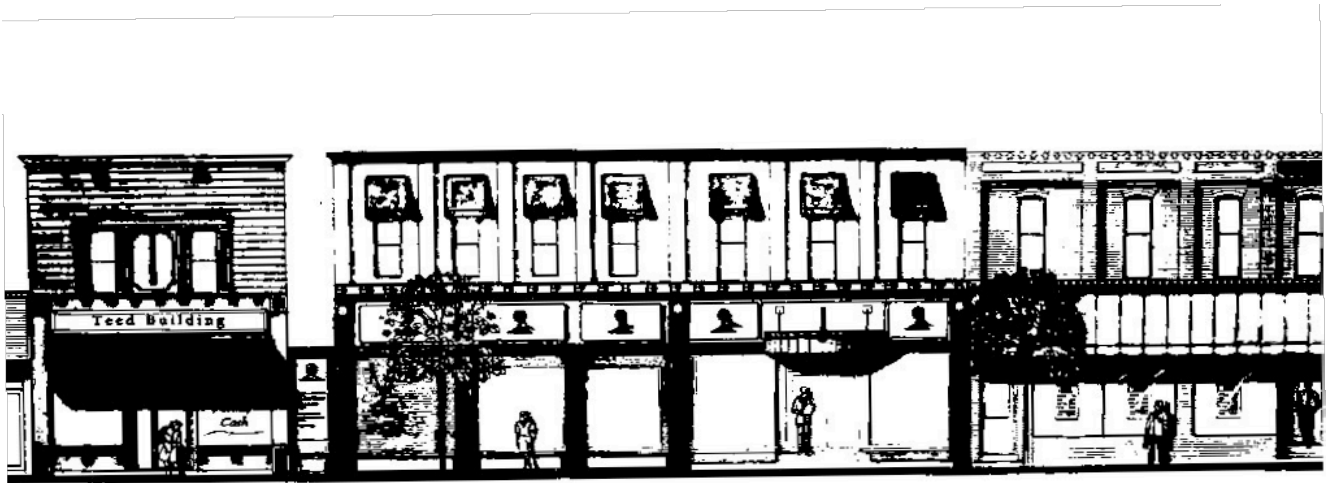




SPRINGFIELD AVENUE PARTNERSHIP

An Introduction to the Design Ordinance for Springfield Avenue



§ 237-18.1 Design criteria.

Except as otherwise set forth herein, all provisions of the Zoning and Development Regulations of the Township of Maplewood and the Code of the Township of Maplewood shall govern.

A. Definitions. As used in this section, the following terms shall have the meanings indicated:

ARCHITECTURAL FEATURES/ELEMENTS

Those portions of a building or structure that account for its unique style and character, including roof line, entrances, windows and decorative details such as cornices, brackets, balustrades, friezes, moldings, pilasters, sills, lintels, etc.

ARCHITECTURAL BAY

A part of a building marked off by vertical elements, such as columns or pilasters. An opening or recess in a wall.

ARCHITECTURAL INTEGRITY

An appearance which retains the architectural features/elements of a building and conforms to the requirements for visual compatibility, massing, proportion and scale, proportion of facades, character of facades and proportion of openings.

BANNER

A graphic composed of a logo or design on a lightweight material either enclosed or not enclosed in a rigid frame and secured or mounted to allow movement caused by the atmosphere.

BOX SIGN

A sign that is usually rectangular, resembling a “box” and attached to the outside of building or storefront, covered in plastic or PVC material with graphics applied.

BUILDING MASS

The three-dimensional bulk of a structure: height, width and depth.

BUILDING PROPORTION

The width-to-height relationship of one building part to another building part or of one building to another.

BUILDING SCALE

The relationship of a particular building, in terms of building mass, to other area buildings.

CHANNEL LETTER SIGN

Individually illuminated letters and graphics mounted on a building façade, including face-lit and reverse channel halo letters, and individual letters illuminated by neon tubing placed behind the letters.

FACADE

Any exterior building face or wall.

