropriate Board may grant such variance to standard requirements.

D. An approval by the Planning Board or Zoning Board of Adjustment, as the case may be, does not relieve the applicant of the requirement of obtaining a certificate of appropriateness for those aspects of the change not approved by the application for development.

§ 525-39. Standards, design guidelines and criteria.

A. The purpose of this section is to provide uniform standards, design guidelines and criteria for the regulation of historic sites and districts for use by the Historic Preservation Commission. All projects requiring a certificate of appropriateness and all applications for development in historic districts or on historic sites shall be governed by the principles of the Secretary of the Interior's Standards for Rehabilitation, the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings, and the Cape May Design Guidelines for the historic district which are adopted as an appendix to this section and which are incorporated herein by reference.

B. Criteria for finding appropriateness. The Historic Preservation Commission may consider the siting, design, arrangement, texture, details, scale, shape, materials, finish, color, and relationship to streetscape of the proposed work and the relationship of those characteristics to the historic, architectural, cultural, archaeological, and aesthetic significance of the historic site or district.

C. In considering permit applications, the Historic Preservation Commission shall not consider use, zoning requirements for setbacks, density, height limitations or lot coverage in finding appropriateness, as these fall within the purview of the Planning Board and the Zoning Board of Adjustment.

D. In considering development applications referred to it by a Board, the Historic Preservation Commission may consider use, zoning requirements for setbacks, density, height limitations, and lot coverage, in rendering its advice to the Planning Board and the Zoning Board of Adjustment on the application of the zoning ordinance provisions

concerning historic preservation. The Commission should emphasize the streetscape when reviewing applications for development. The Commission shall not hear applications for development unless referred to it by either the Planning Board or the Zoning Board of Adjustment.

E. Criteria for plan review. All reviews of plans within Historic Preservation Districts shall give consideration to:

(1) The cultural, historic or architectural values of a structure and its relationship to the surrounding area.

(2) The general compatibility of the proposed use to the cultural and historical values of the surrounding area.

(3) The general compatibility of exterior design, arrangement, texture and materials proposes to be used. In carrying out the review under the guidelines, the following criteria shall be utilized:

(a) All exterior elevations, including the roof, must be maintained and new construction must be compatible with existing districts and surrounding areas.

(b) In-kind or compatible exterior colors must be utilized.

(c) In-kind or similarly compatible building materials must be utilized.

(d) Uses shall be environmentally compatible with the uses adjacent to the property and throughout the surrounding areas. Uses shall not adversely affect the uses in the adjacent or surrounding areas and shall conform to the performance criteria outlined in § 525-57 herein.

F. Guidelines. Guidelines as are adopted by the Historic Preservation Commission pursuant to resolution of the Historic Preservation Commission are hereby adopted and made part of this chapter. The guidelines consist of window guidelines, door guidelines, exterior sheathing guidelines, fence guidelines, streetscape guidelines and design guidelines for new buildings in East Cape May historic areas. A copy of the guidelines shall be available in the offices of the Construction Official and the City Clerk. The guidelines may be amended by the Historic Preservation Commission, but shall not take effect until approved by ordinance of City Council.

§ 525-40. Demolitions and relocations.

A. Criteria. In regard to an application to demolish or move a historic building, site, place or structure, the following matters shall be considered:

(1) Its historic, architectural, cultural and aesthetic significance.

(2) Its current and potential use for those purposes currently permitted by this chapter or for the use proposed.

(3) Its importance to the municipality and the extent to which its historical or architectural value is such that its removal would be detrimental to the integrity of the historic property or district and the public interest.

(4) The extent to which it is of such old, unusual or uncommon design, craftsmanship, texture or material that it could not be reproduced or could be reproduced only with great difficulty.

(5) The extent to which its retention would increase property values, promote business, create new positions, attract tourists, students, writers, historians, artists and artisans, attract new residents, encourage study and interest in American history, stimulate interest and study in architecture and design, educate citizens in American culture and heritage, or make the municipality a more attractive and desirable place in which to live.

(6) The impact of its removal upon the historic district.

(7) The structural soundness and integrity of the building and the economic feasibility of restoring or rehabilitating the structure so as to comply with the requirements of the applicable building codes.

(8) The compelling reasons for not retaining the structure or improvement at its present site, the proximity of the proposed new location and its accessibility to residents of the municipality, and the probability of significant damage to the structure or improvement as a result of the relocation.

(9) The compatibility, nature and character of the current and the proposed surrounding areas as they relate to the intent and purposes of this article and whether the proposed new location is visually compatible in accordance

with the standards set forth herein.

B. Procedure.

(1) Where demolition disapproved. In the event that the Commission disapproves an application for a certificate of appropriateness to demolish a historic building, place or structure, the owner shall, nevertheless, as a matter of right, be entitled to raze or demolish such building, place or structure, provided that all of the following requirements have been fully met:

(a) Appeal to Zoning Board of Adjustment. The owner may opt to appeal the denial of the certificate of appropriateness to the Zoning Board of Adjustment. In the event that the owner appeals the denial of the demolition permit, the owner may simultaneously commence marketing the property for sale for fair market value as set forth below. Alternatively the owner may opt to await the decision of the Zoning Board of Adjustment.

(b) Sale for fair market value. The owner has, prior to seeking demolition, for a period of at least one year for residential properties and two years for commercial properties, and at a price reasonably related to its fair market value, made a bona fide offer to sell such building, place or structure and the land pertaining thereto to any person, organization, government or agency thereof or political subdivision which gives reasonable assurance that it is willing to preserve the building, place or structure and the land pertaining thereto. Market value shall be determined by an appraiser selected by the HPC and at the expense of the owner.

(c) Demolition notice posted and publication. Notice of proposed demolition shall be posted on the premises of the building, place or structure throughout the notice period in a location such that it is clearly readable from the street. In addition, the applicant shall publish a notice in the official newspaper of the City as follows:

[1] Within the first 10 days of notice period.

[2] Within not less than 10 nor more than 15 days prior to the expiration of the notice period.

[3] At least once each 30 days between the above first and last notifications.

(d) Notice period. The period of time during which notice must be given in the manner set forth in the preceding subsections shall be known as the "notice period" which shall continence on the 10th day following the date of the denial by the Historic Preservation Commission or denial of the appeal by the Zoning Board of Adjustment if an appeal is filed and such notice period shall run for a period of time of one year for residential properties and two years for commercial properties.

(e) Certificate of compliance. The property owner shall submit a certificate of compliance for review and approval by the Historic Preservation Commission to demonstrate that the owner has complied with the requirements of this section.

(2) Assignment. No assignment of the rights granted by a certificate of approval shall be permitted.

(3) Expiration of approval.

(a) In cases where demolition is permitted, the certificate of approval shall be valid for one year from the date of Historic Preservation Commission approval of the application. The one year period shall not be extended, except that the certificate of approval shall be automatically extended for that portion within the one year in which a moratorium on demolition is in effect. **[Amended 11-14-2005 by Ord. No. 51-2.005]**

(b) At the time of issuance of the certificate of approval, the Construction Official shall designate the period of time (within the one-year approval period) within which demolition must be completed after it is initiated on site.

(4) Approval after change of circumstances. The Commission may at any time during such notice period, if a significant change in circumstances occurs, approve a certificate of appropriateness to demolish, in which event, a permit shall be issued within 10 days thereafter.

§ 525-41. Enforcement.

It shall be the duty of all municipal officials reviewing all permit applications involving real property or improvements thereon to determine whether such application involves any activity which should also be the subject of an application for a certificate of appropriateness. If it should, the official shall inform both the administrative officer and the applicant, as well as the Historic Preservation Commission.

§ 525-42. Violations and penalties; restoration of property; injunctive relief.

A. Violations.

(1) If any person shall undertake any activity vis-a-vis a historic site or improvement within a historic district without first having obtained and posted a certificate of appropriateness, such person shall be deemed to be in violation of this article.

(2) Upon learning of the violation, the Zoning Officer shall personally serve upon the owner of the lot whereon the violation is occurring a notice describing the violation in detail and giving the owner 10 days to abate the violation by seeking review of the extent and proposed work by the Historic Preservation Commission.

(3) If the owner cannot be personally served within the municipality with the said notice, a copy shall be posted on site and a copy sent by certified mail, return receipt requested, to the owner at the last known address as it appears on the municipal tax rolls.

B. Penalties. If any person shall undertake any activity affecting a historic site or improvement within a historic district without first having obtained a certificate of appropriateness, or without subsequent review by the Commission following discovery of the omission, in addition to fines and penalties as set forth in § 525-83, the violator may be required to restore same to a condition consistent with its historic character and integrity, as approved by the Historic Preservation Commission.

C. Injunctive relief. In the event that any action, which would permanently and adversely change a historic site or historic district, such as demolition or removal, is about to occur without a certificate of appropriateness having been issued, the Zoning Officer may apply to the Superior Court of New Jersey for such injunctive relief as is necessary to prevent the destruction of such site or landmark.

§ 525-43. Other requirements unaffected.

The requirements of this article shall be considered to be in addition to and in no case shall they be interpreted as a substitute for any other approval, permit or other action as otherwise provided for.

§ 525-44. Use regulations.

A. Uses by right, accessory uses and conditional uses permitted in §§ 525-13 through 525-32, inclusive, along with all area and bulk requirements and other provisions in the respective zoning districts, shall not be altered by Historic Preservation District designation. In addition to those regulations, however, the following shall apply:

(1) Historic structure conversion. Subject to the review procedures set forth herein, conversions of historic structures which are designated pursuant to § 525-36 may be permitted in any district by the Planning Board as a conditional use of the following:

(a) Apartment houses and tourist guest houses subject to § 525-65 and the provision of one off-street parking space for each unit thereof.

(b) Multifamily dwellings.

(c) Semidetached dwellings.

(d) Two-family detached dwellings.

§ 525-45. Special protection and uses of Victorian hotels.

Bylaws

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BY-LAWS
HISTORIC PRESERVATION COMMISSION
CITY OF CAPE MAY

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HISTORIC PRESERVATION COMMISSION

CITY OF CAPE MAY

RULES AND REGULATIONS

PART I. ORGANIZATION AND ADMINISTRATION

1.1 ***Annual Organization; Membership; Elections; Meetings.***

1.1-1 ***Organization Meeting.*** The Commission shall convene a meeting on the second Monday of January in each year at 7:30 p.m. for the purpose of organizing the affairs of the Commission for the next year.

1.1-2 ***Membership.*** The membership of the Commission shall consist of seven (7) regular members and two (2) alternate members. The Class of membership and term shall be as set forth in N.J.S.A. 40:D-107 et seq.

1.1-3 ***Election of Officers.*** At the organization meeting, the Commission shall elect a Chairman and Vice Chairman from its members and select a secretary, who may or may not be a member of the Historic Preservation Commission or a municipal employee. In the event of a vacancy of position of Chairman during the year, the Vice Chairman shall move up as acting Chairman until an election for a new Chairman, which may be held at such time as is determined by the Commission. In the event of a vacancy in the position of Vice Chairman during the year, an election shall be held at the next regular meeting of the Commission.

1.1-4 ***Commission Attorney.*** The Commission shall obtain its legal counsel from the municipal attorney at the rate of compensation determined by the governing body, unless the governing body, by appropriation, has provided for separate legal counsel for the Commission. In such event, the Commission shall select its legal counsel, which services shall be provided pursuant to a professional services agreement.

1.1-5 ***Experts and Staff.*** The Commission may employ, contract for and fix the compensation of experts and other staff and services, as it shall deem necessary. Expenditures shall not exceed, exclusive of gifts or grants, the amount appropriated by the City Council for the Commission's use.

1.2 ***Duties of Officers.***

1.2-1 ***Chair.*** The Chair shall preside at all meetings and hearings of the Commission, decide all points of order and matters of procedure governing said meetings or hearings, and shall perform all the duties normally appertaining to his or her office, as required by law, ordinance, these rules or prevailing parliamentary practice. The Chair shall take no action in dealing with third parties unless authorized by the Commission.

1.2-2 ***Vice Chair.*** The Vice Chair shall preside at all Commission meetings and hearings in the absence or upon disqualification of the Chair, and shall have all of the powers of the Chair under such circumstances.

1.2-3 ***Secretary.*** The Secretary shall generally perform the secretarial work of the Commission, including, but not limited to the following:

A. Conduct all official correspondence, compile all required records, keep and maintain all necessary files, surveys, lists and indexes, cause all notices of meetings required to be given pursuant to the Open Public Meeting Pact, the Municipal Land Use Law or any other applicable law or ordinance;

B. Attend all meetings of the Commission, take and have custody of all records, documents, maps, plans and evidence, and provide for the care and custody of items for which no other provision is made by statute or these rules; take or direct the taking of roll call votes, and ensure the recordation of affirmative and negative votes as well as abstentions;

C. Keep minutes of the proceedings of each meeting held by the Commission and enter therein such resolutions as are adopted by the Commission;

D. Cause to be mailed or otherwise delivered or made available to each member of the Commission and the professional consultants to the Commission true copies pertaining to the business of the Commission;

E. Perform such other duties as normally appertain to the office of secretary of the Commission, and assign such parts of such duties as may be appropriate to an assistant or designee.

1.3 ***Meetings.***

1.3-1 ***Regular Meetings.*** Meetings of the Historic Preservation Commission shall be held on the second and fourth Mondays of each month at ~~7:30 p.m.~~ If the regular meeting falls on a legal holiday, such meeting shall be held on such other day as the Commission may select. Whenever there are no matters to be considered at any regular meeting other than the organization meeting, the Chair may dispense with such meeting by directing the Secretary to provide notice of cancellation to each member of the Commission by reasonable means and as soon as possible in advance of the time set for such meeting and giving notice in accordance with the Open Public Meetings Act or otherwise posting a cancellation for the convenience and interests of the public.

1 a month

6:30 PM

1.3-2 ***Review Committee Meetings.*** Review Committee meetings shall be held as determined by the Chair.

1.3-3 ***Special Meetings.*** Special meetings may be called by the Chair or, in his or her absence, by the Vice Chair, provided that notice thereof be mailed or given to each member of the Commission and to the public as required or allowed by law. An applicant may request but shall not be entitled to a special meeting. Special meetings at the request of the applicant may be scheduled at the pleasure of the Commission served. The applicant shall be responsible for all fees and costs related thereto.

1.3-4 ***Quorum.*** At all meetings of the Commission, a quorum to conduct any business shall consist of four members. In the absence of a quorum, the members present may convene a meeting only for the purpose of adjourning the same to another date. No hearing may proceed without a qualified quorum of the Commission for that particular hearing.

1.3-5 ***Order of Business.*** Subject to the discretion of the Chair to the contrary, the order of business for all regular sessions of the Commission shall be as follows:

A. Call to Order.
B. Statement of compliance with Open Public Meetings Act.
C. Roll call.
D. Approval of minutes of previous meetings.
E. Motions for adjournments of any scheduled cases and any other motions.
F. Old business (continued hearings).
G. New business (new hearings).
H. Other discussion.
I. Adoption of resolutions.
J. Closed session, if necessary.
K. Adjournment.

1.3-6 ***Time Limitations.*** The Commission shall be under no obligation to consider new matters after 10:30 p.m., and will take no new testimony beyond 11:00 p.m. this rule may be waived by an affirmative vote by a majority of the Commission members then present and qualified.

1.3-7 ***Parliamentary Procedure.*** Roberts Rules of Order, latest edition, shall be followed whenever a particular procedure or practice is not contemplated by these rules.

PART II. PROCEDURES

2.1 ***Applications and Hearings.***

2.1-1 ***Receipt of Application for Development.*** Upon receipt of an Application for Development from either the Planning Board or Board of Adjustment, the Commission shall schedule the matter for a hearing, and provide its advice to the Planning Board or the Board of Adjustment by written report and may provide testimony orally at the hearing on the application before said Board.

2.1-2 ***Criteria on Applications for Development.*** In accordance with Ordinance 32-33.7, the Commission may consider the siting, design, arrangement, texture, details, scale, shape, materials, finish, color, and relationship to streetscape, of the proposed work and the relationship of those characteristics to the historic, architectural, cultural, archeological, and aesthetic significance of the building, structure, surface, historic site or district in making a finding that the application is appropriate or inappropriate. Further, the Commission may consider use, zoning requirements for setbacks, density, height limitations, and lot coverage, in finding appropriateness.

2.1-3 ***Receipt of Application for Permit.*** Applications for permits that are referred to the Commission by the Construction Official shall be received and a public hearing scheduled to conduct a review of said applications. The Commission shall issue a Certificate of Appropriateness or denial of the Certificate of Appropriateness or a Certificate for Minor Work within forty-five (45) days of said referral. Failure to issue a certificate or a denial shall be deemed to constitute a report in favor of issuance of the permit and without recommendation of conditions to the permit. An applicant may waive this time limit in order to allow the applicant to present any additional information requested by the Commission.

2.1-4 ***Criteria on Applications for Permits.*** The Commission shall issue or deny a Certificate of Appropriateness after a finding as to whether the permit application is appropriate to the historic district or site. Criteria shall include the same criteria as in Rule 2.1-2 above; however, for permit applications, the Commission shall not consider use, zoning requirements for setbacks, density, height limitations or lot coverage as these fall within the purview of the Planning Board and the Zoning Board of Adjustment.

2.1-5 ***Procedures for Demolition or Moving of Historic Structures.*** An application for a permit to demolish or move an historic structure is subject to the same procedures as an application for a permit.

2.1-6 *Criteria for Approving a Certificate of Approval to Demolish.* The criteria shall be as established by Ordinance 32-33.8.

2.1-7 *Review of Application for Emergency Repairs.* Upon referral by the Construction Official of emergency repairs which do not comply with Commission guidelines, the Commission shall schedule a special meeting to consider such matters, and shall be guided by the provisions of Ordinance 32-33.

2.2 *Hearing Procedure.*

2.2-1 *Appearance by Parties.* At the time of the hearing on an application, the applicant shall appear in person, or may be represented by an attorney, an architect, or a builder. Upon presentation of written authorization from the applicant, and upon a showing of exceptional circumstances the applicant may be represented by another individual with the permission of the Commission.

2.2-2 *Evidence; Exhibits.* The formal Rules of Evidence adopted by the Courts of the State of New Jersey shall not be enforced in the proceedings before the Commission. When any documents or exhibits are marked into evidence during or for purposes of a hearing, they shall be marked and shall be retained by the Commission as part of the permanent file. After the commission has rendered its decision and the time for filing an appeal has expired, the Commission's Secretary may return any such exhibits or documents to the person who offered them upon request. In the event of an appeal, the documents and exhibits shall be transferred to the Zoning Board.

2.2-3 *Letters and Petitions.* Letters and petitions shall be admissible; however, the weight shall be determined by the Commission.

2.2-4 *Burden of Proof.* The burden of proof is upon the applicant, and it is the applicant's responsibility to supply competent and credible evidence.

2.3 *Voting.*

2.3-1 *Voting Procedure.* All motions shall require a second. The Chair shall allow discussion on any motion made and duly seconded. All votes shall be taken by roll call and the vote and name of the member casting the vote shall be recorded in the minutes. Unless otherwise provided herein or under prevailing law, any action may be authorized by a majority vote of the members present at such meeting.

2.3-2 *Abstentions.* Abstentions are disfavored except for good cause. An abstention shall be regarded as an assent to the vote of the majority. Thus, if the majority of those voting would affirm a measure, abstentions would be counted toward affirmants; if the majority would defeat a measure, abstentions will be counted toward defeat. A disqualified member shall not be counted as an abstention and shall, instead, remove himself or herself from the panel and not be involved in the consideration of the application. If the Commission is evenly split in its decision, no majority exists with whom an abstaining member can be said to vote and accordingly abstentions shall not be assigned to either block. A tie vote shall defeat an application, and abstentions shall not be construed to approve an application; nor shall abstentions be used to create a tie.

2.3-3 *Voting Eligibility; Review of Record.* When any hearing before the Commission has been continued, a member of the Commission who is absent for one or more hearing sessions shall be eligible to vote on the matter upon which the hearing is conducted notwithstanding the member's prior absence provided that such member certifies in writing to the Commission that he or she has read a transcript or listened to a recording of the entire session for which he or she was absent. This Rule shall not be construed as authorizing any hearing to be held whenever less than a quorum of a Commission is present.

PART III. TAKING ACTION ON APPLICATIONS

3.1

3.1-1 *Memorializing Resolution.* After a decision has been reached by the Commission, the Commission's findings of fact and conclusions must be embodied in the form of a written resolution. When the Commission votes to adopt a resolution, the findings and conclusions set forth in the resolution become the findings and conclusions of the Commission. It shall be immaterial that at the time of voting certain Commission members may have given other reasons or discussed matters not addressed in the resolution; nor shall it be necessary that Commission members articulate particular reasons for reaching a decision at all, it being sufficient that the application be either approved or disapproved by a voice vote and that thereafter a memorializing resolution is adopted. The Commission attorney shall prepare the resolution in such a way as to give the greatest possible support to the decision which has been made by the Commission. Once the resolution has been prepared and has been voted on favorably by the members of the Commission, it shall become a memorializing resolution of the decision of the Commission.

3.1-2 *Distribution of Resolution.* A copy of the Commission's resolution shall be furnished to the applicant and his or her representative within ten (10) days of the date of the Commission's decision. The resolution shall additionally be distributed to the Board Secretary of the referring Board and to the Construction and/or Zoning Official.

PART IV. AVAILABILITY AND ELIGIBILITY OF MEMBERS

4.1 ***Alternate Members.***

4.1-1 ***Designation.*** There shall be two (2) alternate members of the Commission appointed by the Mayor as "Alternate #1" and "Alternate #2", respectively, and each alternate shall retain said designation during the term for which he or she was appointed.

4.1-2 ***Appointment of Alternate to Serve on Case.*** During the absence or disqualification of any regular member, the Chair shall recognize one of the alternate members to serve in the place of said regular member. In the event that a choice must be made as to which alternate member is to vote, Alternate #1 shall vote.

4.1-3 ***Alternate to Serve Until Final Disposition.*** In the event of disqualification of a regular member for any hearing or matter, an alternate member who has been designated to sit in place of a regular member and who has participated in such hearing or matter shall continue to act in the place of such regular member until the final disposition of said matter.

4.1-4 ***Alternate Not to Serve at Adjourned or Continued Hearing Unless Present at Prior Hearings.*** When a member has been present and has participated in the first hearing on any matter, no alternate member shall be designated to serve during the absence of such member during any adjourned or continued hearing or hearings on the same matter unless said alternate member was present at such first hearing or any prior adjourned or continued hearing on such matter.

4.1-5 ***Rights and Privileges.*** An alternate member who has been designated to serve in the place of an absent or disqualified member shall, during the period of service, enjoy all of the rights and privileges and shall be subject to all of the duties and disabilities pertaining to members if the alternate member is eligible in all pertinent respects, provided, however, that no alternate member shall be eligible to serve as Chair or Vice Chair of the Commission.

4.1-6 ***Participation in Discussions; Voting.*** Alternate members may participate in discussions of the proceedings but may not vote except in the absence or disqualification of a regular member. A vote shall not be delayed in order that a regular member may vote instead of an alternate member.

4.2 *Disqualification for Interest.*

4.2-1 ***Disqualification Generally.*** No member of the Commission shall be permitted to act on any matter in which he or she has, either directly or indirectly, any personal or financial interest. The decision as to whether a particular interest is sufficient to disqualify shall depend on the facts and circumstances of the particular case. The tests shall be whether the circumstances could reasonably be interpreted to show that they had the likely capacity to tempt the Commission member to depart from his or her sworn public duty.

4.2-2 ***Local Government Ethics Law.*** The members of the Commission shall comply with and be bound by the provisions of the local Government Ethics Law, N.J.S. 40A:9-22.1 et seq. and shall annually file a statement as prepared by the local Finance Board and the Division of Local Government Services, Department of Community Affairs. Pursuant to such law, no Commission member shall act in his or her official capacity in any matter which he or she, a member of his or her immediate family or a business organization in which he or she has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his or her objectivity or independence of judgment. To the extent that the word "involvement" as cited here and above extends the reach of the law beyond "interest", the same may be considered a source of disqualification and shall be closely examined by the Commission. Any interest or involvement of the Commission member that is not shared in common with other members of the public shall be examined to determine eligibility.

4.2-3 ***Removal.*** Any member having been deemed or having deemed himself or herself disqualified in any matter shall not sit with the Commission to participate in the consideration of such matter. The nature of any such disqualification shall be disclosed at the time of recusal unless doing so would constitute an unwarranted invasion of the individual privacy that could adversely affect the public interest. Such member may be heard at the appropriate time as an interested party of applicant, but whenever such members appear before the Commission on his or her own behalf or by legal representative, it shall be disclosed that the member's comments are made solely to exercise or protect private rights and are not expressed as a member of the Commission. Every effort shall be made by such member to avoid the possible influence of fellow Commission members and the appearance of impropriety from the point of view of the general public.

4.2-4 *Disclosure of Possible Conflicts; Waiver by Parties.* Where conflict is only possible and not actual by virtue of involving, either directly or indirectly, any personal or financial interest, such conflict need not necessarily result in a disqualification but should be disclosed. For purposes of illustration, prior dealings and friendships should be disclosed so that disqualification can be considered on an informed basis. Disclosure of interest is necessary in order to judge whether a particular interest is sufficient to disqualify or is remote and speculative. Concern for the impartial exercise of authority, in appearance as well as in fact, requires that where a member of the Commission must disqualify himself or herself in a matter because of a conflict of interest, the disqualification is absolute and cannot be waived. However, if a conflict is only potential and is disclosed, the Commission may reasonably find that a particular interest is too remote or speculative to cause a disqualification. The Commission attorney shall be consulted in each such case. Whenever the Commission is called upon to waive a potential conflict, the affected Commission member shall disclose the nature of the relationship and shall satisfy the Commission that the relationship would not in any way influence his or her decision.

4.2-5 *Remedy.* When a member fails to disqualify himself or herself where the circumstances require disqualification, any interested party, including a Commission member, may move the Commission for an Order or determination that such member is or was disqualified to act and may, even after decision, seek the vacation of the decision and a re-hearing or other appropriate relief. The motion shall contain a statement of the facts upon which it is based, and the Commission may thereupon hold a hearing on the matter or take whatever action it may deem appropriate.

4.4 *Attendance.*

4.4-1 *Determination of Vacancy for Excessive Absences.* The position of any member or alternate member shall be deemed vacant whenever the member, without being excused by a majority of the authorized members of the Commission, fails to attend and participate at meetings of the Commission for a period of four consecutive meetings, provided that the Commission shall notify the Mayor in writing of such determination. In the event of such notice, the Mayor shall forthwith fill the vacancy for the unexpired term in a manner prescribed by law. This rule shall be automatically amended by operation of law in the event that the above standards are made more strict pursuant to amendment henceforth of N.J.S. 40A:9-12.1 or other relevant prevailing enactment, in which event the language of this rule shall be deemed substituted by the language of such enactment.

PART V. MISCELLANEOUS MATTERS

5.1 ***Finances.*** The Commission shall charge such reasonable fees as have been established by City Council to cover the expense of administration and professional services.

5.2 ***Committees.***

5.2-1 ***Standing Committees.*** There shall be the following standing committees of the Commission:

A. Guidelines Committee.
B. Education Committee.
C. Emergency Repair Committee.
D. Review Committee.

5.2-2 ***Committee Composition.*** The standing committees shall comprise of not less than two (2) nor more than an effective majority of the Commission. The Chair shall annually appoint the members of each committee for a one (1) year term. Vacancies shall be filled at or by the next regular session of the Commission. Not more than one alternate member may serve on any standing committee.

5.2-3 ***Special committees.*** Special committees may be established by a vote of the majority of the full membership of the Commission. The Chair shall appoint the members of such committee, who shall serve for a term to be determined by the Commission when it acts to establish such committee.

5.3 ***Amendments.***

5.3-1 ***Amendments to the Rules.*** The Commission may, from time to time, by a two-thirds (2/3) margin, amend any part of parts of these rules and regulations at any regular meeting, provided notice of the consideration of such amendment has been given in writing to each member of the Commission at least three (3) days prior to such meeting. In no case, however, shall any rule, as amended, be applicable to any action commenced prior to the adoption of such amendment, where the application thereof would result in surprise, hardship or injustice to the applicant or any interested party.

Application, Agenda & Minutes

cape may

CITY OF CAPE MAY
HISTORIC PRESERVATION COMMISSION APPLICATION

643 Washington St.
Cape May, NJ 08204
Phone 609-884-9561 www.capemaycity.org Fax 609-884-3355

APPLICANT INFORMATION

Date:		
Work Site:	Block:	Lot:
Property Owner:		
Mailing Address:		
City:	State:	ZIP Code:
Phone:	Fax:	Email:

NOTICE OF HEARING DATE CONTACT

Name:		
Address:		
City:	State:	ZIP Code:
Phone:	Fax:	Email:

PROJECTS REQUIRING HPC REVIEW

Before exterior work on a structure in the Historic District begins, the Historic Preservation Commission must approve any exterior alterations, new construction, demolition, or changes to important landscape features. An HPC Review Committee may review applications for minor work, without holding a public hearing. Approved applications for minor work will receive a *Certificate of Minor Work,* which must be posted at the work site. The Review Committee may determine that an application be heard by the full Commission based on the scope of the work or the historic significance of the structure. If the full Commission approves the application a *Certificate of Appropriateness* will be issued and must be posted at the work site. The Certificate of *Appropriateness* is valid for a period of two (2) years from the date of issue unless the applicant requests reasonable extensions. Demolition and relocation permits are valid for a period of one year only.

Examples of work requiring the approval of the Commission include, but are not limited to, the following (please check appropriate box):

☐ new construction	☐ additions	☐ garages
☐ windows	☐ porches	☐ roofing/siding
☐ fences	☐ sidewalks/curbing	☐ driveways
☐ swimming pool	☐ awnings/canopies	☐ exterior lighting
☐ patios/decks	☐ street furniture	☐ HVAC equipment
☐ satellite dishes	☐ exterior doors	☐ signs/sign posts
☐ sheds/outbuildings/accessory structures	☐ chimneys	☐ masonry repairs

If you have any questions about whether or not an HPC review is required or if a permit is required, it is advisable to contact the Construction/Zoning Office at 609-884-9555.

PROPOSED WORK PROGRAM

Describe work to be done. Please be as specific as possible. Attach architectural plans, landscaping plans, surveys and/or scale drawings that include accurate dimensions, elevations and a description of the materials used. Submit product literature or samples. Submit a photograph of the property, specifically the location where the work is to be done. Streetscape photographs are required on all applications. 12 copies of application, HPC Survey (obtained in Construction Office) and all materials list (except product literature and samples) must be submitted at time of Full Commission Hearing.

CERTIFICATION

I hereby certify that the above statements made and contained in this application including any attachments are true and correct.

Applicant's Signature_____ Approved_____ Denied_____ Date_____

CITY OF CAPE MAY
HISTORIC PRESERVATION COMMISSION MATERIALS CHECK LIST

Construction/Zoning Office
643 Washington Street
Cape May, NJ 08204
cmbds@capemaycity.com
Phone: 609-884-955[illegible]
Fax: 609-884-335[illegible]

APPLICANT MUST CHECK OFF THE ITEMS LISTED BELOW THAT RELATE TO THE CONSTRUCTION PROJECT AND FURNISH THE MODEL/SERIES #, TYPE, DETAIL AND MATERIALS TO BE USED WHERE APPLICABLE. ANY DEVIATION FROM THE APPROVED MATERIALS WILL REQUIRE ADDITIONAL HPC REVIEW. ***(PLEASE TYPE OR PRINT CLEARLY AND SUBMITT WITH ARCHITECTURAL PLANS/WORKING DRAWINGS.)***

WORK SITE:_____ **Block**_____ **Lot**_____

- ☐ **ROOF**_____
- ☐ **FACIA**_____
- ☐ **SOFFITS**_____
- ☐ **SIDING**_____
- ☐ **WINDOWS**_____
- ☐ **WINDOW TRIM**_____
- ☐ **DOORS**_____
- ☐ **COLUMNS**_____
- ☐ **RAILINGS**_____
- ☐ **DECKING**_____
- ☐ **FOUNDATION**_____
- ☐ **HVAC ENCLOSURE**_____
- ☐ **OUTSIDE SHOWER ENCLOSURE**_____
- ☐ **DRIVEWAY/WALKWAYS**_____
- ☐ **FENCES**_____
- ☐ **EXTERIOR LIGHTING**_____
- ☐ **SHEDS/OUTBUILDINGS**_____
- ☐ **GARAGE (siding, windows, doors)**_____

Applicant's Signature: Date: HPC Approval

PROOF OF PAYMENT OF TAXES

Pursuant to subsection 525-33 Payment of Taxes, of the City's Land Use Procedures Ordinance, this form shall accompany every application for development submitted to the Historic Preservation Commission.

Applicant's Name_____

Applicant's Address_____

_____

_____

Owner's Name_____

Applicant's Address_____

_____

_____

Subject Property Information:

Block_____ Lot_____ Qual_____

Street Address_____

DO NOT WRITE BELOW THESE LINES: FOR TAX COLLECTOR ONLY

All Taxes are current and there are no assessments for local improvements due of delinquent on the above referenced application property.

Date:_____ Tax Collector:_____

Please be advised that taxes and/or assessments for local improvements are due or delinquent on the above referenced property as follows:

Amount of Taxes Due: $_____
Amount of Assessments Due: $_____

Date:_____ Tax Collector:_____

This form must be completed and submitted with no taxes due, for an application to be deemed complete.

DR. EDWARD J. MAHANEY, JR.
Mayor
TERRI L. SWAIN
Deputy Mayor
ROGER FURLIN
Councilmember
BEATRICE PASSAGNO
Councilmember
SHAINE P. MEIER
Councilmember

City of Cape May

National Historic Landmark
City Hall – 643 Washington Street
Cape May, New Jersey 08204-2397
(609) 884-9525 * Fax: (609) 884-8589
www.capemaycity.org

BRUCE MacLEOD
City Manager

LOUISE CUMMISKEY
City Clerk

City of Cape May Historic Preservation Commission
Monday, December 21, 2015 - 6:30 PM

Opening: In compliance with the Open Public Meetings Act of 1975, adequate notice of this meeting has been provided. If any member has reason to believe that this meeting is being held in violation of this Act they should state so at this time.

Pledge of Allegiance
Roll Call

Resolutions:
Pray, 926 Kearney Avenue, 1082/8, Resolution #2015-34
Darby, 1221 Lafayette Street, 1061/89.02, Resolution #2015-35

Applications approved in Review:
Isaac, 826 Corgie Street, 1090/9, Contributing – Roof
Ryan, 1207 New Jersey Avenue, 1131/31, Not rated – Outside Shower
Foster, 12 South Broadway, 1016/7, Non Contributing – Garage Roof
Lafayette Association, 1108 Lafayette Street, 1113/2, Contributing – Roof
Foxx, 615 Hughes Street, 1058/30, Contributing – Roof
Maher, 1033 Lafayette Street, 1061/63.07, Contributing – Deck Repair/Replace
Newman, 641 Hughes Street, 1058/21, Contributing – Roof
Periwinkle, 1039 Beach Avenue, 1101/5, Contributing – Fence
Turnball, 664 Hughes Street, 1066/9, Contributing – Roof
Cooper, 109 Howard Street, 1068/22, Contributing – Roof (garage only)
Mucha, 1001 Lafayette Street, 1061/58, Non Contributing – Sidewalk
Hatch, 1142 Washington Street, 1110/28, Contributing – AC Unit
Physic Estate, 1048 Washington Street, Key – Fire Escape
Williams, 1619 New Jersey Avenue, 1186/6, Contributing – Roof
Cummin, 1120 New York Avenue, 1116/10, Key – Windows (Wood)
DeMarest, 1024 Washington Street, 1110/12, Contributing – Sidewalk

OLD BUSINESS:

CCK EQUITIES & RIEDERER.....482 & 484 WEST PERRY STREET
FINAL - BLK 1032 LOT(S) 8.01, 9, 13.02 &14 (NON CONTRIBUTING/CONTRIBUTING)

HARRIS.....27 SECOND AVENUE
NEW CONSTRUCTION FINAL– BLK 1014/23 (NOT RATED)

PRAY.....926 KEARNEY AVENUE
NEW CONSTRUCTION FINAL- BLK 1082 LOTS 8 (NOT RATED)

NEW BUSINESS:

GREENACRE.....807 COLUMBIA AVENUE
RENOVATIONS/ADDITIONS – BLK 1075 LOT 4 (NOT RATED)

LEGERE.....1112 NEW YORK AVENUE
RENOVATION/ADDITION – BLK 1116 LOT 6 & 7 (CONTRIBUTING)

BROGAN.....413 JEFFERSON STREET
REONVATIONS – BLK 1086 LOT 1 (CONTRIBUTING)

CAPE MAY STAGE.....405 LAFAYETTE STREET
DOORS - BLK 1046 LOT (S) 6 & 7 (KEY)

OPEN TO PUBLIC:

DISCUSSION: Any and all matters deemed necessary by the Commission for discussion

ADJOURNMENT:

City of Cape May Historic Preservation Commission
Monday, December 21, 2015 - 6:40 PM

Opening: The regular meeting of the City of Cape May Historic Preservation Commission was called to order by Chairman Warren Coupland at 6:40 PM and was conducted in Council Chambers. In Compliance with the Open Public Meetings Act, adequate notice of this meeting was provided.

PLEDGE OF ALLEGIANCE

Roll Call:

Mr. Coupland, Chairman		Present
Mr. Fontaine, Vice Chairman		Absent - **excused**
Mr. Carroll		Present
Mr. Clemans		Present
Mr. Cogswell		Present
VACANT		
VACANT		
Mr. Connolly	Alt. 1	Absent - **excused**
Mrs. Pontin	Alt. 2	Absent - **excused**

Also Present: Robert Fineberg, Esquire – Commission Solicitor
Edie Kopsitz, Secretary

Resolutions:

Pray, 926 Kearney Avenue, 1082/8, Resolution #2015-34
Darby, 1221 Lafayette Street, 1061/89.02, Resolution #2015-35

Motion made by Mr. Cogswell to approve Resolution's #2015-34 and #2015-35 as presented. Seconded by Mr. Carroll and **carried 4-0.** Those in favor: Mr. Carroll, Mr. Cogswell, Mr. Clemans and Mr. Coupland. Those opposed: None. Those abstaining: None.

Applications approved in Review:

Isaac, 826 Corgie Street, 1090/9, Contributing – Roof
Ryan, 1207 New Jersey Avenue, 1131/31, Not rated – Outside Shower
Foster, 12 South Broadway, 1016/7, Non Contributing – Garage Roof
Lafayette Association, 1108 Lafayette Street, 1113/2, Contributing – Roof
Foxx, 615 Hughes Street, 1058/30, Contributing – Roof
Maher, 1033 Lafayette Street, 1061/63.07, Contributing – Deck Repair/Replace
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Cooper, 109 Howard Street, 1068/22, Contributing – Roof (garage only)
Mucha, 1001 Lafayette Street, 1061/58, Non Contributing – Sidewalk
Hatch, 1142 Washington Street, 1110/28, Contributing – AC Unit
Physic Estate, 1048 Washington Street, Key – Fire Escape
Williams, 1619 New Jersey Avenue, 1186/6, Contributing – Roof
Cummin, 1120 New York Avenue, 1116/10, Key – Windows (Wood)
DeMarest, 1024 Washington Street, 1110/12, Contributing – Sidewalk

Motion made by Mr. Clemans to accept the Applications approved in Review. Seconded by Mr. Cogswell and **carried 4-0.** Those in favor: Mr. Carroll, Mr. Cogswell, Mr. Clemans and Mr. Coupland. Those opposed: None. Those abstaining: None.

OLD BUSINESS:

CCK EQUITIES & RIEDERER.....482 & 484 WEST PERRY STREET
FINAL - BLK 1032 LOT(S) 8.01, 9, 3.02 &14 (NON CONTRIBUTING/CONTRIBUTING)

Wendy Guiles, Manager and Robert Shepanski, project manager were present representing CCK Equities. Mr. Shepanski presentation gave a brief history stating it received conceptual approval on May 18, 2015 and is seeking final this evening. The renovation to this property consists of connecting and renovating two commercial structures (West End Garage and Cape May Bakery). Revised drawings November 20, 2015 by Stokes Architecture were displayed for the Members perusal with Mr. Shepanki stating the requests from the May 18, 2015 meeting having the connection of the two structures are recessed and believes they addressed the concern. Materials will include: windows will be Jeldwen Traditional Plus Wood Double-Hung; repair and paint window trim; new Azec on connectors and fascia; door will be custom wood; new wood fence along rear of property; replace corrugated metal roofing; repair and repaint exterior siding with new Hardiboard in rear.

Members were positive on the application but expressed concerns with the exception of the proposed new sidewalk which should match in materials the sidewalk in front of both buildings. Pavers are preferred and suggested they be submitted for the Review Committee to approve.

Motion made by Mr. Coupland to grant final approval with the understanding that the pavers catalog cut be brought to the Review Committee for approval. Seconded by Mr. Clemans and **carried 4-0.** Those in favor: Mr. Carroll, Mr. Cogswell, Mr. Clemans and Mr. Coupland. Those opposed: None. Those abstaining: None.

HARRIS.....27 SECOND AVENUE
NEW CONSTRUCTION FINAL– BLK 1014/23 (NOT RATED)

Steve Fenwick, Architect was present for the applicant James Harris who was not in attendance. He gave a brief history of the project, stating the applicant proposes construction of a new 2 ½ story dwelling with a front porch and two story rear deck with concrete paver driveway. He indicated that the Commission granted conceptual approval of the project with the caveat that he return with the plans denoting the standing seams roofs design in its entirety. Plans dated September 29, 2015 with a revision date of November 16, 2015 were displayed. The materials proposed are; Roof Fiberglass Timberline & Metal ATAS PC 1 height standing seam, Facia – 1 x 4 on 1 x8 Board on Board Cellular PVC Trim board, Soffits – Cellular PVC Bead board, Windows – Andersen 200 Series w/simulated divided light, Window Trim – 1x4 Cellular PVC Trim board at jamb and sills, Cellular PVC Crown & Cap on 1x6 Cellular PVC trim board at head, Columns-Square columns by HB&G "Perma-cast", Railings – painted finish cellular PVC railing w/1 ½ minimum picket, maximum 2 ½ space, Decking – Composite Decking, Poly at 2nd Floor Porch, Foundation – Cement Stucco & Brick, Outside Shower Enclosure – Vinyl fence system, Driveway/Walkways: Concrete Pavers, Exterior Lighting – Northeast Lantern, Style Heal 3317-NS (Color Dark antique brass with frosted glass) and Shed/Outer Building – Existing to remain.

Members were positive on the application and expressed their appreciation of having the details of the standing seam roof denoted on the plans.

Motion made by Mr. Clemans to grant final approval as presented. Seconded by Mr. Clemans and **carried 4-0.** Those in favor: Mr. Carroll, Mr. Cogswell, Mr. Clemans and Mr. Coupland. Those opposed: None. Those abstaining: None.

PRAY.....926 KEARNEY AVENUE
NEW CONSTRUCTION FINAL- BLK 1082 LOTS 8 (NOT RATED)

Lawrence Pray owner was present along with his professional Steve Fenwick, Architect. The proposal obtained demolition of existing single-family dwelling pursuant to Resolution No. 2015-34, and conceptual approval of the new dwelling on November 23, 2015. The height of the proposed residence was slightly reduced from conceptual approval. The standing seam metal roof will have approximately fourteen inch spacing between seams, and all angles will replicate all other seams. Additional materials will include a fiberglass asphalt roof shingle; PVC fascia, soffits, window trim, railing; composite decking; cement stucco foundation; vinyl fence for outside shower enclosure. Lattice will be one by three cedar.

Members were positive on the application and commended the applicant for the reduction in height.

Motion made by Mr. Carroll to grant final approval as presented. Seconded by Mr. Clemans and **carried 4-0.** Those in favor: Mr. Carroll, Mr. Cogswell, Mr. Clemans and Mr. Coupland. Those opposed: None. Those abstaining: None.

NEW BUSINESS:

GREENACRE.....807 COLUMBIA AVENUE
RENOVATIONS/ADDITIONS – BLK 1075 LOT 4 (CONTRIBUTING)

Martyn Greenacre owner was present along with his General Contractor, Joseph Krafechek of KHomes. Mr. Greenacre explained in detail that the house was a triplex utilized as a holiday rental for many years and has been severely neglected. He also stated he has renovated historic homes in the United States as well as in England. A written summation of the repairs were submitted with application (Repairs to all windows, Fence, Porch Deck, Exterior doors and staircase, Chimneys, Roofing and gutters, electrical updates, HVAC Units, outside shower and a introduction of a rear deck porch that would run for the Page Street corner of the rear addition for approximately sixteen feet on the west side and Landscaping improvements that will remove two concrete curbstones currently set in grass and remove concrete paths install turf grid pavers form property line on Page Street for ten feet onto property between edge of the new deck as base of utility pole. He also reviewed 14 photographs of the structure from all angles. Plans submitted with the application consisted of rough drawings with the owner and contractor explaining in detail to the Commission Members.

Members were positive on the application in general but expressed their concerns with the drawings. It was explained to the applicant that a project of this magnitude should have explicate plans denoting elevations and materials.

Motion made by Mr. Carroll to grant preliminary/conceptual approval to the application but have the applicant return with detailed drawings for final approval. Seconded by Mr. Clemans and **carried 4-0.** Those in favor: Mr. Carroll, Mr. Cogswell, Mr. Clemans and Mr. Coupland. Those opposed: None. Those abstaining: None.

LEGERE.....1112 NEW YORK AVENUE
RENOVATION/ADDITION – BLK 1116 LOT 6 & 7 (CONTRIBUTING)

Marla Legere, owner was present along with her professional Christina Amey, Architect. Ms. Amey described the structure as a 1 ½ story single family dwelling in the California Bungalow style. The Applicant proposes renovations consisting of replacement of windows; addition to rear of house; construction of patio and pergola to the left of house, new driveway and new shed. The following exhibits were accepted: plans and elevations prepared by Christina Amey, Architect, dated December 4, 2015; catalog cuts of door and fencing. Materials proposed include: Roof –Asphalt, Facia and soffits – Beadboard, Cedar shake siding, Wood windows and window trim; Door – Wood, Columns - wood; wood railings and decking; cedar fencing around HVAC enclosure and shower enclosure and cedar fence.

Members were positive on the application but had concerns regarding fence posts. The applicant agreed to use six by six inch posts for the fence.

Motion made by Mr. Carroll to grant final approval as presented with the caveat that the fence posts will be 6 x 6 inch. Seconded by Mr. Clemans and **carried 4-0.** Those in favor: Mr. Carroll, Mr. Cogswell, Mr. Clemans and Mr. Coupland. Those opposed: None. Those abstaining: None.

BROGAN.....413 JEFFERSON STREET
REONVATIONS – BLK 1086 LOT 1 (CONTRIBUTING)

John Brogan, owner was present along with his professional Catherine Lorentz, Architect. The applicant proposes replacement of all windows except on front porch; removal of existing vinyl from front of house; construction of new front porch; repair and replace garage, roof, railing, and stair; repair exterior shower; replace vinyl with cedar siding; augment base of brick fireplace; convert dwelling to original single-family dwelling; remove exterior stairs and place condenser behind garage; add concrete apron to sidewalk and construct brick paver strips. Ms. Lorentz using her architectural plans dated November 7, 2015 with a revision dated of November 17 described in detail, the front elevation, side and rear elevations. Ms. Lorentz explained the survey by Domenic A. McGonigle dated October 22, 2015 and expressed the unusual design of the structure. She and Mr. Brogan reviewed the streetscape photographs dated August 11, 2015 and existing photographs dated November 4, 2015. Submitted were photograph of new exterior light fixture; window photographs; catalog cut Jeldwen windows. They are going to replace all vinyl with wood on the siding, front porch and introduce brick foundation as it should have been.

Members were positive on the application, commending the applicant for undertaking such a task. All were in agreement that the proposed renovations will represent a significant aesthetic improvement and not harm the character of the building.

Motion made by Mr. Clemans to grant final approval as presented. Seconded by Mr. Carroll and **carried 4-0.** Those in favor: Mr. Carroll, Mr. Cogswell, Mr. Clemans and Mr. Coupland. Those opposed: None. Those abstaining: None.

CAPE MAY STAGE.....405 LAFAYETTE STREET
DOORS - BLK 1046 LOT (S) 6 & 7 (KEY)

Chairman Coupland shared with the membership of a meeting that was conducted on December 17, 2015 by himself, Member Clemans, the Mayor, City Manager, Mr. Green and Mr. Steinberg (Cape May Stage) along with the Construction Official Lou Vito, Jason Dilworth, Building Subcode and Greg Neill, Fire Subcode regarding the violation from the State Fire Marshall regarding the front doors of Cape May Stage. It was then requested that a Resolution be completed that would address the concern of the Cape May Stage Doors that were designed to open inwards and are original most decorative element of an historic structure. Discussion was at length regarding the violation by the Fire Marshall and expressed their concern. All members were in agreement to have Mr. Fineberg do a Resolution ready for our next meeting and have letter attached regarding the meeting on December 17, 2015.

Motions made by Mr. Cogswell to have Robert Fineberg, Esquire prepare a Resolution itemizing the concern discussed this evening regarding the historic doors on Cape May Stage. Seconded by Mr. Carroll and **carried 4-0.** Those in favor: Mr. Carroll, Mr. Cogswell, Mr. Clemans and Mr. Coupland. Those opposed: None. Those abstaining: None.

The meeting was open to the public at 8:45 pm with no one coming forward the public portion was closed.

Motion to adjourn the meeting was made by Mr. Clemans, seconded by Mr. Coupland with all in favor at 8:50 pm.

All members wished everyone a Merry Christmas and Happy New Year.

A verbatim recording of said meeting is on file at the Construction/Zoning Office.

Respectfully submitted: Edie Kopsitz – Secretary

Design Guidelines

cape may

CITY OF CAPE MAY

HISTORIC PRESERVATION COMMISSION

DESIGN STANDARDS













CITY OF CAPE MAY
HISTORIC PRESERVATION COMMISSION

DESIGN STANDARDS



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INTRODUCTION

Cape May offers a rare, full-scale dictionary of architectural styles spanning 250 years of development as a resort destination. From the rustic, mid-eighteenth century Cape Island, through the Queen of Seaside Resorts in the second half of the nineteenth century, to the current mix of high-style and vernacular architecture from the eighteenth, nineteenth and twentieth centuries, Cape May is the repository of a unique architectural history. It is home to much more than one of the largest collections of nineteenth-century frame buildings in the United States; it is a palpable architectural record of the evolution of an inimitable seaside resort over two-and-a-half centuries.

In the past quarter-century, preservation efforts, combined with the offering of cultural and historical activities and events, have increased visitation, and contributed to the economic prosperity of the City of Cape May. The restoration of many high-profile nineteenth-century homes as Bed and Breakfast inns, guesthouses, restaurants and shops contributed to this success, but the visitor's experience of Cape May is not specific to these individual structures. The Cape May Historic District is exceptional because of its distinctive architectural character as a whole. It is a mix of individual commercial and residential buildings, simple or elaborate, all related by scale, proportion, building materials and streetscape that weave a common thread through a heritage that spans centuries and a vast array of styles and features.

The outstanding quality of Cape May's architectural heritage was recognized with its designation as a National Historic Landmark District on 11 May 1976 and its listing on both the National and State Registers of Historic Places. City Council echoed this recognition by designating a local Historic District overlay in the Cape May Zoning Ordinance and establishing the Cape May Historic Preservation Commission, with a mission to conduct surveys of buildings and sites within the Historic District, recommend the designation of Historic Districts, buildings and sites and set design standards for exterior alterations, new construction and demolition. Furthermore, the New Jersey Historic Preservation Office designated Cape May as a Certified Local Government, opening the door for City Government to benefit from grants from the Historic Preservation Fund federal grants program.

Economic success has meant intensified traffic and pressure for new construction, demands that are a challenge to the proper stewardship of the historic fabric of Cape May. Sustained collaborative efforts from the public and private sectors will be required to allow for Cape May's continued growth while preserving its rich architectural heritage. The Cape May Historic Preservation Commission assists in this matter by issuing a Certificate of Appropriateness before a permit is issued or work can commence within a Historic District or a Historic Site, if the work involves demolition, exterior alterations to a building or site, additions or new construction.

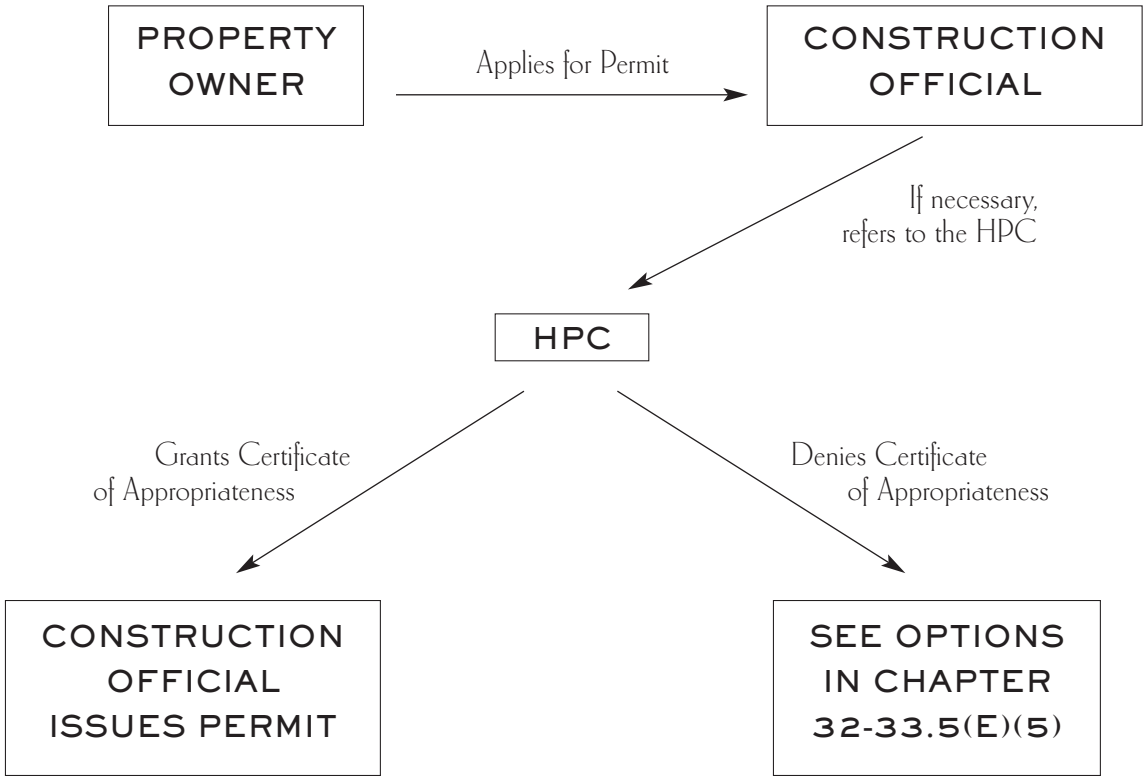
The design standards published in this book have been developed to provide information and direction to property owners and residents of Cape May who want to proceed with work that will be subject to review by the Historic Preservation Commission. This publication provides a summary inventory of the architectural styles, and their significant features, prevalent in Cape May, standards for appropriate and inappropriate treatments for the more common exterior rehabilitation projects, and illustrations of the do's and don'ts for such projects. The standards provide the framework on which property owners should base the design of proposed work, which will be evaluated on a case-by-case basis.

HISTORIC PRESERVATION COMMISSION
LEGISLATIVE AUTHORITY

The Historic Preservation Commission is established by Section 32-33.3 of Chapter 32 of the City of Cape May Zoning Ordinance. The City's authority to do this is through the New Jersey Municipal Land Use Law, specifically Section 107 of Title 40:55D. This is the same law which establishes the City's Planning Board and Zoning Board. Among its responsibilities, the HPC provides advice to the Planning and Zoning Board on applications for development. New construction, additions or alterations to the exterior of structures in the Historic District or Historic Sites require a Certificate of Appropriateness from the HPC. The decision of the HPC (as implemented by the Construction Official) is appealable to the Zoning Board. Decisions of the Zoning Board are appealable to the Courts.

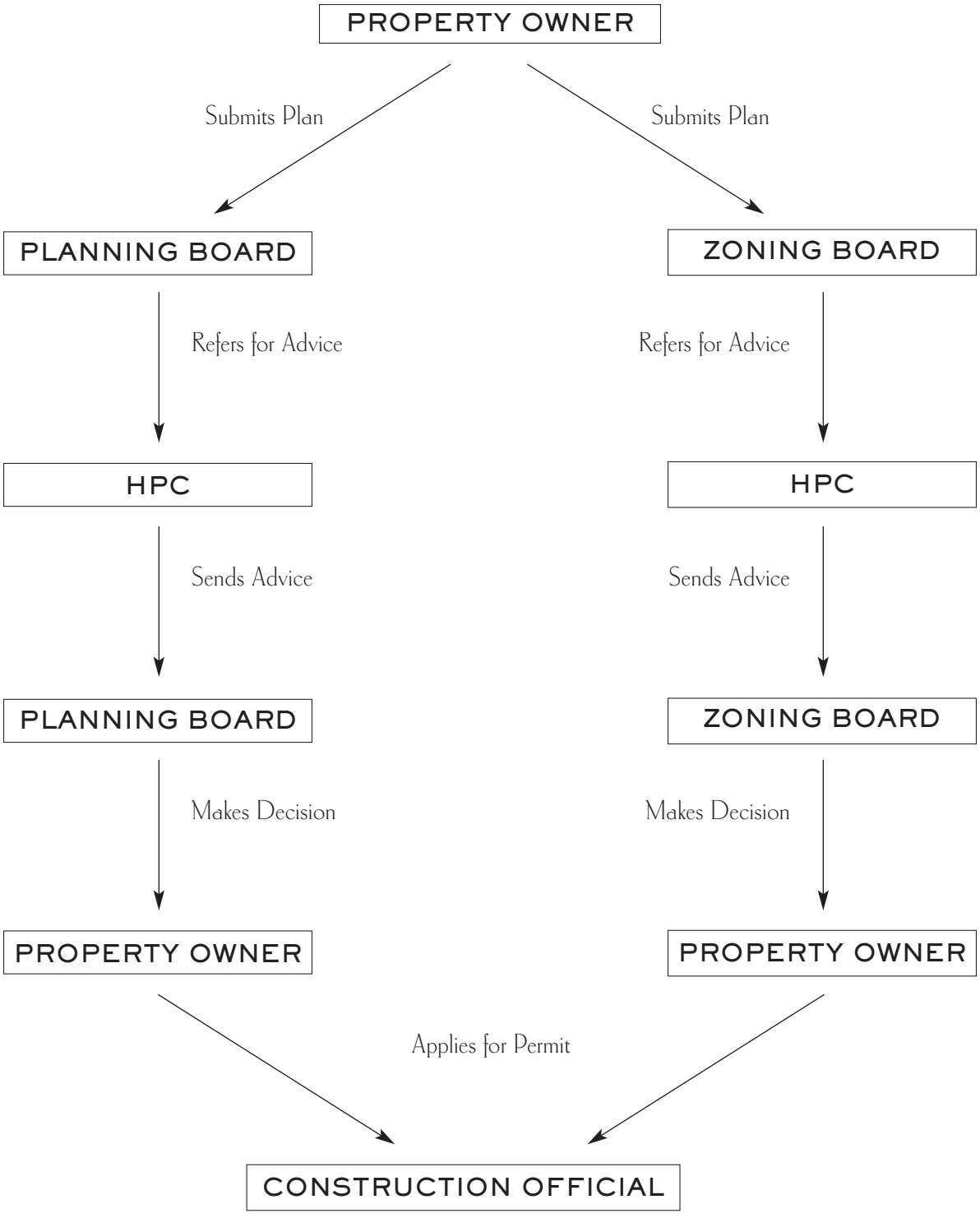
THE PROCESS

FOR A CONSTRUCTION PERMIT



THE PROCESS

FOR DEVELOPMENT REVIEW



DEFINITION OF KEY TERMS

Historic District:

An area that contains contiguous properties under diverse ownership that, as a group, may:

- Be significant to American or New Jersey history, archeology, architecture and culture;
- Possess integrity of location, design, settings, materials and workmanship;
- Be associated with events that have made a significant contribution to the broad patterns of our history;
- Embody the distinctive characteristics of a type, period, or method of construction, represent the work of a master, possess high artistic value, or represent a significant, distinguishable entity whose components may lack individual distinction;
- Have yielded or may be likely to yield information important in prehistory or history.

Historic Site:

Any property located in the Historic District or any property, man-made structure, natural object or configuration or any portion or group of the foregoing which has been designated in the City of Cape May Master Plan as being of historic, archaeological, cultural, scenic or architectural significance, at the National, State or local levels.

Certificate of Appropriateness:

A document issued by the HPC demonstrating their review of any proposed work at a designated Historic Site or on any property within a Historic District. Such review is based upon the application and representations of the applicant and the approved plans and documentation presented for the work in question. A Certificate of Appropriateness will be issued if the permit application is appropriate to the Historic District or Site, and in conformity with the design standards. A denial of a Certificate of Appropriateness will be issued if the permit application is inappropriate to the Historic District or Site or not in conformity with the design standards.

Certified Local Government:

Local government whose local historic preservation program has been certified by the State Historic Preservation Office and the Department of the Interior, National Park Service, qualifying it for federal historic preservation grants to be allocated by the State Historic Preservation Office. A Certified Local Government enforces appropriate state or local legislation for the designation and protection of historic properties, has established a qualified historic preservation review commission, maintains a system for the inventory and survey of historic properties and provides for adequate public participation in the local historic preservation program.

Contributing Building:

A building, site, structure or object that is an integral part of the historic theme in a Historic District and enhances the Historic District's significance. A Contributing Building is designated as such following the survey of all properties located in the Historic District, identifying historic resources.

Key Building:

A building, site, structure or object of such outstanding quality and state of preservation that it independently significantly enhances the Historic District's significance. A Key Building is designated as such following the survey of all properties located in the Historic District, identifying historic resources.

National Historic Landmark District:

A Historic District of national importance possessing exceptional values or qualities in illustrating or interpreting the heritage of the United States and designated as a National Historic Landmark District by the Secretary of the Interior. Historic Districts judged to be nationally significant are nominated by the National Park Service and forwarded to the National Park System Advisory Board, which may recommend to the Secretary of the Interior that the Historic District be designated a National Historic Landmark. If not previously listed in the National Register, National Historic Landmark Districts are automatically registered in the register when they are designated.

Non-Contributing Building:

A building, site, structure or object that does not add to the historic architectural qualities, historic associations or archaeological values of the Historic District because: it was not present during the period of significance, it no longer possesses historic integrity reflecting its character at that time due to alterations, additions or other changes, it is incapable of yielding important information about the period or it does not independently meet the National Register criteria. A Non-Contributing Building is designated as such following the survey of all properties located in the Historic District identifying historic resources.

Survey:

An ongoing inventory process identifying, describing and evaluating the historic significance of all properties located in the Historic Districts. The results of the survey are recorded in inventory forms, property lists and maps, documents that are regularly updated. As a result of the survey process, sites are recommended for designation to City Council for formal adoption.

CAPE MAY TIMELINE

A capsule view from the 1630's through today

1630s

Dutch and English settlements in Cape Island

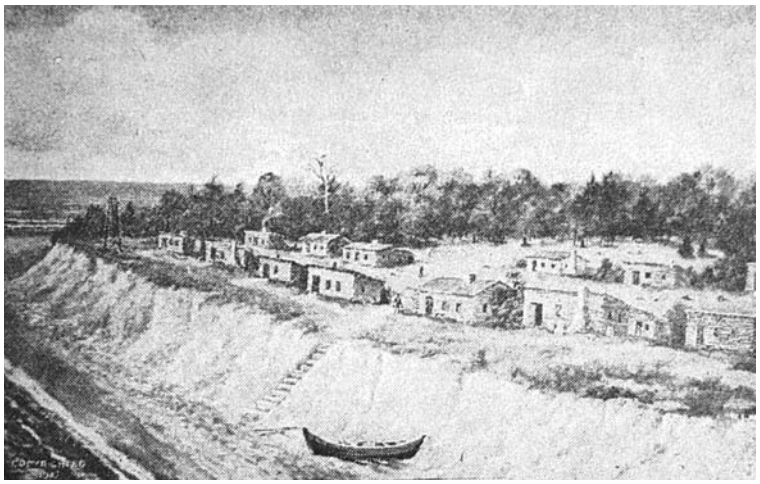


1687

Organization of first local government of Cape Island

EARLY 1700s

Whaling and farming community



MID- 1700s

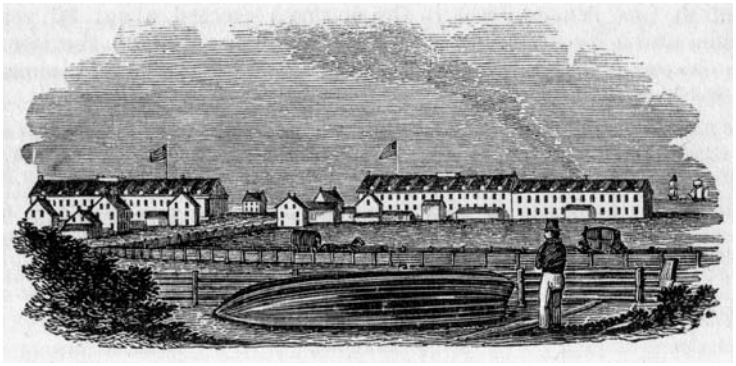
Horse-drawn carriages and steamboats bring visitors from Philadelphia, starting the reputation of Cape Island as a resort destination

1810s

Cape Island flourishes as steamboats from New Castle, Delaware, bring passengers across.

Thomas Hughes builds the first Congress Hall in 1816

CAPE MAY TIMELINE



1830s-1840s

Development of boarding houses and hotels: the New Atlantic Hotel in 1842, the United States Hotel in 1843.



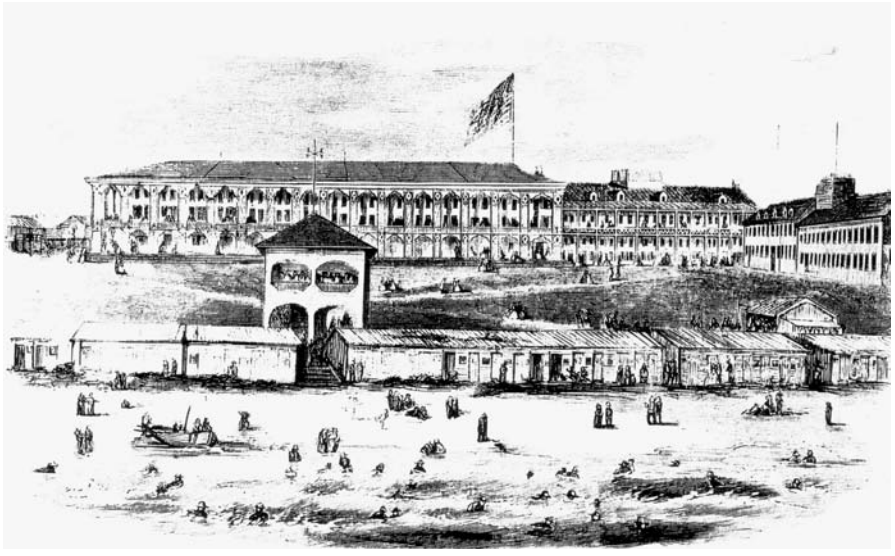
1860s

First railroad to Cape Island completed in 1863

Cape Island City granted charter under name of City of Cape May (1868)

Opening of Stockton Hotel (1869)

The 1868 fire destroys two city blocks and many hotels, including the United States Hotel



1850s

Cape Island City incorporated in 1851.

Start of the resort's heyday: renovation of Congress Hall, building of a new lighthouse (1859), building of the Mount Vernon Hotel (1852) with a projected capacity of 3500 and an actual capacity of 2100 when it burned down in 1856

CAPE MAY TIMELINE



1870s

Building of Physick Estate and Chalfonte Hotel

Great fire of 1878 destroys 35 city acres, including Congress Hall.

Congress Hall is rebuilt in 1878-79



1890s-1900s

Failed development of East Cape May

Hotel Cape May opens in 1908 only to close six months later

Cape May progressively eclipsed by Atlantic City as the primary resort destination



Watercolor by Edmund Darch Lewis

1880-1890s

Cape May rivals Atlantic City

CAPE MAY TIMELINE



1910s-1930s

Lack of development preserves eighteenth and nineteenth-century buildings

Hotel Cape May is used by the Navy during World War I, then reopens in 1920 as a hotel, becoming the Admiral Hotel in 1931



1940s

Purchase of the Admiral Hotel by the City

Growth of the Naval base and establishment of a training camp at the base in 1948

Construction of the Cape May Canal (1942-43)

1944 hurricane demolishes boardwalk and causes heavy damage to properties

The Coast Guard takes over the Naval Base in 1948 and establishes a Receiving Center

1950s

Garden State Parkway (1954) increases automobile traffic

Early recognition of the nineteenth-century character of Cape May by replacing street lights with gas lights (1959)



1960s

Storm of March 1962 severely damages boardwalk, beachfront and many buildings

Fundamentalist minister Rev. Carl McIntire purchases many historic buildings, including the Admiral Hotel that becomes the Christian Admiral Bible Conference Center

Cape May receives first urban renewal grant, $3.5 million (1963)

Opening of ferry service to Delaware (1964)

1970s

Historic American Buildings Survey

Cape May listed on National and New Jersey Registers of Historic Places

Cape May designated National Historic Landmark District

Establishment of the Historic Preservation Commission

Formation of Mid-Atlantic Center for the Arts

Publication of Cape May Handbook (1977)

Rebirth of Cape May as a prime summer resort destination

1980s - TO PRESENT

Designation of the City of Cape May as Certified Local Government

Inclusion of a Historic Preservation Element in the Cape May Master Plan

Amendment of Section 32-33 - HPD Historic Preservation Districts of the City of Cape May Zoning Code by adoption of Ordinance 1197-99

Publication of the City of Cape May Historic Preservation Commission Design Standards (2002)



ARCHITECTURAL STYLES

Cape May

FEDERAL ARCHITECTURE

1780-1840

The Federal style, sometimes called the Adams style, was the dominant style in the newly-formed United States from the 1780s to the 1820s, reaching its zenith along the mid-Atlantic and northeastern seaboard. It generally draws on the influence of archaeological activity in late eighteenth-century European architecture, particularly the work of the Adams brothers in Britain that introduced design features from Greek and Roman monuments into domestic architecture. Although Federal style architectural details are lighter and more delicate than their Georgian style predecessors, the scale of many features such as windows and ceiling heights is enlarged. It was supplanted as a national trend in the 1820s by the more classical Greek Revival style; however, Federal-inspired vernacular architecture remained a presence into the 1840s.



609 Hughes Street (Porch added at later date.)

FEDERAL STYLE

Note: All features rarely appear in combination in one house.

GENERAL

Simple box shape, two or more rooms deep

One or two-storied

Windows five-ranked front façade, sometimes three or seven-ranked

Windows balanced vertically and horizontally in symmetrical rows, with central door

Semi-circular or elliptical fanlight over front door

Cornice emphasized with dentils

Side or rear projections

Horizontal silhouette

ROOF

Moderate to low-pitch hipped or side-gabled roof

Lower front centered cross gable

Gabled dormers

Flat roof deck with balustrade

CHIMNEYS

Prominent chimneys

Symmetrical distribution of chimneys

CLADDING

Wood clapboard butting against corner boards and window casings.

Flush wood sheathing

Flush wood siding with chamfered joints imitating rusticated stone

Brick masonry, at times with stone belt course and/or corner quoins

DOORS

Elegant and light in construction

Six or eight panels with floating fielded-panel construction

Simple door with a transom-bar and three-light transom above it

Complex doors with elliptical leaded clear glass fanlight transom, leaded glass sidelights, carved moldings on transom bar, and thin columns separating door from sidelights

Usually painted a dark color, with door surrounds painted cream or off-white

WINDOWS

Usually six-over-six, double-hung sash

Thin and deep muntins and narrow rails and stiles

Palladian window used as focal point above front door, occasionally in gable end

Three-part double-hung sash window with tall leaded glass sidelights, with wood fan simulating Palladian window

Semi-circular blind arches with rectangular window recessed in it

Semi-circular or elliptical fanlight

Flat stone lintel, keystone lintel or keystone

Usually painted cream color, though occasionally black.

PORCHES

No porch

Rectangular or semi-circular entry porch

Pedimented entry porch with slender column supports

Widely spaced slender columns

Entry porch balustrade

ORNAMENTS

Molded cornices with dentils and modillions

Decorative swags, garlands, urns and stylized geometric designs

Decorative frieze and entablature at doors and windows on wood-clad walls

Pediments at doors and windows on wood-clad walls

Full height corner pilasters

Light iron railing at balconies or porch steps

COLOR

White, cream or pastel at windows, doors and surrounds

FENCING

Wood picket fence with small pointed pickets

Pickets may have rectangular or square section

Fence posts set behind pickets

Gate or whole fence may be arched or swooping

ROMANTIC HOUSES
EARLY VICTORIAN ARCHITECTURAL STYLES
1820-1880

The "Victorian" period spans the 1837 to 1901 reign of Britain's Queen Victoria, but some of the defining architectural styles of the first years of her reign started emerging as early as the second decade of the nineteenth century, and remained popular into the 1880s.

Early Victorian architecture reflects the search of American architects for forms and styles expressing the rapid growth of the new republic, and its release from traditional ties to England. In reaction to the dominant, English-inspired styles that characterized most of the architecture of the eighteenth- and early nineteenth-centuries, renewed inspiration was sought in ancient Greece and Egypt, Medieval Europe, throughout the Italian countryside and in the Orient. These "Romantic" styles, as they came to be called, developed almost simultaneously in the pre-Civil War years, creating a diverse architectural landscape where several styles with very different antecedents cohabited. Pattern books were not dedicated to the many features of one particular style; rather, they became a compilation of acceptable interpretations of numerous fashions and styles. This diversity was a trend that was to persist throughout the later history of American housing.

Some of the emerging styles reflected a renewed interpretation of classical architecture. Others searched for a picturesque effect, achieved through asymmetry and irregular forms. New technologies allowed a departure from traditional ways of building, and experimentation with audacious forms and materials. They also heralded an era of mass-produced ornamental detailing used to dress up traditional forms in the latest style, an approach that would reach its heyday in the last quarter of the nineteenth century, and significantly impact vernacular domestic architecture well into the twentieth century. However, throughout this diversity and innovation, there remained a common thread: a notion that each style was to be characterized by a specific, appropriate set of associations and detailing.

Early Victorian architectural styles found in Cape May:

The **Gothic Revival** style was inspired by the Romantic Movement, proclaiming the superiority of the Christian medieval past. Angularity, asymmetry and verticality, steep intersecting gables, pointed-arch windows and towers and crenellations, distinguish it. With few able to afford elaborately carved and ornate stone houses, typical of the Gothic Revival, more common, balloon-frame Gothic Revival homes supported elaborate wood ornamentation, readily available thanks to the jigsaw technique, in what is sometimes referred to as "Carpenter Gothic." The Gothic Revival style was popular in a relatively limited manner between 1840 and 1860, with examples most abundant in the northeastern states. It enjoyed a brief resurgence in the 1870s following the success of the writings of John Ruskin.

Medieval Gothic's Romanesque predecessors were the inspiration for the **Romanesque Revival** style. It is characterized by a vertical silhouette with towers, a façade composition that may be symmetrical or asymmetrical, and a monochromatic brick or stone exterior masonry supported by wall buttresses. Decorative features include rounded arch doors and windows, and a Lombard frieze under the eaves and at belt courses. Examples are preponderantly public buildings and churches, although house pattern books included Romanesque Revival designs. The Romanesque Revival style was introduced in the early 1840s and remained a late nineteenth-century presence.

The **Renaissance Revival** style and the **Italianate** style are two interpretations of the rural architecture of northern Italy, the first using a classical vocabulary, the second, picturesque references. Renaissance Revival buildings are typically square or rectangular-plan, austere, flat-fronted masonry buildings, with shallow roofs and little ornamentation save for formal window crowns and cornice moldings. Italianate villas exhibit the same rectangular or square shape and symmetry, but are enriched with overhanging eaves

supported by large brackets, elaborate wood porches, round-headed windows with hood moldings and balustraded balconies. Based on pattern books published since the early 1840s, both styles became extremely popular in the decade before the Civil War and remained prevalent through the 1880s.

The **Exotic Revival** style superimposes exotic ornamentation on otherwise Italianate forms. With the exploration of the Near East and development of trade with the Far East, the use of oriental-inspired detailing such as ogee arches, Turkish domes and oriental trim became common. Less common was the use of Egyptian columns, most often found on public buildings. These Exotic decorative features became prevalent in the early 1830s, and remained present throughout the nineteenth century.

The **Octagon** style, easily recognizable by the eight-sided shape of the exterior walls, is a rare style, inspired by the work of Orson S. Fowler, who maintained the superiority of the octagon shape to minimize perimeter wall length, reduce building costs, minimize heat loss and maximize sunlight and ventilation. Most Octagon style houses were built in the decades of the 1850s and 1860s, and typically showed minimal ornamentation, as the shape was considered beautiful in itself.

From the mid-1850s until the late 1880s, many of the decorative features of the above styles were reproduced in less elaborate fashion for use as embellishments on simpler vernacular buildings.

GOTHIC REVIVAL STYLE

Note: All features rarely appear in combination in one house.



Franklin & Washington Streets

GENERAL

Asymmetrical plan and vertical silhouette

Small projecting central wing

Square towers

ROOF

Steeply pitched, hipped or gabled roof

One or more intersecting steep cross gables

Gable dormers, at times on either side of the dominant central gable

Open overhanging eaves with exposed or sheathed rafters

Decorative vergeboards, trusses and finials at apex of gables

Gabled roofs ending in high parapeted walls with closed eaves that may also be parapeted

Flat roofs with castellated parapet

CHIMNEYS

Grouped chimneys

CLADDING

Walls extend into gables without break

Wall buttresses

Horizontal wood cladding

Vertical board-and-batten cladding or flushboarding

Fancy-cut painted shingles

Polychrome masonry, with bands and trim in contrasting colors or textures, may be stuccoed

DOORS

Tall doors, single or in pairs, pointed-arch or rectangular

Gothic detailing of door surround

Arched or square door crown

Elaborate paneled doors

Simple batten doors

Etched cased glass or leaded glass transoms and lights

Wood doors grained to look like oak or painted color matching other colors on house

WINDOWS

Frequently pointed-arch with two or three pointed arches clustered together or designed as cantilevered bay window (oriel)

Windows extend into gables with elaborate Gothic detailing of window in most prominent gable

Multi-lobe foil windows

Full-scale bay windows on first floor

Arched and square window crown

Cut-out patterns or straight moldings with triangular heads on or above rectangular windows to give pointed-arch effect

Two-over-two sash and/or diamond-shape window panes

PORCHES

One-story porches, entry or full width, sometimes wrapping around the side of the house

Clustered column supports

Flattened pointed arches between porch supports or side brackets mimicking flattened arch

Castellation over the porch

Lace-like brackets, spandrels and balusters

ORNAMENTS

Castellation over bay window

Foliated ornaments

Wood or stone tracery



655 Hughes Street

COLOR

Monochrome

FENCING

Wood picket fence with pointed pickets

Sawn-work wood ornamentation applied to fences

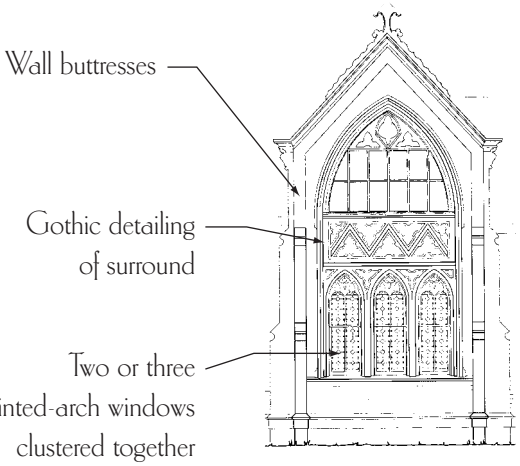
Cast iron fences with cast-iron spear points and trefoils

Cast-iron fence posts molded to resemble window tracery

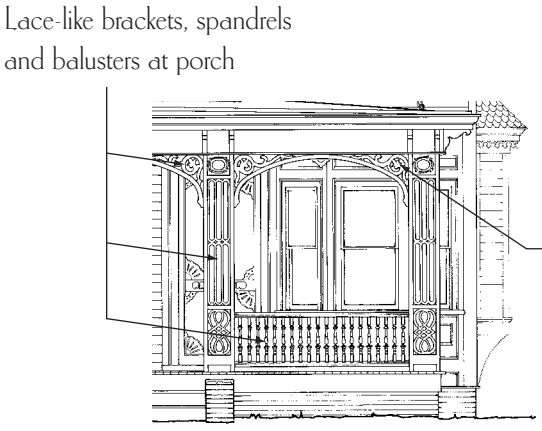
GOTHIC REVIVAL STYLE
Significant Features



655 Hughes Street



Columbia Avenue & Gurney Avenue



645 Hughes Street

ROMANESQUE REVIVAL STYLE

Note: All features rarely appear in combination in one building.

GENERAL

Churches and public buildings

Symmetrical or asymmetrical plan

Vertical silhouette

Square towers, finished off with parapet or pyramidal roof

ROOF

Gabled roof

Gabled roofs ending in high parapeted walls with closed eaves that may also be parapeted

Flat roofs with parapet at towers

Pyramidal roof with concave slopes at tower

Spires

CLADDING

Wall extends into gable without break

Monochrome stone or brick masonry

Wall buttresses

Wall surfaces broad and smooth

DOORS

Round-arched doors

Tall doors, single or in pairs

Arched door crown (drip-mold)

Sculpted compound arches at entry portal

Elaborate paneled doors

Usually painted or varnished dark

WINDOWS

Round-arched windows

Windows extend into gables

Three, four or five-lobe foil windows

Arched window crown (drip-mold)

Use of leaded stained glass

ORNAMENTS

Lombard frieze (miniature round-arch arcade) at corbel table, under eaves and at belt courses

Decorated tympanum

COLOR

Monochrome



HABS Photograph

Ocean & Washington Streets

RENAISSANCE REVIVAL STYLE

Note: All features rarely appear in combination in one building.

GENERAL

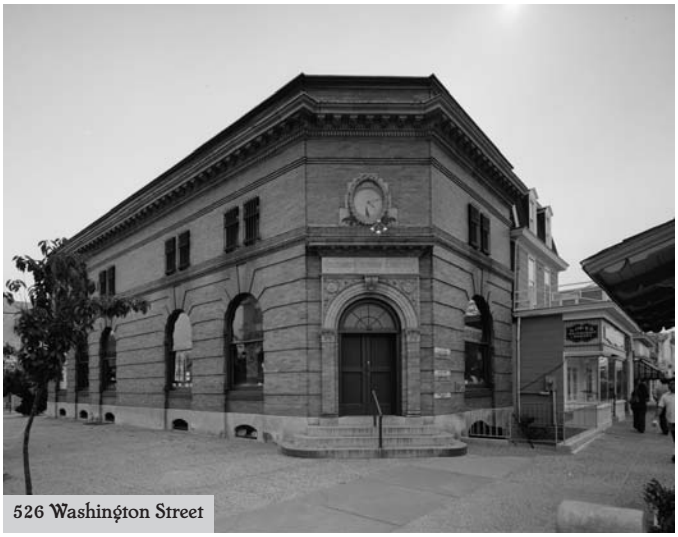
Two or three stories

Austere square or rectangular box

Minimal projections or recesses in plan

Front bay window

Rear bay window



HABS Photograph

526 Washington Street

ROOF

Flat roof with parapet

Low-pitched hipped roof

Rarely side-gabled roof

Wide overhanging eaves supported by large decorative brackets beneath

Brackets arranged singly or in pairs, on deep trim band with moldings or panels

CHIMNEYS

Prominent chimneys

CLADDING

Typically masonry

Stone ashlar or stucco

Horizontal belt courses and quoins

Arcaded and rusticated first story

Horizontal wood cladding

Flush board cladding

Fielded panels with heavy molding

DOORS

Tall doors, single or in pairs

Rectangular, curved or arched top

Short bottom panel, tall top panel

Large-pane glazing

Elaborate decorative surround

Inverted-U shaped crowns with brackets

Simple or pedimented bracketed straight crowns

Varnished hardwood or grained to look like oak or painted a dark color

WINDOWS

Tall narrow windows

Rectangular, curved or arched top

One-over-one or two-over-two sash

Paired and triple windows are frequent

Height of windows varies from story to story

Formal triangular or segmented pedimented and bracketed window crowns

PORCHES

One-story porches, entry or full width, sometimes wrapping around the side of the house

Square posts with beveled corners

ORNAMENTS

Door and window crowns

Cornice moldings

Brackets accentuating overhangs

Prefabricated decorative millwork

Metal finials

Metal roof cresting

COLOR

Monochrome

FENCING

Expressed fence posts with pickets in between

Thick posts with classical cap

Posts constructed as boxes, seven to ten inches wide

Molding attached to front of pickets echoes railing behind them

Horizontal base boards

Hairpin iron fences, simple or overlapping

Cast-iron ornamentation of hairpin fence



20 Jackson Street (Atlantic Terrace Elevation)

RENAISSANCE REVIVAL STYLE

Significant Features

Prominent chimneys

Stone ashlar or stuccoed masonry cladding, with horizontal belt courses and quoins

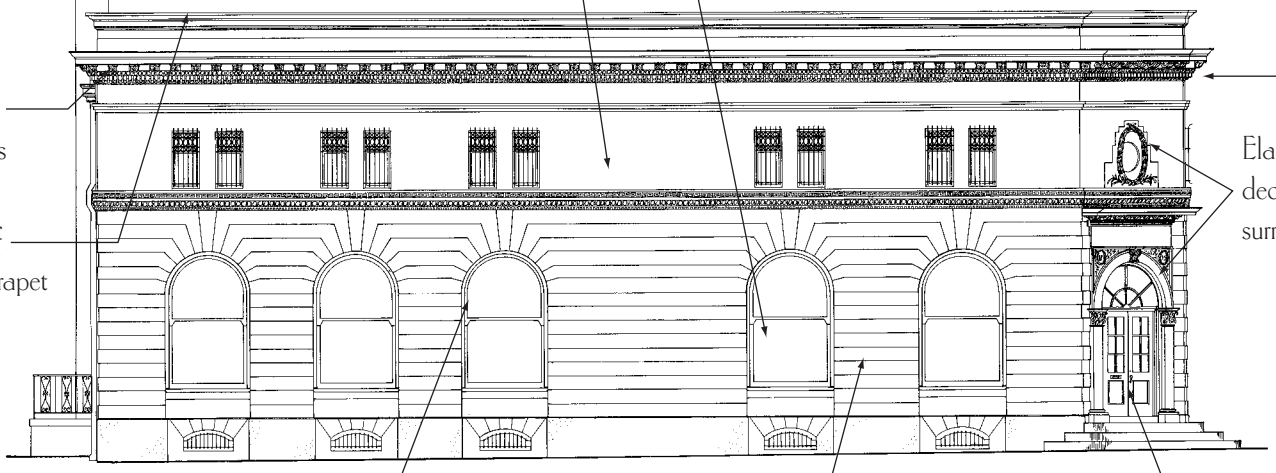
One-over-one or two-over-two sash

Wide overhanging eaves supported by large decorative brackets beneath

Cornice moldings

Flat roof with parapet

Elaborate decorative surround

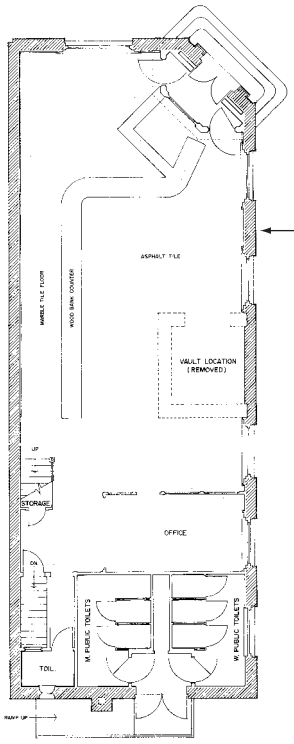


526 Washington Street

Rectangular, curved or arched top windows. Height of windows varies from story to story

Arcaded and rusticated first story

Rectangular, curved or arched top doors with short bottom panel, tall glazed top panel



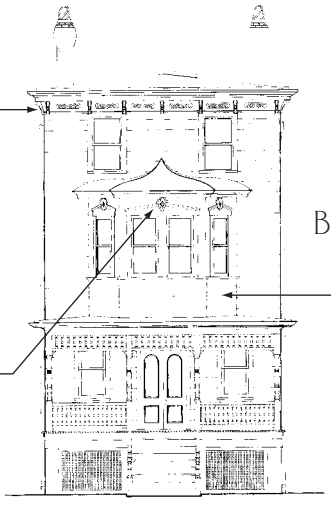
Austere square or rectangular box with minimal projections or recesses in plan

526 Washington Street

Brackets accentuating overhangs

Bay window

Triangular pedimented window



20 Jackson Street
(Front Elevation on Atlantic Terrace)

ITALIANATE STYLE

Note: All features rarely appear in combination in one house.



HABS Photograph

203 ~ 205 Congress Street

GENERAL

Rectangular or square plan

Symmetrical façade

Two or three stories

Square cupola or tower

Side or rear bay window

ROOF

Low-pitched hipped roof

Rarely side-gabled roof with lower cross gables

Wide overhanging eaves supported by large decorative brackets beneath

Brackets arranged singly or in pairs, on deep trim band with moldings or panels

Hipped, cross-gabled or pyramidal roof with concave slopes at tower

Roof cresting

Finials

CHIMNEYS

Prominent chimneys

Molded terra cotta chimney pots

CLADDING

Clapboard cladding

Flush board cladding

Stucco

Fielded panels with heavy molding

DOORS

Tall doors, single or in pairs

Rectangular, curved or arched top

Short bottom panel, tall glazed top panel

Decorative surround

Inverted-U shaped crowns with brackets

Simple or pedimented bracketed straight crowns

Varnished hardwood or grained to look like oak or painted a dark color

WINDOWS

Tall narrow windows

Rectangular, curved or arched top

Walk-through windows at first floor and second floor porches

One-over-one, two-over-two or four-over-four sash

Paired and triple windows are frequent

Height of windows varies from story to story



225 Grant Street

Segmented, arched or straight crowns, may be bracketed

Three-quarter round molding trim

Wood shutters, paneled and/or louvered

PORCHES

Prominent one or two-story porches, entry or full width, sometimes wrapping around the side of the house

Square posts with beveled corners

Side brackets mimicking flat or rounded arch between porch supports

Lace-like brackets, spandrels and baluster

Pediment over projecting porch entry

ORNAMENTS

Door and window crowns

Cornice moldings

Brackets accentuating overhangs

Prefabricated decorative millwork

Metal finials

Metal roof cresting

COLOR

Monochrome

FENCING

Expressed wood fence posts with wood pickets in between

Thick posts with classical cap

Posts constructed as boxes, seven to ten inches wide

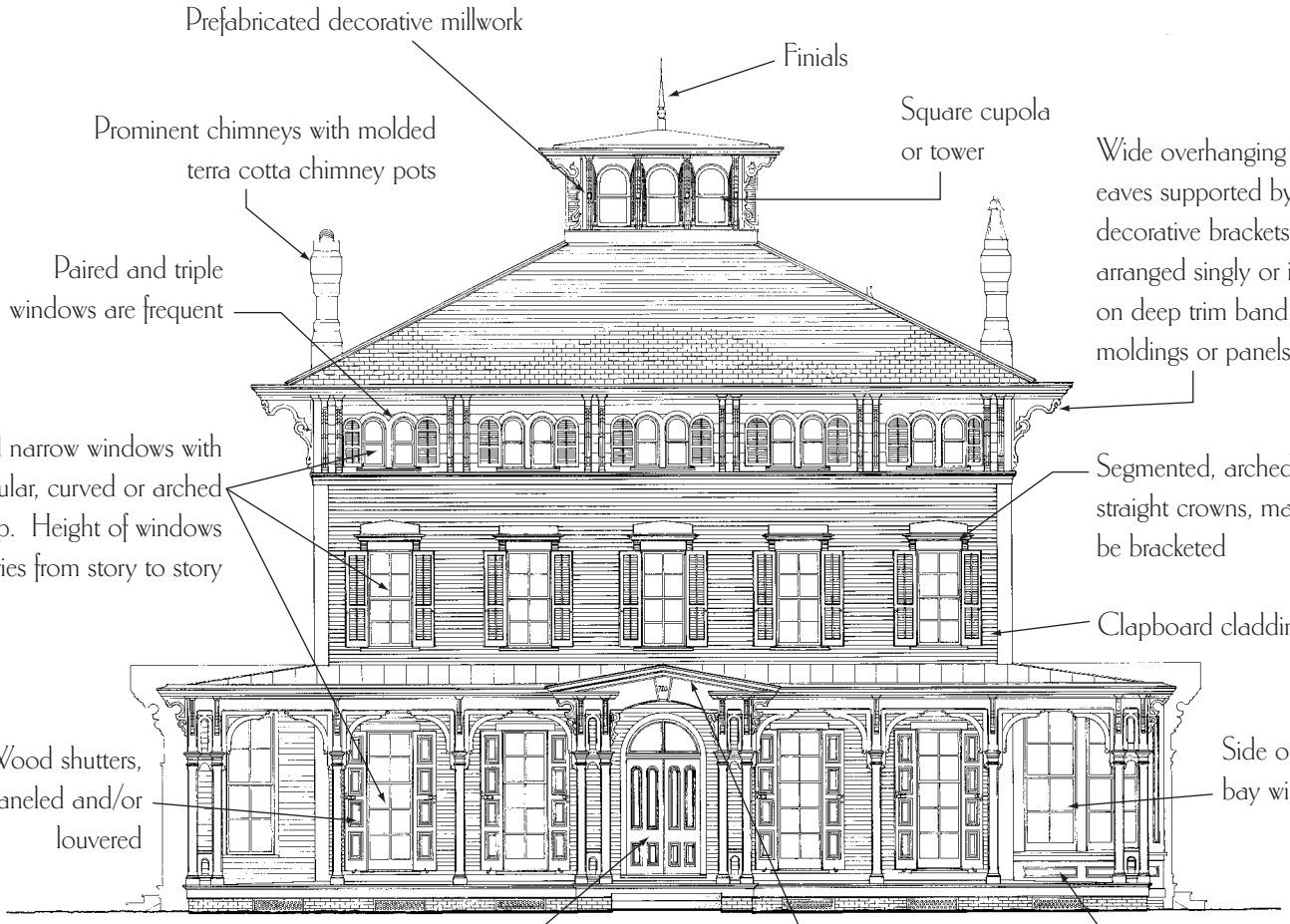
Molding attached to front of pickets echoes railing behind them

Horizontal base boards

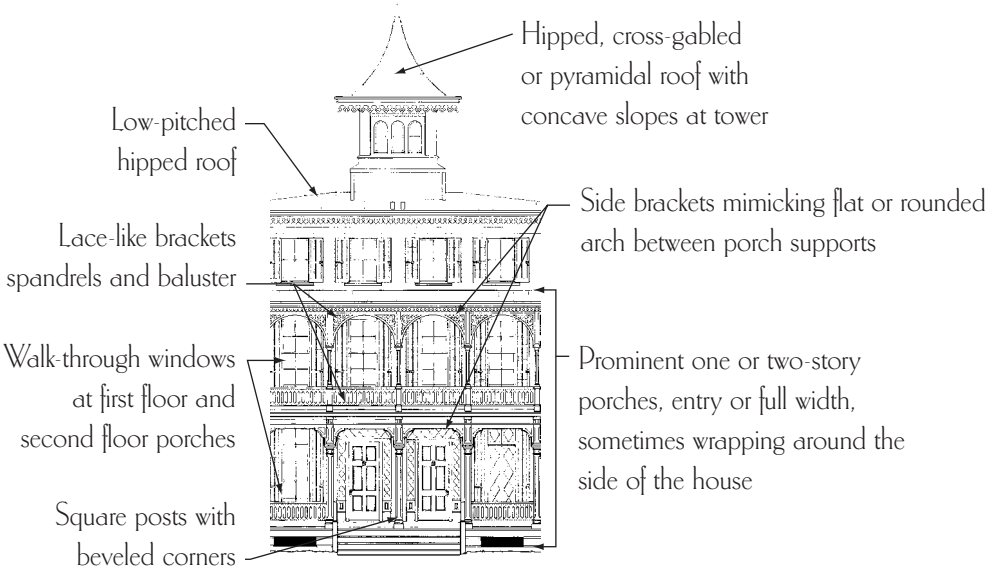
Hairpin iron fences, simple or overlapping

Cast-iron ornamentation of hairpin fence

ITALIANATE STYLE
Significant Features

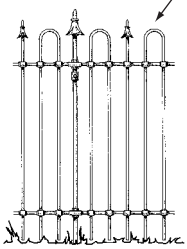


720 Washington Street



28 ~ 30 Congress Street

Hairpin iron fences



211 Congress Place

EXOTIC REVIVAL STYLE

Note: All features rarely appear in combination in one house.

GENERAL

Use of Egyptian or oriental decorative ornaments on otherwise Greek Revival or Italianate forms

ROOF

Mostly hipped-roof with oriental inspired-detailing such as Turkish domes

DOORS

Ogee arched doors

Scalloped edges

WINDOWS

Ogee arched windows

Scalloped edges

PORCHES

Egyptian column supports, massive columns usually resembling bundles of sticks tied top and bottom, flared at top

Egyptian palmed capitals

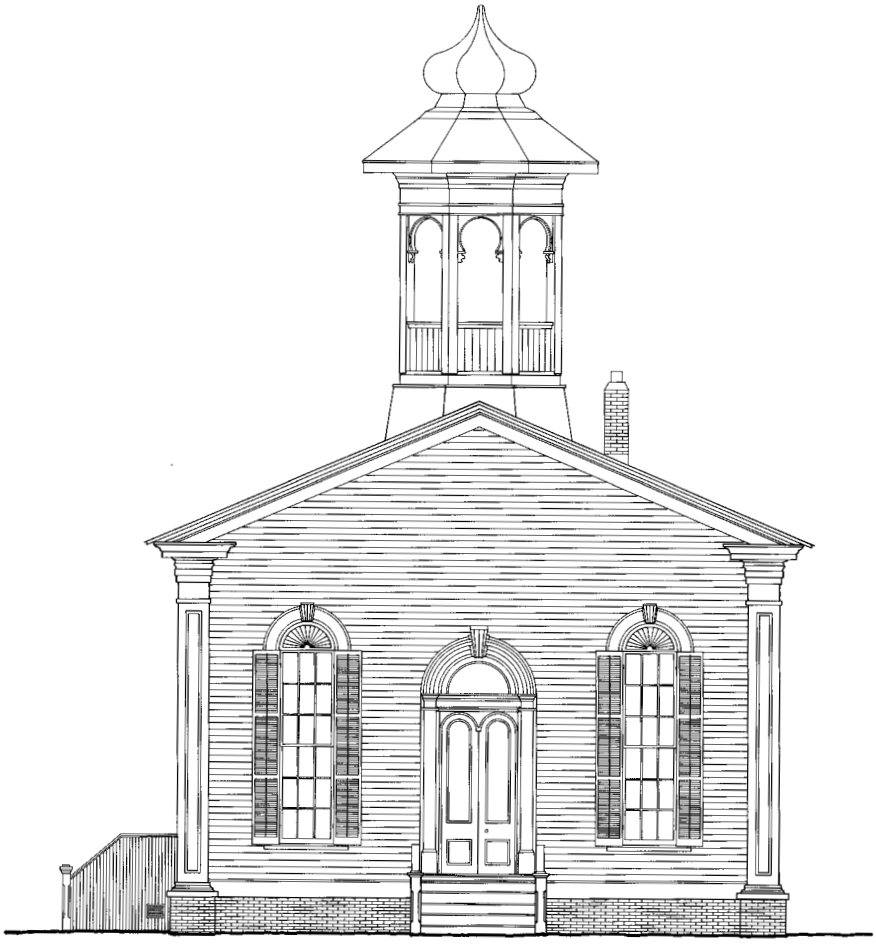
Ogee arches

Scalloped edges

Oriental trim

ORNAMENTS

Inset panels of stone or terra-cotta with oriental designs



417 Lafayette Street

OCTAGON STYLE

Note: All features rarely appear in combination in one house.

GENERAL

Octagon-shaped plan

Two-story

ROOF

Flat or low-pitched hipped roof

Wide eave overhangs

Belvedere

PORCHES

One-story entry porches

Wrap-around verandahs, sometimes with second floor galleries

ORNAMENTS AND DECORATIVE DETAILING

None

Greek Revival detailing

Gothic Revival detailing

Italianate detailing



1286 Lafayette Street

POST-CIVIL WAR ARCHITECTURE
LATE VICTORIAN ARCHITECTURAL STYLES
1860-1900

The period from the 1860s to the 1890s is generally referred to as "Late Victorian", in reference to the last decades of the reign of Britain's Queen Victoria. It is a period where rapid industrialization and growth of the railroad dramatically changed American house design and construction. Balloon frames rapidly replaced heavy timber framing, simplifying the construction of features such as corners, overhangs and irregular floor plans. Complex house components such as windows, cladding and decorative detailing were mass-produced and made available throughout the country at relatively low cost. Late Victorian architecture reflects these changes, with complex shapes and features no longer restricted to high-end residences and public buildings.

Post-Civil War American architecture remained loosely based on a revival of Medieval styles; however, architects experimented with numerous forms, mixing details from a variety of styles on the same building. The notion of an appropriate set of associations and detailing for each style that had characterized the first half of the nineteenth century Greek and Gothic revivals and Italianate styles was abandoned in favor of an eclectic, exuberant mixture of details, adapted from medieval and classical precedents. Asymmetry became more pronounced, with striking compositions, unusual shapes and flamboyant ornamentation. During this period of Picturesque Eclecticism, distinctly American forms combining eye-catching patterns, textural contrast and picturesque massing were born, marked by strong individual expression and a rejection of prevalent stylistic rules.

Late Victorian architectural styles found in Cape May:

The SECOND EMPIRE style, inspired by the latest French building fashions, developed during the reign of Napoleon III (1852-70), France's Second Empire, rather than the romantic past. It is characterized principally by a distinctive dual-pitched hipped "mansard" roof with dormers on the steep lower slope. Although some examples were built as early as the mid-1850s, the Second Empire style became most popular in the 1860s and 1870s, with late examples not uncommon into the 1880s.

The STICK style evolved out of the Gothic Revival, with its medieval English inspired angularity, asymmetry and verticality, and steep intersecting gables. It focused on the wall surface as a decorative element, expressing the inner structure of the building through visible "stickwork" and patterned wall surfaces. The Stick style was most prevalent in the 1860s and 1870s, although pattern books with Stick style designs had existed since the early 1850s.

The QUEEN ANNE style had little to do with the formal renaissance architecture that dominated her 1702-1714 reign. As the Stick style that preceded it, it is inspired by late medieval English architecture, with steeply pitched roofs of irregular shape, a dominant front facing gable, asymmetrical façades and projecting bays, towers and overhangs. These basic shapes are enriched with a variety of decorative textures and detailing aimed at avoiding a smooth-walled appearance. A few high-style examples were built as early as the second half of the 1870s, but it is between 1880 and 1900 that the Queen Anne style became the prevalent style for domestic building, often expressed most exuberantly in northeastern resort areas.

The SHINGLE style, with its wide porches, asymmetrical facades and shingled surfaces, evolved from the Queen Anne style. It contrasts with its predecessors with an emphasis on a continuous roof and wall cladding of wood shingles, inspired by a post-Centennial rediscovery of colonial architecture. In the Shingle style a complex shape is enclosed in a smooth, uniform surface; decorative detailing is used sparingly and projecting elements such as towers or bays are rarely fully developed. Examples of this unusually free-form and variable style first appeared in the 1880s, although some precursors were built in the late 1870s. The Shingle style reached its highest expression in the seaside resorts of the northeast between 1880 and 1900, with some late examples being built in the first decade of the twentieth century.

From the 1870s throughout the early twentieth century, many of these styles were mass-reproduced in a less elaborate fashion for use as embellishments on simpler vernacular buildings, most frequently on porches and cornices.

SECOND EMPIRE STYLE

Note: All features rarely appear in combination in one house.



45 Jackson Street

HABS Photograph

GENERAL

Mansard (dual-pitched hipped) roof with steep lower slope

Dormers on steep lower slope

Square or rectangular plan with uninterrupted mansard roof

Centered wing or gable, L-shaped plan or strongly projecting bay window

Rectangular or square tower with mansard roof

ROOF

Mansard roof with steep lower slope

Lower slope straight, straight with a flare or concave

Less common: convex or ogee lower slope

Patterned shingles

Molded cornices above and below lower roof slope

Rectangular, round-arched or curved-top dormers, single or paired

Decorative dormer surrounds with scroll at base

Decorative brackets at eaves

CHIMNEYS

Classically detailed

Ornamental brick work at chimneys

CLADDING

Clapboard cladding

Flush board cladding

Fielded panels with heavy molding

Stucco

DOORS

Tall doors, single or in pairs

Rectangular, curved or arched top

Short bottom panel, tall glazed top panel

Decorative surround

Simple or pedimented bracketed straight crowns

Varnished hardwood or grained to look like oak or painted a dark color

WINDOWS

Tall windows, single, paired or tripled

Rectangular, curved or arched top

Height varies from story to story

One-over-one, two-over-two or four-over-four sash

One or two-story bay windows

Segmented, arched or straight crowns, may be bracketed

Wood shutters, paneled and/or louvered



660 Washington Street

PORCHES

One or two-story porch, entry or full width, may wrap around the side of the house

Square posts with beveled corners

Side brackets mimicking flat or rounded arch

Lace-like brackets, spandrels and baluster

Pediment over projecting porch entry

ORNAMENTS

Door and window crowns

Cornice moldings and brackets

Paneled frieze boards

Classical ornaments

Metal finials and roof cresting

COLOR

Exterior color schemes of three colors or more

FENCING

Expressed wood fence posts with wood pickets in between

Thick posts with classical cap

Posts constructed as boxes, seven to ten inches wide

Molding attached to front of pickets echoes railing behind them

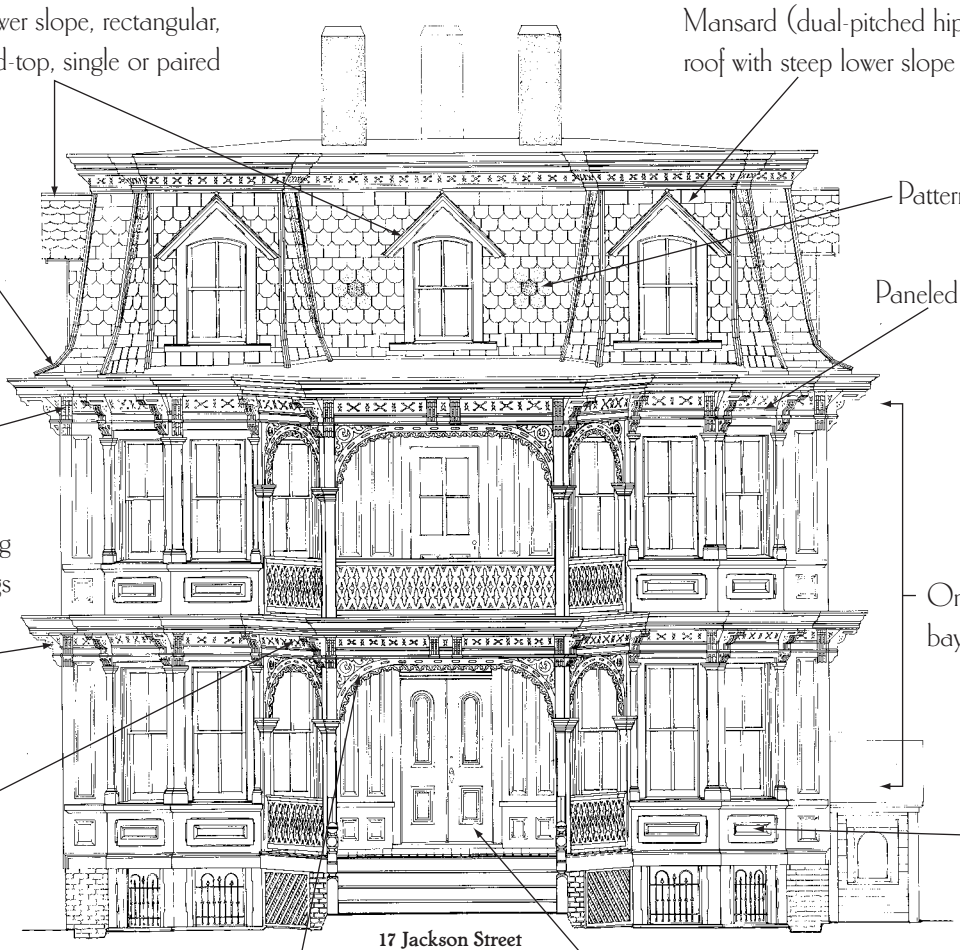
Horizontal base boards

Hairpin iron fences, simple or overlapping

Cast-iron ornamentation of hairpin fence

SECOND EMPIRE STYLE

Note: All features rarely appear in combination in one house.



