

ZONING AND LAND USE

190 Attachment 13

**Borough of Pompton Lakes**

**APPENDIX A  
(Section 190-80)  
Design Review Application  
(for informational purposes only)**

Applicant's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Application for: (Check all that apply)

- Outside Signs
- Awning
- Outside Paint
- Permanent Window Graphics
- Facade Improvements
- Other

(please describe):

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Note: Please refer to the checklist below in preparing your application. Applications will not be processed if incomplete.

**Signage, Awnings, and Facade Improvements:**

- Drawing of building and sign/awning placement (line drawing, sketch or rendering drawn to scale)
- Building facade length (in feet)
- Building facade height (in feet)
- Drawing of sign/awning, drawn to scale
- Lighting locations/plans
- Indication of material specifications (canvas, wood, aluminum, etc.)
- Indication of all proposed lettering and graphics, including typeface(s) and type size(s)
- Photograph showing your building (8 inches by 10 inches minimum photo size)

POMPTON LAKES CODE

- Photograph showing adjacent buildings (8 inches by 10 inches minimum photo size)
- Material samples
- Swatch and/or paint color chips, awning material samples

**Painting:**

- Photograph showing your building and your painting plans (identify paint colors for trim, siding, etc.)
- Photograph showing adjacent buildings
- Material samples (swatch and/or paint color chips)

**Window Lettering or Signage:**

- Drawing of building and window signage placement (line drawing, sketch or rendering drawn to scale)
- Indication of already existing signage
- Window dimensions (length and height)
- Placement of proposed sign or lettering on window, including proposed lettering and graphics
- Material specifications (vinyl, paint, etc.)
- Photograph showing your building
- Photograph showing the window area on which you propose new signage.
- Material samples
- Swatch and/or paint color chips

Please return completed application and required materials to:  
Application must be received seven days prior to the Design Review Board meeting.

Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

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**For Design Review Board use only:**

Date of Receipt: \_\_\_\_\_ Date of Design Review: \_\_\_\_\_  
Date of Action: \_\_\_\_\_

- Action:
- Application approved as presented.
  - Application denied as presented.
  - Application approved, subject to modifications.

## ZONING AND LAND USE

### **Appendix B (Section 190-81) Review Process Overview (for informational purposes only)**

The Partnership, acting through its appointed Design Review Board, reviews proposed work for compliance with these design standards only. All work performed within the district must receive the prior approval of the Design Review Board, even if it does not require a building permit.

The Board's review process is designed specifically to run concurrently with the existing review processes of the Building Department and Planning Board or Zoning Board of Adjustment, so as not to delay the project approvals process. The Board's review process should take no longer than two week's -- one week for you to submit your application for review prior to the meeting of the Partnership Design Review Board and one week between these presentations. If your project requires a building permit, it can be reviewed by the Building and Zoning Departments for compliance with Borough codes and zoning requirements during the Partnership review period. Your project must be approved by the Partnership before a building permit will be issued.

Some projects, such as those that involve a variance or require site plan approval, need review and approval by the Planning Board or Zoning Board of Adjustment in addition to review by the Building Department and the Partnership. If your project requires approval by the Planning Board or Zoning Board of Adjustment, the Building Department will refer your application to the appropriate board for consideration. Review by one of these boards can run concurrently with the Partnership's review. If Planning Board/Zoning Board of Adjustment review is required of your project, it must be approved by one of these boards and the Partnership before a building permit will be issued.

If you are planning to do work on your storefront or building, you must follow these steps:

1. Contact the Borough of Pompton Lakes Building Department (973-835-0143). Find out if your project requires a building permit or review by the Planning Board or Zoning Board of Approval. If not, you need only have your proposed project reviewed and approved by the Partnership.
2. Get your application for design review by the Partnership from the Building Department or the Partnership (973-835-3464). (A sample application is set forth in Appendix A.) Complete your application for design review and return it to the Partnership no later than one week before the regularly scheduled Design Review Board meeting. In order to expedite the review process, applicants are encouraged to discuss their plans with the Partnership prior to submitting an application.
3. Contact the Partnership to schedule yourself for a brief presentation of your project at that meeting. The Design Review Board will approve your project, approve it with certain changes or decide not to approve it.

## POMPTON LAKES CODE

4. If your project is approved by the Partnership's Review Board, the Building Department will be notified promptly. If your project is rejected, you can reapply for review or appeal the decision to the Planning Board within 20 days of receipt of your written denial.

## ZONING AND LAND USE

### **APPENDIX C (Section 190-82)**

#### **Introduction to Design Standards for the Pompton Lakes Community Partnership Business Improvement District (for informational purposes only)**

The Borough of Pompton Lakes has created a Business Improvement District known as the "Pompton Lakes Community Partnership" (hereafter "the Partnership") and is implementing and encouraging a program to improve/redevelop the streetscape and image of the business district, in order to attract new businesses and shoppers.

In furtherance of that goal, the Borough has adopted design standards governing specified development, construction and improvement activities on buildings and properties within the business district. As authorized by the enabling legislation, the Partnership has established an Architectural Review Board to apply and enforce the Design Standards and to help and guide the prospective developer, store owner and design professional and to facilitate a consistent and smooth improvement/redevelopment process in the best interests of the Borough of Pompton Lakes and its residents.