FENESTRATION

The design and placement of windows in a building.

MZDR

MZDR refers to the Municipal Zoning Regulations and is used throughout this document to refer the reader to specific sections of the Municipal Zoning Code.

PERMANENT WINDOW GRAPHIC

Any sign made of a material other than paper or cardboard that is visible from the window area, or that is applied or adhered directly to the window glazing or etched into that glazing.

PLANNING BOARD

The Township of Maplewood Planning Board.

PRINCIPAL FACADE

The facade(s) of a building that front on major streets and/or which are intended to contain the primary entrance to a building.

PUBLIC NUISANCE

In addition to the items set forth in PM 302.0, "public nuisance" shall include any structure that is in a state of dilapidation, deterioration or decay; faulty construction; overcrowded; open, vacant, partially or completely deliberately unrented or unused, or abandoned (damaged by fire to the extent so as not to provide shelter) in danger of collapse or failure; and dangerous to anyone on or near the premises.

SIDEWALK SIGN

A portable, outdoor sign that consists of two signboards that are hinged together at the top, which is carried or moved about without having to detach the sign from a secure anchoring device, set in the ground or to a building. Said signs are also known as "A- Frame" signs and sandwich board signs.

SIGN

Any announcement, display or illustration used to advertise or promote the interest of any person or product when the same is placed in a position to be seen by the general public from any street or public way.

SIGN FASCIA

The natural frame created by a building's architectural elements to accommodate a sign without obscuring any doors, windows, transoms, entrances or decorative detail.

SPRINGFIELD AVENUE PARTNERSHIP

The Springfield Avenue Special Improvement District.

STREET FURNITURE

Functional elements of the streetscape, including, but not limited to: curbs, lighting fixtures, trash receptacles, benches, and planters.

STREETSCAPE

The individual natural and man-made elements that constitute the physical makeup of a street and that, as a group, define its character.

TEMPORARY WINDOW GRAPHIC

Any sign visible from the window display area or adhered to window or door glazing, other than permanent window graphics, including community flyers, signs advertising a sale or promotion, or any other nonprofessionally manufactured sign. All paper and cardboard signs are considered to be temporary window graphics. No temporary graphics may be adhered to the exterior of a building.

VISUAL COMPATIBILITY

The design of buildings, which is sufficiently consistent with other current streetscape improvements. The repair, alteration or renovation of a building in a manner in which such work is consistent with the current streetscape improvements in regards to its architectural features, its scale, mass, proportions, materials and colors.

WALL GRAPHIC

A sign attached to the surface of, and whose plane is parallel to, the plane of the exterior wall of a building.

WORK

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, cleaning, lighting, new or replacement signage, painting, street furniture and landscaping.

ZONING BOARD

The Township of Maplewood Zoning Board of Adjustment.

B. Building design standards.

- (1) Style. There are no specific style requirements for buildings in the District, however, it is the intent of these regulations to promote the use of materials and to encourage development which act as visual complements to the streetscape work undertaken by the Township. The design statement should be simple. Materials and details should be consistent throughout building design.
 - (a) Avoid long, straight building shapes which are uninviting and do not contribute positively to the streetscape.
 - (b) Detailing should add relief and shadow patterns to otherwise flat facades.
 - (c) Painted or false detailing detracts from the integrity of the structure and is discouraged.
 - (d) The exterior building design should be coordinated on all elevations with regard to color, materials, architectural form and detailing to achieve design harmony and continuity. All doors and windows should be trimmed whenever such treatment would be compatible with the architectural style of the building.
 - (e) Buildings should be broken into a series of volumes that lessen the volume and mass. This can be accomplished on large structures by stepping back the upper levels or on smaller structures by integrating building projections and recesses in the design (i.e. overhangs, awnings, windows).
 - (f) New facade construction and buildings should be designed to create interesting outdoor spatial relationships.
 - (g) Building entries should be accentuated with strong definition and individual legibility for each tenant.
- (2) Materials.
 - (a) Exterior building materials should be genuine and not simulated.
 - a. Synthetic stucco is specifically prohibited.
 - (b) The number of materials on the exterior building face should be limited to prevent visual overload.
 - (c) Reflective materials are not permitted.
 - (d) The original finish of masonry facades must be maintained. Masonry that was originally unpainted shall remain so.
- (3) Colors.
 - (a) The color of a building should not be such that the building is competing for attention. Generally, building colors should be subdued and not garish.
 - (b) Integral coloring of concrete, stucco and similar materials is encouraged. Differentiation of color should relate to material and/or plane differentiation
 - (c) The larger and more simple the building, the more subtle should be the use of color. Smaller buildings, or those with elaborate detailing, can often use more color and more intense hues.
 - (d) Use warm, muted shades as the body or overall building background color. More intense and richer hues of related or contrasting color should be used as accent colors and highlight colors for architectural elements.