Dormers on steep lower slope, rectangular, round-arched or curved-top, single or paired

Mansard (dual-pitched hipped) roof with steep lower slope

Steep lower slope straight, straight with a flare or concave

Patterned shingles

Paneled frieze boards

Decorative brackets at eaves

Brackets accentuating overhangs

One or two-story bay windows

Prominent one or two-story porches, entry or full width, sometimes wrapping around the side of the house

Fielded panels with molding

17 Jackson Street

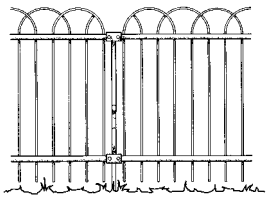
Square posts with beveled corners and side brackets mimicking flat or rounded arch

Tall doors, single or in pairs, rectangular, curved or arched top. Short bottom panel, tall top panel, top panel may be glazed



726 Corçie Street

Thick posts with classical caps, constructed as boxes, seven to ten inches wide



621 Lafayette Street

Hairpin iron fences, simple or overlapping

Decorative dormer surrounds, scroll at base of surround typical

One-over-one, two-over-two or four-over-four sash



126 Decatur Street

Molded cornices above and below lower roof slope

Wood shutters, paneled and/or louvered

Clapboard cladding

STICK STYLE

Note: All features rarely appear in combination in one house.

GENERAL

Asymmetrical plan and silhouette

Sometimes square or octagonal tower

Sometimes square projecting bay windows

ROOF

Steeply pitched gabled roof

Intersecting steeply pitched cross gables

Decorative trusses at apex of gables

Overhanging eaves

Exposed oversized rafter ends or brackets under eave

Dormers



1048 Washington Street

CHIMNEYS

Ornamental brick work at chimneys

CLADDING

Corner boards

Vertical and horizontal boards or diagonal "X" braces, raised from wall surface for emphasis

Siding applied in varying directions

Panels between vertical and horizontal boards may be filled with clapboard, shingles, diagonal flushboarding, vertical bead-board (wainscoting) or stucco

DOORS

Doors single or in pairs

Door leaf with short bottom panel and tall top panel

Panels might consist of diagonal bead-board, with chamfered edges

Styles and rails may be reeded

Any part of door may be ornamented with incised line ("Eastlake") decoration

Usually varnished oak

WINDOWS

Often large, sometimes many paned over one.

Use of stained glass

Cottage sash: large center light surrounded by row of square colored glass lights.

Painted, or varnished a very dark color.

Square bay windows

PORCHES

One-story porches, entry or full width

Diagonal or curving porch-support braces.

Simple oversized ornamental corner posts

Sometimes a second story balcony

ORNAMENTS

Roof rafters ends and brackets

Picket-fence pattern as trim under eave or across gable end

Bargeboards

Porch braces, posts and railing

Spindles for friezes and balustrades

COLOR

Exterior color schemes of three colors or more

FENCING

Wood fences: fence posts with tapering chamfers and vertical stripes

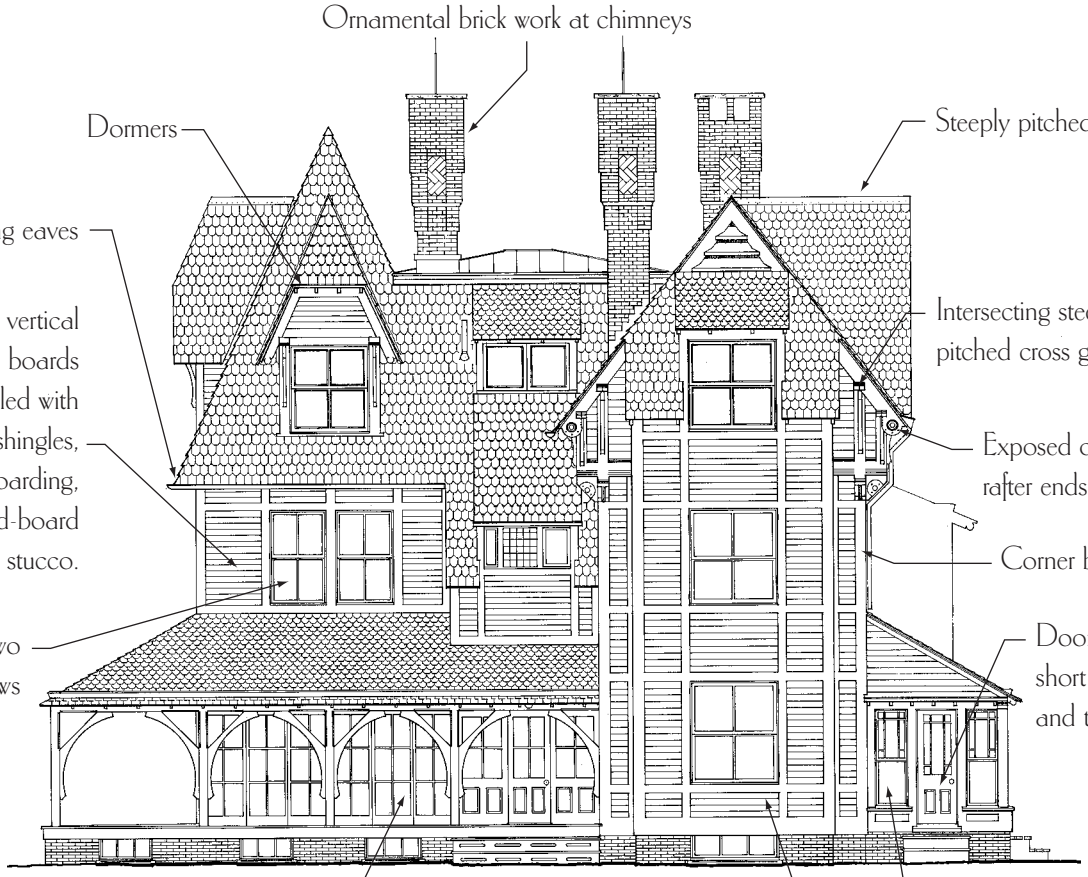
Metal fences: wrought iron, not cast iron. Top of palings beat into fans/spears/spade shape. Diagonal lines often prominent in designs. Iron bars are spiraled



HABS Photograph

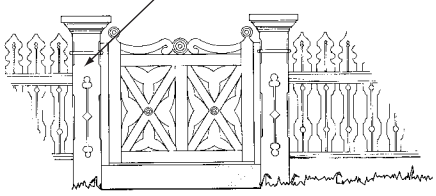
648 Washington Street

STICK STYLE
Significant Features



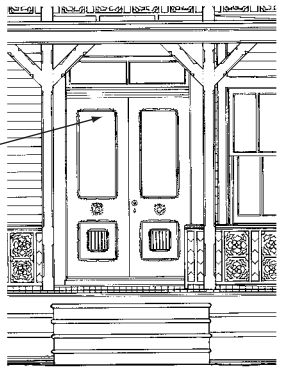
1048 Washington Street

Wood fences: fence post with tapering chamfers and vertical stripes



720 Broadway

Doors in pairs, with a short bottom panel and a tall top panel on each leaf. Panels might consist off diagonal bead-board, with chamfered edges. Styles and rails may be reeded. Any part of door may be ornamented with incised line decoration (similar to Eastlake furniture). Usually made of oak and varnished



9 Perry Street

QUEEN ANNE STYLE

Note: All features rarely appear in combination in one house.



111 Congress Street

GENERAL

Asymmetrical plan and silhouette

Round, polygonal or square tower at corner of front façade

Projections, recesses and cutaway bay windows

Horizontal bands of different building materials, patterns, textures and colors for each story

ROOF

Steeply pitched, hipped or gabled roof

Intersecting dominant front-facing gable and lower cross gables

Overhanging eaves

Gables overhanging cutaway bay windows

Shaped parapeted gables

Dormers, some unusually shaped

Finials

Roof cresting

CHIMNEYS

Prominent chimneys with patterned brickwork

CLADDING

Patterned brick or stone masonry at first floor, with different textures and colors

Carved and jigsaw cut panels, clapboard, flushboard, beadboard, half-timbering, patterned shinglework or stucco at upper stories and gables

Shinglework patterns in horizontal bands between stories

Stylized relief ornamentation at gable

DOORS

Large, single or in pairs, with simple surround

Short bottom panel

Tall upper panel with stained glass or central rectangle of clear glass surrounded by row of colored glass lights

Incised line ("Eastlake") decoration

Usually painted or varnished dark

WINDOWS

Sometimes many paned (up to twenty) over one.

Upper sash with center light surrounded by row of square colored glass lights

Stained glass

Cutaway bay windows

Banks of three or more casement windows

PORCHES

One-story porches, entry or full width, sometimes wrapping around the side of the house

Spindlework or classic column porch supports, may be grouped or raised to porch rail level

Lace-like brackets and spandrels

Spindlework frieze with beads

Second story, gable or tower recessed porch

ORNAMENTS

Molded bricks

Inset panels of stone or terra-cotta

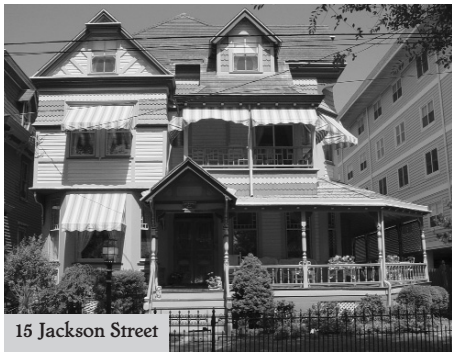
Overhangs, real or simulated by trim and brackets

Incised "Eastlake" ornaments

Prefabricated decorative millwork

Metal finials

Metal roof cresting



15 Jackson Street

COLOR

Exterior multi-colored schemes with darker tones such as sienna red, hunter green, burnt yellow, muddy brown, etc.

FENCING

Wood fences: fence posts with tapering chamfers and vertical stripes

Wrought iron fences, not cast iron. Top of palings beat into fans/spears/spade shape

Elaborate iron strapwork twisted into spirals, woven into grids, decorated with rivets and collars

QUEEN ANNE STYLE
Significant Features

Steeply pitched, hipped or gabled roof with intersecting dominant front-facing gable and lower cross gables

Prominent chimneys with patterned brickwork

Stylized relief ornamentation at gable

Second story, gable or tower recessed porch

Dormers

Overhanging eaves, real or simulated by trim and brackets

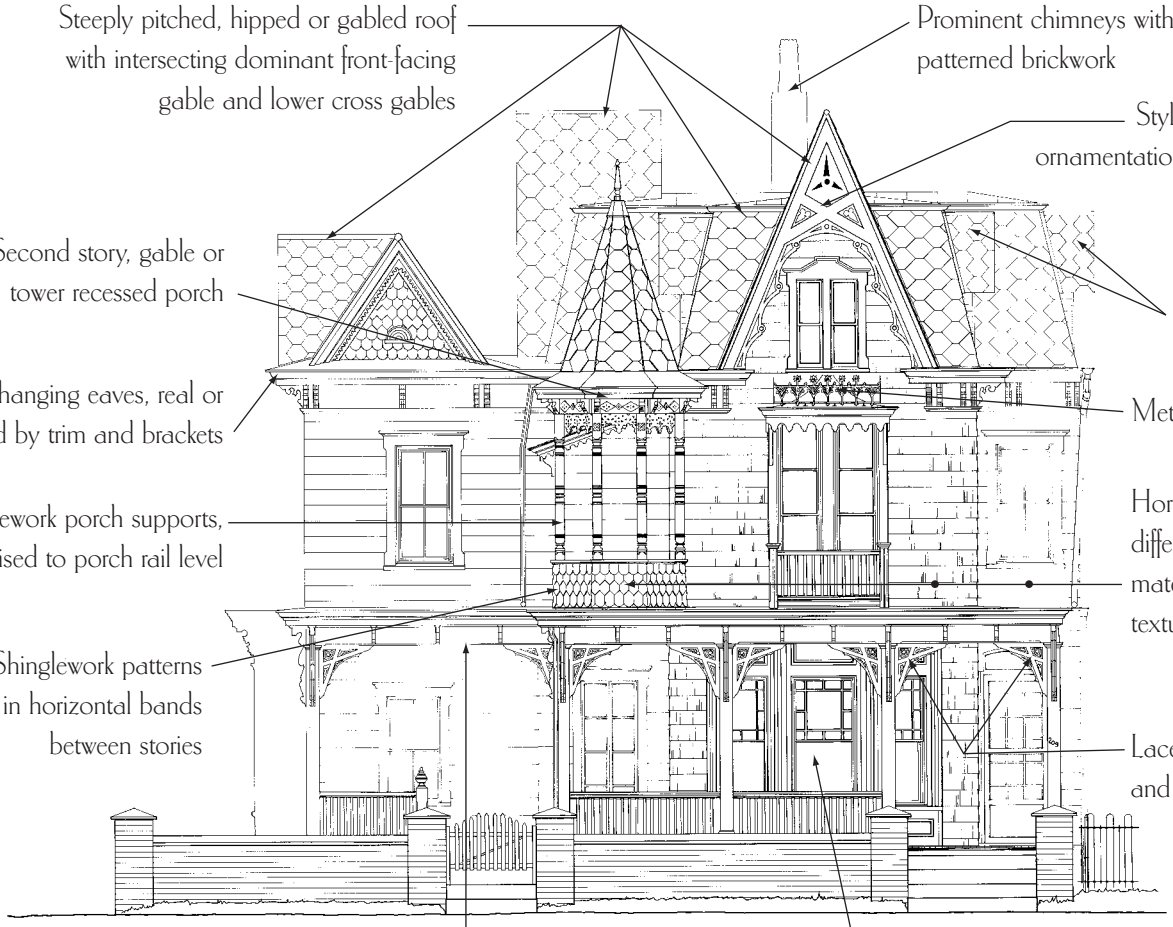
Metal roof cresting

Spindlework porch supports, raised to porch rail level

Horizontal bands of different building materials, patterns, textures and colors

Shinglework patterns in horizontal bands between stories

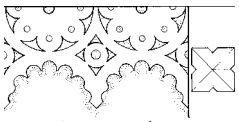
Lace-like brackets and spandrels



209 Congress Place

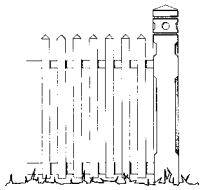
One-story porches, entry or full width, sometimes wrapping around the side of the house

Windows many paned over one, or upper sash with center light surrounded by row of square colored glass lights



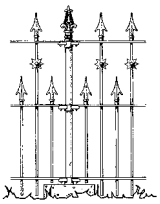
209 Congress Place

Prefabricated decorative millwork



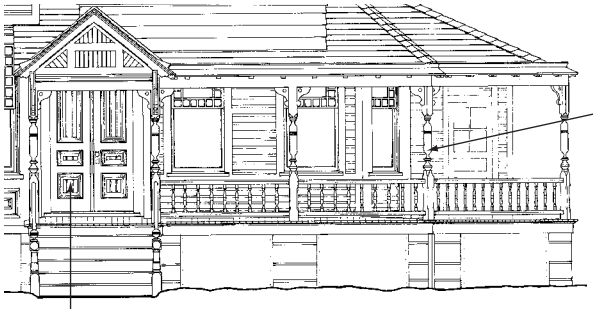
1145 Washington Street

Wood fences: posts with tapering chamfers and vertical stripes



653 Washington Street

Wrought iron fences, top of palings beat into fans/spears/spade shape



15 Jackson Street

Spindlework or classic column porch supports, may be grouped or raised to porch rail level

Large doors, single or in pairs, with simple surround. Short bottom panel and tall upper panel with stained glass, central rectangle of clear glass surrounded by row of colored glass lights or incised line ("Eastlake") decoration

SHINGLE STYLE

Note: All features rarely appear in combination in one house.

GENERAL

Asymmetrical silhouette with horizontal emphasis

Irregular pitched roof with cross gables

Wall cladding and roofing of continuous wood shingles

Segmented bays and circular turrets

Extensive porches

ROOF

Steeply pitched, hipped, gabled or gambrel roof

Multi-level eaves

Intersecting cross gables

Hipped, eyebrow or gabled dormers

Tower roof blended into continuous roofline

No ornamentation

CHIMNEYS

Prominent chimneys with patterned brickwork

CLADDING

Textured, natural wood shingles

No corner boards or interruption at corners

Wavy wall surface at eyebrow dormers or above windows

Rough-surfaced stone or fieldstone rubble at foundations and/or porch supports or first floor

DOORS

Large doors, single or in pairs

Door surround is simple

Often oak or chestnut

Often elaborate joinery like square or pyramidal mortise pegs



1507 Beach Avenue

Door leaf with short bottom panel and tall upper panel

Upper panel with dozens of small square lights of glass separated by oak muntins or lead came

Usually varnished dark

WINDOWS

Simple window surrounds

Equally-sized sash, multi-pane above, single pane below

Square, rectangular or diamond panes at upper sash

Banks of three or more sash or casement windows

One or two-story bay windows

Recessed windows

Shingle walls curving into recessed windows

Palladian windows

PORCHES

One or two story porches, under main roofline

Slender unadorned wooden posts or massive piers of stone or shingle cladding

Sometimes classical column supports

Classic column supports may be grouped or raised to porch rail level

Use of massive Romanesque stone arches



1323 New Jersey Avenue

ORNAMENTS

Used sparingly

COLOR

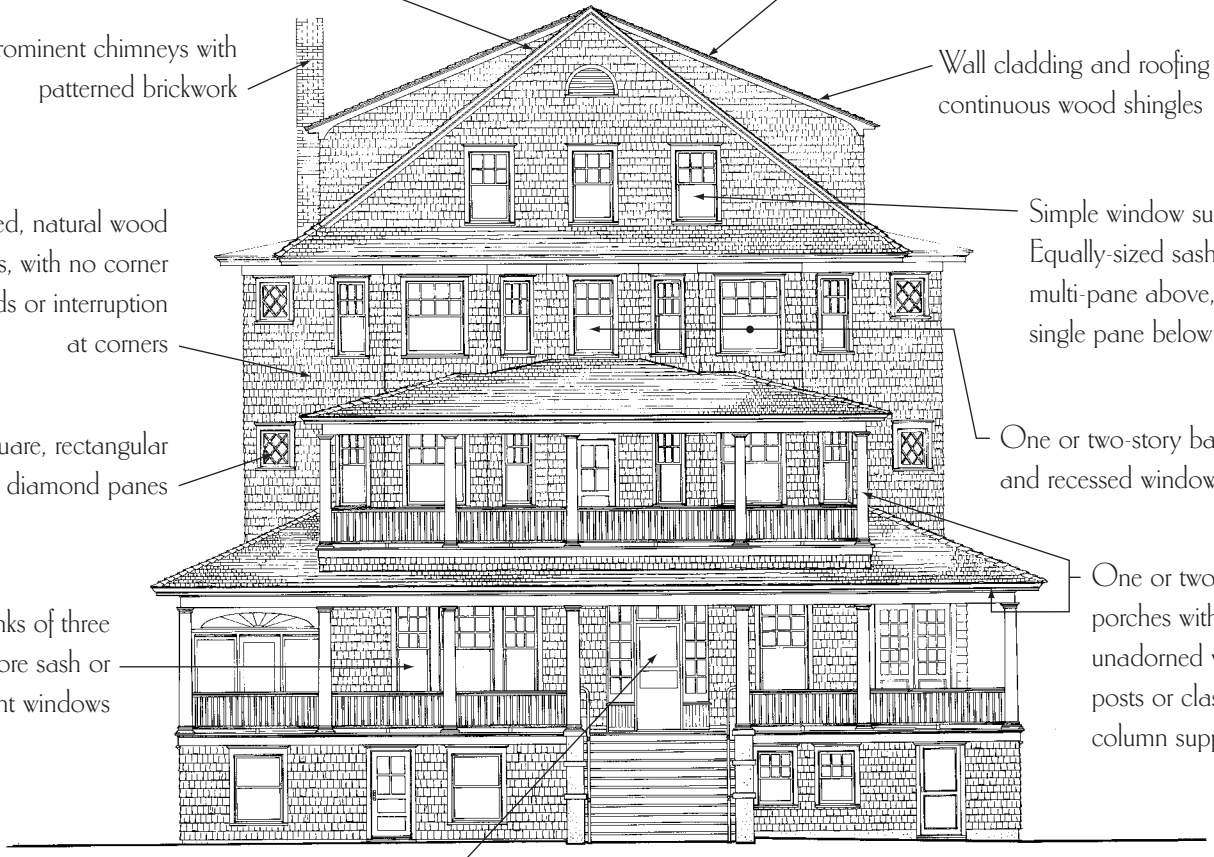
Monochrome at trim

FENCING

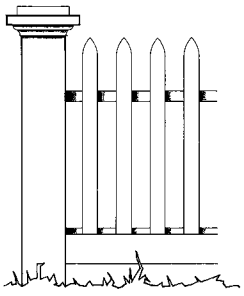
Wood fences with simple square or rectangular section pickets

Variation in rhythm of spacing or width

SHINGLE STYLE
Significant Features



Beach Avenue & Howard Street



Wood fences with simple square or rectangular section pickets

727 Franklin Street



HABS Photograph

817 Kearney Avenue

PERIOD REVIVALS

1870-1940

The term "Period Revivals" refers to a rebirth of interest in eighteenth-century architecture, spurred by the Centennial celebration of 1876 and extending into the late 1930s. Although different in style, Period Revival buildings all had in common their reference to the decorative vocabulary of an earlier period: a reassuring, nostalgic past for a society faced with dramatic technological and social changes. An eclectic range of decorative features from periods past was applied to the two most common architectural forms of nineteenth-century architecture: the asymmetrical form, and the symmetrical, hipped roof form.

Early Period Revival architecture's main inspiration remained the colonial Georgian and Adams styles, although details from Post-Medieval and Dutch colonial architecture were also incorporated, in an eclectic mixture rather than a pure copy of colonial houses. During the first decade of the twentieth century, more extensive research into other period styles expanded the range of inspiration to Tudor English cottages and Spanish haciendas. These diverse sources provided different stylistic approaches to a common design philosophy: period houses more spacious and streamlined in plan than their nineteenth-century predecessors, with an intimate relationship to the landscape, and less formality in spatial arrangements.

By the 1940s, the economic depression of the 1930s had resulted in a simplification of Period Revivals features, with stylized versions of ornamental details such as cornice and door surrounds merely suggesting their historic antecedents.

Period Revivals styles found in Cape May:

The **Colonial Revival** style, inspired by Georgian and Adams styles sometimes mixed with details from post-medieval and Dutch colonial architecture. In various interpretations, it remained a dominant style from the late nineteenth century to the early 1940s. It typically exhibits a symmetrical facade with symmetrically balanced windows and center door, and few projections; however, a large number of asymmetrical examples were built prior to 1900, and a few between 1910 and the 1930s. Later examples, with a stylized version of decorative features, remained popular as late as the 1950s.

The **Tudor Revival** style provided an alternative to Colonial Revival houses, with stone or timber-patterned walls that reflected a lingering taste for the picturesque. Few examples mimic characteristics of early sixteenth-century, Tudor England; rather, they are patterned on later medieval buildings of the late sixteenth and early-seventeenth-century Elizabethan and Jacobean architecture, incorporating Renaissance detailing. Medieval features such as steep roofs, prominent cross-gables and parapeted gables were applied to sometimes otherwise symmetrical forms. Tudor Revival houses first appeared in the late nineteenth century as architect-designed landmarks. They were joined by more modest examples in the first two decades of the twentieth century, before proliferating during the 1920s and 1930s with the development of masonry veneering techniques.

The **Spanish Revival** style originated in California, almost a counterpart to the Colonial Revival so popular in northeastern states. It is inspired by California's Hispanic heritage and the form of early missions in particular. Hispanic design elements such as curvilinear parapet gables, arches and arcades, red-tiled roofs or bell towers were borrowed to adorn traditional forms. Such Spanish Revival buildings first appeared in the late 1880s and remained a regular feature until the late 1910s. In 1915, the Panama-California Exposition emphasized the richness of Spanish architecture found throughout Latin America. It led to a more precise imitation of elaborate Spanish prototypes, looking directly to Spain for inspiration, that characterized the Spanish Revival style during its peak years of the 1920s and 1930s.

COLONIAL REVIVAL STYLE

Note: All features rarely appear in combination in one house.

GENERAL

Symmetrical plan with center door and balanced windows

Horizontal silhouette

Small projecting central wing

L-shaped plan or asymmetrical window or porch arrangement

One or two-storied

Second-story overhang

ROOF

Hipped, gambrel or side-gabled roof

Lower central cross gable

Hipped or gabled dormers

Front-facing or side, steeply pitched gambrels containing almost a full second story

Boxed roof-wall junction with little overhang

Open eaves and rake, sometimes exposed rafters

CHIMNEYS

Prominent chimneys



32 Jackson Street

Symmetrical distribution of chimneys

CLADDING

Full height wood cladding

Full height masonry veneer

Masonry-veneered first story and wood cladding above



1120 New Jersey Avenue

DOORS

Centered or placed to the side

Tall doors, single or in pairs

Accentuated front door with pilaster supported pediment

Overhead fanlight or sidelights

Short bottom panel, tall top panel

Large-pane glazing

Leaded glass in the fanlight or side lights

Grained to look like mahogany or rosewood with painted door surround

Painted white, cream or pastel

WINDOWS

Rectangular

Double-hung sashes

Multi-pane glazing (up to twelve panes) in one or both sashes

Paired, tripled or bay windows

Palladian window as focal point

Painted white, cream or pastel

PORCHES

No porch

Pedimented entry porch with slender column supports

One-story, entry or full width porch with classical column supports and balustrade above

Clustered column supports

ORNAMENTS

Two-story pilasters at corners

Full or broken pediments at doors and windows

Pedimented dormers

Machine-made door and window molded surrounds

Dentils and modillions at cornice

COLOR

White, cream or pastel at windows, doors and surrounds

FENCING

Wood picket fence with small pointed pickets

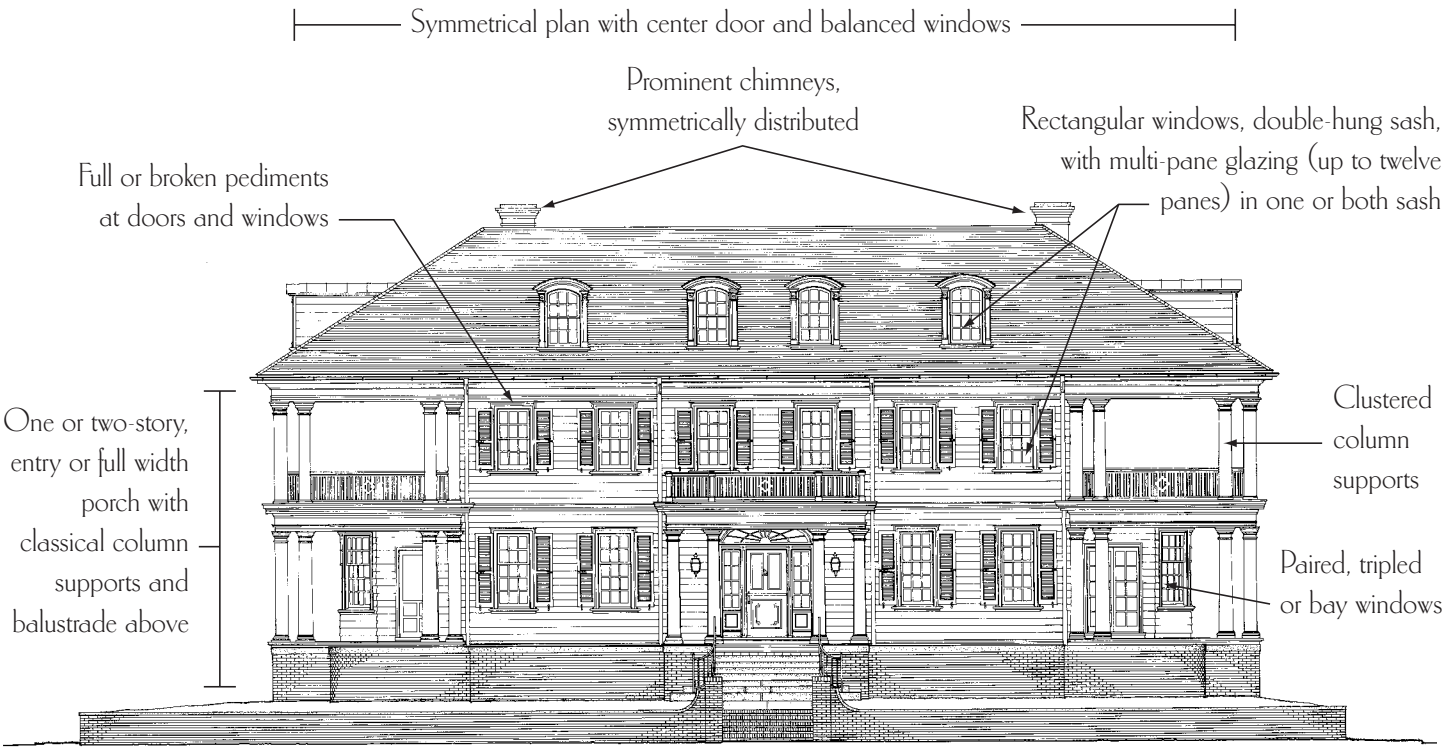
Fence posts set behind pickets

Gate or whole fence may be arched or swooping

Fence ornamented with rose arbors, benches, flower boxes or elaborate fence posts

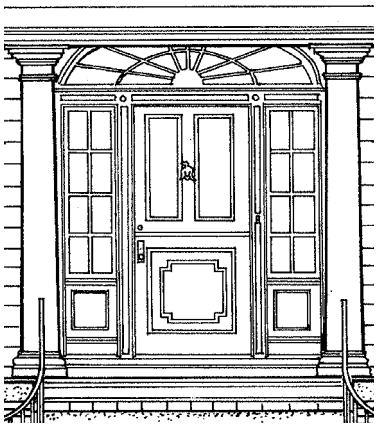
COLONIAL REVIVAL STYLE

Note: All features rarely appear in combination in one house.



1501 Beach Avenue

Accentuated front door with overhead fanlight and/or sidelights



1501 Beach Avenue

Full or broken pediments at dormers

Full height wood cladding



1120 New Jersey Avenue

Boxed roof-wall junction with little overhang

TUDOR REVIVAL STYLE

Note: All features rarely appear in combination in one house.

GENERAL

Asymmetrical and angular plan

Vertical silhouette

Dominant, steeply pitched cross gable on façade

Upper stories and gables may overhang lower stories

Arcaded wing wall

ROOF

Steeply pitched, hipped or gabled roof

Intersecting steep cross gable

Small overhangs

Single dominant front gable or multiple front gables

Front and side gabled dormers

Half-timbered gables

Decorative or flat vergeboards

CHIMNEYS

Prominent chimneys with patterned brickwork

Stacks clustered or lined up in a row

Decorative chimney pots

CLADDING

Decorative half-timbering at gable and/or second story, with stucco or patterned brick infill

Brick cladding, full height or first story with stone, stucco or wood cladding at gable end and upper stories

Stucco cladding

Stone cladding

Weatherboard or shingle cladding with stuccoed gables and half-timbering above

DOORS

Flattened pointed arch door surrounds



1015 New Jersey Avenue

Tall doors, single or in pairs

Simple round-arch doorway with heavy board-and-batten door

Surround of cut stone projecting into brick (quoin-like)

Wood doors grained to look like oak or painted to match other colors on house

WINDOWS

Tall, narrow rectangular windows

Paired or tripled

One or two-story bay windows

Extend into gable

Multi-paned double-hung sash or casement windows

Leaded glass panes

Small transoms above main windows

Oriels

PORCHES

Flattened pointed arch one-story entry porches

One-story full width front or side porches, often under main roof

Square post with beveled corners

Masonry arches and piers

ORNAMENTS

Decorative patterns in arrangement of brick veneer and half-timbering

Strapwork

COLOR

Black or dark crimson for half-timbering

Off-white for stucco



1013~1015 New Jersey Avenue

FENCING

Wood picket fence with pointed pickets

Sawn-work wood ornamentation applied to fences

Cast-iron fences with cast-iron spear points and trefoils

Cast-iron fence posts molded to resemble window tracery

SPANISH REVIVAL STYLE

Note: All features rarely appear in combination in one house.

GENERAL

Asymmetrical façade

L-shaped plan

ROOF

Low-pitched or flat roof

Little eave overhang

Hipped, side-gabled or combination hipped-and-gabled roof

Straight or curvilinear parapeted gables

Red tile

CHIMNEYS

Decorative tile-roofed chimney pots

CLADDING

Stuccoed wall surface

DOORS

Heavily decorated entrance doors

Arched stone surround

Tall doors, single or in pairs

Dramatically carved doors

Heavy wood-paneled doors

Double-sash doors opening onto balconies or porches, with multiple rectangular glazed panes

WINDOWS

Arched and quoined stone surround

Tall, narrow rectangular or round-arch windows

Paired, tripled or bay windows

Shallow balconies at full-height windows (balconets)

PORCHES

One or two-story full width front or side porches

Masonry arches and piers

ORNAMENTS

String course outlining arches

Spiral columns, pilasters, carved stonework or patterned tiles

Decorative wood or iron grilles at windows or in arcades

Boxed grille at casement windows

Iron balustrades at balconies

COLOR

Off-white for stucco



1117 New Jersey Avenue

BUNGALOW ARCHITECTURE
POST VICTORIAN ARCHITECTURAL STYLES
1890-1930

The bungalow was a response to the changing tastes of middleclass homeowners in the late nineteenth century, who sought to depart from late Victorian exuberance by seeking simplicity in form and economy in building. A house of limited size, set low to the ground with a compact massing of its features under a dominant roof, the bungalow promoted casual, informal life, and integration into the natural environment through picturesque landscaping.

The original bungalow form is a small, single-story structure, with perhaps dormers or windows in the gable allowing for use of the roof space. Over the years, the fundamental bungalow traits - low forms, snug plans, dominating roofs- came to be interpreted in various ways, such as the California Bungalow, the Prairie House or the American Foursquare. Some models incorporated regional stylistic features and ornamentation or second stories, resulting in houses that were "built along bungalow lines." These designs spread throughout the country in pattern books and publications and as ready-to-assemble products, with factory-cut lumber and detailing shipped nationwide.

Availability and low-cost made the bungalow the dominant domestic architectural model for middle-class Americans well into the early-1930s, with examples being built as late as the mid-1950s.



1311 New Jersey Avenue

BUNGALOW STYLE

Note: All features rarely appear in combination in one house.



239 Windsor Street

GENERAL

Simple box shape

One, one-and-a-half or two-stories

Symmetrical or asymmetrical façade

Wide eave overhang

Porch, offset or under main roof

Massive porch supports

Horizontal emphasis

ROOF

Low-pitch hipped, front or side-gabled roof, with wide overhanging eave and enclosed or exposed rafter ends

Large gabled or shed dormers for attic rooms

Through-the-cornice wall dormers

Extended decorative rafter, stickwork and brace at rake of gabled roof

CHIMNEYS

Broad flat chimneys, stone or brick masonry

CLADDING

Wood clapboard or shingle, butting against horizontal bands, corner boards and window trim,

Horizontal board-and-batten with contrasting materials and trim between stories

First floor brick or stone masonry, with wood cladding or stucco above

DOORS

Tall doors single or paired.

Upper panel with dozen of small and square glass lights with oak muntins or lead came.

Glazed and paneled sidelights

Oak or chestnut

WINDOWS

Double-hung multi-pane-over-one-pane sash

Diamond-paned upper sash

Leaded glass casement windows

Small, high windows on each side of chimney

Transomed windows

Gable windows for attic rooms

PORCHES

Partial or full-width, under main roof or offset, with massive masonry or wood, square or rectangular columns

Columns rest on massive masonry piers, strong balustrade or extend down to ground level



209 North Street



212 Stockton Place

Straight architrave, with decorative trim below the porch eave

ORNAMENTS

Decorative porch column capitals

Stylized floral and geometric shaped ornaments

COLOR

Contrasting colors on eaves and cornices

FENCING

No fences

Simple picket fence with variation in spacing of square or rectangular section pickets

BUNGALOW STYLE
Significant Features

Broad flat chimneys, stone or brick masonry

Large gabled or shed dormers for attic rooms



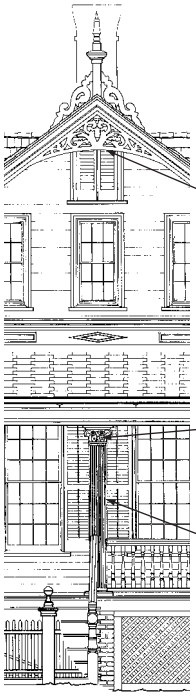
Low-pitch hipped, front or side-gabled roof, with wide overhanging eave and enclosed or exposed rafter ends

Diamond-paned upper sash Leaded glass casement windows

Wood clapboard or shingle, butting against horizontal bands, corner boards and window trim

212 Stocton Place

Partial or full-width porch, under main roof or offset, with massive masonry or wood, square or rectangular columns



Stylized floral and geometric shaped ornaments

Decorative porch column capitals

Columns rest on massive masonry piers, strong balustrade or extend down to ground level

8 Broadway



Transomed windows

203 Windsor Street

Double-hung multi-pane-over-one-pane sash



Extended decorative rafter, stickwork and brace at rake of gabled roof

Through-the-cornice wall dormers

239 Windsor Street



HISTORIC PRESERVATION COMMISSION

DESIGN STANDARDS

HISTORIC PRESERVTION COMMISSION
DESIGN STANDARDS

DECLARATION OF PURPOSE

The Historic Preservation Commission (HPC) in Cape May has responsibility for developing and adopting uniform design standards so that owners of properties within both the locally-designated Historic District and the National Historic Landmark District have information to guide them so that they can make historically appropriate decisions about their properties.

The standards in this book are incorporated into the local ordinances of the City of Cape May and have been developed so that they conform with the Secretary of the Interior's *Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings* and the Secretary of the Interior's *Standards for Rehabilitation*. These two documents, as well as many other publications regarding historic preservation, are available through the National Park Service.

PROCEDURE

An owner of private property within the Historic District of the City of Cape May who contemplates development, additions or alterations to the exterior of a building must contact the Construction Office in City Hall. If a building or City permit is required, he or she will be directed to apply to the Historic Preservation Commission as well. If a building permit is not required, but the work affects the exterior appearance of the property, review by the Historic Preservation Commission may still be necessary.

The Historic Preservation Commission, hereafter known as HPC, does not review matters of zoning - size, bulk required setbacks, lot coverage, or use. These matters are within the purview of the Planning Board and the Zoning Board of Adjustment. The HPC does review matters of the scale of a proposed building as compared to the historic scale of its neighbors, the placement of a proposed building in connection with the historic relationship between a building, the sidewalk and the street, and the design of a proposed building and its appropriateness to Historic Cape May.

The HPC reviews matters of design and materials for replacement features on, and additions to, existing buildings. The purview of the HPC with regard to the design of a building in an historic context is not limited to details and facades; it extends to the shape of the building and its relationship to its historic neighbors. The HPC also judges the appropriateness of designs when its advice is sought by the Council of the City of Cape May on city-funded projects.

The HPC Standards provide advice to the Planning Board and the Zoning Board of Adjustment when they deliberate on questions of setback, height, and siting when those questions affect historic architectural values. They may also guide the County of Cape May and public utilities when they do work in the city of Cape May.

Because the City of Cape May is a National Historic Landmark, government agencies that contemplate alterations to government-owned property must submit an Application for Project Authorization to the New Jersey Historic Preservation Officer and must mitigate any adverse impact on historic significance when so advised. This includes changing streets, sidewalks, lighting, etc.

HISTORIC PRESERVTION COMMISSION
DESIGN STANDARDS

OVERVIEW

The preceding sections have provided a brief history of the City of Cape May and a repertory of the architectural styles found within the city identifying significant features contributing to the richness of the Cape May Historic District, and successful contemporary treatments of such features.

The standards presented in this section are intended to further aid the public in their plans for rehabilitation and continued use of historic buildings. They address contributing and key buildings, new construction and non-contributing buildings in the Historic District, clarifying for property owners appropriate and inappropriate treatments of significant historic features.

The standards also address issues beyond the individual building, such as the relationship of the building's scale to its neighbors, the relationship of the building to its porch, front yard, fence and sidewalk or grass-verge, and the relationship of all of this to the street. These items combined with furnishings of the street - paving, streetlights, curbs, benches, etc. - form a streetscape that is a distinct part of the significance of the Historic City of Cape May.

Finally, the standards provide direction for the design of new buildings in the Historic District portion of East Cape May, considering the effect of the new construction on this historic neighborhood taken as a whole, not just the effect on the most immediate neighbors.

The following Historic Preservation Commission Standards provide direction, and detail the supporting documentation to be provided to the Historic Preservation Commission for review in order to secure a Certificate of Appropriateness.

ROOFS, P. 54

EXTERIOR CLADDING, P. 56

DOORS, P. 57

WINDOWS, P. 59

PORCHES, P. 61

STREETSCAPE, P. 63

NEW CONSTRUCTION, P. 70

NEW CONSTRUCTION IN EAST CAPE MAY, P. 72

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES, 1995

Rehabilitation is the act or process of making possible an efficient compatible use for a property through repair, alterations and additions while preserving those portions or features which convey its historical, cultural, or architectural values. The "Standards for Rehabilitation" state:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.

4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

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

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

7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

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

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

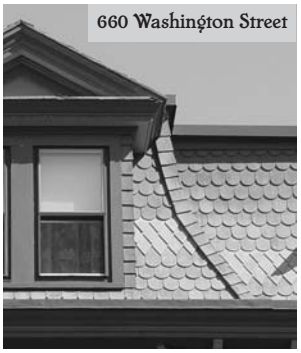
ROOFS

POLICY SUMMARY

Replacement roofs on contributing or key buildings or on additions to key and contributing buildings should replicate the original in pitch, design and materials. If original material is not technically feasible, replacement material should match original in composition, size, shape, color, pattern and texture. Changing the original roof shape, line, pitch, overhangs and materials, including character-defining elements such as chimneys, dormers, cupolas, turrets, cresting and weathervanes, is not appropriate on key or contributing buildings or on new additions to key or contributing buildings.

Replacement roofs on non-contributing buildings should reflect the predominant roof type, orientation, scale and pitch existing at the time of the construction of the building, be consistent with historic materials of the historic district and reinforce its architectural character. Replacement artificial roofing is appropriate on non-contributing buildings and additions to non-contributing buildings, if the artificial roofing was available at the time of the construction of the building.

DEFINITION


660 Washington Street

The shape, materials and details of the roof of an historic building contribute to the historic character and significance of the building. The roof form and the pattern, scale, color and texture of the roofing materials are some of the most important visual characteristics of historic buildings.

For the purpose of these standards, "roof" refers to the weathertight covering of a building, including overhangs, gutters and downspouts, chimneys and dormers, and decorative features such as cupolas, balustrades, turrets and rails.

CONTRIBUTING OR KEY BUILDINGS

1. If the original or historic roof exists and is still functional, every effort should be made to preserve it. If it cannot be preserved, it should be replaced in kind, replicating the original in shape, line, pitch, overhangs and materials, including character-defining elements such as chimneys, dormers, cupolas, turrets, cresting and weathervanes.

2. If the original or historic roof does not exist but there is evidence (photographs, drawings) of what once was there, the new roof should replicate it in shape, line, pitch, overhangs and materials, including character-defining elements such as chimneys, dormers, cupolas, turrets, cresting and weathervanes.


213 Congress Street

3. If the original or historic roof does not exist and there is no evidence of what once was there, and the building is in a particular historic style, then the new roof should replicate what was used in the style and era of the building, in both materials and design. If the building is in a mixed historic style or several different historic styles, then the new roof should replicate what was used during the dominant period and style both in terms of material and of design. Refer to the "Style Sheets" in these standards for further information on appropriate roof materials and design.

4. A roof in styles older than the building should be avoided.


660 Washington Street

5. Wood shingle roofs should be reroofed with dressed wood shingles. The use of pressure-treated, fire-retardant wood shingles is recommended. The use of rustic shakes is not appropriate in Cape May.

6. If the original roofing material is no longer available, and the cost of custom-fabricating the material is prohibitive, alternate materials such as asphalt shingles or ceramic tiles, duplicating the appearance of slates or tiles, may be considered appropriate on contributing or key buildings in Cape May. The alternate materials should closely match the shape, scale, color and texture of the original or historic material. The repair of tin roofs with a modern waterborne elastomeric acrylic coating system using the existing tin roof as a base may be an appropriate, cost-effective way of

extending the service life of the roof while maintaining an appearance similar to that of the original or historic material.

7. Replacing concealed, or built-in, gutters with exposed gutters is not appropriate on contributing or key buildings. The installation of new gutters and downspouts may be necessary on contributing or key buildings, in which case they should be installed with no damage to original or historic features. Replacement or new exposed gutters and downspout other than copper should be finished in a color appropriate to the color of the building.


Washington Street

8. The installation of low-profile ridge vents is appropriate on contributing or key buildings, if they do not affect the original design of the roof or damage historic roof materials or details. The installation of new features such as skylights, vents and dormers is not generally appropriate on contributing or key buildings.

9. Replacement masonry chimneys on contributing or key buildings should replicate original chimney masonry in design and color, texture, unit size and joint profile. The installation of a new flue liner for safety reasons is appropriate; however, the flue cap should be as inconspicuous as possible. Removing prominent chimneys is not appropriate for contributing or key buildings. Cement parging on existing masonry chimneys is not appropriate for key or contributing buildings, unless there is evidence that the original chimney was cement parged.

STANDARDS FOR ROOFS ON NON-CONTRIBUTING BUILDINGS

1. For non-contributing buildings in Historic Districts, the HPC recommends roof materials that are consistent with the historic materials of the historic district and reinforce its architectural character. For a non-contributing building man-made roofing may be found appropriate.

SUBMISSIONS

The following documentation should be submitted to the HPC so that it can have enough information to make a decision:

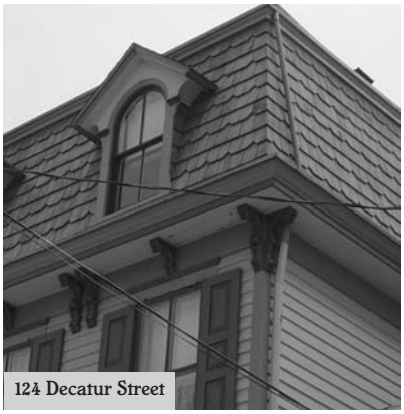
1. Date of construction and historic background on building;
2. Photographs of existing building, including areas where replacement roof is to be constructed;
3. Drawings of the proposed new construction, including:
   - *Scaled roof plan*, showing location of all roof replacement in relationship to all other roof elements: gutters, dormers, cupolas, turrets, cresting, weathervanes, etc. Roof plan should include information on proposed roofing materials;
   - *Elevations*: head-on, scaled drawings showing overall roof arrangements, roofing material patterns, gutters if exposed, downspouts, etc, with dimensions;
   - *Details*: close-up drawings showing roofing pattern, details at dormers, rafter ends or other features, chimneys, etc., corner boards, window casings, door casings, etc. (some may be taken from the catalog of the manufacturer and/or supplier);
4. Information on any proposed roof material, including drawings or photographs taken from the catalogue of the supplier and the manufacturer's technical description of the roof material;
5. Samples of materials and color chips for finishes if applicable.

REFER TO THE "STYLE SHEETS" IN THESE STANDARDS FOR FURTHER INFORMATION ON APPROPRIATE ROOF MATERIALS AND DESIGN.

REFERENCES

Sweetser, Sarah M.,, *Preservation Briefs 04: Roofing for Historic Buildings*. Washington, D.C.: Technical Preservation Services, Preservation Assistance Division, National Park Service, U.S. Department of the Interior, 1978.

Park, Sharon C., *Preservation Briefs 19: The Repair and Replacement of Historic Wooden Shingle Roofs*. Washington, D.C.: Technical Preservation Services, Preservation Assistance Division, National Park Service, U.S. Department of the Interior, N.d.


124 Decatur Street

Levine, Jeffrey S., *Preservation Briefs 29: The Repair, Replacement and Maintenance of Historic Slate Roofs*. Washington, D.C.: Technical Preservation Services, Preservation Assistance Division, National Park Service, U.S. Department of the Interior, 1993.

Grimer, Anne E. and Williams, Paul K., *Preservation Briefs 30: The Preservation and Repair, of Historic Clay Tile Roofs*. Washington, D.C.: Technical Preservation Services, Preservation Assistance Division, National Park Service, U.S. Department of the Interior, 1993.

Fisher, Charles E., III, and Deborah Slaton, eds. *The Roofing Handbook for Historic Buildings*. Washington, D.C.: Historic Preservation Education Foundation, 1999

EXTERIOR CLADDING

POLICY SUMMARY

Replacement cladding on contributing or key buildings or on additions to key and contributing buildings shall replicate the original cladding in both materials and design. Artificial cladding is not appropriate on key or contributing buildings or on new additions to key or contributing buildings.

Replacement artificial cladding is appropriate on non-contributing buildings and additions to non-contributing buildings, if the artificial cladding was available at the time of the construction of the building. Artificial cladding is appropriate for new buildings if the details are designed to resemble traditional wood construction or other appropriate historic cladding materials in shape, texture and color.

DEFINITION


Franklin & Washington Streets

The exterior cladding material of an historic building (clapboard, shingles, shakes, etc.) contributes to the historic character and significance of the building. The texture of the surface and the relationship between the cladding and other architectural features such as window and door trim, corner boards, soffits, cornices, etc. form some of the most important visual characteristics of historic buildings.

For the purpose of these standards, "exterior cladding" refers to the finish covering of the exterior walls of a frame building, applied vertically, horizontally or diagonally.

STANDARDS FOR EXTERIOR CLADDING ON CONTRIBUTING OR KEY BUILDINGS

1. If the original or historic exterior cladding still exists every effort shall be made to preserve it. If it cannot be preserved, it will be replaced in kind, replicating the original in both materials and design.

2. If the original or historic exterior cladding does not exist but there is evidence (photographs, drawings) of what once was there, the new exterior cladding shall replicate it in both materials and design.

3. If the original or exterior cladding does not exist and there is no evidence of what once was there, and the building is in a particular historic style, then the new exterior cladding shall replicate what was used in the style and era of the building, in both materials and design. If the building is in a mixed historic style or several different historic styles, then the new exterior cladding shall replicate what was used during the era in which the portion of the building in which it is being installed was built both in terms of material and of design. Refer to the "Style Sheets" in these standards for further information on appropriate cladding materials and design.


1048 Washington Street

4. Exterior cladding in styles older than the building shall be avoided.

5. Artificial exterior cladding shall be avoided on contributing or key buildings in Cape May. Artificial cladding includes, but is not limited to, aluminum, vinyl, asbestos cement, asphalt, glass (e.g., Vitrolite), fiberglass, spray stucco (e.g., Dryvit), cementitious artificial brick or stone (e.g., Garden State Brickface). Exceptions to this general rule may be made for contributing or key buildings where there is documentation that the original exterior cladding was one of these materials.

STANDARDS FOR EXTERIOR CLADDING ON NON-CONTRIBUTING BUILDINGS

1. Exterior cladding materials for non-contributing buildings in the Historic District should be consistent with the historic materials of the historic district and reinforce its architectural character. For a non-contributing building, however, man-made cladding may be found appropriate.


Colonial House

2. This section does not apply to new construction in the Historic District portion of East Cape May. See *Characteristics and Standards for New Construction in East Cape May.*

SUBMISSIONS

The following documentation should be submitted to the HPC so that it can have enough information to make a decision:

1. Date of construction and historic background on building;

2. Photographs of existing building, including areas where replacement cladding is to be applied;

3. Drawings (usually taken from the catalog of the cladding supplier) or manufacturer's catalog of the proposed exterior cladding including:

- *Elevation*: head-on, scaled drawing showing the exposure, trim, etc., with dimensions;
- *Details*: close-up drawings showing the relationship of the cladding to corner boards, window casings, door casings, etc.

4. Specifications - The manufacturer's technical description of the cladding.

REFER TO THE "STYLE SHEETS" IN THESE STANDARDS FOR FURTHER INFORMATION ON APPROPRIATE CLADDING MATERIALS AND DESIGN.

REFERENCES

Myers, John H., revised by Gary L. Hume, *Preservation Briefs 08: Aluminum and Vinyl Siding on Historic Buildings.* Washington, D.C.: Technical Preservation Services, Preservation Assistance Division, National Park Service, U.S. Department of the Interior, 1984

Park, Sharon C., *Preservation Briefs 16: The Use of Substitute Materials on Historic Building Exteriors.* Washington, D.C.: Technical Preservation Services, Preservation Assistance Division, National Park Service, U.S. Department of the Interior, N.d.

Nelson, Lee H., *Preservation Briefs 17: Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character.* Washington, D.C.: Technical Preservation Services, Preservation Assistance Division, National Park Service, U.S. Department of the Interior, N.d.



42 Jackson Street

DOORS

POLICY SUMMARY

Replacement doors and frames on contributing or key buildings or on additions to key and contributing buildings should replicate the original doors in both materials and design. Artificial materials and contemporary designs are not appropriate on key or contributing buildings or on new additions to key or contributing buildings, with the exception of rear doors not visible from any public way, that are not historic or a significant feature of the contributing or key building.

Replacement doors in artificial materials are appropriate on non-contributing buildings and additions to non-contributing buildings, in a material and design available at the time of the construction of the building.

Artificial materials are appropriate for new buildings if the details are designed to resemble traditional wood construction or other appropriate historic door materials in shape, texture and color. Contemporary door designs are not appropriate.

DEFINITION

Entrance doors and frames are often the single most decorative element of an historic house. The size and design of the door and door surround are an integral part of the style and significance of the house. They also form one of the most important aspects in the public view of the house. Doors are among the most heavily used parts of a house and are subject to wear, damage, and inappropriate alterations.



For the purpose of these standards, "same material" means that wood doors of one species may be replaced with wood of a different species, if the doors were traditionally painted in that style of building. If doors were traditionally varnished in the style of building (e.g. oak or chestnut doors in Craftsman and Bungalow houses) chestnut and oak doors may be replaced with oak doors.

STANDARDS FOR DOORS ON CONTRIBUTING AND KEY BUILDINGS:

1. If the original or historic exterior door and/or doorway still exist every effort should be made to preserve them. If they cannot

be preserved, they should be replaced in kind, replicating the original in both materials and design.

2. If the original or historic exterior door and/or doorway do not exist but there is evidence (photographs, drawings) of what once was there, the new exterior door or doorway should replicate them in both materials and design.



3. If the original exterior door and/or doorway do not exist and there is no evidence of what once was there, and the building is in a particular historic style, then the new exterior door or doorway should replicate what was used in the style and era of the building, in both materials and design. If the building is in a mixed historic style or several different historic styles, then the new exterior door or doorway should replicate what was used during the era in which the portion of the building in which they are being installed was built both in terms of material and of design. Refer to the "Style Sheets" in these standards for further information on appropriate door and doorway materials and design.

4. Exterior doors and/or doorways in styles older than the building should be avoided.

5. Artificial materials shall be avoided for door and/or doorways on contributing or key buildings in Cape May.

6. Clearly contemporary doors and/or doorways materials and designs are not appropriate on contributing or key buildings.

7. Rear doors that are not visible from any public way may be replaced with doors appropriate to the style of building in design, but made of artificial materials. This exception may not apply if the existing door is a significant element of the building.

8. Screen doors with a plain wood frame following the proportions of the prime door are appropriate. Wooden screen doors ornamented with jigsaw-cut or spindle-turned ornament are particularly appropriate on any nineteenth-century house.

9. Storm doors should match the size of the existing doors, and have a narrow perimeter frame so as not to mask the design of the existing door. Storm door frames may be of any material but must be painted or clad to match or complement the trim of the structure. Unpainted raw metal is inappropriate.

STANDARDS FOR DOORS ON NON-CONTRIBUTING BUILDINGS:

1. Doors and/or doorways on non-contributing buildings may be made of artificial materials such as aluminum, fiberglass, composite materials, steel, vinyl, etc. The design of the door may be contemporary but should be such as not to interrupt the historic streetscape in which it is located.

SUBMISSIONS

The following documentation should be submitted to the HPC so that it can have enough information to make a decision:

1. Date of construction and historic background on building;
2. Photographs of existing building, including the door to be replaced, the doorway, the house, and the streetscape;
3. Drawings of the proposed door and doorway (usually, these drawings can be taken from the catalogue of the door supplier) including:
   - *Elevation*: a head-on, scale drawing showing the entire door and doorway, with dimensions;
   - *Horizontal section*: a horizontal cut through the door showing the stiles, panels, side-lights, etc.;
   - *Vertical section*: a vertical cut through the door showing the rails, panels, transom bar, transom, etc.;
   - *Details*: close-up drawing showing the hardware, etc.;
4. Specifications - The manufacturer's technical description of the door, including the model number.

REFER TO THE "STYLE SHEETS" IN THESE STANDARDS FOR FURTHER INFORMATION ON APPROPRIATE DOOR MATERIALS AND DESIGN.

REFERENCES



Park, Sharon C., *Preservation Briefs 16: The Use of Substitute Materials on Historic Building Exteriors*. Washington, D.C.: Technical Preservation Services, Preservation Assistance Division, National Park Service, U.S. Department of the Interior, N.d.

Nelson, Lee H., *Preservation Briefs 17: Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character*. Washington, D.C.: Technical Preservation Services, Preservation Assistance Division, National Park Service, U.S. Department of the Interior, N.d.

WINDOWS

POLICY SUMMARY

Replacement windows on contributing or key buildings or on additions to key and contributing buildings should replicate the original windows in both materials and design. Vinyl or aluminum windows are not appropriate on key or contributing buildings or on new additions to key or contributing buildings; however, replacement steel windows are appropriate if the original historic window material was rolled steel. Exterior combination storm windows are not encouraged; however, they may be acceptable on key or contributing buildings or on new additions to key or contributing buildings provided they have a minimum visual impact; unpainted raw metal storm windows are inappropriate.

Replacement vinyl, aluminum or steel windows are appropriate on non-contributing buildings and additions to non-contributing buildings if they were available at the time of the construction and their scale is consistent with the scale of the historic windows in the district. Exterior combination storm windows are acceptable on non-contributing buildings and additions to non-contributing buildings provided they have a minimum visual impact and do not disrupt the overall visual character of the streetscape; unpainted raw metal storm windows are inappropriate.

DEFINITION

Windows in historic buildings are among their most significant features. Windows are elements by which the style and era of the building can be recognized. The divisions of the windows are features that set the scale of the building and give cohesion to the façade. The details of window construction contribute strongly to the historic character of the building.



For the purposes of these Standards, vinyl windows are defined as windows constructed of sections extruded in vinyl, windows constructed of wood sections the outside of which is sheathed in rigid vinyl, or windows constructed of wood sections wrapped with flexible vinyl. Windows that are constructed of wood and finished with a latex paint that contains vinyl are not defined as vinyl windows.

STANDARDS FOR WINDOWS ON CONTRIBUTING AND KEY BUILDINGS:



1. If the original or historic window still exists, every effort should be made to preserve it. If it cannot be preserved, it should be replaced in kind, replicating the original in size, materials and design.

2. If the original or historic window does not exist but there is evidence (photographs, drawings) of what once was there, the new window should replicate what once was there in size, materials and design.

3. If the original or historic window does not exist and there is no evidence of what once was there and the building is in a particular historic style, then the new window should replicate what was used in the style and era of the building, in both materials and design. If the building is in a mixed historic style or several different historic styles, then the new window should replicate what was used during the era in which the portion of the building in which they are being installed was built both in terms of material and of design. Refer to the "Style Sheets" in these standards for further information on appropriate window materials and design.

4. Using snap-in muntin bars to achieve divided lights is not appropriate for windows on contributing or key buildings in Cape May.

5. Windows in styles older than the building should be avoided.

6. Contemporary designs, e.g. single pane tilt and turn or slide windows, should also be avoided. Exceptions to this general rule may be made for contributing or key buildings where there is documentation that the original window design was similar to the proposed contemporary design.

7. Artificial materials shall be avoided for windows on contributing or key buildings in Cape May.

8. Exterior, painted wooden shutters that are moveable and attached by hinges, held open by shutter dogs, composed of louvers or panels and are of the appropriate size, are appropriate for all nineteenth and early twentieth century buildings.

9. Retractable canvas awnings that conform to the size and

shape of the window above which they are installed, and which have traditional operating mechanisms, are appropriate for all nineteenth- and early twentieth-century buildings. These retractable awnings should not have lettering printed on them.



10. Exterior combination storm windows should have a minimum visual impact. Storm windows should match the size of the existing windows, and have narrow perimeter frames so as not to mask the design of the existing windows behind. The storm window meeting rail should align with the rail of the window behind. Storm windows may be of any material but must be painted or clad to match or complement the trim of the structure. Unpainted raw metal is inappropriate.

STANDARDS FOR WINDOWS ON NON-CONTRIBUTING BUILDINGS:

1. Windows on non-contributing buildings in historic districts should be consistent with the historic windows of the district and reinforce its architectural character. For a non-contributing building, however, vinyl or aluminum windows may be found appropriate, if their scale is consistent with the scale of windows in the district.



2. Replacement windows in existing openings of non-contributing buildings need not be reviewed by the HPC if the replacement window is at least as divided as the original, i.e. the lights are not larger than the original. Replacement windows in existing openings of non-contributing buildings which are less divided than the original windows must be reviewed by the HPC to insure that the scale of the streetscape is not disturbed.

3. New windows in new openings in non-contributing buildings must be reviewed by the HPC to insure that the scale of the streetscape is not disturbed. The HPC strongly discourages large picture windows and sliding glass doors when they can be seen very close to historic buildings.

4. Exterior combination storm windows in existing openings of non-contributing buildings should have a minimum visual impact. Storm windows should match the size of the existing windows, and have narrow perimeter frames so as not to mask the design of the existing windows behind. Storm windows may be of any material but must be painted or clad so the overall visual character of the streetscape is not disturbed. Unpainted raw metal is inappropriate.

SUBMISSIONS

The following documentation should be submitted to the HPC so that it can have enough information to make a decision:

1. Date of construction and historic background on building;
2. Photographs of existing building, including the window to be replaced, the house, and the streetscape;
3. Drawings of the existing window (usually, the drawings of the existing condition can be done on graph paper by the homeowner) and proposed window (usually , these drawings can be taken from the catalogue of the window supplier) including:
   - *Elevation*: a head-on, scale drawing showing the entire window, with dimensions;
   - *Horizontal section*: a horizontal cut through the window showing the stiles, muntins, etc.
   - *Vertical section*: a vertical cut through the window showing head, muntins, meeting rail, sill rail and sill;
   - *Details*: close-up drawing showing the hardware, etc.;
4. Specifications - The manufacturer's technical description of the window, including the catalog number.

REFER TO THE "STYLE SHEETS" IN THESE STANDARDS FOR FURTHER INFORMATION ON APPROPRIATE WINDOW MATERIALS AND DESIGN.

REFERENCES



Myers, John H., *Preservation Briefs 09: The Repair of Historic Wooden Windows*. Washington, D.C.: Technical Preservation Services, Preservation Assistance Division, National Park Service, U.S. Department of the Interior, 1981

Park, Sharon C., *Preservation Briefs 13: The Repair and Thermal Upgrading of Historic Steel Windows*. Washington, D.C.: Technical Preservation Services, Preservation Assistance Division, National Park Service, U.S. Department of the Interior, 1984

Park, Sharon C., *Preservation Briefs 16: The Use of Substitute Materials on Historic Building Exteriors*. Washington, D.C.: Technical Preservation Services, Preservation Assistance Division, National Park Service, U.S. Department of the Interior, N.d.

Nelson, Lee H., *Preservation Briefs 17: Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character.* Washington, D.C.: Technical Preservation Services, Preservation Assistance Division, National Park Service, U.S. Department of the Interior, N.d.

Vopgel, Neal A. and Achilles, Rolf, *Preservation Briefs 33: The Preservation and Repair of Historic Stained and Leaded Glass.* Washington, D.C.: Technical Preservation Services, Preservation Assistance Division, National Park Service, U.S. Department of the Interior, 1993

Fisher, Charles E., III, Deborah Slaton and Rebecca A. Shiffer, eds. *Window Rehabilitation Guide for Historic Buildings.* Washington, D.C.: Historic Preservation Education Foundation, 1997



PORCHES

POLICY SUMMARY

The size, design and materials of porches are an integral part of the style and significance of a building. They form one of the most important visual characteristics of historic buildings and contribute to their historic character and significance.

Replacement porches on contributing or key buildings or on additions to contributing or key buildings should replicate the original porch in both materials and design. Enclosing an existing porch, replacing a historic porch with a contemporary design substitute or removing a porch is not appropriate on key or contributing buildings or on new additions to key or contributing buildings.

The replacement of damaged or deteriorated porches is encouraged on non-contributing buildings and additions to non-contributing buildings. Replacement porches on non-contributing buildings should reflect the predominant porch type, scale, design and materials existing at the time of the construction of the building, be consistent with historic materials of the Historic District and reinforce its architectural character.

DEFINITION



209 North Street

For the purpose of these standards, "porch" refers to the assembly of porch roof structure and roofing, posts or columns, railings, flooring, stairs and ornamentation. Porches may be small and utilitarian, such as door porches or porch hoods; or expansively designed verandahs, with elaborate roof structures, columns and railings.

STANDARDS FOR PORCHES ON CONTRIBUTING OR KEY BUILDINGS



1. If the original or historic porch exists every effort should be made to preserve it. Elements of the porch that are severely deteriorated should be replaced in kind, replicating the original in both materials and design. If the entire porch is too deteriorated to be preserved, it should be replaced in kind, replicating the original in both materials and design.

2. If the original or historic porch does not exist but there is evidence (photographs, drawings) of what once was there, the new porch should replicate it in both materials and design.

3. If the original or historic porch does not exist and there is no evidence of what once was there, and the building is in a particular historic style, then the new porch should replicate what was used in the style and era of the building, in both materials and design. If the building is in a mixed historic style or several different historic styles, then the new porch should replicate what was used during the dominant period and style both in terms of material

and of design. Refer to the "Style Sheets" in these standards for further information on appropriate cladding materials and design.

4. Porches in styles older than the building should be avoided.

5. Replacement porch roofing material should comply with the standards detailed in the *Roofs* section of the Historic Preservation Standards.


132 Decatur Street

6. Replacement wood covered porches should match the design and materials of the original porch components. Wood finishes should replicate original finishes; the use of unpainted treated wood or unfinished lumber for elements that would have been painted or stained in their original application is not appropriate. Latticework and skirting boards should be placed in a frame; the use of vinyl latticework is not appropriate. The use of concrete porch steps or flooring is not appropriate on contributing or key buildings.

7. Replacement masonry porches should replicate the original or historic concrete deck and steps and enclosing masonry walls both in design and materials. Replacement of masonry features such as wing walls with metal or wood railing is not appropriate. Replacement of concrete decks and stairs with wood decks and stairs is not appropriate.

8. Replacement porch railing should comply with all applicable building safety codes. The height of replacement rails should be limited to the minimum height required by code, unless the original or historic railing was higher. Adapting the design of the original or historic porch railing to provide a code-compliant replacement rail is appropriate. The use of booster rails on an existing railing may be appropriate to bring the original railing up to code. Booster rails should be compatible with the historic design and materials.

9. The enclosing of a portion of the porch with a screen away from the steps and front entrance may be acceptable. The screening should be set behind the columns and railing to preserve the original appearance of the porch from the public right-of-way. The use of retractable screens may be appropriate if the storage cassettes and mechanisms can be concealed from view from the public right-of-way. Screen enclosures of front porches reorienting the entrance away from the street elevation of a building are not appropriate.

10. The full and permanent enclosure of a porch with glazing is not appropriate.

STANDARDS FOR PORCHES ON NON-CONTRIBUTING BUILDINGS

1. The HPC strongly encourages the replacement of porches that were part of the original design, but have been removed in previous years.

2. For non-contributing buildings in Historic Districts, the HPC recommends replacement porches that are consistent with the historic designs and materials of the historic district and reinforce its architectural character. For a non-contributing building, however, man-made materials may be appropriate. The use of vinyl latticework may be appropriate, if it is available in colors that would be compatible with the colors prevalent throughout the Historic District. The use of concrete steps and flooring may be appropriate if the design of a masonry porch is compatible with the historic character of neighboring historic structures.

SUBMISSIONS

The following documentation should be submitted to the HPC so that it can have enough information to make a decision:

1. Date of construction and historic background on building;
2. Photographs of existing building, including areas where replacement porch is to be constructed;
3. Drawings of the proposed new construction, including:
   - *Scaled plan*, showing location of porch replacement in relationship to overall building mass. Plan should include information on proposed porch materials;
   - *Elevations*: head-on, scaled drawings showing overall porch, including roof arrangements and roofing material patterns, gutters if exposed, downspouts, columns or posts, rails, stairs, etc, with dimensions;
   - *Details*: close-up drawings showing details of skirting, posts or columns, cornice and fretwork, spindlework and railing. (Some may be taken from the catalog of the manufacturer and/or supplier.)
4. Information on any proposed materials, including drawings or photographs taken from the catalogue of the supplier and the manufacturer's technical description of the roof material;
5. Samples of materials and color chips for finishes if applicable.

REFER TO THE "STYLE SHEETS" IN THESE STANDARDS FOR FURTHER INFORMATION ON APPROPRIATE PORCH MATERIALS AND DESIGN.



STREETSCAPE

POLICY SUMMARY

In the City of Cape May, as with all historic districts and cities, the architectural, cultural, and historic significance does not dwell only in its buildings individually, but in the city taken as a whole. The street grid and the scale and relationship of the buildings in regard to neighboring structures, streets, public spaces, furnishings and landscaping form an important part of the historic texture for which Cape May is noted.

Replacement or new features in the Cape May streetscape should replicate the original features in location, setback, material and design, in colors compatible with the streetscape. Public and private amenities necessary for the modern functioning of Cape May should be designed in a manner appropriate to the historic character of Cape May and placed as unobtrusively as possible.

DEFINITION

For the purpose of these standards, "streetscape" includes the following features: streets, pedestrian walks and curbs, driveways and offstreet parking, fences, street furniture and lighting, signals and utilities, signage, trash enclosures and landscaping.

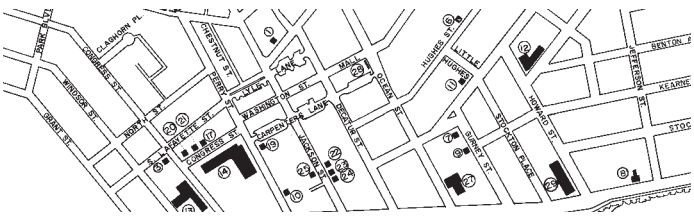
STANDARDS

Street Grid and Paving

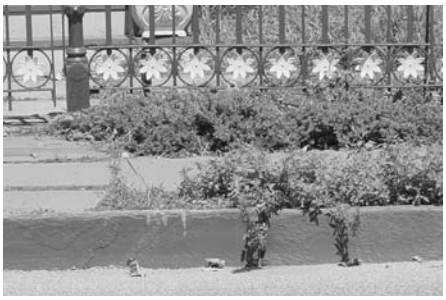
The original roads, from Schellenger's Landing to the center of town, from Higbee's Beach to town, along the beach, and over the creek (Perry Street) were regularized and made part of a grid by the Victorian developers of the city. The creation of regular city blocks and easily definable tax-lots is one of the most characteristic features of Cape May's development. Furthermore, nineteenth-century streets in Cape May were not paved with Belgian blocks, bricks, or other special pavings. The streets where trolleys ran were probably paved with asphalt, with brick gutters. Other streets were dirt roads until paved with modern Macadam asphaltic concrete in the twentieth-century.

POLICY

1. Regular street grids and existing brick or concrete gutters should be preserved. Loop roads, cul-de-sacs, or curved lanes are not appropriate in Cape May. Paving streets with Belgian blocks, bricks or other special paving(s) is not appropriate in Cape May.



Sidewalks



Nineteenth-century sidewalks in Cape May were mostly made of rectangular slabs of bluestone, a heavy slate from northern New Jersey. This stone is still available from Bergen Bluestone and other companies. There are also some examples of nineteenth-century brick sidewalks. Portland cement concrete was not used for sidewalks in nineteenth-century Cape May, but it was a material of choice in some early twentieth-century portions of the city. Many sidewalks on residential blocks in Cape May also featured grass verges between the pavement and the curb.

POLICY

1. Surviving bluestone sidewalks should be preserved, with deteriorated slabs replaced by new bluestone slabs matching the original in size, color, texture and tooling. The use of bluestone slabs similar in size, color, texture and tooling to the historic slabs is appropriate for new sidewalks in Cape May. New concrete sidewalks are also appropriate if they consist of pre-cast concrete pavers the color and size of bluestone slabs, or of poured-in-place

concrete tinted with proprietary tints to the color of bluestone and scored into rectangles the same size as bluestone slabs.

2. Surviving brick sidewalks should be preserved, with deteriorated or missing brick patterns replaced by new brick patterns matching the original in size, color, texture and tooling.

3. Portland cement concrete is appropriate for new sidewalks in twentieth-century portions of Cape May where Portland cement was the original sidewalk paving material.

4. The paving of sidewalks with asphalt is not appropriate in Cape May.

5. Missing grass verges should be restored. The design of sidewalks with grass verges is appropriate in Cape May.

6. Technical assistance with regard to trees and vegetation may be obtained from the Shade Tree Commission.

Paved Driveways and Offstreet Parking

There was much less paving in Cape May in the nineteenth and early twentieth centuries, and most buildings were surrounded by landscaping. The setting of many historic buildings and the character of the city as a whole have been altered by the introduction of large areas of paved driveways and offstreet parking.

POLICY



1. New driveways and offstreet parking should be located as unobtrusively as possible. Locating offstreet parking in front yards is not appropriate. Locating offstreet parking in the side yard is not appropriate if the area is visible from the street or the front yard. Driveways and alleys should be used to access side and rear parking areas and garages. Abutting new driveways or offstreet parking areas to historic structures is not appropriate. Locating offstreet parking in the side yard is not appropriate unless it is adequately screened with a buffer planting strip five feet in width.

2. New driveways and parking areas should be paved in materials that are compatible with the historic character of Cape May. Appropriate materials include historic materials, available at the time the building was built and characteristic of the area in which the building was built. In Cape May these materials include bluestone, brick, crushed clamshell or oyster shell, cinders and tabby (concrete made of crushed shells as the aggregate and lime mortar as the matrix). The use of Portland cement concrete is not appropriate in Cape May. The use of Portland cement is appropriate in East Cape May, where it was the original sidewalk paving material.

3. The use of unobtrusive paving materials, such that may not be noticed by passers-by, may be appropriate adjacent to historic buildings in Cape May. Such materials include grass pavers laid with their top face at or just below ground level to distribute the load of automobiles while allowing grass to grow through the grid, or crushed stone, made from sandstone, limestone and granite, particularly brown crushed stone that resembles earth from a distance.

4. The use of macadam or bituminous concrete (sometimes called blacktop) is not appropriate adjacent to historic buildings in Cape May.

5. Exceptions may be granted to handicapped-accessible parking spaces and the paths from those spaces to buildings with public accommodations. Such areas must be made of hard-surface materials suitable for wheelchair use. Grass pavers and crushed stone paving are not appropriate for such uses.

Street Alignment

The setback of a proposed building and the distance between a proposed building and adjacent historic buildings should be consistent with the setback and the distances between buildings fronting on the same street.



Yacht Avenue

In residential blocks in Cape May, the front porch of a two-story-plus-attic size house is generally five to eight feet from the pavement. The porch is generally about five feet deep. The fence line is generally at the front property line or sometimes one to two feet inside the property line, creating a grass verge on both sides of the sidewalk. Larger houses are usually set further back from the property line; such is the case at 34

Gurney Street, 635 Columbia Avenue, 1048 Washington Street and 720 Washington Street.

The front façades of commercial buildings in Cape May are generally on the front property line. In typical Victorian narrow box-storefronts, the display window may extend over the sidewalk as a projecting box supported by classical brackets. Examples are the store fronts at the northeast corner of Ocean and Hughes Streets and at Ocean Street and Columbia Avenue.

Civic, institutional buildings and major commercial buildings in Cape May (churches, banks, schools, City Hall, etc.) were very similar to large houses in the way that they related to the scale of the street, although their front yards were never as large as those of the largest houses. They were shaped to respond to their sites; for example, a building located on a corner reflected its prominent site with a corner entrance, a corner tower, or a larger scale or more substantial materials. Examples are the masonry bank with corner entrance at Washington and Ocean Streets, Our Lady Star of the Sea Church, and Franklin Street Methodist Church.

POLICY

1. New construction on residential blocks should follow the location and orientation of the porches and front façades of historic houses on that block.

2. New commercial buildings should be designed with a front façade coming up to the sidewalk


Jackson Street

3. New civic, institutional, and major commercial buildings should be designed in a scale large enough to carry on the nineteenth-century tradition of major buildings for major sites. They should respond to the specificity of their sites, with setbacks similar to historic civic, institutional and major commercial buildings in Cape May. They should feature architectural elements large enough to reflect their importance in the streetscape, such as a corner tower or a corner entrance for a building proposed on a major corner.

4. For commercial buildings, setback facades with grass verges, berms, planting areas, raised planters or parking lots between the building and the sidewalk are not appropriate in Cape May.

Storefronts


Hughes & Ocean Streets

Storefronts were a distinctive feature of the nineteenth-century streetscape, attracting business with the merchandise they displayed and eye-catching designs. Historic storefronts related to the overall character of a building but stood out with ornamental detailing and large bay windows, often projecting from the façade. Retailers on corner properties took advantage of the double exposure with wrap-around storefronts and corner entrances, giving a distinctive feature even more prominence. Examples of such storefronts in Cape May may be found at the corner of Hughes and Ocean streets, at the corner of Washington and Decatur streets and at the corner of Columbia and Ocean streets.

Storefronts in the Historic District may be found on commercial buildings or scattered throughout mixed-use neighborhoods. Storefronts should be designed to be compatible with neighboring buildings and enhance Cape May's historic character.

POLICY

1. If the original or historic storefront still exists, every effort should be made to preserve it. If it cannot be preserved, it should be replaced in kind, replicating the original in size, proportions, materials and design. Altering the shape and size of the original or historic display windows, doors, transoms or kickplates is not appropriate.

2. If the original or historic storefront does not exist but there is evidence (photographs, drawings) of what once was there, the new storefront should replicate what once was there in size, proportions, materials and design. If possible, exposing elements of the original storefront that may have been concealed by past modifications such as lintels, support walls or piers and reestablishing the storefront frame and opening is strongly recommended.

3. If the original or historic storefront does not exist and there is no evidence of what once was there, then the new storefront should replicate standard storefront components such as transom, display windows, recessed entrance, kickplate, etc. in design, scale, materials and colors compatible with the historic character of the Historic District.

4. Introducing a new storefront or new design element on the ground floor such as an arcade, which alters the historic character of the building, alters its relationship to the street or conceals, damages or destroys significant historic features, is not appropriate.

5. Canvas and other fabric awnings are appropriate at storefronts in the Historic District. Awnings should match the width of the storefront and not obscure significant details or features of the façade. Awning shapes should highlight the geometry of the façade design. In buildings with multiple storefronts, awnings should align with each other within each building. Awning valences should be moveable. Awning canvas or soft fabric should be opaque, in colors compatible with the color scheme of the streetscape. Awning frames should be metal, painted or finished in colors compatible with the streetscape colors. Unpainted raw metal frames are not appropriate.

6. If barrier-free access is required for a historic storefront, and the existing entrance has a pair of historic double doors, neither of which is wide enough for access, the doors can be made compliant through the installation of an automatic opener, which opens both doors at once. If an automatic opener is not feasible, new doors should be constructed replicating the original pair in all aspects except one being wider than the other, with the wider door providing barrier-free access. If the historic doors are replicated, the original doors should be retained and stored for possible future reuse.

7. If building code compliance for a store with an inward-opening door requires that the door open out, and a variance cannot be obtained, every effort should be made to rehang the historic door so it opens out, rather than replacing it.

8. Ramps for barrier-free access should be designed to be as inconspicuous as possible, and constructed of materials compatible with the historic storefront. Railing design and materials should be compatible with the streetscape, possibly replicating existing porch railings or fences, as appropriate, with the code-complying handrail installed on the inside of the decorative railing. Railings constructed of dimensional lumber are not appropriate.

Street Furniture

Cape May streets contain many objects that contribute to the significance of the city. Benches made of wood appear in many historic photographs of the nineteenth-century boardwalk; benches in other locations were made of cast iron. Carriage blocks and decorative hitching posts were also common features. Where historic street furniture survives (carriage blocks, decorative hitching posts, benches), every effort should be made to preserve it.

Cape May streets also contain objects such as traffic lights, streetlights, telephone lines, electric transformers, and gas meters. Other amenities for the residents and visitors of Cape May, include trash containers, newspaper boxes, phone booths and planters. These are necessary for the modern functioning of Cape May, but often detract from the architectural significance of the town. When these features are necessary, their design should be as appropriate as possible.

POLICY


18 Jackson Street

1. The cast concrete benches now used in Cape May are not appropriate with the exception of Beach Avenue. Heavy-duty, public use, cast-iron and cast-aluminum benches reflecting the nineteenth-century character of Cape May are appropriate.

2. Installing new carriage blocks and hitching posts for a decorative purpose is appropriate in Cape May. The hitching post should be installed far enough in front of the carriage block so that if a horse were to be tied up to the post, the block is in front of the carriage step (approximately 15 feet).

3. Unobtrusive poles for traffic signals and vehicular lighting are appropriate in Cape May, such as the dark-green, unobtrusive signal poles at the corner of Ocean and Washington Streets. The use of trash containers, newspaper boxes, phone booths and planters is appropriate; however, their design, materials and colors should be compatible with the historic character of the city.

Lighting

There were very few streetlights in Cape May during the nineteenth century. The few pedestrian lights that appear in old photographs resemble the Welsbach lamps that we have now. The poles appear to be historic and the Welsbach gaslights mounted on top of the pole are identical in design to those used in the nineteenth century. What little vehicular lighting there was seemed to consist of pendant globe or acorn shaped luminaires attached to the wooden electric poles.


Washington Street

Since there was virtually no streetlighting anywhere in the United States during the nineteenth century, Cape May cannot install "authentic" Victorian lighting. What we think of as "Victorian" lighting actually dates from the very early twentieth century, a time within Cape May's period of historic significance. Such gaslight fixtures are a significant feature; their system should be extended with new fixtures.

POLICY

1. The use of Welsbach gaslights to illuminate the sidewalks is appropriate in Cape May. The progressive replacement of the 1960s style "cobra head" fixtures that are attached to wooden poles with early-twentieth-century style fixtures attached to the same poles is also appropriate. New streetlights replicating designs from the first two decades of the twentieth century are appropriate in areas of Cape May developed in that era. Many late-nineteenth- and early-twentieth-century lighting fixture models have been accepted by county and municipal departments of public works as well as state and federal departments of transportation for use in Historic Districts; the use of such fixtures is appropriate in Cape May.

2. The use of decorative light poles is appropriate in locations where they do not compete visually with wooden poles. Areas like the Washington Street Mall, the Promenade, and the veteran's memorial on Gurney Street are monumental focal points in the city that would be good locations for such more elaborate fixtures.

3. In lighting parking areas, follow the standards for exterior lighting. Use unobtrusive lighting to avoid spilling light on adjacent properties.

Signage

Informational signs such as street name signs (e.g. Beach Drive), directional signs (e.g. Beaches), legal signs (e.g. No dogs, alcoholic beverages… on the Beach) are usually installed by the city. Commercial signs are closely regulated by ordinance in Cape May (Section 32-40.2) with provisions that mostly restrict aspects of signage to a small range that is appropriate to a historic district.

POLICY

1. Modern materials like plastic and modern lighting like neon or interior illumination are not appropriate.

2. The use of informational and directional signs (without arrows) is appropriate if they are placed low and if several signs are consolidated on one pole to avoid visual clutter. When possible, such signs should not be placed in the middle of an important view. Along the Promenade, the many cautionary signs and legal notices should be grouped into coherent arrangements located at the entrances to the beach, rather than interrupting the view of the sand and surf every few feet.

3. The design of informational and directional signs should be appropriate to the historic character of Cape May. Street name signs can be enameled plaques surrounded by cast-iron frames and mounted on dark green or black poles, as they were in the nineteenth century. Cautionary and legal signs can be printed in appropriate letter styles and surrounded by appropriate frames.

4. Commercial signs following the provisions of Cape May City Ordinance are appropriate. The following lettering fonts are appropriate for such signs:

City of Cape May

CITY OF CAPE MAY

City of Cape May

City of Cape May

CITY OF CAPE MAY

City of Cape May

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CITY OF CAPE MAY

Fences


Jackson and Carpenter Streets

Front fences are one of the most "Victorian" features of the Cape May historic district and provide a strong sense of continuity to the streetscape. They form part of the elaborate system of separation between public and private spaces characteristic of late nineteenth-century houses. The fence is the part of the property closest to the public and is often the first thing that is noticed by a passer-by. Its relationship to the front yard and the front porch establishes the intimate scale and complicated street-life that is one of the most valued things about a Victorian historic district. Fence design changed through the nineteenth century: some fence styles were introduced and stayed popular for the rest of the century, others are related to a particular style of house, and some came into fashion and then went out. Wood, cast-iron and wrought iron are the traditional fence materials used in Cape May.

POLICY

1. If the original or historic exterior fence still exists every effort should be made to preserve it. If it cannot be preserved, it should be replaced in kind, replicating the original in both materials and design.

2. If the original or historic fence does not exist but there is evidence (photographs, drawings) of what once was there, the new fence should replicate it in both materials and design.


Franklin Street

3. If the original fence does not exist and there is no evidence of what once was there, and the building is in a particular historic style, then the new fence should replicate what was used in the style and era of the building, in both materials and design. Refer to the "Style Sheets" in these standards for further information on appropriate fence materials and design.

4. If the original or historic fence does not exist, and there is no evidence of what once was there, and the building is in a mixed historic style or several different historic styles, then the new fence should replicate what was used during the period of the most prevalent style present both in terms of material and of design. Refer to the "Style Sheets" in these standards for further information on appropriate fence materials and design.

5. Fences in styles older than the building should be avoided.

6. Inappropriate materials should be avoided for fences on contributing or key buildings in Cape May. Inappropriate materials include, but are not limited to, stainless steel, aluminum, chain link or vinyl. Exceptions to this general rule may be made for contributing or key buildings where there is documentation that the original exterior fence was made of one of these materials.

7. Clearly contemporary fence materials and designs are not appropriate on contributing or key buildings, with the exception of rear fences that are not visible from any public way; these may be contemporary in design if they are made of wood. Fences contemporary in design are appropriate on non-designated buildings provided the material is wood and the design does not interrupt the historic streetscape in which it is located.


726 Corşie Street

8. All the structural members of a fence must be turned in to face the property being enclosed. The finished side of all fences must be presented to the outside.

9. Privacy fences are not appropriate to screen front yards. The use of wood privacy fences is appropriate on side and rear yards, to screen parking areas, mechanical equipment, pools and other intrusive features. The design of privacy wood fences should be consistent with the materials and design of the adjacent buildings and fences.

Accessory Structures

Modern conveniences such as satellite dishes, antennae, HVAC compressors, window air-conditioning units, above-ground pools or dumpsters are present in increasing numbers in Cape May. Such equipment may adversely impact the historic character by obscuring or damaging significant historic features

POLICY

1. The installation of satellite dishes in front yards is not appropriate in Cape May. Satellite dishes in side yards are appropriate only if they can be adequately screened from the street in an appropriate manner. Satellite dishes may be placed

on the rear slopes of roofs where they will not be visible from the street, or on non-character defining roofs if their placement will not negatively impact the character of the historic district. Smaller satellite dishes are encouraged; larger satellite dishes should be of a material and finish that minimizes their visibility.



2. The installation of mechanical units in the front yard is not appropriate, unless there is no other technically acceptable alternative. In such a case, the units should be screened in a manner appropriate to the historic character of the street. Mechanical units should be located in the rear yard; however, a unit may be located in the side yard if it is screened in an appropriate manner. Location of vents and mechanical connections through historic foundations or walls should be limited to side or rear elevations, where they will not be visible from the street. All exposed exterior piping, wires, meters and fuel tanks should be located on rear elevations and screened from view in an appropriate manner.



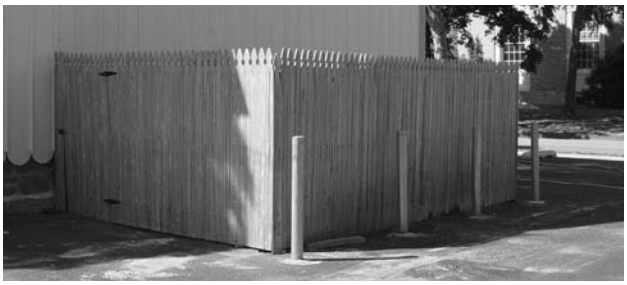
3. The installation of window air-conditioning units on street facades is not appropriate in Cape May. Location of window units should be limited to side or rear elevations, where they will not be visible from the street.

4. The installation of any electronic devices on street facades is not appropriate in Cape May. Location of electronic devices should be limited to side or rear elevations, where they will not be visible from the street.

5. The installation of in-ground pools is addressed in the City of Cape May Zoning Code. The installation of in-ground pools in the front yard is not appropriate. The installation of an in-ground pool should be limited to the rear of the building; however, an in-ground pool may be located in the side yard if screened with a privacy fence in an appropriate manner.

6. The installation of above-ground pools is discouraged. The installation of an above-ground pool may be acceptable if it is limited to a rear yard, where it will not be visible from the street.

7. The installation of dumpsters or trash containers in the front yard or side yard where visible from the street is not appropriate. Dumpsters and trash containers should be installed to the rear of all buildings and be screened from view in an appropriate manner.



SUBMISSIONS

The following documentation should be submitted to the HPC so that it can have enough information to make a decision:

1. Photographs of existing building, site and streetscape;
2. Drawings of the proposed new construction, including:
   - *Scaled site plan,* including landscape and ground-cover, information on proposed paving materials and/or location of accessory structures as required;
   - *Elevations*: head-on, scaled drawings showing façade arrangements, and relation of street furniture, fence, or signage to existing buildings, with dimensions;
   - *Details*: close-up drawings showing fence, fence posts, and gates, with dimensions (usually taken from the catalog of the manufacturer and/or supplier);
   - *Details*: close-up drawings showing street furniture detailing and ornamentation (usually taken from the catalog of the manufacturer and/or supplier);
   - *Details*: close-up drawings showing street design, fonts and ornamentation of informational, directional and commercial signage;
3. Information on any proposed lighting, fences, furniture or signage, including drawings or photographs taken from the catalogue of the supplier and the manufacturer's technical description of the light fixture;
4. Samples of materials and color chips.

NEW CONSTRUCTION

POLICY SUMMARY

New construction in Cape May should reflect the design trends and concepts of contemporary architecture, yet remain compatible with the historic character of the Historic District. New construction should reflect the historic context of Cape May, as defined by a particular streetscape, the prevalence of certain architectural styles, and the use of a specific materials vocabulary.

The purpose of these Standards is to ensure that new construction respects the historic character of Cape May from site implantation (setback, orientation, etc.) to overall envelope (building size and scale, roof shapes, façade rhythm and proportions, etc.), to architectural details, materials, textures and colors.

The Historic Preservation Commission encourages contemporary designs and interpretations inspired by, and compatible with, the distinctive features of the Historic District of the City of Cape May. Historic duplication is not appropriate for new construction in the Historic District of Cape May.

DEFINITION

For the purposes of these Standards, new construction is defined as the construction of a new structure, including new buildings and all related appurtenances. New additions to existing structures are included in these Standards, but are addressed separately.

STANDARDS

SITE IMPLANTATION

The site implantation of new construction in Cape May should conform to the standards detailed in the Streetscape section of the Historic Preservation Standards, including but not limited to: street alignment, offstreet parking, paved areas and driveways, fences, lighting and accessory structures.

SIZE AND SCALE

New construction height and massing should reflect the overall scale of the adjacent historic buildings, and should not exceed the maximum height allowed in the City of Cape May Zoning Ordinance. The design of a new structure that exceeds the neighboring building scale in height, width or massing is not appropriate. Single, monolithic forms showing no variation in massing are not appropriate.

ROOF

New construction roof design and materials should reinforce the architectural character of the Historic District and be compatible with the historic materials. Roof shapes should be consistent with existing roof shapes throughout the district: gable, hip, gambrel, flat and mansard. Roof materials, texture and craftsmanship should be consistent with historic roof materials and craftsmanship prevalent in the historic district. Artificial roofing materials may be appropriate if the design and details are such as to simulate traditional building practices.

RHYTHM AND PROPORTIONS

New construction should maintain the vertical or horizontal emphasis prevalent on the street. It should echo the rhythm shared by neighboring buildings, such as the relationship of buildings to open space along the street, divisions between lower and upper floors, porch heights, window alignment, etc. New construction should also maintain the proportions, shape, dimensions, spacing and symmetry—or asymmetry—of openings prevalent in neighboring historic buildings. Proportions, opening patterns and dimensions unrelated to the rhythm and pattern of adjacent historic structures are not appropriate.

ARCHITECTURAL FEATURES

Architectural features of new constructions should complement the architectural detailing of neighboring historic buildings.

Exterior cladding of new buildings in the Historic District should consist of materials consistent with the historic materials of the district and reinforce its architectural character. Artificial cladding may be found appropriate if the design and details are such as

to simulate traditional building practices.

Door and window designs and materials for new construction should be consistent with the historic materials of the district and reinforce its architectural character. Artificial materials for doors may be found appropriate if the design and details are such as to simulate traditional building practices. Vinyl, aluminum or steel windows may also be appropriate on new buildings if the scale of the windows is consistent with the scale of the historic windows of the district. Exterior combination storm windows, with the exception of unpainted raw metal storm windows, are acceptable on new buildings provided they do not disrupt the overall visual character of the streetscape.

Storefront design should reflect existing proportions and alignment; new materials should be compatible in color and texture to the existing materials.

Porches are often a significant feature in the City of Cape May in residential buildings and should be incorporated in the design of new residential construction, with dimensions and materials compatible with the dimensions and materials of existing porches.

Architectural detailing and finishes should be compatible with the historic material, detailing and colors in the Historic District.

Lighting of new construction entryways is encouraged. If the entryway is recessed, fixtures should be located in the recess ceiling and shielded to direct lighting downward. If entryway is flush, wall mounted fixtures with a simple contemporary design compatible with the architectural detailing may be appropriate. The new lighting should be unobtrusive and avoid spilling light onto adjacent properties.

Fences contemporary in design are appropriate for new construction, provided the material is wood and the design does not interrupt the historic streetscape in which it is located.

For all of the above features, contemporary interpretation of historic materials and design, compatible with the historic buildings in the Historic District, is recommended. Direct copying from historic buildings in the district and replication is not appropriate.

ADDITIONS

New additions should be located and designed to minimally affect the perception of the original structure from the public right-of-way. They should be compatible with the proportions, design and materials of the historic building, and not obscure, damage or destroy the character-defining features of the building or the streetscape.

Additions should be located on the rear elevation of historic buildings. If this is not technically or materially feasible, a side addition on the least character-defining elevation may be acceptable.

New additions should be clearly differentiated from the historic structure, yet remain compatible with the original building's roof form, massing, floor heights, proportions, spacing of windows and doors, materials and colors. Additions should reference design elements of the original structure; however, duplicating the historic form, materials, styles and design closely is not appropriate. Contemporary features such as vents or skylights may be appropriate on additions that are not visible from the public right-of-way.

An addition should be smaller in scale than the original building. It is not appropriate to construct an addition that is taller than the original building. If the height of the addition matches that of the historic structure, foundation heights and eave lines should align with those of the historic building.

Decks have become increasingly popular features. Decks may be acceptable in the Historic District if they are located inconspicuously and are screened from public view. Decks and deck railings should be designed to be compatible in material, color, scale and detail with the historic building. The height of the deck should align with the floor of the historic building. If applicable, compatible skirt boards may be constructed and lattice panels used to screen deck framing. Decks should be compatible with the color of the historic building.

SUBMISSIONS

The following documentation should be submitted to the HPC so that it can have enough information to make a decision:

1. Photographs of site for proposed new construction and streetscape. In case of an addition to an existing building, include photographs of existing building and architectural features (doors, windows, trim, cornices, etc.);
2. Drawings of the proposed new construction, including:
   - *Scaled site plan*, showing location of all new construction in relationship to all other site elements: adjacent buildings, property lines, setbacks, landscaping, paved areas, parking areas, walls, fences, etc. Site plan should include information on proposed paving materials;
   - *Floor plan*: scaled drawing showing projections and recesses, lower and upper floor porches, etc.;
   - *Elevations*: head-on, scaled drawings showing façade arrangements, patterns and styles of doors and windows,

overall scale of building, fences, etc. and relation to existing buildings if applicable, with information on proposed materials and dimensions;

• *Details*: close-up drawings showing cladding, corner boards, window casings, door casings, etc. (usually taken from the catalog of the manufacturer and/or supplier);

• *Details* of proposed doors (usually, these drawings can be taken from the catalogue of the door supplier) including elevation, horizontal and vertical sections and details with dimensions, showing stiles, panels, side-lights, rails, panels, transom bar, transom, hardware, etc.

• *Details* of proposed windows (usually, these drawings can be taken from the catalogue of the window supplier) including elevation, horizontal and vertical sections and details with dimensions, showing stiles, rails, head, muntins, meeting rail, sill rail and sill, hardware, etc.

3. Specifications - The manufacturer's technical description of the doors and windows, including model numbers;
4. Information on any proposed lighting, fences, posts and gates, street furniture or signage, including detail drawings or photographs taken from the catalogue of the supplier and the manufacturer's technical description of the light fixture;
5. Samples of all materials and color chips.

REFER TO THE "STYLE SHEETS" IN THESE STANDARDS FOR FURTHER INFORMATION ON APPROPRIATE HISTORIC MATERIALS AND DESIGN.

REFERENCES

Weeks, Kay D., *Preservation Briefs 14: New Exterior Additions to Historic Buildings.* Washington, D.C.: Technical Preservation Services, Preservation Assistance Division, National Park Service, U.S. Department of the Interior, N.d.

NEW CONSTRUCTION IN EAST CAPE MAY

DEFINITION

East Cape May is the portion of Cape May that lies to the east of Madison Avenue and south of New York Avenue in the Historic District. It is a significant neighborhood in the City of Cape May. Its history and buildings create a distinctive sense of place and a strong local character. Its architecture contributes greatly to the significance of the city of Cape May as a National Historic Landmark, as the site of a Historic District listed on the National Register of Historic Places, as well as in its state and municipal designations.

HISTORY

The first measures to develop the portion of Cape May that lies east of Madison Avenue were taken in 1883, when the East Cape May Beach Company was incorporated with the intention to develop streets and building lots in that part of town. However, during the 1880s Cape May fell further behind Atlantic City as the prime seaside resort of the Jersey shore, and the Depression of 1893 further damaged Cape May City's economy and East Cape May's prospects.

By 1901 a new period of economic confidence led to plans to revitalize Cape May, including the development of four thousand acres in East Cape May, by dredging a deep water harbor between Sewell's Point and Schellenger's Landing and using the dredging spoils to fill the East Cape May marshes and create buildable lots. The Hotel Cape May (later the Christian Admiral) was the centerpiece of the "New Cape May" development and was completed by 1908. But by the time the hotel opened, the pre-development costs of the project (dredging and landfill) brought the whole plan to near bankruptcy; the national business crisis of 1913 shut down the company.

Several dozen grand cottages were constructed as part of the East

Cape May development, but the more ambitious projects, such as a great industrial seaport and more hotels, were never attempted.

Carl Doebley in Queen of the Seaside Resorts describes how the character of the East Cape May development was embodied in the proportions of lot size and street width. (p.73)

> *Lots were regular and laid out in a manner that would ensure maximum land usage; the rectangular shape, with the narrow side running from east to west and parallel to the ocean, guaranteed the largest possible number of beach views. The East Cape May developers established a hierarchical organization of buildings based on lot size and proximity to the ocean, the harbor, and Cape May Avenue. Beach Drive, the most prestigious avenue in Cape May, measures nearly twice the width of most of the projected streets. Correspondingly, its lots have nearly twice the square footage in comparison with the average lot size. To ensure that Beach Drive would remain splendid in its proportions, restrictive covenants were placed in all deeds of beachfront property. Houses were required to be built at least 20 feet from the curb line, and structures costing less than $5,000 were not permitted to be built until twenty years after the date of purchase of the lot. . . .*

CHARACTERISTICS AND STANDARDS

ORIENTATION AND PLACEMENT

Most of the large houses of East Cape May are set well back from the curb line. Deed restrictions imposed a 20-foot setback along Beach Avenue and established a strong local character in this respect. Both Colonial Revival, Federal Revival and Shingle style houses are generally oriented with their long sides facing the street.



1501 Beach Avenue

Almost all display symmetrical facades facing Beach Avenue and asymmetrical sides facing their neighbors or cross-streets. Even for corner buildings, where the entrance has been located on the cross-street, this pattern is maintained.

Most significant East Cape May houses feature large, symmetrical porches. In most, the porch extends along the entire front of the house, though there are a few exceptions in unusual houses like the Nelson Z. Graves house (1117 New Jersey Ave.) and the William J. Sewell, Jr. House (1507 Beach Ave.). The George Boyd Residence (1501 Beach Ave.) maintains a symmetrical façade by including a two-story porch under the main house roof at each end of the building.

There are some significant asymmetrical houses in East Cape May (e.g. Frederick L. Harding Cottage, 1117 Beach Ave.), but they are clearly the exception to a rule that lends the area a large part of its character.

EXTERIOR CLADDING



1613 Beach Avenue

The overwhelmingly preponderant exterior finish materials in East Cape May are cedar shake and clapboard, with white-painted trim. In houses of Shingle, Colonial Revival, Federal Revival, or Bungalow style, the overwhelming choice for cladding was wood. There are only two notable exceptions: the Peter Shields House (1301-1303 Beach Drive), featuring a Beaux Arts masonry portico on a clapboard house, and the Nelson Z. Graves House (1117 New Jersey Ave.), Cape May's only Spanish Mission style house, notable for its stucco, sophisticated massing, and nationally popular style.

The appropriate exterior cladding for new construction shall be wood in the Historic District portion of East Cape May.

WINDOWS

Almost all of the windows in most of the significant houses in East Cape May are wood double-hung, six-over-six windows. A few of the higher-style Shingle style buildings have more complex muntin patterns (eight-over-eight, etc.). A very small number of houses feature six-over-one sash (e.g. John T. Hewitt House, 1311 New Jersey Ave.) but these must be considered exceptions or may even be later alterations.

GARAGES

Garages are generally relegated to the rear of the lot in East Cape May and never form an important element in the main façade of the building. In fact, many garages are high-style accessories, mimicking the features of the main house in the facilities for automobiles.

STREETSCAPE AND MASSING

The combination of deed restrictions to regulate setbacks, orientation and massing of houses, porches, the relationship to the street and the beach, and other design elements creates a distinctive streetscape in East Cape May. The character of this streetscape is a significant feature of this historic neighborhood separate from the designs of the houses taken individually.

BERMS

Several of the most significant houses in East Cape May are raised above the curb level by berms. This was a common technique in the early twentieth century to give stature and grandeur to a house. It was particularly appropriate in Cape May, where flooding was a recurrent problem.

RECOMMENDATIONS

The Historic Preservation Commission recommends that new buildings in the East Cape May section of the city be designed to re-enforce the character of the significant historic buildings located there. It recommends that these new buildings re-enforce the local character by repeating design elements from the significant buildings. Among these design elements are the orientation, placement and massing of the building on the lot, the placement of garages to the rear of the lot, the maintenance of the historic character of the streetscape, the use of symmetrical facades and porches, the limited palette of exterior cladding materials, the characteristic window pattern, and the use of berms.

The Historic Preservation Commission will consider these and other architectural features in determining whether a proposed design is appropriate.

SUBMISSIONS

The following documentation should be submitted to the HPC so that it can have enough information to make a decision:

1. Color photographs of property, including entire site and adjacent streetscape;
2. Drawings of the proposed new construction, including:
   - *Scaled site plan*, showing location of all new construction in relationship to all other site elements: adjacent buildings, property lines, setbacks, landscaping, paved areas, parking areas, walls, fences, etc. Site plan should include information on proposed paving materials;
   - *Floor plan*: scaled drawing showing projections and recesses, lower and upper floor porches, etc.;
   - *Elevations*: head-on, scaled drawings showing façade arrangements, patterns and styles of doors and windows, the exposure, overall scale of building, fences, etc., with dimensions;
   - *Details*: close-up drawings showing cladding, corner boards, window casings, door casings, etc. (usually taken from the catalog of the manufacturer and/or supplier);
3. Information on any proposed lighting, including drawings or photographs taken from the catalogue of the supplier and the manufacturer's technical description of the light fixture;
4. Samples of materials and color chips for painting scheme.

REFER TO THE "STYLE SHEETS" IN THESE STANDARDS FOR FURTHER INFORMATION ON APPROPRIATE MATERIALS AND DESIGNS.

APPROPRIATE/NON-APPROPRIATE
Treatments

ROOFS – APPROPRIATE






ROOFS – NON-APPROPRIATE



CLADDING – APPROPRIATE






CLADDING – NON-APPROPRIATE



APPROPRIATE/NON-APPROPRIATE
Treatments

DOORS – APPROPRIATE







DOORS – NON-APPROPRIATE





WINDOWS – APPROPRIATE






WINDOWS – NON-APPROPRIATE






APPROPRIATE/NON-APPROPRIATE
Treatments

PORCHES – APPROPRIATE






PORCHES – NON-APPROPRIATE





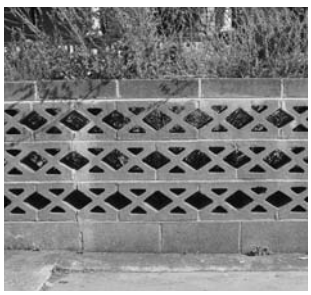

FENCES – APPROPRIATE






FENCES – NON-APPROPRIATE






APPROPRIATE/NON-APPROPRIATE
Treatments

BENCHES – APPROPRIATE







BENCHES – NON-APPROPRIATE



RESOURCES

National Park Service

Heritage Preservation Services
1849 C Street NW, NC330, Washington, DC 20240
Ph.: 202-343-9593
Fax.: 202-343-3921
E-mail: hps-info@nps.gov
http://www2.cr.nps.gov/welcome.htm

Historic Preservation Fund Grants:
http://www.cr.nps.gov/hps/hpf/hpf_p.htm

Federal Historic Preservation Tax Incentives:
http://www2.cr.nps.gov/tps/tax/index.htm

Historic Preservation Services. HPS Free Bookshelf:
http://www2.cr.nps.gov/freepubs.htm

Technical Preservation Services for Historic Buildings:
Preservation Tech Notes:
http://www2.cr.nps.gov/tps/technotes/tnhome.htm
Preservation Briefs:
http://www2.cr.nps.gov/tps/briefs/presbhom.htm

Historic American Buildings Survey/Historic American Building Engineering Record:
http://www.cr.nps.gov/habshaer/

National Register of Historic Places.
National Register Brochure:
http://www.cr.nps.gov/nr/publications/bulletins/brochure/

National Trust for Historic Preservation

1785 Massachusetts Avenue, NW
Washington, DC 20036
Ph.: 800-944.6847
Fax.: 202-588-6038
http://www.nationaltrust.org

New Jersey Historic Preservation Office

State of New Jersey
Department of Environmental Protection
Division of Parks and Forestry
Historic Preservation Office
501 E. State Street, 4th Floor, P.O. Box 404
Trenton, NJ, 08625-0404
Ph.: 609-292-2023
Fax.: 609-984-0578
E-mail: njhpo@dep.state.nj.us
http://www.state.nj.us/dep/hpo/

City of Cape May

Construction/Zoning Office
City Hall
643 Washington Street
Cape May, NJ 08204-2397
Ph.: 609-884-9525
Fax.: 609-884-3355
http://www.capemaycity.com

Mid-Atlantic Center for the Arts

1048 Washington Street
P.O. Box 340
Cape May, NJ 08204
Ph.: 800-275-4278
Fax.: 609-884-2006
E-mail: mac4arts@capemaymac.org
http://www.capemaymac.com

Greater Cape May Historical Society

p.o. Box 495
Cape May, NJ 08204
Ph.: 609-884-9100
http://www.beachcomber.com/Capemay/histsoc.html

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A book of Cape May, New Jersey: a Brief Description of the Advent of the Settlers, the Founding of the First Atlantic Coast Resort, and Modern Times, Seasoned by the legendary Lore: a Look at the Mode of Living and a Glimpse of Personalities, Arranged for the Student and the Lover of Old Cape May. Cape May, NJ: Albert Hand Co., 1937. Includes *Sketch of the Early History of the County of Cape May* by Maurice Beesley, first published 1857

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ACKNOWLEDGEMENTS


City Hall 1908

City of Cape May Municipal Council

Mayor	Jerome E. Inderwies
Council President	William G. Gaffney
Council members	Dr. Edward J. Mahaney, Jr.
	Jack W. Wichterman
	Niels S. Favre
City Administrator	Luciano Corea

Funding

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City of Cape May Historic Preservation Commission

Chairman	Skip Loughlin
Co-Chairman	Corbin Cogswell
Members	Victor Benson
	Philippa Campbell
	Tom Carroll
	Marianne Gaffney
	Marianne Schatz
Alternates	John Leo
	James McBride
Solicitor	Robert Fineberg, Exq.