#### **Vision**

The Architectural Review Board's directive and mission is to create a "place of destination" and a "Highlands Gateway" with a warm, clean, safe neighborhood environment for people to shop, dine and stroll, while providing a sense of community that contributes to attracting local support and creating a destination business district, thereby ensuring economic growth to existing businesses and the town. The ultimate intent is to provide an enjoyable, stress-free environment as an antidote for "mall fatigue."

The Design Standards are only a part of the Partnership's overall improvement plan. The following narrative is intended to inform and familiarize the improvement applicant with the Partnership and the Borough's goals and aspirations.

#### **Facade Criteria**

- (1) Encourage a homogeneous theme.
- (2) Work with design professionals to create a theme.

#### **Sign Regulation.**

- (1) Establish clear signage regulations that will work for retailers.
- (2) Consider regulations that will encourage through traffic between Ringwood Avenue and Hamburg Turnpike to bypass Wanaque Avenue. This can be accomplished via speed regulation and signage at the intersection of Ringwood and Wanaque Avenues and Hamburg Turnpike and Wanaque Avenue. The signage should market the attributes of the revitalized downtown Pompton Lakes.

## POMPTON LAKES CODE

### **Purpose and Philosophy**

One of the primary goals of the Design Standards is to improve the look of the business district by upgrading the designs and materials used in construction, renovation, repair of buildings and properties in the business district; reflecting and fostering pride in the Borough. To accomplish this goal and ensure consistent and uniform treatment, the Design Standards require a review process for all proposed "work" in the district.

The standards do not dictate any particular style for buildings in the district. Rather, they are intended to promote "architectural integrity" (See § 190-75.) of each building and to develop a coherent and cohesive nature for the district.

The Design Standards affect only building exteriors and do not control interior space (except for window display areas which are in public view). The Design Standards are meant to be flexible enough to allow business owners to be creative and design storefronts that market their establishments effectively. At the same time, they will help to avoid design decisions that detract from the overall appearance of the Borough. The Design Standards also provide an objective basis by which to consistently and fairly evaluate projects that come up for review. Through compliance with the Design Standards, renovation, repair and new construction projects will enhance the economic success of the Borough by making it a more inviting place for shoppers and new businesses.

### **Documents and Information**

The Design Standards for Pompton Lakes Business Improvement District are applied in conjunction with the requirements of the Borough Code and ordinances and existing codes as they pertain to any physical changes made to a property or structure, including, but not limited to, site work; new construction; additions; alterations; exterior restorations; lighting; new or replacement signage; painting; street furniture and landscaping.

The Design Standards were adopted in Borough Ordinance No. 09-18 ("the ordinance"). A copy of the ordinance adopting the Design Standards is included at the back of this booklet.

Information on permits, the Borough Land Development Code and the Borough codes and ordinances is available from the Borough of Pompton Lakes Building Department at the Municipal Building. For additional information on the Design Standards and the review process, please contact the Pompton Lakes Community Partnership at 973-835-3464.

### **About the Standards**

The Design Standards apply to all commercial properties located in the Business Improvement District in the Borough of Pompton Lakes. If you are planning on making even small changes to your storefront or property, you must determine if your project will need to be approved by the Architectural Review Board of the Partnership before you begin work. If your proposed activities are covered by the Design Standards, you are required to make application and ensure that they conform to the Design Standards.

## ZONING AND LAND USE

The Design Standards are subject to periodic review by the Architectural Review Board, the Partnership, and Borough Planning Board, who may recommend revisions, amendments or supplements to the Design Standards to the Borough Mayor and Council, who may implement such recommendations through an amendment to the ordinance.

### **When do the standards apply?**

The Design Standards apply to all work done within the district. The Design Standards define "work" as "Any physical change made to the exterior of a property or structure to increase its value and utility or to enhance its appearance, including, but not limited to, the following: site work; new construction; additions; alterations; exterior restorations; lighting; new or replacement signage; painting; street furniture and landscaping."

This includes all renovations, new construction and repairs such as painting, replacing or installing a new sign or awning, putting up a banner, installing permanent window graphics, making changes to doors or windows, installing fencing, landscaping or street furniture.

All such work must be reviewed and approved by the Partnership before a building permit is issued or work is begun. **WORK WITHIN THE DISTRICT THAT REQUIRES NO BUILDING PERMIT OR APPROVAL BY THE PLANNING BOARD OR ZONING BOARD OF ADJUSTMENT MUST STILL BE APPROVED BY THE PARTNERSHIP.**

### **Am I Grandfathered?**

Any existing condition that does not comply with the new design standards is grandfathered. Such nonconforming conditions need only be brought into compliance when work, including repair work, is performed on that area. For example, if you have a waterfall-shaped awning that was in place before the standards were adopted, it is no longer allowed in the district. But you will not have to correct this situation until you repair or replace the awning. If no such work is undertaken on the awning, and it is in good repair, it can remain.