- (e) Signage, window designs and awnings should be color coordinated with the building facade. Use darker, deeper and brighter shades on these elements to create interest on the facade and call attention to the windows and doorways.
- (f) All day-glow colors are prohibited within the District.
- (g) Suggested guidelines for paint color placement:
 - [1] Store windows: match trim color.
 - [2] Shutters: door color or other dark color which complements wall color.
 - [3] Iron work: black or other dark color.
 - [4] Cornices: if wood or metal, match trim color.
 - [5] Dormer windows: match window color.
 - [6] Gutters/downspouts: bronze, green or other dark colors or match trim color.
 - [7] Utility equipment, such as permanent (nonwindow) air-conditioning units, including rooftop air-conditioning units visible from the street, fire escapes and other equipment: shall be painted so as to be unobtrusive (i.e., they should match the wall color of the building or be painted dark or gray).
 - [8] Security gates (grandfathered): match door or window muntin color.
 - [9] Sign panels: background color (also called field color) should be compatible with the color of the surface to which the sign is attached.

(4) Architectural design.

- (a) New construction and additions within the District shall be visually compatible with adjacent structures to the extent it is feasible and achieves desirable architectural continuity. Additions shall incorporate elements of the original facade into their design.
- (b) Franchise architecture. Franchises and chains must follow these standards to create a unique building that is compatible with the intent of these standards.
- (c) Massing. The building and its parts shall appear to be balanced, and the mass of a facade shall not interrupt the continuity of the appearance of the street. Buildings in the District should be broken down into segments having vertical orientation (bays).
- (d) Proportion and scale. Property owners are encouraged to add second and third stories as allowed by existing ordinance for the purpose of creating additional commercial and residential space.
- (e) Setbacks. New construction and additions shall maintain the alignment of principal facades at the sidewalk edge. In no event shall the front yard setback exceed ten (10) feet for buildings fronting on Springfield Avenue,
- (f) Roofs. Roofs shall be less dominant than walls in the building's total design.
- (g) Proportion of facades. The relationship of the width to the height of the front elevation and its elements shall be visually compatible with that of adjacent buildings.

- (h) Character of facades. Buildings with expansive blank exterior walls not punctuated by window and door openings, horizontal decorative elements or vertical bays are not allowed in the District.
- (i) Proportion of openings. The relationship of the width to the height of window proportions on the front elevation shall be visually compatible with surrounding buildings. Window openings should create bays within the principal facade.
- (j) Windows and doors. New buildings or additions must maintain a distinction between upper and lower floor windows. The first floor shall be primarily transparent, whereas the upper floor windows' openings shall be smaller.

[1] A minimum of 40% of the total ground floor facade facing Springfield Avenue must consist of glazing. If, in replacing the original window and doors, the minimum requirement is not met, then increased glazing must be added.

- a. A minimum of 60% of the storefront area (calculated as the area inside the structural bay) shall be transparent glass. Storefront entrance doors shall be at least 75% transparent glass.

[2] Replacement windows. Replacement windows and doors must be of the same size, shape, style, material and construction as the original windows and doors. This includes display windows.

[3] Filler strips. Decorative panels or filler strips that reduce the size of original window and door sash openings to accommodate standard-size replacements are prohibited.