Prepared by Watson & Henry Associates

Principal-in-Charge	Penelope S. Watson, AIA
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Graphic Design

Feinstein Designs	Anne Feinstein

Illustrations

Drawings in this handbook were measured and delineated by the Historic American Buildings Survey Cape May Survey Teams of 1973, 1974 and 1977.

Photographs are by Watson & Henry Associates and Jack Boucher, Historic American Buildings Survey photographer. Historic illustrations and photographs were obtained from the Mid-Atlantic Center for the Arts, the Special Collections Department of the University of Delaware Library and members of the Cape May Historic Preservation Commission.

The Historic Preservation Commission acknowledges the previous *Cape May Handbook* published by the Athenaeum of Philadelphia in 1977.

Historic Preservation Element

cape may

City of Cape May

Cape May County, New Jersey

Master Plan Reexamination

February 27, 2009 – Revised March 13, 2009



VII. Historic Preservation Element Reexamination

The Historic Preservation Element is contained in Section VII (pp. 98-100) of the 2003 Master Plan. It is recommended that the following updates and revisions be included in Section VII of the Master Plan. This Element is revised and updated as follows:



During the 2000 Master Plan Reexamination Report special attention was paid to the status of the City's historic preservation efforts because of its importance to the city's vitality. The HPC should be recognized for its contributions to the economic wellbeing of Cape May, of which much of its economy is based on its historic landscape.

This research has been updated by Wise Preservation Planning and is included here as the Historic Preservation Element. The earlier effort involved review of the existing regulations, meetings with officials of the Historic Preservation Commission (HPC), and discussions of the city's efforts with the National Park Service. More recently, Wise has reviewed new historic preservation design standards that were recently prepared by others and suggested amendments to the 2000 recommendations.

Both Wise and the HPC found that the preservation ordinances were generally working as intended. However a number of general concerns were identified **in the 2003 Master Plan**, as noted below. **There are eleven (11) concerns identified that contain assumptions, policies and recommendations. The following section identifies, gives the current status and updates the statements with recommendations as follows:**

<u>ASSUMPTIONS, POLICIES & RECOMMENDATIONS</u>

1. There had previously been some confusion regarding the "flow" of an application. The new historic design standards will have a flow-chart which will improve the process. Applications are first submitted to the Construction Office, then they are reviewed as concept plans by the HPC, finally the plans are forwarded on to the Zoning or Planning Board, as appropriate. The application then comes back to the HPC for final approval. The new Historic Design Standards were enacted on December 17, 2002.

   The "City of Cape May Historic Preservation Commission Design Standards" has been revised to include flow charts for both Construction Permit and Development Review for Planning and Zoning Board. This specific recommendation has been addressed and should be removed from the list of recommendations.

2. There needs to be stronger – and codified – liaison between the boards and council. Informal reviews should be encouraged to prevent problems later on.

The Planning and Zoning Boards, HPC and Council have made strides to coordinate their roles in the development process. This recommendation remains valid.

3. Demolition by neglect had been a concern. A property maintenance code that addresses the issue of demolition by neglect was adopted by Council in 2000. It references the BOCA code and authorizes the use of liens to mandate improvements if owners are unable to cooperate. Had such an ordinance been in effect years ago, key historic structures such as the Admiral Hotel might have been prevented from becoming so deteriorated that renovations were no longer feasible. A more successful effort has been the restoration of the Congress Hotel, which reopened in 2002.

The HPC has identified that demolition by neglect continues to remain a problem and it is recommended that the Property Maintenance Code Section 390 be revised to impose stricter time limits on the property owner to correct a violation.

4. The HPC had previously recommended that the historic district be expanded to the whole city but that effort was not endorsed by the Planning Board. Current efforts have focused on a consolidation of the previous primary and secondary historic districts into a single unified district, following the previous boundaries. This boundary has been refined and is shown on the attached map. The HPC should serve as an advisory board for activity impacting historic resources outside of the current district. The critical concern is to explain how the review process would not include noncontributing properties.



The consolidation of the primary and secondary historic districts has been implemented so that standards are cohesive for both districts and thus this recommendation should be removed. The HPC has again recommended that the historic district be expanded to the entire City. This recommendation is not endorsed by the Planning Board for the reasons given at the 2003 Master Plan. Concerns include overburdening property owners and developers with regulations.

5. City should explore how the HPC could assist with design decisions regarding new construction outside of the historic district. It is true that the widespread introduction of new construction, built in an unsympathetic style, may threaten the character of the City. However, it is important to remember that many parts of Cape May are not characterized

by Victorian design. Architectural features that are compatible with the surrounding neighborhood are of the greatest concern.

This recommendation remains valid. The HPC has indicated there are approximately 600 historic structures within the City, and not all fall within the historic district. It is further recommended that as historical surveys are completed, the City should evaluate methods to protect structures located outside the historic district.

6. It is recommended that the HPC look into the cost of hiring an architectural/historic administrator. This is done in other municipalities that review a similar number of applications. An additional inspector would also be helpful. Funding may be available from CLG grants. A professional education rotation should be created for HPC members to maintain the status of the CLG.

The HPC has indicated that costs associated with hiring an architectural/historic administrator are prohibitive in implementing this recommendation. Funding through grant applications has not been successful. However, the HPC indicates that architectural/historic professionals are retained for review of specific projects. This recommendation should be removed as the HPC indicates that it is not likely to be achieved.

7. A more effective follow-up system should be developed between the HPC and Construction Official. This would ensure that resources receiving a Certificate of Appropriateness are completed within the terms of the Certificate.

A checklist has been developed by the HPC for the Construction Official and is currently being utilized. Enforcement of HPC Design standards continues to remain a concern and it is recommended that this recommendation remain.

8. The ~~recently completed design guidelines~~ **"City of Cape May Historic Preservation Commission Design Standards"** are an important means of disseminating vital information about appropriate methods for and the importance of historic preservation in Cape May. The City and HPC should ensure that the guidelines are properly distributed and, when necessary, additional copies are professionally printed when the supply runs low.

The Zoning Officer has indicated that the Construction Office provides copies of the "City of Cape May Historic Preservation Commission Design Standards" and up to 10 copies per week are provided as requested by property owners and developers. This recommendation remains valid and should be revised to indicate "City of Cape May Historic Preservation Commission Design Standards" in lieu of "recently

completed design guidelines" as noted above. It is further recommended that new property owners be advised of the Design Standards, possibly through the tax office. Adding the Design Standards to the City website is also recommended.

9. The public is often unaware that they are in the Historic District or that they own a historic resource. There is a need to a produce handbook of the historic resources and to advise new owners that they own a historic structure. Key structures should have plaques. These recommendations are already being approached in two phases.

The City has adopted a new Historic Preservation Map on December 18, 2007. The HPC also maintains a Historic Building Survey Designation list. Providing plaques for key structures is a program that has not been implemented and there are no current plans to implement. It is recommended that the above recommendation remains valid as there remains a need to produce a comprehensive handbook for circulation to new homeowners and the public.

10. The City should promote a better understanding with regard to the public and other governmental entities regarding the importance of the HPC in the planning and regulatory process and the economic well-being of the City.

The City, HPC, Planning and Zoning Boards continue to strive in emphasizing the importance of the HPC in the planning and regulatory process. This continues to remain a recommendation as indicated above.

11 . The HPC and City is continuing to pursue grants, particularly through the CLG program, to conduct a city-wide survey of historic resources. Given the scope of the project, consideration might be given to conducting the survey in phases, thereby spreading the cost of the project over more than one year. Cape May must continue to jealously protect its status as a National Historic Landmark. These recommendations, coupled with the newly adopted design guidelines, will advance this goal.

The New Jersey Department of Environmental Protection, Natural & Historic Resources, Historic Preservation Office (HPO) continues to offer Certified Local Government (CLG) Historic Preservation Fund grants for eligible historic preservation activities. Eligible grant projects include:

- **Historic preservation master plan elements**
- **Historic resource surveys**
- **National Register nominations**
- **Historic preservation education projects**

- **Historic structures reports**
- **Preservation plans**
- **CLG training opportunities.**

The HPC and City have been successful in obtaining CLG grants in the past and should continue to pursue this and any other grant opportunities on an annual basis. The HPC has utilized the grant process to implement the completion of historic survey process in phases. This recommendation continues to remain valid as the grants are awarded on an annual basis.



The following new recommendations are set forth below:

12. Additional budgetary funding is requested to complete property surveys and educational needs. The City and HPC should also seek ways to fund other recommendations such as providing signage or plaques for key structures.

13. It is recommended that a liaison between the Planning Board, Zoning Board and the Energy Commission be implemented. The liaisons role will include providing input on the new construction to foster energy efficiency and more thoughtful construction in the City.

14. It is recommended that the Planning Board and City Council should notify the HPC for input on any proposed zoning changes.

15. It is recommended to update the Master Plan Historic Preservation Element by eliminating "Map #6 – Historic District" and incorporating "The Historic Preservation Map" dated July 11, 2006 prepared by Remington Vernick & Walberg Engineers as adopted by City Ordinance 127-2007.

16. During the creation of the latest Historic District mapping, the HPC has indicated that the Historic District Boundaries south of Beach Avenue (between Beach Avenue and the Atlantic Ocean) were omitted. It is recommended that the Historic District map be amended to reintroduce this area back into the Historic District.

17. The HPC has indicated that recent City projects such as the new lifeguard station and mall improvements were designed without full review by the HPC. Although it is recognized that this review is not required by law, it is recommended that any future City projects that may impact historic districts or historic sites be reviewed by the HPC.

The Historic Preservation Commission has indicated that there are numerous historic and architecturally significant sites located throughout the City, and that the National Historic Landmark status pertains to the entire City and not just the Historic District. Cape May must continue to jealously protect its status as a National Historic Landmark. These recommendations, coupled with the newly adopted design guidelines, will advance this goal.

Annual Report

cape may

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Deputy Mayor, Councilmember
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Councilmember
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March 27, 2016

Ms. Sarah Scott
Historic Preservation Assistant
NJ State Historic Preservation Office
Mail Code 501-04B
Historic Preservation Office
NJ DEP
PO Box 420
Trenton, NJ 08625-0420

RE: 2015 CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT

Dear Sarah :

Enclosed please find a copy of The City of Cape May's Certified Local Government 2015 Annual Report. I have enclosed in the side compartment of the binder a copy of the Historic Preservation Commission Design Standards and a copy of the Historic District map.

Should you have any questions please feel free to contact me.

Thank you.

Very truly yours,

Edie

Edie Kopsitz, Secretary
City of Cape May Historic Preservation Commission
ekopsitz@capemaycity.com

(609) 884-9555

w/enclosures

Local Legislation:

1.) Provide confirmation that the historic preservation ordinance remained enforced during this period.

Article VIII – HPD Historic Preservation Districts of Chapter 525 of the City of Cape May Zoning Ordinance establishes the Historic Preservation Commission. The City's authority to do this is through the New Jersey Municipal Land Use Law, specifically Article 14A, Section 40:55D-107-112

***See Attachment I** – Zoning ordinance Article VIII, Section 525-33*
***See Attachment J** – Article 14A, Section 40:55D-107-112*
***See Attachment K** – Index to Rules*

2.) Provide copies of any new historic preservation ordinances, amendments, regulations, by-laws, or guidelines enacted during this period.

N/A

3.) Provide the number and list of new landmarks historic district designations. Please submit a copy of map showing site locations.

Copy of map is attached to list of structures.

***See Attachment L** – for list of Structures.*

4.) Number of cases reviewed under the authority of the local ordinance.

166 *Alterations*
7 *New construction*
4 *Demolitions (Structures determined not historically significant)*

Local Historic Preservation Commission:

1.) **Number of Commission meetings held during this period.**

See Attachment – Public Notice Schedule of Meeting Dates 12 meetings scheduled, 10 meetings held, 3 cancelled, 1 rescheduled ***ATTACHMENT - M***

2.) **Indication, by profession, of number of meetings, which each professional commission member(s) attended.**

See Attachment – 2015 Attendance Record-HPC and Robert A. Fineberg, Esquire and Commission attorney was present at 10 hearings for the HPC. ***ATTACHMENT - N***

3.) **Summary of how the Commission obtained qualified professional expertise in the review of nominations or other actions normally evaluated by a professional if such expertise is not available on the Commission.**

Obtained Preservation Design Partnership, LLC by a CLG Grant issued in 2013 for 200 Surveys. Ongoing surveys being conducted.

4.) **Indication of the professional training session, which each Commission member attended during this period.**

On line training was conducted by each member. Interactive Web Class on the Secretary of Interiors Standards for Rehabilitation. http://www.cr.nps.gov/hps/tps/walkthrough. Chairman Coupland, attended the the NAPC Forum 2015.

5.) **Any changes to the membership of the Commission. For vacancies, please indicate length of vacancy, how an attempt was made to obtain qualified professionals to fill any vacancies, and how the new appointee(s) evidence demonstrated interest, competence, or knowledge of histories preservation.**

See Attachment O – Copy of Members information. As stated one Member Carol Hartman resigned and Roger Furlin became a Council Member and is now appointed as our Liaison effective January 2016.

National Register Nominations:

1.) List of National Register nominations reviewed by the Commission.

Not applicable for this year.

Local Survey and Inventory:

1.) Number of new inventory forms completed for individual buildings, historic districts, and archeological sites.

CLG Grant August 13, 2014 for the continued progress of our Historic District Intensive Level Surveys. - ***Attachment P.***

2.) Copies of each new or revised survey form have been attached to the report.

Not applicable at this time. We have 1,283 completed survey forms adopted. This process has been ongoing since 2007, upon completion the City of Cape May will submit the forms.

3.) Provide the date for completion of the last survey update.

1993 by Elan Zingman-Leith. In 2007 through present various professionals have complete our ongoing project of property surveys; United Architect (108), McCabe & Associates(377) and currently being conducted by Preservation Design Partnership, LLC (798) and is being done a section of the City at a time due to these economic times.

Public Participation:

1.) Provide an outline of the public notification procedures and a sample notice.

See Attachment – Legal Notice, Proof of Publication, and Notice of Hearing Date to Applicant, Resolutions and Certificate of Appropriateness.

2.) **Provide one (1) copy of the minutes and agendas for each commission meeting held during the twelve (12) month reporting period.**

See Attachment – beginning with January 12, 2015 and ending with December 21, 2015.

Compliance with the New Jersey State Register of Historic Places Act and the National Historic Preservation Act of 1966, as amended.

1.) **List of all undertakings initiated by the local government during this period and which affected a property listed on the New Jersey Register of Historic Places.**

Not applicable for this year. Local level survey being conducted as stated in #1 in the Local Survey and Inventory Section.

2.) **Has the local government signed a Memorandum of Agreement (MOA) to cover federal CDBG projects during this period?**

Not applicable for this year.

3 Cape May Point

BRIEF HISTORY

Cape May Point is a borough located at the tip of the Cape May Peninsula in Cape May County, NJ. Cape May Point is home to the historic Cape May Lighthouse. Cape May Point was called Stites Beach until 1876 when the name was changed to Seagrove. It was incorporated as a borough by an act of the New Jersey Legislature on April 19, 1878, from portions of Lower Township. Cape May Point re-emerged as an independent municipality on April 6, 1908. The borough's name derives from Cape May, which was named for 1620 Dutch captain Cornelius Jacobsen May who explored and charted the area between 1611–1614, and established a claim for the province of New Netherland.

Cape May point operates under the Walsh Act commission form of government. The borough adopted this form of government in 1916. The borough currently has a population of approximately 280 people with approximately 160 households.



The Cape May Point Municipal Building with the Cape May Lighthouse in the background

The most famous structure in Cape May Point is the Cape May Lighthouse, recorded on the National Register of Historic Places listings in Cape May County, New Jersey. It was built in 1859 under the supervision of U.S. Army engineer William F. Raynolds, was automated in 1946, and continues operation to this day. It is the third fully documented lighthouse to be built at Cape May Point. The first was built in 1823; the second in 1847. The foundations of the first two lighthouses are now underwater due to beach and sand erosion.

NATIONAL and STATE REGISTER OF HISTORIC PLACES LISTINGS

Brandywine Shoal Light Station (ID#988)
Lower Delaware Bay, about 8.8 miles WNW of Cape May Point NR: 1/8/2007 (NR Reference #: 06000943) SR: 8/2/2006 SHPO Opinion: 4/13/1984

Presbyterian Orphanage of Philadelphia (ID#4609)
301 Cape Avenue Corner of Cape and Yale Avenues COE: 6/5/2006

St. Agnes Catholic Church (ID#4645)
501 Cape Avenue COE: 8/29/2006

St. Peter's-by-the-Sea Episcopal Church (ID#2804)
Ocean Avenue and Lake Drive; NR: 8/3/1995 (NR Reference #: 95000978); SR: 6/15/1995

CORRESPONDENCE
<mailto:ewallace@capemaypoint.org> Wednesday, August 10, 2016 1:29 PM
Dear Mr. Smith,
The Borough of Cape May Point does not have: a preservation ordinance, a Historic Preservation Commission, historic guidelines or architectural design guidelines. The two items that we do have are: the historic preservation element of our master plan and a historic survey done in the 1980s. The survey includes a final report, a survey of various properties in town, and a brief description of two historic districts. This was prepared and paid for by the Borough.
I have been told that a subsequent historic survey was done, but I was unable to locate any evidence of it within our building.
I hope that these documents are helpful. If you need anything else, please feel free to contact me.
Sincerely,
Elaine L. Wallace, RMC, CMR
Borough Clerk/Local Registrar
215 Lighthouse Avenue, P.O. Box 490
Cape May Point, NJ 08212
(609)884-8468 ext. 12

OBSERVATIONS
Cape May Point has the best example of an Historic Preservation Element in the entire county. Cape May Point also had the 1980s SHPO survey scanned and available for review by the consultant team. The Borough was very friendly and supportive of historic preservation. Because

of its small size, all construction permitting is handled through Cape May City. Cape May Point's historic lighthouse is directly behind the municipal building and serves as a de facto historical society/museum as it contains a fully accessible Visitor's Orientation Center and Museum Shop. "The Lighthouse is located at Cape May Point State Park. The fully restored Oil House, near the base of the Lighthouse is home to a Museum Shop, as well as an orientation center for those who choose not to climb. There is abundant free parking for all types of vehicles, and rest rooms are available in the State Park buildings, as well as a museum and educational classroom, where information on park services is available, as well as information on the history of the area and of the World War II Bunker, located on the beach. There are covered pavilions for picnicking, which must be reserved through the state park offices. The State Park offers many opportunities for nature lovers, including the Hawk Watch platform and well-developed and marked nature trails, and guided walks and programs are offered. Summertime programming is offered to introduce visitors to the history of the Lighthouse and is free of charge." In this sense, Cape May Point does an excellent job of marketing for heritage tourism.

RECOMMENDATIONS

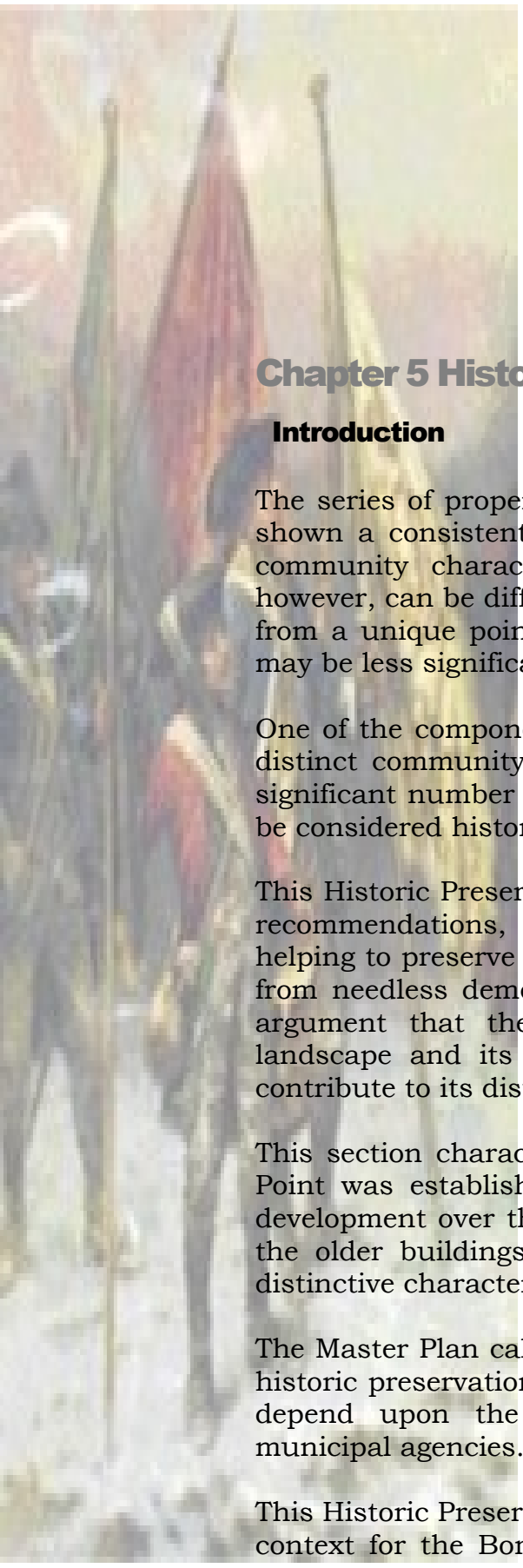
Cape May Point, at 285 residents, is the smallest municipality in the county. A local historic preservation ordinance and commission do not seem to be the right fit for such a small town. Cape May Point may want to explore having the Planning Board serve as the historic preservation commission with the power to issue Certificate of Appropriateness Resolutions. Because the borough is small, this should not significantly stress the member's workloads. This idea should be explored with an Ordinance Committee, board attorney and in collaboration with the state HPO.



Cape May Lighthouse, circa 1859

Historic Preservation Element

cape may point



Element 5

Chapter 5 Historic Preservation Element

Introduction

The series of property owner surveys taken over the past 20 years has shown a consistent desire of the respondents to preserve the distinct community character of Cape May Point. This distinct character, however, can be difficult to define; each individual views Cape May Point from a unique point of view. What is of paramount importance to one may be less significant to another.

One of the components that property owners believe contributes to the distinct community character of Cape May Point is the presence of a significant number of structures built between 1875 and 1955 that can be considered historic and worthy of preservation.

This Historic Preservation Element of the Master Plan sets forth various recommendations, guidelines and strategies that may be useful in helping to preserve these older buildings from undesirable alterations or from needless demolition and replacement. In addition it presents the argument that the totality of Cape May Point, its structures, its landscape and its streetscape, together constitute the elements that contribute to its distinct character.

This section characterizes the historic context within which Cape May Point was established and its influence on the community's physical development over the past 130 years. It describes the style and form of the older buildings and the various features that help to define the distinctive character of Cape May Point's built environment.

The Master Plan calls for new non-restrictive ordinances that encourage historic preservation., but do not require it. Successful preservation will depend upon the voluntary cooperation of property owners and municipal agencies.

This Historic Preservation Element provides the historic background and context for the Borough's definition of "distinct community character"

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upon which its Historic Preservation Ordinance is based and it proffers the Borough's goals and strategies for historic preservation

Existing Conditions

The tip of the peninsula of Cape May has a longer recorded history than any other .location within the bounds of the State of New Jersey. Because of its shape it was one of the most important landmarks for early explorers who charted bays and barrier islands. Verrazano, Hudson, Hendrickson, De Vries, Block and of course Mey all noted the Cape as they transited the coast in the 16th and 17th centuries. Their information was passed on to European cartographers and as early as 1610 the Cape began appearing on maps. By 1630 Cape May was depicted on sea charts as the most notable geographic feature of the lands that would later become the State of New Jersey.

Vast, dense, cedar swamps extending from the seashore to the bay, cutoff Cape May from the north. What the explorers found beyond the beaches was a heavy growth of black oak timber, pine and cedar surrounding a small body of fresh water now known as Lake Lily. Native Americans, the Lenni-Lenapes, who had networks of trails and lived along the banks of the lake during the summers, inhabited the area. They hunted game in the lush wooded area of the Cape that teemed with wildlife and harvested a variety of fish and shellfish from the nearby ocean.

On May 5, 1630 a meeting took place on the Cape's bay shore. Capt. Peter Heyssen of the Dutch ship Walrus and Gillis Hossett, former commander of the De Vries expedition represented a Dutch syndicate formed to establish whale fisheries on the New Jersey coast and Delaware Bay. In return "for a certain quantity of goods" Heyssen and Hossett purchased from ten Lenape representatives a tract of land at the bottom of the Cape (approximately 16 sq. miles). This was the first European deed for Cape May lands and the first recorded land purchase from Native Americans in the state of New Jersey.

With the ceding of the Delaware Valley by the Dutch to the English in the 1660's, the process of establishing land ownership began anew. The entire Cape peninsula became the property of Dr. Daniel Coxe, an owner of 22 proprietary shares in the province of West Jersey. Coxe never set foot on the Jersey Cape or ventured to the New World but did more to establish the pattern of colonial settlement and the character of Cape May than anyone else. A land agent was hired to clear titles, reaffirm earlier deeds and negotiate with the Native Americans. A purchase was concluded for a tract defined as an area from Goshen to Mt. Pleasant and Petersburg, along the Tuchahoe River to the Sea then running down the seaside around the point and back up the bay to Goshen. Title had been secured from the Lenape for sixteen gallons of rum, thirty two

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knives, some tobacco boxes, looking glasses, flints, combs, clothing articles and six Jews harps.

On January 20, 1692 the "West Jersey Society", an organization of 48 persons purchased the lands of Dr. Coxe for 9,000 pounds sterling and put moderate sized tracts of land on the market. Independent landlords and small farmers were able to purchase land because it was sold "fee simple".

As late as 1706 the only routes from Cape May to Burlington were by the river and over bridle paths which led "hither and thither" across and through the forest, swamps and marshes. As early as 1698 a sloop was owned in Cape May and in 1705 Capt. Jacob Spicer sailed the 16-ton sloop Adventure, owned by John and Richard Townsend, between Cape May, Philadelphia and Burlington.

A newspaper in Philadelphia, on July 1, 1801, advertised Cape May as a resort destination even though it took several days to make the trip. This was the start of a new era for Cape Island. Thousands of summer visitors arrived from New Jersey, Pennsylvania, Maryland, Virginia and New York flooding the Jersey Cape from July 1 to September 1 each season.

During the War of 1812, British warships (anchored at the mouth of the Delaware to form a blockade) would use Lake Lily to replenish their fresh water supply.

Visitors arriving by steamboat after 1828 made their way to Cape May City via a winding dirt track which cut through the wetlands to the north of Lily Lake. A less formalized side road branched off this track at a point just west of the lake and proceeded south to the site of a lighthouse. Although this made the southernmost point more accessible to the outside world, no development occurred; in fact no evidence has been found which would point to the use of the beach, marsh or meadow lands before 1847 for anything other than occasional hunting forays or turnout pasture.

Although the first lighthouse had been constructed a safe distance inland and 20 feet above sea level, the year 1847 found the structure sitting in the surf. A new tower was built approximately 400 yards to the northeast of the first and was built on three acres purchased by the United States Government from Alexander Whilldin who had come into possession of the area through marriage into the Stites family. The area had come to be known as Stites Beach.

The most notable event in the area occurred during the 1850's. An inspection of the second lighthouse in 1851 found it to be poorly built and by 1857 a congressionally appointed lighthouse board allocated

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monies for the third lighthouse. Two years later the old lighthouse was torn down but the base was preserved and transformed into a storage house, which remained until the 1950's when it was finally destroyed by erosion. Stones of that base remain in some private hands this day having been salvaged from the waves.

Not until 1852 did Cape May Point experience a major change in means of transportation to and around the region. In that year Capt. Wilmon Whilldin put the first steamboat on the route between Cape May and Philadelphia. The trip took from sunrise to sunset. Other boats soon followed. From *Scheyichbi* and the *Strand* comes this observation: "There are few finer trips than that down the lovely Delaware; the land disappears at last as the mid waters of the bay are crossed, and Sea Grove comes into view... ."

The West Jersey Railroad was completed to Cape May in 1866, reducing the time to only 2 hours from Philadelphia to Cape May.

In 1875, the Sea Grove Association, a largely Presbyterian body, was formed to establish a seaside resort where families with average incomes could find "a place of rest, where body could be recuperated after the wear and tear of a year's labor..." The point of Cape May was chosen as the site. Temperance organizations contributed to the founding of Sea Grove, Cape May County's third oldest resort community, after Cape Island and Beesley's Point. In that year Alexander Whilldin, who in addition to owning the land at the tip of the cape, was also a prominent wool merchant and president of the American Life Insurance Company transferred 266 acres of property at Stites Beach that he had inherited through marriage to the newly founded Sea Grove Association for $40,214.50.

The association included religious leaders, businessmen, and real estate speculators such as John Wanamaker (of the Philadelphia department store), William Sewell, Thomas Beesley, Downs Edmunds, and Franklin Hand, Whilldin's brother-in-law. The board of directors was Whilldin, Dr. V. M. D. Marcy, Edmunds, J. Newton Walker and Wanamaker.

The Sea Grove Association prepared rules that included the following deed restriction: "a clause for the purpose of restricting nuisances, forbidding the sale of any liqueur or permit any amusement or act inconsistent with the character of the place".

The Sea Grove Association hired James C. Sidney, a Philadelphia architect to design the new religious community's central Pavilion and to lay out the street plan. The Union Hall Association, organized by Whilldin, built the hotels, houses and boardwalk. Improvements to the town extended to the lighthouse as well. After first being exhibited at the

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Philadelphia Centennial in Philadelphia, a modern lifesaving station was moved to the oceanfront to the south of the lighthouse.

One of the most expensive improvements made to the site was the construction of the Cape May City Passenger Railway. A narrow gauge line was laid linking the newly laid out Sea Grove with the West Jersey Rail Terminal in Cape May City and the Steamboat Landing further to the west.

By the summer of 1875 the Pavilion, completed and able to house 1,550 to 2,000 people, was used for a place of worship. While the Pavilion was going up, a large force of workmen was engaged in grading streets and avenues and foundations were being laid so quickly that Sea Grove House was completed that summer. It stood on a bluff overlooking the ocean and in front was Beach Drive, 50 feet wide, where ladies and gentlemen in handsome carriages enjoyed afternoon drives. Numerous cottages and hotels were built during this time.

In 1878 the name of the post office was changed from Sea Grove to Cape May Point and although reports still appeared that all was well, by 1879 an article in the *Cape May Wave* remarked that the Sea Grove Association wanted to sell its holdings. Having invested $500,000.00, the Association was asking $225,000.00 and at public auction in April of 1881, great many holdings were sold for $120,000.00.

Early in the season of 1878 Episcopal services were held in the parlor of Cape House, continuing until a proper church was built.

During the summer of 1879 a "fine yellow pine frame" from the Philadelphia Centennial became available and during the winter it was purchased by Rev. W.R. Stockton and assembled on a lot secured from the Sea Grove Association. The church was named St. Peter's-by-the-Sea and was placed on the National Register of Historic Places in 1995 in part because it dates from the time of Sea Grove.

Building continued at a rather slow pace after The Sea Grove Association speculative venture ended. The Shoreham Hotel, opened in 1890, painted a vivid picture of life at the quaint and gracious Point in their informational booklet. Among other things they say, "The ground is high with fine farms and woods to the back. Picturesque and handsome cottages abound, generally standing in the midst of pleasant lawns, bright with the flowers that glow with vivid bloom right down close to the curling breakers. The style of architecture is pleasant and varied, the houses standing with certain amplitude of grounds that give to each and all fine views of the sea and forest and lake. The new cottages are not the ordinary seashore type of construction, but each strikes an independent note, each is carefully planned, not only to secure every convenience, but has pleasant nooks, niceties of construction, pleasant

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home1ike charms...." "There is a charm about these cottages that make them homes." "There is a delightful social life to this refined cluster of cottages not to be found in larger places".

The early houses of the nineteenth century were simple summer cottages, not intended for year round use. They were often two or three stories high, planned as simple rectangles with fairly steep gable roofs and deep eaves. Larger cottages added a wing for an el shape or two wings in a cruciform plan. Virtually all had open porches facing the street, some wrapping around the sides. Gingerbread was in fashion as the hallmark of the Victorian cottage. Windows were double-hung with a vertical mullion dividing the top and bottom sash. Cedar shingles covered the gable roofs and white pine clapboard was the most common siding. Three Victorian styles predominated: Carpenter Gothic, Queen Anne, and Italianate Villa, providing homogeneity of form with endless variations. Those remaining today comprise about 11 % of Cape May Point's housing stock.

The early twentieth century brought on an invasion of bungalows. Suddenly the previous pattern was reversed - no more two-story cottages were being built, just little one-story bungalows. More than a hundred sprang up from 1900 to 1955. They were often quite small, little more than a third the size of their two-story predecessors. Most had low gable roofs and small front porches, but instead of the open verandas common in the nineteenth century they were usually screened in and served as another room. Siding was still clapboard or wood shingles, but asbestos shingles replaced the more costly cedar shingles of the earlier houses. Well-kept lawns surrounded by picket fences were no longer *de rigueur.* Indeed some owners now preferred to retain the natural vegetation of their building lots. Few houses had the architectural pretensions of the past; they were built for shelter and economy, not for prestige. Those remaining today comprise about 23% of Cape May Point's housing stock.

From 1875 to the present, the numerous changes and modifications that have been made to most of these houses speak to the idiosyncratic tastes of their owners rather than to a serious diminishing of the house's architectural merit. It is this lack of uniformity, this diversity of shape, size and style, evident in every block in Cape May Point, which contributes to the distinct community character that this Historical Preservation Element is designed to conserve.

Definitions

Distinct Community Character - Cape May Point defines its "character" as being made up of the variety of physical forms, which historically have distinguished it as a beach community. These include,

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but are not .limited to, its irregular street patterns, its historical landscaping, its lake and lighthouse, and its diversity of housing forms.

Local Historic Site - A commonly accepted benchmark for the designation "historic site" is that the building be at least 50 years old. This is the criterion that Cape May Point has established for designation as a local historic site, because that benchmark age spans a construction period of more than 80 years that produced the delightful variety of building shapes, sizes, and styles that contribute to the distinct community character of Cape May Point.

Local Historic District - Cape May Point's local historic sites are distributed throughout the borough - not concentrated in several areas within the borough boundaries. The entire borough is, therefore, designated as the local historic district.

Historic Landscaping - Landscaping appropriate to the historic character and conservation concerns of Cape May Point.

Historic Preservation Goal

To preserve existing local historic sites within the local historic district because they contribute to the distinct community character of Cape May Point and to manage development so that it will have a positive affect on the distinct community character of Cape May Point.

Historic Preservation Strategies

Consider the establishment of a Historic Preservation Commission whose primary function will be to inform residents as well as elected and appointed officials and board members of the value of historic preservation in preserving the distinct community character of Cape May Point.
The Commission could have the following responsibilities:

1. Compile a list of properties that meet the criteria that apply to local historic sites.
2. Update this list and arrange for its annual availability to all property owners in the borough.
3. Pursue educational initiatives that keep property owners informed about local historical preservation issues.
4. Provide information to interested property owners about state agencies and organizations involved in historic preservation.
5. Encourage and assist interested owners whose property might qualify for listing on the New Jersey State Register of Historic Places to submit an application to the NJSPHO.
6. Establish an annual awards program for historic preservation initiatives. Categories could include the following:
7. The submission of an application to NJSPHO for listing on the New Jersey State Register of Historic Places
8. The appropriate restoration of a local historic site.
9. The construction 'of an appropriate addition to a local historic site.

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10. The construction of a new building that best reflects the distinct community character of Cape May Point.
11. Arrange occasional house and garden tours in both new and old properties that best reflect the distinct community character of Cape May Point.
12. Publicize and distribute the Design Guidelines that are part of this Element (Section I) and are applicable to proposed additions or changes to existing properties.
13. Educate property owners, especially those intending new construction, about the architectural history and distinct community character.

Historic Preservation Review

There are reasons why any new *restrictive* ordinances imposed upon the changes to or disposition of these older buildings would be an unjust economic hardship to their owners. The nineteenth century cottages, for example, often require major improvement investments and face continuous repair costs to meet the housing expectations of today's homeowners. Many Cape May Point property owners do not have the financial resources to continue meeting these obligations.

The owners of the early twentieth century houses, on the other hand, face a somewhat different dilemma. To meet today's housing expectations owners would need to enlarge these undersized houses. In most cases, flood plain issues dictate the FEMA requirement that undertaking any alteration or addition means that the existing house and any additions must rest upon expensive new foundations. Demolition and replacement with new construction for these small houses, therefore, has often become a more reasonable alternative.

Because of these concerns the success of historic preservation will depend upon voluntary cooperation from property owners and municipal agencies.

All property owners applying for a building, demolition or landscape permit will be issued a copy of this Element.

All applicants for a building, demolition or landscape permit for construction will be encouraged to meet informally with the Commission.

Local Historic Sites (Preliminary survey, pending certification at a later date)

The table below lists properties contain historic houses that were built between 1875 and 1955. Some of these properties have been identified through the research conducted by Dr. George Thomas in his 1986 survey of historic properties that was done for the Office of New Jersey

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Heritage, Division of Parks and Forestry, Department of Environmental Protection with New Jersey State grant FY 1986 ONJH-H86-139.

Additional historic properties have been identified by Joe J. Jordan, EFAlA, based on research of Cape May County tax records and his research for two books on the history of Cape May Point: *Cape May Point - The Illustrated History:* 1875 *to the Present.* Atglen, PA: Schiffer Publishing Ltd., 2003 and *Cape May Point - Three Walking Tours* of *Historic Cottages.* Atglen, PA: Schiffer Publishing Ltd., 2004.

Table 13 - Local Historic Sites (Preliminary survey, pending certification at a later date)

#	Current Owner - 2005	# - Street	1875-1900	1901-1955
1	Leoncavallo, E	307 Alexander	X	
2	Krueger, E	308 Alexander		X
3	Killian, C	317 Alexander	X	
4	Larkin, T	400 Alexander		X
5	Handlin, H	406 Alexander		X
6	Salemo, J	514 Alexander	X	
7	Eisele, E	216 Brainard		X
8	Williams. E	218 Brainard		X
9	Bennett, R	306 Brainard		X
10	Ottavio, D	316 Brainard		X
11	Dobash, E	319 Brainard		X
12	Condominium	321-323 Brainard		X
13	Donaghy, A	302 Cambridge		X
14	Fisher, F	311 Cambridge		X
15	Hall, R	404 Cambridge		X
16	Russell	407 Cambridge	X	
17	Crellin, W	413 Cambridge		X
18	Carr, M	415 Cambridge		X
19	Morrison, M	419 Cambridge		X
20	Fennell, R	305-307 Cambridge		X
21	Lee, B	408 Cambridge		X
22	Cornell, P	201 Cape	X	
23	Thorington, A	206 Cape	X	
24	Schuster, K	207 Cape	X	
25	Lundbeck, M	300 Cape	X	
26	Marianist Society	301 Cape	X	
27	Condominium	304 Cape	X	
28	Karisson, K	306 Cape		X
29	Jordan, J	309 Cape	X	
30	Penico, F	311 Cape	X	
31	Theobald, E	310 Cape	X	
32	Landenberger, M	312 Cape	X	
33	Goldenberg, S	315 Cape		X

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34	CMP General Store	500 Cape		X
35	St. Agnes Catholic Church	501 Cape	X	
36	Dowling, N	505 Cape		
37	Beadle Memorial Church	506 Cape	X	
38	Chiemingo, R	513 Cape		X
39	Grubb, R	600 Cape		X
40	Kelly, M	601 Cape	X	
41	Grubb, N	602 Cape		X
42	McDowell, W	607 Cape	X	
43	Moffatt, R	700 Cape		X
44	Knopp, M	709 Cape		X
45	Falzone, S	705-707 Cape		X
46	Smith, L	710-714 Cape		X
47	Hofstetter, R	507 Cedar		X
48	Strine, K	207 Central		X
49	Brent, R	300 Central		X
50	Masciantonio, V	302 Central		X
51	Volkman, R	307 Central		X
52	Alvarez, A	308 Central		X
53	Polgardy, P	309 Central		X
54	Falk, M	310 Central		X
55	Greenberg, G	312 Central		X
56	Richmond, R	313 Central	X	
57	Fazio, J	314 Central		X
58	Kaut, C	315 Central		X
59	Micheneer, E	317 Central		X
60	Bland, J	403 Central		X
61	Keiser, R	404 Central		X
62	VanHeeswyk, J	407 Central		X
63	Wyatt, L	409 Central		X
64	Hagen, E	605 Chrystal	X	
65	Frost, B	205 Coral		X
66	Denny, D	304 Coral		X
67	Richards, M	204-206 Coral		X
68	Seither, R	601 East Lake		X
69	Tracy, L	715 East Lake		X
70	Audubon Society	701-703 East Lake		X
71	Bew, R	719-723 East Lake		X
72	Hausladen, J	209 Harvard		X
73	Yevish, I	405 Holly		X
74	Remy, J	407 Holly		X
75	Brethwaite, J	504 Holly		X
76	Bierut, M	507 Holly		X
77	Rupp, D	205 Knox	X	

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78	Mandley,	207 Knox	X	
79	Mandley,	209 Knox	X	
80	Congalton, G	211 Knox	X	
81	Cassway, E	213 Knox	X	
82	Huber, J	215 Knox	X	
83	Sarchese, V	217 Knox	X	
84	Kurtz, R	219 Knox	X	
85	Kernicky, J	308 Knox		X
86	Schupert, W	314 Knox		X
87	Speer, L	316 Knox		X
88	Martin, R	320 Knox		X
89	Sister of St. Joseph	100 Lehigh	X	
90	Sister of St. Joseph	101 Lehigh	X	
91	Sister of St. Joseph	106 Lehigh	X	
92	Coleman, D	206 Lehigh		X
93	Gentile, P	205 Lighthouse		X
94	Morris, C	213 Lighthouse		X
95	MacConnell, B	503 Lighthouse		X
96	Casey, P	720 Lighthouse		X
97	Oleson, E	101 Lincoln		X
98	Kurtz, F	104 Lincoln		X
99	Dickhart, W	107 Lincoln	X	
100	Pagano, P	310 Lincoln	X	
101	Buttercup Cottage	303 Lincoln	X	
102	Berghaus, E	306 Lincoln		X
103	Collier, G	311 Lincoln	X	
104	McCausland, D	313 Lincoln		X
105	D'Avanso, R	401 Lincoln	X	
106	O'Shea	402 Lincoln	X	
107	Lausch, N	405 Lincoln		X
108	Balmer, G	407 Lincoln	X	
109	Hamilton, V	409 Lincoln	X	
110	Sandager, H	411 Lincoln	X	
111	Halvorsin, L	413 Lincoln	X	
112	Olson, K	415 Lincoln	X	
113	Sutherland, R	400 Oak		X
114	Avendschein, W	101 Ocean	X	
115	Bally, L	200 Ocean		X
116	Somewhere in Time Condominium	202 Ocean	X	
117	Klimashousky, W	209 Ocean		X
118	Bretherick, D	308 Ocean		X
119	Nason, T	309 Ocean	X	
120	Kania, J	312 Ocean		X
121	Hilsbos, C	314 Ocean		X
122	Riposta, A	315 Ocean	X	

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123	O'Shea, R	504 Ocean		X
124	Green, D	506 Ocean		X
125	Petrelius, D	507 Ocean		X
126	Osmont, G	509 Ocean		X
127	Duboske, M	511 Ocean		X
128	Burton, G	512 Ocean		X
129	Dera, B	513 Ocean		X
130	Pfender, W	513 Ocean		X
131	Friedman. J	515 Ocean		X
132	Giordano, F	603 Ocean		X
133	Jake's Famil Ltd	203-205 Ocean		X
134	Bretherick, J	304-306 Ocean		X
135	Cook, R	409 Oxford		X
136	Bretherick, B	408 Pavilion		X
137	Stuebing, J	503 Pearl	X	
138	Purcell, F	507 Pearl	X	
139	Shepaherd, S	509 Pearl	X	
140	Evans, C	510 Pearl	X	
141	Lindsay, W	514 Pearl		X
142	Clark, S	517 Pearl		X
143	Bryfogle, K	520 Pearl		X
144	Axelsson, M	605 Pearl		X
145	Shugar, B	524-526 Pearl		X
146	Gallagher, M	303 Princeton		X
147	Dietch, S	306 Princeton		X
148	Kritikos, H	308 Princeton		X
149	Hagy, P	311 Princeton		X
150	Kieser, F	402 Princeton		X
151	Baldwin, J	403 Princeton	X	
152	Greer, G	406 Princeton		X
153	Danielewicz, A	407 Princeton		X
154	Barrett, G	408 Princeton		X
155	St. Peters-by-the-sea	102 South Lake	X	
156	Baker	105 South Lake	X	
157	Mullock, R	202 South Lake	X	
158	Herker, W	302 South Lake		X
159	Mitchell, M	306 South Lake		X
160	Kennedy, M	316 South Lake		X
161	Mather, J	317 South Lake		X
162	Kely, M	215 Stites		X
163	Lazaroff, E	217 Stites		X
164	Scott, R	218 Stites	X	
165	Hiderbrand, F	219 Stites		X
166	Condominium	221 Stites	X	
167	Gilligan, M	302 Stites	X	
168	Leming, J	305 Stites		X

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169	Kennedy, P	318 Stites		X
170	McLeish, S	504 West Lake	X	
171	Burkhard, E	508 West Lake	X	
172	Hiz, H	602 West Lake		X
173	Renzulli, M	704 West Lake		X
174	Eadline, D	706 West Lake		X
175	Knopp, M	708 West Lake		X
176	Donaldson, D	103 Whilldin	X	
177	Tokarsky, E	104 Whilldin	X	
178	Blumenfield, B	206 Whilldin		X
179	Kerry, A	101 Yale		X
180	Hauser, Z	108 Yale		X
181	Gross, J	111 Yale		X
182	Adas, M	204 Yale		X
183	Gasper, R	207 Yale		X
184	Price, B	305 Yale		X
185	Sweetman, D	307 Yale		X
186	Koning, P	309 Yale		X
187	DeMarco, E	312 Yale		X
188	Wagner, W	403 Yale		X
189	Keish, B	405 Yale	X	
190	Benoit, F	408 Yale	X	
191	CMP Volunteer Fire Co.	412 Yale		X
192	Kramer, J	413Yale	X	
193	O'Connell, E	414Yale		X

Map of Local Historic Sites
(See Attachment B)

Building Design Guidelines

The following guidelines should be taken into account by the architect and owner .in the design of additions to existing houses,. or in the design of new construction, to help preserve the distinct community character of Cape May Point. The guidelines, however, are voluntary, not compulsory. There may be instances where the application of some of these guidelines would be inappropriate or impossible.

Table 14 - Building Design Guidelines

	Desirable	**Undesirable**
House Form	On a bungalow style - gable roof with pitch of 1: 1.5 or steeper On a 2 story house - gable roof with pitch of 1: 1 or steeper Roofs with deeper eaves Single or grouped dormer windows Main entrance on street facade	House elevated to provide carport space Single pitch shed roof or flat roof Gable roof with low pitch Excessive bays and

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	On corner lots - both street facades treated as equals	wings Exterior stair to second floor Main entrance on side of house Garage doors on street facade Windowless or barren street facade
Facade Materials	Wood clapboard or cedar shingles	Concrete block, brick, stone or plywood
Porches	Open furnishable entry porch on street facade Covered entrance porch or portico on street facade	porches enclosed to create a new room
Windows	Double hung sash - single or grouped frames Wood trim surrounding window frame	Excessive variety of window shapes
Other Elements	Detached garage to the rear of the house	Imitation window shutters Imitation Victorian bric-a-brac False balconies
Landscape Elements	Traditional wood picket fences Wooded or natural seashore setting with native flora Dark colored crushed stone for on-site parking	Crushed stone or gravel groundcover Excessive grass lawns Parking pad in front of main house entrance New plastic fences

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4 Dennis Township

BRIEF HISTORY

Dennis Township was incorporated as a township by an act of the New Jersey Legislature on March 1, 1827, from portions of Upper Township. Portions of the township were taken to form Sea Isle City borough (May 22, 1882) and Woodbine borough (March 3, 1903). The Dennisville Historic District was listed on the National Register of Historic Places in 1987.

The Dennisville Historic District is a superbly preserved 19th century village and remains essentially as it had developed by the late 19th century. Although it has had a long tradition of maritime history, the shipbuilding on Dennis Creek and the cedar shingle mining in the swamps no longer survive, but Dennisville continues to reflect the tastes and traditions of the ship captains and boat builders who made their homes in the village.

The Dennisville Historic District is of historical importance because of the ship building and cedar mining activities which took place here in the eighteenth and nineteenth centuries. The prosperity generated by these two industries fostered the capital and divergent population necessary to produce its most significant historic characteristic — its architecture.

The small residential settlement of Dennisville provides a clear progression of the cultural history and development of the area. A steady evolution of the life styles and changing trends are shown



Dennis Township Municipal Building

through the architecture. Dennisville harbors examples of the vernacular styles of architecture from the eighteenth and nineteenth centuries including samples of Colonial Revival, Federal, Gothic Revival, Greek Revival, Italianate, and Queen Anne periods of architectural styles.

NATIONAL and STATE REGISTER OF HISTORIC PLACES LISTINGS

R. W. Bennett/Dr. C. Brook Worth House (ID#3043)
NJ Route 47 (Eldora Nature Preserve) SHPO Opinion: 5/9/1997

Calvary Baptist Church (ID#989)
Corner of Seaville Road and US Route 9; NR: 11/25/1980 (NR Reference #: 80002477); SR: 8/15/1980

Dennisville Historic District (ID#990)
Gatzmer and Hall avenues; Academy, Church, Fidler and Petersburg roads; Main Street; NJ Route 147; NR: 11/24/1987 (NR Reference #: 87000848); SR: 4/14/1987

Dennisville Historic District (Boundary Increase and Additional Documentation) (ID#5500)
Irregulary bounded by Gatzmer Ave., the railroad tracks, part of SR47, and the rear lot lines of properties on the north side of Petersburg Road and SR47.
NR: 6/21/2016 (NR Reference #: 16000387); SR: 4/12/2016

Dennis Creek Landing Archaeological Historic District (ID#3819)
SHPO Opinion: 7/18/2001

East Creek Mill Site (ID#991)
DOE: 12/2/1981; SHPO Opinion: 8/20/1981

Eldora Historic District (ID#3044)
NJ Route 47, Lehner Road and Paper Mill Road SHPO Opinion: 7/3/1996

Joseph Falkenburge House (ID#992)
922 Delsea Drive; NR: 10/3/1994 (NR Reference #: 94001153); SR: 8/8/1994

Garden State Parkway Historic District (ID#3874)
Entire Garden State Parkway right-of-way SHPO Opinion: 10/12/2001

189 Head of the River Road (ID#993)
189 Head of the River Road SHPO Opinion: 12/1/1993

James J. Ludlam House (ID#4076)
913 NJ Route 47 SHPO Opinion: 7/18/2001

Henry Ludlam House (ID#994)
1336 NJ Route 47 NR: 8/12/1993 (NR Reference #: 93000826) SR: 7/7/1993

Ludlam Schoolhouse (ID#4614)
106 Myrtle Avenue COE: 6/2/2006

South Dennisville Historic District (ID#3813)
NJ Route 47 SHPO Opinion: 7/18/2001

Thomas Ludlam, Jr. House (ID#4377)
707 NJ Route 47 NR: 11/26/2004 (NR Reference #: 04001261) SR: 8/28/2004

William S. Townsend House (ID#996)
96 Delsea Drive NR: 4/5/1984 (NR Reference #: 84002618) SR: 3/1/1984

CORRESPONDENCE
<dennisvillechristmashousetour@verizon.net> Monday, September 12, 2016 2:09 PM
Subject: RE: Dennis Township Historic Preservation?
Hi Barton,
Thank you for your response and recommendation to Dennis Township.
As far as an HPC in Dennis Township, frankly there is no taste for such a protective agency both with the governing body (primarily previous governing bodies) and with the membership of the DHHOA. The mission of the DHHOA is to support historic preservation within the Dennisville Historic District and the Township of Dennis primarily through educational and beautification efforts and through the "living history component" of the Historic Dennisville Christmas House Tour where we open up 10 to 15 historic buildings to the public to view. Folks not only get to see beautiful historic building interiors but also the multiple ways home owners have adapted 150 to 300 year old structures to modern day living.
Over my 27 years of involvement in Dennisville, the DHHOA has tried on 2 separate occasions to lay the groundwork for a HPC. We were unable to gain a consensus from the DHHOA committee members let alone the DHHOA members. My observations are that the municipal government has never shown a willingness or desire to go through the steps of a certified local government and the required ordinances and board selection to formulate a HPC. As you are aware, the Cape May Historic District is a National Historic Landmark: a town whose livelihood depends upon the historic tourism that this status helps promote. Dennisville is much smaller and does not have the business community to help support and benefit from a HPC and its regulations be they more or less rigorous. I cannot speak for the governing body. My limited thoughts concerning the governing body above are my observations. You might want to contact Jackie Justice, the municipal clerk of Dennis Township either at 609-861-9700 or by email at Jackie@dennistwp.org.
One thing I forgot to mention concerning what some might call "HPC regulations" is the DHHOA's approach to new home owners buying historic properties. As a retired mortgage loan officer, I have a fairly good relationship with real estate offices in the County. As a property

goes on the market, generally the listing agent contacts me to review what the DHHOA expects "outside of a HPC". The most important point I discuss with these realtors is that we expect to see the façade of the property kept in a historic perspective at least as far as the new buyer's pocketbook provides.
Jack Connolly
President

<Joan123B@aol.com> Sunday, September 11, 2016 5:02 PM
Subject: Re: Dennis Township Historic Preservation?
Hi Barton:
Jack is better poised to answer your questions than me, since I'm a relative (been here 7 years) newcomer. We sorely wish there was a historic district commission because we keep losing important buildings, but Jack can explain why one has never been approved here.
Joan

OBSERVATIONS
Dennis Township already does an admirable job of policing itself and operates more or less as a "weak" commission already without a codified ordinance. Jack Connolly and the Dennisville Historic Homeowners Association has done an excellent job over the years of educating new owners, providing community outreach in terms of hosting and educating the public through the December historic house tour. "The Dennisville Historic Home Owners Association is a nonprofit corporation organized to study the history of Dennisville and the surrounding area and to encourage the preservation of the historic homes in the village and in the township so that future generations will be able to view them and learn about the history of the area. Originally accounting for 69 structures, the village of Dennisville is included as an historic district on both the National and State Registers of Historic Places."

Joan Berkey is a recognized expert in local architectural history and recently completed the Dennisville Historic District's State and National Register of Historic Places boundary increase nomination report. The Master Plan for Dennis Township relies heavily on the protection of historical and cultural resources and creating clustered "villages" of development and infill instead of suburban sprawl. The Dennis Township Old School House Museum & History Center operates essentially as a local historical society and is in the heart of Dennisville and just down the street from the municipal building. "Our mission is devoted to the collection of artifacts, historic documents, and memorabilia as well as early photographs of our eight villages which are: Belleplain, Clermont, Dennisville, Eldora, Northwest Dennis, Ocean View, South Dennis and South Seaville. The Museum is Handicapped Accessible & A.D.A. Compliant."

RECOMMENDATIONS
At 6,500+ residents, Dennis Township is an excellent candidate to implement a "strong" or "weak" historic preservation commission ordinance under the MLUL. The amount of incredible historical integrity of the town also lends hope that someday the township could be a Certified Local Government (CLG). The Museum and the DHHOA should start a Historic Preservation

Committee from their members and begin to engage the municipality and local elected representatives. Potential commissioners and their level of commitment should be investigated further. A possibility to start the commission would be to only locally designate Dennisville and then in time look to expand the amount of properties under the commission's jurisdiction. Dennis Township has an excellent wealth and spread of historic buildings and should increase oversight and municipal protections in order to preserve the cultural draw of the town. At the very least, the DHHOA could immediately morph into a "weak" commission and continue to operate essentially the same as it already does - through educational outreach, administering the plaque program, and sponsoring the historic house tour.

According to the town's own 2009 Land Use Plan: Goal #4 - To protect the historic, archaeological and cultural resources of the Township.

1. Expand design guidelines which maintain the established historic architectural pattern of the Villages.
2. Encourage and promote appropriate cultural and historical activities in the Villages, primarily within the Dennisville Historic District.
3. Promote development that is compatible with the historic nature of the Township especially within adopted Historic Districts and adjacent to listed National and State Register historic structures.
4. Encourage the establishment of a Historic Preservation Ordinance along with the implementation of a Historic Preservation Commission to help preserve the Township's historic resources and to guide preservation efforts especially pertaining to the Dennisville Historic district.

The two recommendations for Dennis Township are:

1. Draft a new Historic Preservation Ordinance and start a local Historic Preservation Commission per current state standards under the Municipal Land Use Law (see attached). Contact the HPO for further assistance.
2. Draft Historic District Design Guidelines. Material and style palettes could be more easily accessible to historic homeowners through a well-designed, color graphic design guidelines booklet with copious photos and examples approximately 30-40 pages for ease of use for residents.



Dennis Township has one of the best concentrations of Early American homes in the county and the state



Dennisville is home to numerous historic structures which are well cared for thanks to the work of the DHHOA

Ordinance (future)

dennis township

§ 185-47. Historic preservation.

A. (Reserved for Future Use.)

§ 185-63. Historic, archaeological and cultural resources.

A. The Planning Board shall exercise all the powers and perform all the duties set forth in N.J.A.C. 7:50-6.153(a), including recommendations to the Township Committee for designation of historic resources, in accordance with N.J.S.A. 40:55D-1 et seq., which are determined to be significant pursuant to Subsection E(4) below.

B. Authority to issue certificates of appropriateness.

(1) The Planning Board shall issue all certificates of appropriateness except as specified in Subsection B(2) below.

(2) The Board of Adjustment shall issue certificates of appropriateness for those applications for development which it is otherwise empowered to review.

C. Certificates of appropriateness shall be required for the following:

(1) Construction, encroachment upon, alteration, remodeling, removal, disturbance or demolition of any resource designated by the Township Committee or the Pinelands Commission pursuant to N.J.A.C. 7:50-6.154 or any action which renders such a site inaccessible.

(2) Development not otherwise exempted from review pursuant to Section 185-49A of this chapter where a significant resource has been identified pursuant to Subsection E. below. **[Amended 2-24-97 by Ord. No. 97-01]**

D. Applications for certificates of appropriateness shall include the information specified in N.J.A.C. 7:50-6.156(b).

E. Cultural resource survey.

(1) A cultural resource survey shall accompany all applications for development in a Pinelands Village and all applications for major development in order to determine whether any significant historic resources exist on the parcel. Guidelines for this survey are contained in Appendix B of the "Cultural Resource Management Plan, " Dated April 1991, as amended, available at the principal offices of the Pinelands Commission. **[Amended 2-24-97 by Ord. No. 97-01]**

(2) In general, the survey shall include:

(a) A statement as to the presence of any properties listed on the National and State Registers of Historic Places on the site or within the area of the project's potential environmental impacts.

(b) A thorough search of state, local and any other pertinent inventories to identify sites of potential significance.

(c) A review of the literature and consultation with professional and a vocational archaeologists knowledgeable about the area.

(d) A thorough pedestrian survey and archaeological testing as necessary to provide reasonable evidence of the presence or absence of historic resources of significance.

(e) A list of personnel involved and qualifications of the person(s) involved and qualifications of the person(s) performing the survey.

(3) This requirement for a survey may be waived by the local approval agency if:

(a) There is insufficient evidence of significant cultural activity on the project site or, in the case of archaeological resources, within the vicinity;

(b) The evidence of cultural activity on the site lacks the potential for importance because further recording of the available data will not contribute to a more comprehensive understanding of Pinelands culture; or

(c) The evidence of cultural activity lacks any potential for significance pursuant to the standards of Subsection E(4) below.

(4) A resource shall be deemed to be significant if it possesses integrity of location, design, setting, materials, workmanship, feeling and association which reflects its significance in American history, architecture, archaeology or culture under one (1) or more of the following criteria:

(a) The presence of structures, sites or areas associated with events of significance to the cultural, political, economic or social history of the nation, state, local community or the Pinelands.

(b) The presence of structures, sites or areas associated with events of significance to the cultural, political, economic or social history of the nation, state, local community or the Pinelands.

(c) The presence of structures that represent the work of a master or that possess high artistic values or that embody the distinctive characteristics of a type, period or method of construction or that represent a distinguishable entity of significance to the architectural, cultural, political, economic or social history of the nation, state, local community or the Pinelands, although its components may lack individual distinction.

(d) The presence of a site or area which has yielded or is likely to yield significant information regarding the history or archaeological history of the Pinelands.

F. The standards governing the issuance of certificates of appropriateness in N.J.A.C. 7:50-6.156(c) shall be followed by the Planning Board and Board of Adjustment.

G. The effect of the issuance of a certificate of appropriateness is as follows:

(1) All subsequent development approvals shall be issued or denied in a manner consistent with the certificate of appropriateness except as provided in Subsection G(2) below.

(2) A certificate of appropriateness issued as a result of the cultural resource survey requirement set forth in Subsection E. above shall be effective for two (2) years. If the resource is not designated by the Pinelands Commission pursuant to N.J.A.C. 7:50-6.154 or by the Township Committee pursuant to N.J.S.A. 40:55D-1 et seq. within that two (2) year period, the historic resource standards of this section shall no longer apply to the resource in question until such time as the Pinelands Commission designates the resource pursuant to N.J.A.C. 7:50-6.154. **[Amended 2-24-97 by Ord. No. 97-01]**

H. The following information will be required to document resources which are not found to be significant but which are otherwise found to present graphic evidence of a cultural activity:

(1) A narrative description of the resource and its cultural environment.

(2) Photographic documentation to record the exterior appearance of buildings, structures and engineering resources.

(3) A site plan depicting, in correct scale, the location of all buildings, structures and engineering resources.

(4) A New Jersey State inventory form, as published by the New Jersey Department of Environmental Protection, for buildings, and a narrative description of any process or technology if necessary to elaborate upon the photographic record.

I. If archaeological data is discovered on a site at any time after construction has been commenced, the developer shall immediately cease construction, notify the Planning Board and the Pinelands Commission and take all reasonable steps to protect the archaeological data in accordance with the Guidelines for the Recovery of Scientific, Prehistoric, Historic and Archaeological Data: Procedures for Notification, Reporting and Data Recovery (36 CFR 66).

Historic Preservation Element

dennis township



Master Plan - Land Use Plan

Township of Dennis

Cape May County, New Jersey

January 2009
Revised December 2012

Adopted by the
Township of Dennis
Planning Board on
December 5, 2012

Prepared by:

Marcia R. Shiffman, PP, AICP, CLA
N.J. Professional Planners License No. 2428

MASER CONSULTING P.A.

The Original of this document has been signed and sealed in accordance with N.J. State Law











Goal #4 - To protect the historic, archaeological and cultural resources of the Township.

- Establish land uses that are compatible with the scale and unique character of the Village setting.
- Expand design guidelines which maintain the established historic architectural pattern of the Villages.
- Encourage and promote appropriate cultural and historical activities in the Villages, primarily within the Dennisville Historic District.
- Promote development that is compatible with the historic nature of the Township especially within adopted Historic Districts and adjacent to listed National and State Register historic structures.
- Encourage the establishment of a Historic Preservation Ordinance along with the implementation of a Historic Preservation Commission to help preserve the Township's historic resources and to guide preservation efforts especially pertaining to the Dennisville Historic district.

Goal #5 - To protect sensitive environmental areas from inappropriate development and to provide comprehensive protection for a broad range of natural resources.

- Incorporate Township Natural Resource Inventory to provide comprehensive background information on natural resources.
- Consider establishment of a Shade Tree Commission.
- Continue to provide and augment environmental assessment regulations to identify and protect sensitive environmental resources.
- Establish minimum lot criteria to protect ground water quality.
- Require management programs to protect wetlands, vegetation, fish and wildlife, agricultural lands, water and air quality.
- Require proper management of forestry and resource extraction activities and reclamation.
- Establish controls on the permitted disturbance of critical resources during land development.
- Retain natural vegetation in new construction to position new development into the landscape.
- Outside of the Centers, retain a scenic landscape edge along all roads to buffer and to maintain the unique scenic attributes of the Township's environment.

Goal #6 - To provide for safe and efficient movement of traffic within and through the Township.

- Provide a road network which separates through traffic from local traffic and directs through traffic to the regional roadway network.
- Promote pedestrian facilities within the Township Centers.
- Work with state and county officials to improve current transportation deficiencies.
- Plan for a bike systems that will provide connections throughout the Township connecting neighborhoods and activity generators by utilizing separated greenways bike paths and on road bike facilities.
- Promote commercial uses with off-peak times trip generation to reduce congestion.
- Prevent hazardous traffic patterns and high congestion by limiting roadway connections and driveways accessing onto state and county roadways consistent with regulations.
- Require street trees and open space buffers to enhance visual quality and to protect adjacent land uses from the noise, dirt and glare of traffic along all roads.
- Encourage the campground operations to work with the Township and the County of Cape May to develop alternative transportation programs such as shuttle operations to serve campground visitors and to reduce summer vehicular traffic activity.

Dennisville Village Center





The Dennisville Village, which is within CAFRA, is part of a larger village development, including two Pinelands Villages – Dennisville and North Dennis. Dennisville Village is located along CR-610 (Dennisville-Petersburg Road) and Route 47 in the north-central section of the Township. It has two sections with a narrow width of Route 47 connecting the sections. Route 47 and CR-610 are the boundaries between the Pinelands and CAFRA jurisdictions. Route 47 is a major arterial road that links to CR-610 to Upper Township (Petersburg Village) to the north. CR-638 and CR-611 provides road connections north to Woodbine. There are two signalized intersections along Route 47, at CR-610 and CR-611. There is currently no public water or sewer service in this Center and none are planned. (See **Map 11 – Proposed Dennisville Center.)**

The Dennisville Pinelands Village is located on the north side of CR-610 and North Dennis Pinelands Village is on the north side of Route 47. Dennisville Lake separates these two Pinelands Villages. They are directly north of and opposite the proposed Dennisville Village Center in CAFRA. Both Pinelands Villages are designated as part of the Pinelands Management Plan; they permit residential uses on a minimum of 3.2 acre lots. No changes are recommended for these Pinelands Villages. The Pinelands Villages are developed primarily with single family residential uses with limited lands in qualified farmland or vacant. Commercial activity is limited and includes a new bank in North Dennis at CR-611 and home based businesses, such as antique shops primarily along CR-610.




The Dennisville Historic District received designation on both the National and State Registers of Historic Places in 1987. It includes structures from the early 1700's to the early 1900's. The Township has identified 55 contributing buildings to the District. Included is the Ludlam School, which is owned by the Township; it is located on Route 47 at Myrtle Avenue. The historic homes are a prime feature of the Village and are considered an important element to be preserved by the community.

The older historic village development is reflected in the street pattern, which is a road grid system with Main Street linking Route 47 and CR-610, and with Church Road, Gatzmer Road and Hall Avenue being local connecting streets. There are some sidewalks within this older historic area but many missing sidewalk links.

Civic land uses within Dennisville include the municipal complex with the Town Hall and Senior Center, public works facility, the Dennisville Volunteer Fire Company, Methodist Church, Post Office and Historic Museum. The Dennisville School and its three recreation fields are located between Academy Road and CR-638 in the Pinelands.

DHHOA Application

dennis township

2 0 1 6 Business



Dennisville Historic Home Owners Association
PO Box 311 Dennisville, NJ 08214-0311

The Dennisville Historic Home Owners Association meets periodically throughout the year at the Dennis Township Senior Center or at designated sites for educational field trips. The membership is composed of owners, renters, and people interested in historic homes, their history, maintenance, restoration, and the history of the area in general. The DHHOA is a 501 (c) 3 non profit corporation formed to study the history of the area and to encourage the preservation of the historic homes in the township so that future generations will be able to view them and be aware of the proud history of the area.

ANNUAL MEMBERSHIP FEE - $25.00

BUSINESS MEMBERSHIP APPLICATION

_____

Business Name

_____ _____

Owner's or Representative's last name Owner's or Representative's first name

_____

mailing address **city, state** **extended** zip code

_____ _____ _____

local phone cell phone **e mail address** / other phone

Are you interested in volunteering for planting and watering? YES / NO
Are you interested in putting your home on the annual tour? YES / NO
Are you interested in helping with the annual tour? YES / NO

2 0 1 6 Business

5 Lower Township

BRIEF HISTORY

Lower Township is a township in Cape May County, New Jersey. Lower Township was formed as a precinct on April 2, 1723, and was incorporated by an act of the New Jersey Legislature on February 21, 1798, as one of New Jersey's initial group of 104 townships established by the Township Act of 1798.

Portions of the township were taken to form Cape Island Borough (March 8, 1848, now known as Cape May City), Cape May Point borough (created April 19, 1878, restored to Lower Township on April 8, 1896, recreated April 6, 1908), Holly Beach (April 14, 1885, now part of Wildwood City), South Cape May (August 27, 1894; restored to Lower Township after the borough was dissolved on April 30, 1945), Wildwood Crest (April 6, 1910) and North Cape May (March 19, 1928; restored to Lower Township after it was dissolved on April 30, 1945). The township's name came from its location when Cape May was split into three townships in 1723 at the same time that Middle Township and Upper Township were created. They are currently trying to revive the historical society for the town.



Lower Township Municipal Building

NATIONAL and STATE REGISTER OF HISTORIC PLACES LISTINGS

Battery 223 (ID#4770)
Beachfront, Cape May State Park NR: 6/25/2008 (NR Reference #: 08000555) SR: 4/14/2008 SHPO Opinion: 4/29/1998

2710 Bayshore Road (ID#997)
2710 Bayshore Road SHPO Opinion: 10/7/1994

Cape May Lighthouse (ID#998)
Cape May Point NR: 11/12/1973 (NR Reference #: 73001090) SR: 6/15/1973

Cape May Point Jail (ID#4760)
720 Route 9 SR: 12/20/2007 (See also Historic Cold Spring Village (ID# 5479)

Owen Coachman House (ID#4459)
1019 Batts Lane NR: 9/9/2005 (NR Reference #: 05000964) SR: 7/22/2005

Cold Spring Presbyterian Church (ID#999)
780 Seashore Road NR: 6/14/1991 (NR Reference #: 91000785) SR: 5/1/1991

Cold Spring Historic District (ID#3045)
734-909 Seashore Road (US Route 9); SHPO Opinion: 3/7/1997

Cold Spring Grange Hall (ID#89)
720 Seashore Road (US Route 9); NR: 3/30/1998 (NR Reference #: 98000234); SR: 1/15/1998 (See also Historic Cold Spring Village (ID# 5479)

Cold Spring Village Junction Control Tower (Woodbine Junction) (ID#3046)
Seashore Road (US Route 9); SHPO Opinion: 3/21/1997 (See also Historic Cold Spring Village (ID# 5479)

Douglas House (ID#3048)
Town Bank Road SHPO Opinion: 7/7/1989

Fire Control Tower No. 23 (ID#4169)
Sunset Boulevard; NR: 11/17/2003 (NR Reference #: 03000655); SR: 5/29/2003

Fishing Creek Schoolhouse (ID#1000)
2102 Bayshore Road; NR: 3/6/1980 (NR Reference #: 80002478); SR: 10/9/1979

Judge Nathaniel Foster House (ID#1001)
1649 Bayshore Road; NR: 8/25/2014 (NR Reference #: 14000516); SR: 6/28/2014; SHPO Opinion: 11/1/1993; COE: 4/30/2009 (SHPO Opinion: Captain Salathiel Foster House)

Garden State Parkway Historic District (ID#3874)
Entire Garden State Parkway right-of-way; SHPO Opinion: 10/12/2001

Hangar No. 1 (ID#3049)
Cape May County Airport; NR: 8/21/1997 (NR Reference #: 97000935); SR: 7/7/1997; SHPO Opinion: 3/5/1997; COE: 1/18/1996 (Additional documentation submitted, level of significance raised to National. NJ Register 6/18/2004, National Register October 4, 2004.)

Harbor Defense Battery #26 (ID#4349)
SHPO Opinion: 4/29/1998

George Hildreth House (ID#191)
731 Seashore Road; NR: 7/28/1999 (NR Reference #: 99000905); SR: 5/27/1999

Historic Cold Spring Village (ID#5479)
720 Route 9 COE: 12/22/2015

Middle Thorofare Bridge (SI&A 3100006) (ID#4856)
Ocean Drive (CR 621) over Middle Thorofare SHPO Opinion: 11/13/2008

Naval Air Station Wildwood Historic District (ID#4904)
Irregularly bounded by Forrestal Road and Monterre Road (formerly known as East Road), and the runways and taxiways to the north and east; NR: 7/28/2015 (NR Reference #: 13000945); SR: 8/28/2013; COE: 6/18/2009 (aka Cape May County Airport)

Octagonal Poultry House (ID#4761)
720 Route 9; NR: 3/14/2008 (NR Reference #: 08000177); SR: 12/20/2007 (See also Historic Cold Spring Village (ID# 5479)

Jonathan Pyne House (ID#3050)
609 Sea Grove Avenue; NR: 2/14/1997 (NR Reference #: 97000061); SR: 12/30/1996 (formerly named Richard Stites Jr. House. Additional info approved 8/8/2006)

Rio Grande Station (ID#3047)
720 NJ Route 9; NR: 2/13/2007 (NR Reference #: 07000047); SR: 12/19/2006; SHPO Opinion: 3/21/1997 (a.k.a. Cold Spring Village RR station. See also Historic Cold Spring Village (ID# 5479)

Spicer Leaming House (ID#5305)
735 Seashore Road/720 Route 9; COE: 12/19/2013 (See also Historic Cold Spring Village (ID# 5479)

United States Coast Guard LORAN-C Support Unit (LSU) Wildwood (ID#5136)

12001 Pacific Avenue SHPO Opinion: 12/2/2011

USCG Motor Lifeboat CG-36538 (ID#5481)
parking between Yorktown and Hornet roads at the Cape May Airport COE: 1/27/2016

CORRESPONDENCE
<jpicard@townshipoflower.org> Wed, Aug 10, 2016 at 1:46 PM
The Historic Preservation Commission is working on the collection of this data. Hopefully, we will have all the information to you by the end of the week.
Thank you!
Julie A Picard
Township Clerk, Township of Lower
2600 Bayshore Road, Villas, NJ 08251
(609)886-2005 X113

<Pary.Tell@CO.CAPE-MAY.NJ.US> Monday, August 29, 2016 10:11 AM
Subject: RE: Lower Township HPC
Hi Barton,
Yes we are. I'll let our secretary know so she can include it with the minutes. It's not on the website because this is one of those township meetings that has to be posted in January of each year for the entire year. The Preservation Commission is listed as meeting on the last Wednesday of the month. I have scanned in the survey and I'm going to try to fit it on a flash drive along with the listing of properties in an excel spread sheet. I'll have that for you at the meeting.
Pary Tell

OBSERVATIONS
At almost 23,000 residents, Lower Township is the largest municipality in the county and an excellent candidate to implement a "strong" historic preservation commission ordinance under the MLUL. Lower Township recently brought their "weak" commission back into existence and the consultant attended their August 31 meeting at the municipal building. The Lower Township Historical Society, Cape May Museum and the Township have been engaged in trying to preserve the circa 1724 Judge Nathaniel Foster House and create a town house museum that could be run by the historical society docents to sponsor local history events and promote heritage tourism.

The town has done a good job with surveying in the past and wants to continue the momentum with a new list of properties to surveys. With proper funding these surveys could become formal intensive level surveys following HPO guidelines. Lower Township needs a detailed Historic Preservation Element of the Master Plan as soon as possible. The current commission needs to do more education and outreach to be relevant in the community and get residents excited about saving cultural resources across the township. The commissioners should engage the town council and other stakeholders as much as possible to inform them on the value of an historic preservation ordinance on heritage tourism and increasing the quality of life in the township.

RECOMMENDATIONS

Lower Township should push to become a "strong" commission with regulatory power. As the largest municipality with copious cultural and historic resources, the town needs to be a leader in the county in terms of historic preservation. The HPC should engage more of the 23,000 residents of the town in a meaningful dialogue about preserving their resources and promoting the heritage of the area to attract visitors, new steward owners of historic houses and restoration investment. The HPC can also engage Cold Spring Village and attempt to partner with them to lead the push for increased municipal regulation. Places in America with strong historic preservation principles in place always attract increased investment in their local cultural resources according to every economic study conducted on the subject.

The recommendations for Lower Township are:

1. Continue the Historic Preservation Building Survey (see attached example) for the entire town, identifying possible National or State eligible properties and local cultural resources deserving of further study and/or protection. Consultant should have a minimum of a Bachelor's Degree in architectural history, historic preservation or a closely related field required; must meet Secretary of the Interior's Professional Qualifications Standards in Architectural History (36 CFR Part 61); and have a working knowledge of federal and state cultural resource and historic preservation laws and practices, including NEPA, Section 106 of the National Historic Preservation Act, and CEQA.
2. Draft a new "strong" Historic Preservation Ordinance and start a local Historic Preservation Commission per current state standards under the Municipal Land Use Law (see attached). The Ordinance will be approximately 30 pages in length. Contact the HPO for further assistance.
3. Increase the annual HPC budget to at least $10,000.
4. Prepare a Certified Local Government Application (see attached example) to take advantage of increased opportunities for comment on historic properties at the state level and funding opportunities.
5. Prepare a Historic Preservation Element of the Master Plan (see attached example) prepared by a New Jersey professional planner with experience conducting research, writing, and consulting in American architectural history with a consulting firm, agency, or other professional organization and some experience working on National Register Nominations. The Historic Preservation Element of the Master Plan should include a list of every possible historic property included as an appendix for future reference.
6. Pursuant to N.J.S.A. 40:55D-110, the planning board and zoning board of adjustment shall refer to the historic preservation commission every application for development submitted to either board for development involving historic landmarks or properties located within historic districts identified in the town's historic preservation element of the master plan. Failure to refer an application as required shall not invalidate any hearing or proceeding. The historic preservation commission may provide its advice on said application, through oral testimony at the hearing, and/or through written report(s) that the commission may have provided to the board concerning the proposed application. The planning board or zoning board of adjustment, as applicable, shall

consider the testimony and/or written report(s) presented and may disapprove or change any of the recommendations made by the commission by a vote of a majority of its full authorized membership and shall record in its minutes the reasons for not following such recommendations. An approval by the planning board or zoning board of adjustment, as the case may be, does not relieve the applicant of the requirement of obtaining a certificate of appropriateness from the commission for those aspects of the work not approved as part of the application for development.

7. Administratively, the Zoning Officer of the town should be the secretary of the commission for continuity with applications and correspondence at the municipal level.
8. Start a Plaque program to encourage resident and homeowner pride in caring for and being good stewards of historic properties in the township.
9. All commissioners need to receive at least 8 hours of training annually to keep abreast of historic preservation trends and issues faced by other commissions in the state. There are numerous HPO sponsored workshops that are offered across the state each year which instruct commissioners in HPC best practices.
10. Draft Commission Bylaws for the conduct of HPC meetings with the assistance of the municpal attorney, who should also serve as the board attorney and attend meetings.
11. Revise the historic preservation portion of the website to make it more user-friendly and post more information for immediate download and understanding by residents.



Lower Township HPC Meeting 8/31/16



Judge Nathaniel Foster House circa 1724



Cold Spring Village Historic District

Ordinance

lower township

Chapter 374. Historic Preservation

[HISTORY: Adopted by the Township Council of the Township of Lower by Ord. No. 97-9 (Sec. 2A-12 of the 1975 Code). Amendments noted where applicable.]

GENERAL REFERENCES
Land development — See Ch. **400**.

§ 374-1. Purpose.

It is the purpose and intent of the Township of Lower to:

A. Promote, protect, enhance, perpetuate and preserve historic landmarks for the educational, cultural, economic and general welfare of the public through the preservation, protection and regulation of buildings, sites, monuments, structures and areas of historic interest or importance within the Township of Lower;

B. Safeguard the heritage of the Township by preserving and regulating historic landmarks which reflect elements of its cultural, social, economic, political and architectural history;

C. Preserve and enhance the environmental quality of neighborhoods, to strengthen the Township's economic base by the stimulation of the tourist industry, and to establish and improve property values;

D. Foster economic development;

E. Manage growth;

F. Foster civic pride in the beauty and accomplishments of the Township's past; and

G. Preserve and protect the cultural, historical and architectural assets of the Township for which the Township has been determined to be of national, state and local historical and architectural significance.

§ 374-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

HISTORIC PRESERVATION COMMISSION (HPC)
The Historic Preservation Commission for the Township of Lower.

HISTORIC SITE
Any real property, man-made structure, natural object or configuration or any portion or group of the foregoing that has been formally designated by Township Council ordinance as being of historical, archaeological, cultural, scenic, or architectural significance in accordance with the designation criteria set forth below.

TOWNSHIP
The Township of Lower, in the County of Cape May, State of New Jersey.

§ 374-3. Historic sites.

A. Designation criteria. The criteria for designating historic sites as established by the Commission are as follows:

(1) The site reflects or exemplifies the broad cultural, political, economic, social, or architectural history of the nation, state, or community; or

(2) The site is identified with historic personages or events in the main current of national, state, or local history; or

(3) The site shows evidence of precolonial habitation, activity, or culture; or

(4) The site has a distinguishing characteristic or architectural style valuable as representative of a period, style, or method of construction; or

(5) The site is representative of the work of a builder, designer, artist, or architect whose individual style significantly influenced the architectural history of the municipality; or

(6) The site is imbued with traditional or legendary lore; or

(7) The site (if a structure) shall normally be at least 100 years old to be designated unless there are special circumstances in a given case.

B. Designation procedure. Designation shall be formalized by ordinance of the Township Council based upon the recommendations of the HPC.

§ 374-4. Historic Preservation Commission.

A. Creation. Pursuant to Chapter 516, Laws of 1985, amending the Municipal Land Use Law, N.J.S.A. 40:55D-1 (et seq.),[1] there is hereby established an Historic Preservation Commission (HPC) to advance the purposes of historic preservation. The Township Council shall appoint the HPC membership consisting of seven regular members and two alternates. The Township Council shall designate Alternate No. 1 and Alternate No. 2.

[1] *Editor's Note: See N.J.S.A. 40:55D-107 et seq.*

B. Membership. The HPC membership includes the following categories of appointment:

(1) Regular members. At least one member from each of the following classes:

(a) Class A: A person who is knowledgeable in building design and construction or architectural history.

(b) Class B: A person who is knowledgeable or who has interest in local history.

(c) Class C: A person who is a citizen of the Township and holds no other municipal office, position or employment except for membership on the Township's Planning Board or the Zoning Board of Adjustment. Class C members shall constitute a majority by at least one.

(2) Alternate members. Two alternate members who must qualify as Class C members. Alternate members may participate in all HPC proceedings but may not vote except in the absence or disqualification of a regular member. A vote shall not be delayed in order that a regular member may vote instead of an alternate member. If a choice must be made as to which alternate member is to vote, Alternate No. 1 votes.

C. Terms. For members first appointed under this section to the HPC, the expiration of their terms should be distributed as widely as possible so that, in the interest of HPC continuity, simultaneous reappointments are remote. The expiration dates of regular members should be distributed evenly over the first four years after their appointments, and alternate members, evenly over the first two years after their appointments. The initial terms of regular members shall not exceed four years, and the initial terms of alternate members shall not exceed two years. Thereafter, the terms of the regular members shall be four years, and the terms of the alternate members shall be two years. Vacancies occurring other than by expiration of

terms shall be filled for the unexpired term only. The term of any member common to the HPC and the Township's Planning Board or the Zoning Board of Adjustment shall be for the term of membership on those boards.

D. Officers. The HPC shall elect a Chairman and Vice Chairman from its membership and select a recording secretary who may or may not be a member of the HPC or a municipal employee.

E. Miscellaneous provisions.

(1) Funds. Township Council shall make provision in its budget and designate funds for the expenses of the HPC.

(2) Fees. Township Council shall establish by ordinance reasonable fees necessary to cover the expenses of administration and professional services to aid the HPC in its review of an application. These fees are in addition to any other fees required under any portion of this or any other applicable Township ordinance.

(3) Removal. Removal of a member of the HPC shall be governed by § **3-37E** of the Township Code.

(4) Conflict of interest. A member of the HPC may not act on any matter in which the member has any personal or financial interest, either directly or indirectly.

(5) Expert assistance. The HPC may employ, contract for, and fix the compensation for experts and other staff and services as it deems necessary and for which Township Council has provided funding. The HPC shall obtain its legal counsel from the Municipal Solicitor at the rate of compensation set by Township Council. Expenditures shall not exceed, exclusive of gifts or grants, the amount appropriated by Township Council for the HPC's use.

(6) Rules. The HPC shall adopt such procedural rules for the conduct of its business as it deems necessary and advisable.

(7) Records. The HPC shall keep minutes of its meetings and proceedings, including voting records, findings, determinations and recommendations, and shall at all times comply with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. Copies shall be made available to municipal bodies, agencies and officials for their use. When the Township's Planning Board or Zoning Board of Adjustment refers an application to the HPC, then the referring board shall receive a copy.

F. Duties. The HPC shall have the responsibility to:

(1) Prepare a survey of historic sites of the Township.

(2) Make recommendations to the Township's Planning Board as to the creation or amendment of an historic preservation plan element of the Master Plan and on the implications for preservation of historic sites of any other Master Plan elements.

(3) Advise the Township's Planning Board on the inclusion of historic sites in the recommended capital improvement program.

(4) Advise the Township's Planning Board and Zoning Board of Adjustment on applications for development involving historic structures or sites. Such boards shall make available to the HPC informational copies of applications submitted to them for development in historic sites. Failure to provide this copy shall not invalidate any hearing or proceeding. The HPC may provide its advice which shall be conveyed through its delegation of one of its members or staff to testify orally at the hearing on the application and to explain any written report which may have been submitted. If the HPC fails to deliver a timely report, that shall constitute their approval of the application.

(5) Provide written reports on how Chapter **400**, Land Development, applies to historic preservation.

(6) Carry out other advisory, educational and informational functions to promote historic preservation in the community.

Agenda, Minutes & Roster

lower township

Lower Township Historic Preservation Commission

Agenda

June 29, 2016

Call to order-

Approval of minutes-

Motion-

Second-

Old Business:

Demolition Ordinance:

Summer plans:

Foster House:

Colonial War Society Marker Progress:

New Business:

Departure of Commission Chairperson:

Lower Township Historic Preservation Commission

Minutes for the Meeting Held

May 25, 2016

Chairperson Margaret Strolle called the meeting to order at 7:00 pm.

Minutes of the previous meeting were approved as written. On motion of Pary Tell. Seconded by Lew Thomas

Present:

Chairperson- Margaret Strolle

Vice Chairperson- Pary Tell

Secretary- Laurie Thomas

John Louderback

Michael Rosenberg

Bruce Tell

Lewis Thomas

Absent:

Judy Gillis

Kathleen Hayes

Old Business:

Demolition Ordinance-

Mike Rosenberg brought in a permit jacket to show that Lower Township does not have a working demolition ordinance, specific to historic structures.

Lew Thomas will obtain a copy of the Cape May HPC demolition ordinance for the next meeting.

Development of a potential demolition ordinance for review by Lower Township.

Foster House update.

Finalization of the purchase by Cape May County is in the near future, with the goal of turning over control of the property to Lower Township.

Website.

Discussion of a HPC website was tabled until Kathleen is present at the meeting.

HPC Events:

Commission members discussed potential events for the public.

New Business:

Chairperson Maggie Strolle informed the group she would be leaving at summer's end for school.

Next meeting will be held June 29, 2016

There being no further business the meeting adjourned at 7:45 pm on motion of Bruce Tell seconded by John Lauderback.

Submitted,

Laurie E. Thomas

Secretary

Historic Preservation Commission – re-established Sept 9, 2015
Appointed by Council NJSA 40:55D-1 (Code Book 374-4)
7 Regular Members 4 year term, 2 alternate members 2 year term Appointed by Council
Commission meets monthly on the second Wednesday of each month at 7 pm (Twp. Hall)

Member	Type	Term Exp	Res. #
Lewis E. Thomas	Reg/Class A	9/30/2019	2015-270
Margaret Strolle	Reg/Class C	9/30/2019	2015-271
Pary Tell	Reg/Class B	9/30/2018	2015-272
John Louderback	Reg/Class C	9/30/2018	2015-273
Lori Thomas	Reg/Class C	9/30/2017	2015-274
Kurt Hughes	Reg/Class C	9/30/2017	2015-275
Karlson Hughes	Reg/Class C	9/30/2016	2015-276
Kathleen Hayes	Alt/Class C	9/30/2017	2015-277
Bruce Tell	Alt/Class C	9/30/2016	2015-278

6 Middle Township

BRIEF HISTORY

Middle Township is a township in Cape May County, New Jersey. Middle Township was formed as a precinct on April 2, 1723, and was incorporated by Township Act of 1798 of the New Jersey Legislature on February 21, 1798 as one of New Jersey's initial group of 104 townships. Portions of the township have been taken to form Anglesea Borough (on June 13, 1885; now North Wildwood City), Avalon Borough (April 18, 1892), Wildwood (May 1, 1895), Stone Harbor Borough (April 3, 1914) and West Wildwood (April 21, 1920). The township's name came from its location when Cape May was split into three townships in 1723 at the same time that Lower Township and Upper Township were created.



Middle Township Municipal Building

NATIONAL and STATE REGISTER OF HISTORIC PLACES LISTINGS

Archaeological Site (ID#3051)
SHPO Opinion: 10/5/1989

Archaeological Site (ID#3052)
SHPO Opinion: 10/5/1989

Thomas Beesley [Jr.] House (ID#3053)
605 US Route 9 North; NR: 2/12/1998 (NR Reference #: 98000098); SR: 12/22/1997; COE:

4/8/1997

Cape May Court House Motor Vehicle Inspection Station (ID#330)
546 West Shell Bay Avenue SHPO Opinion: 6/9/1998

Cape May Courthouse Historic District (ID#1002)
Bounded roughly by the Crooked Creek, and the rear property lines of North Main Street, Hereford Avenue, Mechanic Street, and Dias Creek Road; SHPO Opinion: 6/14/1993

Eldridge House (ID#1003)
145 Seashore Road; SHPO Opinion: 9/14/1992; (previously misidentified as the "Ethridge house")

Garden State Parkway Historic District (ID#3874)
Entire Garden State Parkway right-of-way SHPO Opinion: 10/12/2001

Goshen Historic District (ID#3054)
SHPO Opinion: 3/31/1993

Goshen Public School (ID#4910)
316 North Delsea Drive (NJ State Route 47); NR: 5/12/2014 (NR Reference #: 14000202); SR: 2/11/2014; COE: 5/14/2009

Grassy Sound Bridge (SI&A # 3100005) (ID#4855)
Ocean Drive (CR 619) over Grassy Sound Channel SHPO Opinion: 11/13/2008

Grassy Sound Historic District (ID#5384)
Grassy Sound south from North Wildwood Blvd. SHPO Opinion: 11/24/2014

Great Channel Bridge (SI&A # 0500006) (ID#3060)
Stone Harbor Boulevard over Great Channel SHPO Opinion: 3/8/1983

Garden State Parkway Crooked Creek South Site (ID#4915)
SHPO Opinion: 5/1/2009

Garden State Parkway Crooked Creek Site (ID#4914)
SHPO Opinion: 5/1/2009

Garden State Parkway Holmes Creek Site (ID#4917)
SHPO Opinion: 5/1/2009

Garden State Parkway Holmes Creek North Site (ID#4918)
SHPO Opinion: 5/1/2009

Garden State Parkway Mechanic Street Site (ID#4916)
SHPO Opinion: 5/1/2009

Hand-Labrum Property (ID#3055)
700 U.S. Route 9 North SHPO Opinion: 1/19/1996

John H. Hand / Oliver Property (ID#3056)
619 U.S. Route 9 SHPO Opinion: 1/19/1996

Harbor Bay Square Site (28-Cm-50) (ID#2761)
SHPO Opinion: 12/8/1999

John Holmes House (ID#1004)
Swainton, Shore Road NR: 6/12/1979 (NR Reference #: 79001481) SR: 3/29/1979

Kimble's Beach Site (ID#5253)
COE: 4/9/2013

Thomas Leaming House (ID#3057)
1845 US Route 9 North NR: 8/1/1997 (NR Reference #: 97000801) SR: 6/3/1997 SHPO Opinion: 3/31/1993

New Asbury Methodist Episcopal Meetinghouse (ID#1005)
Shore Road (US Route 9) NR: 9/17/1980 (NR Reference #: 80002476) SR: 4/18/1980

Ocean Highway Bridge (SI&A # 0500028) (ID#4763)
Ocean Highway (CR619) over Great Channel Bridge SHPO Opinion: 1/3/2008

Old Cape May County Court House Building (ID#1006)
North Main Street (US Route 9) NR: 12/22/1981 (NR Reference #: 81000389) SR: 10/29/1981

Railroad Bridge (inactive) (ID#1007)
Railroad over Scotch Bonnet Creek SHPO Opinion: 9/21/1994 (Adjacent to the Scotch Bonnet Road Bridge)

The remnant sluice system [site]Flanders (ID#4314)
SHPO Opinion: 4/29/2004

TBM-3E Avenger Torpedo Bomber (ID#4116)
NR: 2/11/2003 (NR Reference #: 03000019) SR: 12/19/2002

Whitesboro School (ID#4548)
100 East Main Street SHPO Opinion: 8/17/2005

Dr. John Wiley House (ID#3954)
2 North Main Street SR: 12/20/2001

CORRESPONDENCE
7/29/16 – Left message for Construction Official, Spoke to "Tina", she said they have nothing regarding Historical bylaws or ordinances. Have email response from Christina Lillemon and she confirmed that had no documents but suggested we contact the Cape May County Historic Museum.

<dmsignworks@yahoo.com> Friday, August 26, 2016 9:53 AM
Subject: Meeting/Cape May County Historical Society
Barton, It was a pleasure meeting with you last week at the Cape May County Museum. I am extremely grateful to Mayor Pikolycky for arranging the meeting. We are anxious to assist you with any Cape May County information you may need, for both your current and future projects. I am sure that you will agree, we have a gem of a small museum and a wealth of County information.
Please keep me posted on any information, grants or otherwise, that may be beneficial to our Society.
Thank you, Donna Matalucci
The Museum of Cape May County
P:609-624-1004

OBSERVATIONS
For being the county seat and containing a wealth of beautiful historic buildings, Middle Township sets a very poor example for implementing local historic preservation regulations. Cape May County Court House is one of the most inspiring and intact historic districts in the county.

From the town's own 2003 Master Plan and 2010 Master Plan Re-Examination recommendations on historic preservation:

- A Township Historic Commission should be appointed. This is still needed.
- A Township-based inventory of historic sites and structures should be prepared. This is still needed. The Natural Resources Inventory provides some documentation on historic sites but a more detailed inventory is needed.

The Cape May County Museum and the Office of the Cape May County Division of Culture and Heritage are both located in Middle Township, in addition to other attractions such as the highly celebrated Cape May County Zoo.

"Established in 1927, the Cape May County Museum has been the county's foremost advocate for the acquisition, preservation and display of local history. With child- friendly guided tours, rotating exhibits, lectures and special events, the museum offers something for the whole family. The museum also houses an outstanding genealogical and research library for the

serious historian. Housed in three historic buildings, the museum is a treasure trove of exhibits showcasing county life from Native American times through the twenty first century. The 1704 Colonial period home, 1830 Federal period addition, carriage shed and barn offer a fascinating look at how life in the county has evolved. Centrally located only minutes from county beaches and attractions, the museum is a fun, educational place to spend some quality time."

"The mission of the Cape May County Division of Culture and Heritage is to work in partnership with Cape May County cultural and heritage organizations to educate, encourage and inspire public participation in the cultural heritage of Cape May County."

Surprisingly, there is no Middle Township Historical Society.

RECOMMENDATIONS

At over 16,500+ residents, Middle Township is an excellent candidate to implement a "strong" historic preservation commission ordinance under the MLUL. The Cape May County Museum and the Division of Culture and Heritage should start a Historic Preservation Committee from their members and begin to engage the municipality and local elected representatives. Potential commissioners and their level of commitment should be investigated further. It is imperative that the township conduct an intensive level architectural survey to identify potential historical and cultural resources. As the County Seat, Middle Township needs to become a leader in the county in terms of historic preservation. Places in America with strong historic preservation principles in place always attract increased investment in their local cultural resources according to every economic study conducted on the subject.

The recommendations for Middle Township are:

1. Prepare a Historic Preservation Building Survey (see attached example) for the entire township, identifying possible National or State eligible properties and local cultural resources deserving of further study and/or protection. Consultant should have a minimum of a Bachelor's Degree in architectural history, historic preservation or a closely related field required; must meet Secretary of the Interior's Professional Qualifications Standards in Architectural History (36 CFR Part 61); and have a working knowledge of federal and state cultural resource and historic preservation laws and practices, including NEPA, Section 106 of the National Historic Preservation Act, and CEQA.
2. Form a Historic Preservation Committee made up of various local leaders, stakeholders, elected officials, professionals from various disciplines, members of the Cape May County Museum and the Division of Culture and Heritage, historic homeowners, etc. to discuss what type of protections for historical and cultural properties is needed in the municipality to protect the township's potential for heritage tourism and increased quality of life indicators.
3. Draft a new "strong" Historic Preservation Ordinance and start a local Historic Preservation Commission per current state standards under the Municipal Land Use Law (see attached). The Ordinance will be approximately 30 pages in length. Contact the HPO for further assistance.

4. The Township needs a Historical Society and should partner with the Cape May Museum to serve the dual function. The Museum has a nice, but large property and in this era of competitive nonprofit funding, the Museum and town could benefit from pooled resources including financial, membership, volunteers, etc. to work together instead of competing organizations. The Beesly House would be another opportunity for the county and town to work together to achieve the same goals. When the consultant visited the house on two separate occasions, the building was not open to the public. Having a historical society presence and docents in place could serve a dual purpose. "Constructed circa 1870, the Thomas Beesley, Jr. House is listed on the New Jersey and National Registers of Historic Places. Senator Beesley owned the property until his death in 1877. The property was purchased by Viola B. Elters in 1941. She and her husband, Russell Naylor, Jr. were the last private owners until 1993. The County of Cape May purchased part of the property in 1992 which was used for the county's Open Space Program, a portion was also used to create the Zoo Savanna. The house currently provides a conference room for county meetings along with hosting local art exhibits in the newly renovated art gallery and serves as offices for county employees."



Old Cape May County Courthouse Building, circa 1848



Cape May County Museum, circa 1704 and 1830



Beesly House Museum, circa 1870

Historic Preservation Element

middle township

MASTER PLAN REEXAMINATION REPORT

TOWNSHIP OF MIDDLE

CAPE MAY COUNTY, NEW JERSEY









May 2010

Adopted by the Middle Township Planning Board on:
JULY 22, 2010

Prepared by:

MASER CONSULTING P.A.

Marcia R. Shiffman, PP, AICP, LLA
NJ Professional Planner's License #02428
The original of this document has been signed and sealed in accordance with New Jersey Law.

- Township will promote the expansion of the regional public transportation network with New Jersey Transit to facilitate employer and employee connections. *This is an on-going effort.*
- Township should continue to work with schools and business community to enhance skills and training bases. *Atlantic Cape Community College has opened a new campus in Cape May Court House with programs that support this objective.*

2003 HISTORIC PRESERVATION PLAN RECOMMENDATIONS

Recommendations on historic preservation included:

- A Township Historic Commission should be appointed. *This is still needed.*
- A Township-based inventory of historic sites and structures should be prepared. *This is still needed. The Natural Resources Inventory provides some documentation on historic sites but a more detailed inventory is needed.*

2003 RECYCLING PLAN RECOMMENDATIONS

Concerns relating to energy use and landfill space spurred the following recommendations:

- Township should continue to evaluate market conditions to assure the greatest monetary return for recycled materials.
- Township should try to utilize recycled material when possible.
- Township should continue to monitor and enforce the regulatory aspects of the recycling ordinances. *The Township's recycling program is handled through Public Works.*
- Township Ordinance requiring approval of subdivisions and site plans should include provisions that insure conformity with them municipal recycling ordinance and should include requirements for recycling of designated recyclable materials. *Site Plans require showing methods of solid waste disposal.*

2003 FARMLAND AND PRESERVATION PLAN RECOMMENDATIONS

Preservation was and continues to be very important to the Township; one recommendation was listed in the 2003 Master Plan:

- Township should continue to support the County's efforts to acquire and preserve existing farmland. *There are currently 32 preserved farms totaling approximately 1,765 acres in Middle Township.*

7 North Wildwood

BRIEF HISTORY

North Wildwood is a city located on the Jersey Shore in Cape May County. North Wildwood is home to the Hereford Inlet Lighthouse. The Hereford Inlet Light is a historic lighthouse located in North Wildwood in Cape May County, New Jersey, United States, situated on the southwestern shore of Hereford Inlet at the north end of Five Mile Beach. Its construction was completed and it became operational in 1874. The 50 feet (15 m) tower and its beacon are visible for up to 13 nautical miles.

What is now North Wildwood City was originally incorporated as the borough of Anglesea on June 13, 1885, from portions of Middle Township, based on the results of a referendum held 11



North Wildwood City Hall

days earlier. The borough was reincorporated on March 6, 1896, and again on May 4, 1897. On May 16, 1906, the Borough of North Wildwood was incorporated, replacing Anglesea Borough.

Legislation passed in April 1908 established a potential consolidation of North Wildwood and Holly Beach City into Wildwood, subject to approval of referendums in each of the three

municipalities. On April 30, 1917, the area was reincorporated as the City of North Wildwood, in turn replacing North Wildwood borough. The city's name comes from Wildwood, which in turn was named for the area's wild flowers.

NATIONAL and STATE REGISTER OF HISTORIC PLACES LISTINGS
Buccaneer Motel (ID#4608)
503 East 19th Avenue COE: 5/18/2006

Chateau Bleu Motel (ID#4238)
911 Surf Avenue; NR: 3/25/2004 (NR Reference #: 04000221); SR: 1/16/2004

Hereford Lighthouse (ID#1008)
First and Central Avenues; NR: 9/20/1977 (NR Reference #: 77000859); SR: 12/15/1976

Motels of the Wildwoods MPDF (ID#4240)
NR: 3/25/2004 (NR Reference #: 64500880); SR: 1/16/2004; (See individual listings in Cape May County, Wildwood City, North Wildwood City, or Wildwood Crest Borough)

North Wildwood City Hall (ID#1009)
10th and Atlantic Avenues SHPO Opinion: 8/16/1975

North Wildwood Life Saving Station (ID#3818)
113 North Central Avenue COE: 7/26/2001

CORRESPONDENCE
<sjett@northwildwood.com> Monday, September 12, 2016 9:09 AM
Subject: RE: North Wildwood Historic Preservation
The City formed a Historic Commission in 1997 but when the attached ordinance was defeated in 1998 the Commission kind of faded away. No appointments were made to the Commission after 2001.
W. Scott Jett, RMC, CMR
City Clerk
City of North Wildwood, NJ
609-522-2030 ext. 1400

7/29/16 – Called town office, got directed to Scott Jett who is town historian, he said they have no historic preservation bylaws, they tried to pass some 10-15 years ago but it was voted down and has not been opened up since then. Called Historical Society and got directed to the Facebook page for an email address, never any response to messages.

OBSERVATIONS
According to the 1999 HPO Directory, there was at one time a North Wildwood City Historic Preservation Commission. Scott Jett, the current City Historian confirmed there was an HPC that

was disbanded after 2001.

North Wildwood Historic Preservation Commission
John Holman, Administrator
901 Atlantic Avenue, North Wildwood, NJ 08260
(609) 522-2030

There is no historical society in North Wildwood. Currently, there is a City Historian who does much of the education/community outreach. Some of the current ambitions include the identification of sites for future placement of Historical Markers or Plaques. The following are possible locations:

a. Site of Hotel Anglesea (first Council Meetings held here in 1885)
b. Site of Hereford House (election to form Borough held here June 2, 1885)
c. Site of original Borough Hall (Walnut & NY)
d. Original location of Lighthouse
e. Site of 2nd Borough Hall (3rd & Central)
f. Site of WWII Submarine tower (400 block E. 3rd)
g. Site of original Train Station (Anglesea RR – Spruce & NY)
h. Site of 2nd Train Station (West Jersey RR – 1st & NJ)

RECOMMENDATIONS

At 12,300+ residents, North Wildwood is an excellent candidate to implement a "strong" or at least a "weak" historic preservation commission ordinance under the MLUL. The City Historian is very knowledgeable and the municipality should lean on his expertise and past experiences to revive a Historic Preservation Committee from interested stakeholders and begin to engage the municipality and local elected representatives. The now defunct commission's records should be located, digitized and permanently stored in a safe, archival manner for future information. Potential commissioners and their level of commitment should be investigated further. It is imperative that the city conduct an architectural survey to identify potential historical and cultural resources (or ones lost in the past 15 years) and draft an updated historic preservation element of the master plan.

The recommendations for North Wildwood are:

1. Prepare a Historic Preservation Building Survey (see attached example) for the entire City, identifying possible National or State eligible properties and local cultural resources deserving of further study and/or protection. Consultant should have a minimum of a Bachelor's Degree in architectural history, historic preservation or a closely related field required; must meet Secretary of the Interior's Professional Qualifications Standards in Architectural History (36 CFR Part 61); and have a working knowledge of federal and state cultural resource and historic preservation laws and practices, including NEPA, Section 106 of the National Historic Preservation Act, and CEQA.
2. Prepare a Historic Preservation Element of the Master Plan (see attached example) prepared by a New Jersey professional planner with experience conducting research,

writing, and consulting in American architectural history with a consulting firm, agency, or other professional organization and some experience working on National Register Nominations.

3. Use the 1990s draft of the North Wildwood Historic Preservation Commission Ordinance and consider updating it per current state standards. Hold stakeholder meetings with the public to gain their trust and cooperation before introducing the ordinance at the council level. Contact the HPO for further assistance.
4. Continue the education, outreach and work of the City Historian. Increase his budget to accomplish these tasks. Places in America with strong historic preservation principles in place always attract increased investment in their local cultural resources according to every economic study conducted on the subject.



Chateau Bleu iconic Doo-Wop hotel on the National Register of Historic Places

Ordinance (never adopted)

north wildwood

CITY OF NORTH WILDWOOD

COUNTY OF CAPE MAY, NEW JERSEY

ORDINANCE NO. NEVER ADOPTED….
AN ORDINANCE AMENDING ORDINANCE #1177
KNOWN AS THE LAND DEVELOPMENT ORDINANCE OF
THE CITY OF NORTH WILDWOOD, NEW JERSEY

BE IT ORDAINED, by the Members of Council of the City of North Wildwood, in the Country of Cape May and State of New Jersey that Ordinance #1177, known as the Land Development Ordinance of the City of North Wildwood, New Jersey, is hereby amended as follows:

Section 1. A new section to be known as Section 416 is hereby adopted to read as follows:

416 HISTORIC PRESERVATION DISTRICT

A. Purpose and Intent. It is the purpose and intent of the City of North Wildwood:

1. To promote, protect, enhance, perpetuate and preserve historic districts and landmarks for the educational, cultural, economic and general welfare of the public through the preservation, protection and regulation of buildings, sites, monuments, structures, and areas of historic interest or importance within the City of North Wildwood;
2. To safeguard the heritage, of the City, by preserving and regulating historic landmarks and districts which reflect elements of its cultural, social, economic, political and architectural history;
3. To preserve and enhance the environmental quality of the neighborhoods;
4. To strengthen the City's economic base by stimulation of the tourist industry;
5. To establish and improve property values;
6. To foster economic development;
7. To encourage the continued use of historic sites and to facilitate their appropriate reuse;
8. To maintain and develop a harmonious setting for the historically significant buildings, structures, sites, objects and districts;
9. To prevent the unnecessary demolition of historic resources;
10. To encourage appropriate alterations of historic sites and improvements within historic districts;
11. To manage growth, to foster civic pride in the beauty and accomplishments of the City's past and to preserve and protect the cultural, historical and architectural assets of the City's past, which the City believes may have national, state and local historical and architectural significance.

B. Designation of the Primary and Secondary Local Historic Preservations Districts.

1. Primary Local Historic Preservation District #1 described as follows:

2. Secondary Local Historic Preservation District #1 described as follows:

The locations of these districts are set forth on Exhibit "A" and are also shown on Exhibit "B" entitles "Proposed Historic District Map:

3. The Primary and Secondary Local Historic Districts shall be divided into Phase I, Phase II and Phase III for the purpose of commencing the preservation plan. Phase I to take place upon approval of this Ordinance. Phase II and III will become amended to the City's Ordinance at a different date.

C. Zoning requirements for the Historic Preservation Districts. The properties within the Historic Preservation Districts shall be required to conform to the regulations of the particular zoning district in which they are located.

D. Definitions

Addition: An extension or increase in building size, floor area or building height.

Application: A request to the Historic Preservation Commission completed on forms available from the Administrative Officer or the Commission, to review a proposal for addition, alteration, demolition or other work on any structure or property located in an historic district, for purposes of obtaining certification by the Commission that the application is acceptable in terms of the review standards set forth in this Article. Application shall include review on a development application, referral of a permit and any other request for Commission action.

Contributing: Any buildings, structures, sites or objects which are integral components of the historic district because they date from a time period for which the district is significant, or because they represent an architectural type, period, or method for which the district is significant.

Demolition: The partial or total razing, dismantling or destruction of any historic site or any improvement within an historic district.

Historic District: One or more historic sites and certain intervening or surrounding property significantly affecting or affected by the quality and character of the historic site or sites.