[4] Display windows and window display areas:

- a. All windows exposed to public view shall be kept clean and free of marks and foreign substances.
- b. Except when necessary in the course of changing displays, no storage of materials, stock or inventory shall be permitted in window display areas ordinarily exposed to public view.
- c. All screening of interiors shall consist of translucent materials that do not obstruct interior views.
- d. All such devices shall be maintained in a clean and attractive manner and in a good state of repair.
- e. Any material that blocks interior view of businesses is strictly prohibited. The only permissible exception to this rule is during periods of renovation. During this time only, plain white or brown paper, or paper provided by the Springfield Avenue Partnership may be used to cover windows.
- f. Windows may not be permanently illuminated by perimeter lighting. Temporary perimeter lighting for holiday window displays other special displays are allowed for no more than 45 days.

[5] A commercial entrance facing Springfield Avenue must be maintained for all retail businesses. If a main entrance faces a municipal parking lot, a second entrance is required on Springfield Avenue to maintain a presence on the street.

[6] No commercial, street-level space that faces Springfield Avenue shall be used for storage.

- (j) Shutters. Shutters are not permitted on the ground floor. Nonworking (decorative) shutters are permitted on above floors.
 - (k) Electrical wiring. All electrical wiring shall be concealed rather than visible or in exposed conduit wherever feasible.
 - (l) Repairs and restorations of existing buildings. If an earlier improvement to the original structure was not done in a way that respects the architectural integrity of the building or does not maintain visual compatibility with adjacent structures, then all preceding incompatible improvements shall be reversed and corrected when alterations/repairs to that component are undertaken.
- (5) Grandfathering. When new work on a grandfathered nonconforming component of a building requiring a permit is undertaken, such work voids the legality of the nonconforming component. In other words, if work is proposed on a nonconforming condition, it must be corrected; but nonconforming conditions on which no work is being performed may remain.
- (6) Demolition. Except in instances where the Uniform Construction Code requires the demolition of a fire-damaged building, no building within the District shall be demolished without having a proposed alternative for new construction or use (i.e., schematic plans drawn by a licensed architect or engineer) that conforms to these guidelines. Such plan must be approved by the Springfield Avenue Partnership and the Planning Board, and the applicant must provide proof of project financing, i.e., lease agreements, loan agreements, mortgage commitments, etc. [Editor’s note: See Ch. 93 Building Construction, Art 1 Uniform Construction Code]
- (7) Vacancy. Signage and window display areas on vacant storefronts must be maintained in the same good condition required of occupied properties. Property owners with storefronts vacant for more than 60 days must install a decorative window display approved by the District. Temporary coverings or window treatments may be used during construction or vacancy. Temporary window treatments must be maintained in good condition, without rips, fading, discoloration or dirt. If a plain paper temporary window treatment is employed, it must be solid brown or white paper, or paper supplied by the Springfield Avenue Partnership. The use of newspaper for this purpose is prohibited.
- (8) Signage and graphics.
- (a) Each establishment shall display a permanent wall graphic, window graphic or awning bearing the name of such establishment and the street number at which it is located which faces the street on which the business is located.
 - (b) All signs shall be architecturally integrated with their surroundings in terms of size, shape, color, texture and lighting so that they are complementary to the overall design of the building.
 - (c) No hand-written signs are permitted in the District, with the exception of chalkboards and dry erase boards as permitted in Sidewalk Signs in (g.)[3] below
 - (d) Window graphics.
 - [1] [See MZDR § 271-56A, Note A.] Except for “For Rent” signs temporary window graphics must be removed within two days after the close of the sale or special event that they advertise and in no event may they be displayed for more than 30 days. Accordingly, all temporary window graphics must have a removal date indicated on their backside. “Grand Opening” signs may be displayed for no more than 14 days.
 - [2] Temporary graphics may not occupy more than 10% of the total area of the window in which displayed, including the windows of glazed doors.