Historic Site: Any real property, man-made structure, natural object, or configuration of any portion or group of the foregoing which has been formally designated in the Master Plan and by ordinance of the City as being of historical, archeological, cultural, or architectural significance at the national, state or local level.

Improvement: Any structure or any part thereof installed upon real property by human endeavor and intended to be kept at the location of such construction or installation.

Integrity: The authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic or prehistoric period.

Inventory: A list of historic properties determined to meet specified criteria of significance.

Master Plan: The Master Plan of the City of North Wildwood dated , as the same may be amended from time to time.

National Register Criteria: The established criteria for evaluating the eligibility of properties for inclusion in the National Register of Historic Places.

Noncontributing: Structures or improvements that detract from the significance of the district due to incompatible scale, massing, siting, and/or materials.

Ordinary Maintenance: Repair of any deterioration, wear, or damage to a structure, in order to return the same, as nearly as practicable, to its condition prior to the occurrence of such deterioration, wear, or damage with materials and workmanship of the same quality and further include replacement of exterior elements or accessory hardware, including signs, using the same materials and workmanship and having the same appearance.

Permit: Any required City approval for exterior work to any structure or property in an historic district which exterior work will be subject to public view, including, but not limited to, a building permit. Permit shall include but is not necessarily limited to a building permit, a demolition permit, a permit to move, convert, relocate or remodel or to change the use or occupancy of any structure or property in an historic district. Permit shall also include all exterior work subject to public view on fences, signs, porches, railings and steps for any structure or property in an historic district.

Preservation: The act or process of applying measures to sustain the existing form, integrity and vegetated cover of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building materials.

Protection: The act or process of applying measures designed to affect the physical condition of a property by defending it or guarding it from deterioration, loss or attack, or to cover or shield the property from danger or injury.

Reconstruction: The act or process of reproducing by new construction the exact form and detail of a vanished building, structure or object, or any part thereof, as it appeared at a specific period of time.

Rehabilitation: The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural values.

Repair: Any work done on an improvement that is not an addition and does not change the exterior appearance of any improvement, provided, however, that any such repairs must be done with materials and workmanship of same quality.

Removal: The partial or complete removal of a structure.

Restoration: The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

Survey: The formal catalog of documented historic properties and sites determined to meet specified criteria entitled " " and adopted by the Commission and incorporated into the Master Plan of North Wildwood.

Undue Hardship: (1) With respect to commercial property, including property rented for residential use, the inability of the applicant to realize a reasonable return on the property without the proposed work; (2) With respect to property which is devoted to a not-for-profit purpose and is exempt from local property taxes, the inability of the applicant to carry out such purpose without the proposed work; and (3) With respect to owner-occupied residential property, the inability of the applicant to continue owner-occupied residential use without the proposed work.

E. Permits – when required.

Applications shall be made to the Zoning Officer who shall refer the application to the Historic Preservation review committee who shall be: the Zoning Officer, City Administrator and the Chairman or a regular member of the NWHPC. The review committee shall determine if the application can continue through the regular permitting process or should be referred to the NWHPC for a report. Ten (10) copies of the development documents, including the application, shall be filed. The NWHPC shall submit a report to the referring administrative officer within forty-five (45) days of the referral of the application. The recommendations contained in the report of the NWHPC must be followed whether the report recommends against the issuance of a permit or recommends conditions to the permit be required. Failure to report within the forty-five (45) days shall constitute a report in favor of the issuance of a permit without conditions.

1. Actions Requiring Review

A Permit issued by the Administrative Officer shall be required, subject to the exceptions described in subsection (2) below, for any of the following, or in the event no building permit is required, before any work can commence on any of the following activities involving an historic site, property or within any historic district:

(a) Demolition of any building, landmark, place improvement or structure;
(b) Relocation of any building, landmark, place, improvement or structure;

(c) Change in the exterior appearance of any building, landmark, place, improvement or structure by addition, alteration, maintenance, reconstruction, rehabilitation, repair, replacement or restoration, which change is visible to the public.
(d) Any new construction of a principal or accessory structure.
(e) Changes in existing walls, fences, porches, railings, steps or signs or construction of any walls, fences, porches, railings, steps or signs, if subject to public view.

2. Actions Not Requiring Review.

A Permit issued by the Administrative Officer is not required for:

(a) Changes to the interiors of structures:
(b) Changes not visible to the public other than a relocation or demolition; and
(c) Repair, or exact replacement of any existing improvement provided that the work does not alter the exterior appearance of the structure. In the event, however, that previous noncontributing or disharmonious repair work is being replaced, such repair or replacement is permitted only if the repair or replacement returns the structure to its original condition. The following are some of the activities which are permitted as repairs:
  (1) Identical replacement of existing windows and doors;
  (2) Repairs of existing windows and doors and the installation of storm doors and windows that do not change their design, scale, or appearance;
  (3) Maintenance and repair of existing roofing materials involving no change in the design, scale, or appearance of the structure;
  (4) Structural repairs which do not alter the exterior appearance of the structure;
  (5) Replacement and or repair of existing clapboards, shingles, or other siding (including masonry) involving no change in the design, scale or appearance of the structure.

3. Emergency Repairs.

When a structure or improvement requires immediate repair to preserve the continued habitability of the structure and/or health and safety of its occupants or others, emergency repairs may be performed in accordance with City codes, without first obtaining a Permit, Under such circumstances, the repairs performed shall be only such as are necessary to protect the health and safety of the occupants of the structure, or others, and/or to maintain the habitability of the structure. No work in addition to the emergency repairs shall be performed on the structure until an appropriate request for approval is made and approval is obtained in accordance with the procedures set forth in this Article. All work done under this section shall conform to the criteria set forth in Sections I & J 08 of this Article.

F. Informal Review of Concept Plan for Proposed Undertakings.

1. At the request of applicants considering action that may require Commission review, the Commission shall grant an informal review of a concept plan for the proposed undertaking. Neither the applicant nor the Commission shall be bound by any informal review.
2. In the case of very minor projects involving exterior repairs or alterations, the Commission, if the preliminary data and drawings are sufficiently complete, may recommend approval at an informal meeting.

G. Application Procedure.

1. Applications shall be made on forms available in the office of the Administrative Officer at North Wildwood City Hall. Completed applications shall be delivered or mailed to the Administrative Officer at City Hall.
2. The Commission shall advise the applicant in writing of the time, date, and place of the meeting at which his or her application is to be reviewed.

3. Applications shall include a completed application form which contains a precise written description of the proposed work or activity and any of the following as may be required by the Commission.

    a. Photographs of the existing structure or lot;

    b. Scaled drawings showing site plan, layout, façade, elevations, and specifying materials;

    c. For new construction applications, streetscape elevation drawn to scale, showing the new structure in the context of neighboring buildings.

    d. For large projects, working drawings;

    e. The Commission may require the submission of additional information necessary to reach an informed decision.

4. An applicant shall not be required to appear or to be represented at any meeting of the Commission at which the Commission will consider the application for a permit or the application for development.

5. The Commission shall issue a written report on any application for a permit, whether approved, approved with conditions or disapproved. Such written report will be stated in resolution form and shall be provided to the Administrative Officer within the time periods set forth in this section.

6. If the Commission submits a written report on an application for development, it shall make a copy of said report available to the applicant.

7. When an approval has been issued, the Administrative Officer shall, from time to time, inspect the work approved by the Commission and report to the Commission any work not in accordance with such Resolution of Approval.

8. An approval of a permit shall be valid for a period of one (1) year from date of issuance unless reasonable extensions are granted by the Commission.

H. Commission review of Development and Zoning Application

1. The Planning Board and Board of Adjustment shall make available to the Commission an informational copy of every application submitted to either Board for development and/or zoning changes in historic districts or on historic sites designated on the zoning map or in the Historic Preservation Element of the Master Plan. The appropriate Board shall forward a copy of the complete application to the Commission upon the Board's receipt of same but at least twenty-one (21) days prior to any hearing.

2. On all applications for development, the Commission shall immediately determine the time which the Planning Board or Zoning Board must act on the application and the Commission shall assure that its report or advice to the Planning Board or Zoning Board is rendered in a timely fashion so as to allow those agencies adequate time to consider and respond to the content of the report.

3. The Commission will make its recommendations to the appropriate Board in the form of a written report and it shall convey its advice through delegation of one of its members or designee to testify orally at any hearing on the application and to explain any written report which has been submitted.

4. The Commission's recommendation shall focus on how the proposed undertaking would affect a site or district's historic or architectural significance as outlined in Section [1800] 4 (A) of this Article. In considering the Commission's recommendations, the Planning Board and Board of Adjustment shall be guided by the review standards referenced in Section [1800] 8 of this Article.

5. On all matters referred to the Commission which require approval or action by the Planning Board or Board of Adjustment, the decision of the Commission shall be a recommendation only, which may be approved, disapproved or amended by the Planning Board or Board of Adjustment. In the event that the Planning Board or Board of Adjustment should disapprove or amend the decision of the Commission, it shall state its reasons therefore at a public hearing and in its resolution of memorialization.

I. General Regulations.

In reviewing plans, the Planning Board, Zoning Board, N.W.H.P.C., construction official and zoning officer shall consider the following guidelines:

1. The historic or architectural value and significance of existing structures and their relationship to the historic value of their surroundings.

2. The compatibility of exterior design, arrangement and materials proposed to be used.
3. Any other factors, including aesthetic, which it deems pertinent.
4. A description of the proposed details for the period of architecture involved in the particular structure and surrounding neighborhood.
5. The N.W.H.P.C. shall only review exterior features of the structures viewed from the public right of way.
6. It is the intention of this section that the Planning Board, Zoning Board and N.W.H.P.C. encourage that all the alterations or repairs to historic structures to be made in the spirit of their architectural style, and that any additions will be made in such a manner as not to detract from the building's original appearance.
7. It is the intent of this section that demolition of historic structures be discouraged. Their destruction will be a common loss to the City and its neighborhoods. Relocation of the structure should be encouraged as an alternative to demolition, if there is no other way to preserve the structure in its original location.
8. It is the intent of this section that the reviewing authorities be lenient in their review of plans for new construction, alterations, repair or demolition of structures of little historic or architectural value within a Historic Preservation District, except where such construction, alteration, repair or demolition would impair the historic value and character of surrounding structures and the surrounding area.
9. Demolition or removal of a structure may be postponed for a period of six (6) months. After a public hearing is granted to the applicant, the reviewing authorities shall consult civic groups and public agencies to ascertain whether it is feasible to preserve the building or premises. The reviewing authorities are empowered to work with the owner in developing feasible plans for preservation of structures, the demolition of which is determined to constitute a substantial loss to the public and the City.
10. The reviewing authorities, in reviewing on the appropriateness of exterior architectural features, shall keep in mind the purposes set forth by this section. Consideration shall be given to, among other things, the general design, arrangement, and material of the building or structure in question. Furthermore, the reviewing authorities should consider the immediate surroundings and the position of such structures in relationship to the street or public way.

J. <u>Architectural Standards.</u>

1. Architectural plans may rely upon modern materials to replicate historic architectural themes. It is important that careful selection of appropriate materials be made and that they be used to create the proper architectural design. Following is a list of major factors that would be considered by the Planning Board, Zoning Board and N.W.H.P.C.

a. The Secretary of the Interior's Standards for Rehabilitation (rev. 1990) (Department of Interior Regulations, 36 CFR 67) as adopted and amended from time to time, are hereby adopted and shall be followed. See Exhibit D attached hereto.
b. <u>Roof</u>. Pitch, depth of overhangs at eaves, roofing materials, shape and configuration of roof(s) shall be appropriate to the referenced style.

c. Chimneys. Materials, form and location shall be appropriate for the reference style.
d. Window. Type of operation, number of panes, proportions, surrounding trim, locations and dormers shall be appropriate for the referenced style.
e. Shutters. Size, styles and colors shall be appropriate for the referenced style.
f. Gutters and downspouts. Profile, locations, materials and color shall be appropriate for the referenced style.
g. Doors. Location, size, surrounding trim, materials and sidelights shall be appropriate for the referenced style.
h. Hardware. Appearance and finish shall be appropriate for the referenced style.
i. Ornamental woodwork. Window and door surrounds, eave brackets, frieze, decorative fretwork, vergeboards and crown moldings shall be appropriate to the referenced style.
j. Structural materials. Brick, wood, masonry, stone, metal and tile should be selected to be consistent with the referenced style.
k. Steps, railings and ramps. Location, materials and style of railing should be consistent with the referenced style.
l. Sidewalks. Paving materials shall be consistent with the referenced style.
m. Fencing. Fencing shall be ornate and constructed of materials appropriate to the referenced style.
n. Columns. Size, order, historical reference, materials, number, location, height and spacing shall all be consistent with the referenced style.
o. Patios and porches. Location, configuration, porch supports, height, applied ornamentation and decorative balustrades shall be appropriate to the referenced style.
p. Flower boxes. Location, materials and size shall be appropriate to the referenced style.
q. Stained glass treatments. Shall have appropriate configurations and colors and only be provided when appropriate to the reference style.
r. Street lights and façade lights. Shall be contained in fixtures complementary to the style of the buildings.
s. Canopies and awnings. Shall be provided only if not detracting from the style of the buildings.
t. Siding materials. Materials, colors and dimensions shall be appropriate to the reference style.

2. Color Standards**.**

Proper selection of colors is critical to achieving the objectives of the Historic Preservation Districts. All plans shall indicate proposed color treatments for all the exterior features of the building. Colors shall be from a Historic Restoration color collection.

3. Signs and Lighting.

Signs permitted by the North Wildwood Zoning Ordinance shall be made of materials and colors which are complementary to the architectural theme of the building. Site lighting and building mounted lights, where permitted, shall be contained in fixtures complementary to the architectural style of the building.

4. Landscaping (only when site plan approval is required).

   A landscaping plan indicating existing plantings to remain and new plantings shall be submitted with the application. The plan shall indicate plant species, dimensions and approximate time of planting.

5. Sample Submissions.

   Samples of stone and brick veneers, siding, roofing materials, pavers, lighting fixtures, shutters, cut sheets on specific ornamental details, and other unique features, which will require specific consideration, shall be submitted with the application.

6. Color Submissions.

   Colors for stone and brick veneers, siding, roofing materials, trim, pavers and other unique features, which will require specific consideration, shall be submitted with the application.

K. Effect of Project Approval or Denial; Appeals

1. Approval.

   Issuance of an approval of a permit shall be deemed to be final approval pursuant to this Article. Such approval shall neither cause nor prevent the filing of any collateral application or other proceeding required by any other City ordinance to be made prior to undertaking the action requested concerning the historic site or the structure in an historic district.

2. Denial.

   Denial of a Permit shall be deemed to preclude the applicant from undertaking the activity applied for.

3. Appeals.

   The granting or denial of a Permit may be appealed to the Board of Adjustment in the same manner as an appeal is taken pursuant to N.J.S.A. 40:55D-70 (a). Nothing herein shall be deemed to limit the right of judicial review of the City action after an appeal is concluded by the Board of Adjustment.

L. Effect of Denial of Demolition Permit

1. In the event that the Commission disapproves an application for a permit to demolish an historic building, place or structure, the owner shall, nevertheless, as a matter of right, be entitled to raze or demolish such building, place or structure provided that all of the following requirements have been fully met:

   (a) The owner has applied for the necessary permit and has received notice of denial of same from the Commission and has appealed said denial to the Zoning Board of Adjustment, which has affirmed the denial.

   (b) The owner has met the following notice requirements:

      (1) Notice of the proposed demolition has been posted on the premises of the building, place or structure throughout the notice period in a location such that it is clearly readable from the street.

      (2) Applicant has published a notice in the official newspaper of the City within the first ten (10) days of the notice period, within not less than ten (10) nor more than fifteen (15) days prior to the expiration of the notice, and at least once each ninety (90) days between the above first and last notifications, if the notice period is nine (9) months or longer.

   (c) The period of time during which notice must be given in the manner herein set forth shall be known as the Notice. It shall commence on the tenth (10th) day following the date of the notice of denial received from the Zoning Board of Adjustment after an appeal has been decided and such notice period shall run for a period of time of nine (9) months.

   (d) The owner has during the notice period, and at a price reasonably related to its fair market value, made a bona fide offer to sell such building, place or structure and the land pertaining thereto to any person or organization, government or agency thereof, which gives reasonable assurance that it is willing to preserve the building, place or structure and the land pertaining thereto.

   (e) The owner shall not have been a party to any bona fide contract binding upon all parties thereto for the sale of any such building, place or structure and the land pertaining thereto executed prior to the expiration of the notice period except a contract made in accordance with paragraph (4) above.

   (f) The Commission may, at any time, during such notice period if a significant change in circumstances occurs approve a permit for demolition, in which event the permit shall be issued within ten (10) days thereafter. During the notice period the commission shall consult with the City Council, the New Jersey Department of environmental Protection or other similarly qualified organizations to ascertain how the City may preserve the premises to be demolished. The Commission shall be empowered to assist the owner in developing plans to preserve the

structure when moving or demolition thereof would be a loss to the City. The Commission shall be empowered to negotiate with the applicant to see if an alternative to demolition can be found and may require the applicant to prepare a financial analysis which may include any or all of the following:

(1) Amount paid for the property, date of purchase, and party from whom purchased, included a description of the relationship, whether business or familial, if any, between the owner and the person from whom the property was purchased;

(2) Assessed value of the land and improvements thereon according to the most recent assessment;

(3) For depreciable properties, a pro forma financial statement prepared by an accountant or broker of record;

(4) All appraisals obtained by the owner in connection with his purchase or financing of the property, or during his ownership of the property;

(5) Bona fide offers for the property for sale or rent, price asked, and offers received, if any, and

(6) Any consideration given by the owner as to profitable, adaptive uses for the property.

(7) The Commission shall study the question of undue hardship for the applicant and shall determine whether the site or the property in the historic district can be put to reasonable beneficial use without the approval of the demolition application.

M. Enforcement

1. Any person violating any of the provisions of this Article shall upon conviction thereof be subject to the penalties herein.

2. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

3. Any person who shall undertake any activity without approval required by this ordinance, shall be deemed to be in violation of this Article.

4. Upon learning of the violation, the Administrative Officer shall personally serve upon the owner of the property whereon the violation is occurring a notice describing the violation in detail and giving the owner ten (10) days to abate the violation by restoring the site or improvement to the condition it was in prior to the violation. If the owner cannot be personally served within the City with said

notice, a copy shall be posted on the site and copy sent to the owner at his or her last known address.

5. In the event that the violation is not abated within ten (10) days of service or posting on site, whichever is earlier, the Administrative Officer shall cause to be instituted any appropriate action or proceeding to prevent such unlawful activity, to restrain, correct or abate such violation, to prevent the occupancy of said building, structure or land, or to prevent any illegal act, conduct, business or use in or about such premises.

6. If any person shall undertake any activity requiring a permit and report of the Commission without first having obtained approval, he or she shall be required to immediately stop the activity, apply for approval, and take any necessary measures to preserve the affected historic site or improvement pending a decision. If the work is denied, he or she shall immediately restore the affected historic site or improvement to its preactivity status. The Administrative Officer is hereby authorized to seek injunctive relief regarding a stop action or restoration in the Superior Court, not less than ten (10) days after the delivery of notice pursuant to paragraph D hereof.

7. In the event that any action which would permanently and adversely change an historic site or historic district, or a demolition or removal of an historic site or improvement is about to occur without approval having been issued, the Administrative Officer is empowered to apply to the Superior Court of New Jersey for injunctive relief as is necessary to prevent such actions.

8. In addition to the remedies provided above, a person convicted of a violation of this Article before a court of competent jurisdiction shall be subject to a penalty as follows:

   (a) For each day up to ten (10) days, not more than Twenty-Five dollars ($25.00) per day.

   (b) For each day between eleven (11) to twenty-five (25) days, not more than Fifty Dollars ($50.00) per day.

   (c) For each day beyond twenty-five (25) days, not more than Seventy-Five Dollars ($75.00) per day.

   (d) For each day beyond twenty-five (25) days, a jail term, not to exceed ninety (90) days may be imposed.

N. Municipal Responsibility

It shall be the duty of all municipal officials of the City of North Wildwood reviewing all permit applications involving real property or improvements thereon to determine whether such application involves any activity which should also be the subject of an

application for a permit, and if it should be to inform both the Secretary of the Commission, the Administrative Officer and the applicant of same.

O. Rules of Interpretation

1. This Article shall be liberally construed to affect the purposes set forth herein. In the event that this Ordinance conflicts with State law, State law shall take precedence.

2. In the event that any portion of this Article is found to be invalid for any reason by any court of competent jurisdiction, such judgment shall be limited in its affect only to the portion of the Article actually adjudged invalid and shall not be deemed to affect the operation of any other portion hereof.

P. General

1. No duties or powers of the Commission shall supersede or infringe on the powers of other City boards or committees.

2. All ordinances and all provisions thereof inconsistent or conflicting with the provisions of this Article are hereby repealed to the extent of such conflict or inconsistency.

3. This Article shall take effect upon final passage and publication as required by law.

Section 2. The North Wildwood Historic Preservation Commission review checklist is hereby approved for use by the North Wildwood Construction Official, the Zoning Officer, Planning Board, Zoning Board and Historic Preservation Commission, and is attached hereto as Exhibit C.

Section 3. The Guide to Local Architectural Styles, attached to the original Resolution and marked Exhibit D, and the examples of existing historic structures, marked Exhibit E, attached to the original of this Ordinance are also approved for use by the Construction Official, Zoning Officer, Planning Board, Zoning Board and Historic Preservation Commission.

Section 4. All Ordinances or parts of Ordinances inconsistent with this Ordinance, to the extent of such inconsistencies only, be and the same are hereby repealed.

Section 5. If any portion of this Ordinance is determined to be invalid by a court of law, that determination shall have no effect upon the remainder of this Ordinance which shall remain valid and enforceable.

Section 6. This Ordinance shall take effect upon final adoption and publication as provided by law, and after a copy of same has been filed with the Cape May Planning Board.

Annual Report (City Historian)

north wildwood

CITY OF NORTH WILDWOOD
901 Atlantic Avenue
North Wildwood, NJ 08260-5778
(609) 522-2030

Patrick T. Rosenello
Mayor

Kevin Yecco
City Administrator

To: Mayor and Council

From: City Historian, W. Scott Jett

Date: March 3, 2015

RE: Annual Report

Although not officially appointed as City Historian until February 17, 2015, I have been unknowingly performing the duties of said position since my appointment as City Clerk and therefore feel it prudent to start off correctly by filing my annual report as dictated by N.J.S.A. 40:10A-7b.

During the years 2013 and 2014, my office has undertaken and accomplished the following projects:

1. By reviewing meeting minutes beginning at the formation of the Borough of Anglesea in 1885, the following information has been compiled:
    a. Correct list of all Mayors, with dates of entering and leaving office;
    b. List of all elected and appointed members of Council, with dates of entering and leaving office;
    c. List of all Presidents of Council, with dates of entering and leaving office.
    d. List of all Chiefs of Police;
    e. List of all Borough and City Clerks.
2. Identified 1922 picture as the construction of the former Sewer Plant near current Department of Public Works; picture had been incorrectly identified as the construction of the current City Hall.
3. Stored minutes, ordinances and resolutions 1885 to present in Fire Proof Cabinets in 4th Avenue Records Building.
4. Had Vital Statistics Birth records up through 1951 restored and preserved.
5. Obtained from NJ State Archives pictures of the map filed in 1883 by the Anglesea Railroad Corporation.
6. Obtained from NJ State Archives pictures of the map filed in 1888 by the West Jersey Railroad Corporation.
7. Obtained mint condition copy of 1961 campaign literature of former Mayor Anthony Catanoso.
8. Discovered (and attempting to obtain a copy of) a map of Anglesea circa 1883 in possession of the Wildwood Historical Society [incorrectly dated as 1893].
9. Obtained copy of 1915 Tax Map.
10. Obtained copies of various maps and plans from 1890 and 1900.
11. Reviewed collection of approximately 300 postcards of Anglesea/North Wildwood in possession of White Whale Antique Company in CMCH; possible purchase of entire collection in future.

12. Obtained and reviewed information of Sanborn Maps of 1890 and later years showing location of original buildings in Borough of Anglesea, including location of the first Borough Hall (Walnut & New York Avenues).
13. Obtained information of Army Corps website showing aerial photos on NJ Coast (1920, 1933, 1944 and 1962).
14. Found remnants of pilings of pedestrian bridge (circa 1906) at west end of 17th Avenue.
15. Began transcription of Council actions since 1885; completed through 1903.
16. Discovered existence of 1885 municipal seal.

Proposed activities for 2015:

1. Continue transcription of Council actions since 1904.
2. Locate original terminus of Anglesea Railroad Corporation; marker believed to have been located in area of Bird Sanctuary near St. Vincent's Court.
3. Repair and refurbish 1885 municipal seal.
4. Restore and preserve 1931 Tax Map for framing/display in City Hall.
5. Restore and preserve original Borough of Anglesea Ordinance Book 1885-1904 (manuscript).
6. Begin identification of sites for future placement of Historical Markers or Plaques. The following are possible locations:
   a. Site of Hotel Anglesea (first Council Meetings held here in 1885)
   b. Site of Hereford House (election to form Borough held here June 2, 1885)
   c. Site of original Borough Hall (Walnut & NY)
   d. Original location of Lighthouse
   e. Site of 2nd Borough Hall (3rd & Central)
   f. Site of WWII Submarine tower (400 block E. 3rd)
   g. Site of original Train Station (Anglesea RR – Spruce & NY)
   h. Site of 2nd Train Station (West Jersey RR – 1st & NJ)
   i. Many other possibilities….

5. Gather information on production and placement of Historical Markers or Plaques.

6. Begin to publish a series of articles on municipality history (Wildwood Leader and/or other publications).

8 Ocean City

BRIEF HISTORY

Ocean City is a city in Cape May County, New Jersey, United States. It is the county's largest city by area and is the principal city of the Ocean City Metropolitan Statistical Area which encompasses all of Cape May County. In summer months, with an influx of tourists and second homeowners, there are estimated to be 115,000 to 130,000 within the city's borders. Known as a family-oriented seaside resort, Ocean City originated as a borough by an act of the New Jersey Legislature on May 3, 1884, from portions of Upper Township, based on results from a referendum on April 30, 1884, and was reincorporated as a borough on March 31, 1890. Ocean City was incorporated as a city, its current government form, on March 25, 1897. The city is named for its location on the Atlantic Ocean.



Ocean City's City Hall

The island, a stretch of dunes and swamps running for seven miles, had been used by local Native Americans who were brought there by its abundance of fish during the summer months. Originally purchased by the Somers family, the island had once been named Peck's Beach, believed to have been given the name for a whaler named John Peck who had a camp on the island.

In 1700, whaler John Peck began using the barrier island as a storage place for freshly caught whales. Eventually known as Peck's Beach, the island had several purposes: it was an Indian summer fishing camp, cattle-grazing area, and sometimes mainlanders would boat over for a picnic or to hunt. On September 10, 1879, four Methodist ministers, Ezra B. Lake, James Lake, S. Wesley Lake, and William Burrell, chose the island as a suitable spot to establish a Christian retreat and camp meeting on the order of Ocean Grove. They met under a tall cedar tree, which stands today in the lobby of the Ocean City Tabernacle. Having chosen the name "Ocean City", the founders incorporated the Ocean City Association, laid out street and lots for cottages, hotel and businesses. The Ocean City Tabernacle was built between Wesley and Asbury Avenues and between 5th and 6th Streets. Camp meetings were held by the following summer. As a result of its religious origins, the sale or public drinking of alcoholic beverages in Ocean City was prohibited.

The first bridge to the island was built in 1883, and the first railroad soon followed. The first school began in 1881. The boardwalk grew and was relocated several times. The ship Sindia joined other shipwrecks on the beach on December 15, 1901, on its way to New York City from Kobe, Japan, but has since sunk below the sand. A salvage attempt to retrieve treasures believed to have been on the ship was most recently launched in the 1970s, all of which have been unsuccessful. A large fire in 1927 changed the city significantly, causing $1.5 million in damage and leading the city to move the boardwalk closer to the ocean, which resulted in greater potential for damage from saltwater.

The Ocean City boardwalk is one of the most recognizable landmarks in the resort. The boardwalk was first built in 1880 from the Second Street wharf to Fourth Street and West Avenue. In 1885, plans to extend the boardwalk along the entire beach were made as the city's first amusement house, a pavilion on the beach at 11th street called "The Excursion" opened. A second amusement park, the "I.G. Adams pavilion", at Ninth Street and the boardwalk, opened soon after but was destroyed by fire in 1893. Following a second catastrophic fire in 1927, the boardwalk and its businesses were rebuilt 300 feet (91 m) closer to the ocean on concrete pilings, with parking created for cars in the space where the buildings and boardwalk once stood. The Ocean City Music Pier partially opened one year later, with work completed in time for the 1929 season.

NATIONAL and STATE REGISTER OF HISTORIC PLACES LISTINGS

Atlantic City Railroad Cape May Division Historic District (ID#4758)
Railroad right-of-way from Winslow Junction to Cape May Point, Sea Isle City & Ocean City
DOE: 6/23/2005; SHPO Opinion: 7/2/2004

Bayside Center (ID#11)
520 Bay Avenue SHPO Opinion: 3/17/1998

City Hall (ID#3058)
9th Street and Asbury Avenue NR: 6/13/1997 (NR Reference #: 97000565) SR: 4/21/1997

Corson's Inlet Bridge (SI&A# 3100002) (ID#4857)
Ocean Drive,Bay Avenue (County Rte. 619) over Strathmere Bay SHPO Opinion: 11/13/2008

Dockside Café & Marina (ID#3550)
924-926, 920-922 Palen Avenue (Not eligible: SHPO Opinion 7/10/2015. Prior SHPO Opinion 4/14/2000)

The Flanders Hotel (ID#4933)
719 East 11th Street NR: 11/20/2009 (NR Reference #: 09000939) SR: 8/20/2009

Ocean City - 10th Street Station (ID#1010)
East of Haven Avenue between 9th and 10th streets NR: 6/22/1984 (NR Reference #: 84002611) SR: 3/17/1984 (Thematic Nomination of Operating Passenger Railroad Stations)

Ocean City - 34th Street Station (ID#1011)
South of 34th Street and South East of Bay Avenue NR: 6/22/1984 (NR Reference #: 84002613) SR: 3/17/1984 (Thematic Nomination of Operating Passenger Railroad Stations; Demolished)

Ocean City Music Pier (ID#4395)
811 Boardwalk COE: 1/17/1990

Ocean City NJ Life-Saving Station (ID#1594)
801 Fourth Street NR: 6/14/2013 (NR Reference #: 13000385) SR: 4/8/2013 COE: 4/9/2001

Ocean City Residential Historic District (ID#4147)
Roughly bounded by 3rd & 8th Streets and Central & Ocean Avenues NR: 3/20/2003 (NR Reference #: 03000129) SR: 1/15/2003

Ocean City-Longport Bridge (SI&A #3100001) (ID#1012)
Ocean Drive over Great Egg Harbor SHPO Opinion: 11/10/1993 (Demolished)

Saint Peter's Methodist Episcopal Church (ID#68)
501 East Eighth Street COE: 5/30/1997

"Sindia" Shipwreck Site (ID#1013)
DOE: 12/27/1991; SHPO Opinion: 4/12/1989

Tabernacle Baptist Church (ID#279)
760 West Avenue SHPO Opinion: 4/14/2000

World War [One] Memorial Bridge (SI&A# 0511153) (ID#3059)
NJ Route 52 over Ship Channel SHPO Opinion: 1/26/1996

CORRESPONDENCE
<JFine@OCNJ.US> Thursday, September 22, 2016 12:48 PM
Good afternoon. I hope below helps.
1. Yes, Mark Stein the Commission attorney writes up the resolutions.
2. Our Ordinance, Volume II, has the follow provision. Voting usually does not happen since there is no formal action: 25-1800.5.4 Informal Review of Minor Applications and Concept Plan for Proposed Undertakings.

> a. At the request of applicants considering action that may require Commission review, the Commission shall grant an informal review of a concept plan for the proposed undertaking. Neither the applicant nor the Commission shall be bound by any informal review.
>
> b. Minor applications as defined herein may be granted by the Chairman of the Commission. In the case of other minor projects not constituting minor applications but involving exterior repairs or alterations which have no significant impact, the Commission, if the preliminary data and drawings are sufficiently complete, may recommend approval at an informal meeting. (Ord. #89-24; Ord. #93-2, § 7)

3. Maximum permitted to vote is 7, so no, alternate members only vote when a regular member is not present.
4. Attached
5. Attached
Thank you for your time and consideration.
Jaime M. Cornell-Fine
Land Use Administrator, Certified Zoning Board and Planning Board Secretary
Historic Preservation Commission, Code Enforcement Officer
115 12th Street, Ocean City, NJ 08226
(609)399-6111 ext. 9733

<MvonderHayden@OCNJ.US> Wednesday, September 07, 2016 1:55 PM
Cc: Jaime M. Cornell-Fine
Subject: RE: Grants - City of Ocean City
Hi Barton,
As we discussed at last night's meeting, below is a summary of the City's grants, specifically associated with historic properties. I also included the DCA planning grants as this will overlap with what the City Planner, Randy Scheule, is in the process of updating. If you have any questions on the grants please let me know as you put your report together. Also once you have the report please include me on the findings as I'd be interested to know what they are. We will be looking at the CLG grant funding once it becomes available for 2017, so it's nice to get any insight prior to putting an application together for projects that were funded in the past.
Thank you
Matthew von der Hayden

Grant Programs	Project	Agency - Funding Program	Grant Notice	Dollars Associated with Grant
New Jersey Department of Community Affairs (NJDCA) – Post Sandy Planning Assistance - Municipal Land Use Law	Planning funds to develop Municipal Land Use Law Comprehensive Plans; Reexamination Reports; Plan Elements; Community Resiliency Plans; and Master Plan Re-examination Reports	NJDCA	Awarded Grant	$50,000.00
New Jersey Department of Community Affairs (NJDCA) – Post Sandy Planning Assistance - Community Development and Neighborhood Plans	Planning funds to develop Community Development and Neighborhood Plans	NJDCA	Awarded Grant	$50,000.00
New Jersey Department of Community Affairs (NJDCA) – Post Sandy Planning Assistance - Permit and Application Process Quality Improvement	Planning funds to develop Permit and Application Process Quality Improvement	NJDCA	Awarded Grant	$25,000.00
New Jersey Department of Community Affairs (NJDCA) – Post Sandy Planning Assistance - Permit and Application Process Quality Improvement	Planning funds to develop Design Standards	NJDCA	Awarded Grant	$50,000.00
New Jersey Department of Community Affairs (NJDCA) – Post Sandy Planning Assistance - Development of codes, ordinances, standards and regulations	Planning funds to assist with the development of codes, ordinances, standards and regulations	NJDCA	Awarded Grant	$20,000.00
Community Development Block Grant (CDBG)	Currently this grant is being used to renovate the Bayside Center. The renovations include: electrical rewiring of the building, the HVAC system, and the replacement of the ADA ramp to access the building	US Department of Housing and Urban Development (HUD)	Awarded Grant	$581,233.00
New Jersey Historic Trust (NJHT) - Sandy Disaster Relief Grant - City Hall Renovations	This grant helped to install new windows and doors on the 9th Street side of City Hall	NJHT	Awarded Grant	$230,000.00
Garden State Historic Preservation Trust Fund - Capital Preservation Grant	This grant has restored Phase 1 of the Life Saving Station and is in the process of starting Phase 2 of the station renovation	NJHT	Awarded Grant	($750,000 grant; $750,000 City share)
New Jersey Historic Trust (NJHT) - Sandy Disaster Relief Grant - Life Saving Station	This grant will help restore the exterior to the Life Saving Station	NJHT	Awarded Grant	$143,031.00
New Jersey Historic Trust (NJHT) - Sandy Disaster Relief Grant - Transportation Center Turret	This grant will help to renovate the Transportation Center to install a turret	NJHT	Awarded Grant	$501,000.00
Cape May County Open Space Grant - City Hall Stabilization	This grant will help to stabilize City Hall's exterior, including brick repointing and steps	Cape May County Open Space Board	Awarded Grant	($200,000 grant, $200,000 City share)

As evidenced from the above chart, Ocean City is doing an excellent job of applying for and receiving grants that pertain to local historic preservation and should serve as a model for other municipalities.

<JFine@OCNJ.US> Monday, August 01, 2016 12:07 PM
Cc: Jack Ball
Subject: RE: Cape May County - Circuit Rider for Ocean City
Mr. Ross, I am in receipt of your email to the Ocean City HPC. Attached please find the requested documents. The Historic District can be found in the Conservation Plan Element of the Master Plan (which I attached). On 11/25/09 Ocean City also received Plan Endorsement which I have attached the petition which does throughout reference the Historic District.

OBSERVATIONS
Overall, Ocean City operates as a well-rounded Certified Local Government (CLG). See Chapter 17 for more detailed information.

RECOMMENDATIONS
Ocean City should expand the role of their HPC Consultant to be more proactive, instead of just reviewing designs after they are presented. Hashing out ideas before commissioner review can go a long way toward improved design and efficient hearing reviews. This could also be justified with increased education and outreach efforts on behalf of the city, especially for efforts to expand the local Historic District. The Historic Preservation Element of the Master Plan needs to be updated. The 2010 Design Guidelines booklet needs to formally adopted and distributed or a new one prepared. The old guidelines are much too long and cumbersome for applicant use. The meeting minutes should include more detail and specifics. The website needs to be revised to make it easier for applicants to navigate and download pertinent documents. The commission should keep updating their surveys and provide for better review of projects under construction to avoid field changes incongruous with the CA Resolution.

The recommendations for Ocean City are:

1. Prepare an updated Historic Preservation Element of the Master Plan (see attached example) prepared by a New Jersey professional planner with experience conducting research, writing, and consulting in American architectural history with a consulting firm, agency, or other professional organization and some experience working on National Register Nominations. The Historic Preservation Element of the Master Plan should include a list of every possible historic property included as an appendix for future reference.
2. Expand the role of the HPC Consultant to be more proactive in project review, provide preservation education and outreach, and to follow up on construction conformity with CA Resolutions passed by the board.
3. Either formally adopt the 2010 Design Guidelines booklet or prepare another.
4. Revise the historic preservation portion of the website to make it more user-friendly and post more information for immediate download and understanding by applicants.
5. Codify how the meeting minutes are prepared and presentation of information. There are many state examples that can be followed. Contact the HPO for more information.

Ordinance

ocean city

ARTICLE 1800 HISTORIC PRESERVATION

25-1800.1 Purposes.

25-1800.1.1 To safeguard the heritage of the City by preserving resources that reflect elements of its archaeological, cultural, social, economic, architectural, and historical heritage;

25-1800.1.2 To encourage the continued use of historic sites and to facilitate their appropriate reuse;

25-1800.1.3 To maintain and develop a harmonious setting for the historically significant buildings, structures, sites, objects, and districts;

25-1800.1.4 To prevent the unnecessary demolition of historic resources;

25-1800.1.5 To encourage appropriate alterations of historic sites and improvements within historic districts;

25-1800.1.6 To prevent new construction which is not in keeping with the historic sites or districts;

25-1800.1.7 To encourage proper maintenance and preservation of historic settings and landscapes so as to protect the values of Ocean City as an attractive area for permanent and seasonal residences;

25-1800.1.8 To protect and enhance property values;

25-1800.1.9 To promote civic pride in, and appreciation of, Ocean City's historic resources for the education, pleasure and welfare of its citizens; and

25-1800.1.10 To foster beautification and private re-investment. (Ord. #89-24)

25-1800.2 Definitions.

25-1800.2.1 *Addition* shall mean an extension or increase in building size, floor area or height of a building.

25-1800.2.2 *Administrative Officer* for the purposes of this Article, shall be the Construction Code Official.

25-1800.2.3 *Alteration* as applied to a building or structure, a change or rearrangement in the structural parts or in the means of egress; or an enlargement, whether by extending on a side or by increasing in height; or the moving from one (1) location or position to another.

25-1800.2.4 *Application* shall mean a request to the Historic Preservation Commission completed on forms available from the Administrative Officer or the Commission, to review a proposal for addition, alteration, demolition or other work on any structure or property located in an historic district, for purposes of obtaining certification by the Commission that the application is acceptable in terms of the review standards set forth in this Article. Application shall include review on a development application, referral of a permit and any other request for Commission action.

25-1800.2.4.1 *Application, Minor* shall entail work the total cost of which does not exceed five hundred ($500.00) dollars.

25-1800.2.5 *Demolition* shall mean the partial or total razing, dismantling or destruction of any historic site or any improvement within an historic district.

25-1800.2.6 *Historic District* shall mean one (1) or more historic sites and certain intervening or surrounding property significantly affecting or affected by the quality and character of the historic site or sites, as specifically designated in this Article.

25-1800.2.7 *Historic Site* shall mean any real property, man-made structure, natural object, or configuration of any portion or group of the foregoing of historic, archaeological, cultural or architectural significance as specifically designated in this Article.

25-1800.2.8 *Improvement* shall mean any structure or any part thereof installed upon real property by human endeavor and intended to be kept at the location of such construction or installation.

25-1800.2.9 *Integrity* shall mean the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic or prehistoric period.

25-1800.2.10 *Interested Party* shall mean any person, whether residing within or without the City, whose right to use, acquire, or enjoy property is or may be affected by any action taken under this Article, or whose rights to use, acquire, or enjoy property under this Article or under any other laws of this State or of the United States have been denied, violated or infringed by an action or a failure to act under this Article.

25-1800.2.11 *Inventory* shall mean a list of historic properties determined to meet specified criteria of significance.

25-1800.2.12 *Master Plan* shall mean the Master Plan of the City of Ocean City dated February 13, 1988, as the same may be amended from time to time.

25-1800.2.13 *National Register Criteria* shall mean the established criteria for evaluating the eligibility of properties for inclusion in the National Register of Historic Places.

25-1800.2.14 *Noncontributing* shall mean structures or improvements that detract from the significance of the district due to incompatible scale, massing, siting, and/or materials.

25-1800.2.15 *Ordinary Maintenance* shall mean repair of any deterioration, wear, or damage to a structure, in order to return the same, as nearly as practicable, to its condition prior to the occurrence of such deterioration, wear, or damage with materials and workmanship of the same quality. Ordinary maintenance shall further include replacement of exterior elements or accessory hardware, including signs, using materials and workmanship having the same appearance.

25-1800.2.16 *Permit* shall mean any required City approval for exterior work to any structure or property in an historic district which exterior work will be subject to a public view, including, but not limited to, a Building Permit. Permit shall include but is not necessarily limited to a Building Permit, a Demolition Permit, a permit to move, convert, relocate or remodel or to change the use or occupancy of any structure or property in an historic district. Permit shall also include all exterior work subject to public view on fences, signs, porches, railing and steps for any structure or property in an historic district.

25-1800.2.17 *Preservation* shall mean the act or process of applying measures to sustain the existing form, integrity and vegetated cover of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building materials.

25-1800.2.18 *Protection* shall mean the act or process of applying measures designed to affect the physical condition of a property by defending it or guarding it from deterioration, loss or attack, or to cover or shield the property from danger or injury.

25-1800.2.19 *Reconstruction* shall mean the act or process of reproducing by new construction the exact form and detail of a vanished building, structure or object, or any part thereof, as it appeared at a specific period of time.

25-1800.2.20 *Rehabilitation* shall mean the act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural values.

25-1800.2.21 *Repair* shall mean any work done on an improvement that is not an addition and does not change the exterior appearance of any improvement, provided, however, that any such repairs must be done with materials and workmanship of same quality.

25-1800.2.22 *Removal* shall mean the partial or complete removal of a structure.

25-1800.2.23 *Restoration* shall mean the act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

25-1800.2.24 *Structure* shall mean a combination of materials to form a construction for occupancy, use, or ornamentation whether installed on, above or below the surface of a parcel of land.

25-1800.2.25 *Survey* shall mean the formal catalog of documented historic properties and sites determined to meet specified criteria entitled "_____" and adopted by the Commission and incorporated into the Master Plan of Ocean City.

25-1800.2.26 *Undue Hardship:* (1) With respect to commercial property, including property rented for residential use, the inability of the applicant to realize a reasonable return on the property without the proposed work; (2) With respect to property which is devoted to a not-for-profit purpose and is exempt from local property taxes, the inability of the applicant to carry out such purpose without the proposed work; and (3) With respect to owner-occupied residential property, the inability of the applicant to continue owner-occupied residential use without the proposed work. (Ord. #89-24; Ord. #93-2, S1)

25-1800.3 Historic Preservation Commission Established.

The Historic Preservation Commission of Ocean City (the "Commission") is hereby established pursuant to N.J.S.A. 40:55D-107 et seq. (Ord. #89-24)

25-1800.3.1 Members; Terms.

a. There is hereby established an Historic Preservation Commission whose members shall serve without compensation.

b. The Commission shall consist of seven (7) regular members and two (2) alternate members, appointed by the Mayor. At least three (3) of the regular members shall be of and designated as Class A and B. The remaining regular members may be Class C and designated as such. The two (2) alternates must meet the qualifications of Class C and shall be designated Alternate No. 1 and Alternate No. 2. The Classes are defined as:

1. Class A — a person who is knowledgeable in building and design and construction or architectural history and who may reside outside Ocean City.

2. Class B — a person who is knowledgeable of, or who has a demonstrated interest in, local history and who may reside outside Ocean City.

3. Class C — any citizen of Ocean City who shall hold no other municipal office, position or employment except for membership on the Planning Board or Board of Adjustment.

c. The term of the appointments of the regular members of the Commission shall be as follows:

1. Two (2) members shall be appointed for a term of two (2) years;

2. Three (3) members shall be appointed for a term of three (3) years;

3. Two (2) members shall be appointed for a term of four (4) years.

d. All subsequent appointments of regular members shall be for a term of four (4) years or until the appointment and qualification of a successor.

e. The term of the appointments of the alternate members of the Commission shall be as follows:

1. Alternate No. 1 shall be appointed for a term of one (1) year;

2. Alternate No. 2 shall be appointed for a term of two (2) years.

f. All subsequent appointments of alternate members shall be for a term of two (2) years or until the appointment and qualification of a successor.

g. Notwithstanding any other provision, the term of any member who is also a member of the Planning Board or Board of Adjustment shall be coterminous with his or her membership on the Planning Board or Board of Adjustment.

h. A vacancy occurring otherwise than by expiration of the term shall be filled within sixty (60) days for the unexpired term only.

(Ord. #89-24)

25-1800.3.2 Rules and Organization of the Commission.

a. The Commission shall elect from its membership a Chairperson and Vice-Chairperson. A Secretary shall also be appointed, who may or may not be a member of the Commission.

b. The Commission shall establish a regular schedule of meetings, with at least one (1) meeting per quarter. Additional meetings may be called by the Chairperson or Vice-Chairperson as required to meet the needs of business, to handle emergencies, or to meet time constraints imposed by law.

c. A quorum for the transaction of business shall be four (4) members. A majority vote of those present and voting shall prevail but not less than a majority of the full regular membership of the Commission may grant or change an historic designation or grant a demolition permit.

d. The Commission's Secretary shall keep minutes and records of all meetings and proceedings, including voting records, attendance, resolutions, decisions, and applications.

e. In order to make available to the public information useful to the preservation and protection of historic buildings, places, landmarks and structures, and provide the basis for consistency of policy in decision making, the Commission shall maintain complete files and records including, but not limited to, data used in the classification of buildings, places and structures, minutes of Commission meetings, records of applications for permits and development reviews, along with collateral data, decisions and appeals associated therewith and information, materials and references submitted by the public relating to historic preservation. All Commission records and minutes shall be made public records as provided by law, and all Commission meetings shall comply with the Open Public Meetings Act (N.J.S.A. 10:4-7, et seq.).

f. The Commission shall adopt written by-laws and procedures for the transaction of its business and for the consideration of applications.

g. No member shall be permitted to act on any matter in which he or she has, either directly or indirectly, any personal or financial interest. A member may be removed by the governing body of Ocean City for cause but only after a public hearing if he or she requests one.

h. Alternate members may participate in discussions of the proceedings but may not vote except in the absence or disqualification of a regular member. A vote shall not be delayed in order that a regular member may vote instead of an alternate member. In the event that a choice must be made as to which alternate member is to vote, Alternate No. 1 shall vote.

(Ord. #89-24)

25-1800.3.3 Expenses and Costs; Employment of Experts and Staff.

a. The City Council shall make provision in its budget and appropriate funds for the expenses of the Commission. The Commission may employ, contract for, and fix the compensation of experts and other staff and services as it shall deem necessary. The Commission shall obtain its legal counsel from the City Attorney at the rate of the compensation determined by City Council, unless City Council, by appropriation, provides for separate legal council for the Commission. Expenditures pursuant to this Section shall not exceed, exclusive of gifts and grants, the amount appropriated by the City for the Commission's use.

b. The Commission shall appoint a consultant who is a recognized professional in the field of architectural history, historic preservation or similar discipline to advise the Commission on matters before it as the Commission may deem necessary to assist it in rendering its decision.

c. The City Planning and Construction Officials shall provide such technical administrative and clerical assistance as the Historic Preservation Commission shall require. For budgeting and purchasing purposes, however, the Commission shall be allocated its own budget.

(Ord. #89-24; Ord. #93-2, § 2)

25-1800.3.4 Powers and Duties.

It shall be the responsibility of the Commission to:

a. Identify, record and maintain a system to survey and inventory all building sites, places, landmarks and structures of historical or architectural significance, based on the "Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation" (Standards and Guidelines for Identification) and to aid the public in understanding their worth, methods of preservation, techniques of gathering documentation and related matters;

b. Make recommendations to the Planning Board and City Council in the preparation and periodic updating of the Historic Preservation Element of the Master Plan, including but not limited to the addition or deletion of historic sites and districts identified in the City's Master Plan;

c. Make recommendations to the Planning Board and City Council on the historic preservation implications of any plan element of the Master Plan which has been or may be adopted;

d. Recommend to the City Council sites and districts to be designated through amendment of the Zoning Ordinance in accordance with the criteria and procedures for designation set forth in Section 25-1800.4 of this Article;

e. Advise the Planning Board and Board of Adjustment on development and zoning applications for properties in designated districts and sites, in accordance with the procedures established in Section 25-1800.6 of this Article;

f. Review all permit applications affecting designated districts and sites, and provide written reports to the Administrative Officer, in accordance with the procedures established in Section 25-1800.7 of this Article;

g. Provide advisory, educational, and informational services to promote historic preservation in the City;

h. Draft and recommend to City Council and the Planning Board ordinances or amendments to existing ordinances that would resolve any conflicts which may exist between the design standards of the Historic Preservation Ordinance and the building or zoning regulations of the City;

i. Purchase estates, easements, rights, restrictions and less than fee acquisitions, subject to final approval of City Council and at the direction of City Council, and to acquire grants, assistance or aid either outright or in exchange in order to further the intent and purpose of this Article and the welfare of the City provided that if there is any monetary obligation to the City in any way, City Council approval will be obtained. In any circumstances in which City Council approval is required, the Commission may negotiate and recommend such arrangements and will assist the Council in acquiring such easements or rights;

j. Advise City Council and the Planning Board on the relative merits of proposals involving public funds to restore, preserve and protect historic buildings, places and structures including the preparation of long range plans therefor, securing State, Federal and other grants and aid to assist therein and to monitor such projects once underway;

k. Advise and assist City officers, employees, Boards and other bodies including those at the County, State and Federal levels on all matters which have potential impact on the historic buildings, places, structures and districts in the City or on the physical character and ambience of a district;

l. To cooperate with local, County, State or National historical societies, governmental bodies and organizations to maximize the contributions to the intent and purposes of historic preservation;

m. To recommend to applicable County, State and Federal agencies, where appropriate, and with City Council approval recognition of historic districts;

n. To recommend to applicable County, State and Federal agencies, where appropriate, recognition of historic buildings, landmarks, places and structures and to review National Register nominations;

o. To request the City Council to seek on its motion or otherwise injunctive relief for violations of this Article or actions contrary to the intent and purposes of this Article.

(Ord. #89-24; Ord. #93-2, § 3)

25-1800.4 Designation of Historic Districts and Sites.

25-1800.4.1 Criteria for Designation.

The survey shall be used as a basis for identifying sites and districts worthy of designation. The Commission shall consider for designation districts and sites that have integrity of location, design, setting, materials, workmanship, and association, and that meet one (1) or more of the following criteria:

a. Character, interest, or value as part of the development, heritage, or cultural characteristics of the City, State, or Nation;

b. Identification with a person or persons who significantly enriched the City, State, or Nation;

c. Site of an historic event which had significant effect on the development of the City, State, or Nation;

d. Embodiment of distinguishing characteristics of a type, period, or method of construction, architecture, or engineering;

e. Identification with the work of a builder, designer, artist, architect, or landscape architect whose work has influenced the development of the City, State, or Nation;

f. Embodiment of elements of design, detail, materials or craftsmanship that render a site architecturally significant or structurally innovative;

g. Unique location of singular physical characteristics that make a district or site an established or familiar visual feature;

h. Likely to yield information important in prehistory or history.

(Ord. #89-24)

25-1800.4.2 Procedures for Designation.

Based on the Commission's review of the survey or upon the recommendations of other City agencies, or of interested parties, the Commission shall consider designation of a district or a site according to the procedures outlined below:

a. The Commission or interested party shall prepare a nomination report for each proposed district or site. For Historic District designations, the report shall include a building-by-building inventory of all properties within the district; photographs of representative properties within the district; a property map of the district showing boundaries; and a physical description and statement of significance for the district. For historic site designations, the report shall include one (1) or more photographs; the tax lot and block number of the property as designated on the Official Tax Map; and a physical description and statement of significance and proposed utilization for the site;

b. The Commission shall schedule a public hearing on the proposed designation of a district or site. At least ten (10) days prior to the hearing the Applicant for Designation or the Commission, as the case may be, shall by personal service or certified mail:

1. Notify each owner of a proposed historic site or of property within a proposed historic district that his or her property is being considered for historic designation and the reasons therefor;

2. Advise each owner of the significance and consequences of such designation, and of his or her rights to contest such designation; and

3. Notify each owner of the date, time and place of the hearing;

c. Public notice of the hearing shall be given at least ten (10) days prior to the hearing by publication in the official newspaper of the City. A copy of the nomination report shall also be made available for public inspection in the City Clerk's Office at least ten (10) days prior to the hearing;

d. Upon Commission review and approval of the proposed Historic District or site designation, the Commission shall forward its report to the City Council. The City Council shall refer the report to the Planning Board, which in turn shall report to the City Council within thirty-five (35) days. The City Council may disapprove or change any Planning Board recommendation by a vote of a majority of its full authorized membership and shall record in its minutes the reasons for not following such recommendation. Failure of the Planning Board to transmit its report within the thirty-five (35) day period provided herein shall relieve the City Council of its obligations relating to referral of such a report to the Planning Board. City Council action on Historic District or historic site designations shall be otherwise subject to those procedures and statutes which apply to a change of a zoning designation and the adoption, revision, or amendment of any development regulation;

e. Notice of designation shall be made public by publication in the official newspaper of the City Council and distribution to all municipal agencies reviewing development applications and permits. A certificate or letter of designation shall be sent to each owner affected by the designation; and

f. A protest of a proposed historic district signed by twenty percent (20%) or more of the property owners within that Historic District; or by the owners of a property on which there is a proposed historic site outside of a proposed or existing Historic District, may be filed with the City Clerk. Such designation shall not become effective following the filing of such a protest except by the favorable vote of two-thirds (2/3) of all members of the City Council.

(Ord. #89-24)

25-1800.4.3 District Designation.

The City of Ocean City does hereby designate an historic district as shown on a certain map "Proposed Historic District, City of Ocean City, Cape May County, New Jersey dated January 8, 1993" and the same is attached hereto as Schedule A and made a part hereof.* (Ord. #93-2, § 4)

25-1800.5 Permits - When Required.

25-1800.5.1 Actions Requiring Review.

A permit issued by the Administrative Officer shall be required, subject to the exceptions described in Section 25-1800.5.2 below, for any of the following, or in the event no Building Permit is required, before any work can commence on any of the following activities involving an historic site, property or within any Historic District:

a. Demolition of any building, landmark, place, improvement or structure;

b. Relocation of any building, landmark, place, improvement or structure;

c. Change in the exterior appearance of any building, landmark, place, improvement or structure by addition, alteration, maintenance, reconstruction, rehabilitation, repair, replacement or restoration, which change is visible to the public from a named or numbered street.

d. Any new construction of a principal or accessory structure.

e. Changes in existing walls, fences, porches, railings, steps or signs or construction of any walls, fences, porches, railings, steps or signs, if visible to the public from a named or numbered street.

(Ord. #89-24; Ord. #93-2, § 5)

25-1800.5.2 Actions Not Requiring Review.

A permit issued by the Administrative Officer is not required for:

a. Changes to the interiors of structures;

b. Changes not visible to the public other than a relocation or demolition; and

c. Repair, or exact replacement of any existing improvement provided that the work does not alter the exterior appearance of the structure. In the event, however, that previous noncontributing or disharmonious repair work is being replaced, such repair

or replacement is permitted only if the repair or replacement returns the structure to its original condition. The following are some of the activities which are permitted as repairs:

1. Identical replacement of existing windows and doors;

2. Repairs of existing windows and doors and the installation of storm doors and windows that do not change their design, scale, or appearance;

3. Maintenance and repair of existing roofing materials involving no change in the design, scale, or appearance of the structure;

4. Structural repairs which do not alter the exterior appearance of the structure;

5. Replacement of existing clapboards, shingles, or other siding with identical material;

6. Maintenance and repair of existing clapboards, shingles, or other siding (including masonry) involving no change in the design, scale or appearance of the structure; and

7. Exterior or interior painting of existing structures.

(Ord. #89-24)

25-1800.5.3 Emergency Repairs.

When a structure or improvement requires immediate repair to preserve the continued habitability of the structure and/or health and safety of its occupants or others, emergency repairs may be performed in accordance with City Codes, without first obtaining a permit. Under such circumstances, the repairs performed shall be only such as are necessary to protect the health and safety of the occupants of the structure, or others, and/or to maintain the habitability of the structure. A request for the Commission's review shall be made simultaneously with the onset of emergency work, and no work in addition to the emergency repairs shall be performed on the structure until an appropriate request for approval is made and approval is obtained in accordance with the procedures set forth in this Article. All work done under this Section shall conform to the criteria set forth in this Article. (Ord. #89-24; Ord. #93-2, § 6)

25-1800.5.4 Informal Review of Minor Applications and Concept Plan for Proposed Undertakings.

a. At the request of applicants considering action that may require Commission review, the Commission shall grant an informal review of a concept plan for

the proposed undertaking. Neither the applicant nor the Commission shall be bound by any informal review.

b. Minor applications as defined herein may be granted by the Chairman of the Commission. In the case of other minor projects not constituting minor applications but involving exterior repairs or alterations which have no significant impact, the Commission, if the preliminary data and drawings are sufficiently complete, may recommend approval at an informal meeting.

(Ord. #89-24; Ord. #93-2, § 7)

25-1800.5.5 Application Procedures.

a. Applications shall be made on forms available in the office of the Administrative Officer in Ocean City Town Hall. Completed applications shall be delivered or mailed to the Administrative Officer at Ocean City Town Hall.

b. Persons interested in obtaining Commission approval of proposed work covered by the provisions of this Ordinance are encouraged to apply directly to the Commission for review and approval. At the request of any such person, the Commission shall schedule a hearing.

c. The Commission shall advise the applicant in writing of the time, date, and place of the meeting at which his or her application is to be reviewed.

d. Applications shall include a completed application form which contains a precise written description of the proposed work or activity and any of the following as may be required by the Commission:

1. Photographs of the existing structure or lot;

2. Scaled drawings showing site plan layout, facade elevations, and specifying materials;

3. For new construction applications, a streetscape elevation drawn to scale, showing the new structure in the context of neighboring buildings;

4. For large projects, working drawings;

5. The Commission may require the submission of additional information reasonably necessary to reach an informed decision.

e. An applicant shall not be required to appear or to be represented at any meeting of the Commission at which the Commission will consider the application for a permit or the application for development.

f. The Commission shall issue a written report on any application for a permit, whether approved, approved with conditions or disapproved. Such written report may be stated in resolution form and shall be provided to the Administrative Officer within the time periods set forth in this Section.

g. If the Commission submits a written report on an application for development, it shall make a copy of said report available to the applicant.

h. When an approval has been issued, the Administrative Officer shall, from time to time, inspect the work approved by the Commission and report to the Commission any work not in accordance with such resolution of approval.

i. An approval of a permit shall be valid for a period of one (1) year from date of issuance unless reasonable extensions are granted by the Commission.

(Ord. #89-24)

25-1800.6 Commission Review of Development and Zoning Applications.

25-1800.6.1 Copies to Be Made Available to the Commission.

The Planning Board and Board of Adjustment shall make available to the Commission an informational copy of every application submitted to either Board for development and/or zoning changes in historic districts or on historic sites designated on the zoning map or in the Historic Preservation Element of the Master Plan. The appropriate Board shall forward a copy of the complete application to the Commission when the application for development has been deemed complete or is scheduled for a hearing, whichever occurs sooner. (Ord. #89-24; Ord. #93-2, § 8)

25-1800.6.2 Time for Action.

On all applications for development referred to it, the Commission shall immediately determine the time period within which the Planning Board or Zoning Board must act on the application and the Commission shall assure that its report or advice to the Planning Board or Zoning Board is rendered in a timely fashion so as to allow those agencies adequate time to consider and respond to the content of the report. (Ord. #89-24)

25-1800.6.3 Recommendations in the Form of a Written Report.

The Commission may make its recommendations to the appropriate Board in the form of a written report, and it shall convey its advice through delegation of one (1) of its members or staff to testify orally at any hearing on the application and to explain any written report which may have been submitted. (Ord. #89-24)

25-1800.6.4 Focus of Recommendations.

The Commission's recommendations shall focus on how the proposed undertaking would affect a site or district's historic or architectural significance as outlined in Section 25-1800.4 of this Article. In considering the Commission's recommendations, the Planning Board and Board of Adjustment shall be guided by the review standards referenced in Section 25-1800.8 of this Article. (Ord. #89-24)

25-1800.6.5 Decision of Commission To Be a Recommendation.

On all matters referred to the Commission which require approval or action by the Planning Board or Board of Adjustment, the decision of the Commission shall be a recommendation only, which may be approved, disapproved or amended by the Planning Board or Board of Adjustment. In the event that the Planning Board or Board of Adjustment should disapprove or amend the decision of the Commission, it shall state its reasons therefor at a public hearing and in its resolution or memorialization. (Ord. #89-24)

25-1800.7 Commission Review of Applications for Permits.

25-1800.7.1 Applications To Be Referred to the Commission.

The Administrative Officer shall refer all applications for permits pertaining to regulated activities on an historic site or within an Historic District to the Commission for a written report on the application of the Zoning Ordinance provisions concerning historic preservation to any of those aspects of the change proposed which were not determined by approval of an application for development by a municipal agency pursuant to the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq. The permit review shall include all relevant aspects of the design criteria and guidelines as they apply to the proposal, regardless of whether said aspects were considered by the Planning or Zoning Board in the development application process. (Ord. #89-24)

25-1800.7.2 Time for Report.

The Commission shall submit its written report on the application to the Administrative Officer as soon as possible but no later than forty-five (45) days of his referral of the application to the Commission. (Ord. #89-24)

25-1800.7.3 Denial of Application.

If within the forty-five (45) day period the Commission recommends to the Administrative Office against the issuance of a permit or recommends conditions to the permit to be issued, the Administrative Officer shall deny issuance of the permit or include the conditions in the permit, as the case may be. (Ord. #89-24)

25-1800.7.4 Failure to Report Constitutes Report in Favor of Issuance.

Failure of the Commission to report within the forty-five (45) day period shall be deemed to constitute a report in favor of issuance of the permit and without the recommendation of conditions to the permit. (Ord. #89-24)

25-1800.7.5 Extension of Time.

Nothing herein shall prohibit an extension of time by mutual written agreement of the applicant and the Commission. (Ord. #89-24; Ord. #93-2, § 9)

25-1800.8 Standards for Review.

25-1800.8.1 Standards.

In regard to all applications, the Commission shall be guided by "The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings", (1990), as may hereafter be amended and which are incorporated herein by reference. The following standards for rehabilitation are set forth herein for convenience:

a. 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.

b. 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.

c. Construction of historic designs that were never built shall not be undertaken.

d. New additions, alterations or new construction in an historic landscape shall be visually differentiated from the old and shall be compatible with the historic character of the landscape.

e. Replacement of missing historic plant material or vegetation features shall be substantiated by documentary or physical evidence. The replacement plant material or features shall match the historic appearance, function and where possible, species or variety.

f. A property shall be used for its historic purpose, or shall be placed in a new use that requires minimal change to the defining characteristics of the property and its environment.

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

h. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or historic features from other properties shall be avoided.

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

j. Distinctive materials, features, finishes and con-struction techniques or examples of craftsmanship that characterize a property shall be preserved, when not cost prohibitive.

k. Deteriorated historic 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 or physical evidence.

l. Chemical or physical treatments, such as sandblasting that cause damage to historic materials shall not be used. The surface cleaning of structures, if appro-priate, shall be undertaken using the gentlest means possible.

m. Significant archeological resources shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

(Ord. #89-24; Ord. #93-2, § 10)

25-1800.8.2 New Construction.

In regard to applications for new construction, additions and alterations, in addition to those applicable standards for rehabilitation, visual compatibility factors shall be considered by the Commission. The following factors shall be used in determining the visual compatibility of a building, structure or appurtenance thereto with the buildings and places to which they are visually related:

a. Height of the proposed building shall be visually compatible with buildings and places to which it is visually related.

b. *Proportion of Building's Front Facade.* The relationship of the width of the building to the height of the front elevation shall be visually compatible with buildings and places to which it is visually related.

c. *Proportion of Openings Within the Facility.* The relationship of the width of windows to the height of windows in a building shall be visually compatible with the buildings and places to which it is visually related.

d. *Rhythm of Solids to Voids in Front Facades.* The relationship of solids to voids in the front facade of a building shall be visually compatible with the buildings and places to which it is visually related.

e. *Rhythm of Spacing of Buildings on Streets.* The relationship of the building to the open space between it and adjoining buildings shall be visually compatible with the buildings and places to which it is visually related.

f. *Rhythm of Entrance and/or Porch Projections.* The relationship of entrance and porch projections to the street shall be visually compatible with the buildings and places to which it is visually related.

g. *Relationship of Materials and Texture.* The relationship of materials and texture of the facade and roof of a building shall be visually compatible with the predominant materials used in the buildings to which it is visually related.

h. *Walls of Continuity.* Appurtenances of a building such as walls, open type fencing and evergreen landscape masses shall form cohesive walls of enclosure along a street to the extent necessary to maintain visual compatibility of the building with the buildings and places to which it is visually related.

i. *Scale of Building.* The size of a building, the mass of a building in relation to open spaces, the windows, door openings, porches and balconies shall be visually compatible with the buildings and places to which it is visually related.

j. *Directional Expression of Front Elevation.* A building shall be visually compatible with buildings and places to which it is visually related and its directional character whether this be vertical character, horizontal character or nondirectional character.

(Ord. #89-24; Ord. #93-2, § 11)

25-1800.8.3 Application to Demolish or Move a Structure.

In regard to application to demolish or move an historic building, landmark, place, or structure, the following matters shall be considered:

a. Its historical, architectural and aesthetic significance.

b. Its use.

c. Its importance to the City and the extent to which its historical or architectural value is such that its removal will be detrimental to the district and/or to the public interest.

d. The extent to which it is of such old, unusual or uncommon design, craftsmanship, texture or material that it could not be reproduced or could be reproduced only with great difficulty.

e. The extent to which its retention would promote business, create new positions, attract tourists, students, writers, historians, artists or artisans, encourage study and interest in American history, stimulate interest and study in architecture and design, educate citizens in American culture and heritage or make the City a more attractive and desirable place in which to live.

f. The probable impact of its removal upon the ambience of the Historic District.

g. The structural soundness and integrity of the building and the economic feasibility of restoring or rehabilitating the structure so as to allow for a reasonable use of same.

h. Whether there is any threat to the public health and safety as a result of deterioration or disrepair of the building or structure.

i. The technological feasibility of rehabilitating the structure.

j. The intended use of the property.

k. Whether interference with the charitable purposes of any nonprofit or charitable organization will result if the building is not demolished.

l. The use for which the building was designed and the feasibility of utilizing same for its design use.

(Ord. #89-24)

25-1800.8.4 Design Guidelines for Historic Districts.

All permits or actions requiring a Certificate of Appropriateness and all applications for development in historic districts or for historic sites shall be governed by the design guidelines for historic districts and sites entitled "Guidelines and Recommendations For Architectural Review in the Ocean City Historic District 1992"

which are set forth in Schedule B annexed to this Article. The guidelines are an integral part of the Article and are incorporated as if set forth at length.* (Ord. #93-2, § 12)

25-1800.9 Effect of Project Approval or Denial; Appeals.

25-1800.9.1 Approval.

Issuance of an approval of a permit shall be deemed to be final approval pursuant to this Article. Such approval shall neither cause nor prevent the filing of any collateral application or other proceeding required by any other City Ordinance to be made prior to undertaking the action requested concerning the historic site or the structure in an Historic District. (Ord. #89-24)

25-1800.9.2 Denial.

Denial of a permit shall be deemed to preclude the applicant from undertaking the activity applied for. (Ord. #89-24)

25-1800.9.3 Appeals.

The granting or denial of a permit may be appealed to the Board of Adjustment in the same manner as an appeal is taken pursuant to N.J.S.A. 40:55D-70(a). Nothing herein shall be deemed to limit the right of judicial review of the City action after an appeal is concluded by the Board of Adjustment. If the Board of Adjustment determines there is an error in the decision made by the Administrative Officer pursuant to the report submitted by the Commission, the Board of Adjustment shall include the reasons for its determination in the findings of its decisions thereon. (Ord. #89-24; Ord. #93-2, § 13)

25-1800.9.4 Issuance of Demolition Permits.

In the event the Commission grants an application for demolition, or in the event an appeal is taken to the Zoning Board of Adjustment whose decision is to grant an application for demolition, no demolition permit shall be issued for a period of seven (7) days following the later date of the decision by the Commission or the Zoning Board of Adjustment, if an appeal is taken to the Board of Adjustment. (Ord. #01-14, § 1)

25-1800.10 Effect of Denial of Demolition Permit.

25-1800.10.1 Demolition Following Denial of Permit.

In the event that the Commission disapproves an application for a permit to demolish an historic building, place or structure, the owner shall, nevertheless, as a matter of right, be entitled to raze or demolish such building, place or structure provided that all of the following requirements have been fully met:

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a. The owner has applied for the necessary permit and has received notice of denial of same from the Commission and has appealed said denial to the Zoning Board of Adjustment, which has affirmed the denial.

b. The owner has met the following notice requirements:

1. Notice of the proposed demolition has been posted on the premises of the building, place or structure throughout the notice period in a location such that it is clearly readable from the street.

2. Applicant has published a notice in the official newspaper of the City within the first ten (10) days of the notice period, within not less than ten (10) nor more than fifteen (15) days prior to the expiration of the notice, and at least once each ninety (90) days between the above first and last notifications, if the notice period is six (6) months or longer.

c. The period of time during which notice must be given in the manner herein set forth shall be known as the Notice. It shall commence on the tenth (10th) day following the date of the notice of denial received from the Zoning Board of Adjustment after an appeal has been decided and such notice period shall run for a period of time of six (6) months.

d. The owner has during the notice period, and at a price reasonably related to its fair market value, made a bona fide offer to sell such building, place or structure and the land pertaining thereto to any person or organization, government or agency thereof or political subdivision or agency thereof, which gives reasonable assurance that it is willing to preserve the building, place or structure and the land pertaining thereto.

e. The owner shall not have been a party to any bona fide contract binding upon all parties thereto for the sale of any such building, place or structure and the land pertaining thereto executed prior to the expiration of the notice period except a contract made in accordance with paragraph d. above.

f. The Commission may, at any time, during such notice period if a significant change in circumstances occurs approve a permit for demolition, in which event the permit shall be issued within ten (10) days thereafter. During the notice period the Commission shall consult with the City Council, the New Jersey Department of Environmental Protection or other similarly qualified organizations to ascertain how the City may preserve the premises to be demolished. The Commission shall be empowered to assist the owner in developing plans to preserve the structure when moving or demolition thereof would be a loss to the City. The Commission shall be empowered to negotiate with the applicant to see if an alternative to demolition can be found and may require the applicant to prepare a financial analysis which may include any or all of the following:

1. Amount paid for the property, date of purchase, and party from whom purchased, including a description of the relationship, whether business or familial, if any, between the owner and the person from whom the property was purchased;

2. Assessed value of the land and improvements thereon according to the most recent assessment;

3. For depreciable properties, a pro forma financial statement prepared by an accountant or broker of record;

4. All appraisals obtained by the owner in connection with his purchase or financing of the property, or during his ownership of the property;

5. Bona fide offers for the property for sale or rent, price asked, and offers received, if any, and

6. Any consideration given by the owner as to profitable, adaptive uses for the property.

The Commission shall study the question of undue hardship for the applicant and shall determine whether the site or the property in the Historic District can be put to reasonable beneficial use without the approval of the demolition application.

(Ord. #89-24; Ord. #93-2, § 14)

25-1800.11 Enforcement.

25-1800.11.1 Violators Subject to Penalties.

Any person violating any of the provisions of this Article shall upon conviction thereof be subject to the penalties herein. (Ord. #89-24)

25-1800.11.2 Separate Offenses.

A separate offense shall be deemed committed on each day during or on which a violation occurs or continues. (Ord. #89-24)

25-1800.11.3 Violations.

Any person who shall undertake any activity without approval required by this Ordinance, shall be deemed to be in violation of this Article. (Ord. #89-24)

25-1800.11.4 Notice of Violation.

Upon learning of the violation, the Administrative Officer shall personally serve upon the owner of the property whereon the violation is occurring a notice describing the

violation in detail and giving the owner ten (10) days to abate the violation by restoring the site or improvement to the condition it was in prior to the violation. If the owner cannot be personally served within the City with said notice, a copy shall be posted on the site and copy sent to the owner at his or her last known address. (Ord. #89-24)

25-1800.11.5 Abatement of Violation.

In the event that the owner does not begin to abate the violation as set forth in Section 25-1800.11.4, the Administrative Officer shall cause to be instituted any appropriate action or proceeding to prevent such unlawful activity, to restrain, correct or abate such violation, to prevent the occupancy of said building, structure or land, or to prevent any illegal act, conduct, business or use in or about such premises. (Ord. #89-24; Ord. #93-2, § 15)

25-1800.11.6 Stop Work.

If any person shall undertake any activity requiring a permit and report of the Commission without first having obtained approval, he or she shall be required to immediately stop the activity, apply for approval, and take any necessary measures to preserve the affected historic site or improvement pending a decision. If the work is denied, he or she shall immediately restore the affected historic site or improvement to its preactivity status. The Administrative Officer is hereby authorized to seek injunctive relief regarding a stop action or restoration in the Superior Court, not less than ten (10) days after the delivery of notice pursuant to Section 25-1800.11.4 hereof. (Ord. #89-24)

25-1800.11.7 Injunction to Prevent Adverse Change.

In the event that any action which would permanently and adversely change an historic site or Historic District, or a demolition or removal of an historic site or improvement is about to occur without approval having been issued, the Administrative Officer is empowered to apply to the Superior Court of New Jersey for injunctive relief as is necessary to prevent such actions. (Ord. #89-24)

25-1800.11.8 Penalties.

In addition to the remedies provided above, a person convicted of a violation of this Article before a court of competent jurisdiction shall be subject to a penalty as follows:

a. For each day up to ten (10) days, not more than twenty-five dollars ($25.00) per day.

b. For each day between eleven (11) to twenty-five (25) days, not more than fifty dollars ($50.00) per day.

c. For each day beyond twenty-five (25) days, not more than seventy-five dollars ($75.00) per day.

d. For each day beyond twenty-five (25) days, a jail term, not to exceed ninety (90) days may be imposed.

(Ord. #89-24)

25-1800.12 Preventive Maintenance.

25-1800.12.1 Need for Preventive Maintenance.

Recognizing the need for preventive maintenance to insure the continued useful life of landmarks and structures in Historic Districts, the City Council hereby declares that Code enforcement for such landmarks and structures in Historic Districts is a high municipal priority. (Ord. #89-24)

25-1800.12.2 Notice to Owner.

In the event that any landmark or improvement in an Historic District deteriorates to the point that in the best estimate of the Administrative Officer, the cost of correcting the outstanding Code violations equals more than twenty-five percent (25%) of the cost of replacing the entire improvement on which the violation occurs, the Administrative Officer shall serve personally or by certified mail, return receipt requested, a notice on the owner of the property listing the violations, the estimate for their abatement, and the replacement cost of the improvements, and stating that if the owner does not take all necessary remedial action within sixty (60) days, or such extensions as the Administrative Officer shall for good cause grant, the City of Ocean City's designated official may, at the expiration of said sixty (60) days enter upon the property and abate such violations and cause the cost thereof to become a lien on the property. (Ord. #89-24)

25-1800.12.3 Hearing.

Upon receipt of such notice, the owner may within ten (10) days after such receipt notify the Administrative Officer of his or her intentions to have a hearing as to the allegations and estimates set forth in the notice. Such hearing shall be conducted by the Commission and shall, so far as possible, be a formal adversary proceeding in which the

Administrative Officer shall establish the matters alleged in the notice by a preponderance of the evidence. (Ord. #89-24)

25-1800.12.4 Opinion of Administrative Officer.

If the owner does not request a hearing, the procedure set forth in the above Section shall be binding. If a hearing is requested, the Administrative Official will within ten (10) days following the hearing, serve on the owner an opinion in writing setting forth his conclusions and the reasons therefor. Such opinion shall be deemed to be a first notice pursuant to this Section. (Ord. #89-24)

25-1800.12.5 Abatement of Violations.

Thereafter, if the owner does not comply, the Administrative Officer may enter onto the premises and by use of municipal labor or outside contractors or both, perform such work as is necessary to abate all violations. (Ord. #89-24)

25-1800.12.6 Certification of Costs by Administrative Officer.

The Administrative Officer shall then certify to City Council the cost of such work plus all administrative, clerical and legal costs and overhead attributable thereto and shall present the same to City Council. (Ord. #89-24)

25-1800.12.7 Costs to Be Lien Against Property.

City Council may by resolution vote to cause the sum so certified to become a lien upon the property, payable with the next quarter's property taxes and if not then paid, bearing interest at the same rate as delinquent taxes. (Ord. #89-24)

25-1800.13 Municipal Responsibility.

25-1800.13.1 Duties of Officials.

It shall be the duty of all municipal officials of the City of Ocean City reviewing all permit applications involving real property or improvements thereon to determine whether such application involves any activity which should also be the subject of an application for a permit, and if it should be to inform both the Secretary of the Commission, the Administrative Officer and the applicant of same. (Ord. #89-24)

25-1800.14 Rules of Interpretation.

25-1800.14.1 Conflicts With Law.

This Article shall be liberally construed to affect the purposes set forth herein. In the event that this Ordinance conflicts with State law, State law shall take precedence. (Ord. #89-24)

25-1800.14.2 Severability.

In the event that any portion of this Article is found to be invalid for any reason by any court of competent jurisdiction, such judgment shall be limited in its affect only to the portion of the Article actually adjudged invalid and shall not be deemed to affect the operation of any other portion hereof. (Ord. #89-24)

25-1800.15 General.

25-1800.15.1 Powers of Commission Do Not Supersede Powers of Other Boards or Committees.

No duties or powers of the Commission shall supersede or infringe on the powers of other City Boards or Committees. (Ord. #89-24)

25-1800.15.2 Repealer.

All ordinances and all provisions thereof inconsistent or conflicting with the provisions of this Article are hereby repealed to the extent of such conflict or inconsistency. (Ord. #89-24)

25-1800.15.3 Effective Date.

This Article shall take effect upon final passage and publication as required by law. (Ord. #89-24)

Bylaws

ocean city

BY-LAWS

OF

CITY OF OCEAN CITY, NEW JERSEY

HISTORIC PRESERVATION COMMISSION

ARTICLE I

MEETINGS

1. Open Public Meetings: All Commission minutes and records are public records and all Commission meetings shall comply with the provisions of the Open Public Meetings Act (N.J.S.A. 10:4-6 et. seq).

2. Regular Meetings: Regular Commission meetings shall be scheduled at least once every month.

3. Special Meetings: A special meeting of the Commission may be called for any purpose by the Chairperson or Vice Chairperson.

4. Notices: Notice to the public of regular and special meetings of the Commission shall be given as provided for in the Open Public Meetings Act (N.J.S.A. 10:4-6 et. seq).

5. Quorum: A quorum for the transaction of all business shall be four (4) members. A majority of those members present shall be required to take ordinary action. Not less than a majority of the full membership must vote in favor of granting or denying landmark status or granting or denying a demolition permit.

6. Parliamentary Procedure: All meetings of the Commission shall be conducted in accordance with Robert's Rules of Order.

7. Attendance: A member of the Commission who does not have a statutory term or tenure of office; and who has been absent inexcusably from three successive regular meetings of such Commission, may be removed from the office by the Mayor after notice and an opportunity to explain absences.

ARTICLE II

OBJECTIVE

1. To safeguard the heritage of the City by preserving resources that reflex elements of its archeological, cultural, social, economic, architectural, and historic heritage;

2. To encourage the continued use of Historic Sites and to facilitate their appropriate reuse;

3. To maintain and develop a harmonious setting for the historically significant buildings, structures, sites, objects, and districts;

4. To prevent the unnecessary demolition of historic resources;

5. To encourage appropriate alterations of historic sites and improvements within the historic districts;

6. To prevent new construction which is not in keeping with the historic sites or districts;

7. To encourage proper maintenance and preservation of historic settings and landscapes so as to protect the values of Ocean City as an attractive area for permanent and seasonal residences;

8. To protect and enhance property values;

9. To promote civic pride in, and appreciation of, Ocean City's historic resources for the education, pleasure and welfare of its citizens;

10. To foster beautification and private reinvestment.

ARTICLE III

MEMBERS

1. Terms:

a. There is hereby established a Historic Preservation Commission whose members shall serve without compensation.

b. The Commission shall consist of seven (7) regular members and two (2) alternate members, appointed by the Mayor. At least three (3) of the regular members shall be of and designated as Class A and Class B. The remaining regular members may be Class C and designated as such. The two (2) alternates must meet the qualifications of the Class C and shall be designated Alternate No. 1 and Alternate No. 2. The classes are defined as:

1. Class A- a person who is knowledgeable in building design and construction or architectural history and who may reside outside Ocean City.

2. Class B- a person who is knowledgeable of, or who has a demonstrated interest in, local history and who may reside outside Ocean City.

3. Class C- any citizen of Ocean City who shall hold no other municipal office, position or employment except for membership on the Planning Board or Board of Adjustment.

ARTICLE IV

OFFICERS

1. Election: The Commission shall elect a Chairperson and Vice-Chairperson.

2. Duties of Chairperson: The chairperson shall preside at all meetings of the Commission.

3. Duties of the Vice-Chairperson: In the absence of the Chairperson, the Vice-Chairperson shall preside at meetings of the Commission. The Vice-Chairperson shall perform such other duties as the Chairperson may, from time to time, direct.

ARTICLE V

APPLICATION SOFR PERMITS

1. Should the Administrative Officer in executing his/her duties as set forth in City of Ocean City Code §25-1800.7.1 contact a member of the Commission to consult with the Commission in determining whether an activity is "regulated" and requires review pursuant to §25-1800.5.1, the members of the Commission shall follow the following procedures:

a. Two members of the Commission will review the application, one of whom shall be a Class A member, before advising the Administrative Officer of whether a review is required pursuant to City of Ocean City Code §25-1800.5.1; and

b. If the two consulted members of the Commission cannot agree as to whether the activity is regulated, they shall consult with a third member of the Commission; and

c. The consulting members of the Commission have the authority to sign the Administrative Officer's plan review indicating that the Commission was consulted; and

d. In making a determination as to whether a review is required pursuant to City of Ocean City Code §25-1800.5.1, the consulted members of the Commission may consult with professionals.

e. Each month a list of all permits reviewed pursuant to the procedures set forth in this article will be sent to the members of the Commission along with a monthly agenda. The list will include the date of the application for the permit, the block, lot, and street address of the property and a description of the type of permit requested; and

f. After the Commission has heard an application and issued a resolution the procedure set forth in this article may be used for the review of whether any deviations from the plans approved by the Commission require review pursuant to §25-1800.5.1.

2. The procedures set forth in this article shall in no way be construed as to require that the Commission be consulted by the Administrative Officer to determine whether a review is required pursuant to the City of Ocean City Code §25-1800.5.1 as clearly, pursuant to City of Ocean City Code §25-1800.7.1, the Administrative Officer is to determine whether a review is required.

ARTICLE VI

GENERAL

1. Powers and Duties of the Commission: No powers or duties of the Commission shall supersede or infringe on the powers of other City bodies or Commissions.

2. Conflicts of Interest: No officer or employee elected or appointed in the municipality shall be interest directly or indirectly in any contract or job for work or materials, or the profits thereof, to be furnished or performed for the municipality, and no such officer or employee shall be interested directly or indirectly in contract or job for any person operating any interurban railway, street railway, gas works, waterworks, electric light or power plant, heating plant, telegraph line, telephone exchange, or other public utility within the territorial limits of such municipality.

3. Commission Member Training: Each Commission member is encouraged to attend annually a conference or workshop on historic preservation.

ARTICLE VII

EFFET AND AMENDMENTS OF BY-LAWS

1. Force and Effect of By-Laws: These By-Laws are subject to the provisions of Ordinance No. 89-24, as amended, of the City of Ocean City, County of Cape May, New Jersey. If any provision in these By-Laws is inconsistent with a provision in said Ordinance, the provision of the Ordinance shall govern.

2. Amendments to By-Laws: These By-Laws may be altered, amended, repealed by the Commission from time to time. Any such alteration, amendment or repeal shall be considered to be ordinary action.

ADOPTION DATES

First: 4/25/90 Second: 9/10/91 Third: 1/20/93 Fourth: 5/1/07

Application, Agenda & Minutes

ocean city

CITY OF OCEAN CITY
HISTORIC PRESERVATION COMMISSION
115 12th STREET
OCEAN CITY, NJ 08226
609-399-6111 * FAX 609-525-2496

Dear Applicant:

The City of Ocean City Historic District was created in 1992 pursuant to the City of Ocean City Code Section 25-1800.1 et seq.

The rules and regulations that govern the means through which the Historic District operate, are encompassed in the City of Ocean City Code Section 25-1800.1 et seq. A copy of the City Ordinances as they relate to the Historic Preservation may be found on line at www.ocnj.us.

As a general rule, in order to conduct certain demolition, new construction, or rehabilitation within the Historic District, Historic Preservation Commission approval is required. The first step in obtaining Historic Preservation Commission approval is to complete an application and submit it with a check in the amount of $750.00 ($150 application fee and $600 escrow fee) or $375.00 for restoration/rehabilitation ($75 application fee and $300 escrow fee), as per Vol. I, Schedule L, 32, payable to the *City of Ocean City*. Please confirm amount with the Commission prior to submission. Applications may be found at the Planning Office or on line at www.ocnj.us. The application and all supporting documentation may be dropped at the Department located at 115 12th Street, Ocean City, NJ 08226.

If demolition and new construction is proposed applicants must submit 6 (six) sets of architectural plans with the application. Additional requirements are contained in Section 25-1800.5.5. It is not necessary to submit plans if you are only applying for demolition.

Please feel free to contact the recording secretary with any questions you may have pertaining to your application at (609) 399-6111, ext. 9733.

Thank you.

The City of Ocean City
Historic Preservation Commission

CITY OF OCEAN CITY
HISTORIC PRESERVATION COMMISSION
115 12th STREET OCEAN CITY, NJ 08226
609-399-6111 * FAX 609-525-2496

Application Date:_____ Application #:_____
Office Use Only Office Use Only

Historic Preservation Commission Application

☐ Air Condenser units ☐ New Construction/Addition ☐ Sidewalk/Walkway replacement
☐ Auxiliary Structure(s) ☐ Patio ☐ Siding Replacement
☐ Door Replacement ☐ Porch/Balcony/Deck Construction ☐ Windows
☐ Exterior Alteration(s) ☐ Railings ☐ Other:_____
☐ Fence Installation/Replacement ☐ Roof/Gutter Repair

REQUIRED INFORMATION:
With each application depending on the scope of work proposed, you are required to submit color photographs of the property (minimum of six of the overall property and work area plus any available historic photographs), architectural plans or sketches, material samples, color samples, catalog cuts, or any other useful references for review. Before your application is deemed complete and scheduled for a hearing, you may be required to submit additional information or copies of your application and other submitted documents.

1. **Block:**_____ **Lot:**_____

2. **Site Address:**_____

3. **Property Owner's Information (Required):**

Name:_____
Address:_____
_____
Phone:_____
Email:_____

Applicant's Information (Required):
☐ Check if same as Property Owner

Name:_____
Address:_____
_____
Phone:_____
Email:_____

4. **Property Type:** **Single**☐ **2-4 Family**☐ **Apartments**☐ **Commercial**☐
5. **Number of Units (if applicable):** **# Res. Units:**_____ **#Commercial Units:**_____
6. **Zoning Approval (if required):** **Yes**☐ **No**☐

   If your scope of work includes the construction, erection, reconstruction, alteration, conversion or installation of any building or structure, zoning approval is required prior to your application being reviewed by the Commission.

7. **Does your project include the demolition of existing structure(s):** **Yes**☐ **No**☐

8. **Describe all proposed work to be conducted on the subject property below. Be sure to include all items to be removed and/or replaced and all new materials to be used. Attached additional pages if necessary.**

_____

_____

_____

_____

_____

_____

_____

_____

☐ I am the Property Owner of record proposing the work referenced herein. I do hereby certify that the information herein is correct and complete to the best of my knowledge.

☐ I hereby authorize any member of the Historic Preservation Commission to enter upon the property which is subject matter of this application, during daylight hours, for limited purpose of viewing same to report and comment to the Commission as to the pending application.

☐ As the Property Owner of record, I understand that the Historic Preservation Commission or the Administrative Officer for the Commission may require additional information for my application to be considered "complete" AND hereby authorize the above mentioned applicant to appear before the Commission at a public hearing.

_____ _____

Owner's Signature **Date**

_____

Print Owner's Name

_____ _____

Applicant's Signature **Date**

_____

Print Applicant's Name

_____ _____

Commission Member's Signature **Date**

_____

Print Commission Member's Name

_____ _____

Commission Member's Signature **Date**

_____

Print Commission Member's Name

ESCROW FEES SUBMITTED

FINANCIAL DISCLOSURE STATEMENT

Section 25-1300.15.2 Amounts Specified Are Estimates, of the Ocean City Zoning Ordinance, 88-27, Volume II, reads as follows:

The amounts specified for escrow deposits are estimates, and it is recognized additional escrow fees may be necessary in particular applications. In the event that more than the amount specified for escrow is required in order to pay the reasonable costs incurred, the applicant, shall prior to being permitted to move forward in the approval procedure, or prior to being permitted to move forward in the approval procedure, or prior to obtaining Certificates of Occupancy for any portion of the application project, pay all additional required sums.

.....

I have read Section 25-1300.15.2 and understand that additional escrow fees may be charged at a later date. I herewith agree to pay these additional charged fees. If I fail to pay these fees when requested, I understand that the City will also charge reasonable attorney's fees for the collection of these fees.

Please Print Clearly

_____

(Name)

_____

(Daytime Phone)

_____

_____

(Billing Address)

_____

(Signature) **(Date)**

CITY OF OCEAN CITY

AMERICA'S GREATEST FAMILY RESORT

HISTORIC PRESERVATION COMMISSION

A meeting of the Ocean City Historic Preservation Commission is scheduled to be held Tuesday **September 6, 2016 at 7:00 P.M.** in Council Chambers on the third floor of City Hall located at 861 Asbury Avenue. The business noted below will be discussed.

Open Public Meeting Act; Flag salute; Roll call

Adopt 8/2/16 Meeting Minutes.

Memorialize Resolutions: HPC16-002 Juliano (demolition); HPC16-003 Scafisi

New Business:

1. **HPC16-002 Albert Juliano & David O'Malley, 639 Ocean Ave, Block 601, Lot 2, RMF Zone**
   Existing: Duplex
   Proposed: New duplex (continued from 8/2/16)

2. **Informational discussion:** NJHPO Cape May County grant presented by Barton Ross

Old Business

Other Business

(Any other old, new or pending business which may not have been submitted prior to publication of this notice.)

Public Comment(s)

Adjournment

*******This Agenda may be revised to accommodate any citizen who may be present to discuss their homes, so that they can be heard in the first person. Formal action may be taken at this meeting.

Jaime M. Cornell-Fine
Certified Land Use Administrator

Meeting Procedures

- **Chairperson calls the meeting to order and announces the meeting has been advertised pursuant to PL Chapter 231, also known as the "Open Public Meetings Act";**
- **Flag Salute and Roll Call;**
- **Adoption of minutes and/or resolutions;**
- **Chairperson calls the first applicant to present their proposal. Following their presentation, the Chairperson requests comments and reports from the Commission's professionals. Commission members ask questions of the applicant and the professionals;**
- **Via Commission motion, the meeting is opened up for Public Comment;**
- **Public Comment is taken, and responded to as necessary;**
- **Via Commission motion, the public portion is closed;**
- **Applicant(s) summarize their case;**
- **The Commission, with assistance from their Attorney, frames a motion;**
- **The motion is made and seconded, followed by discussion as necessary;**
- **The vote is taken to approve or deny.**
- **It is the Commission's intention to hear all of the applications scheduled.**
- **The order of the agenda may be changed at the discretion of the Chairperson.**
- **It is the custom of the Commission members to routinely visit the site requesting review.**

Historic Preservation Commission
Ocean City, New Jersey

Regular Meeting Minutes
Tuesday, May 5, 2015
City Hall – 9th & Asbury Avenue – 7:00 P.M.
Roll Call: Jack Ball, Ken Cooper, Marian Talese, Susan Matthews, Jeff Frost, Jeff Sutherland, Leslie Skibo, John Loeper, James Stever
Mark Stein – Attorney for Commission
Diane Chase – Recording Secretary

Flag Salute

Jack Ball called the meeting to order. The meeting has been advertised pursuant to P.L., 1974 Chapter 231, also known as the Open Public Meeting Act.

Minutes were read from the April 7, 2015 Historic Preservation Commission meeting. A motion to accept the April 7, 2015 Historic Preservation Meeting Minutes was made by Mr. Cooper and a second motion was made by Mr. Sutherland. All were in favor.

Resolutions:

HPC15-002 – Ricky & Tracy Uhl – 332 Ocean Avenue – Blk: 305 Lot:17

A motion to approve the resolution for 332 Ocean Avenue – Blk: 305 Lot:17 was made by Mr. Sutherland and a second motion was made by Ms. Skibo. All were in favor.

Applications: HPC15-003 – Russell & Lori Eggert – 414 Ocean Avenue – Blk: 405 Lot: 12
Garage Demolition
Mr. Loeper recused himself from hearing the above application.
There were no professionals representing the applicant. Ms. Eggert spoke in front of the commission explaining the reason for requesting demolition of their garage.
Exhibits – A - 1 Notice from the city requiring demolition
B - 2 Photos showing the condition of the garage
A motion was made by Mr. Cooper to open up Public Comment and a second motion was made by Ms. Talese. Sue Ann Mancus – 411 Ocean Avenue, Ocean City, NJ – stated she is in agreement with the applicant's request for the garage demolition. Ms. Mancus stated the garage is in need of demolition.
A motion was made by Mr. Sutherland to approve the demolition of the garage and a second motion was made by Ms. Matthews. All were in favor. Motion granted 7-0.

Mr. Ball spoke to the members regarding a garage demolition at 609 – 7th Street. The garage cannot be seen from a numbered street or a street name. The members requested any garage demolition be forwarded to them by e-mail so they can respond with a concern if needed. The reviewers Mr. Ball and Mr. Frost will make a decision and if needed Mr. Loeper will break the tie.

The commission agreed when an informal review is needed by the commission members an e-mail will go out to all members who will have 48 hours to comment on the proposed work.

Andrea Tingey and Jonathan Kinney with the State of New Jersey Natural and Historic Resources spoke to the commission. Mr. Ball informed the members about the tour thru the Historic District with State Reps, Ms. McCrosson, Mr. Mallon, Mr. Loeper, Councilman McClellan, and Mr. Sutherland. The purpose of the tour was to analyze the boundaries, maps and present survey. Ms. Tingey spoke to the members about lifting of structures in other Historic Districts. Ms. Tingey & Mr. Kinney briefed the members about their findings regarding the revised ordinance for the District and the Certified Annual Government report. Mr. Stein answered all the questions of concern from the representatives.

Mr. Ball let the members know new windows are going to be installed in City Hall. Ms. Matthews would like to see the windows on the 1st floor of City Hall match the windows on the second floor.

A motion to adjourn the meeting was made by Mr. Cooper and a second motion was made by Mr. Sutherland.

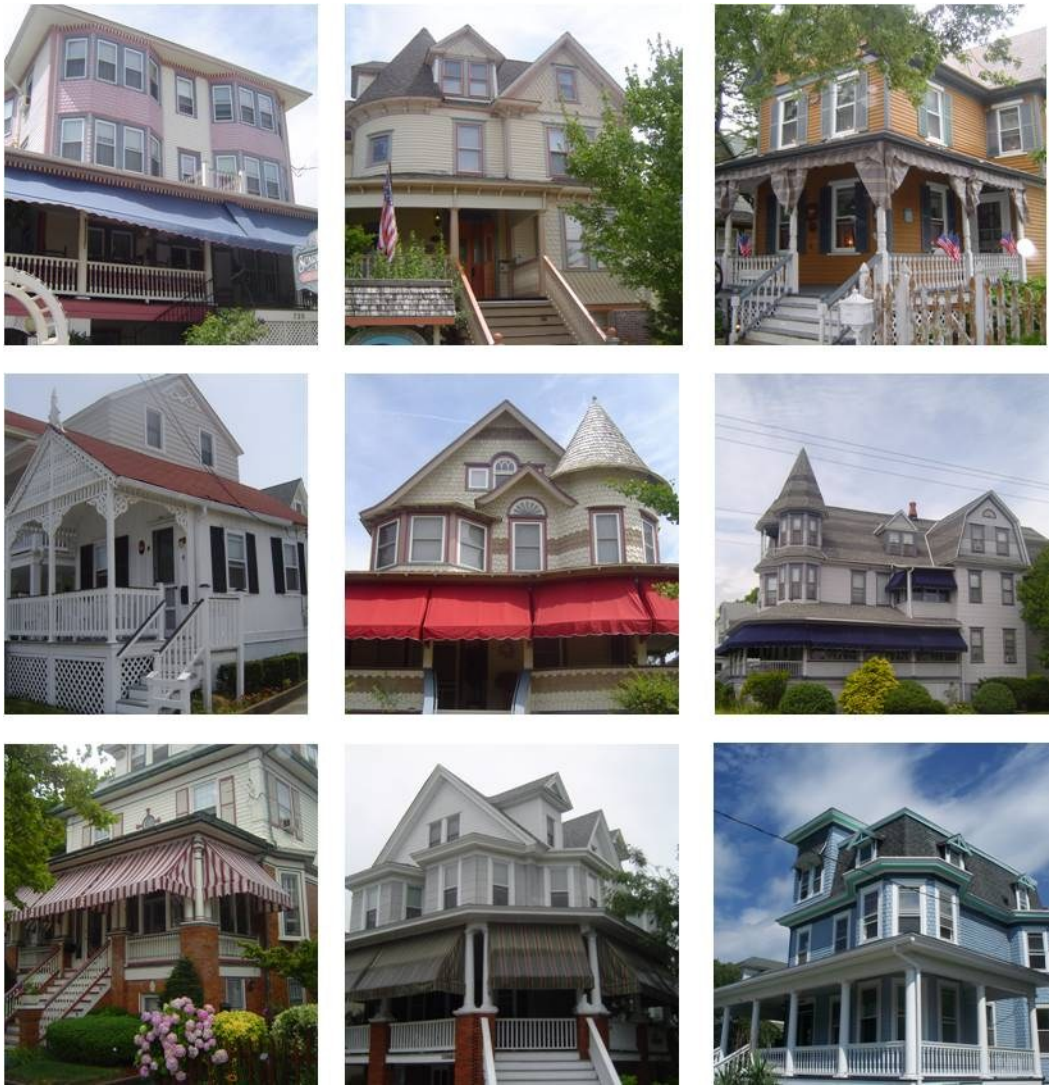
Jack Ball, Chairman

Diane M. Chase, Recording Secretary

Design Guidelines

ocean city

DESIGN GUIDELINES FOR THE HISTORIC DISTRICT



City of Ocean City, NJ

Historic Preservation Commission

August 2010

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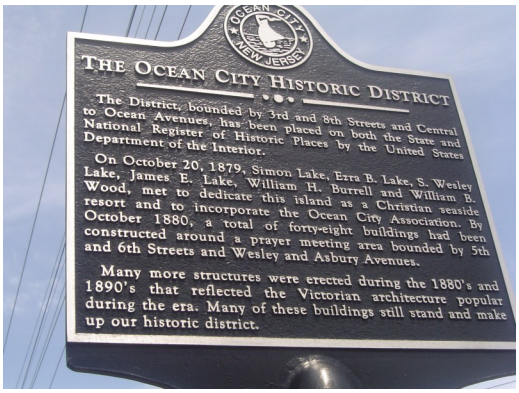
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The Historic District

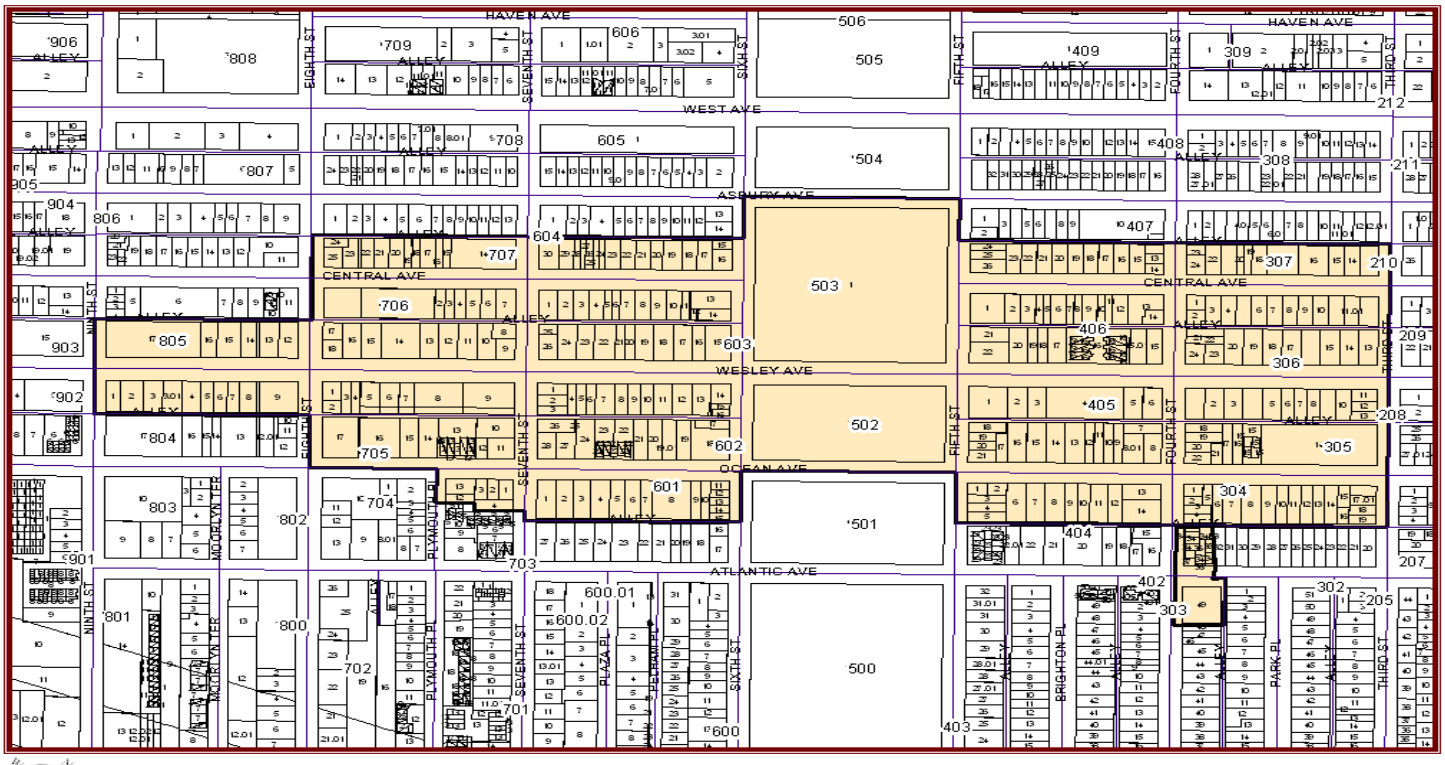
The Ocean City Historic District provides an important window not only into local history, but also into the broader history of the Jersey Shore's resort development. Bound by 3rd and 8th Streets from Central to Ocean Avenues, the District was listed on the National Register of Historic Places in 2003. Recognized for its preservation of original architectural and environmental qualities, the District provides abundant examples of the late 19th and early 20th centuries' most popular building styles. Since its original development, the Ocean City Historic District continues to play an integral role in shaping Ocean City's character.



The designation of the area as an Historic District is both an honor and a responsibility. It is an honor reflected by the eligibility of many properties in the District for incentives, including grants such as the Federal Historic Tax Credit. With many noteworthy architectural details, it is a responsibility to preserve these homes for the future. These Guidelines are intended to provide assistance for property owners seeking to preserve and enhance these significant historic artifacts.



City of Ocean City
Local Historic District



5/8/07

OCEAN CITY HISTORY







Ocean City's local history informs so much of the development characteristics in the Historic District. Originally known as Peck's Beach, Indians used the area as fishing grounds and whalers used it as an operations base. By 1859, Ocean City had its first permanent resident, Parker Miller. Sent as an agent for a marine insurance company, Miller and his family settled permanently in Ocean City and built a home on a parcel that is now the southwesterly side of Asbury Avenue between 7th and 8th Streets.

In 1879, Ocean City began its first phase of modern development. Inspired by Ocean Grove to the north, Methodist ministers, brothers, Ezra B. Lake, Wesley Lake, and James E. Lake, with William H. Burrell incorporated the Ocean City Association as a Methodist meeting camp on October 20, 1879. The new association served as a Methodist model for prohibition against alcohol and restriction of commerce on the Sabbath. By 1880, the first streets of Ocean City were laid around the Tabernacle grounds. The grid included Wesley, Central, Asbury, and West Avenues, which extended from 4th to 9th Streets. This original founding established important roots for the future development of Ocean City.

Unlike the more extravagant Shore communities being developed at the turn of the century, Ocean City had a conservative approach to development. The original cottages were constructed simply based on National Folk forms with little ornamentation. Since many of these homes were used only in the summer, they often featured elements unique to Ocean City such as exposed rafters and wide porches to take advantage of ocean breezes. As Victorian styles flourished throughout the country, homes in Ocean City included mass-produced Victorian details at a relatively modest scale. More elaborate homes and larger resorts did develop through the early 20th century in Ocean City, but never to the same extent as nearby Cape May or Atlantic City.

Based geographically on Ocean City's original streets, the Historic District was established in the 1992 Land Use Ordinance. This ordinance designated the boundary of the Historic District and provided guidelines for the preservation and maintenance of the structures within the district. On March, 20 2003, the District was placed on the National Register of Historic Places.

PURPOSE

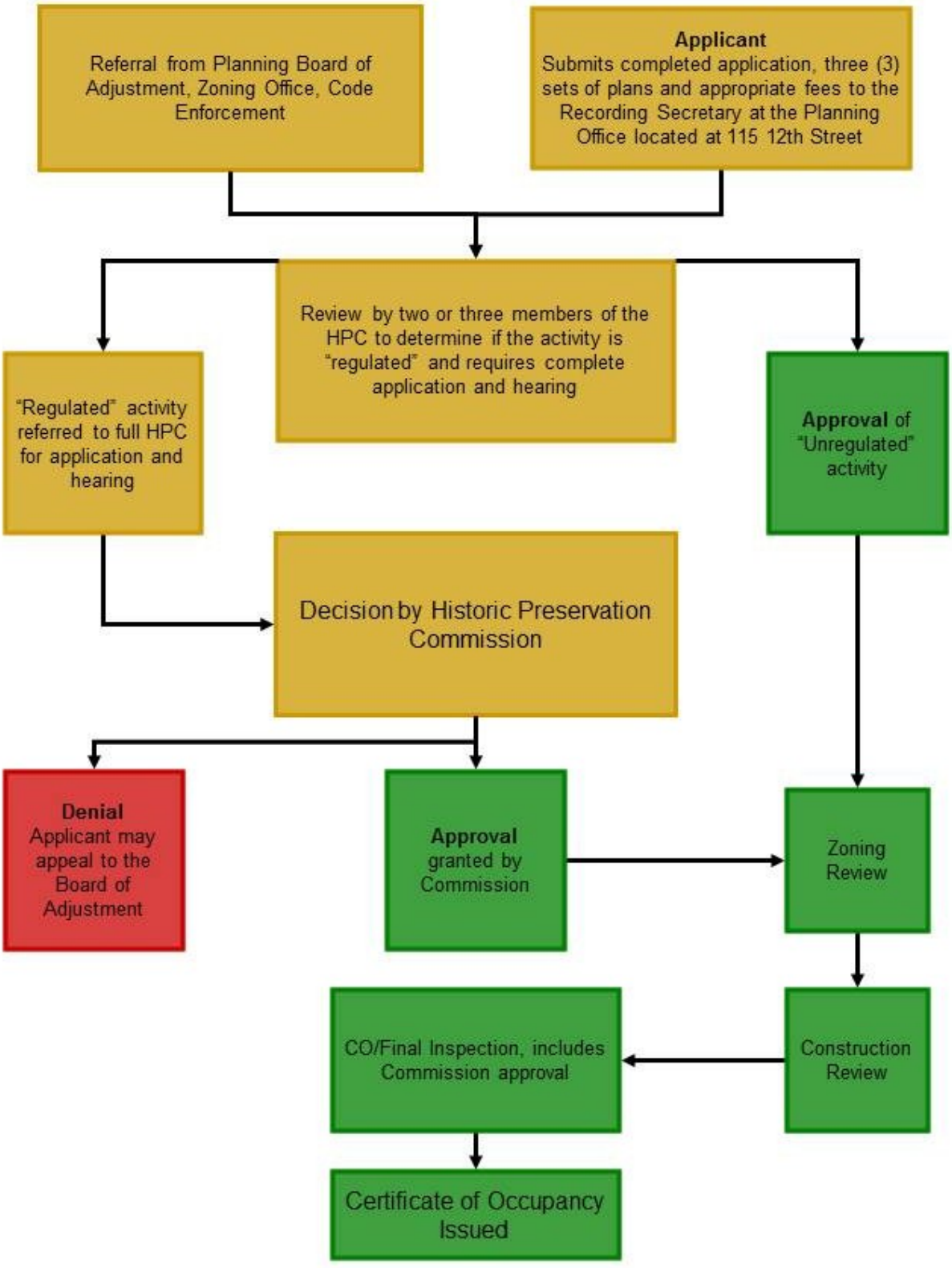
These Guidelines are intended to assist property owners, the Historic Preservation Commission and all other interested parties in implementing the Historic Preservation Ordinance of the City of Ocean City, New Jersey. The purpose of the Historic Preservation Commission and these Guidelines is to promote the preservation of Ocean City's historical character as well as to encourage private investment within the Historic District and City as a whole. This book summarizes and describes the various architectural styles that are located within the historic district and provides recommendations for the most appropriate approaches when rehabilitating a building or designing a new structure within the Historic District.

Purposes of the Historic Preservation Commission and Historic District

- To safeguard the heritage of Ocean City by preserving resources that reflect elements of its archaeological, cultural, social, economic, architectural, and historical heritage;
- To encourage the continued use of historic sites and to facilitate their appropriate reuse;
- To maintain and develop a harmonious setting for the historically significant buildings, structures, sites, objects, and districts;
- To prevent the unnecessary demolition of historic resources;
- To encourage appropriate alterations of historic sites and improvements within historic districts when necessary;
- To prevent new construction which is not in keeping with the historic sites or districts;
- To encourage proper maintenance and preservation of historic settings and landscapes so as to protect the values of Ocean City as an attractive area for permanent and seasonal residences as well as businesses;
- To protect and enhance property values;
- To promote civic pride in, and appreciation of, Ocean City's historic resources for the education, pleasure and welfare of its citizens; and
- To foster beautification and private re-investment.

PROCEDURE

Pursuant to the Revised General Ordinances City of Ocean City Volume II, §25-18000.5



DEFINITIONS

Addition shall mean an extension or increase in building size, floor area or height of a building. It can also refer to a replacement of an existing portion of a building.

Administrative Officer for the purposes of this Article, shall be the Construction Code Official.

Alteration as applied to a building or structure, is a change or rearrangement in the structural parts or in the means of egress; or an enlargement, whether by extending on a side or by increasing in height; or the moving from one (1) location or position to another.

Application shall mean a request to the Historic Preservation Commission completed on forms available from the Administrative Officer or the Commission Office, to review a proposal for addition, alteration, demolition, new construction or other work on any structure or property located in an historic district, for purposes of obtaining certification by the Commission that the application is acceptable in terms of the review standards set forth in this Article. Application shall include review on a development application, referral of a permit and any other request for Commission action.

Application, Minor shall entail work the total cost of which does not exceed five hundred ($500.00) dollars.

Contributing Property is a building, structure or site within the boundaries of the district that adds to the historic associations, historic architectural qualities or archeological values for which the historic district is significant. A contributing property must also retain its" integrity". In other words, the property must retain enough of its historic physical features to convey its significance as part of the district. Alterations can damage a property's historic appearance and its integrity.

Demolition shall mean the partial or total razing, dismantling or destruction of any historic site or any improvement within an historic district.

Encroaching Property is a non-contributing property that, because of its design, scale, materials or use, is actively detrimental to the character of the historic district.

Historic District shall mean one (1) or more historic sites and certain intervening or surrounding property significantly affecting or affected by the quality and character of the historic site or sites, as specifically designated in this Article.

Historic Site shall mean any real property, man-made structure, natural object, or configuration of any portion or group of the foregoing of historic, archaeological, cultural or architectural significance as specifically designated in this Article.

Improvement shall mean any structure or any part thereof installed upon real property by human endeavor and intended to be kept at the location of such construction or installation.

Integrity shall mean the authenticity of a property's historic identity, evidenced by the survival of physical char-

acteristics that existed during the property's historic or prehistoric period.

Interested Party shall mean any person, whether residing within or without the City, whose right to use, acquire, or enjoy property is or may be affected by any action taken under this Article, or whose rights to use, acquire, or enjoy property under this Article or under any other laws of this State or of the United States have been denied, violated or infringed by an action or a failure to act under this Article.

Inventory shall mean a list of historic properties determined to meet specified criteria of significance.

Key Property is a building, structure or site within the historic district that not only contributes to the character of the district, but which could be individually listed as a historic structure or site because of the significance of its architecture, the quality or artistic quality of its design, the importance of an historic event or person associated with the building or site, or because the structure may yield important information about our history or pre-history.

Master Plan shall mean the Master Plan of the City of Ocean City dated February 13, 1988, as the same may be amended from time to time.

National Register Criteria shall mean the established criteria for evaluating the eligibility of properties for inclusion in the National Register of Historic Places.

Noncontributing shall mean structures or improvements that do not contribute to the historic significance of a district. These properties may have been constructed outside the period of significance of the district (e.g. they are relatively new), they may be older structures that have been significantly altered, or they may be properties not associated with the historic theme or time period of the district.

Ordinary Maintenance shall mean repair of any deterioration, wear, or damage to a structure, in order to return the same, as nearly as practicable, to its condition prior to the occurrence of such deterioration, wear, or damage with materials and workmanship of the same quality. Ordinary maintenance shall further include replacement of exterior elements or accessory hardware, including signs, using materials and workmanship having the same appearance.

Permit shall mean any required City approval for exterior work to any structure or property in an historic district which exterior work will be subject to a public view, including, but not limited to, a Building Permit. Permit shall include but is not necessarily limited to a Building Permit, a Demolition Permit, a permit to move, convert, relocate or remodel or to change the use or occupancy of any structure or property in an historic district. Permit shall also include all exterior work subject to public view on fences, signs, porches, railing and steps for any structure or property in an historic district.

Preservation shall mean the act or process of applying measures to sustain the existing form, integrity and vegetated cover of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building materials.

Protection shall mean the act or process of applying measures designed to affect the physical condition of a property by defending it or guarding it from deterioration, loss or attack, or to cover or shield the property from danger or injury.

Reconstruction shall mean the act or process of reproducing by new construction the exact form and detail of a vanished building, structure or object, or any part thereof, as it appeared at a specific period of time.

Rehabilitation shall mean the act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural values.

Repair shall mean any work done on an improvement that is not an addition and does not change the exterior appearance of any improvement, provided, however, that any such repairs must be done with materials and workmanship of same quality.

Removal shall mean the partial or complete removal of a structure.

Restoration shall mean the act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

Structure shall mean a combination of materials to form a construction for occupancy, use, or ornamentation whether installed on, above or below the surface of a parcel of land.

Survey shall mean the formal catalog of documented historic properties and sites determined to meet specified criteria entitled "Historic District Boundary" and adopted by the Commission and incorporated into the Master Plan of Ocean City.

Undue Hardship: (1) With respect to commercial property, including property rented for residential use, the inability of the applicant to realize a reasonable return on the property without the proposed work; (2) With respect to property which is devoted to a not-for-profit purpose and is exempt from local property taxes, the inability of the applicant to carry out such purpose without the proposed work; and (3) With respect to owner-occupied residential property, the inability of the applicant to continue owner-occupied residential use without the proposed work.

General Design Criteria

Although Ocean City's Historic District features examples of many different architectural styles, the majority of historic properties share common design elements. The Historic District's initial development, concentrated over the fifty years from 1879 through the 1930s, corresponded with the advent of mass-produced building materials, new construction technologies, and widely published pattern-books and catalogues. Because of the availability and emphasis on low-cost, mass-produced materials, this era's architecture shared design elements not only within Ocean City, but throughout the United States. Because of Ocean City's beach environment, summer-use, and conservative founding, many prevailing design elements included local interpretations. Below, the General Design Criteria outlines the most frequently used elements in the original development of Ocean City's Historic District.



641 Central Ave (Contributing)





611 and 613 Central Ave(Contributing)



608 Wesley Ave (Contributing)

Above, the front gable (left) and the gable and wing (right) represent some of the District's simplest building forms.

Left, a Second Empire home shares the basic form of the front gable.

Form

Form, which refers to the shape and scale of a building, varies widely in the Historic District. Despite this variety, the most prevalent forms derive from National Folk architecture: front gable, front gable and wing, massed plan, side-gable. Though the size, scale, and rooflines vary among these forms, they share similar shapes, light-weight (balloon) framing, and simple floor plans. Exceptions to the National Folk forms include some of the districts most prized homes, including the sprawling Queen Annes and grand Neoclassical Revivals. In all restorations, additions and alterations should not obscure the building's form and should maintain the original scale.

ROOFS—The shape and roofing material are generally standardized throughout the district. The homes' main roofs are primarily pitched with porches and projecting window bays having flat, or almost flat, roofs. Roof shapes most often include gable, gambrel, hip, and pyramidal, while Second Empires feature a characteristic Mansard Roof and Queen Annes combine multiple roof forms. Prior to the 1920s, roofing materials were limited to wood shingles, standing seam metal, slate, or metal shingles. After 1920, homes began to use asphalt composition shingles, often with elaborate patterns and shapes.

Some original roofs exist in the Historic District, particularly those made of more substantial materials. Wherever possible, the original roofing should be repaired or replaced with the same historic material. Where it cannot be repaired or replaced, good quality asphalt composition shingles, or other composite materials that closely match the original, may be substituted. The color of the replacement roofing should be carefully selected to match the original materials, and bright colors that would call attention to the roofing should be avoided.



301 Central Ave (Contributing)
Wood Gable Roof



616 Wesley Ave (Contributing)
Gambrel Roof with Tower



615 Wesley Ave (Contributing)
Mansard Roof



610 Wesley Ave (Contributing)
Hipped Roof



301 Central Ave (Contributing)



622 Wesley Ave (Contributing)

Historic District dormer size, shape, style, and count vary by house and architectural style.

Above, a Gable Roof features numerous architecturally rich dormers.

Left, an expansive roof has a side dormer that includes characteristic Craftsman details.

DORMERS—Although not always original, dormers are now ubiquitous throughout the Historic District. The original inclusion of dormers largely depended on the architectural style. Folk styles, for instance, did not typically include dormers, while Second Empire's dormers were an integral component in design and function. As a simple method of expanding livable space into the attic, dormers have been added to increase headroom, and provide additional light and air.

Dormer shape and configuration vary greatly among architectural styles and different homes. Dormers are a favorable method of expanding homes without disrupting the overall scale and shape. If dormers are added, they should take into account the style of the home, determining an appropriate number and size based on the roof shape, width, and height. If possible, dormers should be added at the rear of the house to remain hidden from street view.

Brackets and Cornices

Throughout the Historic District, homes originally had a range of decorative roof cornices, moldings, brackets, modillion blocks, etc. Although these decorative elements were mass-produced and standardized, the scale at which they were employed depended largely on the architectural styles. For example, earlier National Folk and later Craftsman included little embellishment, while Queen Annes and Folk Victorians integrated heavy ornamentation.

Over the years, many architectural details have been removed or covered for easier maintenance. In restoration, replacement should be encouraged to match the original form. It is important to understand the home's specific style and restore not only with accurate materials, but also with an appropriate amount of ornamentation.



315 Central Ave (Contributing)



435 Wesley Ave (Key)

Bracket and cornices vary in number and style in the historic district. Right, a gable is highlighted with simple Folk moldings. Above, a Queen Anne tower is elaborately decorated with cornices, brackets, and moldings.



428 Central Ave (Contributing)

Exterior Cladding Material

In the Historic District, the most popular exterior wall surfacing were originally machine-produced horizontal wood clapboards and wood shingles. Directly nailed to the wood frame, wood clapboard eliminated the need for sheathing, providing a durable and economical siding option. With horizontal clapboard, wide corner boards and heavy door and window frames are common. Wood shingles (as opposed to hand-split wood shakes) were also popular siding option in Ocean City. Decorative wood shingles were an important architectural feature on many Folk Victorian, Queen Anne, and even Craftsman homes.

Keeping the original siding, or, if required, replacing with wood or a paintable composite material to match the original, are highly encouraged. Aluminum and vinyl siding, if carefully selected and properly installed, can be substituted for horizontal wood siding and even shingles. New siding should not cover or replace decorative detailing, cornices, brackets, or soffits.



Above: 435 Central Ave (Contributing)



Right: 334 Central Ave (Key)

Wood siding options are most appropriate in the Historic District. Above, a Queen Anne uses horizontal wood clapboard with decorative shingles in the gables. Left, a Craftsman features painted wood shingles. Below, a gambrel roof is highlighted with machine-produced decorative shingles.

PORCHES—Since the city's founding, porches have played an important role in Ocean City's Historic District. Nearly every home in the district has a porch, which often extends across the front width of the house. Because of Ocean City's summer nature, porches essentially became another room that could capture summer breezes and remain protected from rain. An integral part of the homes' architecture, the porch's configuration, roof form, columns, balusters, and steps are character defining features. In renovation, porches should remain open with existing features repaired and reconstructed whenever possible.

While porches are common throughout the Historic District, the level and styles of ornamentation varies. Column styles include classical-revival and elaborately carved Victorian designs, while balusters range from simple square posts to elaborately, turned pieces. In almost all cases, the columns and railings were wood and should be preserved and repaired where the originals still exist. Some later Architectural styles may have included metal columns and balusters. Where the originals are no longer present, new columns and railings that match the original in form and material are most preferable, although paintable composite materials, when carefully designed, are also acceptable. Note that columns, handrails, and balusters of dimensional (structural) or pressure-treated lumber, are almost never acceptable, unless documented as part of the original design.





305 Central Ave (Contributing)

WINDOWS AND DOORS—Because of the manufacturing processes of the time, original windows and doors were standardized. Original windows in the Historic District were wood and primarily double-hung (one sash over another that slide vertically), although some later styles included casement and awning windows. A number of structures in the Historic District have decorative windows, including leaded and stained glass, windows with decorative dividers, etc. These decorative windows are particularly noteworthy and difficult to reproduce; every effort should be made to retain and restore them.

Original windows should be kept and repaired wherever possible. Performance can be improved by adding weather-stripping or carefully selected storm windows. Since traditional storm windows often obscure original details, carefully selected interior storm windows are encouraged. Where windows must be replaced, the new windows should match the original size and configuration, including the sash dividers. These should be "true divided lites," or with an exterior grid, spacer bar between the insulated glass and interior grid. An applied grid applied only on the exterior is not typically desirable. Windows can be clad as long as they match the configuration and style of the original and match the original opening exactly (Custom window sizes are typically required to match the original openings).

Original doors, including storm doors, were wood and came in a variety of configurations. These included doors with multiple raised or recessed panels, glass panels, and decorative paint schemes. Modern flush doors, flush with applied moldings flush with glazing patterns, metal, and sandblasted composite are not acceptable. Wood doors that match the original material and configuration are most desirable, although composite materials that can be painted or, in some cases, stained, can be acceptable.

ARCHITECTRUAL STYLES

Concentrated over approximately fifty years, the development of the Historic District features seven noteworthy architectural styles.

National Folk
(ca. 1880-1910)





Folk Victorian
(ca. 1880-1910)

Second Empire
(ca. 1880-1910)





Queen Anne
(ca. 1880-1910)

Colonial Revival
(ca. 1880-1940)





Craftsman
(ca. 1905-1930)

Neoclassical
(ca. 1895-1940)



NATIONAL FOLK (ca.1880-1910)



604 6th Street (Key)

The design of some of Ocean City's earliest homes, National Folk architecture represents an important beginning in Ocean City's architectural history. Despite these homes' relative simplicity in form and decoration, they are among the first to use fully mechanized and mass-produced technology. Through wood (balloon) framing and other construction technology, National Folk homes are constructed with ease and at a significantly lower cost. Many of Ocean City's later homes expand on the National Folk form and construction methods.

LOCAL CHARACTERISTICS

Form

- 1 to 2 ½ stories
- Front-Gable
- Front-Gable and Wing
- Massed Plan, Side-Gabled
- Pyramidal

Roof

- Primarily gable shape; some examples of gambrel and pyramidal shapes
- Originally wood shingles or standing-seam metal
- Slate and metal shingles unlikely
- Roofs replaced primarily by asphalt shingles

Dormers

- Dormers not original
- Many different dormer forms added at a later date

Cladding

- Primarily horizontal wood clapboard siding
- One example of vertical wood clapboard siding
- Gable ends sometimes ordained with decorative shingles

Porches

- Single-level porches primarily on front
- Porches originally open
- Decorative details often simple, although instances of more ornamentation

Windows and Doors

- Wood double-hung windows
- 2/1 sash
- Single, wood doors



FOLK VICTORIAN (ca.1880-1910)



705 Central Ave (Key)

Sharing the basic structural form with National Folk architecture, Folk Victorians enhance their simplicity through Victorian embellishment. As machine-produced woodwork gained popularity and became more accessible to the masses, Folk Victorians use many of the same ornamental details as the more elaborate Queen Annes. Ocean City's Historic District is filled with homes originally constructed as Folk Victorians; however, over time, many of these homes have lost their original Victorian details.



411 5th St (Contributing)

LOCAL CHARACTERISTICS

Form

- 1 to 2 ½ stories
- Front-Gable
- Front-Gable and Wing
- Massed Plan, Side-Gabled

Roof

- Primarily gable shape
- Originally wood shingles
- Gable ends enhanced with decorative shingles

Dormers

- Dormers not original
- Many different dormer forms added later with decorative trims

Cladding

- Primarily horizontal wood clapboard siding
- Decorative gable details with varying levels of intricacy

Porches

- Single-level porches primarily on front
- Porches originally open
- Varying levels of ornamentation in spindles, columns, brackets, and lace-work frieze

Windows and Doors

- Wood double-hung windows
- 2/1 sash
- Wood doors, especially screen doors, often have elaborate Victorian pattern



701 Central Ave (Key)

SECOND EMPIRE (ca.1880-1885)



312 Central Ave (Key)

Second Empire's distinct architectural characteristics make it a vital part of Ocean City's Historic District. First popular during the reign of Napoleon III (1852-70), Second Empire's iconic feature is the Mansard roof, named for the seventeenth-century French architect, Francois Mansard. This dramatic roofline, traditionally framed by molded cornices, features a steep slope pierced by small dormers. In Ocean City, the Second Empire style is embodied most often through the use of a Mansard roof on a more simple structural form.



5th Street and Central Ave (Key)

LOCAL CHARACTERISTICS

Form

- Based on National Folk forms
- 2 ½ to 3 stories in height
- Most rectangular or L shapes
- Some feature corner towers

Roof

- Mansard Roof—double slope with steep lower slope
- Patterned wood or slate shingles
- Decorative cornices, dramatic overhangs, wooden brackets

Dormers

- Varying number of dormers based on roof length
- Slight projection, often enhanced by decorative trims
- Single, unpaired windows

Cladding

- Horizontal wood clapboard siding

Porches

- Single level porches on front and sometimes sides
- Often enhanced by detailed columns and railings

Windows and Doors

- Wood double-hung windows
- 1/1, 2/1, or 2/2 sashes are most common
- Wood doors, both single or pairs



605 Wesley Ave (Key)

QUEEN ANNE (ca.1880-1910)



519 5th Street (Key)

Some of Ocean City's most treasured homes, Queen Annes represent the height of Victorian extravagance. Whereas Folk Victorians are extravagant only in embellishment, Queen Annes are fundamentally intricate beginning with their elaborate forms. Using the freedom of frame (balloon) construction, Queen Annes' structures tend to be complex and irregular topped by complicated roof forms. In addition to their elaborate ornamentation, the complexity of these homes is exaggerated further through corner turrets and multi-story bay windows. In Ocean City, many Queen Annes are prominently positioned on the Historic District's large corner lots.



821-23 Wesley Ave (Key)

LOCAL CHARACTERISTICS

Form

- Large, irregular plans
- Often rambling series of shapes
- 2 ½ to 3 stories in height

Roof

- Complicated roof forms in various combinations
- Typically combination of gables, gambrels, and even pyramidal
- Originally wood or slate shingles

Dormers

- Varying number and combination of dormers
- No standardized number or structure

Cladding

- Horizontal wood clapboard siding
- Some examples of patterned brick/stone masonry on first floor
- Siding enriched by decorative wood shingles

Porches

- Single level porches on front and often side (especially on corner lots)
- Edges sometimes rounded
- Originally open; however, some examples of appropriately enclosure
- Enhanced by detailed columns, lace-like brackets and frieze

Windows and Doors

- Wood double-hung windows (sometimes many paned over single sash)
- Wood doors, both single or pairs with short bottom and tall upper panel
- Screen doors often feature elaborate Victorian patterns



341 Wesley Ave (Key)

COLONIAL REVIVAL (ca.1895-1940)



321 Central Ave (Contributing)

Related to many of Ocean City's other architectural styles, Colonial Revival plays an important part of Ocean City's historic district. With its origins in American Colonial architecture of the 18th century, Colonial Revival emphasizes symmetry by drawing upon Georgian, Federal, and Dutch styles. Although these buildings feature the symmetrical form of earlier colonial buildings, they do not necessarily feature the same architectural details or specific styles. Like Ocean City's earliest homes, Colonial Revivals often eclectically invoke many folk forms and elements.



334 Central Ave (Key)

LOCAL CHARACTERISTICS

Form

- Primarily 2 or 2 ½ stories in height
- Symmetrical, mass plan with center hall
- Due to lot configuration, many have gables that face street with side entrance
- Handful of large rooming houses

Roof

- Primarily gable, although gambrel is also popular
- Steeply pitched with full attics
- Originally wood shingles

Dormers

- Typically individual, single window, gable roofed
- Regular symmetrical pattern
- Shed dormers are typically a latter, acceptable addition

Cladding

- Horizontal wood clapboard siding, with or without corner boards
- Wood shingles
- Combination of clapboards and shingles

Porches

- Varies from large, southern style porches to no porch
- Variety of detail depending on specific style

Windows and Doors

- Wood double-hung windows
- Divided-light upper sash over single lower sash
- Variety of decorative windows used



619 Wesley Ave (Contributing)

CRAFTSMAN (ca.1905-1930)



824 Atlantic Ave

In response to the excess of the mechanized, mass-produced Victorian era, Craftsman architecture promotes simplicity. These homes tend to have simple rectangular forms that feature hand-crafted details with clean lines and natural materials. While Craftsman generally specifies the style associated with the Arts and Crafts movement, the closely associated bungalow refers to the 1 to 1 ½ story building form. In Ocean City, Craftsman homes typically take the form of bungalows, though raised and two-story Craftsman homes also exist.



622 Wesley Ave (Contributing)

LOCAL CHARACTERISTICS

Form

- Generally 1 to 1 ½ stories in height
- Examples include raise first level and 2 story height
- Rectangular shape; often built from pattern books and catalogues

Roof

- Gable most common, though examples of combination hipped/gable roofs
- Less steeply pitched than other styles with emphasis on large overhangs
- Edges both closed off or open with exposed rafters
- Originally wood roofing

Dormers

- Integral part of design
- Traditionally large shed-roof or gable-roof dormers

Cladding

- Primarily horizontal wood clapboard siding or shingle
- Some Ocean City examples of stucco, brick, and stone

Porches

- Single and double-level porches along front
- Porches incorporated into primary roof structure
- Heavy wood or stucco covered columns
- Columns rest on massive masonry piers that often extend to ground level

Windows and Doors

- Wood double-hung windows
- Divided-light upper sash over single lower sash
- Use of divided-light transom windows
- Single, wood doors and glass panels used



633 Wesley Ave (Contributing)

NEOCLASSICAL REVIVAL (ca.1895-1940)



725 Wesley Ave (Key)

Although Ocean City only has a handful of Neoclassical Revivals, they remain a dominant architectural feature within the Historic District. Based on classical symmetry and balance, these buildings are distinguished by a full-height porch with grand columns that dominate the exterior. Although its roots can be attributed broadly to classical tradition, Neoclassical Revival surged in popularity after its prominence in Chicago's 1893 World's Colombian Exposition. In Ocean City, Neoclassical Revival can be found in a handful of homes, but also some larger

LOCAL CHARACTERISTICS

Form

- All are at least 2 ½ stories in height
- Feature large-scale plans with clear balance and symmetry
- Massive, colonnaded porches

Roof

- Primarily hipped shaped
- Originally wood, slate, or metal shingles
- Roof edges feature decorative cornices and moldings
- Moldings are typically modillion blocks and/or dentil courses

Dormers

- Variety of different styles and types of dormers and gables
- Emphasis on symmetry

Cladding

- Horizontal wood clapboard siding, wood shingles, brick, or stucco
- Sometimes materials combined

Porches

- Significant and dominant element; integral part of elevation
- Thicker columns emphasizes main entrance
- Multiple levels
- Prevailing colonnade (series of columns)

Windows and Doors

- Wood double-hung windows
- Divided-light upper sash over single lower sash
- Variety of decorative windows used



510-516 8th St (Key)



The Flanders Hotel (Key)
719 E. 11th Street

REFERENCES

Architectural Styles of America , Northern Arizona University, http://jan.ucc.nau.edu/~twp/architecture/

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Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring& Reconstructing Historic Buildings. . http://www.nps.gov/hps/tps/standguide/ Weeks, Kay D. and Grimmer, Anne E., National Park Service, Washington D.C , 1995.

What Style Is It. Poppeliers, John C., and S. Allen Chambers. Hoboken, NJ: John Wiley &Sons Inc, 2003.

ACKNOWLEDGEMENTS

HISTORIC PRESERVATION COMMISSION MEMBERS: 2009-2010

- Richard Stanislaw– Chair
- John Ball - Vice Chair
- Ken Cooper
- Stephen Gring
- Anthony Kutschera
- Fred Miller
- Brian O'Donnell
- Peter Patrizzi
- Dustin Peters
- Jeffery Sutherland—Alt. I
- Jeff Frost—Alt. II

- Recording Secretaries: Jaime Cornell-Fine
  Gail Malone

CITY OF OCEAN CITY, NJ

- Mayor Sal Perillo
- Mayor Jay Gillian
- Elizabeth A. Terenik, PP, AICP
  Director of Planning and Engineering,

OTHERS

- Prepared by Ryan Hagerty & Jason Hanusey
- Edited by John D. S. Hatch, AIA
- Further edits by Fred Miller, Susan Miller, and Richard Stanislaw
- Photographs by Ryan Hagerty & Jason Hanusey

HISTORIC PRESERVATION COMMISSION
City of Ocean City, NJ
August 2010

Historic Preservation Element

ocean city



CONSERVATION PLAN ELEMENT,

ENVIRONMENTAL RESOURCES and

RECREATION INVENTORY

OCEAN CITY, NEW JERSEY

Adopted June 10, 2009

By the Ocean City Planning Board

Developed by the

Ocean City Environmental Commission and the

Ocean City Department of Planning and Engineering

2.7 HISTORICAL AND CULTURAL

2.7.1 HISTORICAL

Ocean City was founded officially in 1879, after a number of years of seasonal occupation and before that, Native American summer occupation. The city was founded on the principles of a Methodist Christian community, with small-lot development suited to a summer religious retreat. The Tabernacle Association held the rights to much of the land and many deeds today continue to include prohibitions on activities that were prohibited by the religious practices of the times. Until about 1980, Sunday blue laws were in effect. Even today, the sale of alcoholic beverages and the consumption of those beverages except in private is not allowed. Official information about Ocean City may be found at http://www.ocean-city.nj.us/.

The streets were laid out in a grid, with many of them being given the names of familiar Philadelphia streets. The block between 5th and 6th Streets, from the ocean to the bay, was reserved for public uses and today houses a city parking lot, the Ocean City High School and its fields, Veteran's Memorial Park, recreation areas, the Tabernacle, the Fire Headquarters and Construction Code Offices, the Ocean City Primary School, and the Bayside Center.

The Ocean City Historical Museum and the Ocean City Free Public Library, both located in the 1700 block of Simpson Avenue, have large collections of Ocean City history, memorabilia and books about Ocean City. The collection at the library may be searched from the website http://oceancitylibrary.org/. The wreck of the sailing ship Sindia on the Ocean City beach in December 1901 is featured at the Museum. The museum's website is http://www.ocnjmuseum.org/.

2.7.2 HISTORIC DISTRICT

As the 1980's progressed and redevelopment became the norm, older buildings were being lost at an ever-increasing rate. An inventory of properties in a wide area of Ocean City was undertaken in 1988 and determination of the historic status of each of the buildings was done. The inventory is located at 115 E. 12th Street in the Planning and Engineering Department. Based on this inventory, hearings were held and a Certified Local Government (CLG) historic district ordinance was passed in 1989, with the final boundaries of the district determined in 1992.

In 2003, a re-survey was done and a smaller National Register district was also established. A walking tour of the Historic District is outlined in a brochure published by the Historic Preservation Commission.

The Historic Preservation Element of the Master Plan was last adopted in 1989 and does not reflect changes and modifications to the CLG nor the National Register district.

The Historic Preservation Commission is established in Chapter 25-1800 of the Ocean City codes in accordance with the Municipal Land Use Law and has a wide range of responsibilities and powers. Two sections are reprinted from the ordinance and are included herein, regarding the powers and duties and also the kinds of development actions requiring review before permits are issued. The ordinance is also found at the Coded Systems website: http://68.15.49.6/oceancity_nj/lpext.dll?f=templates&fn=site_main-j.htm&2.0. The Commission meets monthly or as needed to review proposals for demolitions, changes or new construction in the CLG Historic District.

RECOMMENDATION: UPDATE THE HISTORIC PRESERVATION PLAN ELEMENT OF THE MASTER PLAN.

RECOMMENDATION: DO GIS MAPPING OF HISTORIC DISTRICTS, DESIGNATING KEY, CONTRIBUTING AND NON-CONTRIBUTING SITES.

2.7.3 HISTORIC SITES

The NJDEP Historic Preservation Office in February 2004 listed 12 sites in Ocean City. They are:

1. Bayside Center, 520 Bay Avenue: SHPO Opinion letter
2. City Hall, 861 Asbury Avenue: State and National Register
3. Dockside Café and Marina (SHPO Opinion letter) Demolished 2004
4. Ocean City 10th Street Station: State and National Register
5. Ocean City 34th Street Station: State and National Register, Demolished
6. Ocean City Residential Historic District 3rd-8th, Central to Ocean Ave: State and National Register
7. Ocean City-Longport Bridge: SHPO Opinion letter, demolished
8. Saint Peter's United Methodist (called Episcopal by DEP) Church, 501 E. 8th St.: COE 1997
9. "Sindia" Shipwreck Site, beach at 16th Street: DOE, SHPO Opinion letter
10. Tabernacle Baptist Church, 8th & West, SHPO Opinion
11. U.S. Lifesaving Station, 4th & Atlantic Ave. COE 2001
12. WWI Memorial Bridge, Route 52 over Ship Channel, SHPO Opinion letter.

For more information on historic sites, visit www.state.nj.us/dep/hpo . Link to Identify, New Jersey and National Register of Historic Places, (Current Listings), Cape May County and then Ocean City.

2.7.4 NEIGHBORHOODS

Today the city has distinct neighborhoods characterized by building styles and uses. The Boardwalk, Asbury Avenue, West Avenue, 34th Street and 55th Street all have commercial areas. A hotel-motel zone parallels the boardwalk in the middle of the city. The north end of the city, north of 5th Street is residential, with single family residential predominating west of Atlantic Avenue. The middle areas and the south end have two-family and multifamily predominantly. Several single family neighborhoods have been established on filled areas: Merion Park, Bay Landings, and Ocean City Homes. The bayfront Riviera area, between 14th and 23rd Streets, has manmade bulkheaded lagoons that are lined with one and two-family homes. Throughout the city, seasonal use predominates, with 2/3 of the total residential dwelling units vacant except seasonally, according to the 2000 census. Anecdotally, the single family areas tend to have a more uniform population year round. That creates a small town atmosphere in the off-season quite different from the busy summer season. Starting in 2001, Master Plan changes and zoning ordinance revisions reflect these neighborhood characteristics.

2.7.5 CULTURAL

Ocean City has several city-owned cultural venues. They are:

1. The Ocean City Community and Cultural Center, located between 17th and 18th Streets on Simpson Avenue. This building, opened in 1990, houses the Ocean City Free Public

Library, the Ocean City Historic Museum, and the Ocean City Arts Center; under the same roof is the Aquatic & Fitness Center with a pool. The library and the Aquatic & Fitness Center are operated by city employees; the others are operated by not-for-profit organizations.

Currently, an expansion and renovation of the center is underway. The project includes a 10,000 square foot expansion of the Ocean City Library, the construction of a new Senior Center, expansion of the Aquatic & Fitness Center and a new central lobby that will join all of the uses in the building.

2. The Ocean City Music Pier, on the boardwalk at Moorlyn Terrace between 8th and 9th Streets, is the center for many cultural events. The large auditorium that extends eastward over the beach was upgraded in the early 1990's with an Arts Council Grant and for a long time has been the home for the Ocean City Pops orchestra, a seasonal small orchestra comprised of professionals from the local and Philadelphia area. All of the orchestra members and the director are Ocean City employees. On the evenings when the Pops is not playing, other musical and theatrical presentations are staged. The Music Pier is busy almost every evening during the summer season and in recent years has been used throughout the year on an increasingly frequent basis. Nationally known performers appear on a regular basis.

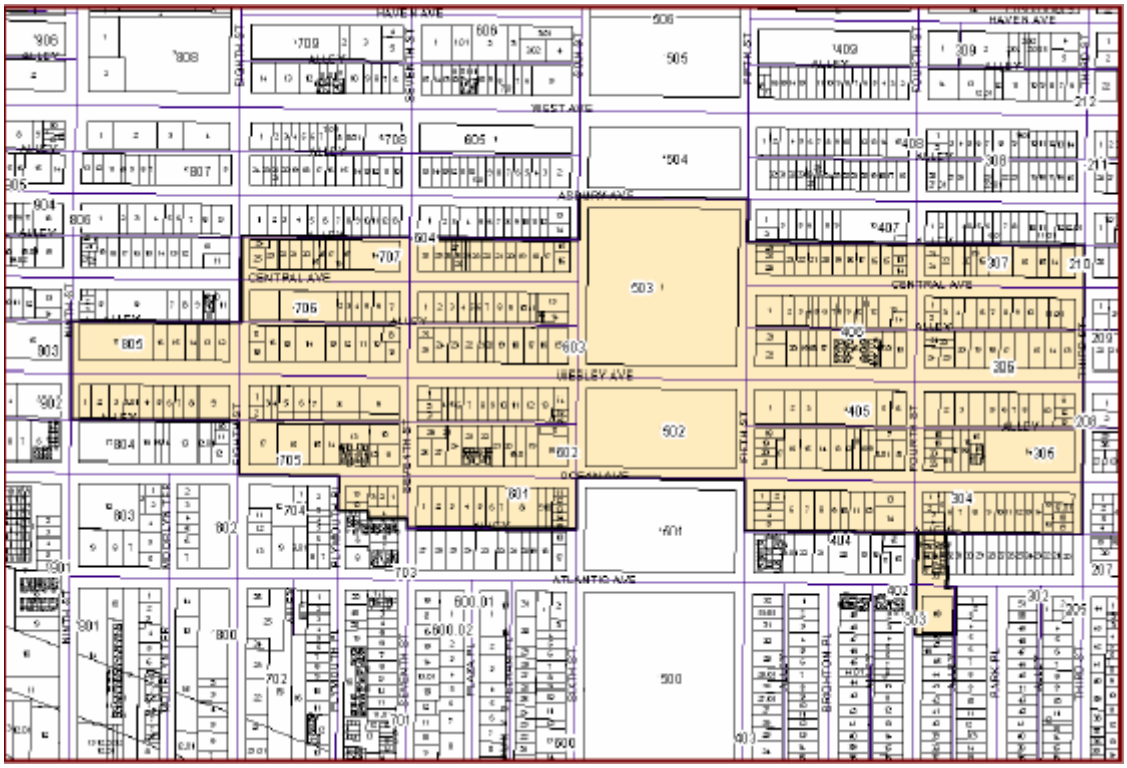
3. In addition, cultural events on a small scale take place at the Bayside Center, which is owned by Cape May County and operated by the city, and at churches and other locations, both public and private, throughout the city. Recently, a group called the Ocean City Fine Arts League has formed and is presenting cultural events in the downtown. The city has a well-known oratorical choir as well as other singing groups. An Art Walk takes place once a month on Asbury Avenue and two art shows a year are exhibited on the Boardwalk.

4. The light side of culture is also well represented in the fun-filled activities that are sponsored by the city for the benefit of visitors and residents alike. From the zany welcome to spring called the Doodah Parade in April, where anything goes, through the Martin Z. Mollusk day and Miss Crustacean Contest, to the decorated boat parade on the bay in July known as Night in Venice, the Baby Parade in August and First Night on New Year's Eve, with a large number of events in between, the city has made a concerted effort to welcome and entertain folks. The flavor is a cross between seashore casual and Philadelphia, and it is uniquely Ocean City. The calendar of events for Ocean City may be found at http://www.ocnj.com/ .

2.7.6 ECOTOURISM

As it is pointed out in the Introduction, the basis of the economy in Ocean City is the sand, the sun and the water. The beach has opportunities for swimming, boating, fishing, parasailing and more. The bay offers boating and fishing opportunities of all kinds.

However, away from the more crowded venues there are many other kinds of enjoyment, many based on the environmental resources of the island, which do not receive the same kind of publicity.



City of Ocean City Historic District

Annual Report

ocean city

CITY OF OCEAN CITY

AMERICA'S GREATEST FAMILY RESORT

DEPARTMENT OF COMMUNITY SERVICES

January 26, 2016

Jonathan Kinney, CLG Coordinator
NJ State Historic Preservation Office
Mail Code 501-04B
Historic Preservation Office
NJ DEP
PO Box 420
Trenton, NJ 08625-0420

Re: 2015 CLG Annual Report for the
City of Ocean City

Dear Mr. Kinney:

Following, please find the required information as required per *Appendix C. Annual Report Contents.*

Local Legislation:

1. There have been no changes to the historic preservation ordinance and it remained enforce for 2015.
2. There have been no revisions to the ordinance, regulations, by-laws or guidelines during 2015.
3. None.
4. The number of cases is as follows: 6 Alterations; 3 Demolitions; 1 New Construction. The Commission has elected a subcommittee consisting of two members and an alternate to review construction permit applications for items such as roofing, siding, decking, etc. that could be excluded from a full Commission hearing. This subcommittee has reviewed 18 permit applications.

Local Historic Preservation Commission:

1. Ten (10) meetings were held in 2015.
2. The attorney was present for 6 meetings, the architect for 4.
3. The architect would submit report prior to hearing for the Commission's consideration.
4. No professional training received during 2015.
5. The only change to the Commission membership in 2015 was resignation of an alternate I member during the year. A vacancy announcement has been posted on our website as well as advertised on the local information channel and in the local newspaper. 2015 membership list enclosed. (Attachment "A")

National Register Nominations:

1. No nominations were reviewed.

Local Survey Inventory:

1. No new inventory forms were completed. However, enclosed is a list of properties located within the district and their designation as noted in your email concerning mapping data collected. (Attachment "B")

2. NA

3. The last survey was updated in 2001. The Commission is currently looking into grant opportunities to finance a new local survey and inventory.

Public Participation:

1. The agenda is advertised in the local newspaper, a sample of each type (cancellation, special, regular) are enclosed; the local access channel is also utilized to advertise meetings at least 10 days prior. (Attachment "C")

2. Copies of the agendas and minutes for the year 2015 have been enclosed. (Attachment "C")

Compliance with the New Jersey State Register of Historic Places Act and the National Historic Preservation Act of 1966, as Amended:

1/2. After *Super Storm Sandy*, several undertakings were initiated by the City. I have attached the grants that were received for three historic properties. Work is to be started soon at these sites. (Attachment "D")

If you require further information, please contact me directly.

Thank you for your time and consideration.

Sincerely,

JAIME M. CORNELL-FINE
Certified Land Use Administrator

Encs

C: Mayor Gillian
Michael Allegretto
Randall Scheule
Jack Ball

9 Sea Isle City

BRIEF HISTORY

Sea Isle City is a city in Cape May County, New Jersey. Visitors raise the population to as much as 40,000 during the peak summer season from Memorial Day to Labor Day. Sea Isle City is located on Ludlam Island, which also contains the Strathmere section of Upper Township. Sea Isle City was originally incorporated as a borough on May 22, 1882, from portions of Dennis Township, based on the results of a referendum held six days earlier. The borough was reincorporated on March 31, 1890. In March 1907, portions of Dennis Township and Upper Township were annexed to Sea Isle City. In April 1905, portions of Sea Isle City were annexed to Upper Township. On April 30, 1907, the area was reincorporated as the City of Sea Isle City, based on the results of a referendum held on April 20, 1907. The name derives from its location on the Atlantic Ocean.

Sea Isle City was founded in 1882 by Charles K. Landis, who was also the founder of Vineland, New Jersey. The main street in town, Landis Avenue, is named for the town's founder. The oldest building in Sea Isle City is The Colonnade Inn, a Victorian building dating back to the 1800s. From 1885 until 1924, Sea Isle City was the location of Ludlam's Beach Lighthouse. The structure was moved to the corner of Landis Avenue and 35th Street (3414 Landis Ave), and



Sea Isle City's new City Hall

was a private residence (rental) for many years. A non-profit group, The Friends of the Ludlam Beach Lighthouse, was unsuccessful in its efforts to raise enough money to save the building from demolition by moving it to a new location and restoring it. It was demolished on September 21, 2010, to make way for new town homes.

Like many of the other city's in the Jersey Shore area, the first visitors to the Sea Isle City region were the Lenni Lenape Indians. These tribes would travel to the island from the mainland to fish and gather/collect shells. In particular, they gathered quayhog shells from along the beach. They called these shells "Wampum", and used a purple lining on the inside of the shell as currency.

Joseph Ludlum was the first owner of the island. He bought the land in 1692 from a group of Quakers called the West Jersey Proprietors. Ludlum named the island after himself, and divided it into three sections. John Townsend purchased one of these section of Ludlam Island in 1695, and named it Townsend's Inlet. What was then known as Ludlam's Beach would eventually become Sea Isle City.

In these early days, Ludlam used the island to stock cattle and sheep. The livestock would be made to swim from the mainland to the island. Once they completed the swim to the island, the animals were allowed to roam free. The Excursion House, one of the island's first true tourist destinations, was built in 1882. It was meant as a one-stop destination for people visiting Sea Isle City, particularly if they were only planning on staying for one day. The Excursion House offered all manner of recreational activities, including: dances, boxing matches, basketball games and more. Halloween parties and other annual events were also held at the Excursion House. Visitors to the Excursion House were often called "shooies", as they tended to bring lunches packed in shoeboxes.

The Bellevue Hotel, constructed in the early 1890s, was significant in that it was owned by Fritz and Caroline Croneckers, whose sons, Richard and Fred, would both go on to become mayors of Sea Isle City. The brothers would also inherit the hotel after the death of their parents, and, in turn, pass the hotel on to Margaretta Pfierffer, the granddaughter of Fritz and Caroline. Another interesting hotel constructed during this period was the Continental Hotel. The Continental was the largest hotel on the island, and was easily the most modern. It had a steam-powered elevator – the only one of its kind in the entire County. Unfortunately, the hotel suffered from a very poor location, and was therefore never very popular, despite all of its modern conveniences. It would continue operation for 30 years, before finally being shut down in 1921.

NATIONAL and STATE REGISTER OF HISTORIC PLACES LISTINGS

Atlantic City Railroad Cape May Division Historic District (ID#4758)
Railroad right-of-way from Winslow Junction to Cape May Point, Sea Isle City & Ocean City
DOE: 6/23/2005; SHPO Opinion: 7/2/2004

Townsend Inlet Bridge (SI&A # 3100003) (ID#4893)
Ocean Highway (CR 619) over Townsend Inlet SHPO Opinion: 10/30/2008

CORRESPONDENCE
<sromano@seaislecitynj.us> Wed, Aug 10, 2016 at 1:48 PM
As per our phone conversation today, I have attached the 2007 Master Plan and I will send a separate email with the 1992 Historic Survey for the City of Sea Isle City. The files are too big to send together.
Please let me know if you do not receive both.
Thank you
Shannon D. Romano, Deputy Municipal Clerk
233 JFK Blvd., Sea Isle City, NJ 08243
(609) 263-4461 Ext. 1216 Phone

OBSERVATIONS
According to CHAPTER XXV HISTORIC PRESERVATION of the Sea Isle City Land Use Code, there already is a "weak" commission ordinance enacted under the Municipal Land Use Law. BRPA could not find confirmation of this after speaking with municipal staff, library staff, welcome center staff and local historical museum staff. The 2007 Master Plan does not specifically recommend a local historic preservation commission. The Sea Isle City Historical Museum is a prominent new building which attracts many visitors and raises heritage awareness.

RECOMMENDATIONS
The Sea Isle City Historical Museum should take the lead in recommissioning the historic preservation commission ordinance. Potential commissioners and their level of commitment should be investigated further. Any prior commission records should be located, digitized and permanently stored in a safe, archival manner for future information. It is imperative that the city conduct an updated architectural survey and draft a better historic preservation element of the master plan to identify potential historical and cultural resources worthy of protection.

The recommendations for Sea Isle City are:

1. Prepare a Historic Preservation Building Survey (see attached example) for the entire City, identifying possible National or State eligible properties and local cultural resources deserving of further study and/or protection.
2. Prepare a Historic Preservation Element of the Master Plan (see attached example) prepared by a New Jersey professional planner with experience conducting research, writing, and consulting in American architectural history with a consulting firm, agency, or other professional organization and some experience working on National Register Nominations.
3. Coordinate between municipal leaders, Historical Museum staff and local stakeholders to revive the Sea Isle City Historic Preservation Commission and revise the ordinance per current state standards. Contact the HPO for further assistance.



Sea Isle City Historical Museum



Well-maintained circa 1882 vernacular home near the museum

Ordinance

sea isle city

CHAPTER XXV HISTORIC PRESERVATION

25-1 FINDINGS.

The City of Sea Isle City celebrated its 100th Anniversary in the year 1982; and the City is desirous of preserving for future generations the buildings and memorabilia of the City and the Centennial Committee and desires to protect its historic resources and to comply with State and Federal Historic Preservation Legislation. The City desires to maintain and survey its historic resources and to provide public participation in local historic projects and events. (Ord. No. 1066 preamble)

25-2 HISTORIC PRESERVATION COMMISSION.

25-2.1 Creation.

The City of Sea Isle City Historic Preservation Commission is hereby established. (Ord. No. 1066 § 1)

25-2.2 Purpose; Duties.

There is hereby created the Sea Isle City Historic Preservation Commission. The Commission shall be comprised of seven (7) members and two (2) alternates classified as set forth below, appointed by the Mayor. The Commission shall strive to, at all times, comply with the "New Jersey Conservation Restriction and Historic Preservation Restriction Act," N.J.S.A. 13:8B-1, and the "National Historic Preservation Act of 1966," 16 U.S.C. 470 et seq., as amended. The Historic Preservation Commission shall:

a. Prepare a survey of historic sites of the City;

b. Make recommendations to the Planning Board on the historic preservation plan element of the Master Plan and on the implication for preservation of historic sites of any other master plan elements;

c. Advise the Planning Board on the inclusion of historic sites in the recommended capital improvement program;

d. Advise the Planning Board and the Board of Adjustment on applications for development;

e. Provide written reports on the application of the Zoning Ordinance provisions concerning historic preservation, to the administrative officer in charge of issuance of building permits;

f. Carry out such other advisory, educational and informational functions as will promote historic preservation in the City;

g. Identify and record historic buildings, structures, sites, objects, or districts and evaluate these resources against the criteria outlined in this section. The survey material shall be reviewed and, if necessary, updated at least every other year to incorporate any newly acquired historical documentation and to reflect changes to a resource's integrity or condition;

h. Advise the Governing Body on the relative merits of proposals involving public lands to restore, preserve and protect historical buildings, places and structures, including the preparation of a long-range plan therefor; secure State, Federal and other grants and aid to assist therein and monitoring such projects once underway;

i. Recommend to the applicable County, State and Federal agencies, where appropriate, recognition of historic buildings, structure, sites or objects.

j. Request the Governing Body to seek, on its own motion or otherwise, injunctive relief for violations of this chapter or other actions contrary to the intent and purpose of this chapter.
(Ord. No. 1066 § 2; Ord. No. 1431 §§ XCIX, C)

25-2.3 Membership; Classes; Qualifications; Terms.

a. The Commission shall be comprised of nine (9) residents of the City appointed by the Mayor and divided into the following classes:

Class A: Persons knowledgeable in building design and construction or in architectural history.

Class B: Persons knowledgeable or with a demonstrated interest in local history.

Class C: Citizens of Sea Isle City who hold no other municipal office, position or employment except for membership on the Planning Board or Zoning Board of Adjustment.

Alternates: There shall be two (2) alternates, with the same qualifications as Class C members, designated Alternate 1 and Alternate 2 who may participate in discussions but may not vote except in the absence or disqualification of a regular member. Alternate 1 shall vote first.

b. At least four (4) members of the Commission shall be from Class A and B.

c. The term of regular members shall be four (4) years; and of alternates, two (2) years. The initial terms shall not exceed these limits and shall be so determined that to the greatest practicable extent the expiration of terms shall be distributed evenly.

d. Vacancies shall be filled for the unexpired term only.

e. Notwithstanding anything above, the term of any member common to the Planning Board or Zoning Board of Adjustment shall be for the term of the term of membership on the Board.
(Ord. No. 1066 § 3)

25-2.4 Compensation.

The members of the Commission shall serve without compensation. (Ord. No. 1066 § 12)

25-2.5 Appropriations.

The Governing Body shall make provisions for the expenses of the Historic Preservation Commission pursuant to N.J.S.A. 40:55D-108. (Ord. No. 1066 § 13; Ord. No. 1431 § CI)

25-2.6 Officers.

The Commission shall elect a Chairman and Vice-Chairman from its members, and select a Secretary who may or may not be a member of the Commission or a municipal employee. (Ord. No. 1066 § 4)

25-2.7 Organization and Meetings.

a. The Commission shall reorganize annually, each January;

b. The Commission shall adopt internal and/or administrative rules and procedures;

c. A quorum shall be four (4) members; and

d. All commission meetings shall be subject to the Open Public Meeting Act.
(Ord. No. 1066 § 5)

25-3 DESIGNATION OF HISTORIC LANDMARKS.

25-3.1 Duties of Commission.

a. The Commission shall recommend to the Planning Board guidelines for review to be utilized in determinations of historic landmark status and for review of development applications or permits affecting historic landmarks or improvements within historic districts. The Planning Board may recommend modifications of the guidelines and shall make the final decision as to their adoption.

b. The Commission shall consider for historic designation buildings, structures, objects, sites and districts within the City which merit landmark designation and protection of possessing integrity of location, design, setting, materials, workmanship, or association, based on its review or upon the recommendation of other City bodies of concerned citizens.

c. The Commission shall make a list of landmarks recommended for designation. For each landmark, there shall be a brief description of the landmark, of the landmark's significance pursuant to the criteria set forth above, a description of the landmark's location and boundaries, and a map. The Commission shall by certified mail:

1. Notify each owner that his/her property is being considered for historic landmark designation and the reasons therefor. No historic landmark shall be designated in the absence of the owner's consent.

2. Advise each owner of the significance and consequences of such designation, and advise him/her of his/her opportunities and rights to challenge or contest such designation.

3. Notify each owner of the public meeting to be held.

d. The list of potential landmarks as well as the description, significance, location, boundaries, and map of each, shall be subject to review at a Commission public hearing. At least ten (10) days before such a hearing, a preliminary list and a map showing proposed landmarks shall be published, together with notice of the hearing, in an official newspaper of the City. At the hearing, interested persons shall be entitled to present their opinions, suggestions, and objections on the proposed recommendations for landmark designation. The Commission shall then vote on its recommendations to the Planning Board for resources to be designated as local landmarks.

e. The Commission shall prepare a concise report of its recommendations for sites to be designated as local landmarks. Copies of the report shall be delivered to the Planning Board and the City Clerk and a notice of action published by the Commission Secretary in an official newspaper. The published notice shall state the Commission's recommendations and also that final designation shall be made by the Planning Board at a public meeting specified on a date not less than fifteen (15) nor more than forty-five (45) days from the date of publication.
(Ord. No. 1066 § 6)

25-3.2 Landmark Status Designated.

a. Final determination that landmark status exists shall be made by the Planning Board. Such a final determination by the Planning Board shall create landmark status. A certificate of designation shall be issued by the Planning Board. Within seven (7) days of the creation of landmark status, the Planning Board shall by certified mail notify the owner of the property involved in the determination and advise him/her of his/her rights with respect to an appeal of the determination to the Mayor.

b. A member of the public may seek to appeal the status directly to the Mayor upon giving notice to:

1. The owners and persons of record as objecting thereto; and

2. The Planning Board. Such appeal shall be made within forty-five (45) days of the Planning Board's determination. The Mayor shall have the power to either affirm, modify or vacate the decision of the Planning Board as it deems proper.

c. After Planning Board review and approval, the Commission shall submit the list of designated landmarks and a map to the City Clerk for filing. The Governing Body shall then consider the designation list and map, and may approve, reject or modify same by ordinance. Once adopted, the designation list may be amended in the same manner in which it was adopted. Upon adoption, the designation list and map shall also be incorporated by reference into the municipal Master Plan and zoning ordinance.

d. Copies of the designation list and official map as adopted shall be made public and distributed to all municipal agencies reviewing development applications and building permits. A certificate of designation shall be served by certified and regular mail upon each owner included in the list, and a true copy thereof shall be filed with the County Clerk for recording in the same manner as a certificate of a lien upon real property.
(Ord. No. 1066 § 6; Ord. No. 1431 § CII)

25-4 REVIEW BY THE HISTORIC PRESERVATION COMMISSION.

25-4.1 Applications for Building Permits, Demolition and Development.

All building permit, demolition and development applications affecting a historic landmark shall be reviewed by the Commission. Such review shall be required for, but not limited to the following which are merely listed as examples: demolition, relocation, changes in exterior appearance, construction of any improvements, changes in signs or lights, site plan review of subdivisions or zoning variance requests, and so on. (Ord. No. 1066 § 7)

25-4.2 Standards of Review.

In regard to an application for any approval of proposed action the following matters shall be considered:

a. If the historic landmark or structure in a historic district is involved:

1. The impact of the proposed change on its historic and architectural significance as defined in this section;

2. Its importance to the municipality and the extent to which its historic or architectural interest would be adversely affected to the detriment of the public

interest; and

3. The extent to which there would be the involvement of textures and materials that could not be reproduced only with great difficulty and expense.

b. The use of any structure involved.

c. The extent to which the proposed action would adversely affect the public's view of a landmark or structure within a historic district from a public street.

d. The impact the proposed change would have on its character and ambience and the structure's visual compatibility with the buildings, places and structures to which it would be visually related in terms of the visual compatibility factors set forth herein.

e. *Additional Matters Considered.* In regard to all applications, additional pertinent matter may be considered.

f. *Visual Compatibility Factors.* In assessing the effect of any proposed change on an application concerning any landmark, the following "visual compatibility" factors shall be used to analyze the effect that the change applied for would have on the landmark and on those structures to which the landmark is visually related.

1. Height. The height of the proposed building shall be visually compatible with adjacent buildings.

2. Proportion of the Building's Front Facade. The relationship of the width of the building to the height of the front elevation shall be visually compatible with buildings and places to which it is visually related.

3. Proportion of Openings with Facility. The relationship of the width of windows to the height of windows in a building shall be visually compatible with the buildings and places to which it is visually related.

4. Rhythm of Solids to Voids on Facades Fronting on Public Places. The relationship of solids to voids in such facades of a building shall be visually compatible with the buildings and places to which it is visually related.

5. Rhythm of Spacing of Buildings on Streets. The relationship of the building to the open space between it and adjoining buildings shall be visually compatible with the buildings and places to which it is visually related.

6. Rhythm of Entrance and/or Porch Projection. The relationship of entrance and porch projections to the street to which it is visually related.

7. Relationship of Materials, Texture and Color. The relationship of materials, texture and color of the facade and roof of the building shall be visually compatible with the predominant materials used in the building to which it is visually related.

8. Roof Shape. The roof shape of a building shall be visually compatible with buildings to which it is visually related.

9. Walls of Continuity. Appurtenances of a building such as walls, open type fencing, evergreens, or landscape masses, shall form cohesive walls of enclosure along a street, to the extent necessary to maintain visual compatibility of the building with the buildings and places to which it is visually related.

10. Scale of a Building. The size of a building, the mass of a building in relationship to open spaces, the windows, door openings, porches and balconies shall be visually compatible with the buildings and places to which it is visually related.

11. Directional Expression of Front Elevation. A building shall be visually compatible with the buildings and places to which it is visually related in its dimensional character, whether this be vertical character, horizontal character or nondirectional character.

12. Exterior Features. A structure's related exterior features such as lighting, fences, signs, sidewalks, and driveways shall be compatible with the features of those structures which it visually relates to and shall be appropriate for the historic period for which the building is significant.
(Ord. No. 1066 § 8)

25-4.3 Demolitions.

In regard to an application to demolish a historic landmark the following matters shall be considered:

a. Its historic, architectural, cultural or scenic significance in relation to the criteria established in this section.

b. Its significance as a contributing resource and the probable impact of its removal in the area.

c. Its potential for use for those purposes currently permitted by the zoning ordinance.

d. Its structural condition and the economic feasibility of alternatives to the proposal.

e. Its importance to the municipality and the extent to which its historical or architectural value is such that its removal would be detrimental to the public interest.

f. The extent to which it is of such old, unusual or uncommon design, craftsmanship, texture or material that it could not be reproduced or could be reproduced only with great difficulty and expense.

g. The extent to which its retention would promote the general welfare by maintaining and increasing the real estate values, generating business, creating new jobs, attracting tourists, students, writers, historians, artist and artisans; attracting new residents, encouraging study and interest in American history, New Jersey history and the history of Sea Isle City; stimulating interest and study in architecture and design, educating citizens in American culture and heritage, or making the municipality a more attractive and desirable place in which to live.
(Ord. No. 1066 § 9)

25-5 APPEALS AND PENALTIES.

25-5.1 Appeals.

Appeals from recommendations or orders of the Commission shall be to the Administrator.(Ord. No. 1066 § 11; Ord. No. 1431 § CIII)

25-5.2 Penalties.

Any person who undertakes any activity affecting a historic landmark or any improvement within a historic district which is regulated by this section, without obtaining review by the Historic Preservation Commission, shall be in violation of this section.

a. On any violation, the Construction Official shall serve a notice describing the violation and demanding abatement within ten (10) days; and notifying the owner or person present that they must immediately stop and cease any further activity whatsoever. The owner or other persons shall immediately stop any activity.

b. The Construction Officer may also:

1. File complaint in the Municipal Court; and/or

2. Seek injunction relief or restraints in any Court of competent jurisdiction.

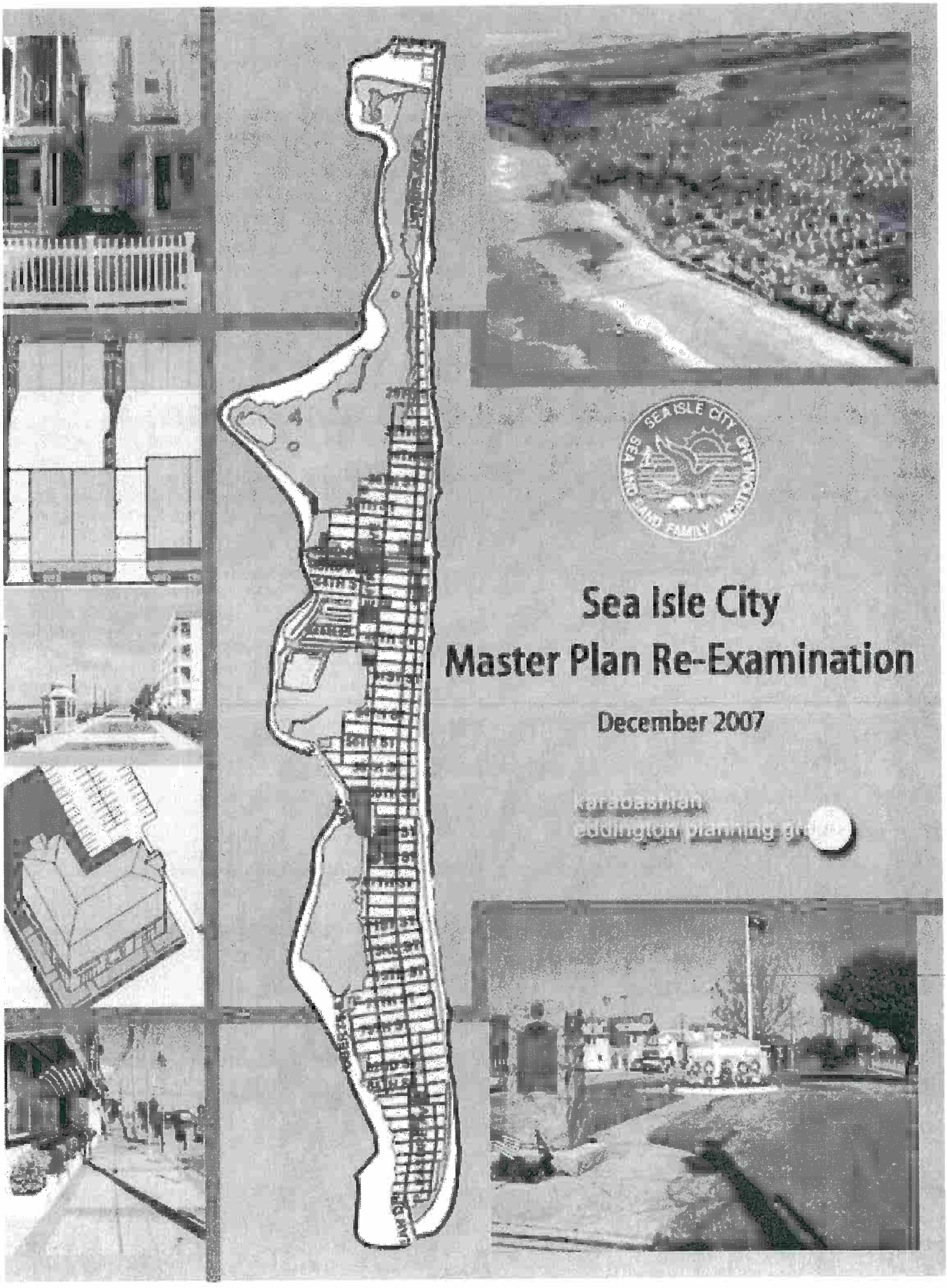
c. Each separate day a violation exists shall be deemed to be a new and separate violation.

d. Any person violating the provisions of this chapter shall be subject to a fine or not more than five hundred ($500.00) dollars and/or ten (10) days in prison. (Ord. No. 1066 § 15)

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Historic Preservation Element

sea isle city



Sea Isle City
Master Plan Re-Examination

December 2007

[redacted]

MAIN STREET FORMATION

The Main Street Approach developed by the National Trust's National Main Street Center in 1980 to assist downtown revitalization efforts nationwide is a community-driven, comprehensive methodology used to revitalize older, traditional business districts throughout the United States. The underlying premise of the Main Street approach is to encourage economic development within the context of historic preservation in ways appropriate to today's marketplace. The Main Street Approach advocates a return to community self-reliance, local empowerment, and the rebuilding of traditional commercial districts based on their unique assets: distinctive architecture, a pedestrian-friendly environment, personal service, local ownership, and a sense of community. The Main Street New Jersey Program was established in 1989 to encourage and support the revitalization of downtowns throughout the state. Main Street New Jersey Communities have brought significant numbers of new businesses and jobs to their respective downtowns. In addition, facade improvements and building rehabilitation projects have upgraded the image of Main Street.

The Four-Point Approach

The National Trust Main Street Center offers a comprehensive commercial district revitalization strategy that has been widely successful in towns and cities nationwide. Described below are the four points of the Main Street approach which work together to build a sustainable and complete community revitalization effort.

a. Organization involves getting everyone working toward the same goal and assembling the appropriate human and financial resources to implement a Main Street revitalization program. A governing board and standing committees make up the fundamental organizational structure of the volunteer-driven program. This structure delineates responsibilities and builds consensus and cooperation among the various stakeholders.

b. Promotion sells a positive image of the commercial district and encourages consumers and investors to live, work, shop, play and invest in the Main Street district. By marketing a district's unique characteristics to residents, investors, business owners, and visitors, an effective promotional strategy forges a positive image through advertising, retail promotional activity, special events, and marketing campaigns carried out by local volunteers. These activities improve consumer and investor confidence in the district and encourage commercial activity and investment in the area.

c. Design means getting Main Street into top physical shape. Capitalizing on its best assets such as historic buildings and pedestrian-oriented streets is a priority. An inviting atmosphere, created through attractive window displays, parking areas, building improvements, street furniture, signs, sidewalks, street lights, and landscaping, conveys a positive visual message about the commercial district and what it has to offer. Design activities also include instilling good maintenance practices in the commercial district, enhancing the physical appearance of the commercial district by rehabilitating historic buildings, encouraging appropriate new construction, developing sensitive design management systems, and long-term planning.

d. Economic Restructuring strengthens a community's existing economic assets while expanding and diversifying its economic base. The Main Street program helps sharpen the competitiveness of existing business owners and recruits compatible new businesses and new economic uses to build a commercial district that responds to today's consumers' needs.

The Main Street approach is incremental; and may not produce immediate change. Short term and immediate fixes often fail to address the underlying causes of commercial district decline. Expensive improvements, such as pedestrian malls or sports arenas, do not always generate the desired economic results. In order to succeed, a long-term revitalization effort requires careful attention to every aspect of downtown, a process that takes time and requires leadership and local capacity building. The 2004 National Main Street Trends Survey states that commercial districts continue to maintain the steady

progress they've made since 1998, when they seemed to have taken a big jump economically. This is trend is likely to continue in the coming years.

Benefits of being a Main Street New Jersey Community

New Jersey's Main Street Program believes that when a community participates in a comprehensive revitalization effort, its downtown can experience a return to economic vitality. Benefits of the New Jersey Main Street program include the following:

- Protecting and strengthening the existing tax base
- Increasing sales and returning revenues to the community
- Creating a positive community image
- Creating visually appealing and economically viable downtown
- Attracting new businesses
- Creating new jobs
- Increasing investment in the downtown
- Preserving historic architectural resources

Ingredients for a Successful Main Street

Nationally, the following six general statements characterize the most important ingredients of a successful Main Street.

a. Strengthen planning and land-use laws so that "rural" is really rural, and "urban" is really urban, and the sprawl between the two of them is controlled. Other regulatory factors include:
    - Main Street-friendly comprehensive plan
    - Financial incentives for Main Street investment
    - Incentives to create mixed-use neighborhoods
    - A retail size cap ordinance

b. Create an environment that cultivates and supports innovative new businesses. Offer training, peer-to-peer mentoring, seed capital, financing, and the market research needed to help independent businesses get established and grow on Main Street.

c. Facilitate 24/7 districts including housing. With people keeping an eye and ear on what's happening 24 hours a day, seven days a week, and neighborhood-serving retail businesses to meet their basic consumer needs.

d. Think beyond retail. Unlike a shopping mall, less than 20 percent of a Main Street district is used for retail businesses. The rest of the space is employed for housing, offices, government functions, entertainment, religion, and, increasingly, small-scale industries. These activities give Main Street districts economic buoyancy and market diversity.

e. Create entertainment needs as a stronger component of Main Street such as a theater, a spontaneous street performance, or a farmers market.

f. Emphasis on history. History was made on Main Street celebrations, protests, and festivals.[10]

[10] Reference: www.mainstreet.org; www.state.nj.us/dca/dcr/msnj/index.shtml

10 Stone Harbor

BRIEF HISTORY

Stone Harbor is a borough in Cape May County, New Jersey. Development began in the late 19th century as a beach resort along the West Jersey and Seashore Railroad line. The community was marketed to wealthy residents of Philadelphia seeking a resort destination or a second home.

Stone Harbor was incorporated as a borough by an act of the New Jersey Legislature on April 3, 1914, from portions of Middle Township, based on the results of a referendum held on April 28, 1914. The borough gained a portion of Avalon on December 27, 1941. The borough is said to be named for an English sea captain named Stone who sought shelter from a storm in the area.

Stone Harbor attractions include The Wetlands Institute, the Stone Harbor Bird Sanctuary and the Stone Harbor Museum. The Sisters, Servants of the Immaculate Heart of Mary, maintain the Villa Maria by the Sea convent, which opened in June 1937. The beach fronting the Villa is called Nun's Beach and is a well known surfing spot.



Stone Harbor Municipal Building

The first building, an inn, was erected in 1891 near 80th Street. Seven cottages formed the

original resort. It was not until 1907 that the sand dunes were leveled off and salt marshes filled in. Streets, pavements and curbing were laid out, two basins dredged from land adjacent to the Inland Waterway and one natural basin deepened. Bulkheads and seawalls were constructed as protection for lands adjacent to basins, waterways and ocean, while eight jetties were built to protect beaches from erosion. In 1912 a one-room school house was built on 93rd Street and in 1915 a still larger one was built on 94th.

NATIONAL and STATE REGISTER OF HISTORIC PLACES LISTINGS
Atlantic City Railroad Cape May Division Historic District (ID#4758)
Railroad right-of-way from Winslow Junction to Cape May Point, Sea Isle City & Ocean City; DOE: 6/23/2005; SHPO Opinion: 7/2/2004

Great Channel Bridge (SI&A # 0500006) (ID#3060)
Stone Harbor Boulevard over Great Channel SHPO Opinion: 3/8/1983

Ocean Highway Bridge (SI&A # 0500028) (ID#4763)
Ocean Highway (CR619) over Great Channel Bridge SHPO Opinion: 1/3/2008

Rufwud Cottage (ID#5189)
398 93rd Street NR: 12/2/2014 (NR Reference #: 14000979) SR: 10/6/2014 COE: 7/16/2012

U. S. Lifesaving Station No. 35 (ID#4663)
11617 Second Avenue NR: 10/8/2008 (NR Reference #: 08000970) SR: 7/24/2008 SHPO Opinion: 2/16/2006

CORRESPONDENCE
<info@stoneharbormuseum.org> Fri, Jul 29, 2016 at 10:45 AM
To the best of my knowledge, Stone Harbor doesn't have any Historic Preservation ordinances, bylaws, surveys,etc.. The Stone Harbor Museum has however, in the past year, instituted, a Vintage Home Plaque Program for homes built before 1950 to encourage homeowners to take pride in their older homes and not be so quick to tear them down. To date we have documented and have had join, over 140 houses built before 1950. The only building in town on the Historic Registry is the 1895 U.S. Life Saving Station at 2nd Ave. and 117th St.
Bruce Tell
Stone Harbor Museum

7/29/16 – Called Historical Society, Spoke to Bruce Tell, he had emailed while I was making other calls. Said they have no historic preservation codes, they have 1 building on the national registrar. They started a vintage plaque "fundraiser" to create awareness on Historic "older" buildings, big success, over 140 sold to date. Very Supportive of what we are doing.

OBSERVATIONS
The Main Street is beautiful and the Stone Harbor Museum does an excellent job of staying

relevant and engaging the public. A new plaque program has been a big hit and created much local pride in the town. Walking tours are also conducted and a tour brochure is available.

From the Museum's website, "A typical seashore cottage, built in 1916, is home to the Stone Harbor Museum. A visit to the Museum is a visit to the past. Opened in 1999, a collection of archival material and displays bring the past into the present. Trained volunteer docents welcome and guide visitors through the museum. Highlights include videos of the Beach and Boardwalk and historic storms. Oral interviews with residents and their memories of life in early Stone Harbor may be viewed. Featured also among the many displays are the Bird Sanctuary and the trains which brought the earliest visitors to Stone Harbor. Stone Harbor Museum & Maritime Annex welcomes you to experience the story of Stone Harbor. We have 50,000 artifacts, displays, videos and more to view. Unique gifts are available for purchase in the Museum Gift Shop. Books about Stone Harbor, its attractions and history, stories written by members of the museum are featured. Other gifts for sale include collectible historic Stone Harbor beach badges, postcards, DVD videos and mugs, Stone Harbor place mats, and Stone Harbor coloring books."



Historic Stone Harbor 1924 Pumping Station along 96th Street,Stone Harbor Boulevard, "Main Street"



Stone Harbor Mall along the downtown main street

RECOMMENDATIONS

Stone Harbor has less than 1,000 full time residents, so a municipal historic preservation commission does not make sense. If there were enough qualified volunteers, a "weak" commission under the MLUL could be considered. The latest borough master plan included a section on historic properties and this should be expanded upon during the next Master Plan Re-Examination. BRPA recommends the borough became a National Trust Main Street. Through education, training, case-studies, and peer-to-peer learning, the National Main Street Center can equip a community with the tools it needs for long-term, comprehensive, preservation-based community revitalization. Increase funding to the Museum and appoint an Executive Director of the Main Street Program with a part-time salary. The Four Points are listed below:

Organization

Organization establishes consensus and cooperation by building partnerships among the various groups that have a stake in the commercial district. The most effective Main Street programs get everyone working toward the same goal. With this level of collaboration, your Main Street program can provide effective, ongoing management and advocacy for your downtown or neighborhood business district. Through volunteer recruitment and collaboration with partners representing a broad cross section of the community, your program can incorporate a wide range

of perspectives into its efforts. A governing board of directors and standing committees make up the fundamental organizational structure of volunteer-driven revitalization programs. Volunteers are coordinated and supported by a paid program director. This structure not only divides the workload and clearly delineates responsibilities, but also builds consensus and cooperation among the various stakeholders.

Promotion
Promotion takes many forms, but the goal is to create a positive image that will renew community pride and tell your Main Street story to the surrounding region. The techniques we teach, and the variety of tools at your disposal, will help to rekindle the vitality of your community. Promotions communicate your commercial district's unique characteristics, its cultural traditions, architecture, and history and activities to shoppers, investors, potential business and property owners, and visitors.

Design
Design means getting Main Street into top physical shape and creating a safe, inviting environment for shoppers, workers, and visitors while preserving a place's historic character. Successful Main Streets take advantage of the visual opportunities inherent in a commercial district by directing attention to all of its physical elements: public and private buildings, storefronts, signs, public spaces, parking areas, street furniture, public art, landscaping, merchandising, window displays, and promotional materials. An appealing atmosphere, created through attention to all of these visual elements, conveys a positive message about the commercial district and what it has to offer. Popular design activities also include instilling good maintenance practices in the commercial district, enhancing the district's physical appearance through the rehabilitation of historic buildings, encouraging appropriate new construction, developing sensitive design management systems, educating business and property owners about design quality, and long-term planning.

Economic Restructuring
Through economic restructuring, we can show you how to strengthen your community's existing economic assets while diversifying its economic base. Successful communities accomplish this by evaluating how to retain and expand successful businesses to provide a balanced commercial mix, sharpening the competitiveness and merchandising skills of business owners, and attracting new businesses that the market can support. Many Main Street programs also achieve success through creative reuse of historic properties. Converting unused or under used commercial space into economically productive property also helps boost the profitability of the district. The goal is to build a commercial district that responds to the needs of today's consumers while maintaining the community's historic character.

Historic Preservation Element

stone harbor

Stone Harbor Master Plan

Statement of Objectives

&

Land Use Plan Element







Adopted on
June 22, 2009

Stone Harbor Borough Planning Board
9508 Second Avenue
Stone Harbor, New Jersey 08247

Borough residents that are eligible to work. The 2000 Census reveals that approximately 48% of the Borough's population is in the labor force, compared to 64% statewide. The small labor force is attributed to Stone Harbor's relatively large senior population. (See Tables B and E for this section.)

C Cultural and Heritage Preservation

A lesson in Stone Harbor's heritage offers invaluable insight and appreciation for the Borough's special landscape and community character. The community's cultural and heritage resources are a testament to the people and stories of a by-gone era. It contributes to the pride of the community and a "sense of place".

History

As with many other points on the Jersey Shore, it is likely that the Lenni-Lenape Indians were the first visitors to Seven Mile Beach and its abundant juniper forests. This Algonquian speaking tribe most likely came to Seven Mile Beach in the summer to fish and trap. In December 1772, Aaron Leaming purchased Seven Mile Beach and the land upon which Stone Harbor currently stands. He reportedly paid 79 pounds, or, just over $300, for the island, which consisted of nearly 3000 acres. For the next 100 years. The Leaming family would own what was then known as Seven Mile Beach. The family harvested some of the ample supply of Juniper trees to use as timber, and also used the island as a range for their livestock.

The Tatham family purchased Seven Mile Beach in the early 1800s, and the first buildings were erected on the island shortly after. The family built a number of beach houses for use by the excursionists who would visit the island. It is reported that picnickers would take boats out to Seven Mile Beach and make use of the Tatham's beach houses during their stay.

The Seven Mile Beach Company bought the island in 1887, after the island had been bought and sold



Fig A


Fig B

a few more times throughout the 19th century. Upon purchasing the island, the Seven Mile Beach Company founded the settlements of Avalon on the northern half of the island and Stone Harbor in the south. Avalon was the priority for the initial developments, but Stone Harbor would follow some years later. In 1891, Stone Harbor's first buildings were constructed. These buildings included an inn, which was built near 80th St. and seven cottages. These eight structures formed the original Stone Harbor resort.

In 1907, Stone Harbor was acquired from the Seven Mile Beach Company by Howard Reese and David Risely. That year, their South Jersey Realty Company leveled the sand dunes that surrounded Stone Harbor and filled in the marshes. The streets were paved, and curbing was laid out. In addition, one of the natural basins was deepened, and two new basins were dredged from the land that was adjacent to the Inland Waterway. Seawalls and bulkheads were built to protect the land next to the waterways, basins and the ocean to prevent water damage. Eight jetties were built to try to protect the beaches of Stone Harbor

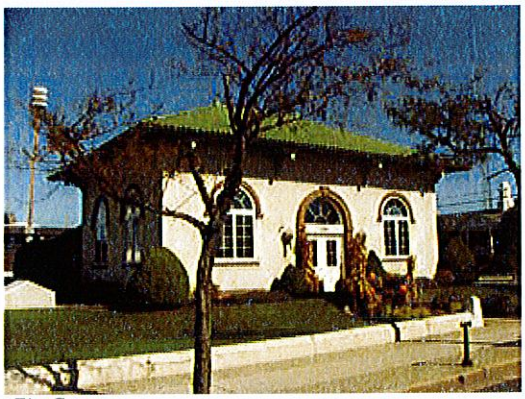


Fig C

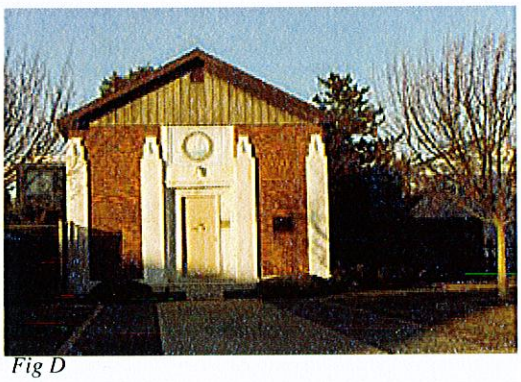


Fig D

from the effects of beach erosion.

A sewage system was developed in Stone Harbor in 1909. In addition, the town water works infrastructure was improved with the construction of the first artesian well. It was dug to be 856 feet deep so that it could reach the "Kirkwood Sands", which was an abundant supply of pure water. A pumping station for the water supply was built in 1924 at 96th Street and 2nd Ave. Stone Harbor's fourth well would not be drilled until 1981. Today the water system provides over 200 million gallons of water each year to Stone Harbor.

Until 1911, the only way to get into Stone Harbor was via the railroad. A highway was opened to the public in 1911 at 96th St., consisting of two bridges that stretched over the inland waterways. A second railroad spur entered from Cape May Court House a year later, parallel to the highway. With the construction of these highways, the railways were no longer necessary, and fell out of favor as a means of traveling to Stone Harbor. Stone Harbor grew very quickly in its first years, and, in 1914 it was large enough to officially become a borough. The Borough was named after Captain Stone, an English Sea Captain who once sought refuge behind Seven Mile Beach during a severe storm.

Historic and Cultural Resources

There are few buildings in Stone Harbor that remain from its earliest days of settlement – before vehicular access in 1911. These include the Risely House (1898) on First Avenue (Fig B), several structures on 83rd Street constructed in 1902, and the beginnings of The Colony, a hamlet of small bungalows just south of 106th Street. Extant historic public buildings constructed during this period include the Lifesaving Station on Second Avenue (1912) (Fig A), and the Water Pump Building on 96th Street (1911) (Fig C).

After the first highway was constructed to serve the island in 1911, residential and commercial construction skyrocketed. Today, there are over 50 homes that were built between the period of 1911 to 1925. Several hundred more homes were constructed during the robust year of 1935 and hundreds more in the Borouh are now at least 50 years old. The condition and historical significance of these older structures can only be gleaned through a comprehensive inventory and analysis, such as a historic preservation plan element.

As of the publication of this Plan, the US Lifesaving Station on Second Avenue is the only listed property on the State and National Registers of Historic Places, as noted below. However, a district and two bridges have been deemed eligible for the Register by the New Jersey State Historic Preservation Officer (SHPO), also noted below:

US Life-Saving Station (see Fig A)
11617 Second Avenue
SR 7/24/2008
NR 10/8/2008

Atlantic City Railroad Cape May Division District
Railroad r.o.w. from Winslow Junction to Cape May Point, Sea Isle City & Ocean City
SHPO Opinion 7/2/2004
Great Channel Bridge
Stone Harbor Boulevard over Great Channel
SHPO Opinion 3/8/1983

Ocean Highway (County Route 619) over Great Channel Bridge
SHPO Opinion 1/3/2008

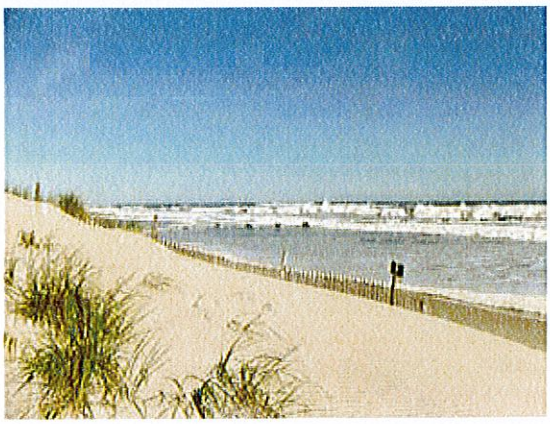
D Environmental and Natural Resources

The character and economic success of Stone Harbor is defined by its geography – a barrier island surrounded by the Atlantic Ocean, bays and tidal wetlands. These environmental conditions are both assets and liabilities for the resort community. They must be managed with a vigilant and watchful eye for the safety of local residents and the prosperity of the community.

The most popular and timeless attraction of Stone Harbor is its stretch of clean, white beaches that stretch the entire eastern border of the municipality. The attraction of the beaches increase the community's seasonal population twenty fold during the summer months. Maintaining clean, "engineered" beaches has always been a Borough priority. Labor and funding dedicated to the replenishment of beaches, the upgrading of the dunes and groins and the overall management of the beaches has led to Stone Harbor's success in creating one of New Jersey's most popular beaches and a prized location on the mid-Atlantic coast. (See Figure 1 for the Borough's environmental features.)

Beaches and Coastal Location

Stone Harbor's beaches are the essence of its charm and the driving force of the local economy. They



are the foremost reason why residents and second homeowners live in the community and tourists frequently visit it. The clean white sandy beaches are unsurpassed in quality in the mid-Atlantic region.

Stone Harbor's coastal location brings both problems and challenges to the community. The majority of the land in the Borough is less than 10 feet above mean sea level with slight differences in elevation. The relatively low elevation presents serious flooding problems at times of high waters caused by combinations of winds and tides. Problem areas in particular include portions of the downtown business district and some intersections along Third Avenue. Potential flood damage is minimized by Borough ordinances, FEMA (Federal Emergency Management Agency), and the Coastal Area Facilities Review Act (CAFRA), all of which regulate new development within the Borough.

The continued impact of hurricanes, storms and other natural consequences has eroded beaches, damaged dunes and infrastructure and destroyed natural habitats. The beaches are important for protecting the dunes and habitats, because they deflect the impact of the force of the water and minimize the size and strength of waves before they reach the dunes and lands further ashore. Beach replenishment returns the sands to the beaches so that they can continue to serve these functions.

V.3 As the waterfront districts are redeveloped, protected vistas of the bay waters should be incorporated into new development plans and street ends should resolve in terminating vistas of scenic or remarkable landmarks, such as parks, statues, or public art.

V.4 Destination places throughout the borough should be linked through signage and other marketing efforts to increase public awareness and patronage.

Heritage Preservation

Benefits: The historic and cultural resources of Stone Harbor presents a story of its past and offers a myriad of benefits for the present and future. A community's heritage is unique and unlike any other community. The preservation of the historic structures offers the ability to share that heritage with residents and visitors and gives the Borough its unique character. Historic structures also have a particular aesthetic that is unparalleled in today's construction, whether it is the building materials, style or craftsmanship. In addition to the appeal of heritage preservation, the investment in the preservation of older structures reaps dividends in terms of value and enjoyment.

HP.1 Safeguard the heritage of Stone Harbor by preserving buildings and other features within the Borough that reflect elements of its cultural, social, economic, and architectural history.

HP.2 Increase public awareness of the Borough's heritage. Encourage the creation of historic plaques and markers for buildings and landmarks and preserve relics of the past.

HP.3 Where historic structures must be expanded, encourage the sensitive design of additions that retains the integrity of the structure. The preparation of a brochure is recommended to offer residents and real estate professionals examples of how historic homes can be renovated in a manner that is sensitive to the historic context of the building, neighborhood and Borough.

Parking and Circulation

Benefits: Stone Harbor's economic vitality relies upon sufficient and reasonably accessible parking for its visitors and residents.

PC.1 Where surface parking lots already exist, additional trees and other plantings should be provided to soften their appearance. Trees should also be planted on islands within larger parking lots and in new parking lots.

PC.2 If future parking needs indicate the need for a public garage, careful attention should be given to type, scale and materials. The unsightly view of parked cars in the garage can be shielded by designing liner shops in the ground level. Landscaping is also necessary to soften the visual impact of the structure.

PC.3 Pedestrian and bicycle paths should be clearly marked and promoted to encourage multi-modal transportation. Bicycle racks should be provided, as needed, throughout the Borough.



Bicycle racks should be provided throughout the Borough for the benefit of both the bicylist and the pedestrian.

STONE HARBOR ACTION PLAN

TASK	RESPONSIBILITY	CORRESPONDING OBJECTIVE (SEE PG 25)
ORDINANCES		
Amend all zoning and land development ordinances for consistency with this master plan	Planning Board/ Borough Council	All
Monitor the impervious coverage in residential districts	Planning Board/ Borough Council	C1
Prepare and adopt a tree protection ordinance	Planning Board/ Borough Council	C3
Create a Marina District	Borough Council	C5
Remove the Light Industrial District and replace a portion with a Multi-Family (MF) District	Borough Council	C2
Amend the sign ordinance for projecting signs and amended awning signs	Planning Board/ Borough Council	C4
Create a new Neighborhood Commercial District	Borough Council	C2
MASTER PLANS AND SPECIALTY PLANS		
Prepare a Natural Resource Monitoring Program	Planning Board/Borough Council	C1
Prepare and adopt a Marina District Plan	Planning Board/ Borough Council	C5
Prepare and adopt a Historic Preservation Plan	Planning Board or others	C2
Prepare and adopt a green buildings and sustainability plan element	Planning Board/Borough Council	C1
PUBLIC INITIATIVES		
Provide signage for public parking	Borough Council	C4
Provide wayfinding signs	Borough Council	C4
Create a pocket park in the Waterfront Business District	Borough Council	C4
Create a temporary parking lot on Second Avenue	Borough Council	C4
Expand the library in a suitable location	Borough Council	C5
Design/build community center	Borough Council	C5
Expand the SH Historic Museum in a suitable location	Borough Council	C2
Enhance the appearance of the public works buildings or conduct a study for their possible relocation.	Borough Council	C2
Create a Shade Tree Commission/Committee	Borough Council	C2
Maintain communications with Board of Education on the future of the school /school site	Borough Council	C5
Create an Environmental Commission/Committee	Borough Council	C1
Provide streetscape furniture in business districts	Borough Council	C2/C4

PUBLIC AND PRIVATE INITIATIVES		
Create a comprehensive plan for strengthening the shoulder seasons	Borough Council and Business Advisory Council w/Chamber of Commerce	C4
Promote a historic preservation campaign (after Historic Preservation Plan)	Planning Board or others	C2
Promote development of Waterfront Business District	All	C4
Promote upscale dining in the business districts	All	C4
Promote upscale lodging in the Waterfront Business District	All	C4
Promote a diversity of goods, services and restaurants in the business districts	All	C 4

11 Upper Township

BRIEF HISTORY

Upper Township is a large township in Cape May County, New Jersey. Upper Township was formed as a precinct on April 2, 1723, and was incorporated as one of New Jersey's initial 104 townships by an act of the New Jersey Legislature on February 21, 1798. Portions of the township have been taken to form Dennis Township (March 1, 1827) and Ocean City borough (March 3, 1884), and territorial changes were made involving Sea Isle City in March and April 1905. The township's name came from its location when Cape May was split into three townships in 1723 at the same time that Lower Township and Middle Township were created.

The township had few villages before the Revolution. They were Goldins' or Stites' Point, Littleworth (now Petersburg) and Williamsburg (now Tuckahoe.) Tuckahoe is the only Indian name remaining in the county or the Township. Literally translated it means where the deer are plentiful or where deer are shy. Today the Township is made up of 10 small villages or towns: Beesleys Point, Marmora, Palermo, Seaville, Tuckahoe, Greenfield, Marshallville, Steelmantown, Petersburg and Strathmere.



Upper Township Municipal Building

The Historical Preservation Society of Upper Township NJ Inc. was founded in 1978 as a private Section 501(c)(3) non-profit corporation. The Society has preserved and restored three local

landmarks: in 1986, the "Friendship School" (circa 1830) 859 South Shore Road (Route #9) Palermo; in 1999, the "John Wesley Gandy Farmstead" (circa 1815) 26 Tyler Road, Greenfield; and in 2001, the "Tuckahoe Railroad Station" (circa 1894) in Tuckahoe.

NATIONAL and STATE REGISTER OF HISTORIC PLACES LISTINGS

Thomas Beesley Sr. House (ID#1014)
12 Beesley's Place NR: 12/17/1992 (NR Reference #: 92001682) SR: 11/2/1992 (Beesley's Point)

Corson's Inlet Bridge (SI&A# 3100002) (ID#4857)
Ocean Drive,Bay Avenue (County Rte. 619) over Strathmere Bay SHPO Opinion: 11/13/2008

John Corson, Jr. House (ID#4727)
1542 South Shore Road SR: 4/28/2006 (See also John Corson Jr. House Site (ID5423))

John Corson Jr. House Site (ID#5423)
NR: 2/12/2015 (NR Reference #: 06000686) SR: 12/17/2014 (See also John Corson, Jr. House (ID4727)

B.L. England Prehistoric Site (ID#3061)
SHPO Opinion: 6/25/1992 (Previous SHPO Opinion 11/25/91)

John W. Gandy House (ID#132)
26 Tyler Road NR: 11/12/1999 (NR Reference #: 99001309) SR: 7/7/1999

Garden State Parkway Historic District (ID#3874)
Entire Garden State Parkway right-of-way SHPO Opinion: 10/12/2001

Reeves-Iszard-Godfrey House (ID#4388)
3097 Shore Road (Route 9) NR: 3/9/2005 (NR Reference #: 05000123) SR: 12/6/2004

Marshallville Historic District (ID#1015)
Marshallville Road and County Route 557 between NJ Route 49 and Tuckahoe River
NR: 11/28/1989 (NR Reference #: 89002013); SR: 8/14/1989; SHPO Opinion: 12/21/1988; Mosquito Landing Road prehistoric site (ID#4618); SHPO Opinion: 8/10/2005

NJ Route 50 Bridge (SI&A #0510152) (ID#2933)
NJ Route 50 over Tuckahoe River; SHPO Opinion: 8/28/1996 (Previous SHPO Opinion 7/19/91)

North and South Tuckahoe Historic District (ID#3063)
NJ Route 50 and the Tuckahoe River; SHPO Opinion: 8/28/1996 (Southern portion listed as the South Tuckahoe Historic District)

South Tuckahoe Historic District (ID#3062)

NJ Route 50 and north portion of Tuckahoe-Mount Pleasant Road; NR: 3/7/1997 (NR Reference #: 97000103); SR: 1/8/1997; SHPO Opinion: 8/28/1996; (SHPO Opinion was for a larger North and South Tuckahoe Historic District)

Tuckahoe Railroad Station (ID#1016)
Railroad Avenue; NR: 6/22/1984 (NR Reference #: 84002626); SR: 3/17/1984; (Thematic Nomination of Operating Passenger Railroad Stations) Williams-Shoemaker House Site (28-Cm-41) (ID#3064); SHPO Opinion: 8/28/1996

CORRESPONDENCE
<byoung@uppertownship.com> Tue, Aug 9, 2016 at 2:51 PM
Dear Mr. Ross:
This email is in reply to your request Upper Twp. File#80-2016 for information regarding Upper Township's Historic Preservation programs wherein you ask for the following:

- Historic Preservation Ordinance(s)
- Historic Preservation element of an existing master plan
- Historic Preservation commission by laws
- Past historic surveys
- Architectural design guidelines
- Any other documents or information that you have which concern your historic structures.

Upper Township has not adopted a Historic Preservation Ordinance.
The Master Plan and Natural Resource Inventory can be found on the Upper Township website at www.uppertownship.com under Boards/Planning Board/Reports.
For information pertaining to the Historic Preservation Commission and for further information please contact the Upper Township Historical Preservation Society (Society Information attached). They are a separate corporation from the Township and may have additional information that may assist you with your assessment.
The Historical Preservation Society of Upper Township can be reached at P.O. Box 658, Marmora, NJ 08223-0658 or by phone: 609-390-5656 or www.uppertwphistory.org.
If I can be of further assistance please don't hesitate to call my office.
Thank you,
Barbara L. Young, RMC/CMR
Municipal Clerk/Registrar
Township of Upper, 2100 Tuckahoe Rd, P.O. Box 205, Tuckahoe, NJ 08250
Phone: (609) 628-2011 ext. 280

BRPA left numerous phone and email messages with various accounts tied to the historical society with no reply. Calls to Michael Houdart also went unanswered. The society's voicemail message was over four months old. The consultant did visit some of the historic sites in the township including the Gandy Farmstead.

OBSERVATIONS

The mission of The Historical Preservation Society of Upper Township NJ Inc. is to preserve the diverse history of Upper Township for the education, enlightenment and pleasure of present and future generations.

The association maintains 3 historic sites in Upper Township:

The Friendship School
859 South Shore Road (Route 9)
Palermo, in Upper Township

The Gandy Farmstead
26 Tyler Road (Route 616)
Greenfield, in Upper Township

The Tuckahoe Train Station
Railroad Avenue and Mill Road
Tuckahoe, in Upper Township

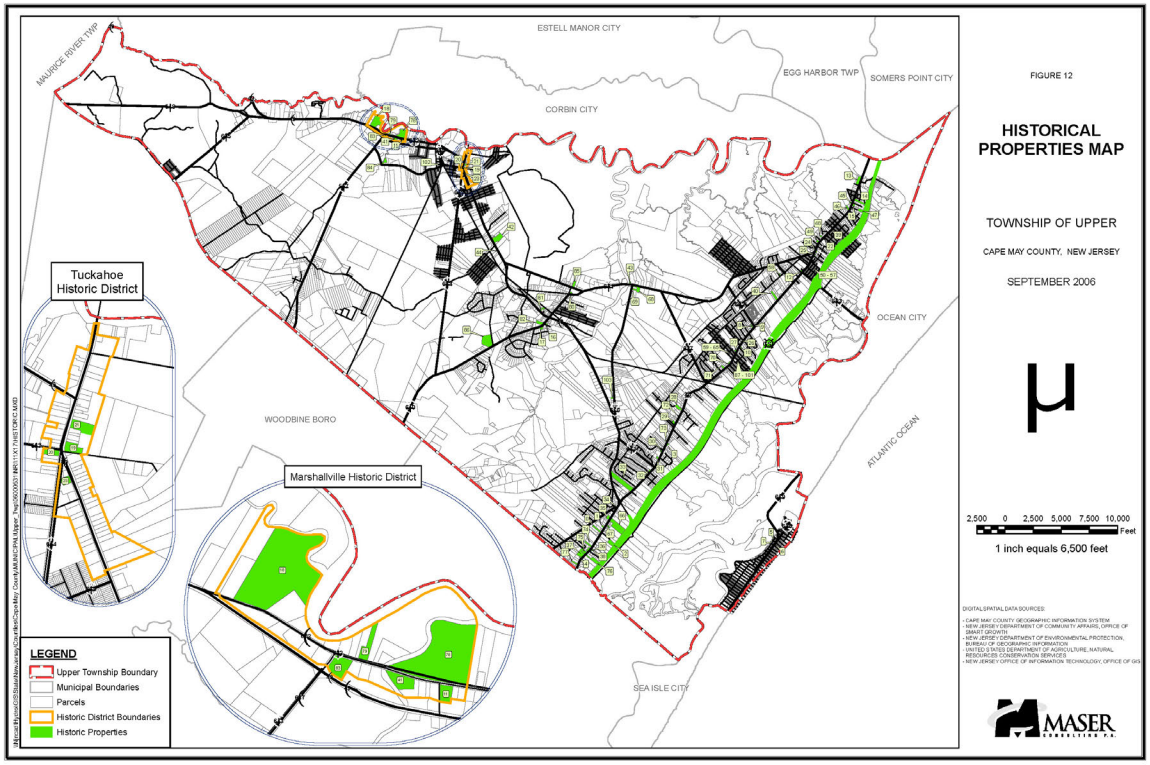
From the Township's own 2006 Historic Preservation Element of the Master Plan, "The list identifies properties shown on Historic Properties Map (Figure 12) and represents one of the largest collections of documented historic sites in the State of New Jersey. The list of Historic Properties stands on its own merits. The sheer magnitude of the list provides insight into the efforts of many contributors. The Historical Preservation Society of Upper Township New Jersey, Inc. and community members have contributed enormous efforts to reach the accomplishment represented by this list of Historic Properties. Review of the historic list offers an overview of past events and ongoing efforts to maintain the remnants of the record of these events. The Historical Preservation Society of Upper Township NJ, Inc. remains active and continues to meet regularly. Guidance to the Society for historic building acquisition is provided by Lewis Albrecht, Chairman, Architectural Guidance Committee who provided the list of historic properties in this NRI."

RECOMMENDATIONS

At 12,300+ residents, Upper Township is an excellent candidate to implement a "strong" historic preservation commission ordinance under the MLUL. The Historical Society should start a Historic Preservation Committee from its members and begin to engage the municipality and local elected representatives. Potential commissioners and their level of commitment should be investigated further. It is imperative that the town conduct an architectural survey to identify potential historical and cultural resources. Upper Township needs to become a leader in the county in terms of historic preservation. Places in America with strong historic preservation principles in place always attract increased investment in their local cultural resources according to every economic study conducted on the subject.

The recommendations for Upper Township are:

1. Prepare a Historic Preservation Building Survey (see attached example) for the entire



Town, identifying possible National or State eligible properties and local cultural resources deserving of further study and/or protection. Consultant should have a minimum of a Bachelor's Degree in architectural history, historic preservation or a closely related field required; must meet Secretary of the Interior's Professional Qualifications Standards in Architectural History (36 CFR Part 61); and have a working knowledge of federal and state cultural resource and historic preservation laws and practices, including NEPA, Section 106 of the National Historic Preservation Act, and CEQA.

2. Form a Historic Preservation Committee made up of various local leaders, stakeholders, elected officials, professionals from various disciplines, members of the historical society, historic homeowners, etc. to discuss what type of protections for historical and cultural properties is needed in the municipality to protect the town's potential for heritage tourism and increased quality of life.
3. Draft a new "strong" Historic Preservation Ordinance and start a local Historic Preservation Commission per current state standards under the Municipal Land Use Law (see attached). The ten villages and local landmarks would all be candidates to be locally designated and protected for future generations. Contact the HPO for further assistance.

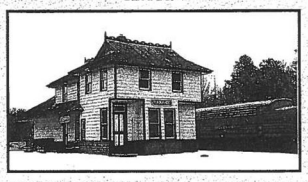


The Gandy Farmstead



Tuckahoe Railroad Station

Circa 1894



The Station was built in 1894. An addition and freight house along with a switch tower were built in 1906. Wilson Brothers of Philadelphia were the architects. The station is in the Queen Anne style with fish scale shingles and serpent back roof crest. It was placed on the National Register of Historic Places on June 22, 1984.

The coming of the railroad was an economic boon to the village of Tuckahoe since the glass factory in Marshallville had ceased operation. Aetna Furnace had closed, and the heyday of wooden sailing vessels was past. Tuckahoe was to evolve into a railroad town; the main junction from which the Atlantic City Railroad's trains from Camden fanned out to the Cape May County seashore communities.

Adjacent to the station is the old canning factory now restored as a banquet hall. Nearby are the Marshallville and South Tuckahoe Historic Districts.

In the summer of 1915, 22 trains passed the station on a daily basis. By 1982 all train traffic through Tuckahoe ceased, except for freights carrying fuel to the Beesley's Point generating station.

The Historical Preservation Society of Upper Township NJ Inc.

Our Mission

- To identify and research the history of early sites, buildings and other structures that have a significant place in the early history of Upper Township, NJ.
- To encourage and promote the knowledge and appreciation of the historical heritage of Upper Township, New Jersey, and the education and betterment of the community.
- To restore and preserve historical landmarks in Upper Township.
- To raise funds to carry out the mission of this organization.

TOURS AVAILABLE

Friendship School
859 South Shore Road, Palermo

Gandy Farmstead
26 Tyler Rd. (Rt. 616), Greenfield

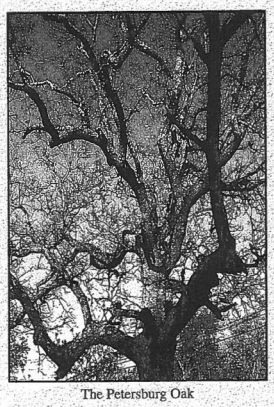
Railroad Station
Railroad Ave. & Mill Rd., Tuckahoe

Visitors are welcome to call anytime (609) 390-5656 and leave a message to request arrangements for a guided tour of those sites. We welcome individuals, school classes and groups.

The Historical Preservation Society of Upper Township NJ Inc.
609-390-5656
E-mail: uppertwphistory@yahoo.com
www.uppertwphistory.org

The Historical Preservation Society of Upper Township NJ Inc.

Organized 1978



The Petersburg Oak

Rooted in the Past
Enjoyed in the Present
Preserved for the Future

The Historical Preservation Society of Upper Township NJ Inc.

MEMBERSHIP APPLICATION

Become a member ... Join our growing membership of people of all ages who share an interest in preserving the past for future generations.

Membership benefits include:

- S.H.O.U.T., our quarterly newsletter
- Invitations to all Society-sponsored programs including lectures, receptions, historical trips and the annual meeting
- Ten percent discount on Society merchandise

❑ Individual $15.00 ❑ Student $5.00
❑ Husband and Wife - $25.00
❑ Senior Couple both 65: $20.00

Your total tax deductible donation $ _____

Please make your check payable to:
H.P.S.U.T. and remit with this form to:
P.O. BOX 658, MARMORA, NJ 08223-0658

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

The Society is a non-profit organization supported by dues, donations and Society-sponsored fundraisers. Bequests gratefully accepted. Annual membership expires on December 31st of each year. Membership dues are deductible to the extent allowed by law.

Friendship School

Circa 1830



Friendship School was given to the Upper Township Bicentennial Committee in 1976 by William Wells, grandson of Enoch Clouting. Dismantled fragments of the building were moved from the Clouting property in Palermo to its present site on Upper Township owned land. Curtis Corson Sr. & his wife, Betty, chaired the project.

In 1980, the reconstruction was taken on by volunteer members and friends of the Historical Preservation Society of Upper Township. The school was dedicated on September 10, 1983.

The first official record of the school to be found is dated May 30, 1831. It is believed to have been in use until about 1865, when it was replaced by a larger building.

Also to be seen at Friendship School is the Seaville School privy, c. 1900, donated to the Historical Preservation Society by the family of former Upper Township Mayor Frank A. Kruk, and a coal and storage shed, c. 1900, formerly located on the grounds of the Palermo Elementary School, and donated to the Friendship School complex by Mr. and Mrs. Wes Nickerson.

J.W. Gandy Farmstead

Circa 1815



John Wesley Gandy, born in 1847, and his wife, Emma Lavinia Van Gilder, were both descendents from Cape May County pioneering families.

The house was built in 1815 by Joseph Falkinburge, as a tenant farmer house. From 1815 to 1950, this house sheltered, and the land supported generations of farmers, mariners, shipbuilders, weavers, preachers & public office holders.

John Wesley Gandy was a farmer, minister, constable and district superintendent of schools and was a manager of the Cedar Swamp Meadow Company.

The Gandy Family has a proud heritage in the settling of Cape May County, and in 1996, the heirs of Winifred Gandy donated the house, and one acre of land on which it stands to the Society that it may be preserved and named to honor the memory of The Gandy Family.

The Society has created a period house farmstead museum which includes a barn, root cellar, smoke house, woodshed, privy, ice house, well sweep, grape arbor and orchards. The Gandy House is listed on both the NJ State and the National Register of Historic Places.

Historic Preservation Element

upper township

Natural Resources Inventory
Township of Upper
Cape May County, New Jersey



November 2006

Adopted by the Township of Upper Planning Board on
November 16, 2006

Maser Consulting PA
American Metro Center
100 American Metro Boulevard
Suite 152
Hamilton, NJ 08619

Middle Thorofare

This Priority Site includes tidal salt marsh habitat located west of Corson Inlet. A globally rare State endangered bird species is present (NJDEP, NHP 2001e). Approximately 34 acres of Middle Thorofare lie within the boundaries of Upper Township. The site is considered to have moderate biodiversity significance (USFWS, SNE-NYB Coastal Program 1997).

North of Middletown

This site contains fresh to brackish tidal marsh that provides habitat for bird species including a globally rare State endangered bird species (NJDEP, NHP 2001f). Approximately 130 acres of this site are within the boundaries of Upper Township.

Seaville Methodist Church Site

This site is located at the headwater of a small creek draining into Ludlam Bay. Wetlands with a federally threatened plant, critical upland buffers and additional upland buffers to the watershed divide are included within the boundaries (NJDEP, NHP 2001g). Approximately 183 acres of this site are within the boundaries of Upper Township.

Strathmere Bay Island

A small bay island located west of Strathmere, which provides nesting habitat for bird species including an excellent population of a State endangered species and a bird species of SC (NJDEP, NHP 2001h). Approximately 44 acres of this site are within the boundaries of Upper Township. The site possesses moderate biodiversity significance (USFWS, SNE-NYB Coastal Program 1997).

Tuckahoe Corbin Salt Marsh Macrosite

The macrosite consists of tidal saltmarsh (low marsh), tidal river shoreline and wooded marsh edge, which contains populations of several State endangered and threatened birds (NJDEP, NHP 2001i). Approximately 5,961 acres of this site are situated within the boundaries of Upper Township.

Woodbine Bogs

An abandoned cranberry bog in the Pinelands, Woodbine Bogs is characterized by contiguous wetland habitat for plant and animal species plus uplands that drain towards the wetlands. One globally imperiled plant, one globally rare plant, and one State imperiled animal are documented for the site (NJDEP, NHP 2001j). The site possesses very high biodiversity significance (USFWS, SNE-NYB Coastal Program 1997). Approximately 1,104 acres of this site are situated within the boundaries of Upper Township.