- [3] [See MZDR § 271-56A Note B.] Permanent window graphics may not occupy more than 25% of the total area of the window in which displayed, including the windows of glazed doors.
- [4] [See MZDR § 271-56I(2).] Temporary window graphics are not debited against the allowable graphic area for permanent wall and ground graphics. The total area occupied by both permanent and temporary window graphics combined shall not exceed 25% of the total area of the window or glazed door in which displayed.
- [5] Temporary graphics are prohibited on the exterior of buildings, other than window areas.
- [6] During construction only, plain white or brown paper, or paper provided by the Springfield Avenue Partnership may be used to cover windows.

(e) Wall graphics [Signs].

- [1] [See MZDR § 271-56D(1).] Wall graphics cannot be more than 24 inches high and cannot occupy more than 75% of the linear footage of the sign fascia.
- [2] [See MZDR § 271-56D(2).] Wall graphics are permitted within the sign fascia only on principal building façade only.
- [3] Wall graphics shall not project more than nine inches from the building wall to which they are affixed, except for projecting signs as permitted below.
- [4] Text on wall graphics shall be limited to the business name, address, phone and a brief description of the business.
- [5] Reverse halo illuminated channel letter signs are permitted within the District. Reverse halo illuminated channel letter signs cannot exceed 24 inches in height. Channel Letters, other than Reverse Halo Illuminated Channel Letters, are prohibited.
- [6] Box signs are strictly prohibited.
- [7] Permanent signs are permitted on solid doors as long as they do not exceed 25% of the total area of the door.
- [8] A ground floor use with a secondary entrance facing a public or private parking area or a public alley or other right-of-way shall be permitted to have additional window or wall graphics on or adjacent to such entrance. Such wall graphics cannot be more than 1.5 feet high and cannot occupy more than 50% of the linear footage of the sign fascia. All other signs, windows and wall graphics on building sides are prohibited.
- [9] Reflective materials are not permitted.
- [10] Internally illuminated or backlighted signs are not permitted except for theater marquees. Integral lighting is allowed for reverse halo-illuminated signs only.

(f) Projecting signs. Projecting signs are permitted below the second story, provided that:

- [1] Projecting signs must be securely attached to the building by an ornamental bracket.
- [2] No projecting sign may have more than two faces.
- [3] No projecting sign, including brackets, may project more than 48 inches from the building to which it is attached.

- [4] A projecting sign shall not be larger than eight square feet in area. Ornamental brackets are not included in this calculation.
- [5] Not more than one projecting sign is permitted for each entrance door.
- [6] The bottom of any projecting sign must be at least 7.5 feet above the ground level; its top may not extend higher than whichever of the following is the lowest: 25 feet above grade; the bottom of the sills of the first level of windows above the ground floor; or the top of an existing sign fascia band or panel.
- [7] Projecting signs may not be directly illuminated by neon or other light sources or illuminated from their interior.
- [8] Projecting signs may not be less than one inch nor more than three inches in thickness.

(g) Sidewalk Signs. Sidewalk signs are permitted in accordance with the following regulations:

- [1] Sidewalk signs are not to exceed 48 inches in height and 36 inches in width. Sign area is calculated on one side only.
- [2] Sidewalk signs must be constructed using one of the following durable materials: metal or wooden A-Frame signs with open bases, or shaped silhouette signs made of plywood, similar wood-like material or metal that can withstand various weather conditions.
- [3] Glass, breakable materials, paper, laminated paper, vinyl, plastic, PVC pipe frames, or illumination are not permitted materials for sidewalk signs.
- [4] Sidewalk sign designs shall be uncluttered, with a minimum of text. Logos and graphics are encouraged.
- [5] Chalkboards in wood frames are permitted as sidewalk signs. Information conveyed on such signs may only be written in chalk and must change frequently.
- [6] Dry erase boards are permitted and writing must change frequently.
- [7] Magnetic letter boards are not acceptable.
- [8] Rectangular signs are required to have an open base, either with wooden cutouts or legs.
- [9] One sidewalk sign is permitted per first-floor and one per second-floor tenant.
- [10] Sidewalk signs may not be permanently affixed and must be taken in at the close of business hours each day.
- [11] A sidewalk sign must be placed at the entrance to the business displaying it and may not be placed outside the area represented by an extension of each side of the store displaying the sign.
- [12] There must be a minimum of four feet of unobstructed paved surface for pedestrian traffic between the outside edge of the sidewalk sign and the curb.
- [13] The placement of sidewalk signs shall not obstruct the vision of vehicular traffic.