5.0 CULTURAL AND COMMUNITY RESOURCES

5.1 Archaeological Resources

One archaeological site is listed for Upper Township in the New Jersey's National and Historic Register of Historic places. This site is called the *B.L. England Prehistoric Site [Locus 1] (28-Cm-32) (ID#3061)*. The State Historic Preservation Office issued opinions on the site in 1991 and 1992 (NJDEP HPO 2006). While other archaeological sites are not officially listed for Upper Township, the potential exists for additional prehistoric and historic archaeological resources to exist. Since an important prehistoric site was found on a marsh island in the Cape May Refuge, the extensive marshes in Upper Township may yield further resources. It appears that Native Americans utilized the marshes and adjacent upland areas for 12,000 years without interruption (USFWS 2004).

5.2 Historic Resources

Prior to settlements resulting from early European voyages to the new world, populations of early peoples existed throughout North America. Early hunters and gatherers probably crossed from Asia into America by way of the land mass now submerged under the Bering Strait. Sophisticated technology reveals information about early settlements. Scientific studies support the existence of early population centers along the Mississippi River, the Delaware River and well into New Jersey.

Limited records of European interactions with earlier inhabitants of southern New Jersey do exist and can be used to gain some information. Many archeological artifacts support the existence of the earliest settlers.

It wasn't until 1524, that the first documented European visit by De Verazano was authenticated, when he dropped anchor at Sandy Hook. (The Historical Preservation Society of Upper Township NJ, Inc., 1989). Verified interactions, official records and family histories present an expanding picture of early development in Upper Township. The Historic List which is a culmination of the work of the Historical Preservation Society of Upper Township New Jersey, Inc. is the framework of the history. It is the personal stories and photographs found in their publications, "A History of Upper Township and Its Villages" and "The Upper Township Memories" which reveal the true history. Their website can be found at (http://hpsout.tripod.com).

The following list of Historic Properties represents information obtained from the Geographic Information Services (GIS) of Cape May County, New Jersey Office of Information Technology, Office of GIS and NJ Department of Community Affairs, Office of Smart Growth. The list identifies properties shown on Historic Properties Map (Figure 12) and represents one of the largest collections of documented historic sites in the State of New Jersey

Table 34: Historic Properties List

Site No.	Block	Lot	Address	Description
0	558.00	21.00	3048 RT US 9 SO	Old Corson House (ca. 1800)
1	558.00	24.01	3038 RT US 9 SO	Hewitt (Somerset) House (ca. 1800)
2	559.00	27.00	3053 RT US 9 SO	Curlew Bay Club (ca. 1876)
3	567.00	25.00	1817 RT US 9 SO	Edgar Corson House (ca. 1860)
4	558.00	8.00	3108 RT US 9 SO	Ella Rubin House (ca. 1770)
5	842.00	2.00	104 S BAYVIEW DR	US Coast Guard Station #32 (ca. 1917) Boathouse
6	845.00	2.00	109 S COMMONWEALTH AVE	Strathmere Methodist Church (ca. 1922)
7	843.00	2.00	101 S BAYVIEW DR	US Coast Guard Station #32 (ca. 1917)
8	601.00	19.00	600 RT US 9 SO	Second Baptist Church (ca. 1790)
9	601.00	18.00	600 RT US 9 SO	Second Baptist Church (ca. 1790)
10	597.00	32.00	805 RT US 9 SO	Captain Corson House (ca. 1865)
11	16.00	5.00	292 MARSHALLVILLE RD	Captain Belford Smith House (ca. 1862)
12	653.02	12.00	4 RT US 9 NO	Trinity Methodist Church (ca. 1869)
13	479.00	108.00	912 RT US 9 NO	Henry Clay House, Inn, Fishing Club (ca. 1732)
14	687.00	27.00	731 RT US 9 NO	John Stites House (ca. 1851)
15	687.00	24.00	715 RT US 9 NO	Charles Ashmead Mansion (ca. 1845)
16	453.00	80.02	341 DENNS/PTSBG RD	Corson (ca. 1846)
17	453.00	78.00	371 DENNS/PTSBG RD	Corson-Wescott House (ca. 1799)
18	12.00	23.01	375 MARSHALLVILLE RD	J. Stille House (Burley) (ca. 1834)
19	348.00	36.00	2231 RT 50	First National Bank of Tuckahoe (ca. 1900)

Table 34: Historic Properties (continued)				
20	296.00	10.00	104 READING AVE	Ward Stille House (ca. 1875)
21	348.00	31.01	2261 RT 50	Dr. Randolph Marshall Pharmacy (ca. 1880)
22	664.00	1.01	315 RT US 9 NO	Beesleys Point (2nd) School (ca. 1889)
23	349.00	4.00	2170 RT 50	Old Presbyterian Church (Daughters of American Rev.) (ca. 1851)
24	723.00	34.00	205 RT US 9 NO	Maurice Corson House (ca. 1835)
25	723.00	33.01	129 RT US 9 NO	Aunt Mary Lake & Constantine Foster House
26	605.00	1.00	728 RT US 9 SO	Joseph Edwards House (ca. 1765)
27	616.00	8.00	828 RT US 9 SO	Godrey House
28	566.00	48.00	1530 RT US 9 SO	Jesse Somers Corson House
29	566.00	59.00	1624 RT US 9 SO	David Corson House
30	565.02	116.00	1836 RT US 9 SO	Amos Townsend house, served in Civil War
31	565.02	118.00	1850 RT US 9 SO	Caroline Corson Ross House
32	563.00	30.01	2010 RT US 9 SO	Dr. Drake built front section
33	561.00	25.00	2058 RT US 9 SO	Parmenas Corson House (ca. 1770)
34	553.00	13.00	2 RT 50	Corson's Tavern (ca 1750, 1825-1830)
35	558.00	30.01	3018 RT US 9 SO	Old Corson House (Daugherty) (ca. 1800)
36	558.00	12.00	3088 NJSH RT US 9 S	Seaville Friends Meeting House (ca. 1716, 1763)
37	558.00	9.00	3100 RT US 9 SO	Isaac Scull House (ca. 1720) & Seaville Meth. Church (ca. 1857)
38	559.00	16.00	3085 RT US 9 SO	Jesse Gandy House (ca. 1833)
39	668.00	23.00	415 NJSH RT US 9 NO	Quaker Meeting House (ca. 1840-50)
40	600.00	39.00	300 RT US 9 SO	Nicholas Godfrey, Jr. House (ca. 1720)
41	16.00	1.01	304 MARSHALLVILLE RD	Alvin Copsetta (ca. 1840)
42	348.00	88.00	1509 RT 50	Hess House (ca. 1790)
43	479.00	12.00	1303 TUCKAHOE RD	Henry Young General Store (ca. 1812)
44	415.00	2.00	1430 RT 50	Bailey House (ca. 1780)
45	479.00	98.00	712 RT US 9 NO	Townsend Stites House (ca. 1812)
46	479.00	94.02	624 RT US 9 NO	Isiah (Howard) Stites House (ca. 1742)
47	687.00	18.00	12 BEESLEYS PL	Thomas Beesley House (ca. 1803) State & National Register
48	663.00	1.00	316 RT US 9 NO	Garretson House (ca. 1695-1730)
49	661.00	79.00	236 RT US 9 NO	Young Plantation (Eli Burnell) House (ca. 1740)
50	727.00	0.00	29 NORWOOD RD	Dr. Jacob Willets House (ca. 1840)
51	727.00	11.00	29 NORWOOD RD	Dr. Jacob Willets House (ca. 1840)
52	727.00	21.00	29 NORWOOD RD	Dr. Jacob Willets House (ca. 1840)
53	727.00	12.00	29 NORWOOD RD	Dr. Jacob Willets House (ca. 1840)
54	727.00	22.00	29 NORWOOD RD	Dr. Jacob Willets House (ca. 1840)
55	727.00	13.00	29 NORWOOD RD	Dr. Jacob Willets House (ca. 1840)
56	727.00	23.01	29 NORWOOD RD	Dr. Jacob Willets House (ca. 1840)
57	727.00	14.01	29 NORWOOD RD	Dr. Jacob Willets House (ca. 1840)
58	650.00	10.00	114 STAGECOACH RD	Fendall Smith House (ca. 1750)
59	630.00	18.00	844 RT US 9 SO	Daily/Helen Schoonkoff House
60	630.00	24.00	844 RT US 9 SO	Daily/Helen Schoonkoff House
61	630.00	23.00	844 RT US 9 SO	Daily/Helen Schoonkoff House

Table 34: Historic Properties (continued)				
62	630.00	19.00	844 RT US 9 SO	Daily/Helen Schoonkoff House
63	630.00	20.00	844 RT US 9 SO	Daily/Helen Schoonkoff House
64	630.00	21.00	844 RT US 9 SO	Daily/Helen Schoonkoff House
65	630.00	22.00	844 RT US 9 SO	Daily/Helen Schoonkoff House
66	559.00	36.01	3023 RT US 9 SO	Godfrey House (Arthur Sutton House) (ca. 1865)
67	559.00	34.00	3035 RT US 9 SO	Dr. Leaming House (ca. 1800)
68	545.00	22.01	183 TYLER RD	Roger Test (Joseph Corson Jr.) House (ca. 1810)
69	545.00	20.00	177 TYLER RD	Henry Young (Joseph Corson III) House (ca. 1812)
70	574.00	10.00	1006 RT US 9 SO	Ambrose & Minni Corson House
71	574.00	15.00	1020 RT US 9 SO	Pedrick-Young House (ca. 1760-1785)
72	566.00	52.00	1542 RT US 9 SO	John Corson, Jr. House (ca. 1710)
73	565.03	85.00	1810 RT US 9 SO	Matthew Godfrey House (ca. 1806)
74	558.00	14.00	3080 RT US 9 SO	Thomas Gandy House (John Gandy) (ca. 1708)
75	558.00	10.00	3092 RT US 9 SO	Joseph & Sarah Townsend Corson House (ca. 1800)
76	559.00	12.00	3097 RT US 9 SO	Philip Godfrey (Reeves-Iszard) (ca. 1695) State & Nat. Register
77	558.00	4.00	3122 RT US 9 SO	Silvanus Townsend House (ca. 1750-60)
78	15.00	1.00	287 MARSHALLVILLE RD	Dr. Randolph Marshall House (ca. 1854)
79	12.00	30.00	331 MARSHALLVILLE RD	Randall Marshall House (ca. 1820)
80	477.01	13.00	121 S OLD TUCKAHOE RD	Van Gilder House (ca. 1773)
81	456.00	13.02	759 RT 50	William Boone House (ca. 1740)
82	455.00	34.00	350 DENNS/PTSBG RD	Petersburg Wesley Methodist Church (ca. 1853)
83	14.00	1.00	346 MARSHALLVILLE RD	Thomas Chew Marshall House (ca. 1818)
84	26.00	66.01	601 MILL RD	Joseph Falkenburg Mill Site (ca. 1760)
85	348.00	100.00	1901 TUCKAHOE RD	Capt. Allen Corson House (ca. 1817)
86	414.00	52.00	860 DENNS/PTSBG RD	Caldwell
87	587.00	1.00	859 RT US 9 SO	Friendship School (ca. 1831)
88	587.00	2.00	859 RT US 9 SO	Friendship School
89	587.00	3.00	859 RT US 9 SO	Friendship School
90	587.00	4.00	OCEAN CITY PARK	Friendship School
91	587.00	5.00	OCEAN CITY PARK	Friendship School
92	587.00	6.00	OCEAN CITY PARK	Friendship School
93	587.00	7.00	OCEAN CITY PARK	Friendship School
94	587.00	8.00	OCEAN CITY PARK	Friendship School
95	587.00	9.00	OCEAN CITY PARK	Friendship School
96	587.00	10.00	OCEAN CITY PARK	Friendship School
97	587.00	11.00	OCEAN CITY PARK	Friendship School
98	587.00	12.00	OCEAN CITY PARK	Friendship School
99	587.00	13.00	OCEAN CITY PARK	Friendship School
100	587.00	14.00	OCEAN CITY PARK	Friendship School
101	587.00	15.00	OCEAN CITY PARK	Friendship School
102	902.00	3.02	RAILROAD	Tuckahoe Train Station (ca. 1893) State & National Register
103	548.00	8.00	26 TYLER RD	John Wesley Gandy House (ca. 1815) State & National Register

The list of Historic Properties stands on its own merits. The sheer magnitude of the list provides insight into the efforts of many contributors. The Historical Preservation Society of Upper Township New Jersey, Inc. and community members have contributed enormous efforts to reach the accomplishment represented by this list of Historic Properties. Review of the historic list offers an overview of past events and ongoing efforts to maintain the remnants of the record of these events.

The Historical Preservation Society of Upper Township NJ, Inc. remains active and continues to meet regularly. Guidance to the Society for historic building acquisition is provided by Lewis Albrecht, Chairman, Architectural Guidance Committee who provided the list of historic properties in this NRI.

5.2.1 Historical Trees

Two large trees have been identified, measured and are pending official registration.

- The huge Gandy Holly (Ilex opaca), located on Nicholas Lane, has been promised perpetual care by the Historical Preservation Society in partnership with the Township Committee.
- The largest Eastern Red Cedar (Juniperus virginiana) is located on the property of the Seaville Methodist Church where a deed restriction insures that the tree will not be disturbed.

5.3 Public Lands/Open Space/Parks and Recreational Areas

5.3.1 Open Space

For the purpose of this inventory, we will define Open Space as undeveloped land which is permanently deed restricted. Much of Upper Township consists of publicly-owned land, which is either environmentally constrained or wildlife management areas. Large areas of land within the Township are owned and managed by State and Federal agencies for the protection of threatened and endangered species and wildlife habitats. Cape May County has established a trust fund to preserve open space and agricultural lands. The Trust is funded by a County property tax of 1 cent per 100 dollars of assessed valuation and currently generates approximately 1.3 million dollars a year. Since its inception, the program has preserved approximately 3,000 acres of open space and farmland (almost 5 square miles) in the County. As of May 2006, there were five (5) preserved farms encompassing approximately 77.1 acres in Upper Township.

The Open Space list that follows should be used as a supplement to the Open Space Map (Figure 13) to distinguish between State owned land, which is the majority of the acreage, preserved farms, and Township owned parcels. The Open Space Map (Figure 13) should be reviewed in conjunction with the Natural Heritage Priority Site Map (Figure 11), which outlines a specific category of State owned land. The Natural Heritage Priority Map includes State Parks and Forests, Wildlife Management Areas, and Natural Lands Trust preserves.

Table 35: Preserved Farmland in Upper Township

BLOCK	LOT	IDENTIFIER	ACREAGE	CATEGORY
12.00	8.00	Cedar Villas	28.15	Preserved Farmland
0.00	0.00	Tuckahoe Nurseries (Mason)	1.41	Preserved Farmland
559.00	31.02, 33.00	Roth	23.96	Preserved Farmland
12.00	10.00,11.00,12.00, 13.00, 14.00	Sack	18.30	Preserved Farmland
723.00	37.00	Johnson	5.29	Preserved Farmland

A number of State and Federal-owned properties are present in Upper Township. These areas and their respective acreages are listed in the table below:

Table 36: State and Federal Lands in Upper Township	
IDENTIFIER	ACREAGE
Belleplain State Forest	5,354.62
Cape May Wetlands Wildlife Management Area	2,566.24
Corson's Inlet State Park	93.42
Tuckahoe Wildlife Management Area (MacNamara)	20.16
Mill Creek Marsh	11.46
Peaslee Wildlife Management Area	1,329.88
Tuckahoe	4,364.64
Waterfowl	391.46
Cape May National Wildlife Refuge (Great Cedar Swamp Division)	3,861.70

The following highlights key State and Federal lands in Upper Township.

Belleplain State Forest

Belleplain State Forest, located in both Cape May and Cumberland Counties, consists of over 13,000 acres of primarily forested land of which 5,355 acres are located in Upper Township. Situated on the outskirts of Pine Barren lands, where better soil conditions allow for a wider variety of trees and shrubs, including hickory, beech, and ash. The forest offers a dynamic matrix of lowland hardwood swamps, former agricultural areas in various stages of succession, stands of Atlantic white cedar and plantations of Norway spruce, Eastern white pine and Virginia pine, and marshes.

Belleplain was established in 1928 by the State for public recreation, timber production, wildlife management, and water conservation. Beginning in 1933, the Civilian Conservation Corps ("CCC") transformed the Meisle family's cranberry bog into a 26.2 acre reservoir that was first named Meisle Lake and later renamed Lake Nummy (in honor of the last Lenape Sachem, or Chief, to live in the county). Three separate CCC camps operated on the property and the men who served constructed the forest's nature center (formerly the main office) and the maintenance buildings, and created much of the present day road system, bridges, and dams. The CCC also improved vast tracts of fields and forest through release-thinnings, hand plantings, and other silvicultural techniques. (http://members.aol.com/famjustin/Belleplain1.html)

Belleplain Forest is accessible by many motorized routes, multi-use trails, and the abandoned railroad bed of the former "Pennsylvania-Reading Seashore Line" which bisects the forest in an east-west orientation. This state forest offers two connecting self-guided nature trails around Lake Nummy - a 6.5 mile East Creek trail which links two recreation areas, and approximately 10 miles of additional marked paths. A bathing area at Lake Nummy is open Memorial Day weekend to Labor Day; a small boat dock is situated on the southern shore of Lake Nummy and a boat

ramp is on the western shore of East Creek Pond. Other amenities include picnic tables and barbeque grills; a 10 station fitness course; a wildlife observation platform; a staffed nature center (seasonal operation); a boat rental and food/novelty concession at Lake Nummy during the summer months; and a trailer dumping station for campers. In addition to Lake Nummy, East Creek Pond is a second body of water located completely within the park's boundaries. (http://www.stateparks.com/belleplain.html)

Corson's Inlet State Park

Corson's Inlet State Park was established in 1969 to protect ocean front land. The Park contains 341 acres of land in Upper Township and Ocean City, of which 223.6 acres lie within the Municipal boundary of Upper Township. The area's natural habitats are rich in the diversity of its wildlife with sand dunes, shoreline overwash, marine estuaries and upland areas in which hundreds of wildlife species live and breed. The park offers outstanding scenic beauty and endless opportunities for observing a multitude of migratory and residential wildlife species. Corson's Inlet is extremely popular for hiking, fishing, crabbing, boating and sunbathing.
(http://www.state.nj.us/dep/parksandforests/parks/corsons.html)

The Cape May Wetlands Wildlife Management Area

The Cape May Wetlands Wildlife Management Area, located in Cape May County, New Jersey, contains a total of 12,702 acres of which 2,566 acres are located in Upper Township. The majority of this site is bounded by Ocean Drive and the Garden State Parkway eastwest, Sea Isle City Boulevard in the south and Roosevelt Boulevard in the north. This coastal wetland area is almost all salt marsh, less than 100 acres is upland-field habitat. The site is covered with tidal salt marsh of cordgrass and salt hay and the main vegetation of upland edges such as red cedar, wild cherry, sweet gum, bayberry, poison ivy and high tide bush. The intercoastal waterway flows through the entire length of the site. The marshes are heavily utilized by waterfowl during the fall and winter months and numerous shore birds nest in the area. Saltwater fishing and crabbing are excellent in all the coastal bays and estuaries. (http://www.state.nj.us/dep/fgw/wmaland.htm)

Peaslee Wildlife Management Area

Peaslee Wildlife Management Area is one of the largest wildlife management areas in the state. Peaslee has thousands of acres of upland pine-oak forests and lowland bogs. Its longest border is the upper part of the Tuckahoe River. Old cranberry bogs and a mill are in the early stages of succession, and offer excellent freshwater marsh habitats. Peaslee includes diverse habitats to explore: the wooded edge, pinelands, cedar bog, hardwood swamp, scrub oak forests, sweet ferns, grassy fields, and yellow-clover pasture.
(http://www.nps.gov/neje/migsites.html)

Tuckahoe Wildlife Management Area (MacNamara)

Tuckahoe Wildlife Management Area (MacNamara), is located along the scenic Tuckahoe River as it winds its way to the Great Egg Harbor River and Bay through an expanse of salt marsh and tidal creeks. This area is excellent for bird watching. Six brackish water impoundments on the upland edges of the tract also provide good bird-watching opportunities. Located on the edge of the Pine Barrens, the woodlands bordering the salt marsh are a mixture of pine and oak trees. A hardwood swamp and small freshwater lake provide additional habitat for beaver, turtles, frogs, and fish. An 8-mile drive provides opportunities for exploring these dynamic habitats.
(http://www.nps.gov/neje/migsites.html)

Cape May Wildlife Refuge

The Cape May National Wildlife Refuge was established in January 1989 when the U.S. Fish and Wildlife Service acquired the Refuge's first (90-acre) parcel from The Nature Conservancy in June of that year. Since then the Refuge has grown to more than 11,000 acres as the Service continues to buy land. Ultimately the Refuge will protect over

21,200 acres of precious wildlife habitat in New Jersey's Cape May Peninsula. Cape May National Wildlife Refuge's key location in the Atlantic Flyway makes it an important link in the vast nationwide network of National Wildlife Refuges administered by the U.S. Fish & Wildlife Service.

The Great Cedar Swamp Division is located in Upper and Dennis Townships near the towns of Woodbine and Dennisville. Currently over 3,800 acres are within Upper Township. This area has the largest contiguous forest on the refuge and is part of the Pinelands National Reserve and the Great Egg Harbor National Scenic and Recreational River. This division protects mostly hardwood swamp, salt marsh, and bog habitat along with some forested uplands and grassland areas. Unique viewing opportunities exist for Atlantic white cedar stands, a variety of warblers, including prothonotary and pine warblers, wood thrush, bald eagles, wintering short-eared, long-eared and northern saw-whet owls, and northern diamondback terrapin. The Great Cedar Swamp Division also supports large numbers of marsh and water birds, songbirds, raptors, reptiles, and amphibians. (http://www.capemay.fws.gov)

5.4 Aesthetic Resources

Both the natural and the built environment are components of the aesthetic resources available in Upper Township. Intact historical buildings, with their varied architectural styles together with historic gardens and trees, provide a human historical context. Perhaps more striking is the natural setting of Upper Township. Scenic resources are present at many scales. Long distance vistas encompass ocean, beaches and dunes or extensive saltmarsh and bay views. The rare plant and animal populations and rare ecosystems, such as intermittent ponds and fens provide for a smaller scale appreciation of natural beauty. These resources are valuable in their own right, but also have value because they are beautiful and provide a unique sense of place.

6.0 SUMMARY AND IMPORTANCE OF RESOURCES

This Environmental Resource Inventory has established that Upper Township possesses a rich heritage of natural and cultural resources. Upper Township possesses an abundance of natural resources covering large land areas. Many of these resources are significant, because of their pristine condition or their rarity. Certain resources are important on a regional and in some cases global level. Much land in the Township has been purchased for preservation. It is hoped that the recognition of the richness and importance of the natural resources encompassed by the Township will lead to a sense of stewardship. This inventory can inform stewardship efforts by guiding planning efforts, so that economic development can be attained without degrading the important natural resources.

12 West Cape May

BRIEF HISTORY

West Cape May is a Walsh Act borough in Cape May County, New Jersey, West Cape May was incorporated as a borough by an act of the New Jersey Legislature on April 17, 1884, from portions of Lower Township, based on the results of a referendum held two days earlier. The borough was reincorporated on April 11, 1890, and again on May 4, 1897. The borough's name derives from Cape May, which was named for 1620 Dutch captain named Cornelius Jacobsen May who explored and charted the area between 1611–1614, and established a claim for the province of New Netherland.

The borough's history goes back to the time of the Lenape Native Americans and several buildings date to the Colonial period. The area has a rich agricultural history which continues to be celebrated each year with a summer farmers' market, and strawberry, tomato and lima bean festivals. It has been known as the "Lima Bean Capital of the World."



West Cape May Municipal Building

West Cape May, once known as Eldredge, is one of the four jurisdictions that comprise Cape Island in Cape May County. West Cape May was incorporated as a borough by an act of the New Jersey Legislature on April 17, 1884, from portions of Lower Township, based on the results of a referendum held two days earlier. The borough was reincorporated on April 11, 1890, and again

on May 4, 1897.

The historic core of the Borough was placed on the National Register of Historic Places along with sections of the City of Cape May in 1976. The Whilldin-Miller House was added to the National Register of Historic Places on February 12, 2003. The original timber frame two-story house remaining in the rear was built by Joseph Whilldin about 1715, while the front portion of the house was built in 1860, making it one of the oldest remaining houses on Cape Island.

NATIONAL and STATE REGISTER OF HISTORIC PLACES LISTINGS

Cape May Historic District (NHL, ID#3042)
NHL: 5/11/1976; NR: 12/29/1970 (NR Reference #: 70000383); SR: 12/10/1970; (National Historic Landmark [Cape May City only]; the National Register historic district includes part of West Cape May Borough)

Milestone (ID#1017)
South Side of Sunset Boulevard SHPO Opinion: 9/8/1977 (c. 1848-1851, Cape Island Turnpike)

West Cape May Historic District (ID#4653)
Roughly: Broadway south of Myrtle Avenue to Leaming Street, west side of Broadway from Grant to Sixth Street, portions of Myrtle Avenue to Leaming Street, portions of Grant to Wet Perry Streets, Fow Street, McCullough Alley, Pacific Avenue; COE: 10/26/2006

Whilldin-Miller House (ID#4110)
416 South Broadway; NR: 2/12/2003 (NR Reference #: 03000012); SR: 12/20/2002

CORRESPONDENCE
<tenteado@westcapemay.us> Fri, Aug 12, 2016 at 12:54 PM
Good Afternoon, I have attached:

- The Ordinance establishing the HPC with Zoning Code attached.
- Related amendments and resolutions/amendments
- The Historic Preservation element in the Master Plan
- The HPC Guidelines.

Our HPC Survey is approximately 900 pages, so I would ask you to confirm that you actually want me to scan all those pages to you, please. We currently only have a hand written list of the properties on the survey which I can also send to you if you would like it. One of the volunteer members is in the process of converting the list to an excel file but hasn't gotten very far yet. I hope this helps your efforts and wish you luck. If you need anything else please let me know.
Thank you,
Theresa Enteado, CMR
Deputy Clerk, Planning Board Secretary
Borough of West Cape May
732 Broadway, West Cape May, NJ 08204
609-884-1005 ext 101

<nroach@westcapemay.us> Tuesday, September 13, 2016 9:11 AM
Hi Barton Yes I'm the A/O for the HPC I deem the application complete and relay the completed apps to the HPC secretary for the meeting schedule. I will email you a full application. Norm

9/9/2016 - phone conference call with the Chairman, Elan Zingman-Leith. There was an HPC meeting on 9/8 but neither the consultant nor Mr. Leith were able to attend. Follow up correspondence with the zoning officer and HPC Secretary to obtain all commission forms.

OBSERVATIONS
The West Cape May HPC is the only other "strong" historic preservation commission in Cape May County. It was begun in 2007 as a mandate from the mayor after an 18th-century home was torn down on Broadway. The National Register District is actually part of the original Cape May City District NHL boundaries. It was only locally designated by West Cape after the 2007 Ordinance came into being. The local, state and national district boundaries apparently are all different which adds to regulatory confusion. The commission has HPC Design Guidelines which should be updated into a colorful, professionally designed booklet of approximately 20-30 pages to assist applicants. If West Cape May becomes a Certified Local Government (CLG), then receiving funding to put together new design guidelines could be one of its first applications.

West Cape May reviews approximately 20-30 applications per year from the local historic district. They do not review zoning/planning board application as referrals for the other historic properties in town. There is an active West Cape May History Committee, which maintains the voluminous survey records for town. West Cape May also maintains a minor project permit approval process to assist applicants. This meeting takes place once a month as scheduled by the Chairman. The Zoning Officer attends most meetings and the board uses the town attorney for HPC meetings. There is a $35 fee for minor reviews and a $135 application fee for Certificate of Appropriateness Applications followed by a $500 escrow for professional services. West Cape May has had a few violations and the commissioners and code enforcement officers are vigilant in the historic district. Typically the town issues violations to steer applicants towards filing an application and appearing in front of the commission. Because West Cape May is a small town, all the permit processing is actually handled through Lower Township's Construction Department.

RECOMMENDATIONS
At 1,000+ residents, West Cape May does an excellent job of administering an historic preservation commission. Potential commissioners and their level of commitment should be investigated further because of the small pool of residents. The commission's records should all be located, digitized and permanently stored in a safe, archival manner for future reference.

The recommendations for West Cape May are:

1. Prepare a Certified Local Government Application (see attached example) to take advantage of increased opportunities for comment on historic properties at the state level and funding opportunities.

2. The Historic Preservation Element of the Master Plan should include a list of every possible historic property included as an appendix for future reference.
3. Pursuant to N.J.S.A. 40:55D-110, the planning board and zoning board of adjustment shall refer to the historic preservation commission every application for development submitted to either board for development involving historic landmarks or properties located within historic districts identified in the town's historic preservation element of the master plan. Failure to refer an application as required shall not invalidate any hearing or proceeding. The historic preservation commission may provide its advice on said application, through oral testimony at the hearing, and/or through written report(s) that the commission may have provided to the board concerning the proposed application. The planning board or zoning board of adjustment, as applicable, shall consider the testimony and/or written report(s) presented and may disapprove or change any of the recommendations made by the commission by a vote of a majority of its full authorized membership and shall record in its minutes the reasons for not following such recommendations. An approval by the planning board or zoning board of adjustment, as the case may be, does not relieve the applicant of the requirement of obtaining a certificate of appropriateness from the commission for those aspects of the work not approved as part of the application for development.
4. Administratively, the Zoning Officer should be the secretary of the commission for continuity with application completeness review and correspondence at the municipal level. The board attorney should attend every meeting and be given extra budget to prepare all Certificate of Appropriateness Resolutions. An HPC Consultant should be hired and act proactively to assist applicants and homeowners interpret the design guidelines. The consultant should be a licensed historic architect whose never appears in front of the board as an applicant to avoid any perceived impropriety. The HPC consultant must meet Secretary of the Interior's Professional Qualifications Standards in Architecture (36 CFR Part 61). Also, all the application forms, agendas, minutes, resolutions, etc. should be codified and graphically designed in a professional manner and available on the website for ease of access and download capability.
5. West Cape May should increase the size of the local historic district to match the National Register of Historic Places boundaries. The town should also try to locally designate the Whilldin-Eldredge House and Rea Farm area as a rural historic district to protect this intact piece of Early American agricultural heritage still found in the county. Contact the HPO about possible Cultural Landscape component and for further assistance. Following further survey work, West Cape May may want to try designating individual landmarks for important homes the town could ill-afford to lose.



Whilldin-Eldredge House and Rea Farm rural heritage area



Broadway in West Cape May's Historic District

Ordinance

west cape may

BOROUGH OF WEST CAPE MAY

ORDINANCE NO. 364-06

AN ORDINANCE AMENDING THE WEST CAPE MAY ZONING ORDINANCE AND ESTABLISHING AN HISTORIC PRESERVATION COMMISSION IN THE BOROUGH OF WEST CAPE MAY

WHEREAS, N.J.S.A. 40:55D-65 and N.J.S.A. 40:55-65.1 enable the governing body of the Borough of West Cape May to provide in its zoning ordinance for historic preservation by regulating historic districts and sites; and

WHEREAS, N.J.S.A. 40:55D-107 et seq. authorizes the governing body by ordinance to establish an Historic Preservation Commission; and

WHEREAS, as set forth in the recent Master Plan re-examination, West Cape May contains many historic structures and sites, and over the years the residents of West Cape May have demonstrated a keen and abiding interest in historic preservation; and

WHEREAS, the residents of West Cape May have become concerned in recent years about the demolition of historic structures, and the potential loss of significant portions of the borough's architectural heritage; and

WHEREAS, in April 2005 the Borough Commission created the West Cape May Community History Task Force, whose mission was to review the body of literature related to historic preservation and to recommend ways in which the Borough might advance its preservation goals; and

WHEREAS, in June 2005, having completed its review, the Task Force recommended that West Cape May establish a "strong" Historic Preservation Commission" pursuant to the Municipal Land Use Law; and

WHEREAS, the Master Plan of the Borough of West Cape May has recently been amended, pursuant to its periodic re-examination, to include an Historic Preservation Plan Element in accordance with N.J.S.A. 40:55D-28(b)(10); and

WHEREAS, having carefully considered the matter, and having reviewed both the Master Plan re-examination and the Task Force report, the Borough Commission believes it will promote the public health, safety and general welfare, and serve the best interests of the Borough of West Cape May, to amend the West Cape May Zoning Ordinance to provide for historic preservation and to establish an Historic Preservation Commission; and

WHEREAS, the West Cape May Planning Board has reviewed these amendments to the Zoning Ordinance by referral pursuant to N.J.S.A. 40:55D-26 and found them to be consistent with the Borough's Master Plan,

NOW, THEREFORE, BE IT ORDAINED by the Borough Commission of the Borough of West Cape May as follows:

Section 1. There is hereby added to the West Cape May Zoning Ordinance the following new section:

27-17 HISTORIC PRESERVATION

27-17. 1. Purpose and Objectives

The purpose of this section is to implement the historic preservation element of the Master Plan, to provide guidance to property owners in achieving preservation of historic resources and to advance the following public purposes:

A. To preserve and protect historic, architectural, cultural, archaeological and aesthetic resources for the general welfare;

B. To identify, designate and regulate Historic Districts and Historic Sites to preserve their historic, architectural, cultural, archaeological and aesthetic significance;

C. To encourage the continued use of historic resources and facilitate their appropriate reuse;

D. To preserve and enhance the environmental quality of the neighborhoods;

E. To maintain and develop an appropriate and harmonious setting for the historic and architecturally significant buildings, structure, sites, objects and/or districts within the Borough of West Cape May;

F. To strengthen the Borough's economic base by the stimulation of cultural tourism;

G. To stabilize and improve property values and discourage the unnecessary demolition of historic resources;

H. To foster economic development and manage growth;

I. To foster civic pride in the beauty and accomplishments of the Borough's past;

J. To educate the general public and public officials about the importance of preserving the community heritage;

K. To promote appreciation of the Borough of West Cape May Historic District and any other designated historic districts for the education, pleasure and general welfare of the citizens of the Borough and its visitors;

L. To encourage private reinvestment in existing or new structures in a manner that preserves, restores, repairs or is compatible with the original architectural style which is characteristic of the Historic District in which the structure is located.

27-17.2. Definitions

As used in this section, the following terms shall have the meanings indicated:

ADDITION – An extension or increase in building size, floor area or height.

ADMINISTRATIVE OFFICER – The Borough Zoning Official.

ALTERATION – As applied to a building or structure, a change or rearrangement in the structural parts or in the means of egress, or an enlargement, whether by extending on a side or by increasing in height or the moving from one location or position to another, or the change in appearance of the exterior surface of any improvement.

CERTIFICATE OF APPROPRIATENESS – A document issued by the Historic Preservation Commission demonstrating its review of any alteration, addition to or demolition of a designated historic site, or to a property within a historic district. The review is based upon the application and representation of the applicant and the approved plans presented for the preservation, restoration, rehabilitation or alteration of an existing property, or the demolition, addition, removal, repair or remodeling of any feature on an existing building within the historic district, or for any new construction within the historic district.

DEMOLITION – The partial or total razing, dismantling or destruction of any Historic Site or any improvement within a Historic District.

EVALUATION – The process of determining whether identified properties meet defined criteria of historical, architectural, archaeological or cultural significance.

HISTORIC DISTRICT – One or more Historic Sites and the intervening or surrounding property significantly affecting or affected by the quality and character of Historic Site or Sites, as specifically designated herein.

HISTORIC RESOURCE – Any Prehistoric or Historic District, site, building, structure, or object included in, or eligible for inclusion in the National Register of Historic Places; the term includes artifacts, records, and remains that are related to the district, site, building, structure or object.

HISTORIC SITE – Any real property, man-made structure, natural object or configuration or any portion or group of the foregoing that has been designated in the Master Plan as of historic, archaeological, cultural, scenic or architectural significance at the national, state or local level, as specifically designated herein; or any property located in a Historic District. The designation of a Historic Site or landmark shall include the Tax Map lot on which it is located as well as the contiguous right-of-way.

HISTORIC STRUCTURE – Any structure situated on property included in the Historic Designation List of the Borough of West Cape May.

IMPROVEMENT – Any structure or any part thereof installed upon real property by human endeavor and intended to be kept at the location of such construction or installation.

INTEGRITY – The ability of a property or element to convey its historic significance; the retention of those essential characteristics and features that enable a property to effectively convey its significance.

INVENTORY – A list of historic properties determined to meet criteria of significance specified herein.

MINOR APPLICATION – Any application for a certificate of appropriateness that:

(i) Does not involve demolition, relocation or removal of a Historic Site;

(ii) Does not involve an addition to a property in a Historic District or new construction in a Historic District;

(iii) Is a request for approval of fences, signs, lighting, doors, windows, roofs, paving, exterior sheathing or streetscape work that will comply with the adopted design guidelines for the improvement proposed where a specific guideline applies and that will not substantially affect the characteristics of the Historic Site or the Historic District; or

(iv) Is a request for a field change for a Certificate of Appropriateness that has already been issued and that meets the criteria of subparagraph (iii) above.

NATIONAL REGISTER CRITERIA – The established criteria for evaluating the eligibility of properties for inclusion in the National Register of Historic Places.

NONCONTRIBUTING BUILDING – A building, site, structure or object that does not add to the historic architectural qualities, historic associations or archaeological values for which a property is significant because: 1) it was not present during that period of significance; 2) due to alterations, disturbances, additions or other changes it no longer possesses historic integrity reflecting its character at that time or is incapable of yielding important information about the period; or 3) it does not independently meet the National Register criteria.

ORDINARY MAINTENANCE AND REPAIR – Repair of any deterioration, wear or damage to a structure or any part thereof in order to return it as nearly as practicable to its condition prior to the occurrence of the deterioration, wear, or damage with in-kind material and quality workmanship. Ordinary Maintenance shall also include in kind replacement of exterior elements or accessory hardware including signs, using the same material and workmanship and having the same appearance.

PERMIT – Any required approval for exterior work to any improvement or property in a Historic District or on a Historic Site. "Permit" shall include, but is not limited to, a building permit, a window replacement permit, a demolition permit, a permit to move, convert, relocate or remodel or to change the use or type of occupancy of any improvement or property in a Historic District which involves exterior changes to the structure or the property on which it is located.

PRESERVATION – The act or process of applying measures to sustain the existing form, integrity and material of a building or structure, and the existing form and vegetative cover of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building's materials.

PROTECTION – The act or process of applying measures designed to affect the physical condition of a property by defending or guarding it from deterioration, loss or attack, or to cover or shield the property from danger or injury.

RECONSTRUCTION – The act or process of reproducing by new construction the exact form and detail of a vanished or non-surviving building, structure or object, or any part thereof, as it appeared at a specific period of time when documentary and physical evidence is available to permit accurate reconstruction.

REHABILITATION – The act or process of returning a property to a state of utility through Repair or Alteration that makes possible an efficient contemporary use while preserving those portions or features of the property that are significant to its historical, architectural and cultural values.

REPAIR – Any work done on an improvement that is not an Addition and does not change the exterior appearance of any improvement; provided, however, that any such repairs must be done with materials and workmanship of the same quality.

RESTORATION – The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

STREETSCAPE – The visual character of the street, including, but not limited to, the architecture, building setbacks and height, fences, storefronts, signs, lighting, parking areas, materials, sidewalks, curbing and landscaping.

STRUCTURE – A combination of materials to form a construction for occupancy, use or ornamentation whether installed on, above, or below the surface of a parcel of land.

SURVEY – A process of identifying and gathering data on a community's historic resources. It includes a field survey, which is the physical search for and recording of historic resources on the ground; preliminary planning and background research before the field survey begins; organization and presentation of survey data as the survey proceeds; and the development of inventories.

SURVEY DATA – The raw data produced by the survey; that is, all the information gathered on each property and area investigated.

Section 27-17.3. Historic Preservation Commission.

A. Responsibilities. The Historic Preservation Commission shall have the following duties and responsibilities;

(1) To identify, record and maintain a system for Survey and Inventory of all buildings, sites, places, landmarks and structures of historical or architectural significance based on the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation; and to aid the public in understanding their worth, methods of preservation, techniques or gathering documentation and related matters.

(2) To make recommendations to the Planning Board on the historic preservation plan element of the Master Plan and on the implications for preservation of Historic Sites or any other Master Plan elements. The Commission may provide information to the Planning Board indicating the location and significance of Historic Sites and Districts and by identifying the standards used to assess worthiness for Historic Site or District identification.

(3) To advise the Planning Board on the inclusion of Historic Sites and landmarks in the recommended capital improvement program.

(4) To advise the Planning Board on applications for development, pursuant to N.J.S.A. 40:55D-110.

(5) To provide written reports pursuant to N.J.S.A. 40:55D-111 on the application of the Zoning Ordinance provisions concerning historic preservation.

(6) To issue Certificates of Appropriateness pursuant to Section 27-17.5 of this Ordinance.

(7) To establish administrative procedures and/or regulations to carry out the purposes of this section.

(8) To carry out such other advisory, educational and informational functions as will promote historic preservation in the Borough.

(9) To provide technical assistance to property owners on how to preserve, restore and rehabilitate structures, and to advise property owners about the accuracy of historic restoration, including materials, fenestration, architectural detail, and environment.

B. Establishment

(1) Members. There is hereby established a West Cape May Historic Preservation Commission, to be appointed by the Mayor. The Commission shall be consistent with N.J.S.A. 40:55D-107 et. seq. The Commission shall consist of five regular members and two alternate members. Members shall serve without compensation. At the time of appointment, at least one member each shall be designated from Class A and Class B.

(a) Class A: A person who is knowledgeable in building design and construction or architectural history and who may reside outside the municipality; and

(b) Class B: A person who is knowledgeable, or with a demonstrated interest in local history and who may reside outside the municipality; and

(c) Class C: Citizens of the municipality who shall hold no other municipal office, position or employment except for membership on the Planning Board. Class C members should have at a minimum a demonstrated interest in history, historic preservation or a related field.

(d) Of the five regular members, at least one less than a majority shall be Class A and Class B.

(e) Alternate Members shall meet the qualification of a Class C member. At the time of appointment, alternate members shall be designated as "Alternate No. 1" and "Alternate No. 2".

(2) Terms.

(a) The terms for the members of the Historic Preservation Commission first appointed by the Mayor shall be as follows:

(1) One member appointed for a one-year term

(2) One member appointed for a two-year term.

(3) One member appointed for a three-year term

(4) Two members appointed for four-year terms.

(b) Thereafter, the term of each regular member shall be four years. All terms shall begin on January 1 of the year in which the appointment is made.

(c) Notwithstanding any other provision herein, the term of any member common to the Historic Preservation Commission and the Planning Board shall be for the term of membership on the Planning Board.

(d) A vacancy occurring otherwise than by expiration of term shall be filled within 60 days for the unexpired term only.

(3) Alternates.

(a) Alternate members shall serve for terms of two years; provided, however, that the initial terms of the two alternate members shall be one and two years, respectively.

(b) Alternate members may participate in discussions of the proceedings but may not vote except in the absence or disqualification of a regular member. A vote shall not be delayed so that a regular member may vote instead of an alternate. If a choice must be made as to which alternate member is to vote, Alternate No. 1 shall vote.

(4) Commission Liaison. The Borough Commission shall designate a member to act as a liaison between the Historic Preservation Commission and the Commissioners.

(5) Officers. Annually, the Historic Preservation Commission shall elect a Chairperson and a Vice Chairperson from its members and select a recording secretary, who may or may not be a member of the Commission or a Borough employee.

(6) Budget. Borough Commission shall make provisions in its budget and appropriate funds for the expenses of the Historic Preservation Commission. The Commission may employ, contract for, and fix the compensation of experts and other staff and services, as it shall deem necessary. The Commission shall obtain its legal counsel from the Borough Attorney at a rate of compensation determined by the governing body, unless the governing body by appropriation provides for separate legal counsel for the Commission. Expenditures pursuant to this subsection shall not exceed, exclusive of gifts or grants, the amount appropriated by the Borough Commissioners for the Commission's use. If the Commission receives gifts or grants, they will be placed in a dedicated fund for the exclusive use of the Commission.

(7) Finances. The Borough Commissioners shall establish by ordinance reasonable fees necessary to cover the expenses of administration and professional services to aid the Commission in its review of applications and development reviews. These fees are in addition to any other required under any portion of this or any other applicable Borough Ordinance.

(8) Rules of the Historic Preservation Commission.

(a) The Commission shall adopt written rules for the transaction of its business and for the consideration of applications for Certificates of Appropriateness and for designations of Historic Districts and Sites. Such rules shall not be inconsistent with the provision of this section and shall include, but not be limited to, rules pertaining to all notices and hearing required herein.

(b) To make available to the public information useful to the preservation and protection of Historic Districts and Sites and to provide the basis for consistency of policy, the Administrative Officer on behalf of the Commission shall maintain complete files and records. The Commission's files shall include, but are not limited to, data used in the classification of buildings, places and structures, minutes of Commission meetings, applications for Certificates of Appropriateness along with collateral data, decisions and appeals associated therewith and information, material and references submitted to the public related to historic preservation. A record of Commission proceedings shall be kept and made available, but a formal verbatim record shall not be required.

(c) The Commission Secretary shall keep minutes and records of all meetings and proceedings, including voting records, attendance, resolutions, findings, determinations, decisions and application. All meetings shall be noticed and conducted in accordance with the Open Public Meetings Act. Copies of all minutes shall be maintained in the office of the Commission and shall be delivered promptly to the Borough Clerk.

(d) Copies of records shall be made available to Borough bodies, agencies, and officials for their use. When the Planning Board refers an application to

the Historic Preservation Commission, the Planning Board shall receive a copy of the Commission's report.

(e) The Zoning Official shall maintain and display an up-to-date map showing the Historic District, as well as a current listing of Historic Sites.

(9) Conflicts of Interest. No member of the Commission shall be permitted to act on any matter in which he or she has, either directly or indirectly, any personal or financial interest. Unless a member resides or owns property within 200 feet of property which is the subject of an application, mere ownership or residence in a designated Historic District and/or ownership of a designated Historic Site or a nondesignated site shall not be deemed a personal or financial interest.

(10) A member of the Commission may, after a public hearing if requested, be removed by the governing body for cause.

(11) Meetings; Quorum

(a) The Commission shall establish and post in Borough Hall a regular schedule of a minimum of one meeting per month. Regular meetings shall be held as scheduled unless canceled for lack of applications to process. Additional special meetings may be called by the Chairperson or Vice Chairperson, or on the request of any two of its members, when the regular meetings are inadequate to meet the needs of its business, to handle emergencies or to meet time constraints imposed by law.

(b) Three members shall constitute a quorum. Non-member liaisons may not vote. A majority vote of those present and voting shall prevail, and shall be sufficient to grant or deny a Certificate of Appropriateness. A majority of the appointed membership shall be required to grant or change a Historic Site or District designation or to grant a demolition permit.

(c) The Historic Preservation Commission shall prepare an annual report to the governing body which shall be available to the public and placed on file in Borough Hall. The report shall detail all activities, including problem solving, advice and support given.

(d) The Historic Preservation Commission shall hold public hearings to review all application for permits, referrals of development applications and other business that comes before the Commission.

27-17.4. Designation of historic sites and districts.

A. Survey. The Commission shall maintain a comprehensive Survey of the Borough of West Cape May to identify Historic Districts, Sites and landmarks which are worthy of protection and preservation.

B. Criteria for designation. The criteria for evaluating and designating Historic Districts and Sites shall reflect the National Register Criteria. The Commission or any interested party may recommend designation of Historic Sites or Districts that have integrity of location, design, setting, materials, workmanship and association and that meet one or more of the following criteria:

(1) Character, interest, or values as part of the development, heritage or cultural characteristics of the Borough, State or Nation;

(2) Association with events that have made a significant contribution to the broad patterns of our history; or

(3) Association with the lives or person significant in our past; or

(4) Embodiment of the distinctive characteristics of a type, period or method of construction, architecture, or engineering; or

(5) Identification with the work of a builder, designer, artist, architect or landscape architect whose work has influenced the development of the Borough, State or Nation; or

(6) Embodiment of elements of design, detail, material or craftsmanship that render an improvement architecturally significant or structurally innovative; or

(7) Unique location or singular physical characteristics that make a district or site an established or familiar visual feature; or

(8) That have yielded, or may be likely to yield, information important in prehistory or history.

C. Procedures for designation.

(1) Interested parties shall contact the Administrative Officer regarding consideration of a proposed Historic Site or District. The Commission may also initiate the designation of a Historic Site or District. The Administrative Officer will schedule a hearing before the Commission to review the proposed Historic Site or District.

(2) The formal Historic District nomination shall include: a building-by-building inventory of all properties within the district; color and/or black and white photographs of all properties within the district; a property map of the district showing boundaries; and a physical description and statement of significance which address the

criteria for designation set forth herein. The formal Historic Site nomination shall include: a color and/or black and white photographs, a tax map of the property and a physical description and statement of significance which address the criteria for designation set forth herein.

(3) Upon review and approval of the proposed Site or Historic District by the Historic Preservation Commission, and after hearing the comments of the public, if any, the Commission shall forward the proposed Site or District nomination to the Planning Board for consideration. Notification shall be by public notice in the official paper and by prominent posting in the municipal building at least 30 days prior to the Planning Board hearing. The interested parties or the Commission shall submit to the Planning Board a complete list of involved properties.

(4) Upon review and approval of the proposed site or district by the Planning Board, the Site or District nomination will be sent to the Borough Commissioners for adoption to amend and supplement this chapter.

(5) All other requirements of the Municipal Land Use Law regarding adoption of development regulations shall be followed.

D. Designation of Districts. The following Historic District is delineated and described in the Master Plan and is hereby a designated Historic District for purposes of this section:

(1) West Cape May Historic District. The designated Historic District is set forth on the Zoning Map of the Borough of West Cape May which is incorporated herein by reference.

(2) Additional District. Any additional designated districts and site and/or any changes in the designation of Historic Districts and Historic Sites shall be effectuated by amendment of this section in accordance with procedures provided for under Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq. and the procedures set forth herein.

Section 27-27.5 Certificate of Appropriateness

A. When required. A Certificate of Appropriateness issued by the Commission shall be required before a Permit is issued, or before work can commence, for any of the following activities within a Historic District or on a Historic Site designated on the Zoning Map.

(1) Demolition of any building, improvement, site, place or structure.

(2) Change in the exterior appearance of any building, improvement, site, place or structure by Addition, Reconstruction, Alteration or Maintenance.

(3) Relocation of a principal or accessory building or structure.

(4) Any addition to or new construction of a principal or accessory building or structure.

B. When Not Required.

(1) A certificate of appropriateness shall not be required before a permit is issued by the Construction Code Official for changes to the interior of a structure or changes to the exterior of a structure that strictly meet the standards for Ordinary Maintenance and Repair as defined in this ordinance.

(2) The Zoning Official shall review all permit applications to determine if the application proposes work that constitutes Ordinary Maintenance and Repair as defined in this article. If the Zoning Official determines that the work strictly meets the standards for Ordinary Maintenance and Repair the application may be forwarded to the Construction Official and a permit may be issued. The Zoning Official shall refer the application to the Historic Preservation Commission if he finds that the proposed work does not meet the standards for Ordinary Maintenance and Repair. If the Zoning Official has any doubt as to whether the work constitutes Ordinary Maintenance and Repair, then he shall refer the request to the Commission.

C. Procedures.

(1) All applicants shall complete an application form. Application forms shall be made available in the office of the administrative officer. Complete applications shall be filed with the administrative officer.

(2) Each application may be accompanied by sketches, drawings, photographs, descriptions, the property survey, if available, and other information to show the proposed alterations, additions, changes or new construction. Applications for demolition shall include current and archival photographs of the interior and exterior of the building and drawings to document the condition of the building. The Commission may require the subsequent submission of such additional material as it reasonably requires to make an informed decision.

(3) The Commission shall reach a decision on an application and submit its report to the Administrative Officer within 45 days of referral of same by the Administrative Officer. Nothing herein shall prohibit an extension of time by mutual agreement of the applicant and the Commission.

(4) The Certificate of Appropriateness and/or denial of a Certificate of Appropriateness shall include, at minimum, a statement of the significance of the

structure, a description of the proposed work, and the reasons for the Commission's finding that the proposed project was appropriate or not appropriate.

D. Informational meetings/conceptual review. Persons considering action that requires a Certificate of Appropriateness, as set forth in this section, are encouraged to request an informal informational meeting with the Commission prior to submitting a formal application for a certificate of appropriateness. Requests for such informational meetings can be made to the Administrative Officer, who will contact the Chairman of the Commission. The Commission shall schedule such informational meetings within 15 days of receipt of such request. The purpose of an informational meeting is to review the design guidelines and standards of appropriateness and the procedures for obtaining a Certificate of Appropriateness. Neither the applicant nor the Commission shall be bound by any informational meeting or conceptual review. Conceptual review shall not apply to any Applications for Development. The Commission shall not consider conceptual review of an Application for Development unless specifically referred to it by the Planning Board.

E. Application Review.

(1) Notices must comply with the requirements of the Open Public Meetings Act.

(2) An applicant shall be required to appear or to be represented at the meeting to consider the application for a Certificate of Appropriateness; however the Commission may take action in the absence of the applicant.

(3) The Historic Preservation Commission shall issue a Certificate of Appropriateness to the applicant if it finds the permit application appropriate to the Historic District or Site and in conformity with the design guidelines. The Commission shall issue a denial of a Certificate of Appropriateness to the applicant if it finds the permit application inappropriate to the historic district or site or not in conformity with the design guidelines.

(4) When an application is approved, the Commission shall forthwith issue a Certificate of Appropriateness. Failure to report within a forty-five (45) day period shall be deemed to constitute a report in favor of the proposed work and without conditions. If the applicant has consented to an extension of time to consider the certificate, the extension of time should be transmitted to the Zoning Official and the permit shall not be issued during the period of time of the extension.

(5) Appeals from determinations of the Administrative Officer pursuant to referral to the Historic Preservation Commission may be made by the applicant to the Planning Board, exercising the powers of a Board of Adjustment according to N.J.S.A. 40:55D-25 and -70a. Nothing herein shall be deemed to limit the right of judicial review of the action after an appeal is concluded by the Planning Board. The appellant shall

pay all costs of copies of any transcript(s) required for appeal. If, in the case of an appeal made pursuant to this subsection, the Planning Board determines there is an error in any order, requirement, decision or refusal made by the Administrative Officer pursuant to a certificate or denial of a certificate submitted by the Historic Preservation Commission in accordance with N.J.S.A. 40:55D-111, the Planning Board shall, in writing, include the reasons for its determination in the findings of its decision thereon.

(6) The owner shall post the Certificate of Appropriateness on a conspicuous spot on the site visible to the public during the entire process of work.

(7) Issuance of an approval of a permit shall be deemed to be a final approval pursuant to this section. Such approval shall neither cause nor prevent the filing of any collateral application or other proceeding required by any other ordinance to be made prior to undertaking the action requires concerning the landmark or any building, structure, object, or site located within a landmark district. The denial of a permit shall be deemed to preclude the applicant from undertaking the activity applied for.

(8) When a Certificate of Appropriateness has been issued, the Administrative Officer or his appointee shall, from time to time, inspect the work approved by such certificate and shall regularly report to the Commission the results of such inspections, listing all work inspected and reporting any work not in accordance with such certificate.

(9) A Certificate of Appropriateness shall be valid for a period of two years from date of issue unless reasonable extensions are requested by the applicant or the Commission.

F. Minor Application. The Chairman of the Historic Preservation Commission, and one other Historic Preservation Commission member appointed by the Chairman, and the Zoning Official, may review applications for permits for minor work (Minor Application), without holding a public hearing. If the chairman finds the application appropriate, he/she may act in place of the full Commission and issue a Certificate for minor work to the Zoning Official, who may then forward it to the Borough's Construction Official so that a building permit may be issued. In this instance the Certificate issued by the Chairman shall include, at a minimum, a statement of the significance of the structure, a description of the proposed work and the reasons supporting the Chairman's decision. If the Chairman does not find the application appropriate or doubts its appropriateness, the application shall be scheduled for a public hearing before the full Board.

G. Emergency Procedures

(1) When a structure or improvement requires immediate repair to preserve the continued habitability of the structure and/or the health and safety of its

occupants or others, emergency repairs may be performed in accordance with construction codes, without first obtaining a Certificate of Appropriateness. Under such circumstances, the repairs performed shall be only such as are necessary to protect the health and safety of the occupants of the structure or others and/or to maintain the habitability of the structure. Where feasible, temporary measures to prevent further damage should be used, provided these measures are reversible without damage to the structure.

(2) The property owner shall make a request for the Commission's review simultaneously with the onset of emergency work. The request shall be made to the Administrative Officer. Such emergency work shall be permitted only if the Administrative Officer certifies the immediate necessity for such permit issuance. Upon notice to the full Commission by telephone, personal contact, or other appropriate means of communication, at least three (3) members of the Commission shall convene as soon as possible and shall proceed to review the Certificate of Appropriateness application as provided in this section. The Commission shall conduct the emergency meeting in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-9. Subsequent to such review, a Certificate of Appropriateness may be issued upon a majority vote of the members convened.

(3) No work in addition to the emergency repairs shall be performed on the structure until an appropriate request for approval is made and approval is obtained from the Commission after referral of the request of the Zoning Official.

H. Requirement of Obtaining Certificate of Appropriateness for Government Actions.

(1) The intent and purposes of this section would not be fully served if the municipality and other governmental agencies were to control the actions of other but fail to apply similar constraints to themselves. The Borough of West Cape May, when it plans an alteration, demolition, construction or change in appearance to any Borough-owned property in any Historic District or on any Historic Site, shall submit the plans to the Historic Preservation Commission and shall receive an advisory report on the appropriateness of those plans before undertaking the work.

(2) In those circumstances where the Borough cannot require compliance, as in certain cases involving the County, State, and Federal governments, the Borough most strongly urges voluntary cooperation of such agencies in seeking a Certificate or Determination of Appropriateness and hereby authorizes the Commission to consider such requests and applications. This does not relieve the property owner from complying with applicable State and Federal regulations regarding historic preservation.

Section 27-27-6. Referral from Municipal Agencies

A. The Planning Board shall refer to the Commission every Application for Development submitted to the Board for development in Historic Districts or on Historic Sites designated on the Zoning Map or identified in any component element of the Master Plan. This referral shall be made when the application for development is deemed complete or is scheduled for a hearing, whichever occurs sooner. The Board shall provide a copy of its agenda to the Commission members as soon as it has been prepared and at the same time that it is mailed to the members of the Board. Failure to refer the application as required shall not invalidate any hearing or proceeding. The Commission may provide its advice, which shall be conveyed through its delegation of one of its members or staff to testify orally at the hearing on the application and to explain any written report which may have been submitted.

B. On all matters referred to the Commission which require approval of by the Planning Board, the decision of the Commission shall be a recommendation only.

C. Yard Variance. Because structures in Historic Districts are often built close to the lot lines, it is in the pubic interest to retain a neighborhood's historic appearance by approving variances to normal yard requirements. Where it is deemed that such a variance will not adversely affect neighboring properties, the appropriate Board may grant such variance to standard requirements.

D. An approval by the Planning Board does not relieve the applicant of the requirement of obtaining a Certificate of Appropriateness for those aspects of a change not approved by the application for development.

Section 27-17-7. Standards, Design Guidelines and Criteria.

A. This section provides uniform standards, design guidelines and criteria for the regulation of Historic Sites and Districts by the Historic Preservation Commission. All projects requiring a Certificate of Appropriateness and all applications for development shall be governed by the principles of the Secretary of the Interior's Standards for Rehabilitation, the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating & Reconstructing Historic Buildings, and the West Cape May Guidelines for the Historic District.

B. Criteria for finding appropriateness. The Historic Preservation Commission may consider the siting, design, arrangement, texture, details, scale, shape, materials, finish, and relationship to streetscape of the proposed work and the relationship of those characteristics to the historic, architectural, cultural, archaeological, and aesthetic significance of the Historic Site or District.

C. In considering permit applications, the Historic Preservation Commission shall not consider use, zoning requirements for setbacks, density, height limitations or lot coverage in finding appropriateness, as these fall within the purview of the Planning Board.

D. In considering development applications referred to it by a Board, the Historic Preservation Commission may consider use, zoning requirements for setbacks, density, height limitations, and lot coverage, in rendering its advice to the Planning Board on the application of the zoning ordinance provisions concerning historic preservation. The Commission should emphasize the Streetscape when reviewing applications for development. The Commission shall not hear applications for development unless referred to it by either the Planning Board or the Zoning Board of Adjustment.

E. Criteria for plan review. All reviews of plans within Historic Preservation Districts shall consider:

(1) The cultural, historic or architectural values of a structure and its relationship to the surrounding area.

(2) The general compatibility of the proposed use to the cultural and historical values of the surrounding area.

(3) The general compatibility of exterior design, arrangement, texture and materials proposed to be used. In carrying out the review under the guidelines, the following criteria shall be utilized:

(a) All exterior elevations, including the roof, must be maintained and new construction must be compatible with existing districts and surrounding areas.

(b) In-kind or similarly compatible building materials must be utilized.

(c) In-kind or similarly compatible building materials must be utilized.

(d) Uses shall be environmentally compatible with the uses adjacent to the property and throughout the surrounding areas. Uses shall not adversely affect the uses in the adjacent or surrounding areas.

F. Guidelines. From time to time the Historic Preservation Commission may, pursuant to resolution, adopt guidelines that shall become part of this chapter. The guidelines consist of window guidelines, door guidelines, exterior sheathing guidelines, fence guidelines, streetscape guidelines and design guidelines. A copy of the guidelines shall be available in the offices of the Construction Official, the Zoning Official and the Borough Clerk. The guidelines may be amended by the Historic Preservation

Commission, but shall not take effect until approved by ordinance of Borough Commissioners.

Section 27-17.8. Demolitions and relocations.

A. Criteria. On an application to demolish or move a Historic Building, Site, Place or Structure, the following matters shall be considered:

(1) Its historic, architectural, cultural and aesthetic significance.

(2) Its current and potential use for those purposes currently permitted by this chapter or for the use proposed.

(3) Its importance to the municipality and the extent to which its historical or architectural value is such that its removal would be detrimental to the integrity of the Historic Property or District and the public interest.

(4) The extent to which it is of such old, unusual or uncommon design, craftsmanship, texture or material that it could not be reproduced or could be reproduced only with great difficulty.

(5) The extent to which its retention would increase property values, promote business, create new positions, attract tourists, student, writers, historians, artists and artisans, attract new residents, encourage study and interesting American history, stimulate interest and study in architecture an design, educate citizens in American culture and heritage, or make the Borough of West Cape May a more attractive and desirable place to live.

(6) The impact of its removal upon the Historic District.

(7) The structural soundness and integrity of the building and the economic feasibility of restoring or rehabilitating the structure so as to comply with the requirements of the applicable building codes.

(8) The compelling reason for not retaining the structure or improvement at its present site, the proximity of the proposed new location and its accessibility to residents of the municipality, and the probability of significant damage to the structure or improvement as a result of the relocation.

(9) The compatibility, nature and character of the current and the proposed surrounding areas as they relate to the intent and purposes of this article and whether the proposed new location is visually compatible in accordance with the standards set forth herein.

B. Procedure.

(1) One-Year Delay. The Commission may instruct the Construction Office to withhold approval for a period of one year. This one-year delay is designed to allow the Borough of West Cape May ample time and opportunity to determine whether it should acquire the property.

(2) Where demolition disapproved. If the Commission disapproves an application for a Certificate of Appropriateness to demolish a Historic Building, Place or Structure, the owner shall nevertheless, as a matter of right, be entitled to raze or demolish such building, place or structure, provided that all of the following requirements have been fully met:

(a) Appeal to Planning Board. The owner may opt to appeal the denial of the Certificate of Appropriateness to the Planning Board. If the owner appeals the denial of the demolition permit, the owner may simultaneously commence marketing the property for sale for fair market value as set forth below. Alternatively, the owner may await the decision of the Planning Board.

(b) Sale for fair market value. The owner has, prior to seeking demolition, for a period of at least one year for residential properties and two years for commercial properties, and at a price reasonably related to its fair market value, made a bona fide offer to sell such building, place or structure and the land pertaining thereto to any person, organization, government or agency thereof or political subdivision which gives reasonable assurance that it is wiling to preserve the building, place or structure and the land pertaining thereto. Market value shall be determined by an appraiser selected by the Historic Preservation Commission and at the expense of the owner.

(c) Demolition notice posted and publication. Notice of proposed demolition shall be posted on the premises of the building, place or structure throughout the notice period in a location such that it is clearly readable from the street. The posted notice shall remain in place for a period of time of one year for residential properties and two years for commercial properties. In addition, the applicant shall publish a notice in the official newspaper of the Borough within the first 10 days following the date of the denial by the Historic Preservation Commission or denial of the appeal by the Planning Board.

(d) Certificate of Compliance. The property owner shall submit a Certificate of Compliance for review and approval by the Historic Preservation Commission to demonstrate that the owner has complied with the requirements of this section.

(3) Assignment. No assignment of the rights granted by a Certificate of Appropriateness shall be permitted.

(4) Expiration of approval.

(a) In cases where demolition is permitted, the Certificate of Appropriateness shall be valid for one year from the date of Historic Preservation Commission approval of the application. The one-year period shall not be extended.

(b) At the time of issuance of the Certificate of Appropriateness, the Zoning Official shall designate the period of time (within the one-year approval period) within which demolition must be completed after it is initiated on site.

(5) Approval after change of circumstances. The Commission may at any time during such notice period, if a significant change in circumstances occurs, approve a Certificate of Appropriateness to demolish, in which event, a permit shall be issued within 10 days thereafter.

Section 27-17.9. Enforcement.

All Municipal Officials reviewing permit applications for real property or improvements thereon shall determine whether the application involves any activity that should also require a Certificate of Appropriateness. If so, the Official shall inform the Administrative Officer, the applicant, and the Historic Preservation Commission.

Section 27.17-10. Violations and penalties; restoration of property; injunctive relief.

A. Violations.

(1) Should any person undertake a qualified activity at an Historic Site or Improvement within a Historic District without first having obtained and posted a Certificate of Appropriateness, he shall be in violation of Section 27-17.

(2) Upon learning of a violation, the Zoning Officer or his designee shall personally serve upon the owner of the lot where the violation is occurring a notice describing the violation in detail and giving the owner 10 days to abate the violation by seeking review of the extent and proposed work by the Historic Preservation Commission.

(3) If the owner cannot be personally served within the municipality with the said notice, a copy shall be posted on site and a copy sent by certified mail, return receipt requested, to the owner at the last known address as it appears on the municipal tax rolls.

B. Penalties. Any person who undertakes an activity affecting a Historic Site or Improvement within a Historic District without first having obtained a Certificate of Appropriateness, or without subsequent review by the Commission following discovery of the omission may, in addition to fines and penalties as set forth in §1-5 of the West

Cape May Code, be required to restore same to a condition consistent with its historic character and integrity, as approved by the Historic Preservation Commission.

C. Injunctive relief. Should any action that permanently and adversely change a Historic Site or Historic District, such as demolition or removal, be about to occur without a Certificate of Appropriateness having been issued, the Zoning Officer may apply to the Superior Court of New Jersey for the injunctive relief necessary to prevent the injury to the Site or District.

Section 27-17.11. Other requirements unaffected

The requirements of this article shall be in addition to, and shall not be interpreted as a substitute for, any other approval, permit or other action as otherwise provided for.

Section 2. Repealer. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of that conflict.

Section 3. Severablility. Should any portion of this ordinance be declared unconstitutional or invalid, the remaining portion of this ordinance shall not be affected thereby and shall remain in full force and effect, and to that end the provisions of this ordinance are declared to be severable.

Section 4. Effective Date. This ordinance shall take effect 20 days after passage and publication, according to law.

Pamela M. Kaithern, Mayor
Dick Rigby, Commissioner
Peter C. Burke, Commissioner

NOTICE OF FINAL ADOPTION

THE ABOVE CAPTIONED ORDINANCE WAS PASSED ON SECOND READING AND FINAL ADOPTION BY THE BOARD OF COMMISSIONERS OF THE BOROUGH OF WEST CAPE MAY, IN THE COUNTY OF CAPE MAY, NEW JERSEY, AFTER PUBLIC HEARING AT A MEETING OF THE BOARD OF COMMISSIONERS HELD ON APRIL 26, 2006.

Lisa Stefankiewicz, RMC
Municipal Clerk

Dated: April 26, 2006

Application, Agenda & Minutes

west cape may

Borough of West Cape May

732 Broadway
West Cape May, New Jersey 08204

Telephone: 609 884-1005
Fax: 609 898-0888

HISTORIC PRESERVATION COMMISSION
Application for Certificate of Appropriateness

Block: _____ Lot: _____ HPC Application #: _____

Property Address: _____

Common Name of Property: _____

Applicant Name and Address: _____

_____ Telephone: _____

Property Owner Name and Address: _____

_____ Telephone: _____

Form of Ownership: [ ] Individual [ ] Partnership [ ] Corporate

[ ] Governmental [ ] Nonprofit [ ] Utility

If applicant is not the owner, state applicant's authority to present this application and his/her specific interest in the application (i.e. agent for owner, equitable interest, agreement of sale):

_____

Present Use: _____ Proposed Use: _____

Number of Stories: _____ Size of Property: _____

Type of Building construction: [ ] Brick [ ] Frame [ ] Other

Surrounding Property Usage (your neighbors):

North: _____ East: _____

South: _____ West: _____

Has any previous application been filed in connection with this property?

[ ] Yes [ ] No

If Yes, please list name and application number under which it was filed.

_____

_____

Identify Nature of Proposed Work:

[ ] Addition	[ ] Alteration	[ ] Demolition
[ ] Excavation	[ ] Relocation	[ ] Repair
[ ] Replacement	[ ] Rehabilitation	[ ] New Construction
[ ] Sign	[ ] Other _____	

Current Condition of Affected Areas (existing materials and finishes):

_____

_____

Proposed Work Program (attach additional sheets if necessary, provide samples if possible):

A. Describe Proposed Work: _____

_____

_____

B. Materials and Construction Methods and/or Landscaping to be Used:

_____

_____

C. Will the Proposed Work Match the Existing Architectural Details?

Explain: _____

_____

_____

Please check the appropriate letter as it pertains to your legal representation:

a. _____ I am not represented by an attorney in connection with this application.

b. _____ I am represented by _____

Address: _____

Telephone: _____ in connection with this application.

CERTIFICATION: I hereby certify that the above statements made and contained in this application, including any attachments, are true and correct to the best of my knowledge and belief. I further understand that any falsification of information may be considered reason to deny this application. NOTE: If the applicant is other than the owner, then the owner must countersign this application indicating his/her concurrence.

_____
Applicant's Signature and Date

_____
Owner's Signature and Date

_____
Co-owner's Signature and Date

_____ _____
Contact Person in Charge of Work Telephone Number

_____ _____
Title Alternate Telephone Number

IMPORTANT

All applicants must comply with the Documentation Requirements and Notice Requirements in the West Cape May Historic Preservation Guidelines and West Cape May Ordinance #378-07. Only complete applications will be considered. Applications for a Certificate of Appropriateness must be deemed complete by both the West Cape May Administrative Officer and the West Cape May Historic Preservation Commission. All documentation becomes part of the public record. Upon receipt of a complete application, the applicant for a Certificate of Appropriateness will be notified of a public hearing date. It is the applicant's responsibility to notify the public of the hearing. All applicants for a Certificate of Appropriateness must comply with all notice requirements prior to the public hearing. See section D of the Guidelines "Notice Requirements for a Certificate of Appropriateness Application". PLEASE NOTE: Applicants for a Permit for Minor Work are exempt from the Notice Requirements.

Revised: March 13, 2008

Borough of West Cape May
732 BROADWAY, WEST CAPE MAY, NEW JERSEY 08204
609-884-1005
CLERK'S FAX 609-898-0888 FINANCE FAX 609-884-9197
WWW.WESTCAPEMAY.US

PAMELA M. KAITHERN
MAYOR
DICK RIGBY
DEPUTY MAYOR
PETER C. BURKE
COMMISSIONER

Historic Preservation Commission

FEE SCHEDULE

1) **Permit for Minor Work**
(i.e. review by a committee of the HPC)
Application Fee $ 35.00

2) **Certificate of Appropriateness**
(I.e. review by the full HPC)
Application Fee $135.00

A check for the application fee should be made payable to:

"Borough of WCM/HPC"

* *

ESCROW

$500.00

A separate check for escrow should be made payable to:

"Borough of West Cape May"

In the event the escrow account must be replenished, the Historic Preservation Commission will send a written request to the applicant to supply additional funds within ten (10) business days of the request.

May 21, 2007

Fax No. _____

_____ _____

Date Received HPC Administrative Officer

Borough of West Cape May

732 Broadway
West Cape May, New Jersey 08204

Telephone: 609 884-1005 Ext 6
Fax: 609 898-0888

HISTORIC PRESERVATION COMMISSION

Instructions for Filing Application for a Certificate of Appropriateness

1. Pursuant to the Borough of West Cape May Ordinance # 378-07, any work to a locally designated historic landmark located in the municipality, or any work affecting a building and/or structure located in the Historic District, which involves new construction, demolition, relocation, changes in the exterior appearance including alterations, renovations, new signs, exterior lighting, excavation or ground disturbance, must be reviewed by the Historic Preservation Commission for issuance of a Certificate of Appropriateness.

2. Applications will be available at the West Cape May Borough Hall. All documentation required by Ordinance #378-07 and the West Cape May Historic Preservation Commission Guidelines must be submitted with the application to the Administrative Officer. The Administrative Officer will forward an application to the Historic Preservation Commission to determine if additional information is required. The Historic Preservation Commission shall have ten (10) business days to determine if additional information/documentation is required. An application for a Certificate of Appropriateness must be deemed *complete* by both the Administrative Officer and the Historic Preservation Commission.

   Once the application is deemed complete by both the Administrative Officer and the Historic Preservation Commission, the review period will commence and the secretary of the Historic Preservation Commission will schedule the hearing. The hearing shall be recorded. The cost of recording the hearing shall be the responsibility of the applicant.

3. Documentation required by the Ordinance and the West Cape May Borough Historic Preservation Commission Guidelines (available at Borough Hall) must be completed and submitted with the application. Incomplete applications will not be scheduled for a hearing.

BOROUGH OF WEST CAPE MAY
HISTORIC PRESERVATION COMMISSION

Sample Letter From HPC to Applicant

Date: _____
Re: Demolition Application Hearing

You are hereby notified that a special public hearing regarding the proposed demolition of the property known as _____, West Cape May, New Jersey, has been set for _____.
The hearing will begin at 7:00 PM. You must be present or be represented by an agent or an attorney.

You will be required to:

1) Notify all property owners within two hundred (200) feet of your property. This notice must be mailed (certified with return receipt) or personally served no later than ten (10) days prior to the scheduled hearing. Failure to give notice will invalidate the hearing.

2) Failure to give notice to any owner not on the list furnished by the tax records of the Borough of West Cape May will not invalidate the hearing or proceeding.

3) It will be necessary for you to clearly specify the purpose of the meeting. A notice containing vague information is not acceptable. Your proposal should be able to be clearly understood in its entirety.

4) Publish the notice in the Cape May Star and Wave (609 884-3466) and another newspaper of general circulation in the Borough of West Cape May. Contact the newspapers to determine deadline requirements.

5) Provide the other notices as required.

6) You will be required to submit a sworn affidavit showing proof of service. All information regarding the notice to the property owners and the notice of publication must be submitted to the office of the Historic Preservation Commission no later than the three (3) days prior to the scheduled hearing date.

7) The following items should be included with your affidavit of service:

- Original certified affidavit of publication from the newspapers
- All green and white receipt slips from the post office showing the date mailed
- A copy of the notice sent to homeowners
- The original list of property owners with original signature of occupants, should you have chosen this option, or a complete list of the certification numbers of the green and white postal receipts listed

8) Samples of the required notices are attached. You may modify the forms to meet your individual application needs. If you have questions or comments, please feel free to contact me.

[redacted]
Borough of West Cape May
Historic Preservation Commission

Telephone (609) 602-1574

May 21, 2007

BOROUGH OF WEST CAPE MAY
HISTORIC PRESERVATION COMMISSION

NOTICE OF PUBLIC HEARING TO PROPERTY OWNERS

NOTICE is hereby given that the undersigned has applied to the Borough of West Cape May Historic Preservation Commission for the following:

_____

_____

_____

Property is known as Block _____ Lot _____ or also known as

_____

(Street Address) West Cape May, New Jersey

You are in receipt of this notice because the above referenced property is within two hundred (200) feet of the property owned by you.

A hearing will be held on this application by the Historic Preservation Commission of the Borough of West Cape May, at Borough Hall, 732 Broadway, West Cape May, New Jersey, on _____ at 7:00 PM.

All members of the public will have an opportunity to offer comments and/or ask questions regarding this proposal. For those who are in opposition to the proposal, you have the right to obtain an attorney to represent you, although this is not a requirement.

The file and plans of the proposal may be inspected in the office of the Historic Preservation Commission, West Cape May Borough Hall, 732 Broadway, West Cape May, NJ, during the hours of 9:00 AM to 3:00 PM, Monday through Friday. If you have questions, you may contact the Commission at 609 884-1005, Extension 6.

Date: _____

Applicant's Name: _____

Address: _____

_____

** It is recommended for those members of the public who plan to attend the public hearing on a specific application, that the HPC office be contacted on the day of the meeting to inquire if any changes have been made to the schedule.**

May 21, 2007

BOROUGH OF WEST CAPE MAY
HISTORIC PRESERVATION COMMISSION

AFFIDAVIT OF SERVICE

Attach to affidavit, a list of the property owners served, showing the method of service and date of service.

State of New jersey } SS:
County of Cape May }

_____ of full age, being duly sworn
(Name of Applicant)
according to law, deposes and says that he/she resides at:

_____, in the town of _____
(Street Address of Applicant)

and the State of New Jersey, that _____
has submitted an application to the Historic Preservation Commission for a Certificate of Appropriateness in connection with the property known as

Block _____ Lot _____
Street Address _____

and that he/she gave written notice, at least ten (10) days prior to the date of hearing on this application, to each and all of the owners of property affected, in the form attached, and according to the attached list, and in the manner and on the date indicated thereon.

_____
Signature

Sworn to and subscribed before me on this ____ day of _____

_____
Notary Public

My commission expires:
_____

For Use By Applicant When Letters Are Hand Delivered

NOTICE OF PUBLIC HEARING

RE: PROPOSED DEMOLITION OF PROPERTY LOCATED AT:

_____, West Cape May

Hearing Date: _____

Please have the owner of the property sign and date on this page upon the receipt of the Notice of Public Hearing or Indicate the Number of the Certified Receipt

Owner's Signature	Date of Service	Or	Certified Mail Receipt #
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

BOROUGH OF WEST CAPE MAY
HISTORIC PRESERVATION COMMISSION GUIDELINES FOR
CERTIFICATE OF APPROPRIATENESS APPLICATION

Section A. Documentation Requirements for a Certificate of Appropriateness Application

FOR A PERMIT FOR MINOR WORK

Documents required to be submitted with a Certificate of Appropriateness Application include, but are not limited to:

1. A completed Certificate of Appropriateness Application for Minor Work, signed by applicant, with payment of the application fee submitted to the Administrative Officer of the West Cape May Historic Preservation Commission.

2. Applicable supporting documents, drawings, and/or pictures of the proposed minor work with the Certificate of Appropriateness Application for Minor Work.

3. *Applicants for a Certificate of Appropriateness for Permits for Minor Work are not required to comply with Historic Preservation Commission Guidelines B, C, D, or E.*

4. Minor work

    a. Does not involve demolition, relocation or removal of an historic building, resource, or structure;

    b. Does not involve an addition to a property in an historic district or new construction in an historic district;

    c. Is a request for approval of fences, signs, lighting, doors, windows, roofs, paving, exterior sheathing or streetscape

    the improvement proposed where a specific guideline applies and that will not substantially affect the characteristics of the historic site or the historic district;

    d. Is a request for a field change for a Certificate of Appropriateness that has already been issued and that meets the criteria of subparagraph c.

Section B. Documentation Requirements for a Certificate of Appropriateness Application

Documents required to be submitted with a Certificate of Appropriateness Application include, but are not limited to:

1. **A completed Certificate of Appropriateness Application form, signed by applicant, with payment of the application fee and escrow when required submitted to the Administrative Officer of the West Cape May Historic Preservation Commission**

2. **A written, detailed description of the proposed project and all materials that will be used**

3. **Photographs of the existing condition showing all elevations, close-up of details and relationship to surrounding structures. Photographs must be at least 4x6 inches and labeled with street address, compass directions and date.**

4. **Photographs of the existing streetscape**

5. **Drawings of existing and proposed condition including plans, elevations, sections and details showing the location of the proposed work in relation to other structures on the property and to the property lines**

6. **Catalogue cuts of all proposed products, if available**

7. **Samples of materials that will be used, if available**

Section C. Documentation Requirements for a Certificate of Appropriateness Application

FOR DEMOLITION

Documents required to be submitted with a Certificate of Appropriateness Application for Demolition include, but are not limited to:

1. **A completed Certificate of Appropriateness Application form, signed by the applicant, payment of the application fee and escrow when required submitted to the Administrative Officer of the Historic Preservation Commission.**

An application to demolish an historic structure may be for:

a. **Appropriateness – an applicant may apply to demolish an historic structure on the grounds that the structure:**

   i. **Does not contribute to the character of the historic district in which it is located, or**

   ii. **Does not contain any protected architectural features, or**

   iii. **Does not possess any significance in any of the areas in which the Historic Preservation Commission designates historic districts and individually designated historic sites.**

b. **Economic Hardship – An applicant may apply to demolish an historic structure on the grounds that he cannot enjoy beneficial use of his property.**

2. **A list of names and mailing addresses of all property owners within two hundred (200) feet of the applicant's subject property**

3. **Submission of architectural documents, including, but not limited to:**

   a. **Plans, elevations, sections and details showing the location of the structure proposed to be demolished in relationship to other structures on the property and to the property lines**

   b. **Photographs of the structure proposed to be demolished, showing all elevations, close-ups of details, and relationship to surrounding structures. Photographs must include the exterior and interior. Photographs must be at least 4x6 inches and labeled with the street address, compass direction and date.**

   c. **A written report concerning the condition and structural integrity of the building. The commission requires that this report, and the date which supports it, be made by a New Jersey licensed engineer and/or a New Jersey licensed architect.**

   d. **A description of the proposed replacement for the structure, including plans, elevations, sections and renderings**

   e. **The applicant is required to submit a written report by an architectural historian or historic preservationist concerning the historic resources and its contribution to the historic district. The report should contain information regarding the following:**

i. The age of the dwelling/structure

ii. Description of any characteristic design and/or craftsmanship

iii. Identification and description of the importance of the structure as "Key, Contributing, Non-Contributing" to the preservation of the Borough of West Cape May Historic District

iv. The materials used and/or evidence of craftsmanship that cannot be reproduced or would be difficult to reproduce

4. Submission of financial data, including, but not limited to:

   a. Form of ownership of the property, including names and addresses of the owners

   b. The fair market value of the property as determined by two (2) New Jersey licensed appraisers

   c. The amount paid for the property, the date of purchase, and the name of the seller, including the relationship between the applicant or owner of record and the party from whom the property was purchased

   d. The price asked for the property and any offers received in the previous three (3) years

   e. If the property is commercial or income-producing, the gross annual income from the property for the past three (3) years, the depreciation deduction and annual cash flow before and after debt service for the previous three years

   f. The remaining balance on any mortgage or other financing secured by the property and the annual debt service for the past three (3) years

   g. If making a claim of economic hardship, additional financial information may be required.

   h. Any other information that the Historic Preservation Commission deems necessary for its determination

5. The applicant must show that all possible alternatives to demolition were pursued, including:

a. Sale of the structure on the present site to a party willing to preserve the structure

b. Sale of the structure for removal and preservation on a new site

c. The availability of financial programs that could assist in the rehabilitation and preservation of the structure

d. Alternative uses for the structure that would allow for its preservation

6. The applicant must make arrangements to have an inspection of the interior of the building by the Borough Construction Official, Fire Official and any members of the Historic Preservation Commission who may be available at the time of inspection.

   Copies of all written inspection reports submitted by borough officials regarding their findings will be secured and submitted to the Historic Preservation Commission for review. Copies of these reports will be forwarded to the applicant for his review, prior to the Historic Preservation Commission hearing.

7. The applicant shall be responsible for notification of the proposed demolition hearing to federal, state, county and local agencies where required, and to homeowners within two hundred (200) feet of the proposed building, ten (10) days prior to the formal hearing. Specific notice requirements are listed in the Notice Requirements section of these guidelines, Section D.

   Three (3) days prior to the hearing, proof of mailing will be supplied to the Historic Preservation Commission for verification. At this time, any notices not accepted by homeowners will be given to the secretary for the file.

   Copies of any correspondence received from the notified agencies should be forwarded to the Historic Preservation Commission to be kept on file. Any and all reports submitted to the Historic Preservation Commission regarding the demolition will be forwarded to the applicant for his/her information and review.

8. Ten (10) days prior to the scheduled hearing date, the applicant is required to supply the Historic Preservation Commission secretary with eleven (11) copies of any materials that will be used as evidence during the public hearing. All visual materials should be marked as "Exhibit A, B" etc. All photographs should be dated as of the date the photograph

was taken. Copies will be made available to Historic Preservation Commission members for their review prior to the meeting.

9. All documentation becomes part of the public record and is subject to verification.

Section D. Notice Requirements for a Certificate of Appropriateness Application

Hearings relating to applications for a Certificate of Appropriateness shall be public hearings advertised in the manner provided by N.J.S.A. 40:55D-1 et.seq. In these cases, the applicant shall be responsible for providing the required legal notice in accordance with the law and shall submit the following:

1. Personal Notice:

   At least ten (10) days prior to the public hearing the applicant must give written notice to all owners of property within two hundred (200) feet by sending written notice of the hearing, via certified mail, to the last known address of the property owner as shown on the tax list and a separate copy to the West Cape May address if different from the address of the owner. All addresses shall be obtained by the applicant from the current tax records of the Borough of West Cape May.

2. Public Notice:

   At least ten (10) days prior to the date of the hearing, the applicant must publish a notice of the hearing in the borough newspaper of record and one (1) other newspaper of general circulation in the municipality. Contents of notice of hearing must include, but not be limited to, the date, time and place of the hearing, the nature of the matters to be considered, identification of the property by street address, lot and block numbers as shown on the current tax duplicate in the office of the municipal tax assessor, and the location at which any maps and documents for which approval is sought are available.

3. Affidavit of Services (proof of mailing) and Affidavit of Publication (public notice):

   At least three (3) days prior to the day of the hearing, shall be submitted to the Historic Preservation Commission for verification. The commission is located at 732 Broadway, West Cape May, New Jersey 08204.

4. Notice on Property for Demolition Applications Only

Notice of proposed demolition shall be posted on the premises of the building, place or structure throughout the notice period in a location that is clearly readable from the street. The posted notice shall remain in place for a period of one (1) year for residential properties and two (2) years for commercial properties.

Section E. Miscellaneous Requirements for a Certificate of Appropriateness Application

1) **Applications will be available at the West Cape May Borough Hall. All documentation required by Ordinance #378-07 and the West Cape May Historic Preservation Commission Guidelines must be submitted with the application to the Administrative Officer. The Administrative Officer will forward an application to the Historic Preservation Commission to determine if additional information is required. The Historic Preservation Commission shall have ten (10) business days to determine if additional information/documentation is required. An application for a Certificate of Appropriateness must be deemed *complete* by both the Administrative Officer and the Historic Preservation Commission.**

   Once the application is deemed complete by both the Administrative Officer and the Historic Preservation Commission, the review period will commence and the secretary of the Historic Preservation Commission will schedule the hearing. The hearing shall be recorded. The cost of recording the hearing shall be the responsibility of the applicant.

2) **The applicant is responsible for the entire cost of the hearing. The Historic Preservation Commission secretary will establish an "escrow account", and the applicant will supply a check to the order of the Borough of West Cape May. The check will be deposited in an account entitled "Historic Preservation Commission Special Account". In the event the account must be replenished, the Historic Preservation Commission will send a written request to the applicant to supply additional funds within ten (10) business days of the request. The Historic Preservation Commission will issue a detailed account of the monies spent upon request. Any remaining funds will be returned to the applicant upon written request.**

3) **The applicant or a duly authorized agent with power of attorney for the applicant must be present at the scheduled hearing. All corporations shall be represented by an attorney. Written confirmation of the date, time and place of the hearing will be provided. Any application which is not properly represented shall be rescheduled. Any cost incurred as a result of**

rescheduling due to improper representation shall be charged to the applicant. A continuance of the application to the agenda of the next meeting may be permitted upon the written request and/or consent of the applicant. Any continuance will automatically extend the review period by the number of days of the continuance.

4) An applicant may apply for an economic hardship exemption. Financial information, including but not limited to the following must be submitted:

   a. Form of ownership of the property, including names and addresses of the owners

   b. The fair market value of the property as determined by two (2) New Jersey licensed appraisers

   c. The amount paid for the property, the date of purchase, and the name of the seller, including the relationship between the applicant or owner of record and the party from whom the property was purchased

   d. The price asked for the property and any offers received in the previous three (3) years

   e. If the property is commercial or income-producing, the gross annual income from the property for the past three (3) years, the depreciation deduction and annual cash flow before and after debt service for the previous three years

   f. The remaining balance on any mortgage or other financing secured by the property and the annual debt service for the past three (3) years

   g. If making a claim of economic hardship, additional financial information may be required, including the past and present tax information of the applicant.

   h. Any other information that the Historic Preservation Commission deems necessary for its determination

AGENCIES TO BE NOTICED

The following agencies are to be notified in writing of the applicant's Demolition Certificate of Appropriateness Application:

1. Cape May County Historical Society
   504 US Highway 9N
   Cape May Court House, NJ 08210

2. West Cape May History Committee
   732 Broadway
   West Cape May, NJ 08204

3. New Jersey Department of Environmental Protection
   Office of Historic Preservation
   Division of Parks & Forestry
   CN 404, 501 East State Street
   Trenton, NJ 08625-0404

4. National Trust for Historic Preservation
   1785 Massachusetts Avenue NW
   Washington, DC 20036

5. New Jersey Historical Society
   230 Broadway
   Newark, NJ 07104

6. National Register of Historic Places
   Department of the Interior

ALL residents within the Historic District must submit an application to the HPC. This includes EVERY HOUSE, contributing, non-contributing, new. The only exceptions are for ordinary maintenance and repair.

CHECKLIST

1) Does Applicant for a Certificate of Appropriateness want an informal meeting before submitting an application? If so, please advise the HPC by telephone and a meeting will be scheduled within 15 days.

2) Upon delivery of application to the Administrative Officer, fees and escrow will be collected. (Just a fee if for a minor application.) Fee should be delivered to the Boro Clerk ([redacted]). Escrow should be delivered to [redacted]. (Checks only)

3) Administrative Officer forwards completed application to the HPC. Once HPC determines that application is complete, a public hearing date is scheduled. A copy of the public hearing date will be given to the Administrative Officer.

4) Applicant must deliver proof of mailing to the Administrative Officer no later than three days prior to the public hearing. Therefore, the proof of mailing should be in the file on the Wednesday before the Thursday hearing. Proof of mailing is only needed for Certificate of Appropriateness, not for a minor application.

5) If the HPC approves a Certificate of Appropriateness, a <u>resolution</u> will be delivered to the Administrative Officer within five days. The Administrative Officer forwards resolution to the Planning Board or to the Construction Official.

6) If the HPC approves a minor application, a <u>motion</u> will be delivered to the Administrative Officer within five days. The Administrative officer issues a permit.

Borough of West Cape May
Historic Preservation Commission

Checklist for Submission Application for Certificate of Appropriateness

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May 21, 2007

4. For an Application for a Demolition Certificate of Appropriateness Based on Economic Hardship, a claim of economic hardship shall accompany an application.

   All documentation becomes part of the public record and is subject to verification.

5. The applicant or a duly authorized agent with power of attorney for the applicant must be present at the scheduled hearing. All corporations shall be represented by an attorney. Written confirmation of the date, time and place of the hearing will be provided. Any application which is not properly represented shall be rescheduled. Any costs incurred as a result of rescheduling due to improper representation shall be charged to the applicant. A continuance of the application to the next meeting's agenda may be permitted upon the applicant's written request and/or consent. Any continuance will automatically extend the review period by the number of days of the continuance.

6. Issuance of a Certificate of Appropriateness does not automatically mean a final approval of a specific proposal. Other municipal, County or State approvals may be required. It is recommended that the applicant consult with the Borough Administrative Officer, to determine what, if any, other approvals, permits and/or inspections may be required by the Borough of West Cape May.

7. A Certificate of Appropriateness is valid for one (1) year from the date of issuance. Work must commence or be in the ongoing process within said time frame in order for the Certificate of Appropriateness to remain valid. If no activity has transpired within the one (1) year time frame, the Certificate of Appropriateness shall become null and void. Extensions may be granted by the Commission on a case by case basis. The applicant must petition the Commission prior to the expiration date.

8. If an application for a Certificate of Appropriateness is denied, the applicant may appeal the decision to the Borough of West Cape May Planning Board within thirty (30) days of the written decision.

IMPORTANT

All applicants must comply with the Requirements in the West Cape May Historic Preservation Commission Guidelines and Ordinance #378-07.

BOROUGH OF WEST CAPE MAY
HISTORIC PRESERVATION COMMISSION
AGENDA – SEPTEMBER 8, 2016

ATTENDANCE:

CALL TO ORDER

> "This meeting is being recorded and is being held in compliance with the Open Public Meetings Act of 1975, as it was advertised in the Star and Wave on January 14, 2016."

PLEDGE OF ALLEGIANCE
MINUTES OF AUGUST 11, 2016

APPLICATIONS

1 - BURKE, 105 Second Avenue
2 - CRAWFORD, 118 Third Avenue
3 - JOHNSON, 135 Sixth Avenue
4 - COCO, 112 Third Avenue
5 - BESEDIN, 111 Leaming Avenue

INFORMAL DISCUSSION

OTHER BUSINESS

TELEPHONE MESSAGES

ADJOURNMENT

The next scheduled meeting of the HPC is Thursday, October 13, 2016

BOROUGH OF WEST CAPE MAY
HISTORIC PRESERVATION COMMISSION
AUGUST 11, 2016

The regular meeting of the West Cape May Historic Preservation Commission was held on this date at the WCM Borough Hall. Doris Jacobsen, Loretta Saggiomo, Judy Smith and Elan Zingman-Leith were present. Barbara Hoepp, Marie Iaconangelo and Milt Edelman were absent. Norm Roach, Administrative Officer, Ric Burke and Lou Delaso also attended.

Elan Zingman-Leith, Chair, called the meeting to order at 7:00 PM, led the Pledge of Allegiance to the Flag, and announced that the meeting was being recorded and was being held in compliance with the Open Public Meetings Act of 1975, as it was advertised in the Star and Wave on January 14, 2016.

MINUTES: The minutes of July 14, 2016, were read and accepted by a roll call vote on the motion of Ms. Smith and Mr. Zingman-Leith.

APPLICATIONS: By a roll call vote on the unanimously approved motion of Ms. Smith and Ms. Jacobsen , Carmine Coco's Application #16-22 to install an in-ground swimming pool in the rear of his property at 112 Third Avenue was continued to the next meeting. While the HPC can regulate the appearance and design of a swimming pool in the district and must find the application appropriate or not appropriate, the issue of whether a pool is permitted, is a zoning matter and is allowed “by right” in the borough. However, the zoning officer must determine that the project calls either for a Permit for Minor Work or a Certificate of Appropriateness, requiring notification of neighbors and advertising, before the commission can act on the application. Mr. Roach will research the issue and advise the applicant of his findings. Ms. Smith suggested that the commission might need to draft HPC guidelines for swimming pools in the district.

By a roll call vote on the unanimously approved motion of Mr. Zingman-Leith and Ms. Saggiomo , Application #16-18 Amended for a Certificate of Appropriateness was approved tor Ric Burke, 1722 Star, LLC, to complete the renovation, including the addition of a deck, on his property at 105 Second Avenue.

INFORMAL DISCUSSION: There was no informal discussion.

OTHER BUSINESS: Members discussed the confirmed installation of non-conforming windows at the Besedin property, 111 Leaming Avenue. The secretary will advise Mr. Roach that the commission has reviewed the information. Mr. Roach will then inform the court of the impending violation.

MESSAGES: There were no telephone messages to be addressed.

ADJOURNMENT: On the unanimously approved motion of Ms. Smith and Mr. Zingman-Leith, the meeting adjourned at 8:00 PM.

Respectfully submitted,

Loretta F. Saggiomo, Secretary

Design Guidelines

west cape may

West Cape May Historic Preservation Commission

GUIDELINES FOR CERTIFICATE OF APPROPRIATENESS APPLICATION FOR DEMOLITION

A. Documentation Requirements
Certificate of Appropriateness Application for Demolition

The following documents are required to be submitted with a Certificate of Appropriateness Application for Demolition. These documents include, but are not limited to:

1. A completed Demolition Certificate of Appropriateness Application form, signed by the applicant and payment of the application fee and escrow if required. An application to demolish an historic structure may be for:

   (a) Appropriateness - An applicant may apply to demolish an historic structure on the grounds that the structure:

      (i) Does not contribute to the character of the historic district in which it is located; or

      (ii) Does not contain any protected architectural features; or

      (iii) Does not possess any significance in any of the areas in which the Historic Preservation Commission designates historic districts and individually designated historic sites.

   (b) Economic Hardship - An applicant may apply to demolish an historic structure on the grounds that he cannot enjoy beneficial use of his property.

2. A list of names and mailing addresses of all property owners within two hundred (200) feet of the applicant's subject property

3. Architectural documents, including, but not limited to:

   (a) Plans, elevations, sections and details showing the location of the structure proposed to be demolished in relationship to other structures on the property and to the property lines.

   (b) Photographs of the structure proposed to be demolished. The photographs shall show all elevations, provide close-up views of details, and the buildings relationship to surrounding structures. The photographs must show both the exterior and interior of the building. The photographs must be at least 4x6 inches and labeled with the street address, compass direction and date.

(c) A written report regarding the current condition and structural integrity of the building. This report, and the data that supports it, shall be made by a New Jersey licensed engineer and/or a New Jersey licensed architect.

(d) A description of the proposed replacement for the structure, Including but not limited to plans, elevations, sections and renderings.

(e) A written report by either an architectural historian or historic preservationist concerning the building's historic resources and its contribution to the historic district shall also be submitted to the commission. This report shall contain information regarding the following:

(i) The age of the dwelling/structure

(ii) Description of any characteristic design and/or craftsmanship

(iii) Identification and description of the importance of the structure as "Key, Contributing, Non-Contributing" to the preservation of the Borough of West Cape May Historic District

(iv) The materials used and or evidence of craftsmanship that cannot be reproduced or would be difficult to reproduce

4. Financial data:

(a) A form to be completed by the building's owner that lists the ownership of the property, including names, addresses of the owners and the specific type of ownership, such as joint tenant, tenants in common, tenants by the entirely, etcetera.

(b) Applicant must engage the services of a New Jersey licensed appraisers to provide the commission with a report that estimated the fair market value of the property.

(c) Applicant shall provide the commission with the following information; (i) Purchase price paid for the property, (ii) date of purchase, (iii) name of the seller. Applicant shall also disclose any relationship that existed between the applicant or owner of record and the party from whom the property was purchased.

(d) Applicant shall inform the commission of the sale price of the property. Applicant shall also provide the commission with the amount of any offers received in the previous three (3) years.

(e) If the property is commercial or income-producing, the applicant shall provide the gross annual income from the property for the past three (3) years. Applicant shall also provide the depreciation deduction and annual cash flow before and after debt service for the previous three years.

(f) The applicant shall provide the board with the figures of any remaining mortgage balance or other financing secured by the property. Applicant shall also provide the annual debt service for the past three (3) years.

(g) If the applicant is claiming an economic hardship, additional financial information may be required.

(h) Applicant shall provide any other information that the Historic Preservation Commission deems necessary in order to make its determination.

5. Demolition Alternatives: The applicant shall show that all possible alternatives to demolition were pursued including:

(a) Sale of the structure on its present site to a party willing to preserve the structure.

(b) Sale of the structure for removal and preservation on a new site.

(c) The availability of financial programs that could assist in the rehabilitation and preservation of the structure.

(d) Alternative uses for the structure that would allow for its preservation.

6. The applicant will make arrangements to have an inspection of the building's interior by the Borough Construction Official, Fire Official and any members of the Historic Preservation Commission who may be available at the time of inspection.

7. Copies of all written inspection reports submitted by Borough officials regarding their findings shall be submitted to the Historic Preservation Commission. The Commission shall provide a copy of these reports to the applicant and/or the applicant's representative for review. Any and all reports shall be provided prior to the scheduled Historic Preservation Commission hearing.

8. The applicant shall be responsible to notify any and all Federal, State, County and Local agencies of the proposed demolition and scheduled hearing date. The applicant shall also notify homeowners within two hundred (200) feet of the proposed building, ten (10) days prior to the formal hearing. Specific notice requirements are listed in the Notice Requirements section of these

Guidelines.

9. Three (3) days prior to the hearing, the applicant shall provide the Historic Preservation Commission of proof of mailing to all necessary parties as set forth in more detail in No. 8 above. . At this time, any notices not accepted by homeowners will be given to the secretary for the file.

10. Copies of any correspondence received from the notified agencies should be forwarded to the Historic Preservation Commission to be kept on file. Any and all reports submitted to the Historic Preservation Commission regarding the demolition, will be forwarded to the applicant and or applicant's representative for review.

11. Ten days (10) days prior to the scheduled hearing date, the applicant shall submit eleven (11) copies of any and all materials that will be used as evidence during the public hearing to commission's secretary.. All visual materials should be marked as "Exhibit A,", "Exhibit B", etcetera. All photographs shall be dated in order to inform the commission of the date the photograph was taken. Copies of all submissions shall be made available to Historic Preservation Commission members for their review prior to the meeting.

12. All documentation becomes part of the public record and is subject to verification.

B. Notice Requirements
Certificate of Appropriateness Application for Demolition

Hearings relating to applications for a Certificate of Appropriateness for demolition or relocation of historic landmarks shall be public hearings. All advertisements shall be in compliance with N.J.S.A. 40:55D-1 et. seq. In all such cases, the applicant shall provide the required legal notice in accordance with the law and shall submit the following:

Personal Notice: At least ten (10) days prior to the time appointed for said hearing the applicant shall give written notice to all owners of property within 200 feet, and where required by statute, to counties, municipalities and the State. Written notice shall be sent via certified mail, to the address of the property owner as shown on the tax list and a separate copy to the West Cape May address if different from the owner's address. All addresses shall be obtained by the applicant from the current tax records of the Borough of West Cape May.

Public Notice: At least ten (10) days prior to the date of the hearing, public notice shall be published in the borough's newspaper of record and in another newspaper of general circulation in the municipality. Contents of notice of hearing shall include but not be limited to, the date, time and place of the hearing, the nature of the matters

to be considered, identification of the property by street address, lot and block numbers as shown on the current tax duplicate in the municipal tax assessor's office, and the location at which any maps and documents for which approval is sought are available.

The applicant must publish in the borough's newspaper of record notice of the proposed demolition, no less than ten (10) nor more than fifteen (15) days prior to the meeting of the Historic Preservation Commission on which the application has been placed on its agenda for a hearing.

Affidavit of Services (proof of mailing) and Affidavit of Publication (public notice):

Shall be presented to the Commission at least three (3) days prior to the day of the hearing for verification. The Commission is located at 732 Broadway, West Cape May, New Jersey 08204.

Notice on Property:

Notice of proposed demolition shall be posted on the premises of the building, place or structure throughout the notice period in a location that is clearly readable from the street. The posted notice shall remain in place for a period of one (1) year for residential properties and two (2) years for commercial properties.

C. Miscellaneous Requirements
Certificate of Appropriateness Application for Demolition

Applications will be available at the West Cape May Borough Hall. All documentation required by Ordinance 378-07and the West Cape May Historic Preservation Commission Guidelines shall be submitted with the application. The application shall be submitted to the Administrative Officer. Upon receipt, the Administrative Officer shall forward the application to the Historic Preservation Commission. The commission shall determine if additional information is required within ten (10) business days of receipt of the application. An application for a Certificate of Appropriateness must be deemed *complete* by both the Administrative Officer and the Historic Preservation Commission.

Once the application is deemed complete by both the Administrative Officer and the Historic Preservation Commission, the review period will commence and the secretary of the Historic Preservation Commission will schedule the hearing. The hearing shall be recorded. The cost of recording the hearing shall be the responsibility of the applicant.

The applicant is responsible for the entire cost of the hearing. The Historic Preservation Commission secretary will establish an "escrow account" for each application. The applicant shall issue a check made payable to the Borough of West Cape May. All checks shall be deposited in an account entitled "Demolition Special

Account". In the event that the applicant's escrow account must be replenished, the Historic Preservation Commission shall send a written request to the applicant. The additional funds shall be provided within ten (10) business days of the request. Upon written request of the applicant, the Historic Preservation Commission will issue a detailed account of the monies spent. Once the application and hearing are completed the applicant shall submit a written request for a refund of any and all remaining funds.

The applicant or a duly authorized agent for the applicant must be present at the scheduled hearing. All corporations shall be represented by an attorney. The commission shall provide the applicant with written confirmation of the date, time and place of the hearing. Any application which is not properly represented shall be rescheduled. Any cost incurred as a result of rescheduling due to improper representation shall be charged to the applicant. A continuance of the application to the next meeting's agenda may be permitted upon the applicant's written request and/or consent. Any continuance will automatically extend the review period by the number of days of the continuance.

West Cape May Historic Preservation Commission
DOOR GUIDELINES

DECLARATION OF PURPOSE

The Historic Preservation Commission shall regulate the maintenance and replacement of doors on historic buildings in an effort to preserve the historical and architectural heritage of the borough. Doors are one of the most important aspects of an historic building. Doors are commonly located directly in the public view.

A front door is often the single most decorative element of an historic house. The size and design of the door along with the door surround are an integral part of the style and significance of the house.

The Commission has determined that doors are one of the most heavily used parts of a house. Accordingly, doors are susceptible to wear, damage, and inappropriate alteration.

Contributing and Key buildings:

(1) If the original or historic door or doorway still exists, every effort shall be made to preserve it. If it cannot be preserved, it shall be replaced with a replica in both design and materials.

(2) If the original or historic door or doorway does not exist, but there is evidence such as photographs and/or drawings of the original, the new door shall be a replica in both design and materials of the original or historic door.

(3) If the original or historic door or doorway does not exist, there is no evidence of the original and it can be determined that the building is of a particular historic style, the new door shall be in the same style as the building.

(4) If the original or historic door or doorway does not exist, there is no evidence of the original and it is determined that the building is of a mixed historic style or several different historic styles, then the new door shall be in the style of the section of the building in which it is being installed.

(5) Doors and doorways in styles older than the building shall be avoided.

(6) Clearly modern doors and doorways shall be avoided.

Non-Contributing Buildings:

(1) Doors and doorways may be made of man-made materials such as aluminum, fiberglass, composite materials, steel, vinyl, etcetera. If the building is located in an historic streetscape the design of the door may be modern but shall not interrupt the streetscape.

All buildings:

(1) Drawings of the proposed door and doorway shall be provided to the Historic Preservation Commission in order to assist the Commission in making a determination as to whether the proposed door or doorway is appropriate. These drawings shall consist of the following:

(a) Elevation - a head-on, scale drawing showing the entire door and doorway, with dimensions.

(b) Horizontal section - a horizontal cut through the door showing the stiles, panels, side-lights, etcetera.

(c) Vertical section - a vertical cut through the door showing the rails, panels, transom bar, transom, etcetera.

(d) Details - close-up drawing showing the hardware, etcetera.

(e) Specifications - the manufacturer's technical description of the door, including the model number. The Historic Preservation Commission shall be satisfied if these drawings are taken from the catalog of the door supplier.

(2) The applicant shall also provide the Historic Preservation Commission with photographs of the door, doorway, house, and streetscape.

(3) When the front and/or side doors are clearly visible from the sidewalk or street adjacent to the house, the design of screen and/or storm doors shall be based on the design of the primary historic door. A screen and/or storm door that is mostly screen shall be considered appropriate on any nineteenth century house.

(4) Screen and/or storm doors on twentieth-century houses shall follow the proportions of the primary door. The Historic Preservation Commission finds that full-view and ¾-view storm and screen doors shall be deemed appropriate in West Cape May Historic Districts.

(5) Rear or side doors that are not clearly visible from the adjacent sidewalk or street shall be replaced with doors appropriate to the style of building in design, but may be made of man-made materials.

When the commission makes reference to the same material it means that wood doors of one species may be replaced with wood doors of a different species, as long as the doors were traditionally painted in that style of building. If doors were traditionally varnished in the style of a building, such as an oak or chestnut door in a Craftsman and Bungalow house, then chestnut and oak doors may be replaced with oak doors.

THE STYLES

Federal Style (1790's - 1840's, sometimes later)

Federal style doorways are elegant and light in construction. It is usually a six or eight panel door with floating fielded-panel construction. In a simple house the door might have only a transom-bar and three-light transom above it. In a house of higher-style, the transom might be an elliptical fan-light with leaded, clear glass. In a house of very high-style, the doorway may have side lights with leaded glass, an elliptical fan light, carved moldings on the transom bar, and colonettes (thin columns) separating the door from sidelights.

Federal style doors were usually painted a dark color. Federal style door surrounds were usually painted cream or off-white.

Greek Revival - (mid-1830's to 1850's)

Greek Revival doorways are heavy and monumental looking. The door is usually composed of only one or two long vertical panels. These panels are made of either mahogany, or are grained to look like mahogany. The door may be topped by a heavy transom bar, a three light transom, and it might have side lights. The wooden door-surround often consists of heavy pilasters supporting a heavy entablature.

Italianate - (mid 1840's to 1870's, sometimes later)

Italianate doorways are different from earlier styles in that they usually consist of a pair of doors. Each leaf usually consists of a short panel at the bottom and a long panel at the top. Very often, the top panel is arched, the door is arched or the whole doorway is arched.

The door panels are usually outlined by very heavy moldings. The whole doorway might be outlined by a heavy rope-molding. Italianate doors might be made of hardwood and varnished; it might be grained to look like oak or might be painted a dark color.

Gothic Revival - (Carpenter Gothic mid-1840's- 1860's, High Victorian Gothic 1860's-1870's sometimes later)

Gothic Revival doorways in a simple house might be exactly the same as in a simple Italianate house. Sometimes the door panels might be pointed arches, or the whole door-surround might be a pointed arch. In a higher-style home, the doorway may be topped by a door hood. The transom light or lights in the door itself can be made of etched cased glass or leaded stained glass in Gothic designs. Doors were usually grained to look like oak but may be painted, to match a trim color on the house.

French Second Empire or Mansardic - (1850's through 1860's, sometimes later)

French Second Empire houses usually have doorways that are the same as Italianate houses. Late French Second Empire houses have doorways like other styles built at the same time.

Stick Style - (1870's - 1880's)

Stick Style doors are often in pairs with a short bottom panel and a tall top panel on each leaf. The panels may consist of diagonal bead-board (wainscoting), and the edges of the panels are usually chamfered (beveled). The styles and rails of the door might be reeded.

Any part of the door might be ornamented with incised line decoration, such as that found on Eastlake furniture. Stick Style doors are usually made of oak and varnished.

Queen Anne - (1880's - 1890's)

Queen Anne doorways are often large and, for the first time, make extensive use of stained glass. The pair of doors might have stained or leaded glass upper panels, and the transom might be stained glass also. In a simple Queen Anne house, the door might consist of a short lower panel with a taller upper panel. The upper panel may consist of a central rectangle of clear glass surrounded by a row of square colored glass lights. This arrangement looks very much like the "cottage sash" windows found on simple Queen Anne houses. Queen Anne doors are usually painted or varnished a very dark color.

Colonial Revival - (earliest 1880's, mostly mid-1890's through 1920's)

Colonial Revival doorways revive the designs of the eighteenth century Georgian (Colonial) and the Federal periods. There are six and eight panel, fielded-panel doors with side lights and transoms. Often, there are elliptical fan lights over the door with leaded glass, as well as leaded glass in the side lights. Colonial Revival doors are usually painted cream, off-white, or a pastel color. Sometimes, the door might be grained to look like mahogany or rosewood. The door-surround is usually painted.

Craftsman (Arts and Crafts, Bungalow, Shingle) Style - (late 1890's through 1920's)

Craftsman style doors are almost always made of oak or chestnut and often show off elaborate joinery like square or pyramidal mortise pegs. Often, the upper part of the door has a panel consisting of dozens of small square lights of glass separated by oak muntins or lead came.

West Cape May Historic Preservation Commission
EXTERIOR SHEATHING GUIDELINES

DECLARATION OF PURPOSE

The Historic Preservation Commission shall regulate the replacement of sheathing on historic buildings and other buildings located in the historic districts of the Borough of West Cape May. These regulations will assist the Commission in the preservation of the historical and architectural heritage of the Borough of West Cape May. The Commission shall also regulate the replacement of sheathing on buildings located in the historic districts in order to preserve the significance of the particular building, the historic streetscape, and the sense of its place in the district.

The exterior sheathing material of an historic building (clapboard, shingles, shakes, etc.) contributes to the significance of the building. The texture of the surface and the relationship between the sheathing and the trim (window and door casings, corner boards, soffits, etc.) form one of the most important characteristics of historic buildings.

POLICY

The Commission has determined that artificial siding is not appropriate on key or contributing buildings. In limited circumstances, cement board (e.g. Hardie Plank) artificial siding may be appropriate for new additions to key and contributing buildings.

Artificial siding is appropriate on non-contributing buildings as well as additions to non-contributing buildings. The type of siding used must have been available at the time of the construction of the building.

Artificial siding is appropriate for new buildings if the details are designed to resemble traditional wood construction.

Contributing and Key Buildings:

(1) If the original or historic exterior sheathing still exists every effort shall be made to preserve it. If it cannot be preserved, it shall be replaced with a replica, in both materials and design.

(2) If the original or historic exterior sheathing does not exist but there is evidence such as photographs and/or drawings of the original, the new exterior sheathing shall be a replica in both material and design of the original.

(3) If the original or exterior sheathing does not exist and there is no evidence of the original and it can be determined that the building is of a particular historic style, then the new exterior sheathing shall be in the same style and era of the building.

(4) If the original or historic exterior sheathing does not exist, and there is

no evidence of the original, and it is determined that the building is of a mixed historic style or several different historic styles, the new exterior sheathing shall be in the same era of the section of the building in which it is being installed. The new sheathing shall be a replica in both design and materials of the era in which the original was construction.

(5) Exterior sheathing in styles older than the building shall be avoided. For example, Queen Anne saw tooth or fish scale shingles on a bungalow style building.

(6) Man-made exterior sheathing shall be avoided on contributing buildings in the Borough of West Cape May. Man-made sheathing includes, but is not limited to, aluminum, vinyl, asbestos cement, asphalt, glass (e.g., Garden State Brickface). Exceptions to this general rule may be allowed where there is documentation that the original exterior sheathing was one of these materials

New Additions to Key and Contributing Buildings:

Cement board (e.g. Hardie Plank) artificial siding may be appropriate for new additions to key and contributing buildings. The Historic Preservation Commission requires that the details and accessories of the cement board (e.g. corner boards, window surrounds, soffits and cornices) shall look like wood details and accessories. The joints between cement board and accessories shall resemble joints in wood construction.

The Commission does not find vinyl and aluminum siding appropriate for use on additions to key or contributing buildings because these materials, installations, and details do not resemble those of the contributing buildings of the historic district.

The Commission shall consider the following in determining the appropriateness of cement board sheathing on a new addition:

(1) Size and Scale of the Addition.

The size and scale of the addition will be considered in relationship to the historic building.

(2) Style of the Cement Board

Only smooth sided cement board is permissible. Wood grain cement board is prohibited.

The width of the cement board should be similar to the historic materials on the key or contributing building.

(3) New additions and the use of cement board 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.

(4) New additions and the use of cement board shall not destroy historic materials that characterize the property. Application of the cement board to the new addition shall not obscure, damage or destroy any significant part of the historic building.

(5) The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features in order to protect the historic integrity of the property and its environment.

New Buildings

(1) The Historic Preservation Commission recommends that new buildings constructed in an Historic District shall have sheathing materials that are consistent with the historic materials of the district. The sheathing materials shall complement its architectural character.

Non-Contributing Buildings

(1) The Historic Preservation Commission recommends that non contributing buildings that are located in an Historic District shall have sheathing materials that are consistent with the historic materials of the historic district. The sheathing material shall reinforce its architectural character. For a noncontributing building, however, man-made sheathing may be found appropriate.

All Buildings:

(1) Drawings or a manufacturer's catalog of the proposed exterior sheathing shall be provided to the Historic Preservation Commission in order to assist the Commission in making a determination as to whether the proposed exterior sheathing is appropriate. These drawings shall consist of the following:

(a) Elevation - a head-on, scale drawing showing the exposure, trim, etcetera, with dimensions.

(b) Details - close-up drawing showing the relationship between the sheathing to corner boards, window casings, door casings, etcetera.

(c) Specifications - The manufacturer's technical description of the sheathing.

The Historic Preservation Commission shall be satisfied if these drawings are taken from the catalog of the sheathing supplier.

THE STYLES

Federal Style (1790's - 1840's; sometimes later)

Wood clapboard is the most common sheathing on Federal Style buildings in the Borough of West Cape May. The clapboard butts against comer boards and window casings.

Greek Revival- (mid-1830's to 1850's)

Wood clapboard is the most common sheathing on Greek Revival buildings. Sometimes Coursed natural shakes were also used.

Italianate - (mid 1840's to 1870's, sometimes later)

Italianate houses usually have clapboard siding. Sometimes flush boarding or stucco-on-lath was used. In an Italianate Building of high-style, fielded panels composed of heavy molding may form the walls.

Gothic Revival - (Carpenter Gothic mid-1840's- 1860's, High Victorian Gothic" 1860's, 1870's sometimes later)

Gothic Revival sheathing is often clapboard. Generally, the Gothic Revival is most often associated with vertical board-and-batten siding. Vertical flushboarding was also used. Fancy-cut painted shingles (saw tooth, fish scale, pointed, hexagonal, etcetera) were first introduced in the Gothic Revival era.

French Second Empire or Mansardic - (1850's through 1860's, sometimes later)

French Second Empire houses are usually sheathed in clapboard. In a French Second Empire House of very high-style fielded panels may form the walls. Late French Second Empire houses often have fancy cut shingles like other style houses built at the same time.

Stick Style - (1870's - 1880's)

Stick style building facades consist of vertical and horizontal boards that represent the structure of studs and plates inside the wall. The panels created by the vertical and horizontal boards are often filled by clapboard, but may be filled by shingles, diagonal flushboarding, vertical bead-board (wainscoting), or stucco.

Queen Anne - (1880's - 1890's)

The Queen Anne style reveled in the variety and texture of sheathing materials. Every kind of fancy cut shingles, carved and jigsaw cut panels, clapboard, flushboard, and bead-board were used sometimes all on one building.

Colonial Revival- (earliest 1880's, mostly mid~1890's through 1920's)

Colonial revival buildings are usually sheathed in painted wood clapboard or natural cedar shakes.

Craftsman (Arts and Crafts, Bungalow, Shingle) Style - (late 1890's through 1920's)

These styles are usually sheathed in natural cedar shakes. Shingle style is named for the continuous skin of shingles (shakes) that wraps around the building (without comer boards and symbolic studs as found in the Stick style).

West Cape May Historic Preservation Commission
FENCE GUIDELINES

DECLARATION OF PURPOSE

The Historic Preservation Commission shall regulate the type, style and form of all fences in the Borough of West Cape May Historic Districts. The regulations imposed by the Commission will assist in the preservation of the historical and architectural heritage of the borough.

A Front fence is often the most prominent feature to indicate that a building in the Historic District was built in either the 18th or 19th century. These fences form part of the elaborate system that was utilized to separate public and private spaces in late nineteenth-century.

A front fence is the part of the property closest to the public right-of-way. It is often the first aspect of the building that is noticed by a passer-by. The relationship between the fence, the front yard and the front porch establishes the intimate scale and complicated street-life that is one of the most valued aspects of an historic district. This relationship is also one of the aspects that are most different when comparing an historic town to a modern town.

Fence designs changed throughout the nineteenth century. While, some fence styles were introduced and stayed popular throughout the entire century, others were related to a particular style of house, and fell in and out of fashion.

Contributing and Key buildings:

(1) If the original or historic fence still exists, every effort shall be made to preserve it. If it cannot be preserved, it shall be replaced with a replica in both design and materials.

(2) If the original or historic fence does not exist but there is evidence such as photographs and/or drawings of the original, the new fence shall be a replica in both design and materials of the original or historic fence.

(3) If the original or historic fence does not exist, there is no evidence of the original and the building is of a particular historic style, the new fence shall be in the same style as the building. It may also be of a style that was used when the building was constructed.

(4) Fences in styles older than the building shall be avoided.

(5) Clearly modern fences shall be avoided. Only traditional materials are appropriate. Vinyl fences are not appropriate on the street side of properties located in the Borough of West Cape May's historic districts.

Non - contributing buildings:

(1) The design of the fence shall be traditional. It shall be made of traditional materials. It shall not interrupt the historic streetscape in which it is located.

All buildings:

(1) Drawings of the proposed fence shall be provided to the Historic Preservation Commission in order to assist the Commission in making a determination as to whether the proposed fence is appropriate. These drawings shall consist of the following:

(a) Elevation - a head-on drawing showing the fence, fence posts, and gates. It shall include the dimensions of the proposed fence.

(b) Plan - a plot plan showing the proposed location of the fence.

(c) Photographs - of the house and streetscape.

The Historic Preservation Commission shall be satisfied if the drawings of the proposed fence are taken from the catalogue of the fence supplier.

(2) Rear and/or side fences that are not clearly visible from the adjacent street or sidewalk to the house may be modern in design.

When the Commission makes reference to the same material it means that wood fences of one species may be replaced with wood fences of a different species.

THE STYLES

Federal Style - (1790's - 1840's, sometimes later)

Federal style fences are elegant and light in construction. It is usually a wooden picket fence composed of small pickets with pointed tops. The pickets may be wider than they are thick and it might be constructed in square sections. The fence posts are usually installed behind the pickets. The spaces between the pickets are usually 1 or 1 ½ times the width of the picket. The fence is usually much shorter than a fence constructed after this period. A Federal style fence is usually only 2' to 2'8" tall.

In a house of very high-style, the fence may be made of wrought iron. There are no Federal style wrought-iron fences in the Borough of West Cape May.

Greek Revival - (mid-1830's to 1850's)

Greek Revival fences located in the Borough of West Cape May most likely have little difference from the Federal style fences. The Borough of West Cape May has very few houses that have a Greek Revival influence.

A Greek Revival wrought-iron fence would be constructed of square section iron palings. These palings would be approximately five inches apart. The palings are supported by a horizontal rail at the bottom and one or two rails at the top. The spaces between the palings would often feature cast-iron Greek keys. The palings themselves may be ornamented with cast-iron anthemion or double anthemion. If there were two top rails, the space between them would be taken up by a continuous string of wrought-iron S curves resembling a Vitruvian wave.

Italianate - (mid 1840's to 1870's, sometimes later)

Italianate fences are different from earlier styles in that they are much more substantial. The fence posts are often expressed. The posts are not behind a continuous row of pickets, instead the pickets are between the posts. Fence posts are often very thick with a classical looking cap on the top. The post was usually constructed as a box and might be as wide as 7 to 10 inches. The horizontal emphasis created by the heavy post-cap might also be carried out by expressing the rails. Expressed rails are attached to a molding across the front of the pickets which correspond to the rail behind them. In a house of high-style the base of the fence might feature a horizontal board that touches the ground in order to emphasize the horizontal structure.

The most poplar iron fence introduced during the Italianate period is the hairpin fence. Hairpin fences were constructed with iron rods that were bent into arches and secured to two horizontal rails. The hairpins may be very simple or may overlap. In some instances the hairpins may be ornamented with cast iron decorations. The hairpin fence was very inexpensive. It continued to be popular throughout the 1850's, 1860's and 1870's. It remained popular in the Borough of West Cape May throughout the 1880's.

Cast-iron lozenge fences were also a very popular feature of an Italianate house. These fences were more prominent during the nineteenth century. This kind of fence is made of tall cast-iron lozenges (a shape with parallel sides and semi-circular ends) that are spot welded together. The lozenges may be very plain or very decorated. A decorative fence will include foliate motifs. These fences are readily available today.

Gothic Revival - (Carpenter Gothic mid-1840's- 1860's, High Victorian Gothic 1860's- 1870's sometimes later)

A Gothic Revival fence on the property of a simple house may be the same as earlier Greek Revival fences. A simple picket fence with pointed "Gothic" pickets was probably the most common fence for modest cottages. It was during the Gothic Revival era that picturesqueness came to be valued and therefore lots of variations of the picket fence were possible. During this time, sawn-work ornament (gingerbread) became a popular feature on homes. This technology was also utilized in the construction of fences.

Iron fences became relatively inexpensive during this period. Therefore, even very modest cottages were featuring a fence made of iron rods with cast-iron spear points and cast-iron trefoils. The fence posts may be cast-iron molded to resemble church window tracery.

French Second Empire or Mansardic - (1850's through 1860's, sometimes later)

The fences of the French Second Empire houses usually have fences that are the same as Italianate houses. Some late French Second Empire houses have fences similar to other styles built during the same time.

Stick Style - (1870's - 1880's)

While a Stick Style house does not have a specific fence design, it is believed that the fences were most likely influenced by, the Esthetic Movement. Like other woodwork in a Stick Style house, the fence posts were likely to feature tapering chamfers, vertical stripes of reeding, nail heads and/or pyramid-shaped trim. Both the fence posts and the pickets were likely to be novel shapes featuring sharp-edged triangular sections.

Esthetic Movement fences made of iron would be appropriate in font of a Stick Style house, but could also be placed in front of any house of the 1870's or 1880's. Esthetic Movement fences turn away from cast-iron and back to the hand made character of wrought iron. The tops of the palings are often beaten into fans, spears, or spade shapes. Prominent in the design of these fences is diagonal lines and iron bars that are often elaborately twisted into spirals.

Queen Anne - (1880's - 1890's)

Queen Anne iron fences are similar to Esthetic Movement fences. The difference being that a Queen Anne iron Fence brings the design to extremes. Queen Anne fences often feature elaborate iron strap work twisted into spirals, woven into grids, and decorated with rivets and collars. The love of the irregular and picturesque is the main characteristic of the Queen Anne style. This has been extended to Queen Anne fences as well. Currently, there are no Queen Anne style fences in the Borough of West Cape May.

Colonial Revival - (earliest 1880's, mostly mid-1890's through 1920's)

Colonial Revival fences revive the designs of the eighteenth century Georgian (Colonial) and the Federal periods. Colonial Revival takes pointed picket fences and adorns them with rose arbors, benches, flower boxes, or fancy fence posts in an effort to make the design more picturesque. The gate, or sometimes the whole fence may be arched or swooping.

Craftsman (Arts and Crafts, Bungalow, Shingle) Style - (late 1890's through 1920's)

Craftsman style houses often had no fence. This marked the beginning of the modern style of suburban development with individual homes with continuous lawns. If a craftsman style house had a fence it would have been made of simple square or rectangular section pickets with variation in the rhythm of spacing or width.

West Cape May Historic Preservation Commission
LIGHTING GUIDELINES

DECLARATION OF PURPOSE

The Historic Preservation Commission shall regulate lighting in each Historic District in order to preserve the character of the district.

Light fixtures which use historic designs help re-enforce and protect the character of the designated historic district. This assists in accomplishing the Historic Preservation Commission's goal of designating and safeguarding the Borough of West Cape May's Historic District.
Small, discrete light fixtures that do not interfere with the public's appreciation of the historic buildings shall be considered appropriate.

Low night-time light levels shall be utilized to help preserve the character of the historic district. Despite its apparent benefit to secure and maintain the historic district designation, the light level shall also comply with all safety regulations.

POLICY

1 When lighting is visible from the street or sidewalk adjacent to the house, the Historic Preservation Commission shall require that lighting fixtures designed to enhance the historic era of the building shall be used. If such lighting can not be obtained then small, modern, discrete light fixtures, may be used in the historic district.

2 The Historic Preservation Commission shall require that the lowest level of light consistent with the Borough's safety regulations shall be used in the historic district.

3 The Historic Preservation Commission shall not deem sodium vapor, mercury vapor, or large scale halogen lights appropriate in the historic district.

West Cape May Historic Preservation Commission
NEW BUILDING GUIDELINES

DECLARATION OF PURPOSE AND PUBLIC POLICY:

Located in the Borough of West Cape May is an Historic District designated under the National Register, a National Historic Landmark, a Historic District designated on the New Jersey Register of Historic Districts and a Historic District designated by the municipality. In all historic districts, including those situated in the Borough of West Cape May, the architectural, cultural, and historic significance is not determined solely on the individual buildings, but the area as a whole is also taken into consideration.

Since the Supreme Court upheld the regulation of buildings located in the Vieux Carre, a historic district in New Orleans, during the nineteen-thirties, the principle that the district must be evaluated "tout ensemble" (all together), rather than picked apart into its constituent buildings, has been maintained.

In an effort to preserve the character for which the district was designated, the Historic Preservation Commission shall regulate the design of new buildings in the Historic District. The Commission's goal is for new buildings to maintain and re-enforce the architectural character of the neighborhood and historic district in which they are located. It is not the Commission's intention to require new buildings in the Historic District to be reproductions of existing historic buildings.

DESIGN GUIDELINES

The design of new buildings located in a historic district shall be derived from the historic buildings currently located in that particular district. When a strong pattern has been established by the neighboring historic buildings, the new building shall follow that pattern.

Aggressively modern designs as well as novel shapes and elements not found in the historic buildings of the district shall be avoided. In addition, atypical designs that call attention to themselves and away from the neighboring historic buildings shall be avoided.

SCALE

The scale of new houses shall be similar to the neighboring historic houses. Scale defining features include:

(a) The relationship between the size and shape of the window openings to the façade.

(b) The division of windows into multi-light windows.

(c) The size of the front façade of the house compared to the size of the front façade of neighboring houses.

(d) The bay-rhythm and size of the porch.

(e) The fineness and/or coarseness of the pattern of the sheathing and the trim, e.g. clapboard, shingle, fancy shingle, shake, window surrounds, fascias, eaves, rafter tails, corner boards.

MATERIALS

When the neighboring historic buildings are sheathed with wood clapboard, shakes, or fancy-cut shingles, the new building shall be sheathed with similar materials.

When the windows of the neighboring historic buildings are constructed of wood, the windows of the new building shall also be constructed of wood.

SHAPE

The shape of the new building shall be derived from the shape of neighboring historic houses. If the neighboring historic houses are situated so that the long side and the eaves face toward the street the new house shall be constructed to face in the same direction.

If the neighboring historic houses are situated so that the gable end face toward the street, the new house shall be constructed to face in the same direction.

SITE

If the neighboring historic buildings are situated so that they are all a similar distance from the street, the new building shall be constructed so that it is situated in a similar distance from the street.

If the neighboring historic buildings are situated so that their distance from the street varies dramatically, there will be more leniency in determining the proper distance from the street to locate the new building.

West Cape May Historic Preservation Commission
Paving Guidelines

DECLARATION OF PURPOSE AND PUBLIC POLICY

The relationship of an historic building to its site forms a contributing part of the significance of the building. The characteristics of the site: its size, shape, contours, materials, paths, aisles, etc., contribute to the setting of the building and to the "sense of place" of an historic district just as building materials change over time, so do site materials. Therefore, the Historic Preservation Commission finds that preserving the historic character of paving in West Cape May is important to preserve the historic character of the Borough of West Cape May.

The Historic Preservation Commission is responsible for regulating the installation and/or replacement of paving near historic buildings in West Cape May. This is necessary to preserve the historical and architectural heritage of the Borough within its historic districts. The Commission shall regulate the installation and/or replacement of paving in order to preserve the significance of the particular building, the historic streetscape, and the "sense of place" of the historic district.

TYPES OF PAVING AND PAVERS

Grass paver is a term used to describe the technique of placing a variety of grids that are laid with it's top face at or just below ground level. It distributes the load of automobiles and allows grass to grow through the grid. A grass paver is very unobtrusive.

Crushed stone can be used as a paving system. It can be made of a variety of sandstones, limestone, and granite. Brown crushed stone resembles earth from a distance and is fairly unobtrusive.

Brick set in sand was used to construct a small number of sidewalks in West Cape May during the nineteenth century. Clay was not available in the area. Therefore it is very likely that the high-fired bricks necessary to construct brick sidewalks were shipped from Camden or Philadelphia, both of which were famous for their clay. There are very few brick buildings in West Cape May. It is unlikely that there were ever many brick sidewalks and/or carriageways in the Borough.

Crushed clamshell (or oyster shell) was a common paving material for paths and carriageways in West Cape May during the nineteenth century. It is a locally produced, historic paving material.

Cinder was a commonly used paving material for walkway and carriageways during the nineteenth century. Cinder was a material that was readily available. It was considered appropriate for lightly used paths.

Tabby is a concrete that is made of a mixture of crushed shells (as the aggregate) and lime mortar (as the matrix). During the nineteenth century itwas often

used as paving in seaside locations. It may have been used in West Cape May as a more durable alternative to crushed shells.

Portland Cement concrete was developed in the 1880's but did not come into common use until the turn of the century. During the nineteenth century, it was not used for paving in West Cape May.

Natural cement (made of limestone mixed with clay) was used by ancient Romans and still continues to be used in small quantities today. During the nineteenth century natural cement was not used as a paving material in West Cape May.

Macadam or bituminous concrete (sometimes called blacktop) was first used as a street paving system in New York City during the 1880's. It was not used for paving sidewalks, carriageways, driveways, or parking areas in West Cape May during the nineteenth and early twentieth century. It did not come into use in the Borough until the mid to late twentieth century. Therefore, it is a clearly modern paving material.

DETERMINING APPROPRIATENESS

In finding paving appropriate, the Historic Preservation Commission shall take into consideration several factors:

1. Extent or area:

During the nineteenth and early twentieth centuries, there was much less paving in West Cape May than exists today. The setting of many historic buildings has been altered by the introduction of large areas of paving.

The character of the borough as a whole has been altered by the installation of large areas of paving. Every effort should be made to minimize the area of new paving.

2. Placement:

Most nineteenth and early twentieth century buildings in West Cape May were surrounded by grass. Paving the area between an historic house and the street changes the public perception of the building more so than paving a similar-size area in the rear of the building. Every effort should be made to locate areas of new paving away from the street sides of buildings.

3. Materials:

Paving materials shall be considered either (a) unobtrusive, such that it may not be noticed by passers-by; (b) historic, such that it was available at the time the building was built, and is considered characteristic of the area in which the building was built; And (c) modern.

4. Preference:

The following paving materials are listed in order of the Historic Preservations Commission's preference of its use:

(a) Grass Paver

(b) Crushed Stone

(c) Brick or Pavers of Traditional Color and Shape

(d) Cinder

(e) Tabby

(f) Portland Cement

(g) Natural Cement

(h) Macadam or Bituminous Concrete (Blacktop)

RECOMMENDATIONS

The amount of new paving in West Cape May should be minimized. Paving should be located away from the street sides where historic buildings are located. Complete paving of yards should be avoided.

Where paving is necessary, every effort should be made to choose materials that are unobtrusive. If the most unobtrusive materials are not possible, every effort should be made to choose materials that are historic.

Clearly modern materials are not appropriate for use adjacent to historic buildings in West Cape May.

In public accommodations, "handicapped accessible" parking spaces and the paths from those spaces to the building should be made of hard-surface materials suitable for wheelchair use.

Grass pavers and crushed stone are not suitable for this purpose.

West Cape May Historic Preservation Commission
SIGN GUIDELINES

DECLARATION OF PURPOSE

The Historic Preservation Commission regulates the design and placement of signs in historic buildings and buildings in historic districts to preserve the historical and architectural heritage of the borough. The type of lettering, materials, and designs of signs placed in an historic district may assist in the reinforcement of the character of an historic district and the significance of the building to which the sign is attached.

POLICY

In addition to the regulations set forth in this section, all requirements of ordinance 342-05 of the Borough of West Cape May shall also be complied with in any and all construction and/or placing of sings within an historic district.

Contributing and Key buildings:

(1) If the building's original and/or historic design has a designated place to attach a sign, any sign shall be affixed to that place.

(2) If the building has a storefront, the only sign allowed shall be associated with the storefront's operation.

(3) The Historic Preservation Commission does not require but does encourage the use of historic letter faces for any signs affixed to historic buildings. The commission finds that modern serif or sans serif letter faces may be appropriate. Distinctly modern novelty letters that recall the 1930's through 1960's may not be appropriate. Inappropriate letter face includes but is not limited to, Art Deco, Art Modern, Jazz, Doo-Wop, Mid-century Modern, Populuxe, Mod, Psychedelic, grafitti-syle, and Hip Hop.

All buildings:

(1) Interior and/or "rear" illuminated signs are not appropriate in a Borough of West Cape May Historic District.

(2) Pole signs are not appropriate in a Borough of West Cape May Historic District.

(3) All applicants shall provide the Historic Preservation Commission with drawings of the proposed sign. These drawings will assist the commission in its determination if the proposed sign is appropriate.

(4) The Historic Preservation Commission shall require all signs to be constructed utilizing historic materials and designs.

West Cape May Historic Preservation Commission
WINDOW GUIDELINES

DECLARATION OF PURPOSE

The Historic Preservation Commission regulates the replacement of windows in historic buildings and buildings in historic districts to preserve the historical and architectural heritage of the borough. The details of window construction contribute strongly to the historic character of the building. The windows of historic buildings are among the building's most significant feature. The type of window installed can indicate the style and era of the building. The division of the windows is a feature that assists in setting the scale of the building and gives cohesion to the facade.

DEFINITIONS

Brick mold is a type of molding that covers the crack between the window assembly and the building. It is commonly found in a masonry building.

Casement is a window that is hinged at the side and operates like a door.

Casing is a trim that surrounds a window frame on both the inside and the outside of the window.

Counterweights are attached to the sash of a double hung window by chains or cords. The counterweights hang in the weight pockets and allow the sash to remain in position.

Double hung is a window that has two sashes that slide up and down in tracks or pockets.

Head is the horizontal portion at the top of a window frame.

Jamb is the vertical portion that forms the side of a window frame.

Label lintel is a decorative lintel that is Gothic in style and extends part-way down the jambs and forms lobes.

Light is a pane of glass in a window sash.

Meeting rail is the rail where the top and bottom sash of a double hung window meet.

Meeting stile is the stile where the sash of a horizontal sliding window meet.

Mullion is a post that separates two windows in a multi-window unit.

Muntin is a wooden or metal portion that separates two lights of glass in a window sash.

Projected sash is hinged at or near the top and swings out, e.g. an awning window.

Rail is the horizontal portion of a window sash.

Sash is the moveable part of a window.

Sill is the horizontal portion at the bottom of a window frame.

Spring balance is the replacement for counterweights. It holds the sash of a double hung window in position. Spring balances are located in the sash pockets of a window.

Stile is a vertical portion of a window sash.

Stool is the interior window sill.

Vinyl Windows - For the purposes of these Guidelines, vinyl windows are defined as windows that are constructed; (a) of sections extruded in vinyl, (b) of wood sections where the outside is sheathed in rigid vinyl and (c) of wood sections wrapped with flexible vinyl. Windows that are constructed of wood and finished with a latex paint that contains vinyl is not a vinyl window.

POLICY

Summary:

Vinyl and/or aluminum windows are not appropriate on key, contributing or new additions to key and/or contributing buildings.

Vinyl and/or aluminum windows are appropriate on non-contributing buildings if they these types of windows were available at the time of the building's construction. The scale of these windows shall be consistent with the scale of the historic windows in the district.

Vinyl and/or aluminum windows are appropriate on new buildings if the scale of the windows is consistent with the scale of the historic windows of the district.

Exterior triple-track storm windows are always appropriate in the Borough of West Cape May.

Contributing and Key buildings:

(1) If the original or historic window still exists, every effort shall be made to preserve it. If it cannot be preserved, it shall be replaced with a replica in materials, size, and design.

(2) If the original or historic window does not exist, but there is evidence such as photographs and/or drawings of the original, the new window shall be a replica of the original in both materials and design.

(3) If the original or historic window does not exist and there is no evidence of the original and it can be determined that the building is of a particular historic style, the new window shall be in the same style as the building.

(4) If the original or historic window does not exist, and there is no evidence of the original and it can be determined that the building is of a mixed historic style or several different historic styles, the new window shall be in the style of the portion of the building in which it is being installed.

(5) Windows in styles older than the building shall be avoided.

(6) Clearly modern windows shall be avoided. This includes, but is not limited to, single pane tilt and turn.

Non-Contributing Buildings:

(1) The Historic Preservation Commission recommends that windows in non-contributing buildings located in historic districts shall be consistent with the historic windows of the district. The windows shall reinforce its architectural character. For a non-contributing building, however, vinyl or aluminum windows may be found appropriate, if their scale is consistent with the scale of windows in the district.

(2) The Historic Preservation Commission will not review replacement windows in existing openings of non-contributing buildings so long as the replacement window is at least as divided as the original. This means that the lights are not larger than the original. If the replacement windows in existing openings of non-contributing buildings are less divided than the original windows its appropriateness shall be reviewed by the Historic Preservation Commission. This review will insure that the scale of the streetscape is not disturbed.

(3) The Historic Preservation Commission shall review new windows in new openings of non-contributing buildings. This review will insure that the scale of the streetscape is not disturbed. The Historic Preservation Commission strongly discourages large picture windows and sliding glass doors when they are in close proximity to historic buildings.

New Buildings:

(1) The Historic Preservation Commission recommends windows that are consistent with the historic windows of the district where the new building is being constructed. These windows shall reinforce the architectural character of the historic district. Aluminum or vinyl windows may be appropriate in a new building if their scale is consistent with the scale of windows in the district.

All buildings:

(1) Drawings of the existing and proposed window shall be provided to the Historic Preservation Commission in order to assist the Commission in making a determination as to whether the proposed window is appropriate. These drawings shall consist of the following:

(a) Elevation - a head-on, scale drawing showing the entire window, with dimensions.

(b) Horizontal section - a horizontal cut through the window showing the stiles, rails, muntins, etcetera.

(c) Vertical section - a vertical cut through the window showing the head, muntins, meeting rail, sill rail and sill.

(d) Specifications - The manufacturer's technical description of the window, including the catalog number.

The Historic Preservation Commission shall be satisfied if the drawings of the existing condition are done on graph paper by the homeowner. The drawings of the proposed window may be taken from the catalog of the window supplier. The Historic Preservation Commission shall make available to the homeowner a drawing to assist the homeowner in the description of the existing windows.

(2) The Historic Preservation Commission has determined that exterior, painted wooden shutters that are moveable, attached by hinges, held open by shutter dogs, and composed of louvers or panels and are the appropriate size and shape are appropriate for all nineteenth and early twentieth century buildings.

(3) The Historic Preservation Commission has determined that retractable canvas awnings are appropriate for all nineteenth and early twentieth century buildings so long as it conforms to the size and shape of the window above which it is to be installed. In addition these awnings shall have traditional operating mechanisms.

THE STYLES

Federal Style (1790's - 1840's, sometimes later)

Federal style windows are elegant and light in construction. Federal windows are usually six-over-six light, double- hung. The muntins are usually very thin about one-eighth across the face, with a one-eighth inch putty slope on either side, totaling three-eighths inch. The rails and stiles are very narrow, with a one or one-and-a-half inch meeting rail. Federal style windows were usually painted cream color, though occasionally black.

Greek Revival - (mid-1830's to 1850's)

Greek Revival windows are very similar to Federal style. The muntins are sometimes thicker, about one-half inch wide. When there is a brick mold, the molding is often oval in section, rather than round as in the Federal style. The windows are still usually six-over-six though the entire window may be larger than in a Federal era house.

Italianate - (mid 1840's to 1870's, sometimes later)

Italianate windows are often four-over-four, double hung in the 1860's and '70's. During the 1880's, windows are often two-over-two, double hung. The French Door was introduced in the United States in the 1850's and quickly became popular for ground floors and balconies. The most characteristic Italianate window is arched, most often using a segmental arch, though semi-circular arches are also seen. Sometimes the muntin pattern creates a double arch within the arched upper sash. The brick mold might be a three-quarter round molding. Sometimes it is decorated as a rope molding.

Gothic Revival - (Carpenter Gothic mid-1840's- 1860's, High Victorian Gothic 1860's- 1870's sometimes later)

Gothic Revival windows in simple houses might be exactly the same as in simple Italianate houses. Sometimes the windows might be pointed arches. In higher-style examples, the window can be topped by a window hood or a label lintel. In lower-style Gothic Revival houses the pointed windows might be made of straight moldings with triangular heads.

French Second Empire or Mansardic - (1850's through 1860's, sometimes later)

French Second Empire houses usually have windows that are the same as Italianate houses. Late French Second Empire houses have windows like other styles built at the same time.

Stick Style - (1870's - 1880's)
and
Queen Anne - (1880's - 1890's)

Queen Anne windows are often large and, for the first time, make extensive use of stained glass. The most characteristic window sash in Queen Anne houses is the Cottage Sash, which consists of a large center light surrounded by a row of square colored glass lights. Queen Anne windows are usually painted or varnished a very dark color. In high-style examples the windows might be curved in plan in a round corner tower. They also might be many paned (up to twenty) over one.

Colonial Revival - (earliest 1880's, mostly mid-1890's through 1920's)

Colonial Revival windows revive the designs of the eighteenth century Georgian (Colonial) and the Federal periods. There usually are six - over six double hung windows. Colonial Revival windows are usually painted cream, off-white, or a pastel color.

Craftsman (Arts and Crafts, Bungalow, Shingle) Style - (late 1890's through 1920's)

Craftsman windows are often designed with many lights over one, as many as twelve or even twenty lights in the upper sash. The upper sash might also be composed of diamond shaped lights.

Adopted March 28, 2001 - Ordinance #378-07
Amended February 13, 2008 - Ordinance #409-08
Amended December 9, 2009 - Ordinance #439-09

Historic Preservation Element

west cape may

10.0 HISTORIC PRESERVATION PLAN ELEMENT

10.1 Borough History ~ A Synopsis[164]

10.1.1 General

West Cape May is located on Cape Island, a sea island at Cape May County's (and thus New Jersey's) southernmost point. Once referred to as the Eldredge section of Lower Township, the Borough was incorporated as an independent municipality in late-1884 and renamed West Cape May in 1908.

The history of Cape Island and what was to become West Cape May dates to the Pre-Colonial era, when Lenape Indians made seasonal camp along the shores of the Atlantic Ocean and Delaware Bay. Subsequent settlers include descendants of the Mayflower Pilgrims, former slaves (Eldredge being a stop on the Underground Railroad), riverboat pilots and whalers. Historical industries include agriculture, traditional maritime commerce and the production of gold-leaf for the decorative arts.[165]

The architecture of the Borough dates to the Colonial period, and a substantial number of architecturally-significant buildings remain. While the structures were generally built as residences, several have been converted over the years Bed & Breakfast Inns and small retail facilities. Such historic resources make a substantial contribution to the Borough's identity and sense of place as a community, its quality of life and its economic vitality.

The historic core of the Borough was included in the Cape May Historic District, established in 1970. As part of this District, West Cape May is listed on both the National and State Registers of Historic Places.[166]

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[164] ERI & Borough Website

[165] Reportedly, this leafing-business, along with real estate speculation, led to the Borough's incorporation as a municipality in 1884

A plaque indicating the location of the leafing factory can be found on Gold Beaten Alley.

[166] Some disagreement exists locally as to whether the Borough has its own Historic District (independent of the Cape May Historic District) or whether the Cape May Historic District extends into West Cape May as indicated. A copy of the entry for the Cape May Historic District from the New Jersey Historic Preservation Office website[165A] reveals:

> ***Cape May City***
> SR: 12/10/1970
> NR: 12/29/1970 (NR Reference #: 70000383)
> (National Historic Landmark [Cape May City only];
> National Register historic district includes part of West May Borough)
> Cape May Historic District (NHL, ID#3042)
> Also located in:
> Cape May County, West Cape May Borough

Accordingly, this Historic Preservation Plan Element assumes that while the Cape May Historic District extends into West Cape May, the Borough itself has no independent Historic District.

[165A] http://www.state.nj.us/dep/hpo/1identify/lists/cape_may.pdf

The Cape May Historic District extends from the Borough's municipal boundary with Cape May to Leaming Avenue, and generally ranges from Park Boulevard to Pacific Avenue.[167]

The extension of the Cape May Historic District into West Cape May notwithstanding, only the Whilldin - Miller House[168] is listed on the National Register of Historic Places or on New Jersey's State Historic Register.[169]

Despite inclusion in this Historic District and the keen interest in the preservation of historic structures as expressed by local Policymakers, West Cape May does not have an adopted Historic Preservation Plan.

10.1.2 History Committee of West Cape May

While the Borough has no official (governmentally-sanctioned) Historic Commission, local citizens with an interest in recognizing and preserving the unique history of the Borough have formed the voluntary, non-profit History Committee of West Cape May[170]. This Committee has been instrumental in collecting notable facts and artifacts related to the Borough's history, many of which are on display in Borough Hall.

Applying the architectural research conducted for the Cape May Historic District, the History Committee reviewed the Borough's architecture and identified 26 structures and/or locations considered to be of historic value.[171] These sites were included in the "Historic District" section of the Environmental Resource Inventory recently completed by the Borough's Environmental Commission.

While addressing buildings within the entirety of the Cape May Historic District, the following excerpt from the ERI is instructive for historic preservation in West Cape May:

> **Architectural styles**: The Historic District is a showcase of the building styles of the late Victorian period. All of the eclectic styles fancied by a newly rich America are here: Gothic, Exotic, Italianate (both Renaissance and American Bracketed Villa), Romanesque, Second Empire, Stick, Queen Anne and Shingle. Carpenter-builders improvised freely, often producing hybrid structures that combined elements from several styles.

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[167] Exhibit 12.8

[168] #1 on Exhibit 12.17 & Exhibit 12.8

[169] http://www.nationalregisterofhistoricplaces.com/NJ/Cape+May/state.html

[170] "History Committee"

[171] Exhibit 12.20, Exhibit 12.17 & Exhibit 12.18. Items on these Exhibits were identified by the History Committee. Additional items are anticipated as a result of the work undertaken by the Community History Task Force (section 5.5.2 II).

The district also contains examples of the early-twentieth century Bungalow, Georgian Revival, Spanish Revival and Tudor Revival styles.

Romantic character: Late Victorian architecture on Cape Island is picturesque in overall style. It aims at dramatic effect: unusual and irregular shapes, exaggerated proportions, eye catching silhouettes, bold use of materials, varied textures and intricate and diverse detailing.

Builders ~ rebelling against the classical style of architecture that had stressed restraint, formality and symmetrical arrangement deemed too austere and quiet for the vigorous new national mood ~ reveled in sharply contrasting colors and flamboyant ornamentation.

Use of new technology: Innovations in construction technology made late nineteenth century building styles possible. Light wooden framing, machine-made nails, power jigsaws and mass-produced decorative details allowed builders to inexpensively produce bigger and much more highly ornamented structures. Wood became the building material of choice, as the completion of a national system of freight rail lines opened up the vast forests of the Pacific Northwest to exploitation.

Ornament: Lacy "gingerbread" trim is synonymous with Cape Island's late Victorian architecture. The building façade became an artist's canvas on which an abstract design in ornamental fretwork (pierced, carved wood) was painted in a rainbow of colors.

10.2 Historic Preservation

Historic Preservation is a recognized priority of the State of New Jersey. As such, both the Municipal Land Use Law and the State Development and Redevelopment Plan recognized the value of preserving historic structures and historic sites. Specifically:

- The Municipal Land Use Law states among its 15 Purposes (in pertinent part):

  To promote the conservation of historic sites and districts…[172]

[172] N.J.S.A. 40:55D-2 j.

- The State Plan is replete with references to historic preservation and has established among its Statewide Goals

  the protection, enhancement, preservation and, where appropriate, the redevelopment of New Jersey's historic resources;

  and

  ensuring that new growth is compatible with historic values.

10.3 Municipal Land Use Law

While an optional component of a municipal master plan, a Historic Preservation Plan Element is a pre-requisite for the designation and regulation of historic sites by a municipality[173]. Specifically, any historic sites or districts designated in a municipal zoning ordinance after July 1, 1994 must be based on identifications made in the Historic Preservation Plan Element of the municipal Master Plan.[174]

Accordingly, the purpose of this Historic Preservation Plan Element is to recognize and guide the protection and preservation of the Borough's unique architectural heritage, which is reflective of its rich and varied history.

10.3.1 Historic District Defined

As defined by the Municipal Land Use Law[175]:

A. An Historic District is "one or more historic sites and intervening or surrounding property significantly affecting or affected by the quality and character of the historic site or sites".

B. An Historic Site is "any real property, man-made structure, natural object or configuration or any portion or group of the foregoing of historical, archeological, cultural, scenic or architectural significance".

10.4 Historic Preservation Plan Element

10.4.1 As stated, a Historic Preservation Plan Element is required before a municipality may designate and regulate historic sites or districts and provide design criteria and related guidelines in its zoning ordinance.

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[173] N.J.S.A. 40:55D-4

[174] Pursuant to N.J.S.A. 40:55D-65.1, a municipal governing body may, at any time, adopt a zoning ordinance designating one or more historic sites or historic districts that are not based on identifications in the Historic Preservation Plan Element of the Master Plan, provided that such adoption is made by an affirmative vote of a majority of its authorized membership and further provided that the reasons for such adoption are set forth in a resolution and recorded in the minutes of the governing body.

[175] N.J.S.A. 40:55D-3.

10.4.2 This Historic Preservation Plan Element supports and builds upon the following municipal Goals and Objectives as adopted by this Comprehensive Master Plan Update (section 5.0) herein.

Economic Development & Growth

Use Historic Preservation as a means by which small-scale, low impact commercial development can be promoted without disrupting the rural residential nature of the community.

Encourage expansion of commercial use oriented toward the re-use of valuable historic buildings that do not disrupt the tranquility of the area.

Housing & Neighborhood Preservation

Preserve and protect existing neighborhoods and housing stock ~ including existing older accommodations such as homes and guest homes ~ whenever possible.

Preserve existing land uses which are unique to the Borough, including farmlands and historic alleyways. Create incentives for such preservation without engendering excessive governmental regulation of such structures.

10.4.3 Within the context of these Goals and Objectives, Borough Policymakers recognize that Historic Preservation must be enacted with care. Preservation regulations have the potential to restrict the ability of property-owners to react to changing circumstances. Additionally, product and construction costs related to true preservation can be more than for modern buildings. Accordingly, any formal Historic Preservation designation must not inhibit precisely the renovation and return-to-use of structures it was designed to promote.

10.4.4 Pursuant to the Municipal Land Use Law,[176] a Historic Preservation Plan Element to a municipal Master Plan is required to:

A. *Indicate the location and significance of historic sites and historic districts in a municipality.*

As stated[177], while some local disagreement historically existed as to whether the Borough has its own sanctioned Historic District,[178] research for this Historic Preservation Plan Element finds that no independent West Cape May Historic District exists.

[176] N.J.S.A. 40:55D-28 B (10)

[177] Footnote 166

[178] The Cape May Historic District is recognized by both the U.S. Interior Department and the New Jersey Office of Historic Preservation.

The Borough's History Committee has identified 26 buildings or sites which they believe may be of historic value.[179] A determination of the true historic significance of these sites is currently being conducted as part of a Borough-wide historic structures inventory under the auspices of the History Committee (section 10.1.2 herein).

B. *Identify the standards used to assess worthiness for historic site or district identification.*

1. The National Park Service has established the following evaluation standards for the identification of historic buildings, structures, objects and districts.[180]

    a. The quality of significance in American history, architecture, archeology, engineering and culture;

    b. Districts, sites, buildings, structures and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

        1) Are associated with events that have made a significant contribution to the broad patterns of our history; or

        2) Are associated with the lives of persons significant in our past; or

        3) Embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or

        4) Have yielded or may be likely to yield, information important in prehistory or history.

2. Properties listed on the Federal and State historic registries must be restored and maintained under the United States Secretary of the Interior's "Standards for the Treatment of Historic Properties".[181] Such standards, each with their own regulations governing performance, address:

[179] Exhibit 12.8, Exhibit 12.17 & Exhibit 12.18.

[180] United State Department of the Interior. National Park Service 'How to Apply the National Register Criteria for Evaluation'. 1990.

[181] Weeks, Kay & Grimmer, Anne. The US Secretary of the Interior's Standards for the Treatment for Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings. US Department of the Interior, 1995.

Preservation: The act or process of applying measures necessary to sustain the existing form, integrity and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses on the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction;

Rehabilitation: The act or process of making possible a compatible use for a property through repair, alterations and additions, while preserving those portions or features that convey its historical, cultural or architectural values;

Restoration: The act or process of accurately depicting the form, features and character of a property as it appeared at a particular period of time by means of removal of features from other periods in its history and reconstruction of missing features from the restoration period; and

Reconstruction: The act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure or object for the purpose of replicating its appearance at a specific period of time and in its historical location.

3. Nationally, Rehabilitation is the most prevalent preservation treatment employed. The Secretary of the Interior's Standards for Historic Preservation Projects are:[182]

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

   b. *The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*

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

[182] Published in 1990 (CFR Part 67, Historic Preservation Certifications) the foregoing pertain to historic buildings of all materials, construction types, sizes and occupancy, and encompass the exterior and the interior of historic buildings related landscape features, the building's site and environment and attached, adjacent or related new construction.

The Standards are to be applied to rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

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

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

f. Deteriorated historic 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.

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

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

i. New additions, exterior alteration, 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.

j. 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.

4. To be eligible for public funding and Federal tax incentives, an Historic Structure must be rehabilitated and maintained in accordance with all of the foregoing Standards. Additionally, every effort must be made to ensure that new materials and workmanship are compatible with the materials and workmanship of the historic property.

5. Again, Borough Policymakers recognize that Historic Preservation must be enacted with great caution. The Law of Unintended Consequence has the very real potential of deterring owners from preserving their properties.

C. *Analyze the impact of each component and Element of the Master Plan on the preservation of historic sites and districts.*

Reference section 10.7 herein.

10.5 West Cape May Community History Task Force[183]

10.5.1 In April 2005 ~ in part as a reaction to concerns raised by the demolition of historic structures in the Borough[184] ~ the Borough Commission formed a Community History Task Force, whose mission was to review the body of literature related to Historic Preservation both in-and-of-itself and as a planning tool for economic development and neighborhood preservation and to provide recommendations as to how the Borough might advance its Historic Preservation goals.

10.5.2 The Task Force submitted a preliminary report in June 2005[185]. The Task Force found that including Historic Preservation as part of the planning process in West Cape May would benefit the Borough's economic life by:

- directing development away from significant historic buildings and toward non-significant buildings;
- slightly supporting real estate values and thereby increasing property tax revenues; and
- preserving the particular character and quality of life that is so prized in West Cape May.

10.5.3 The Task Force's report culminated in three (3) formal recommendations. Two (2) comments contained in the report but not labeled "recommendations" are also presented.

[Such recommendations / comments are depicted in **bold**, with commentary related to these recommendations in standard type following each entry.]

A. The Borough should establish an Historic Preservation Commission of the "strong" type.

1) Pursuant to the Municipal Land Use Law[186], several models exist to implement Historic Preservation activities.

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[183] "History Task Force" or "Task Force"

[184] most notably the Moffitt House (# 13 on Exhibit 12.17 & Exhibit 12.8)

[185] The full report of the Task Force is on file with the Borough Clerk.

[186] N.J.S.A. 40:55D-107 et seq.

A "weak" Historic Preservation Commission is empowered to be an advisory body to the Planning Board with no direct authority over the municipal Building Official regarding issuance of Building Permits. Alternatively, a "strong" Historic Preservation Commission is an approval body with direct authority over the Building Official.

Municipalities with populations of 2,500 residents or less may appoint its municipal Planning Board as Historic Preservation Commission. Under such an arrangement, at least one member of the Planning Board must be a person "knowledgeable in building design and construction or architectural history" and at least one member must be someone who is "knowledgeable or with a demonstrated interest in local history".

Alternatively, municipalities, regardless of population, may establish an Historic Preservation Commission independent of the Planning Board. Such an Historic Preservation Commission shall consist of five, seven or nine Regular Members and may have not more than two Alternate Members. Of the Regular Members a total of at least one less than a majority shall be a person:

- who is knowledgeable in building design and construction or architectural history and who may reside outside the municipality; and
- who is knowledgeable or with a demonstrated interest in local history and who may reside outside the municipality.

The remaining members, including Alternates, shall be citizens of the municipality who shall hold no other municipal office, position or employment except for membership on the Planning Board.

All members of the Historic Preservation Commission shall be appointed by the Mayor or, if so specified by ordinance, by the Chair of the Planning Board.

2) The Historic Preservation Commissions have the responsibility to:

   a. Prepare a survey of historic sites of a municipality pursuant to criteria identified in the survey report;

   b. Make recommendations to the Planning Board on the Historic Preservation Plan Element of the Master Plan and on the implications for preservation of historic sites of any other Master Plan Elements;

c. Advise the Planning Board on the inclusion of historic sites in the recommended Capital Improvement Program;

d. Advise the Planning Board on applications for development;

e. Provide written reports on the application of the zoning ordinance provisions concerning historic preservation; and

f. Carry out such other advisory, educational and informational functions as will promote historic preservation in the municipality.

3) The Task Force included within its preliminary report a Draft Ordinance creating a five (5) member, "strong" Historic Preservation Commission for West Cape May. The Historic Preservation Commission is proposed to be a body separate from the Planning Board, with the power to:

- Survey historic sites, make recommendations to the Planning Board on the Historic Preservation Element of the Master Plan, advise the Planning Board[187] on applications for development in an Historic Zoning District or on historic sites designated on the Zoning or Official Map or in the component Elements of the Master Plan;

- Require the Borough's Administrative Officer and Planning Board[187] to refer every application for development affecting an historic site or historic zoning district to the Historic Preservation Commission, who may file a written report containing recommendations as to such applications and may testify through a delegate about the report;

- Require the Administrative Officer / Planning Board to consider such recommendations with the same care it affords all expert information;

- Identify potential Historic Districts and Historic Sites, hold public hearings on such potential sites and designate such sites as Historic Districts or Historic Sites. Such designations shall be sent to the Borough Commission for formal designation, rejection or modified designation);[188] and

- Approve Demolition Permits for structures in the Historic District.

[187] While the text of the Draft Ordinance includes references to a Board of Adjustment, West Cape May has a combined Planning / Zoning Board.

[188] It is not clear from the text of the Draft Ordinance if such designation will require an owner's consent.

- Additionally, all projects under the jurisdiction of the Historic Preservation Commission shall be governed by the Secretary of Interior's Standards for the Rehabilitation of Historic Buildings, as well as any additional requirements of said Commission.

B. An "Historic District Overlay" to the Borough's Zoning Plan should be established to protect the architecturally and historically significant buildings of an area from demolition and from destructive alterations.

In addition to instituting historic preservation guidelines (section 10.4.4) for specific structures, such an Overlay could be used to extend the Historic District to include parts of North Broadway, Stevens Street and parts of Sunset Boulevard. Historic homes outside the District could also be preserved and protected.

Instituting an Historic District Overlay would require a revision to the Borough's Zone Plan and Zoning Ordinance and, if instituted, would be reflected in Land Use Plan Element of this Comprehensive Master Plan Update.

C. The Borough should coordinate the other provisions of the Zoning Ordinance with the aims of Historic Preservation to avoid conflicts.

Historic District Overlays are not a substitute for other planning techniques. Setback and bulk requirements preserve open space around buildings and the amount of sunlight that reaches the street and the neighbors. Density and minimum lot-size requirements determine the future population of a community.

It is critical that Historic Preservation regulations are coordinated with the balance of the community's Zoning Ordinance. If standard Zoning regulations are out-of-synch with the Historic District regulations, the goals of the community will not be achieved.[189]

D. The Borough should investigate establishing incentive programs to encourage investment in historic buildings in West Cape May.

Such programs include, but are not necessarily limited to:

1. Tax Abatement: Tax relief offered for a fixed period of time in exchange for a commitment to renovate historic structures.

[189] e.g. while Historic District regulations may direct demolition and new construction away from historic buildings and toward non-historic, non-significant structures, zoning regulations which encourage large apartment buildings, condominiums or other intensive uses will direct investment toward the demolition of smaller ~ often historic but less profitable properties.

While impacting property tax revenues during the life of the abatement, the long term revenue stream ~ when factoring an increase in assessment due to the improvements made ~ will ultimately result in an increase in total revenue when measured over time.

2. Revolving Fund: Pool of capital created by the Borough to be allocated to qualifying preservation projects in the form of below-market (low interest) loans to property owners. As loans are repaid, the capital is returned to the loan pool.

3. Façade Easement Program: In partnership with a recognized not-for-profit entity,[190] the Borough could establish a program whereby property owners grant public easements, in exchange for (income) tax advantages, for the preservation of the exteriors of their buildings.

4. Technical Assistance: An Historic Preservation Commission can make available trained professionals to assist property owners with restoration projects or to help navigate the maze of tax / incentive programs.

E. The need for continued and ongoing planning, both in terms of Historic Preservation and in general.

While it is believed that historic buildings represent approximately ⅓ to ½ of the structures in the Borough, the real proportion of historic to non-historic buildings won't be known until an Inventory of Historic Resources is completed.[191] Further, the establishment of an Historic Preservation Commission and an Historic District will not address all of the zoning and planning issues in West Cape May.

10.6 Recommendations

10.6.1 As stated, Borough residents and Policymakers alike are extremely proud of West Cape May's heritage and the historic structures that remain in the municipality. As such, Historic Preservation is valued not only as a way to retain these links to the past, but as a tool for Neighborhood Preservation and Economic Development.

The above notwithstanding, Policymakers remain mindful of the pitfalls of over regulation.

10.6.2 Perhaps reacting in part to the regulatory environment (real or perceived) in Cape May City ~ where the City's (strong) Historic Commission wields great power of land use decisions ~ Borough Policymakers have been, in the past,

[190] 501 (c) 3.

[191] Such an Inventory is currently being conducted under the auspices of the Community History Task Force (section 10.5 herein).

reluctant to enact preservation regulations for the West Cape May portion of the Cape May Historic District. Such reluctance, evidenced in the stated Goals and Objectives of the 1994 and 2000 Master Plan Reexamination Reports, focuses on the fear that preservation regulations will unduly restrict the rights of property owners (i.e., will limit their options with respect to the use of their properties), will result in added, often prohibitive material and construction (methods) costs and otherwise negatively impact the real estate market in the Borough.

Combining the desire for historic preservation with the aforementioned reluctance would argue for a "weak" Historic Preservation Commission. However, Policymakers currently believe that it will be possible to institute a "strong" Historic Preservation Commission which will exercise appropriate flexibility and will adopt regulations which will not create an undue burden on property-owners.

10.6.3 With the foregoing as background, this Historic Preservation Plan Element:

A. Recognizes that the History Committee has prepared an excellent inventory of buildings and sites it believes to be of historic significance to the Borough[192] and has commissioned a professional Architectural Historian to undertake an Historic Structures Report for each of the buildings on the Committee's list. This Historic Preservation Plan Element supports this effort.

B. Recognizes that the professional Architectural Historian commissioned by the History Committee is expanding his review beyond the inventoried sites.[193] This Historic Preservation Plan Element supports this effort.

   Within this context, it is recommended that no new structure be added to the Historic Register without the consent of the property-owner.

C. Recognizes the uncertainty related to the status of an independent West Cape May Historic District and recommends that such an independent District be created if it is indeed confirmed not to exist.

D. Supports the establishment of a "strong" Historic Preservation Commission. In addition to directing the preparation of professional historic surveys pursuant to items A and B herein, such a Commission would be empowered to:

   1. Make recommendations to the Planning Board on this Historic Preservation Plan Element (as it may be amended from time-to-time) and on the implications for preservation of historic sites of any other Master Plan Elements;

[192] Exhibit 12.8 & Exhibit 12.17. (A pictorial of this inventory is currently available for view in the Borough Meeting Room.)

[193] Exhibit 12.17

2. Advise the Planning Board on the inclusion of historic sites in the recommended Capital Improvement Program;

3. Advise the Planning Board on applications for development or applications for a building permit.

4. In conjunction with recommendation E, work with the Architectural Historian to prepare Architectural Design Guidelines for new construction within the Historic District and review all new construction proposed in the Historic District for conformance with such Guidelines.

5. Provide written reports on the application of the zoning ordinance provisions concerning historic preservation; and

6. Provide written reports on the application of the zoning ordinance provisions concerning historic preservation; and

7. Carry out such other advisory, educational and informational functions as will promote historic preservation in the municipality.

E. Recommends that, in conjunction with item D.4 herein and with the assistance of an Architectural Historian commissioned for this purpose, prepare a set of Architectural Design Guidelines for new construction within the Historic District. Such Guidelines would establish an accepted design vocabulary for the Historic District whereby the facades of new buildings would blend with the existing historic structures in the area.

F. Recognizes that all property owners may not be in a position to faithfully restore or rehabilitate structures thought to be of historic significance, that some historically significant properties may be beyond rehabilitation and that some proposed uses may not lend themselves to the rehabilitation of existing structures. The Adaptive Reuse[194] of such buildings is encouraged to the maximum extent practicable.

10.6.4 Within the spirit of section 10.6.2 herein, and recognizing the shift in perception related to the role of a "strong" Historic Preservation Commission, this Historic Preservation Plan Element encourages the History Committee, the Historic Task Force any future Historic Commission to work with owners of historic and non-historic properties within the Historic District to reach mutually-acceptable solutions to issues as they may arise.

[194] Adaptive Reuse is a Smart Growth technique which allows for the modernization of (generally) the interior of a structure to accommodate contemporary use and code requirements while preserving (generally) the exterior aesthetics of such buildings. This technique provides a balance between the economic realities of maintaining older structures against the desire to preserve community character.

10.7 Impact of Each Component / Element of Master Plan on Preservation of Historic Sites / Districts.

This Comprehensive Master Plan Update consists of a Periodic General Reexamination (section 5.0), a Statement of Objectives, Principles, Assumptions, Policies & Standards (section 6.0), a Land Use Plan Element (section 7.0), a Housing Plan Element (section 8.0), an Open Space, Recreation & Conservation Plan Element (section 9.0) and this Historic Preservation Plan Element (section 10.0).

Key municipal goals and objectives include the preservation of the Borough's rich inventory of historic structures. Similarly, the various components of the Land Use Plan Element stress the adaptive reuse of existing historic buildings so as to preserve their architectural significance.

Accordingly, there is no negative impact of any Element of this Comprehensive Master Plan Update. All such Elements are designed to work in concert with one another to provide for a Master Plan which protects the special community character of the Borough while enhancing appropriate economic growth.

Annual Report

west cape may

BOROUGH OF WEST CAPE MAY
HISTORIC PRESERVATION COMMISSION
732 Broadway, West Cape May, NJ 08204

January 14, 2016

Mayor Pamela Kaithern and Board of Commissioners
Borough of West Cape May
732 Broadway
West Cape May, NJ 08204

Dear Mayor Kaithern and Members of the Board of Commissioners,

Since its inception in 2007, the West Cape May Historic Preservation Commission has faithfully applied the concepts and guidelines established by the Borough Commission in compliance with Ordinance No. 378-07.

The Commission would like to report that in the time period since the last report of January 8, 2015, through December 31, 2015, fifteen additional Permits for Minor Work have been issued, as well as nine Certificates of Appropriateness.

The members of the Commission wish to thank the staff of the Borough for their pleasant and helpful assistance.

Very truly yours,

Elan Zingman-Leith, Chair
West Cape May Historic Preservation Commission

13 West Wildwood

BRIEF HISTORY

West Wildwood is a borough in Cape May County, New Jersey, that was incorporated as an act of the New Jersey Legislature on April 21, 1920, from portions of Middle Township. Situated west of the Wildwoods, it an island unto itself connected by a single bridge to the communities on Five Mile Island. Many of the small vacation homes have been replaced with multi-story houses with expansive views of the inland waterways in and around Grassy Sound.



West Wildwood Municipal Building

NATIONAL and STATE REGISTER OF HISTORIC PLACES LISTINGS

Atlantic City Railroad Cape May Division Historic District (ID#4758)

Railroad right-of-way from Winslow Junction to Cape May Point, Sea Isle City & Ocean City
DOE: 6/23/2005; SHPO Opinion: 7/2/2004

CORRESPONDENCE

7/29/16 – called office, spoke to Carl O'Hala, he did not think they had any historic codes or guidelines. Said it was a small town and relatively new. Got his email address and he said he would look into it and follow-up with information available.

OBSERVATIONS

West Wildwood is an extremely small town, accessed by a single bridge from the other Wildwoods, and much of the land area is very close to sea level and must be protected by ocean barriers. Many buildings are flood prone and at numerous construction sites homes were seen being raised to safer levels. This in turn has created a juxtaposed streetscape mix of older, single story wooden "shotgun" type of beach homes directly adjacent to raised three story houses with ground level parking, vinyl windows and modern siding. Many residents were friendly and answered questions from the consultant about the historic housing stock.

RECOMMENDATIONS

Before the borough's historic core is no longer recognized, an intensive level architectural survey should be undertaken to determine the significance of the existing homes. The historic preservation element in the master plan is very brief but the fact that it is acknowledged is encouraging. West Wildwood is too small for a formal historic preservation commission, but perhaps the borough could purchase and save one of the older, representative shore homes in town as it becomes available and relocate the historical museum/historical society to their own structure. This will save space in the municipal building and encourage heritage tourism, as visitors will have a place to walk to and visit during down time. Contact the state HPO for further advice on surveying, starting an historical society or creating a preservation committee.

The recommendation for West Wildwood is:

1. Prepare an intensive level Historic Preservation Building Survey (see attached example) for the entire Borough, identifying the possible National or State eligible historic district properties and local cultural resources deserving of further study and/or protection. Consultant should have a minimum of a Bachelor's Degree in architectural history, historic preservation or a closely related field required; must meet Secretary of the Interior's Professional Qualifications Standards in Architectural History (36 CFR Part 61); and have a working knowledge of federal and state cultural resource and historic preservation laws and practices, including NEPA, Section 106 of the National Historic Preservation Act, and CEQA.



Numerous historic homes throughout the Borough were seen being raised out of the floodplain



Bible Church landmark near the municipal building

Historic Preservation Element

west wildwood

Element 5 *Historical Background*

(From the "Borough of West Wildwood 50th Anniversary", 1970)

The importance of the founding and growth of West Wildwood in the early years of the 20th century can be credited to Warren D. Hann. In 1897, Warren came to Wildwood and became a stock holder and superintendent of the Wildwood and Delaware Bay Short Line Railroad. Mr. and Mrs. Hann were living at the Royal Inn in Wildwood when Warren realized the possibility of the development of land immediately west of Five Mile Beach, separated by an inlet. In 1899, he purchased the tract of marshland that became known as West Wildwood.

In 1909, the Wildwood Extension Realty Company suggested building a bridge over Sunset Lake, formerly called Post Creek. In 1910, a proposal was made to have a railroad track over the marshland that is now West Wildwood. The Wildwood and Delaware Bay Short Line Railroad connected with the Reading Lines at Wildwood Junction and W.D. Hann and E. G. Slaughter raised the capital in 1912 to run three miles of track.

In 1915, a Sample Cottage was erected on the property known today as 640 Glenwood Avenue. This property was eventually purchased by Louis Riedenauer, a former Borough Assessor. Mr. Godwin and Mr. Whitely of Philadelphia each purchased a bungalow in 1916 where the present homes located at 705 and 701 Poplar Avenue now stand.

On April 7, 1916, carloads of building material came in on the Reading Railroad for the building operations at West Wildwood. A Casino building was erected at the end of the Island. The second floor of the Casino housed the office of the W.D. Hann Company. The first floor was used for card parties and dances, and in time, became the "Mecca" of the island.

Mr. Robert Horst purchased his first home at 703 Poplar Avenue on July 4, 1917 for $1,000. The land sold for $500 and the bungalow sold for $500. A deposit of $15 was required and delivery was promised in a week. At this time only the shell was erected and three (3) years later Mr. Horst had the interior completed. This bungalow was destroyed by the 1962 storm and Mr. Horst immediately rebuilt in the same spot.

At that time there were no streets, pavements, gas or electric. Fill was being pumped onto the island thus forming the Wildwood Canal. This canal was used by Ben Hann to deliver ice by rowboat to accommodate the home owners.

Early zoning included a dividing line for building restrictions on what is known today as Neptune Avenue. From the Northwest side of Neptune Avenue to the Bay, bungalows only were permitted. From the Southeast side of Neptune Avenue to the present Venice Avenue, cottages only were permitted. Only twenty (20) foot lots could be purchased and the regulation size of the building could not exceed seventeen (17) feet.

By January 12, 1917 twenty-two (22) bungalows had been constructed and preparations were being made to erect fifty-two (52) more by the Hann Brothers. At this time our country entered World War I and restrictions on shipping freight slowed the building progress.

By April 5, 1918 sixty (60) bungalows had been constructed and plans were being made to build forty-five (45) more by the end of the year. Owing to war conditions of the railroads, it became necessary for the West Wildwood Realty company to charter a boat to transport lumber and other necessary material.

On April 20, 1920 West Wildwood became the "newest" Borough in the "oldest" County in New Jersey. This incorporation was made possible by an Act of the Legislature, carving it out of Middle Township.

The first election was held in the Casino Building on Tuesday, August 3, 1920. Of one hundred four (104) names on the registry list, forty-three (43) votes were cast. Warren D. Hann was elected Mayor, Councilmen elected were Samuel Donaldson, Effenger Kline, Eugene Lennon, Samuel McCoy, Howard Smith and Isaac Weaver. Treasurer was Harold Skirving; Assessor, J. Lowis Bachofer, and George Roth was Justice of the Peace. Borough Council elected to hold meetings in the Casino.

Mail service started in 1921 and in June of that year, phone lines entered the borough and a franchise was given for a bus line. A building boom was taking place, $175,000, in new buildings were erected from October 1921 to October 1922.

On July 4, 1921, before a large summer crowd, the fire company (organized in 1920), demonstrated their new chemical and pumping engine. This engine was capable of pumping three streams from the canal or lake with sufficient hose to reach across the town.

Thirty (30) families stayed in West Wildwood for the winter of 1921 and fifteen (15) children were transported to the Wildwood Public Schools.

On August 3, 1929, the new Fire House was dedicated in West Wildwood. The new building, constructed entirely of brick at a cost of $15,000, was to be used as a community center. The first floor was to house the fire apparatus. The second floor was used as a community center with a room as a council chamber for the Borough. In addition, facilities for the police department and cells for prisoners were provided. A fully equipped kitchen was in the new building. Funds for the new hall were raised by the community.

From 1930, the year around population continued to grow, with a leveling off over the past twenty years. In 1978, there were less than 300 permanent residents; currently there are roughly 450.

Borough Hall maintains photo albums and other documentation of West Wildwood history available to the public.

14 Wildwood City

BRIEF HISTORY

Wildwood is a city in Cape May County, New Jersey. The Wildwoods is used as a collective term for the four communities that have "Wildwood" as part of the municipality name — the Borough of Wildwood Crest, City of Wildwood, Borough of West Wildwood and the City of North Wildwood — together with Diamond Beach, which is a portion of Lower Township situated on the island. The city, and the surrounding communities that share the name, derives its name from the wild flowers found in the area.

Wildwood was originally incorporated as a borough by an act of the New Jersey Legislature on May 1, 1895, from portions of Middle Township, based on the results of a referendum held the



City of Wildwood Municipal Building

previous day. On January 1, 1912, Wildwood was incorporated as a city, replacing both Wildwood borough and Holly Beach City.

The Wildwoods began developing as a resort in the last decade of the 19th century. A building boom began in the 1950s, due partially to the construction and completion of the Garden State Parkway in 1955.

Wildwood is home to over 200 motels, built during the Doo-Wop era of the 1950s and 1960s, in an area recognized by the state of New Jersey, known as the Wildwoods Shore Resort Historic District. The term "doo-wop" was coined by Cape May's Mid-Atlantic Center For The Arts in the early 1990s to describe the unique, space-age architectural style, which is also referred to as the

Googie or populuxe style. The motels are unique in appearance, with Vegas-like neon signs and fantastic architecture. New construction in the area has recently seen the demolition of several motels to make room for larger condominiums. The Wildwood Doo Wop Preservation League has taken action to help save and restore these historic buildings. The Caribbean Motel in Wildwood Crest and the Chateau Bleu Motel in North Wildwoods are both listed on the National Register of Historic Places.

The story of modern Wildwood and her sister communities began in 1880, the result of a man's concern for his wife's health. Sarah Andrews became ill in Vineland and the doctor advised her husband, Aaron, to take her to Townsend's Inlet to recuperate. There they became friends of the Joseph Taylor family of Philadelphia. Both families returned the following year, determined to acquire seashore homes. John Burke, a real estate salesman from Vineland, brought them to a tract of land in the center of Five Mile Beach. Impressed, the trio joined with Nelson Robert, Latimer Baker, and Robert Young to form the Holly Beach City Improvement Co., and in 1885 Holly Beach Borough was incorporated.

Philip Pontius Baker had accompanied his brother, Latimer, to Five Mile Beach in 1881 and he, too, was impressed. As Holly Beach developed, Philip and Latimer, together with a third brother, J. Thompson Baker, organized the Wildwood Beach Improvement Co., to develop the Wales-Physick Tract, just north of Holly Beach. Their dream led to incorporation of the Borough of Wildwood in 1895. Seventeen years later, in 1912, Holly Beach and Wildwood consolidated as the City of Wildwood.

The idea of a boardwalk originated when a railroad conductor, Alexander Boardman, got tired of cleaning beach sand from his trains. He suggested constructing a wooden walkway for seaside strolls. Thirty years later the City of Wildwood laid its first boardwalk directly on the sand along Atlantic Avenue, from Oak Avenue to Maple Avenue, just 150 yards long. Each fall it was taken up and stored for the winter. In 1903 Wildwood's leaders decided to provide a wide, elevated walkway closer to the ocean. It connected with Ocean Pier, the first amusement pier to be opened, at Poplar Avenue. During the first decade of the 20th century, the boardwalk spread across the shoreline, from Second Avenue in North Wildwood to Cresse Avenue in Wildwood. Another boardwalk from Cresse to Aster Road in Wildwood Crest washed away in 1909 and was replaced by Seaview Avenue.

NATIONAL and STATE REGISTER OF HISTORIC PLACES LISTINGS

Atlantic City Railroad Cape May Division Historic District (ID#4758)
Railroad right-of-way from Winslow Junction to Cape May Point, Sea Isle City & Ocean City
DOE: 6/23/2005; SHPO Opinion: 7/2/2004

J. Thompson Baker House (ID#3065)
3008 Atlantic Avenue; NR: 5/31/1996 (NR Reference #: 96000551); SR: 4/10/1996; COE: 11/30/1995

Marine National Bank Building (ID#3700)
3301 Pacific Avenue; NR: 12/20/2000 (NR Reference #: 00001494); SR: 10/27/2000

Motels of the Wildwoods MPDF (ID#4240)
NR: 3/25/2004 (NR Reference #: 64500880); SR: 1/16/2004; Also located in: Cape May County, North Wildwood City, Cape May County, Wildwood Crest Borough

Wildwoods Shore Resort Historic District (ID#4192)
Roughly bounded by East Topeka, Atlantic, Andrews and Beach avenues; SHPO Opinion: 7/23/2003

CORRESPONDENCE
<cwood@wildwoodnj.org> Tue, Aug 9, 2016 at 11:15 AM
Sorry for the delay, no historic commission in Wildwood.
Chris Wood, City Clerk

Boyer Museum George F <wildwoodhistoricalsociety@hotmail.com> Sunday, September 11, 2016 10:08 AM
There is a Doo Wop Preservation League in Wildwood, but I don't know if there is a Wildwood historic commission.
Kathy Skouras, President
Wildwood Historical Society
3907 Pacific Avenue, Wildwood, NJ 08260
Tel 609.523.0277

OBSERVATIONS
According to the 1999 HPO Directory, there was at one time a Wildwood City Historic Preservation Commission. BRPA was not able to contact anyone who remembered the HPC and numerous people questioned why the city would have the need.

> Wildwood City Historic Preservation Commission
> Todd Kieninger, Secretary
> 4400 New Jersey Avenue, Wildwood, NJ 08260
> (609) 522-2444

BRPA contacted the city clerk, the president of the historical society museum, the Doo-Wop Preservation League, Jack Morey, Al Brannen, Ceil Davis, and Dan MacElrevey all to no avail. It seemed there was a wave of enthusiasm for preserving the Wildwoods in the late 1990s, including a 1998 Master Plan prepared by Venturi, Scott Brown and Associates, Inc. (see attached), that attempted to infuse design guidelines and architectural preservation into the discussion. This passion does not seem to still exist in the area.

The Wildwood Historical Society / George F. Boyer Museum is still in existence and serves

the area, "...in January of 1962, Boyer was appointed to the city's newly established historical commission and became the first president of the Wildwood Historical Society. Tireless in his efforts to collect and preserve local artifacts, Boyer spoke to school and church groups as well as civic organizations, urging them to "act now...to gather those irreplaceable links with the past and preserve them for generations to come." Founded by Boyer, Wildwood's first historical museum opened in 1963, on the 2nd floor of the Municipal Building. In October 1976, the City of Wildwood honored Boyer for his "long and devoted service" by renaming the museum, the George F. Boyer Historical Museum. He passed away a month later, but his legacy lives on. The museum, now located at 3907 Pacific Avenue, continues to welcome visitors and locals alike, just as it did a half-century ago under Boyer's care."

RECOMMENDATIONS

At 5,200+ residents, Wildwood would be hard pressed to host both a vibrant historical society museum and a historic preservation commission. Potential commissioners and their level of commitment should be investigated further. The now defunct commission's records should be located, digitized and permanently stored in a safe, archival manner for future information. It is imperative that the city conduct an architectural survey and draft an historic preservation element of the master plan to identify potential historical and cultural resources worthy of protection. Wildwood's Master Plan was not available to BRPA for study.

The recommendations for Wildwood City are:

1. Prepare a Historic Preservation Building Survey (see attached example) for the entire City, identifying possible National or State eligible properties and local cultural resources deserving of further study and/or protection. Consultant should have a minimum of a Bachelor's Degree in architectural history, historic preservation or a closely related field required; must meet Secretary of the Interior's Professional Qualifications Standards in Architectural History (36 CFR Part 61); and have a working knowledge of federal and state cultural resource and historic preservation laws and practices, including NEPA, Section 106 of the National Historic Preservation Act, and CEQA.
2. Prepare a Historic Preservation Element of the Master Plan (see attached example) prepared by a New Jersey professional planner with experience conducting research, writing, and consulting in American architectural history with a consulting firm, agency, or other professional organization and some experience working on National Register Nominations.
3. Find the old 1990s draft of the Wildwood Historic Preservation Commission and consider reviving it per current state standards. Contact the HPO for further assistance.

1998 Master Plan Proposal

wildwood city



MASTER PLAN FOR WILDWOOD, NEW JERSEY

UNIVERSITY OF PENNSYLVANIA, YALE UNIVERSITY,
KENT STATE UNIVERSITY

Architects: Venturi, Scott Brown and Associates, Inc.

Location: Wildwood, NJ

Clients: The Wildwood Communities, The Doo Wop Preservation League, and The Wildwood Convention and Business Bureau

Completion: 1998

Working with students from the Schools of Architecture at the University of Pennsylvania, Yale University, and Kent State University, VSBA undertook a year-long urban design analysis of the three Wildwood communities along New Jersey's southern shore. Funding for the project was supplied by the Wildwood communities, the Morey Organization, and the Convention and Business Bureau.



This project resulted in a range of private and community-sponsored improvements, many adapted from preservation standards for 1950s-era motels, including the creation of a Doo Wop historical district, new gateways, and information centers, as well as improvements to boardwalks and main streets.



The study involved theclose participation of local residents, government officials, and businesses, and has resulted in an ongoing action plan directed at the revitalization of this quintessential 1950s seaside resort.



VSBA report cover, and life on the beach and boardwalk



Student study montage and boardwalk images

15 Wildwood Crest

BRIEF HISTORY

Wildwood Crest is a borough in Cape May County, New Jersey. Wildwood Crest was incorporated as a borough by an act of the New Jersey Legislature on April 6, 1910, from portions of Lower Township. The area of the borough was first developed by Philip Baker in the 1910s as a southern extension to the resort of Wildwood. The borough's name comes from Wildwood, which in turn was named for the area's wild flowers.

The motels of Wildwood Crest are characterized by a distinctive "Doo Wop" or Googie style of architecture. Collectively, Wildwood and Wildwood Crest contain the nation's largest collection of mid-century "Doo Wop" resort architecture.

The term "Doo Wop" was coined by the Mid-Atlantic Center For The Arts in the early 1990s to describe the unique, space-age architectural style that was common in the 1950s and 1960s. Post World War II America was an optimistic, confident, and enthusiastic society. The new age style of architecture evolved into a showcase of colorful, flashy, modernistic architecture that captured the



Wildwood Crest Borough Hall

spirit of the times; it incorporated modern, sweeping angles, bright colors, starbursts, boomerang shapes, plastic palm trees, and angular wall and roof styles. "Doo Wop" was a celebration of the architecture, design, music, and pop culture of the 1950s and 1960s. During the 1950s, the economy had grown to unprecedented levels. Americans achieved a level of prosperity they

had never known before. In response to this unprecedented growth, hundreds of motels were constructed in Wildwood and Wildwood Crest with the distinct "Doo Wop" style of architecture. The first motel to reflect this style was the Ebb Tide Motel, constructed in 1957, which was designed and built by Will and Lou Morey, who specialized in such designs.

Several "Doo Wop" motels, such as the Caribbean Motel, are registered on the National Register of Historic Places. In recent years, historic "Doo Wop" motels have been demolished to make way for the construction of uninspiring condominiums, leading to organized efforts to preserve the remaining hotel examples.

NATIONAL and STATE REGISTER OF HISTORIC PLACES LISTINGS

Atlantic City Railroad Cape May Division Historic District (ID#4758)
Railroad right-of-way from Winslow Junction to Cape May Point, Sea Isle City & Ocean City
DOE: 6/23/2005 ; SHPO Opinion: 7/2/2004

Caribbean Motel (ID#4485)
5600 Ocean Avenue; NR: 8/24/2005 (NR Reference #: 05000915); SR: 6/23/2005

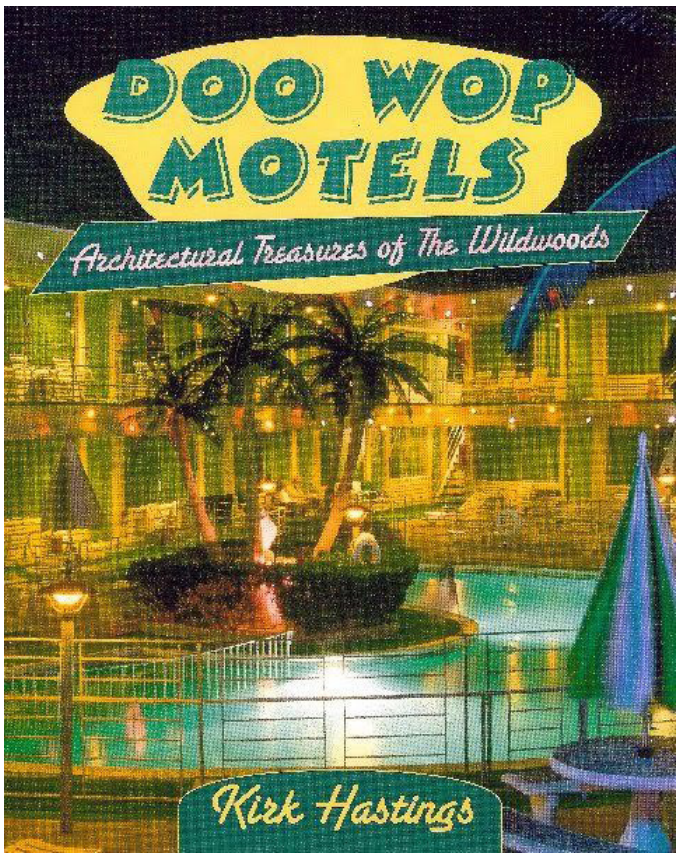
Motels of the Wildwoods MPDF (ID#4240)
NR: 3/25/2004 (NR Reference #: 64500880); SR: 1/16/2004; (See individual listings in Cape May County, Wildwood City, North Wildwood City, or Wildwood Crest Borough)

Ocean Crest Hotel (ID#3519)
5509-5511 Pacific Avenue SHPO Opinion: 8/29/1997

Wildwoods Shore Resort Historic District (ID#4192)
Roughly bounded by East Topeka, Atlantic, Andrews and Beach avenues; SHPO Opinion: 7/23/2003

CORRESPONDENCE
Mon, Aug 15, 2016 at 1:29 PM
Kammer, Claudia <CKammer@wildwoodcrest.org>
Dear Mr. Ross,
I have attached excerpts of references to "historic" or "historical" from the Code of the Borough of Wildwood Crest. There is not much in the Code related to historical preservation. There is a nonprofit Historical Society in the Borough that may be able to provide you with more information. They can be reached at 6097294515 and their website is, www.cresthistory.org/home.html.
I hope this is of some help.
Sincerely,
Claudia Kammer

Fri, Aug 12, 2016 at 10:59 AM
KirkHastings5@aol.com <KirkHastings5@aol.com>
I received your phone call and e-mail.
Unfortunately, there are no laws, ordinances, or official rules in Wildwood Crest for architectural preservation whatsoever. Such laws have been attempted from time to time to protect the mid-century modern motels located here, but the public has always rejected them, because they are more concerned with being able to freely alter and sell their buildings rather than preserve them. This is a shore resort town, and money has always been the guiding force here. Because of this, we have lost approximately 50% of our mid-century buildings to condo development in the last 20 years. More will probably follow.
I wrote a photo/history book a few years ago on Wildwood's mid-century motels called "Doo Wop Motels: Architectural Treasures Of The Wildwoods" (Stackpole Books). Unfortunately, it didn't help to inspire many people to preserve these buildings.
That's about it. Wish I had better news to share.
Sincerely,
Kirk Hastings
President
Wildwood Crest Historical Society



OBSERVATIONS

Wildwood Crest had, prior to 2008, attempted numerous times to establish an historic district, including a National Register District centered on the 34 or so identified "contributing" Doo-Wop style hotels from the 1950s -60s. Currently approximately 15 - 16 have been lost just in recent years due to developmental pressures near the ocean. Kirk Hastings, President of the Historical Society, wrote a book, "Doo-Wop Motels: Architectural Treasures of the Wildwoods," to try and raise awareness before these gems were all lost. After speaking with numerous individuals, it appears there is no impetus to start a "strong" historic commission or complete the National Register Nomination. Many feel there are now not enough "contributing" hotels remaining to even warrant a NR district nomination.

From the Doo-Wop Preservation League:

> "The proposed "Doo Wop Historic District"
> aka the Wildwoods Shore Resort Historic District
>
> The strip along Ocean Avenue between Cresse Ave and Farragut Rd in Wildwood Crest is home to the nation's largest concentration of original "Doo Wop" resort architecture built during the period including the 1950s, 1960s and early 1970s.
>
> Dramatic and unusual angles, flat roofs, glass walls, flying saucers, spaceship lights, tiki heads, lava rock walls, zig-zag balconies, sputnik satellites, a rich palette of vivid colors, open-air building layouts and large, captivating neon signs define this remarkably unique district of hotels and motels that were built during the era of space-age glamour and Polyneisan pop.
>
> It is the mission of the Doo Wop Preservation League, together with the state of New Jersey, national historic preservation, and supporters from all over the country and the world to have this district listed on the National Register of Historic Places, officially establishing the "Doo Wop Historic District" as one of the most unique and exciting resort attractions in America.
>
> Having your hotel/motel property listed on the prestigious National Register as part of a 'historic district' provides a number of incentives and solutions for maximizing your property's value and profitability that would otherwise be unavailable.
>
> The establishment of a historic hotel/motel district in this area will allow substantial economic support to become available to property owners in the form of tax credits, grants and other incentives to encourage restoration, renovation, modernization and expansion of "Doo Wop" properties along with new construction and development that adds to the "Doo Wop" character of the area, while affording property owners complete and total freedom over their properties.
>
> The historic district comes with NO strings attached... NO restrictions on private property

(we don't know why you would, but if you really want to tear down a Doo Wop building, you still can), NO formal design reviews for renovations (paint it pink, paint it blue, paint it black, whatever catches your fancy), NO problems! This type of historic district designation (unlike the strict ordinances that exist in Cape May and other traditional historic preservation districts) provides nothing but INCENTIVES to make preservation, restoration and expansion of existing Doo Wop properties as economically feasible (and flexible!) as possible for current property owners and potential new investors, at their own discretion. The idea is to create an environment in Wildwood Crest that allows property owners as well as outside investors and entrepreneurs to preserve our wonderfully unique and valuable "Doo Wop" properties while expanding and adapting them for maximally PROFITABLE use.

The Doo Wop Preservation League wants nothing but that which gives the Wildwoods and all of its property and business owners the best chance to be as successful as possible in the long term. We feel that preserving, promoting and expanding upon the exciting "Doo Wop" character that is unique to the Wildwoods (and the Wildwood Crest motel district in particular), has been enjoyed by residents and tourists for decades, and has recently been the subject of renewed interest by up-and-coming younger generations, baby-boomer nostalgians, and some of the most prominent travel, lifestyle and architecture publications in the world, is without a doubt the best way to accomplish this goal.

The DWPL needs the support of residents, tourists, and property owners alike in accomplishing our goal of listing the Wildwood Crest hotel/motel district on the National Register of Historic Places and convincing the Wildwood Crest commission and planning board to modify its ordinances to allow and encourage historic "Doo Wop" properties to be adapted and expanded for profitable use, while encouraging new construction to be consistent with the Doo Wop character of the district."

RECOMMENDATIONS

The Borough's zoning code already allows for, "Variances for Historic Structures - Variances may be issued for the reconstruction, rehabilitation, or restoration of structures listed on the National Register of Historic Places or the State Register of Historic Places without regard to the procedures, considerations, or findings set forth in this Section." The Borough should expand upon this by collaborating with the drafters of the proposed M1 Motel Zone revisions (see attached) which offer some additional zoning provisions for the redevelopment of historic Doo-Wop motel sites. Before it is too late, architectural surveying and a draft historic preservation element of the master plan should be undertaken.

The recommendations for Wildwood Crest are:

1. Prepare a Historic Preservation Building Survey (see attached example) for the entire Borough, identifying the possible National or State eligible historic district properties and local cultural resources deserving of further study and/or protection. Consultant should



Revival style mansions are still found in abundance



The Caribbean Hotel, an excellent restored example of the Doo-Wop style of the late 1950s - 1960s

have a minimum of a Bachelor's Degree in architectural history, historic preservation or a closely related field required; must meet Secretary of the Interior's Professional Qualifications Standards in Architectural History (36 CFR Part 61); and have a working knowledge of federal and state cultural resource and historic preservation laws and practices, including NEPA, Section 106 of the National Historic Preservation Act, and CEQA.

2. Prepare a Historic Preservation Element of the Master Plan (see attached example) prepared by a New Jersey professional planner with experience conducting research, writing, and consulting in American architectural history with a consulting firm, agency, or other professional organization and some experience working on National Register Nominations.
3. Based on the survey results, consider writing and completing the National Register of Historic Places Nomination Report for the historic hotel area and submitting to the HPO for review and comment, ultimately leading to a SHPO Opinion or a Determination of Eligibility (DOE).

Proposed Ordinance - M1 Zone

wildwood crest

The Ten Point Plan for Lodging in the Wildwood Crest M1
(hotel/motel/multifamily) zone

The following plan has been submitted to the Wildwood Crest planning board and outside planning consulting firm "Heyer, Greul & Associates" for incorporation into the new Wildwood Crest Master Plan including major revisions to the borough's M1 zone. The primary objective of this plan is to encourage the maintenance of a viable lodging industry in Wildwood Crest while preserving the midcentury/ Doo Wop character of the historic motel district.

1. An increase in building heights to allow for added floors to accommodate new or larger motel suites, game rooms, coffee shops and other amenities expected by modern travelers so long as the building continues operating as a motel or hotel as defined in Addendum A. The increase will vary from one municipality to another depending on current heights but a minimum of two additional floors or twenty foot increase are an essential part of the plan. The building will maintain the current footprint, setback and open design loved by residents and tourists alike to provide the view corridors between buildings that are unique to the Wildwoods and sadly missing in other resorts.

2. The historic one parking place per unit should be permitted for motel rooms up to 800 square feet.

3. Eight foot wide parking spaces and tandem onsite parking to keep automobiles off public streets as was standard for half a century in the resort to keep automobiles off public streets.

4. Four foot setbacks in the rear of motels that maintain current footprints.

5. Elimination of any "step back" requirements for fronts, sides and rears of upper floors so long as the property maintains that footprint.

6. Permit additional amenities such as gift shops, coffee shops, game rooms and meeting rooms without requiring additional parking.

7. There should be a liberalization of zoning impacting on signage to encourage both attached and freestanding signs. In addition, larger and more active signs such as the recent Commerce Bank sign on Rio Grande Avenue with movement and flashing logs should be encouraged.

8. Midcentury architecture should be adopted under the supervision of a review board of lodging operators and owners established by the municipality.

9. There should be a stated and explicit policy for liberalized incentive zoning with allowances for variances to encourage creativity, such as permitted use of off premise parking.

10. Establish a new "Mixed Resort Use" category that qualifies for all incentives provided for lodging properties in a motel district so long as renovations and/or expansion retains the pre-conversion room count of units operating as a motel or hotel. Hotel operation is defined in Addendum A. Mixed Resort

Use permits combining larger hotel-like condominium units with the motel/hotel units for sale to finance expansion and renovation while still qualifying as a motel for purposes of zoning, increased heights and other motel/hotel incentives. Municipalities may elect to place deed restrictions or other

contingencies to assure continued operation of the required number of motel/hotel units per the standards of

Addendum A.
If the existing building cannot accommodate the expansion and added floors for mixed resort use, there should be an alternative of demolishing the existing building to reconstruct for mixed resort use utilizing the same footprint, setbacks and midcentury design so long as the replacement building provides at least the pre-demolition hotel or motel room count as defined in Addendum

Addendum A: What is a Motel?
To qualify for motel/hotel incentives and liberalized zoning, a building and its operation must meet all the following qualifications:

1. They shall offer hotel/motel services to the general public;

2. They rent only transient lodging in the form of motel and hotel rooms to the general public without leases for one or more days but not exceeding 120 days;

3. They shall maintain a front desk to serve guests and the public;

4. They shall provide maid service and other room amenities including lines and towers in a manner expected from the traveling public reserving hotel and motel rooms;

5. They shall employ a manger and/or desk staff meeting the requirements of state lodging laws and state swimming pool regulations to provide those services expected at hotels and motels;

6. They shall advertise in appropriate media promoting the property to the general public as a motel or hotel offering motel-like services, and;

7. They shall pay sales and use tax, tourism tax, and tourism fees on revenue generated from the above sales and services. Buildings that do not operate as a motel or hotel will not be eligible for hotel/motel incentives.

16 Woodbine

BRIEF HISTORY

Woodbine is a borough in Cape May County, New Jersey. Woodbine was incorporated as a borough by an act of the New Jersey Legislature on March 3, 1903, from portions of Dennis Township. Woodbine was founded in 1891 as a settlement for Eastern European Jews. The Baron DeHirsch Fund, organized by philanthropist Maurice de Hirsch, purchased 5,300 acres of land in Dennis Township, in Cape May County, New Jersey to start a settlement. Immigrants from Poland and Russia were invited to settle the new community. Within two years, they cleared the forest and built a town and thriving farms. 800 acres of land were set aside as town lots. The residential center of Woodbine still uses the same grid that was originally laid out in 1891. Using modern agricultural practices, the first colonists (Woodbine was sometimes called the "Jewish Colony" in the early days) turned Woodbine into a model agricultural community. Because most of the original settlers were Jewish, Woodbine became known as "the first self-governing Jewish community since the fall of Jerusalem."

The community started the Baron DeHirsch Agricultural College in 1894. Until it was closed during World War I (1917), the college was a model of progressive education. The college and its graduates won many state, national, and international awards. World War I, however, signaled a change in the community from an agricultural economy to one with a light manufacturing economy. The Baron DeHirsch Agricultural College became what is today the Woodbine



Woodbine Municipal Building

Developmental Center, a state-run facility for training the mentally-handicapped. The Developmental Center is Cape May County's largest employer. During World War II, the United States Army built an airfield in Woodbine to be used as a training base and as a base for anti-submarine patrols. German U-boats were very active off the East Coast of America, especially off the Jersey coast. Today, Woodbine Municipal Airport is the center of Woodbine's redevelopment efforts.

In the language of flowers, the word "Woodbine" means "honeysuckle," and implies a bond of love as is suggested by the plant's twining growth habit that embraces trees and other plants. Local attractions include a borough-long bicycling and walking path, which is part of the state High Point to Cape May Bicycle Route. This path leads to Woodbine's airport, as well as the first completed leg of the county-long Belleplain State Forest to Cape May Park bike path. In addition, Woodbine is on the New Jersey Coastal Heritage Trail, and is near the Cape May National Wildlife Refuge.

As a tribute to his father and in recognition of Woodbine's rich heritage, Michael Azeez undertook the project of renovating and restoring the Brotherhood Synagogue. The award-winning restoration project was completed in 2003, with the Brotherhood Synagogue being transformed into the Sam Azeez Museum of Woodbine Heritage. The museum chronicles the history of Woodbine from its early settlers to today. Significantly, it preserves and displays a wealth of history, personal accounts, historical images, documents and artifacts that detail the story of the town's beginnings.

NATIONAL and STATE REGISTER OF HISTORIC PLACES LISTINGS

Woodbine Brotherhood Synagogue (ID#1018)

612 Washington Avenue NR: 9/17/1980 (NR Reference #: 80002479) SR: 6/25/1980

OBSERVATIONS

The consultant attended a funding strategy meeting with Mayor William Pikolycky, Donna Matalucci, Executive Director of the Cape May County Museum, Howard Aaronson, President of the Cape May County Museum, and Michael Zumpino, CEO of Triad Associates at the Cape May County Historical & Genealogical Society on August 18, 2016. Participants toured the buildings and grounds and discussed various ways to attract visitors to the museum and increase overall funding for future maintenance projects. The state of historic preservation in the county as a whole was also contemplated including the role of the county museum as a facilitator or leader for the other local nonprofit organizations and historical societies.

The consultant then discussed local preservation efforts and past accomplishments at length with the mayor before attending the Borough Council meeting at the restored Old Borough Hall/Firehouse in the center of Woodbine. The meeting was attended by two Cape May County Freeholders and other dignitaries, who were commemorating the 125-year anniversary of the Founding of Woodbine. Grants, such as a recent award from the USDA, were discussed. Under the Mayor's leadership, Woodbine has been very successful at securing municipal grants and

funding for various projects to improve the quality of life in the Borough. The consultant spoke at the meeting about the Circuit Rider project and the ongoing efforts to save historic buildings in Cape May County.

Woodbine is constrained by development from the New Jersey Pinelands Commission (Bylaws attached). The Pinelands Commission creates and implements the Comprehensive Management Plan (CMP). The Comprehensive Management Plan is the body of rules which carries out the mandates of the 1979 New Jersey Pinelands Protection Act and the Federal National Parks and Recreation Act of 1978 to promote orderly development in the Pinelands so as to preserve and protect the significant and unique natural, ecological, agricultural, archaeological, historical, scenic, cultural and recreational resources of the Pinelands. The Commission has the power to override all local land use and development regulations, and municipalities are required by law to conform their local master plans and zoning ordinances to the regional plan.

RECOMMENDATIONS

The implications of the Pinelands Commission was discussed with the Mayor as it relates to historic preservation and the possibility for historic infill redevelopment in the downtown district. The merits of a local historic preservation ordinance and commission were contemplated but did not seem to be the right fit for a small town such as Woodbine. The consultant raised the need to do historic surveying to determine what actual cultural resources are still available for further study and how best to protect them in the future. Woodbine has a proven track record with applying for and obtaining grants and these skills could be utilized to secure future project funding to move forward with such a project.

The two recommendations for Woodbine are:

1. Prepare a Historic Preservation Building Survey (see attached example) for the entire Borough, identifying possible National or State eligible properties and local cultural





Barton Ross speaking at the Borough Council meeting 8/18/16



Woodbine Old Borough Hall/Fire Department



Woodbine Synagogue with modern addition approved by the Pinelands Commission

resources deserving of further study and/or protection. Consultant should have a minimum of a Bachelor's Degree in architectural history, historic preservation or a closely related field required; must meet Secretary of the Interior's Professional Qualifications Standards in Architectural History (36 CFR Part 61); and have a working knowledge of federal and state cultural resource and historic preservation laws and practices, including NEPA, Section 106 of the National Historic Preservation Act, and CEQA.

2. Prepare a Historic Preservation Element of the Master Plan (see attached example) prepared by a New Jersey professional planner with experience conducting research, writing, and consulting in American architectural history with a consulting firm, agency, or other professional organization and some experience working on National Register Nominations.
3. Woodbine may want to explore having the Planning Board serve as the historic preservation commission with the power to issue Certificate of Appropriateness Resolutions. Because the borough is small, this should not significantly stress the member's workloads. This idea should be explored with an Ordinance Committee, board attorney and in collaboration with the state HPO to discuss what type of protections for historical and cultural properties is needed within the municipality to protect the borough's potential for heritage tourism and increased quality of life.

Pinelands Commission Bylaws

woodbine

NEW JERSEY PINELANDS COMMISSION

BY-LAWS

(Adopted June 1, 1979, as amended May 9, 1997)

PREAMBLE

This body corporate and politic having been created by the "Pinelands Protection Act," P.L. 1979 c. 111, (the "Act"), is named the Pinelands Commission (the "Commission") and pursuant to Section 6(a) of the Act, is authorized to make and alter such By-Laws for its operations, internal management, and for the conduct of its affairs and business. The By-Laws of the Commission are as follows:

I. The Commission

Section 1. Purpose. The Pinelands Commission is established as a regional planning and management body by L. 1979, c. 111 (N.J.S.A. 13:18A-1 et seq.), pursuant to P.L. 95-625, §502.

Section 2. Functions. The functions of the Commission are:

(a) to develop a comprehensive management plan for the Pinelands in accordance with L. 1979, c. 111, §6, and 95-625, §502(d)-(f).

(b) to evaluate and take action upon applications proposing development and construction in the Pinelands, in accordance with L. 1979, c. 111, §10 and §14, and 95-625, §502(i).

(c) to review and certify county and municipal master plans pursuant to L. 1979, c. 111, §12.

(d) to identify lands which are desirable for public acquisition to insure the preservation of the Pinelands pursuant to L. 1979, c. 111, §6(1).

(e) additional functions as delegated to the Commission by the Legislature in L. 1979, c. 111, and as may be delegated to the Commission by the Legislature hereafter.

Section 3. Offices. The principal office of the Commission shall be located in the Township of Pemberton, County of Burlington, State of New Jersey. The Commission may have offices at such other places within the State of New Jersey as its business may require or make desirable as determined by the Commission.

Section 4. Seal. The Commission shall have a seal which shall bear the words and shall be of such design as determined by the Commission.

Section 5. Membership. The Commission shall consist of 15 members, appointed in accordance with the Act.

II. Officers

Section 1. Number. The officers of the Commission shall be a Chair, Vice Chair, Secretary, and Executive Director. The Commission may also appoint such other officers as it shall deem necessary who shall hold their offices for such terms as shall be determined by the Commission and who shall exercise such powers and perform such duties as shall be determined from time to time by the Commission.

Section 2. The Chair shall:

(a) preside at all meetings of the Commission;

(b) rule on all questions of order, subject to appeal to the Commission;

(c) create Committees in consultation with the Commission;

(d) appoint Committee members and designate the Chairs thereof as necessary;

(e) sign all resolutions adopted by the Commission, and any other legal document or instrument authorized by the Commission;

(f) submit such recommendations and information as he/she shall deem necessary concerning the business, duties and offices of the Commission;

(g) have such other duties and powers as conferred upon him/her by these By-Laws or by any resolution adopted by the Commission; and

(h) designate an acting Chair for the conduct of a meeting and signing of resolutions, based upon member seniority, should both the Chair and Vice Chair be absent from a Commission meeting.

Section 3. Vice Chair. The Vice Chair shall perform the duties of the Chair in the event that the Chair is unable to perform such duties by reason of illness, disability, absence, or when requested to perform such duties by the Chair. The Vice Chair shall perform such other duties as may from time to time be assigned by the Chair of the Commission.

Section 4. Secretary. The Secretary shall keep the official records of the Commission, minutes of the actions taken at the meetings of the Commission, and the seal of the Commission; shall certify, when required, copies of records; and shall, from time to time, perform such other duties as shall be assigned to him/her by the Commission. The Secretary may adopt a facsimile signature to be utilized in the performance of assigned responsibilities.

Section 5. Executive Director. The Executive Director shall have all the power delegated to him/her in accordance with these By-Laws, actions of the Commission, or otherwise pursuant to the provision of the Act. He/she shall, subject to the provisions of these By-Laws, be generally in administrative charge of all activities of the Commission. The Executive Director shall designate an Assistant Director to act in his/her place in the event of his/her absence. In the event the Office of Executive Director is vacant the Chair shall designate an Acting Director to fill the office until such time as the Commission acts to appoint an Acting Director. The Executive Director shall:

(a) perform such other duties as are incidental to the office as may be assigned from time to time by the Commission;

(b) have the power to appoint, promote, remove, discipline and supervise employees in accordance with the personnel policies of the Commission;

(c) administer the affairs of the Commission for the efficient, orderly and economical administration of all the administrative and executive affairs of the Commission;

(d) contract for and purchase goods and services in an amount not to exceed that which has been delegated to state agencies pursuant to N.J.S.A. 52:25-23 and approve payments, with concurrence by a duly authorized Commission member, for all goods and services purchased by the Commission;

(e) from time to time, report to the Commission all contracts, purchase orders and change orders entered into pursuant to these By-Laws and appropriate financial information; but the failure of the Executive Director to report the same shall not affect the validity of any action taken by the Executive Director with respect thereto;

(f) in his/her discretion, delegate, in whole or in part, any duty or authority conferred upon him/her by the By-Laws, the comprehensive management plan, or any resolution adopted by the Commission to any member of the staff or agent of the Commission; and

(g) review all applications for construction or development or certification in the Pinelands and shall submit recommendations thereon to the Commission in accordance with the procedures established by the Commission for processing such applications.

Section 6. Selection and Terms of office. The Chair of the Commission shall be appointed by the Governor in accordance with Section 5 of the Act. The Vice Chair shall be elected annually from among the remaining members of the Commission. The Secretary may be the Executive Director of the Commission. The Executive Director shall not be a member of the Commission and shall serve at the pleasure of the Commission. The Executive Director shall hold office for such term or period of time and at such salary as the Commission shall determine. Vacancies in any office, other than in the office of the Chair, may be filled by the Commission as appropriate under this Section.

Section 7. Vacancies. Any vacancies occurring among the members of the Commission by reason of death, resignation, disqualification, incapacity to serve, removal from office in accordance with law, or otherwise, shall be filled in the manner provided for by the Act. No vacancy in the membership of the Commission shall impair the right of a quorum of its members to exercise all the rights and perform all the duties of the Commission.

Section 8. Expenses. Each member of the Commission shall be entitled to seek reimbursement for actual expenses necessarily incurred in the performance of Commission duties, pursuant to policies established by the Commission.

Section 9. The Secretary shall:

(a) attend all meetings of the Commission and act as Secretary thereof and record all notes and shall keep a record of the proceedings at all meetings of the Commission in a minute book and a resolution book or both, which shall be open at all reasonable times to inspection by any member of the Commission or member of the public; and

(b) cause a true copy of the minutes of every meeting to be prepared and delivered to the Governor pursuant to L. 1979, c. 111, §5(h);

(c) maintain records of the Commission's transactions, communications and proceedings, and such records shall be open at all reasonable times to inspection by any member of the Commission;

(d) keep in safe custody the seal of the Commission and shall affix such seal to all papers authorized to be executed by the Commission requiring such seal to be affixed;

(e) cause copies to be made of all minutes, resolutions and other records and documents of the Commission and give certificates under the seal of the Commission to the effect that such copies are true copies and all persons dealing with the Commission may rely on such certificates; and

(f) sign all resolutions authorized and adopted by the Commission.

III. Meetings

Section 1. General Powers. The property, affairs, and business of the Commission shall be managed by the Commission to the extent allocated to it by the Act.

Section 2. Regular Meetings. Regular monthly meetings of the Commission shall be held at a time and place to the designated by the Commission. Adequate notice as defined under the Open Public Meeting Act ("OPMA"), P.L. 1975 c. 231, shall be given by the Secretary.

Section 3. December Meeting. The Commission shall at its regularly scheduled December meeting establish its meeting schedule for the following year and adopt the annual notice of meetings required by the OPMA.

Section 4. Annual Organization Meeting. At the regularly scheduled July meeting the Commission shall take the following actions:

(a) elect a Vice Chair and the Chair shall appoint Committee Chairs and membership; and

(b) adopt a budget for the fiscal year beginning July 1. If for reasons beyond the Commission's control this is not possible the Commission shall announce its schedule for anticipated adoption of the budget.

Section 5. Special Meetings. Special meetings of the Commission may be called at any time by the Chair. Any member of the Commission may request that the Chair poll the members for purposes of scheduling a special meeting. The Chair may fix any time and place as the time and place for holding any special meeting. The Secretary shall be informed of the call of such special meeting sufficiently in advance to permit the Secretary to give adequate notice as defined under the OPMA.

Section 6. Emergency Meetings. Emergency meetings, may be called by the Chair at any time in accordance with the OPMA.

Section 7. Quorum. Eight members shall constitute a quorum. If a quorum is not present at any meeting of the Commission, a majority of the Commission members present may agree to meet at another time and place. Notice of any such adjourned meeting shall be given in accordance with the requirements of the OPMA.

Section 8. Manner of Acting. On any question presented the number of members present shall be recorded by the Secretary. Actions may be taken and motions and resolutions adopted by the Commission upon the affirmative vote of at least eight members.

Section 9. Minutes of Meetings. The minutes of each meeting shall reflect the presence of each member in attendance. A true copy of the minutes of every meeting of the Commission shall be prepared and forthwith delivered to the Governor by the Secretary of the Commission. No action taken at such meetings by the Commission shall have effect until the Governor's statutory period of review has expired, after the copy of the minutes has been so delivered. If, in this period, the Governor returns the copy of the minutes with a veto of any action by the Commission at that meeting, the action shall be of no effect.

Section 10. Order of Business. The order of business at each meeting shall be reflected in the agenda which may contain the following items:

a. Reading of the OPMA statement;

b. Roll call;

c. Approval of the minutes of the previous meeting;

d. Reports;

e. Actions, Motions and Resolutions;

f. Other items of interest;

g. Public Comment;

h. Executive Session; and

i. Adjournment.

Section 11. It is the policy of the Commission to provide citizens an opportunity to present suggestions, views and comments respecting the Commission's functions, responsibilities, and proposed actions during a reasonable period of time at each meeting.

Section 12. Whenever the Commission is required by law to hold a public hearing or whenever it shall deem it advisable to hold such a hearing, the requirements set forth in the Comprehensive Management Plan shall be followed. The Hearing Officer may establish procedures for the orderly conduct of any hearing.

IV. Amendments

Section 1. These By-Laws may be amended, repealed or added to by the Commission as necessary and in its discretion at any meeting by a two-thirds vote of the authorized membership of the Commission.

Section 2. No amendment, repeal or addition to these By-Laws may be considered unless notice of same is given in writing and mailed or delivered personally to each member of the Commission at least fourteen days in advance of the meeting at which the motion to adopt the amendment, repeal or addition will be presented.

17 CLG Comparison: Ocean City and Cape May City

Across the state of New Jersey and the Nation, hundreds of diverse communities have taken action to preserve their unique historic community character. The NJ Historic Preservation Office encourages these communities and others to apply for Certified Local Government (CLG) program certification. The New Jersey CLG program provides valuable technical assistance and small grants to local governments seeking to preserve the physical links to our past, providing meaning to the present and continuity with the future.

To be eligible for CLG certification the community must enact an historic preservation ordinance to identify and protect historic resources within the municipality. The ordinance must provide for designation of historic sites or districts within a community and for a review of all exterior alterations to help ensure that the historic integrity of the area is preserved. Reviews are performed by a Historic Preservation Commission appointed by the governing body and comprised of community volunteers who possess a demonstrated interest, competence or knowledge in historic preservation. The authority to establish the ordinance and commission is set forth in the New Jersey Municipal Land Use Law.

The next step in the process involves the completion of an application by the community to become a CLG. The Historic Preservation Office will send any prospective community an application package, and additional information tailored to meet their needs. The completed application is reviewed by the Historic Preservation Office for compliance with the CLG Guidelines. The HPO will prepare a Certification Agreement, for all applications that meet the CLG Guidelines, outlining the responsibilities of the municipality and the state. If the HPO is unable to certify the ordinance, the local government will receive a detailed explanation outlining the areas of concern and recommending actions to assist the community in becoming a CLG.

As soon as the Certification Agreement is executed and returned by the local government, it will be sent to the State Historic Preservation Officer (SHPO) for final signature. Once signed by the SHPO, the Certification Agreement is forwarded to the National Park Service (NPS) for concurrence. The NPS has 30 days to act on all applications. Upon receipt of a notice of acceptance from the NPS, the Historic Preservation Office notifies the applicant that they have been accepted into the program.

As a CLG, the community is eligible to annually apply for Historic Preservation Funds grants. The level of funding is contingent upon the annual appropriation from the National Park Service and grants are awarded for historic preservation Master Plan elements, historic resource surveys, National Register nominations, historic preservation planning, historic preservation education projects, historic structures reports, preservation plans, and CLG training. Grant applications are available from the HPO annually. See attached application forms to apply.

Overall, both Cape May City and Ocean City operate as well-rounded Certified Local Governments (CLGs). Of course there is always room for improved performance. Major recommendations include website improvements for ease of access to the essential HPC documents. Also both commissions are moving in the right direction in terms of utilizing minor review committees but need to codify the application/approval procedures to be easier for the average applicant to understand. Both commissions need to keep updating their surveys and provide for better review of projects under construction to avoid field changes incongruous with the CA Resolution.

Ocean City should expand the role of their HPC Consultant to be more proactive, instead of just reviewing designs after they are presented. Hashing out ideas long before commissioner review can go a long way toward improved design and efficient hearing reviews. This could also be justified with increased education and outreach efforts on behalf of the city. The Historic Preservation Element of the Master Plan needs to be updated. The 2010 Design Guidelines booklet needs to formally adopted and distributed or another one prepared. The old guidelines are much too long and cumbersome for applicant use. The meeting minutes should include more detail and specifics.

Cape May should update their HPC Application, hire an HPC Consultant (see above), update the Historic Preservation Element of the Master Plan and have more crossover relationships with the other land use boards. The HPC Consultant can prepare reports and serve as the commission's expert relieving some pressure from the commissioners at meetings. All relevant HPC documents need to be digitized as PDFs for easier download by applicants.

45-day Completeness Review?
In Ocean City, the Land Use Administrator handles the planning, zoning and historic preservation boards. In Cape May, the Construction Department's Technical Assistant handles the historic preservation intake and is the board's secretary. Recommendation: Cape May should have the same person handle all three land use boards for continuity and cooperation efforts between boards. BRPA has found that historic preservation handled through the construction department becomes problematic in terms of inefficient work load for the technician, noticing requirements and general applicant confusion when the land use boards start to operate separately.

Electronic Submissions?
Ocean City had all applications in electronic format. Cape May did not. In today's electronic age and because of limited storage space, all HPC applications should be required to be filed electronically for both CLGs. This limits physical storage limitations and facilitates ease of information, for example it is much easier for commissioners to review PDFs of many iterations of the same design where an applicant submits new architectural drawings month after month. Another recommendation is that both boards limit architect and survey drawing submissions to 11x17 format in an effort to be sustainable stewards of the environment and eliminate excessive paper crumpling distractions at the HPC meeting including microphone strikes.

Website?
Neither website for historic preservation was user-friendly and both need significant revamping.

This is not unusual for municipalities that try to incorporate too much information on their websites in general. Ocean City's HPC Application and Design Guidelines were able to be found after a few mouse clicks. The meeting dates, agendas and minutes required more digging. Cape May's website page for historic preservation was easier to find but gave no useful information. Meeting dates, agendas, minutes, application forms, design guidelines, etc. should all be easy to find. Recommendation: Both CLGs need to do a reworking of the website. Cape May needs to post the HPC Application and design guidelines as PDFs and post online for easy download.

Meeting procedures/handing:
Barton Ross attended HPC meetings for both CLGs in September, 2016. Compared to many commissions in the state of New Jersey, both boards functioned well publicly. Both record all meetings (Cape May even live streams on local access). Both meet in the main council chambers of the municipality. Both commissions allow for public comment and receive it. The Chairmen conduct the meetings with respect and order. Each board properly allowed all commissioners to ask questions and offer comment before the Chair would weigh in. Both boards have an attorney who ultimately prepares the Certificate of Appropriateness Resolutions and direct proper wording and jurisdiction of the commission. Ocean City has an HPC Consultant (a licensed historic architect) who advises the commission through a memorandum on design findings for applications. This informs the commissioners whether the application is appropriate in terms of design, style, materials, compatibility, massing, form, etc. and allows the commission to rely on the testimony of an expert in historic architecture should public challenges present themselves. Both boards did an appropriate commissioner roll call for voting on CAs instead of voice vote and allowed time for other topics of interest at the end of the meetings. Both boards properly disallowed the Alternate commissioners to vote following state MLUL rules.

Annual Report?
Cape May's Annual Report was extremely well organized, however not digitized (task completed by BRPA as part of the project). The beginning pages provided by the state as an outline were filled out and very easy to understand the main bullet points of the report but the appendices should be better organized and labeled. Ocean City's Annual Report was more difficult to follow though its appendices were easier to locate and the entire report was saved as a PDF file for ease of access. It even included a certified copy of each meeting agenda proof of publication.

Administration?
Both secretaries of the commissions were well versed in their procedures and provided the consultant with all information requested. Ocean City's administrator handles all three land use boards. Recommendation: the Cape May HPC secretary should be also the same person who does intake, completeness review and takes minutes for all three land use boards for continuity. Cape May should also have an HPC Consultant to help ease the secretary's burden and be utilized for education/outreach and design tutoring to applicants. Ocean City's HPC Consultant should be given a higher budget and more responsibilities in this regard. The Cape May secretary does an excellent job and has much institutional knowledge and experience with the board, but the land use board administration typically works better apart from the construction office duties.

Application?
Ocean City has a well conceived digital application. Cape May needs to update their application for content and graphic design. Cape May also needs to post their application form online. Both applications need a detailed, delineated checklist of submission requirements before the application can be considered complete. This is very important and as CLGs, these commissions should lead the way.

Meeting Agendas?
Cape May's agenda is excellent. Ocean City's agenda is too simplistic, especially on the applications. There should be at least a sentence explaining what the application entails.

Meeting Minutes?
Cape May's meeting minutes are excellent, providing detailed breakdowns of each application including the issues, applicant's sworn in, motions made, conditions of approval, voting tabulations, etc. The minutes are very well done. Ocean City's minutes are hard to follow, especially on the applications. An overview of who the applicant is that is presenting, what the applicant is presenting, important questions,comments or concerns, commission advice or recommendations, more detailed voting record (though not including individual names of dissenters), and conditions of approval all need to be written into the minutes. The recording of the meeting is a verbatim record that can always be transcribed if needed for legal proceedings but more detailed minutes are extremely helpful to refer to, especially months later when construction is underway and an unauthorized field change occurs.

Design Guidelines?
Ocean City's HPC Guidelines were typewritten back in 1991 and desperately need to be updated. There was a very good booklet prepared by Ryan Hagerty & Jason Hanusey in 2010 that seems to have never been officially adopted. The HPC's next CLG grant should be put toward completing such a project, especially since the consultant noticed non-historic materials being accepted throughout the historic district. Material and style palettes could be more easily accessible to applicants through a new well-designed, color graphic design guidelines booklet with copious photos and examples. Ocean City's current design guidelines are also much too long at 160 pages. The 2010 report has 24 pages which is good. Recommendation: Either formally adopt the 2010 guidelines or prepare a new booklet approximately 30-40 pages for ease of use for potential applicants. The HPC Consultant should be used in an expanded role to help applicants interpret the guidelines and give design advice on applications before HPC presentation. Cape May's Design Guidelines Booklet was published in 2002. It is excellent, easy to use for applicants and serves as a model for many municipalities in the state.

Ordinance?
Ocean City's ordinance is very good and well written incorporating demolition delay provisions. The definitions sections should be expanded to include many more terms and the minor works approval procedure should be codified in more detail to avoid any type of future challenge.

Cape May's Ordinance could be beefed up with more current language but it also includes demo delay provisions. Even though the entire city is already locally designated, more detail on the designation process could be written into the ordinance. The minor review of applications need to be codified in the ordinance. Also, under where no CA is required, there needs to be language explaining that something not visible from the public right-of-way is exempted from review. The Chairman stated that this is accepted practice of the commission, but it needs to be spelled out. Finally, the Chairman was explaining that he has written at least four "white papers" on recent issues including cable TV dishes and solar rooftop photovoltaic installations that should ultimately be incorporated into the Cape May Ordinance.

Violations?
Both commissions seem to handle violations appropriately through commissioner vigilance and summons or stop work orders issued. Neither CLG has been sued in recent years or sent violators to municipal court in recent memory. Both commissions have some issues with field changes during construction where the end result is not what was originally approved as part of a CA. This is where an HPC Consultant (with historic architecture training) can be utilized to review construction and work with the local building official if problems arise. Municipal employees are typically too busy to be involved in such out-of-office tasks.

Historic Districts?
Both CLGs need a nice color map of the historic districts posted as a PDF on the website.

CLG Training?
As CLGs, both commissions are required to have commissioners engage in training every year. "Members of the commission have attempted to remain current with issues within the field of historic preservation by attending one workshop or conference a year that concerns historic preservation or the disciplines of which it is composed. At least one commission member has attended an historic preservation-related workshop or training program in the reporting year." Both CLGs participate in training opportunities for commissioners.

Surveys?
Both CLGs have gotten recent survey grants. New surveys seem to more imperative for Ocean City as the historic district is under development pressure and possible boundary refinements. Ocean City should survey for the expansion of the residential district and possible individual landmarks, which the city could not afford to lose. Ocean City also has redevelopment in the downtown commercial core and should look to survey and possibly designate more commercial areas of the city. Walkability in historic districts is making a comeback and both CLGs should be prepared to guide commercial redevelopment when it impacts the residential districts. Both Cape May and Ocean City have good walking tour brochures to interest tourists to explore their local history.

Bylaws?
The Ocean City Bylaws are too simplistic and merely copies parts of the ordinance. It needs to be updated, however, it does do a good job of explaining minor review procedures. Meeting

procedures and member expectations should dictate much of the bylaws. The Cape May Bylaws are much more encompassing as expected in Bylaws. The "Review Committee" procedures for minor application approvals needs to be inserted to avoid legal challenges.

Historic Preservation Element?
Cape May's 2009 Re-Examination is very good at identifying issues facing the commission. It should be expanded and include much more history and background information, maps, etc. Also, every single historical or cultural property in the city should be listed by name, street address, block, lot, etc. for identification purposes. Ocean City needs a serious update of its Historic Preservation Element of the Master Plan as soon as possible.

Education and Outreach?
Cape May's CLG does a better job of engaging with the community. Ocean City's HPC relies on the Ocean City Historical Museum in the Community Center, which does have a very nice history display. Both CLGs should consider getting out for events often and offering residents "carrots" instead of "sticks". Walking tours, local school presentations, lecture series, newspaper articles or highlights, hosting history seminars, wood window workshops, etc. are all examples of engaging the local population in a positive dialogue about saving their historic buildings. Again this is something an HPC Consultant can help facilitate on behalf of commissioners.

Fees/Budget?
Ocean City has a $150 Application Fee and $600 Escrow for major rehabilitation projects or $375 for other types of projects including escrow. Cape May City has a $135 Application Fee with no escrow fund system for CAs or $35 for Minor Work reviews. Cape May should implement an Escrow Fund system for all Land Use Boards (see sample language below) and hire an annual HPC Consultant to assist with the reviews of CA applications. Knowledgeable and dedicated volunteers are an important asset to a local community but they draw from varied backgrounds. There is no substitute for competent professionals to help steward, advise and guide local land use boards and provide experienced formulations drawn from their years of expertise in a given field.

> "In addition to the filing fees required by Sections xx, an applicant shall pay fees equal to the costs incurred for the technical review of the application by the Engineer, planning and engineering consultants to the Planning Board, the Board of Adjustment or Historic Preservation Commission; the Attorney for the Planning Board, the Board of Adjustment or Historical Preservation Commission, and any other professional expert or consultant whose review, study, research and reports and/or testimony is deemed necessary by the municipal agency in order to assure compliance with State and local laws, ordinances, rules and regulations. Technical review fees shall be calculated in accordance with the actual time required for review at rates established by a schedule of professional fees adopted and from time to time amended by resolution of the local council which schedule shall be maintained in the office of the Clerk for public inspection. Unless such fees are waived or deferred by the applicable agency at a prior informal review of the application, at the time of filing an application for development, the applicant shall pay to the municipality an initial deposit for technical review fees in accordance with the following schedule..."

18 Further Information

HISTORIC PROPERTY SURVEY - Sample Scope of Work

Architectural surveys provide information needed to make informed planning decisions, prioritize preservation goals and objectives, develop and implement land use policies, develop heritage tourism initiatives, and educate the public and increase the understanding of and appreciation for the built environment as a tangible reminder of the community's history. Surveys also aid in the identification of resources worthy of designation at the local, state, and/or federal levels.

The Consultant shall prepare an intensive-level survey report in accordance with Section 3.5 of the Guidelines for Architectural Survey. The report will be comprised of at least 30 pages of typewritten text (12 point font in a single spaced format), not including survey forms, maps, photos and illustrations.

- Conduct all primary and secondary source research to document and illustrate the historical and architectural significance of each building. The description of the resource will address the significance of the site and identify and comment on the character defining features and will be accompanied by exterior and interior photographs. In addition to overall photographs, there will be shown details of significant moldings, decorative features, stairs, windows, fireplaces, hardware, and mechanical elements, etc. The historic context will be footnoted and include a bibliography. Historical material, such as maps and photographs, will be referenced as to their source. Voids and deficiencies in the known historical record will be noted as well as possible inaccuracies, with recommendations for the future research.
- Prepare a New Jersey Inventory of Historic Properties form for each site visited by the field surveyor. All inventory forms include a capsule summary, current photographs, a photo log, copy of a USGS map showing the location of the property, a tax map showing the location of the property, and if warranted, floor plans of a structure. Include preparation of attachments and eligibility worksheets for those properties identified as potentially individually eligible. Include assessment of "key-contributing" (i.e. individually eligible), "contributing" and "non-contributing" status for all properties surveyed as part of the two historic districts.
- Survey photography shall include at least one digital color photograph of the entire principal elevation or view for every historic property in the intensive-level survey (this photograph shall appear on the Base Survey Form for the subject property). Additional photographs, which clearly contribute to an understanding of the property's significance, are strongly recommended. These photographs shall appear on continuation sheets following the survey form for the subject property. Survey photographs shall be submitted as color digital images in JPEG format with a minimum pixel array of 1200 by 1800 (approximately 4" by 6" at 300dpi).

- GIS Mapping must be based existing digital parcel maps, or an HPO approved alternate, such as Global Positioning System (GPS) data. Digital submissions must include separate ArcView shapefiles in the data structure provided by the HPO: Historic District boundaries (polygons). Where the Historic District boundary coincides with a municipal boundary, the Historic District Boundary must overlay the municipal boundary exactly. Property locations (points); Geospatial metadata sufficient to satisfy the metadata reporting requirements of the NJDEP Mapping and Digital Data Standards (2013) available online at http://www.nj.gov/dep/gis/NJDEP_GIS_Spatial_Data_Standards_2013.pdf. All digital data shall be submitted on CD-ROM in the formats referenced above. The GIS data shall serve as the basis for creating the 2" x 3" location map for each surveyed property. The location map shall be saved as a digital image in JPEG format that will be included on the hard copy survey forms provided by the HPO.
- Begin development of historic contexts for different geographical areas within the Districts. Consultant will create a preliminary list of thematic units and property types for resources identified.

- Compile and prepare final survey report booklet which will include the following:
    1. Research Design;
    2. Brief discussion of methodology utilized;
    3. Discussion of area of coverage for survey;
    4. Results of survey and location of survey data;
    5. A survey index of all properties surveyed under the Grant Agreement. The list will include: survey number, building name, specific address or location, and town;
    6. List of historic property types for the City, discussing the significant characteristics of each type and identifying examples from the properties surveyed;
    7. List of sites considered eligible for listing in the State and National Register of Historic Places with recommendations for documentation and nomination;
    8. Nomination reports for each district expansion including lists of each block/lot to be used for Local Designation by the City Council;
    9. Location of final products; and
    10. Recommendations for additional work.

The historic significance of the building, site, structure or object identified in the evaluation process will be conveyed by the drawings, photographs and other materials that comprise documentation. The historical, architectural, engineering or cultural values of the property, together with the purpose of the documentation activity, determine the level and methods of documentation. The Surveys will be performed in accordance with the Department of the Interior Secretary's Standards and Guidelines for Archeology and Historic Preservation and the Standards for Architectural Survey investigations in New Jersey. Documentation prepared for submission to the Library of Congress must meet the HABS/HAER Guidelines.

HISTORIC PRESERVATION ELEMENT of the MASTER PLAN - Sample Scope of Work

The selected vendor will provide consulting services to the municipality culminating in the creation of a comprehensive Historic Preservation Plan that builds on the municipality's existing planning documents. Wherever appropriate, the Consultant should use maps, charts, tables, photographs, and illustrations to convey information. The formatting of the Plan should be consistent with other municipal planning documents.

The Plan should include the following or similar sections, not necessarily in this order:

I. Executive Summary

A one to two page summary of the document's purpose, contents, findings and recommendations.

II. Introduction

The HPE should not assume that the reader knows about historic preservation issues. Basic terms should be explained. The values and benefits of historic preservation should be stressed.

III. Context - Historic and Architectural

Don't assume that the reader knows the local context. Give the reader a broader understanding of the value of surviving cultural resources within the community. Summarize the municipality's local history and historic themes, development patterns, and architectural patterns. For additional information and details include cultural resource survey forms as well as copies of New Jersey and National Register nominations as appendices.

IV. Inventory

Describe what an inventory is; describe which properties currently have inventory forms, which inventory forms need to be updated, and which properties should be documented on inventory forms; recommend a realistic and efficient strategy for developing a broad understanding of the municipal historic resources by neighborhood. Cite existing sources of information about historic resources in the community. These may include, but should not be limited to:

- Municipal cultural resource surveys
- County cultural resource surveys
- State Historic Preservation Office (SHPO) files
- New Jersey and National Register nominations
- Collections of the Historic American Buildings Survey (HABS), the Historic American Engineering Record (HAER), and Historic American Landscape Survey (HALS)
- Files and collections of local historical societies

V. Significance

Not all old buildings are significant. Explain why properties are "historic." What are the evaluation criteria? The National Parks Service has promulgated the National Register Criteria for Evaluation http://www.cr.nps.gov/nr/publications/bulletins/nrb15/. How old do they need to be? The National Register Program imposes additional hurdles for properties less than 50 years of age. What level of significance must they have -local, state, or national? What does significance mean? Include what is currently listed on the National and State Registers of Historic Places and

what may be eligible for listing; explain investment tax credits and applicable grant programs.

VI. Public Policy Review
Review the Master Plan's impact on historic resources. Briefly describe the town's other planning documents acid summarize their discussion, if any, of historic preservation. Review the existing municipal regulations that impact historic preservation including but not limited to zoning, local historic districts, demolition delay, minimum maintenance regulations, subdivision regulations, signage regulations, and site plan review; recommend changes to existing regulations or additional bylaws that could help to promote the preservation, adaptive reuse, and sensitive rehabilitation of historic resources. Include a list of all historic municipally- owned properties such as school buildings, libraries, or parks; assess their historic significance and architectural quality; describe current management practices and whether changes should be made to better protect these resources; investigate future capital improvement projects such as transportation projects, new municipal buildings, and sewer line extensions for their impact on historic resources.

Discuss the role of the Historic Preservation Commission (if any); summarize and quantify the municipality's historic preservation efforts to date, including but not limited to local historic districts, easements, and National Register properties; describe the historic resources the municipality has lost, historic resources the municipality still has, and historic resources that are at risk; describe how the municipality can better protect its historic resources. Compare the local government's historic preservation policies to county and state historic preservation policies.

VII. Integrity & Existing Conditions/Issues
Integrity represents the authenticity of a property's historic identity. It enables a property to illustrate significant aspects of its past. It is the survival of the physical characteristics that existed during the temporal period during which the property achieved its significance. The National Register Program describes it as composed on the following seven qualities: location, design, setting, materials, workmanship, feeling and association.

Identify existing conditions and issues. Equally identify what is going right ("successes") and what is going wrong ("threats"). What are the current and projected future demographic and market forces at work in the community? Are household size and housing expectations changing? Are teardowns an issue in your community? Is demolition by neglect a significant issue? An explanation of private sector threats to the above identified historic resources that may warrant public sector actions including, but not limited to, trends in deferred maintenance, abandonment, change of use and increased permitting for building demolitions, alterations, and additions.

Analyses of the potential direct and indirect threats that current local public sector (municipal, county, state, and federal) policies have on the municipality's historic resources, including those policies and plans in the municipality's land use plan and land development ordinances, redevelopment plans, circulation and utility plans, open space conservation and farmland preservation plans, and other elements of the municipal master plan.

VIII. Local Historic Preservation Goal and Objectives
Investigate how local residents feel about the their historic resources. For example, do they appreciate the existing historic properties? Are there historic resources that are not well-protected, do residents understand how vulnerable they are to loss? Do they understand what can happen to their historic resources under current zoning? An explanation of the community values that historic preservation may bring to a municipality, which values should inform the development of the municipality's historic preservation goal and objectives. What does the community want? There should be just one goal. An example might be: To protect, enhance and, rehabilitate historic resources by identifying, evaluating, and designating significant places and ensuring that new growth and development is compatible with the municipality's historic and cultural values.

But there may be reasons that goal is desirable - these are objectives. Some will be tangible, some intangible. They may include: education, pleasure, fostering pride, community revitalization, beauty, reduction of carbon footprint, or discouraging unnecessary demolition.

IX. Evaluation of Public Policy Choices
A review of alternative public policy measures the municipality should consider to address private and public sector threats, including, but not limited to, designation as a local historic site or district, amendment of an existing historic district, amendment of the existing historic preservation ordinance or ordinance guidelines, and amendment of the municipal land use plan and ordinance, redevelopment plan(s) and other elements of the municipal master plan.

Include an evaluation of public policy choices, including, but not limited to:

- Complete an architectural survey. Consider conforming to the NJ Guidelines for Architectural Survey: http://www.state.nj.us/dep/hpo/identify/survarcht.htm
- Educate residents and business owners about historic preservation
- Consider variances that support historic preservation
- Consider establishing historic preservation overlays in the municipality's zoning
- Complete preservation plans for municipally owned historic properties
- Comply with the requirements of the New Jersey Register of Historic Places Act: http://www.state.nj.us/dep/hpo/protection/njsa13.htm
- Promotion of the NJ Rehabilitation Subcode: http://www.state.nj.us/dca/divisions/codes/offices/rehab.html
- Establish an awards program recognizing local historic preservation achievements
- Provide constituents with technical assistance resources

X. Action Plan/Agenda
Provide recommended municipal private and public sector historic preservation strategies included in an implementation agenda. Outline a realistic year-by-year schedule for implementing all of the above recommendations, including the name of the organization or board responsible for implementation; could include ongoing and long-term goals. This should be:

- Relatively easy to understand
- Relatively low/moderate in cost
- Accomplish multiple objectives
- Have a short turnaround time
- Be legally and politically viable
- Be publicly supportable/favorable

Recommend organizing the Action Plan/Agenda by:

- Resource Commitments (time, labor, money)
- Scheduling (short, medium, long-term)
- Responsible parties/Stakeholders (government offices or agencies, institutions, private sector)

XI. Suggested Appendices

- Copies of Completed Inventory/Survey forms
- Copies of New Jersey/National Register nominations
- The Secretary of the Interior's Standards for Rehabilitation:
  http://www.cr.nps.gov/tps/standards/four-treatments/treatment-rehabilitation
- NJ Office of State Planning Memo on Historic Preservation:
  http://www.nj.gov/dep/hpo/hpo_article.pdf
- A Five Minute Look at the New Jersey Register of Historic Places Act:
  http://www.state.nj.us/dep/hpo/2protection/sr_5minlook_b.pdf
- NJ Municipal Land Use Law, Historic Preservation Related Sections:
  http://www.nj.gov/dep/hpo/3preserve/mlul_7_07.pdf
- NJ Certified Local Government Program Guidelines:
  http://www.nj.gov/dep/hpo/3preserve/clgguides8_07.pdf

The completed plan element will be a typewritten (12 point font) document of at least twenty-five (25) pages of text accompanied by maps and at least one photograph of each identified individually listed or eligible historic resources and each listed or eligible "contributing" historic resource in an identified district. The consultant shall produce the maps for the plan element utilizing Geographic Information System (GIS) maps to delineate any existing and proposed historic districts and historic preservation overlay zones.

SECRETARY OF THE INTERIOR'S STANDARDS

The Standards are neither technical nor prescriptive, but are intended to promote responsible preservation practices that help protect our Nation's irreplaceable cultural resources. For example, they cannot, in and of themselves, be used to make essential decisions about which features of the historic building should be saved and which can be changed. But once a treatment is selected, the Standards provide philosophical consistency to the work.

The four treatment approaches are Preservation, Rehabilitation, Restoration, and Reconstruction, outlined below in hierarchical order and explained:

- The first treatment, Preservation, places a high premium on the retention of all historic fabric through conservation, maintenance and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made.
- Rehabilitation, the second treatment, emphasizes the retention and repair of historic materials, but more latitude is provided for replacement because it is assumed the property is more deteriorated prior to work. (Both Preservation and Rehabilitation standards focus attention on the preservation of those materials, features, finishes, spaces, and spatial relationships that, together, give a property its historic character.)
- Restoration, the third treatment, focuses on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods.
- Reconstruction, the fourth treatment, establishes limited opportunities to re-create a nonsurviving site, landscape, building, structure, or object in all new materials.

Choosing the most appropriate treatment for a building requires careful decision-making about a building's historical significance, as well taking into account a number of other considerations: Relative importance in history. Is the building a nationally significant resource--a rare survivor or the work of a master architect or craftsman? Did an important event take place in it? National Historic Landmarks, designated for their "exceptional significance in American history," or many buildings individually listed in the National Register often warrant Preservation or Restoration. Buildings that contribute to the significance of a historic district but are not individually listed in the National Register more frequently undergo Rehabilitation for a compatible new use.

What is the existing condition--or degree of material integrity--of the building prior to work? Has the original form survived largely intact or has it been altered over time? Are the alterations an important part of the building's history? Preservation may be appropriate if distinctive materials, features, and spaces are essentially intact and convey the building's historical significance. If the building requires more extensive repair and replacement, or if alterations or additions are necessary for a new use, then Rehabilitation is probably the most appropriate treatment. These key questions play major roles in determining what treatment is selected.

An essential, practical question to ask is: Will the building be used as it was historically or will it be given a new use? Many historic buildings can be adapted for new uses without seriously

damaging their historic character; special-use properties such as grain silos, forts, ice houses, or windmills may be extremely difficult to adapt to new uses without major intervention and a resulting loss of historic character and even integrity.

Regardless of the treatment, code requirements will need to be taken into consideration. But if hastily or poorly designed, a series of code-required actions may jeopardize a building's materials as well as its historic character. Thus, if a building needs to be structurally upgraded, modifications to the historic appearance should be minimal. Abatement of lead paint and asbestos within historic buildings requires particular care if important historic finishes are not to be adversely affected. Finally, alterations and new construction needed to meet accessibility requirements under the Americans with Disabilities Act of 1990 should be designed to minimize material loss and visual change to a historic building.

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

http://www.cr.nps.gov/hps/tps/standguide/rehab/rehab_standards.htm

FLOOD MITIGATION

Almost all property in Cape May County is at some level of risk and subject to flooding from the ocean, coastal bays & heavy rainfall. FEMA recently completed new base flood elevations (BFE) which are used to estimate flood risk, and to guide development activity. Along the ocean front, the coastal BFE is generally established as 10 to 14 feet above mean sea level. Inland, the BFE is typically established as 4 to 6 feet above mean sea level. Property owners should check their individual addresses with FEMA for a definitive flood risk elevation.

Coastal flooding in the county affects the Boroughs of Avalon, Cape May Point, Stone Harbor, West Wildwood, Wildwood Crest; the Cities of Cape May, North Wildwood, Ocean City, Sea Isle City, Wildwood; and the Townships of Dennis, Lower, Middle, and Upper. Shore protection measures in the form of seawalls, stone revetments, bulkheads, jetties, and groins have been employed to prevent abnormally high tides from flooding and eroding the county's developed shoreline areas.

In the Borough of Avalon, the northern portion of the community is protected by a series of bulkheads, revetments, groins, and jetties that span from the Townsend Inlet to the vicinity of 16th Street. For the community overall, especially south of 37th Street, the extensive dune system, consisting of primary and secondary dunes and thicket, serves as a protective barrier against the transmission of waves inland. The primary dunes, which are anchored by beach grass and lie closest to the shoreline, cannot be considered stable in nature. The secondary dunes further inland, are considered more stable as a consequence of their large spatial extent, the dissipation of wave energy attributable to the primary dunes or man-made structures, and the erosion protection afforded by the existence of vegetation.

The City of Cape May Beachfront area is protected by a timber bulkhead (mostly on the southwestern end) and a stone seawall spanning most of the central Beachfront and the western extremity.

In the Township of Lower, bulkhead structures are most effective along the Delaware Bay shoreline and effectively protect the township from wave attack. The Lower Township Planning Board is aware of the necessity to properly regulate development in areas prone to flooding and has employed ordinance controls to minimize potential damage to life and property.

In the City of North Wildwood, a stone and concrete seawall/revetment spans the shoreline along Hereford Inlet. Little to no beach exists to buffer the seawall from wave attack. The seawall's height is insufficient to prevent wave overwash during runup, and may even allow the propagation of waves. The seawall's condition is suspect. It is, therefore, an ineffective barrier to wave attack during the 1-percent annual-chance storm. The timber bulkhead between 13th Street and 17th Street, and the boardwalk beginning south of 16th Street and continuing the length of North Wildwood, are also inadequate wave barriers during a 1-percent annual chance storm.

The City of Sea Isle City's Beachfront area is protected by a series of dune formations in conjunction with a seawall, which contributes to the dissipation of wave energy. The fairly dense structural development, especially in the central and southern portions of the city, also impedes wave action.

The Borough of Stone Harbor's Beachfront is protected by a continuous system of timber bulkheads, which spans from 80th Street south to the proposed location of 127th Street. Revetment has also been constructed from 80th Street to 114th Street.

In the Borough of West Cape May, the USACE developed a protection of the beach at South Cape May, which lies south of the borough. The plan included the construction and maintenance of groins, the establishment of a berm on the beach, and the periodic nourishment of the dune and beaches. This plan has been executed and the dune and sandy beach are formed to protect the beach.

In the Borough of Wildwood Crest, the bulkhead between Rambler Road and the corporate limit was found to be effective in protecting against wave action, although its height was considered to be inadequate to protect from overwash and spray.

A number of man-made structures commonly called agricultural or salt-hay levees have been identified in the county. However, these structures were studied and found to not provide protection from the 1-percent annual chance flood. There is a potential that these structures may increase local flood hazard due to higher velocity flows during a large flood event as they overtop, and may lead to increased time of inundation by retaining flood waters for an extended period.

There are many ways to protect property from flood damage. Make sure your building is constructed to meet or exceed code requirements. These include requirements for elevation of building, foundations, venting, etc. There are also ways to thoughtfully retrofit existing buildings to increase protection, while still respecting the historic building materials and architectural significance. Hire an architect trained in historic preservation to assist you and refer to the Secretary of the Interior Standards for Rehabilitation on the preceding pages.

- ELEVATION: Raising structure to bring it above floodwater level. Hire an architect and a structural engineer to draft appropriate plans.
- FLOOD VENTS: Install and maintain proper flood vents at the correct elevation above the surrounding grade. Always check with an architect before attempting.
- CLOSURES: Involve techniques for protecting gaps left open for daily convenience, such as walks, windows, doors, and driveways. Always check with an architect before attempting.
- SEALANTS: Can be applied to walls & floors to keep water from penetrating. Always check with an architect before attempting.
- UTILITY PROTECTION: Flooding sometimes causes costly damage to utility systems. By elevating utilities or shielding them, flooding can be avoided. Moving utilities to less flood-prone locations can also minimize damage. Use a licensed electrician.
- LEARN MORE: Review flood protection information in your municipality.

Local conditions should be assessed for the potential for increased flood hazard. Follow appropriate mitigation measures as recommended by FEMA. See the attached bulletin from the National Trust for Historic Preservation on further guidance for historic retrofits.

Treatment of Flood-Damaged Older and Historic Buildings

In recent years, many older and historic buildings have been affected by the heavy rains and flooding that occurred during hurricanes and tropical storms. The purpose of this booklet is to help building owners minimize structural and cosmetic flood damage. It contains general advice written to cover a wide variety of buildings with varying degrees of flood damage. If you suspect that your building may have some structural damage, contact a qualified structural engineer or architect to thoroughly assess the situation and suggest remedies. Your state historic preservation office (SHPO) can provide you with a list of architects who are experienced in the treatment of historic buildings.

A description of the tax credit programs for rehabilitation of historic structures, free technical publications available through your state historic preservation office and the Federal Emergency Management Agency (FEMA), telephone numbers you can call for more assistance, and additional resources are provided at the end of the booklet.

Once you are able to return to your building, the first tasks will likely be to remove mud and debris and to inspect the building for damage. Saving your building, no matter how historic, is not worth losing your life or risking permanent injury. Please observe these safety precautions:

- Do not walk through flowing water.
- Do not drive through a flooded area.
- Stay away from power lines and electrical wires.
- Make sure that all of your electricity is turned off. If any electrical wiring was submerged, have it inspected before turning the power back on.
- Look before you step. Floods deposit mud which makes most walking surfaces very slippery.
- Be alert for gas leaks.
- Carbon monoxide exhaust kills. If you use electrical generators or charcoal grills, make sure that they are properly vented.
- Clean everything that got wet. Floodwaters carry sewage and chemicals. Hose down concrete and masonry walls. Scrub all surfaces with disinfectant. Discard any food and medicine that came in contact with floodwater. Wear protective clothing and make sure the building is properly ventilated while working inside.
- Remember to follow local health guidelines concerning preventive shots or vaccinations.



In 2005, floodwaters severely damaged New Orleans and other communities along the Gulf Coast following Hurricanes Katrina and Rita.

After the Water Recedes

No other "element" is as destructive to buildings as water. After your building has been saturated and once the floodwaters recede, it is important that the drying process begin immediately. Most of the damaging effects of water, such as rot, rust, and spalling, can be minimized by reducing both interior and exterior moisture levels.

The least damaging drying process appears to be one that begins by using only ventilation. To speed evaporation, interior air must be vented to the outside. The most effective way to do this is to open windows and doors and allow the moisture to escape. Fans can be used to speed evaporation by moving interior air and exhausting humid air to the outdoors.

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Bonaparte, Iowa, has rebounded from a 1993 flood that deposited water and mud throughout three blocks of the town and damaged every building in the town's historic riverfront district.

Using heat or dehumidification too soon can damage your building. As materials begin to dry, small amounts of heat or dehumidification can be introduced. In particularly hot and humid areas, however, such as the Gulf Coast, experts recommend closing up the building and using dehumidifiers and air conditioners to complete the drying once the ventilation ceases to help. Use of mechanical means requires some caution:

- None of these devices should be used when water makes their operation dangerous.
- Ventilation remains the primary means of removing interior moisture. All of these devices must be used in conjunction with a ventilation plan designed to exhaust moisture-laden air.
- Beware of using industrial drying equipment to remove moisture at a very fast rate. You are likely to cause permanent damage to wood and plaster.
- If heaters are used without ventilation, the relative humidity in the interior may actually increase and further spread moisture damage. If heaters are fuel powered, the lack of ventilation can be very dangerous to persons inside the building. Enclosed portions of your building, such as wall cavities, may retain water for long periods of time which can pose a danger particularly to wooden elements such as wall studs, floor joists, and columns. It may be necessary to open walls and remove insulation. Later sections of this booklet contain specific recommendations.

Once the floodwaters recede, you will need to rinse remaining mud, dirt, and flood debris from all surfaces with fresh water as soon as possible. It is safer and easier to remove the mud while it is still wet. Do not wait until the material is dry. Make sure that all electricity is turned off before cleaning with water. Avoid using high pressure water on historic materials and exercise extreme care when washing decorative features and damaged or loosened elements.

Silt and mud will accumulate not only on the floor and furnishings, but in interior wall cavities as well. Be sure to open electrical outlets and mechanical chases and rinse these areas thoroughly. Check wiring and connections for damage and repair as required. Let areas dry before closing them. Check heating and air conditioning ducts and clean out any mud or dirt before turning on the units. Large systems may need to be dismantled or cleaned by a professional.

To clean any remaining dirt and stains, use a standard nonsudsing household cleaning product as directed by the manufacturer. Special care should be used when working on or around historic materials. After cleaning, use a disinfectant to kill the germs, bacteria, and odor left by floodwaters.

Keep in mind that floodwaters and the remaining silt are contaminated by sewage and chemicals. Protect your eyes, mouth, and hands, and wear a mask and rubber gloves when cleaning out debris left by floodwaters. Use disinfectants to wash your hands before eating.

Before you begin to clean up your historic property, it is important to carefully document any damage to the structure. This is essential not only for insurance purposes, but also to record important historic building features. If building components are removed for cleaning or repair purposes, a photograph will help to ensure that they are reinstalled correctly.

Take photographs and make written notes describing the damage. A video recording is also a very effective way to document flood damage. Take photos or videos of any discarded items. Because of the intensive cleanup that takes place following a flood, materials might be carted away before an insurance adjuster is able to assess the loss.

Create an inventory of found items, dislodged architectural features, decorative fragments, and furnishings. **Do not throw away materials at will**. Furnishings and architectural elements can be carried a great distance by floodwaters, and items found on your property may be extremely valuable to a nearby restoration project.

Hydrostatic Pressure

If your basement is flooded, it is likely that the level of water in your basement is the same as the groundwater level outside of your house. When this happens, pumping the water from the basement will do no good. New water will continue to seep in until the groundwater level drops.

Foundation Collapse

You should be aware that pumping water from your basement can be dangerous. This water may be providing the necessary pressure to balance the hydrostatic pressure of the groundwater. If the groundwater level is higher than your basement floor and you pump the water from your basement, the foundation walls could be pushed inward and collapse.

If your basement is flooded with several feet of water and you are reasonably certain that your floor drains are operational, you can assume that the groundwater table is high. It is advisable to leave the water in place until the groundwater table sinks and the water recedes by itself. If your basement contains only a few inches of water, however, you may be able to pump it out safely. Keep in mind that if the groundwater level is higher than the floor, the water will return.

Even if you cannot pump the water out of the basement, you should still begin to ventilate the rest of the building. The sooner these materials dry, the less chance of water-related problems. Consult with local health officials to determine if there is any sanitizing agent that can be used to treat standing water in the basement.

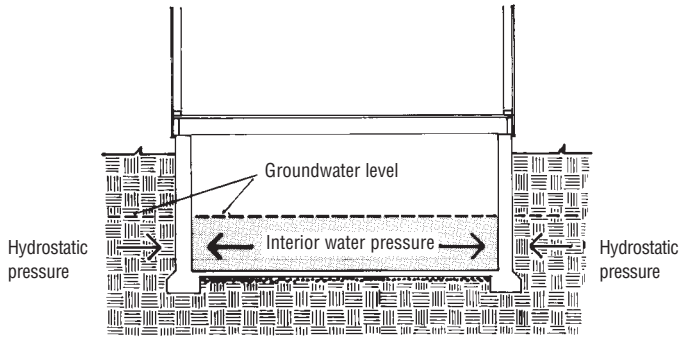
Water can exert tremendous pressure on foundation walls and floor slabs. If any portion of a building lies below the groundwater level, one of two things will happen: basement slab heaving or loss of mortar.

Basement Slab Heaving

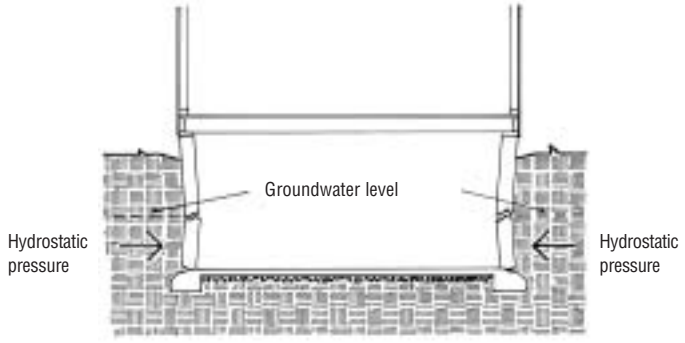
If foundation walls are tight enough to hold back groundwater, it is likely to seep through the floor slab, causing it to leak or heave. In some instances, very high water pressure may be enough to raise the floor slab. Fortunately, this is not a common occurrence in historic buildings.

If your basement slab heaves, you cannot correct the problem immediately. First wait until the soil beneath the building dries thoroughly, as part of the problem may be the presence of clay soils that expand when wet. Concrete slabs in newer buildings are usually poured over a sand bed, which helps them to resist soil pressures, while older concrete floors were often poured right over the existing dirt. If you pour a new slab or surface-coat the existing slab before the clay dries, the new slab or surface could crack when the clay shrinks to its normal dimensions.

If the slab is still heaved or cracks remain after the water recedes and the soil has dried, there is little you can do except to repair the cracks or, in the case of severe heaving, pour a new slab.



Water in basement can help to offset high groundwater pressure.



If water is pumped from basement when groundwater pressure is high, foundation walls may collapse.

Figure 1 Hydrostatic Pressure

Loss of Mortar

The basement may leak and fill with water. This is usually the case with older buildings and actually protects the foundation walls from collapse if the groundwater level is too high. Unfortunately, as water passes through stone and brick foundation walls, it sometimes carries mortar with it.

The foundations of most older and historic buildings are masonry. Stone foundation walls with soft lime mortar are very durable, although the lime mortar does not hold up well to water erosion. Inspect the mortar of stone masonry foundation walls to ensure that it has not leeched from the joints and made the wall unstable. If a significant amount of mortar has been lost, it can usually be replaced without dismantling the wall. In many cases, a "loose" mortar can be poured into the joints to fill the voids.

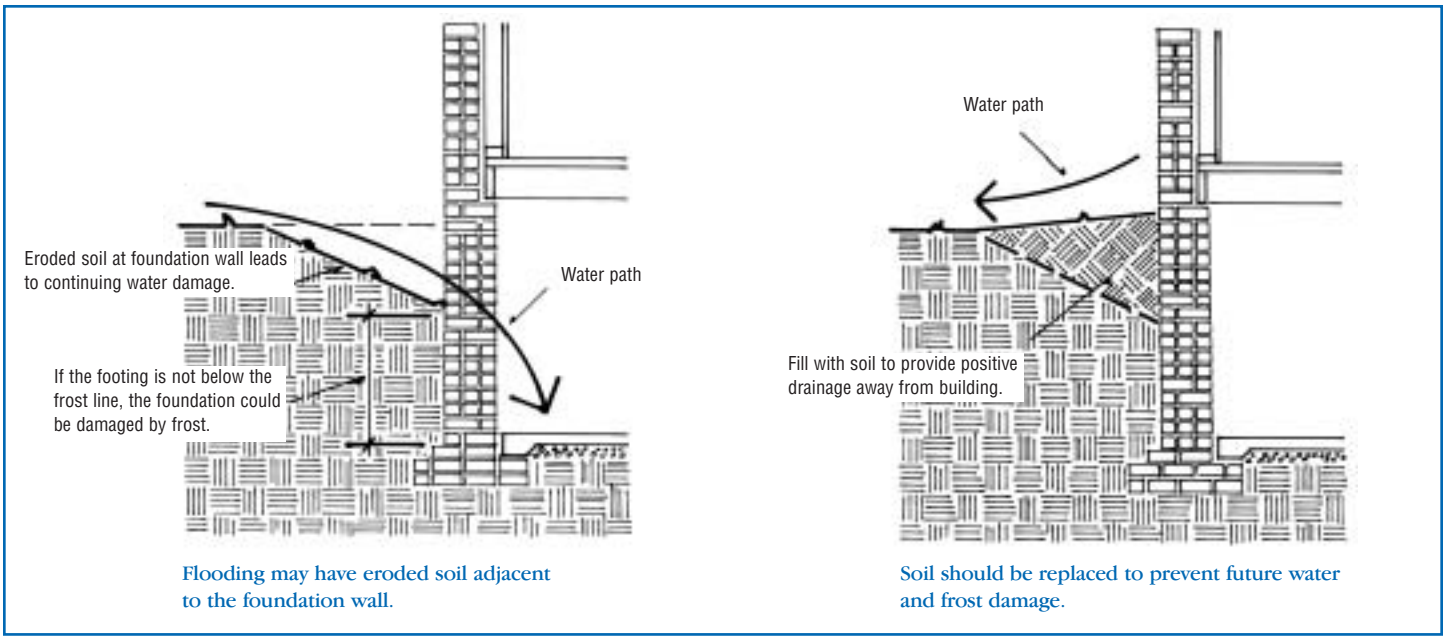


Figure 2 **Foundation Erosion**

Make sure that replacement mortar is not too hard for the surrounding stone. If the wall is constructed of sandstone, the new mortar should contain at least two parts hydrated lime to each part of white Portland cement and nine parts sand (known as ASTM "Type O" mortar). If the foundation wall is constructed of limestone or other relatively hard stone, a standard tuckpointing mortar may be used (ASTM "Type N" containing one part hydrated lime to one part white Portland cement and six parts sand).

If the foundation walls are constructed of brick masonry or concrete block, there will likely be less leeching of mortar than if the walls were constructed of stone. Nevertheless, they should be inspected for missing mortar and repaired in the same manner as aboveground walls, unless there is reason to suspect a more serious structural problem created by the flooding (see "Foundation Erosion" below). Generally foundations constructed of concrete block used a harder mortar containing gray Portland cement.

Erosion

Foundation Erosion

Water currents and water traveling in underground "streams" can erode soil beneath foundation walls and footings. Although this situation is not common, when it does occur the building's foundation will be destabilized and repairs will be necessary. The best evidence of structural destabilization is the appearance of cracks in the foundation walls and in plaster or drywall above the foundations.

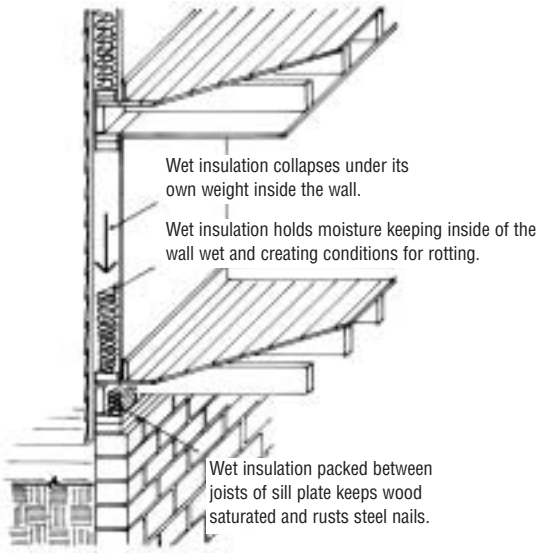
Keep in mind, however, that not all cracks that appear after a flood are indications of long-term instability. Some may result from temporary expansion of clay soil around the foundation. When the soil returns to its natural water content, the cracks should shrink or, at the very least, not expand. Other cracks may result from moisture-related expansion of wood beams and joists tied to the foundation walls. These cracks should shrink as the wood dries.

Cracks from foundation erosion, however, can be expected to worsen over time as the building settles slowly to its new soil support. The best indicator of this type of structural problem is cracks that move. Movement, particularly widening of cracks, is a sign of structural instability warranting careful examination by a qualified structural engineer or architect.

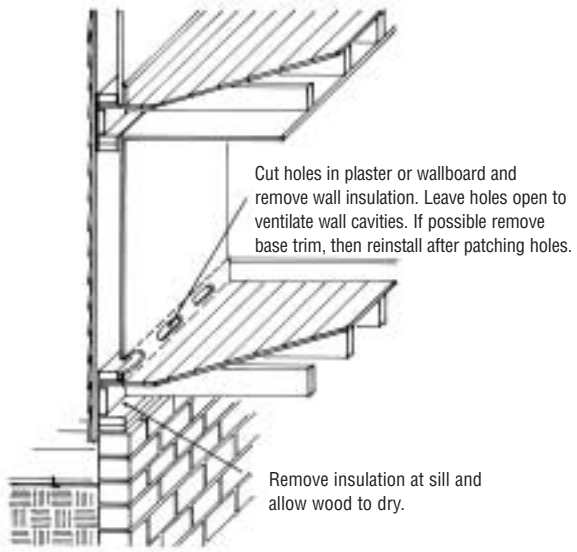
The best way to determine whether a crack is moving is to purchase a device called a "telltale." This small gauge is glued to a wall on either side of a crack. Its markings indicate the crack's horizontal and vertical movement over time. This device can be obtained from engineering or scientific supply firms or by contacting the manufacturer directly. (Avongard Crack Monitor, 1-800-244-7241, *www.avongard.com*).

Another way to determine whether movement exists is to glue a glass microscope slide across the crack. If the slide breaks, movement is occurring.

Water may erode the soil adjacent to your building. This can lead to two problems:



Water saturation in wood-framed walls and floors



Suggested treatment for ventilating saturated wood-framed walls and floors.

Figure 3 Treatment for Saturated Wood-framed Walls and Floors

The soil may be "dished" next to the building which may result in additional damage from future rain. The soil adjacent to the building should slope away from it to ensure that future rains do not drain into the building. After the floodwaters subside, check the soil drainage pattern and re-grade as necessary.

A less common soil problem is the loss of enough dirt to protect your foundation from frost-heaving during cold weather. If the foundation is not sufficiently below the frost line, it may heave upward when the ground beneath it freezes. For this reason, it is best to replace any lost dirt adjacent to the foundation.

Heaving of Sidewalks and Slabs

Erosion can also affect paving. From a building conservation perspective, the worst problem occurs when eroded slabs of asphalt or concrete channel water into, rather than away from buildings. As with soil erosion, this can lead to water problems from future rains.

If this condition exists, the slab should either be raised (by mudjacking for example) or it should be removed and replaced with one that drains properly.

Saturation of Insulation

With few exceptions, any insulation that has been immersed in water should be removed for two reasons:

1) After being saturated, most insulation is rendered permanently ineffective, particularly loose-fill varieties, such as cellulose, vermiculite, rock wool, and blown fiberglass, which tend to collapse under their own weight.

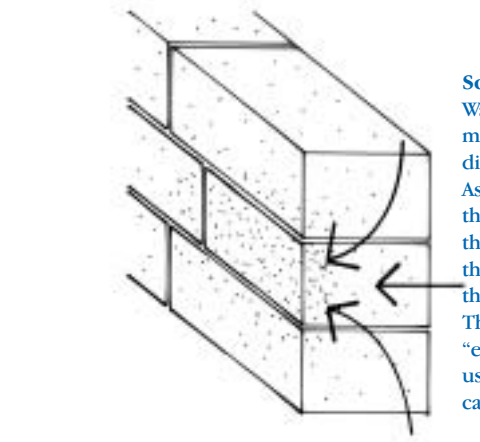
2) Saturated insulation holds water which, if left in place, can perpetuate high moisture conditions destructive to wood, masonry, and steel.

Some types of insulation may be left in place after water contact, such as closed-cell styrene and urethane board insulations that do not absorb water. These should be inspected to determine whether they hold moisture against wood or masonry materials or steel fasteners. If so, the insulation should be removed until all materials are dry. Any mud or silt that remains in the cavity should be removed regardless of the insulation's condition.

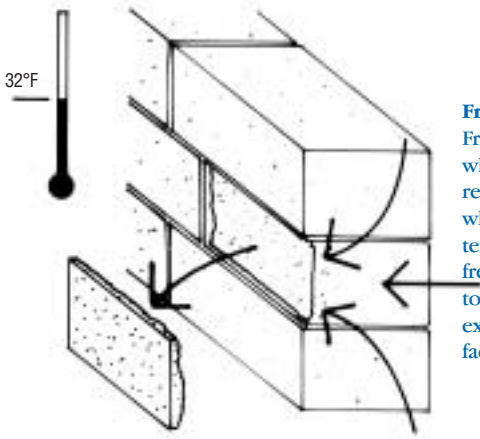
Other types of insulation, such as fiberglass battens, must be evaluated on a case-by-case basis. Glass fibers, in themselves, are not water absorbent, but if they impede the flow of air in a wall cavity, and thus the drying-out process, it may be necessary to remove them.

Wood Rot

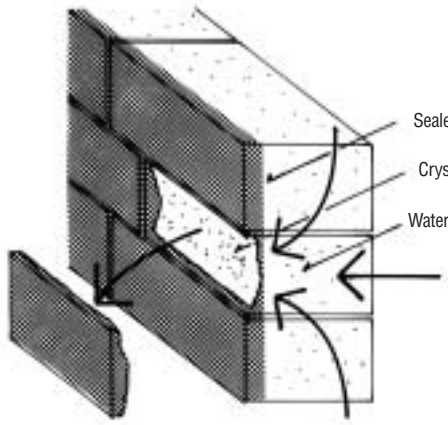
Wood rot occurs when natural fungi—present in virtually all construction lumber—grow in wood. Like other living organisms, they need food (wood), air, proper temperatures (between about 60-80 degrees F.), and water in order to grow. In most wood construction, the missing element is water which is why ordinary wood lasts for centuries when protected from moisture.



Soluble Salts
Water trapped in masonry walls dissolves soluble salts. As water migrates to the surface, it carries the salts and deposits them on the face of the brick or stone. These deposits, called "efflorescence," are usually harmless and can be easily removed.



Freeze Spalling
Freeze spalling occurs when liquid water remains in the wall when the outside air temperature reaches freezing. Water turns to ice crystals and expands and spalls the face of brick or stone.



The outside surface of the buildings are sometimes sealed to prevent water from soaking into the materials. Unfortunately, sealer also prevents liquid water from migrating outward. Water is trapped behind the surface and, as it evaporates, allows soluable salts to re-crystallize. When this happens, the salt crystals expand and spall the face of brick or stone. Sealer also retards the migration of liquid water and increases the chance that flood-soaked masonry will be damaged by freeze spalling.

Figure 4. Masonry and Concrete Deterioration

Fortunately for flooded buildings, the fungi must exist over a relatively long period of time in order for wood rot to be destructive. Damage from a one-time event, such as a flood, is usually negligible if the wood is allowed to air dry. Problems occur when saturated wood is encapsulated so that the water cannot evaporate.

Two areas where wood is normally encapsulated are wall cavities and sill plates, particularly when these areas are filled with insulation. Figure 3 describes treatment of walls and sill plates. To properly ventilate walls, it will probably be necessary to cut or drill holes—taking care not to damage pipes and wires buried in the walls—and remove the insulation.

Masonry and Concrete Deterioration

Soluble Salt Damage

Masonry and concrete contain impurities, including water-soluble salts. When these materials are saturated, the soluble salts dissolve and are carried to the surface during evaporation. The result is an unsightly white residue called efflorescence on the exterior or interior of the building—wherever water evaporates. These deposits are not usually harmful and frequently they dissolve and disappear naturally when it rains. Stubborn efflorescence maybe removed with water, detergent and bristle brushes, or with chemicals.

Soluble salts can cause significant damage when the building's exterior surface has been treated with building sealer. If this is the case, the salts will travel toward the outside surface, but become trapped behind the surface by the sealer. The water vapor eventually evaporates, but the salts are left behind to crystallize and expand, pushing off the surface of the brick or stone in a process called spalling.

The presence of paint on masonry or concrete walls may also retard the passage of water. Because the paint does not penetrate the masonry or concrete, it is usually removed by the water passing through the wall or by the salt crystallization that takes place just under the paint layer. While the paint may be removed, the surfaces of the brick, stone, or concrete remain intact.

The most obvious way to prevent salt damage is to never apply sealer to a building. If your building has been sealed, there is little that can be done to prevent spalling.

Freezing and Thawing Damage

When water freezes, it expands. If the water is encapsulated inside building materials, the expansion can tear them apart. Thus, if significant amounts of water remain in masonry or concrete by early winter, when the weather goes through rapid periods of freezing and thawing, the result is similar to the crystallization of salts: the faces of the masonry or concrete may spall.

Ordinarily, water will evaporate even from saturated masonry and concrete at a rapid enough rate that freeze-thaw damage will not occur. Some conditions under which evaporation may be impeded and spalling may take place are described below.

- Masonry or concrete has been treated with a building sealer. Although newer building sealers allow the passage of water vapor, they inhibit the flow of liquid water and can slow the rate of evaporation. Unfortunately, lit-

tle can be done to mitigate the effects of building sealer. Some spalling may occur.

- Masonry or concrete has been painted. The vapor pressure of the water may cause some of the paint to fall off, helping to speed evaporation. Otherwise, short of paint removal, little can be done and some spalling may occur.
- Masonry or concrete has been covered with another building wood siding or plasterboard. If the covering was installed flush against the masonry or concrete, it should be removed temporarily to allow the wall to dry out. If the material was installed over sleepers or spacers and an air space exists, it may not be necessary to completely remove the covering material, but it would be helpful to provide air holes to ventilate the wall.

Damage to Metals

Metal Fasteners

Most metal fasteners are made of iron or steel which rust and expand when exposed to water. Fasteners, such as nails, should not be harmed by immersion in floodwaters, as long as they are allowed to dry soon after the waters subside. Opening wall cavities and removing insulation may be necessary. If nails are subjected to long-term moisture, rust may become severe and the nails may fail.

Rusted or weakened nails probably will not cause significant structural problems in the lower portion of a building—the portion most likely to be immersed by floodwaters. In most cases, such as at the sill plate, the nails hold the wood in position but are not solely responsible for its support.

The exception to this is often porch floor joists. Porches are frequently fastened to the house only with nails which, if they fail, may cause the porch to collapse. If your porch was submerged, make sure it is well ventilated by removing solid porch skirts and allowing the air to flow freely.

Once the moisture is removed, iron nails pose cosmetic problems by causing rust stains on finished surfaces. This problem can be corrected by driving the nails further into the wood, caulking them, and applying a primer paint with topcoat.

Damage to Exposed Metals

Most metals will not be permanently damaged by immersion in water. Durable metals such as aluminum, bronze, copper, and brass should survive the flooding completely intact. Commercial storefronts with cast-iron columns and stoops may experience some rusting, but the surfaces can be sanded clean and repainted.

Stamped iron-based metal, most commonly found in "tin" ceilings and stamped metal cornices on commercial storefronts, poses more of a problem. Stamped metal consists of rust-prone iron, coated with lead and tin (called "terne") or zinc (called "galvanized") to prevent rust. These coatings are usually effective, unless water enters the insides of the stampings and is allowed to sit. The standing water penetrates the protective coating and the iron rusts. Stamped metal cornices that have been immersed should be inspected to make sure they haven't filled with water. If so, find a way to drain the water and ventilate the back side, either by carefully prying a portion away from the building or by drilling small weep holes on the bottom.

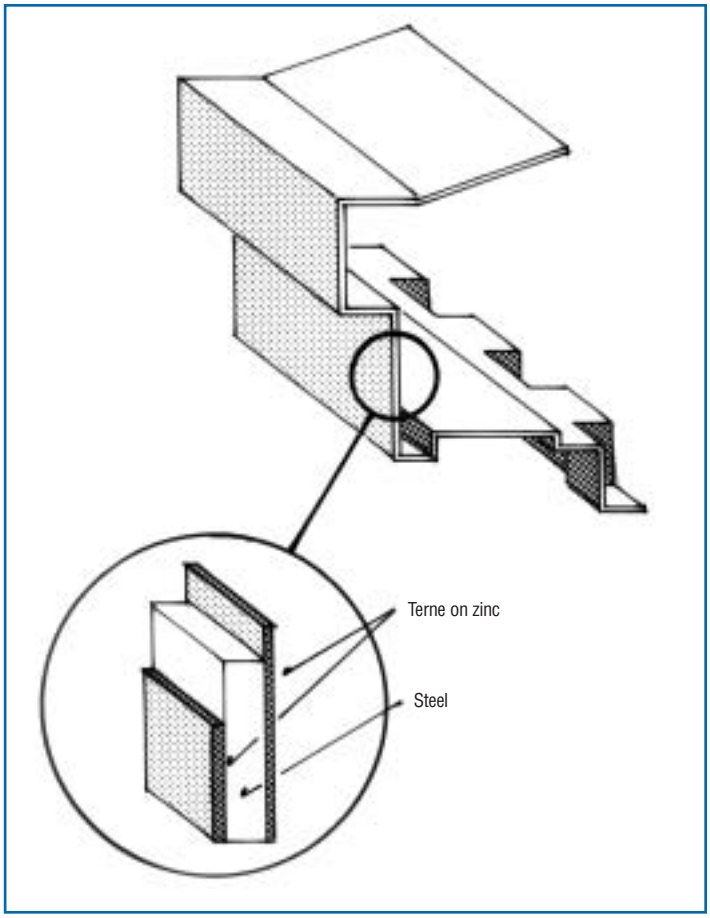


Figure 5. Typical Coated Steel Used to Stamp Metal

The holes can later be filled with auto body filler and repainted.

There is no easy remedy for stamped ceilings that have been immersed except to dry the building's interior and to monitor the ceilings for possible rusting. Drilling holes to drain water may be ineffective and removing sections of the ceiling would likely result in damage to the ceiling panels.

When repairs are necessary, stamped metal should be treated like auto body work. If surface rusting occurs on stamped metal, the rust should be removed by carefully scraping only the rusted areas, priming with a rust inhibitive paint, and then painting. Do not sandblast or attempt to chemically clean stamped metal or the protective coating will be removed and the metal will rust quickly.

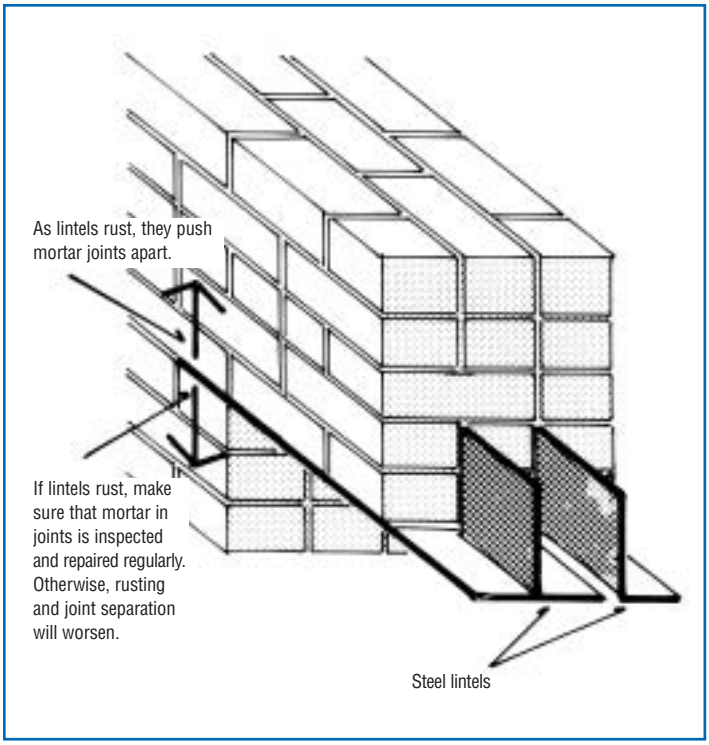


Figure 6. The Effect of Floodwater on Metal Lintels in a Brick Masonry Wall

Damage to Imbedded Metals

The problems of exposed and imbedded iron are fundamentally different. When exposed iron corrodes, the problem is mostly cosmetic. When imbedded iron corrodes, it can damage surrounding materials.

When iron rusts, it expands and this expansion generates tremendous force. Of particular concern in flooded buildings are metal lintels—the flat pieces of steel used to support masonry or concrete above door and window openings. Metal lintels are usually used on brick buildings and, when they rust, they can lift whole sections of a wall.

If your building has metal lintels and they were immersed in water, some rusting is likely to occur, although the rust expansion caused by the flooding alone will not cause a great deal of immediate damage. Of greater concern is damage to the surrounding materials which may allow water to enter on an ongoing basis and cause more severe rusting in the future.

After the water recedes and the building materials dry, check the mortar joints near the lintels to see that the mortar has not cracked or fallen out. If it has, repoint the area immediately to make sure that water cannot enter to create further rusting. Before repointing, scrape the metal to remove any loose rust scale. It is uncertain whether rust inhibitive primers are effective in retarding rust in these situations.

If other iron-based metals are imbedded in masonry or concrete, inspect them periodically and repair cracks in the surrounding materials if they occur.

Damage to Interior Finishes

Drywall

Drywall that was submerged will probably have to be replaced. Drywall consists of a relatively soft gypsum material held in place by a paper "sandwich." The paper does not hold up well to water saturation and, in most cases, wet drywall will simply dissolve. If it was not wet severely, drywall may be salvageable after it dries. Even so, FEMA recommends replacement as contaminants may make it a permanent health hazard. As with other aspects of flood cleanup, use your judgment about whether to retain or discard affected drywall.

Plaster, on the other hand, is unpredictable when wet. Sometimes it survives with no damage, other times it must be replaced. Its durability depends on the plaster mix, the skill used in application, the degree of saturation, whether it is applied to walls or ceilings, and the type of lath used. Plaster over metal lath is more likely to require replacement than plaster over wood lath.

Check for obvious areas where plaster must be removed, such as ceilings with large sags. If your ceiling sags in an area more than about three feet in diameter, it may be difficult to repair the damage. That portion of the ceiling may need to be removed with care. Falling plaster, especially wet falling plaster, can be dangerous. If the water level was above the ceiling and you suspect that it may contain standing water, you may want to poke drain holes—with a nail attached to the end of a long stick—in the plaster before attempting to remove it. Do not stand directly under the area being prodded in case the plaster loosens and falls.

Except for areas of obvious damage, the best way to determine whether plaster must be replaced is to let it dry and then inspect it. Here are some suggestions about how to determine whether plaster should be replaced:

- The surface condition of plaster may not tell you whether it is sound. If the plaster keys (sections of plaster that serve to anchor the plaster to the lath) have fallen off or if the lath has come loose from the building structure, the plaster may need to be replaced.
- You can sometimes tell if plaster is sound by tapping lightly on the wall with a piece of wood. Unsound plaster will sound hollow.
- If you ventilate wall cavities by opening holes, look for broken plaster keys. There will always be a few broken keys, but if the number is excessive, the plaster is likely in poor condition.

- Plaster damage can be repaired by re-anchoring the plaster to the wall studs and ceiling joists with screws and plaster washers. Sound plaster, especially decorative plaster, should be retained in place if it is salvageable.

Damage to Wood Floors and Trim

It is difficult to determine whether wood trim that has been submerged needs to be replaced. Most wood will expand and deform when wet and then return more or less to its original form as it dries. The behavior of an individual piece of wood depends on its species, grain pattern, method of anchoring, and whether its grain structure was damaged when the wood expanded against other materials.

Tongue and groove hardwood floors are unlikely to return to their original condition. When they expand, their grain structures are usually damaged. If you have a saturated hardwood floor, let it dry thoroughly. Then, if it remains cupped, you can decide whether to sand the floor flat or replace it. When possible, retain original hardwood floors.

Non-interlocking board floors, such as plain pine boards, stand a good chance of returning to their original shapes when dried. A light, surface sanding and some re-nailing may be necessary.

Wood trim around baseboards, ceilings, doors, and windows is likely to survive a flood because it can usually expand without crushing its fibers. After drying, it should return to its original form and should be retained.

Wooden doors in older and historic buildings are likely to be panel doors that add to the character of the building. Replacement with standard, hollow-core, flush doors may not be appropriate and the original doors should be retained when possible. Fortunately, panel doors usually survive flooding surprisingly well. If you have panel doors, let them dry in place. It may help to open them to allow better air circulation. As they dry, warping should disappear, and their fit and the condition of their glue joints should be inspected before determining whether they need further repair. Be sure that the doors are completely dry before attempting to repair or plane them. Also, if the original glue was not waterproof, the joints may have to be re-glued.

If you need to replace any doors, consider replicating original panel doors. Hollow core doors will likely need to be replaced because their internal spacers are usually made of cardboard which dissolves in water.

Damage to Interior Paint

After the flood, most painted interior surfaces that were under water will have to be repainted due to water damage or contamination. Do not paint interior surfaces until they are completely dry and the interior humidity has returned to nearly normal levels. The exception is that wall surfaces can be painted with flat latex paint even if some dampness exists.

The paint on some surfaces, such as window trim, may have been damaged and will be soft enough to scrape off. If so, new paint will not adhere until the existing paint is removed and the wood is dry. Because the wood trim may contain lead-based paint, especially in older buildings, observe caution when removing it and dispose of it properly.

Wallpaper

In many cases, older and historic wallpaper may be saved after a flood, but the decision to retain or remove it is a difficult one. On the one hand, FEMA cautions that wallpaper paste may be a breeding ground for molds and contamination and that wallpaper significantly wet by floodwaters may have to be removed and replaced, even if it appears to be in good condition. On the other hand, if the wallpaper is of historical importance or original to your house, you may decide to retain it. The decision will be based on the degree of water damage, the cost of replacement or reproduction, and climate controls that may limit future growth of mold and bacteria.

If your house is historic and the extent of damage determines that the wallpaper must be removed, carefully remove several square feet, all the way down to the plaster. If possible, take samples from several different locations including the ceiling. Label which room the paper came from and store temporarily in a dry part of the house until the paper can be permanently preserved.

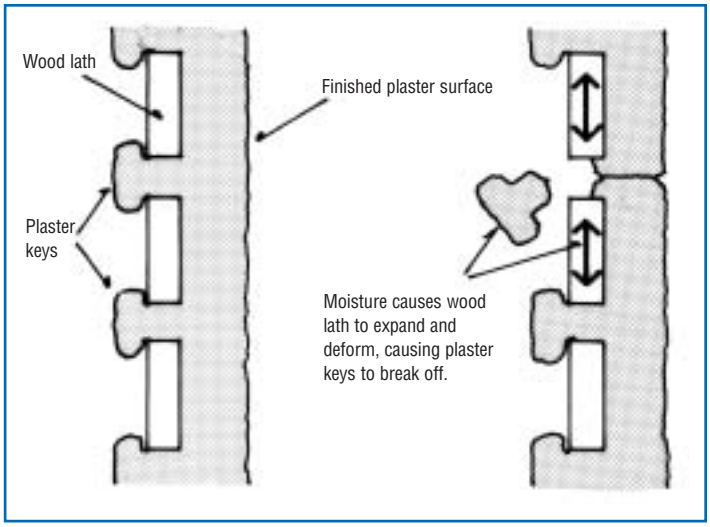


Figure 7. Possible Effect of Saturation on Plaster Walls

Floor Coverings

Most older and historic homes retain few of their original floor coverings and most floor coverings can be discarded with no effect on a building's historic character.



Many older buildings have withstood the test of time and have survived devastating floods. With proper cleaning and drying out, they can be restored for future use.

– Photo by Mary Ruffin Hanbury

One exception to this rule is tile floors which may be original. Even though tile is a durable material, the materials beneath it, such as wooden sub-floors and grout beds, may have been damaged. The only way to determine whether a tile floor is sound is to inspect it when all of the building materials are dry. This might take a long time as the tile impedes the evaporation process.

If a preliminary inspection shows that the underlying structure may be damaged, the tile floor can be removed and re-laid when the materials have dried. Or the decision whether to remove or reinstall can be postponed until the materials have thoroughly dried with the tile floor in place. The latter method takes longer, but minimizes damage to the tiles.

The most common residential floor covering is wall-to-wall carpeting. Because of the risk of contamination, carpeting touched by the flood waters should be discarded, unless it is small enough to be laundered, such as an area rug, or valuable enough to be professionally cleaned, such as an Oriental rug.

Floor tiles, such as vinyl flooring, and sheet flooring are probably not historic and should be removed to aid the evaporation process if the underlying wooden floor was submerged. On rare occasions, some sheet flooring, such as linoleum, may be historically significant. If this is the case and you wish to retain it, let the floor dry as best it can. Once dry, if the floor is level and the flooring adheres, you may leave it in place. If the bond between the floor and the covering fails, you may be able to remove and re-lay the flooring. There is no guarantee that either of these techniques will succeed. If it is impossible to re-lay the floor, make sure to save samples of the historic flooring.

Exterior Paint Problems

Paint failure is likely to occur on any painted surface wet directly by floodwater or on surfaces through which excessive amounts of water will evaporate. Paint failure resulting from the passage of water or water vapor will show up as large sections of paint peeling all the way down to the underlying building material. If this happens, allow the underlying materials to dry thoroughly before attempting to repaint. If you paint before all the building materials have dried thoroughly, the water vapor pressure will "bubble" the new paint and it too will peel.

If the building materials are very wet, it may be necessary to postpone painting for a long time. You may wish to use a water-repellent wood preservative to help to protect the wood from water-related damage and the effects of sunlight until you can safely paint it.

Summary

Churches, schoolhouses, stores, banks, homes, courthouses, and barns in river and coastal communities often bear watermarks on the walls where owners pencil in the dates and levels of significant floods—the 1937 Flood, the 1973 Flood, the Johnstown Flood. Yet many of these buildings have stood the test of time and survived devastating floods. While floodwaters can cause significant damage to historic buildings, they do not spell the

end. With proper cleaning and drying out procedures, the only reminder of floodwaters in historic structures should be a watermark and date on the wall.

Resources

The Preservation Briefs series, published by the **National Park Service**, provide useful technical information in dealing with the effects of floodwater damage to your old or historic building. Many of these are available online. For a listing of topics go to *www.cr.nps.gov/hps/tps/tpscat.htm*. You can also order copies from the Government Printing Office by calling 1-866-512-1800 or by sending an e-mail to *ContactCenter@gpo.gov*.

The National Park Service Museum Management Program offers a useful primer on disaster preparedness, management and response. For more information go to *www.cr.nps.gov/museum/publications/index.htm*

The Federal Emergency Management Agency (FEMA) also produces several publications that may be helpful to you. These are:

- Repairing Your Flooded Home – FEMA 234
- Flood Emergency and Residential Repair Handbook – FIA 13
- Floodproofing Residential Structures – FEMA 102
- Design Manual for Retrofitting Flood-Prone Residential Structures – FEMA 114

Copies of these publications may be available through your state or local office of emergency services. Or go to *www.fema.gov/library/prepandprev.shtm#floods*. Printed copies of many of the resources listed in the FEMA Library are available in the FEMA Publication Distribution Center. Call 800-480-2520 for ordering information.

A new resource from the **Heritage Emergency National Task Force** identifies federal funding to help plan for emergencies, buy disaster supplies, or train staff for next year's hurricane season. *Before and After Disasters:Federal Funding for Cultural Institutions* provides information on 15 federal grant and loan programs to help cultural institutions and historic sites prepare for and recover from disasters. The 32-page booklet is online. In addition, up to 50 free copies can be ordered from FEMA by calling (800) 480-2520 and asking for FEMA publication #533. *www.heritagepreservation.org/PDFS/Disaster.pdf*

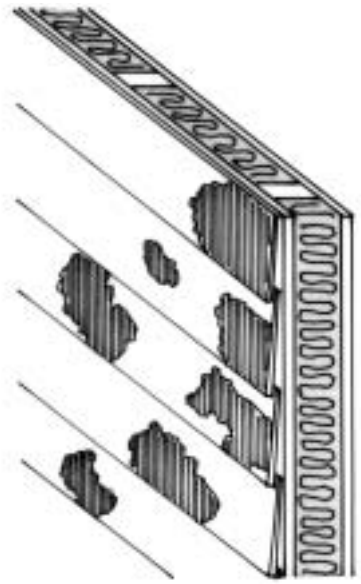
FEMA has ten regional offices. Each region serves several states, and regional staff work directly with the states to help plan for disasters, develop mitigation programs, and meet needs when major disasters occur.

The location of FEMA Regional Offices and the states served are listed below.

FEMA Region I
99 High Street, 6th Floor
Boston, MA 02110
(617) 956-7506
(CT, MA, ME, NH, RI, VT)

FEMA Region II
26 Federal Plaza
New York, NY 10278
(212) 680-3609
(NJ, NY, PR, VI)

FEMA Region III
615 Chestnut Street
Philadelphia, PA 19106
(215) 931-5608
(DC, DE, MD, PA, VA, WV)



Illustrated here are the effects of saturated insulation in a wood-framed wall. Liquid water and water vapor passing outward through the wood push the paint off the building, all the way down to the bare siding. A similar type of paint failure will occur if flood soaked walls are painted before they have dried completely.

Figure 8. Moisture-related Paint Failure

FEMA Region IV
3003 Chamblee-Tucker Rd.
Atlanta, GA 30341
(770) 220-5200
(AL, FL, GA, KY, MS, NC, SC, TN)

FEMA Region V
536 South Clark St.
Chicago, IL 60605
(312) 408-5500
(IL, IN, MI, MN, OH, WI)

FEMA Region VI
Federal Regional Center
800 N. Loop 288
Denton, TX 76209
(940) 898-5399
(AR, LA, NM, OK, TX)

FEMA Region VII
9221 Ward Parkway, Suite 300
Kansas City, MO 64114
(816) 283-7061
(IA, KS, MO, NE)

FEMA Region VIII
Building 710, Box 25267
Denver, CO 80225-0267
(303) 235-4800
(CO, MT, ND, SD, UT, WY)

Mold Removal Guidelines for your Flooded Home

A flood-damaged home needs special care to remove mold safely and effectively. Mold begins to grow on materials that stay wet longer than two or three days. The longer it grows, the greater the health hazard and the harder it is to control. So, as soon as it is safe to return, don't delay cleanup and dry out.

Take photographs for insurance purposes before cleaning up. Do not wait for the claims adjuster to see the site before removing wet and moldy materials. Most homeowners' insurance policies do not cover mold damages or clean up costs, but flood insurance may cover it.

Mold and Health

Some people are much more sensitive to mold than others, but long-term or heavy exposure is unhealthy for anyone. Mold can trigger allergic reactions and asthma attacks, may lower resistance to illness, or have other effects. Young children, the elderly, and people in poor health are most vulnerable. Some molds can make toxins that exist in live or dead spores and fragments. "Black mold" is a misleading term; many molds are black.

Mold testing is not usually needed and is rarely useful to answer health concerns. Some insurance companies and legal services may require sampling for evidence. Professional mold remediation contractors may test before and after cleanup to check the cleanup's effectiveness.

If you hire a contractor, seek a licensed mold remediation contractor with special training and equipment. Get in writing the cost, methods, and steps to be used. Compare their procedures with the following guidelines.

Do-it-yourself Mold Clean Up Steps

To clean up safely and effectively, follow these steps and refer to EPA's *A Brief Guide To Mold, Moisture, and Your Home* or *Mold Remediation In Schools and Commercial Buildings* available online at *www.epa.gov/mold* or the CDC's *Mold Prevention Strategies and Possible Health Effects in the Aftermath of Hurricanes Katrina and Rita* available online at *www.bt.cdc.gov/disasters/mold/report/*.

1. Wear Protective Gear During Cleanup

People are mainly exposed to mold by breathing spores and skin contact. Wear gloves, goggles, and a respirator rated N-95 or higher. Some respirators have valves to make it easier to breathe.

2. Isolate Work Area and Ventilate to Outdoors

Disturbing mold colonies during cleanup can cause a huge release of spores into the air, so seal off the moldy areas from the rest of the house. Open windows, and don't run the central air system during cleanup. Tape plastic over air grilles, and drape plastic in the stairwell if the second story is dry and clean. If power is on, put a fan in a window to blow out and exhaust mold-filled air to the outdoors.

3. Remove Moldy Porous Materials

Porous moldy or sewage-contaminated materials should be removed, put in plastic bags if possible, and thrown away. To reduce the release and spread of mold spores, it is helpful to cover moldy material with plastic sheeting before removing it.

- Remove all flooded carpeting, upholstery, fabrics, and mattresses right away. It's best to discard them, but if you hope to salvage a valuable item, have it cleaned, disinfected, and dried quickly outside the home. Never reuse flooded padding.

- Remove all wet fibrous insulation—even if wallboard appears to be dry. Wet insulation will stay wet far too long, leading to the growth of hidden unhealthy mold and decay fungi inside the walls. Cut wall covering above the level that was wet; water can wick up above the flood level.

- It's best to remove all moldly porous materials, especially if there is heavy or long-term mold growth—including gypsum wallboard, processed wood products, ceiling tiles, and paper products.

- Plaster, wood paneling, and non-paper faced gypsum board walls that are dry, in good condition, and have no insulation in the wall can be cleaned and sanitized to salvage them. There is a risk of mold on the back side, however, which can release spores into the home through air leaks in the walls.

- Remove vinyl wallpaper, flooring, and other coverings of wet materials.

4. Clean and Disinfect

Surface mold can be effectively cleaned from non-porous materials such as hard plastic, concrete, glass, and metal. Solid wood can also be cleaned. Cleaning should remove, not just kill, the mold, because dead spores can still cause health problems.

After cleaning, you may use a disinfectant to kill any mold missed by the cleaning. If there was sewage contamination, disinfection is a must. If you disinfect, follow label directions and warnings, handle carefully, and never mix bleach with ammonia or acids. Many disinfectants kill molds, but do not prevent regrowth.

- Remove any sediment. Hose out opened wall cavities.

- Wash dirty or moldy materials with non-phosphate all-purpose cleaners. Rough surfaces may need to be scrubbed. Rinse surfaces, but avoid pressure spray which can force water into materials.

- Disinfect wall cavities and other materials *after* cleaning. Soil can make some disinfectants less effective. On colorfast, non-metal surfaces, you can disinfect with a solution of 1/2 to 1 cup household chlorine bleach per gallon of water. Do not use in the air conditioning system. Milder, less corrosive disinfectants include alcohols, phenolics, and hydrogen peroxide.

5. Consider Borate Treatment

Having a professional pest control applicator apply a borate treatment to wood framing can provide resistance to termites, decay, and mold. Other fungicides may also help inhibit mold regrowth during drying. Do not apply sealants to wood.

6. Flush the Air

After cleaning and disinfecting, air out the building. Use fans in windows to pull mold spores to the outdoors.

7. Speed Dry

Dry all wet materials as quickly as possible. Close windows and turn on air conditioner or heat, run fans, and use a dehumidifier, if possible. If there is no power, keep windows open.

8. Remain on Mold Alert

Continue looking for signs of moisture or new mold growth. New mold can form in as little as two to three days if materials stay wet. Wood and other materials that may look dry can still be wet enough to support regrowth. If mold returns, repeat cleaning and, if possible, use speed drying equipment and moisture meters. Regrowth may signal that the material was not dry enough or should be removed.

9. Do Not Restore until all Materials Have Dried Completely

Wood moisture content should be less than 20 percent. Do not use vinyl wallpaper, oil-based paint, or other interior finishes that block drying to the inside.



Mold can spread quickly in buildings that have experienced flooding. It is important to begin the drying out process as soon as possible to prevent further damage.

– Photo by Mary Ruffin Hanbury

As the Floodwaters Recede—A Checklist of Things To Do

The following checklist will help you respond to flood damage in historic and older buildings. Read the steps through carefully and take time to plan. While it is tempting to wade right in with a shovel and mop, it is very important to develop a plan for cleanup and rehabilitation. Unfortunately, overly zealous cleanup efforts can result in historic materials being carted away, excessively rough cleaning methods, and the unnecessary loss of historic fabric. The best way to prevent additional damage to historic structures and materials during a time of duress is to use caution and plan ahead.

- ☐ Follow all emergency rules, laws, and regulations
- ☐ Turn off all utilities
- ☐ Document building damage
- ☐ Wear protective clothing
- ☐ Stabilize any unstable structures with temporary bracing
- ☐ Use caution when pumping basement water
- ☐ Keep building properly ventilated
- ☐ Clean everything that got wet with a disinfectant
- ☐ Allow saturated materials to dry using natural ventilation
- ☐ Check for foundation damage
- ☐ Replace soil around foundation
- ☐ Save historic materials if possible
- ☐ Use caution when removing lead-based paint or any products containing asbestos
- ☐ Clean and repair roof and roof drainage systems to protect building from future damage

FEMA Region IX
1111 Broadway, Suite 1200
Oakland, CA 94607
(510) 627-7100
(AZ, CA, GUAM, HI, NV, CNMI, RMI, FSM, American Samoa)

FEMA Region X
130 228th Street, SW
Bothell, WA 98021
(425) 487-4600
(AK, ID, OR, WA)

Assistance of various types is available from your **state historic preservation office**. Assistance includes survey and assessment of damage of historic resources. In addition the SHPO administers the historic rehabilitation tax credit program for owners of income producing properties certified by the SHPO as historic rehabilitation projects. These tax credits may help to offset the costs of carrying out flood damage repair. Other specific flood-related assistance may be available in your states. To find the SHPO in your state call (202) 624-5465 or go to *www.ncshpo.org*

The **National Endowment for the Arts' Museum Program** is concerned primarily with works of art and with institutions that care for and exhibit works of art. Funds from several categories within the Museum Program can be applied toward disaster planning. For more information call (202) 682-5400 or go to *www.arts.gov*.

The **American Institute for the Conservation of Historic and Artistic Works** (AIC) has established a website for sharing and disseminating information on the recovery of cultural materials. AIC's **Disaster Recovery Page** has key links to resources useful for the recovery of collections affected by the hurricane. For more information go to *aic.stanford.edu*.

The **Small Business Administration** (SBA) can provide both direct and bank participation disaster loans to qualified homeowners and businesses to repair or replace damaged or destroyed private property when the SBA administrator declares a "disaster loan area" under SBA's statutory authority. For more information go to *www.sba.gov/disaster_recov/index.html* or call (800) 659-2955.

The **National Center for Preservation Technology and Training** (NCPTT) uses technology to serve the future of America's heritage through applied research and professional training. The Center's website lists useful publications and assessment tools for disaster recovery efforts. For more information go to *www.ncptt.nps.gov*.

About the Authors

This publication is adapted from the State Historical Society of Wisconsin's *Treatment of Flood-Damaged Older and Historic Properties*, prepared by Jim Sewell, senior preservation architect. Richard Wagner of David H. Gleason Associates drafted the illustrations based on Mr. Sewell's original drawings. The section on mold removal was developed by Claudette Hanks Reichel, Ed.D., professor and extension housing specialist at LSU AGCenter, Louisiana State University.

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We encourage you to duplicate this material for distribution to anyone who might find it useful. It is our intent to get this information as quickly as possible to those individuals responsible for flood-damaged older and historic buildings.

19 Appendix: Municipal Land Use Law Historic Preservation Summary



Municipal Land Use Law

New Jersey Statutes Annotated Historic Preservation Related Sections

New Jersey Department of Environmental Protection • Natural & Historic Resources • Historic Preservation Office

Introduction

Municipalities in New Jersey obtain their authority to identify, evaluate, designate, and regulate historic resources (individual sites and districts) from the Municipal Land Use Law (MLUL), the enabling legislation for municipal land use and development planning, zoning, and, since 1986, historic preservation zoning. In response to requests for information on the sections of the MLUL pertaining to historic preservation zoning, the Historic Preservation Office (HPO) is excerpting and printing the following sections of the Municipal Land Use Law relevant to historic preservation planning and zoning and the creation of municipal Historic Preservation Commissions. The HPO has also provided a description of the requisites for participation in the Certified Local Government (CLG) program.

C. 40:55D-25
Powers of Planning Board

A. The planning board shall follow the provisions of this act and shall accordingly exercise its powers in regard to:

(1) The master plan pursuant to article 3;

(2) Subdivision control and site plan review pursuant to article 6;

(3) The official map pursuant to article 5;

(4) The zoning ordinance including conditional uses pursuant to article 8;

(5) The capital improvements program pursuant to article 4;

(6) Variances and certain building permits in conjunction with subdivision, site plan and conditional use approval pursuant to article 7.

B. The planning board may:

(1) Participate in the participation and review of programs or plans required by State or Federal law or regulation;

(2) Assemble data on a continuing basis as part of a continuous planning process; and

(3) Perform such other advisory duties as are assigned to it by ordinance or resolution of the governing body for the aid and assistance of the governing body or other agencies or officers.

C. In a municipality having a population of 2,500 or less, a nine-member planning board, if so provided by ordinance, shall exercise, to the same extent and subject to the same restrictions, all the powers of a board of adjustment; but the Class I and the Class III members shall not participate in the consideration of applications for development which involve relief pursuant to subsection d. of section 57 of the act L. 1975 C. 291 (C.40:55D-70).

D. In a municipality having a population of 2,500 or less, the planning board, if so provided by ordinance, shall exercise, to the same extent and subject to the same restrictions, all of the powers of a historic preservation commission, provided that at least one planning board member meets the qualifications of a Class A member of a historic preservation commission and at

least one member meets the qualifications of a Class B member of that commission.

C. 40:55D-28
Master Plan; preparation; contents; modification

A. The planning board may prepare and, after public hearing, adopt or amend a master plan, or component parts thereof, to guide the use of lands within the municipality in a manner which protects public health and safety and promotes the general welfare.

B. The master plan shall generally comprise a report or statement and land use and development proposals, with maps, diagrams and text, presenting, at least the following elements (1) and (2) and, where appropriate, the following elements (3) through (12):

(1) A statement of objectives, principles, assumptions, policies and standards upon which the constituent proposals for the physical, economic and social development of the municipality are based;

(2) A land use plan element (a) taking into account and stating its relationship to the statement provided for in subsection (1) hereof, and other master plan elements provided for in paragraphs (3) through (12) hereof and natural conditions, including, but not necessarily limited to, topography, soil conditions, water supply, drainage, flood plain areas, marshes, and woodlands, (b) showing the existing and proposed location, extent and intensity of development of land to be used in the future for varying types of residential, commercial, industrial, agricultural, recreational, educational and other public and private purposes or combination of purposes; and stating the relationship thereof to the existing and any proposed zone plan and zoning ordinance; and (c) showing the existing and proposed location of any airports and the boundaries of any airport safety zones delineated pursuant to the "Air Safety and Zoning Act of 1983," P.L. 1983, c. 260 (C. 6:1-80 et seq.); and (d) including a statement of the standards of population density and development intensity recommended for the municipality;

(3) A housing plan element pursuant to section 10 of P.L. 1985, c. 222 (C. 52:27D-310)(See *Addendum*), including, but not limited to, residential standards and proposals for the construction and improvement of housing;

(4) A circulation plan element showing the location and types of facilities for all modes of transportation required for the efficient movement of people and goods into, about, and through the municipality, taking into account the functional highway classification system of the Federal Highway Administration and the types, locations, conditions and availability of existing and proposed transportation facilities, including air, water, road and rail;

(5) A utility service plan element analyzing the need for and showing the future general location of water supply and distribution facilities, drainage and flood control facilities, sewerage and waste treatment, solid waste disposal and provision for other related utilities, and including any storm water management plan required pursuant to the provisions of P.L. 1981, c. 32 (C.40:55D-93 et seq.);

(6) A community facilities plan element showing the existing and proposed location and type of educational or cultural facilities, historic sites, libraries, hospitals, firehouses, police stations and other related facilities, including their relation to the surrounding areas;

(7) A recreation plan element showing a comprehensive system of areas and public sites for recreation;

(8) A conservation plan element providing for the preservation, conservation, and utilization of natural resources, including, to the extent appropriate, energy, open space, water supply, forests, soil, marshes, wetlands, harbors, rivers and other waters, fisheries, endangered or threatened species wildlife and other resources, and which systematically analyzes the impact of each other component and element of the master plan on the present and future preservation, conservation and utilization of those resources;

(9) An economic plan element considering all aspects of economic development and sustained economic vitality, including (a) a comparison of the types of employment expected to be provided by the economic development to be promoted with the characteristics of the labor pool resident in the municipality and nearby areas and (b) an analysis of the stability and diversity

of the economic development to be promoted;

(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;

(11) Appendices or separate reports containing the technical foundation for the master plan and its constituent elements; and,

(12) A recycling plan element which incorporates the State Recycling Plan goals, including provisions for the collection, disposition and recycling of recyclable materials designated in the municipal recycling ordinance, and for the collection, disposition and recycling of recyclable materials within any development proposal for the construction of 50 or more units of single-family residential housing or 25 or more units of multi-family residential housing and any commercial or industrial development proposal for the utilization of 1,000 square feet or more of land.



C. The master plan and its plan elements may be divided into subplans and subplan elements projected according to periods of time or staging sequences.

D. The master plan shall include a specific policy statement indicating the relationship of the proposed development of the municipality as developed in the master plan to (1) the master plans of contiguous municipalities, (2) the master plan of the county in which the municipality is located (3) the State Development and Redevelopment Plan adopted pursuant to the "State Planning Act", P.L. 1985, c. 398 (C. 52:18A-196 et al.), and (4) the district solid waste management plan required pursuant to the provisions of the "Solid Waste Management Act," P.L. 1970, c. 39 (C. 13: 1E-1 et seq.) of the county in which the municipality is located.

C. 40:55D-65
Contents of Zoning Ordinance

A zoning ordinance may:

A. Limit and restrict buildings and structures to specified districts and regulate buildings and structures according to their type and the nature and extent of their use, and regulate the nature and extent of the use of land for trade, industry, residence, open space or other purposes.

B. Regulate the bulk, height, number of stories, orientation, and size of buildings and the other structures; the percentage of lot or development area that may be occupied by structures; lot sizes and dimensions; and for these purposes may specify floor area ratios and other ratios and regulatory techniques governing the intensity of land use and the provision of adequate light and air, including, but not limited to the potential for utilization of renewable energy sources.

C. Provide districts for planned developments; provided that an ordinance providing for approval of subdivisions and site plans by the planning board has been adopted and incorporates therein the provisions for such planned developments in a manner consistent with article 6 (C. 40:55D-37 et seq.) of this act. The zoning ordinance shall establish standards governing the type and density, or intensity of

land use, in a planned development. Said standards shall take into account that the density, or intensity of land use, otherwise allowable may not be appropriate for a planned development. The standards may vary the type and density, or intensity of land use, otherwise applicable to the land within a planned development in consideration of the amount, location and proposed use of common open space; the location and physical characteristics of the site of the proposed planned development; and the location, design and type of dwelling units and other uses. Such standards may, in order to encourage the flexibility of housing density, design and type, authorize a deviation in various residential clusters from the density, or intensity of use, established for an entire planned development. The standards and criteria by which the design, bulk and location of buildings are to be evaluated, shall be set forth in the zoning ordinance and all standards and criteria for any feature of a planned development shall be set forth in such ordinance with sufficient certainty to provide reasonable criteria by which specific proposals for planned development can be evaluated.

D. Establish, for particular uses or classes of uses, reasonable standards of performance and standards for the provision of adequate physical improvements including, but not limited to, off-street parking and loading areas, marginal access roads and roadways, other circulation facilities and water, sewerage and drainage facilities; provided that section 41 (C. 40:55D-53) of this act shall apply to such improvements .

E. Designate and regulate areas subject to flooding (1) pursuant to P.L. 1972, c. 185 (C. 58:16A-55 et seq.) or (2) as otherwise necessary in the absence of appropriate flood hazard area designations pursuant to P. L. 1962, c. 19 (C. 58 :16A-5O et seq.) or floodway regulations pursuant to P.L. 1972, c. 185 or minimum standards for local fringe area regulations pursuant to P.L. 1972, c. 185.

F. Provide for conditional uses pursuant to section 54 (C.40:55D-67) of this act.

G. Provide for senior citizen community housing.

H. Require that as a condition for any approval which is required pursuant to such ordinance and the provisions of this chapter, that no taxes or assessments for local improvements are due or delinquent on the property for which any application is made.

I. Provide for historic preservation pursuant to section 5 of P.L.

C. 40:55D-65.1 Historic Designations in Zoning Ordinances

A zoning ordinance may designate and regulate historic sites or historic districts and provide design criteria and guidelines therefor. Designation and regulation pursuant to this section shall be in addition to such designation and regulation as the zoning ordinance may otherwise require.

Except as provided hereunder, after July 1, 1994, all historic sites and historic districts designated in the zoning ordinance shall be based on identifications in the historic preservation plan element of the master plan. Until July 1, 1994, any such designation may be based on identifications in the historic preservation plan element, the land use plan element or community facilities plan element of the master plan. The governing body may, at any time, adopt, by affirmative vote of a majority of its authorized membership, a zoning ordinance designating one or more historic sites or historic districts that are not based on identifications in the historic preservation plan element, the land use plan element or community facilities plan element, provided the reasons for the action of the governing body are set forth in a resolution and recorded in the minutes of the governing body. L. 1991, c. 199, § 5, eff. July 9, 1991.

C. 40:55D-107 Historic Preservation Commission

A. The governing body may by ordinance provide for a historic preservation commission.

B. Every historic preservation commission shall include, in designating the category of appointment, at least one member of each of the following classes: Class A-a person who is knowledgeable in building design and construction or architectural history and who may reside outside the municipality; and, Class B-a person who is knowledgeable or with a demonstrated interest in local history and who may reside outside the municipality.

C. A historic preservation commission shall consist of five, seven or nine regular members and may have not more than two alternate members. Of the regular members a total of at least one less than a majority shall be of Classes A and B. Those regular members who are not designated as Class A or B shall be designated as Class C.

Class C members shall be citizens of the municipality who shall hold no other municipal office, position or employment except for membership on the planning board or board of adjustment. Alternate members shall meet the qualifications of Class C members. The mayor or, if so specified by ordinance, the chairman of the planning
board shall appoint all members of the commission and shall designate at the time of appointment the regular members by class and the alternate members as "Alternate No. 1" and "Alternate No. 2". The terms of the members first appointed under this act shall be so determined that to the greatest practicable extent, the expiration of the terms shall be distributed, in the case of regular members, evenly over the first four years after their appointment, and in the case of alternate members, evenly over the first two years after their appointment; provided that the initial term of no regular member shall exceed four years and that the initial term of no alternate member shall exceed two years. Thereafter, the term of a regular member shall be four years; and the term of an alternate member shall be two years. A vacancy occurring otherwise than by expiration of term shall be filled for the unexpired term only. Notwithstanding any other
provision herein, the term of any member common to the historic preservation commission and the planning board shall be for the term of membership on the planning board; and the term of any member common to the historic preservation commission and the board of adjustment shall be for the term of membership on the board of adjustment. The historic preservation commission shall elect a chairman and vice-chairman from its members and select a secretary who may or may not be a member of the historic preservation commission or a municipal employee.

Alternate members may participate in discussions of the proceedings but may not vote except in the absence or disqualification of a regular member. A vote shall not be delayed in order that a regular member may vote instead of an alternate member. In the event that a choice must be made as to which alternate member is to vote, Alternate No. 1 shall vote.

D. No member of any historic preservation commission shall be permitted to act on any matter in which he has, either directly or indirectly, any personal or financial interest.

E. A member of a historic preservation commission may, after public hearing if he requests it, be removed by the governing body for cause.



C. 40:55D-108
Expenses and Costs

A. The governing body shall make provision in its budget and appropriate funds for the expenses of the historic preservation commission.

B. The historic preservation commission may employ, contract for, and fix the compensation of experts and other staff and services as it shall deem necessary. The commission shall obtain its legal counsel from the municipal attorney at the rate of compensation determined by the governing body, unless the governing body, by appropriation, provides for separate legal counsel for the commission. Expenditures pursuant to this subsection shall not exceed, exclusive of gifts or grants, the amount appropriated by the governing body for the commission's use.

C. 40:55D-109
Responsibilities

The historic preservation commission shall have the responsibility to:

A. Prepare a survey of historic sites of the municipality pursuant to criteria identified in the survey report;

B. Make recommendations to the planning board on the historic preservation plan element of the master plan and on the implications for preservation of historic sites of any other master plan elements;

C. Advise the planning board on the inclusion of historic sites in the recommended capital improvement program;

D. Advise the planning board and board of adjustment on applications for development pursuant to section 24 of P.L. 1985, c. 516 (C.40:55D-110)

E. Provide written reports pursuant to section 25 of P. L. 1985,

C. 516 (C.40:55D-111) on the application of the zoning ordinance provisions concerning historic preservation; and

F. Carry out such other advisory, educational and informational functions as will promote historic preservation in the municipality.

C. 40:55D-110
Referrals by Planning Board and Board of Adjustment

The planning board and board of adjustment shall make available to the historic preservation commission an informational copy of every application submitted to either board for development in historic zoning districts or on historic sites designated on the zoning or official map or in any component element of the master plan. Failure to make the informational copy available shall not invalidate any hearing or proceeding. The historic preservation commission may provide its advice which shall be conveyed through its delegation of one of its members or staff to testify orally at the hearing on the application and to explain any written report which may have been submitted.

C. 40:55D-111
Designation and Regulation of Historic Sites or Districts by Ordinance; Reference of Applications for Issuance of Permits to Commission; Report for Grant, Conditional Grant or Denial

If the zoning ordinance designates and regulates historic sites or districts pursuant to subsection i of section 52 of the act (C.40:55D-65), the governing body shall by ordinance provide for reference of applications for issuance of permits pertaining to historic sites or property in historic districts to the historic preservation commission for a written report on the application of the zoning ordinance provisions concerning historic preservation to any of those aspects of the change proposed, which aspects were not determined by approval of an application for development by a municipal agency pursuant to the act (C.40:55D-et seq.). The historic preservation commission shall submit its report either to the administrative officer or the planning board, as specified by ordinance. If the ordinance specifies the submission of the historic preservation commission's report to the planning board, the planning board shall report to the administrative officer.

In the case of a referral by the administrative officer of a minor application for the issuance of a permit pertaining to historic sites or property in historic districts, as defined in the zoning ordinance, the chairman of the historic preservation commission may act in the place of the full commission for purposes of this section; and, if the ordinance specifies the submission to the planning board of a commission report on a minor application, the ordinance may authorize the chairman or a subcommittee of the planning board to act in place of the full board.

The historic preservation commission or the planning board, as the case may be, shall report to the administrative officer within 45 days of his referral of the application to the historic preservation commission. If within the 45-day period the historic preservation commission or the planning board, as the case may be, recommends to the administrative officer against the issuance of a permit or recommends conditions to the permit to be issued, the administrative officer shall deny issuance of the permit or include the conditions in the permit, as the case may be. Failure to report within the 45-day period shall be deemed to constitute a report in favor of issuance of the permit and without the recommendation of conditions to the permit.

C. 40:55D-112
"Landmark" as a Substitute for "Historic"; "Historic Preservation" and "Historic Site"

The word "landmark" may substitute, in any ordinance, resolution, determination or official action pursuant to the act (C.40:55D-1 et seq.) and P.L. 1985, c. 516, (C.40:55D-107 et seq.) for "historic", "historic preservation" and "historic site".

L. 1985, c. 516. § 26, et'f. Mar. 22, 1986.

Addendum
C. 52:27D-310
Mandatory Contents of Housing Elements

A municipality's housing element shall be designed to achieve the goal of access to affordable housing to meet present and prospective housing needs, with particular attention to low and moderate income housing, and shall contain at least:

A. An inventory of the municipality's housing stock by age, condition, purchase or rental value, occupancy characteristics, and type, including the number of units affordable to low and moderate income household and substandard housing capable of being rehabilitated, and in conducting this inventory the municipality shall have access, on a confidential basis for the sole purpose of conducting the inventory, to all necessary property tax assessment records and information in the assessor's office, including but not limited to the property record cards;

B. A projection of the municipality's housing stock, including the probable future construction of low and moderate income housing, for the next six years, taking into account, but not necessarily limited to, construction permits issued, approvals of applications for development and probable residential development of lands;

C. An analysis of the municipality's demographic characteristics, including but not necessarily limited to, household size, income level and age;

D. An analysis of the existing and probable future employment characteristics of the municipality;

E. A determination of the municipality's present and prospective fair share for low and moderate income housing and its capacity to accommodate its present and prospective housing needs, including its fair share for low and moderate income housing; and

F. A consideration of the lands that are most appropriate for construction of low and moderate income housing and of the existing structures most appropriate for conversion to, or rehabilitation for, low and moderate income housing, including a consideration of lands of developers who have expressed a commitment to provide low and moderate income housing.



Certified Local Government Program

The Certified Local Government (CLG) program offers municipalities the opportunity to participate more directly in state and federal historic preservation programs. New Jersey's current CLG participants include Beach Haven Borough, Berlin Borough, Burlington City, Camden City, Cape May City, Closter Borough, Collingswood Borough, Evesham Township, Ewing Township, Fanwood Borough, Freehold Township, Glen Ridge Borough, Gloucester City, Haddonfield Borough, Haddon Heights Borough, Harrison Township, Hopewell Borough, Lawrence Township, Mahwah Township, Maplewood Township, Middletown Township, Montclair Township, Montville Township, Mount Holly Township, Newton Town, North Plainfield Borough, Ocean City, Paterson City, Plainfield City, Pompton Lakes Borough, Princeton Borough, Princeton Township, River Edge Borough, Somers Point City, South Brunswick Township, Swedesboro Borough, Teaneck Township, Tewksbury Township, Verona Township, Washington Township, West Milford Township and West Orange Township.

One of the benefits of Certified Local Government designation is access to Historic Preservation Fund matching and no-match grants reserved exclusively for historic resources survey, preservation planning and pre-development projects undertaken by Certified Local Governments. New Jersey annually awards $60,000 - $80,000 in Historic Preservation Fund grants to our CLGs.

Historic Preservation Fund matching grants may be used to sponsor a wide variety of historic preservation projects: historic resource surveys; site specific, historic district or municipal historic preservation plans; technical assistance to municipal historic preservation commissions; historic landscape, rural farmland or thematic historic property studies; architectural design guidebooks; historic preservation public education; National Register of Historic Places nominations; and other innovative historic preservation activities proposed by CLGs.

Pre-development grant funds are available for properties listed on the National Register of Historic Places. Eligible projects include the preparation of: historic structures reports; adaptive re-use plans, specifications and construction documents; and archaeological resource protection or stabilization plans. Pre-development projects must be in conformance with the "Secretary of the Interior's Standards for Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings."

Participation in the Certified Local Government program requires that a municipality have a historic preservation ordinance and a historic preservation commission conforming to the specifications of both the New Jersey enabling legislation, the Municipal Land Use Law (MLUL), and the National Park Service approved New Jersey Certified Local Government Guidelines. Governments requesting certification are required to submit an application and demonstrate that they meet the basic CLG program guidelines.

The CLG guidelines require due process and maximum public participation in the administration of the local historic preservation ordinance. All historic preservation commission decisions to designate individual historic sites and districts must be based upon criteria written into the local ordinance and must afford the public an opportunity to comment on the proposed designation at an open public meeting. The Certified Local Government guidelines require all commission meetings to be publicly announced and open to the public, have an advertised agenda, and be held in accordance with the New Jersey "Open Public Meetings Act." Additionally, commission decisions must be made in a public forum and applicants must be notified of meetings and advised of the decisions of the commission. These public participation provisions are designed to ensure that the designation of historic sites and districts results from a genuine interest in and commitment to local historic preservation by the residents of individual neighborhoods and the community at large. There must also be a clear appeals process to provide applicants and others the opportunity to appeal decisions made by the local historic preservation commission.

The Historic Preservation Office encourages efforts to promote local historic preservation. If you have any questions regarding the Certified Local Government program or would like a copy of the CLG Guidelines and application, please contact the Historic Preservation Office, CLG Program Coordinator.



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