(h) Areas of special control (from MZDR § 271-56G). [See MZDR § 271-56G(5)] The following graphics are prohibited:

- [1] Flashing, chasing, intermittent or changing color lights, including LED's, fiber-optic signs, strobe lights, highway flashers or other "attention-getting" optical displays for graphics.
- [2] Pennants, steamers, advertising flags, feather flags, inflatable objects, twirlers and like objects.
- [3] Temporary banners are allowed in accordance with the following:
 - a. They must be removed within 2 days after the close of the sale or special event they advertise.
 - b. They cannot be displayed for more than 30 days under any circumstance(s).

[3] Time-and-temperature displays,

(i) Sign maintenance.

- [1] All signs shall be maintained in good structural condition, in compliance with all applicable building and electrical codes and provisions of this ordinance.
- [2] No sign shall have more than 20 percent of its surface covered by disfigured, cracked, ripped or peeling paint, vinyl letters or material.
- [3] An internally illuminated sign shall be allowed to stand with partial illumination for a period of no more than 30 consecutive days. After 30 days the sign must be repaired or removed.

(j) Sign removal.

- [1] Abandoned signs. A sign that identifies or advertises an establishment that has not been operating on the property where the sign is located for 30 or more days shall be removed by the property owner within 30 days after written notification.
- [2] Additionally, support posts and frames that no longer contain signage must be removed from the property within six months after written notification.
- [3] Upon failure to comply with the notice within the specified time period, the Code Official is authorized to cause removal of such sign and support structures and to assign any expenses incidental to the removal of the same to the property owner.

(k) Auxiliary elements: Awnings, Indirect Illumination and Floodlights

[1] Awnings. Awnings are permitted within the District.

- [a] If used in combination with a permanent wall graphic, lettering on awnings may be no more than 4 1/2 inches in height and must be contained on the awning valance. Lettering on valances must be contained on one line.
- [b] Awnings used without permanent wall graphics may have lettering or graphics applied to their sloped portions and/or valances. Graphic areas on the sloped portion of the awning are not to exceed 25% of the area of the sloped portion of the awning. Lettering on valances must conform to the standard set forth in the previous subsection.
- [c] Style: Extended awnings shall be in the shape of a sloped flat plane. Bubble and waterfall style awnings are prohibited.
- [d] Materials: All awnings must be made of fabric. Vinyl and metal awnings are not permitted.
- [e] Colors: Colors shall conform to the general building color guidelines (see Subsection B(3) of this section).

- [f] Other characteristics: Internally illuminated awnings are not permitted.
 - [g] Mounting: No awning shall conceal, damage or cause the removal of an architectural feature or element, such as doors, windows, friezes, belt coursing or other decorative elements, nor shall it extend more than five feet from the building exterior. No awning shall extend less than 7.5 feet from the grade level of the sidewalk.
 - [h] Awning valances may be no more than nine inches in height.
 - [i] Awnings are permitted for second story businesses. Lettering is restricted to the valance, must be no more than 5 inches in height and must be contained one line. They may not be internally illuminated.
- [2] [See MZDR § 271-561(3).] Indirect illumination, i.e., a light source not seen directly, is permitted. Internally illuminated or backlit signs are not permitted except for theater marquees. Integral lighting is allowed for reverse halo-illuminated signs only.
 - [3] [See MZDR § 271-561(4).] Floodlight illumination is permitted, provided that it employs guards and none of the light shines onto an adjoining property or in the eyes of motorists or pedestrians.
- (l) Additional provisions.
- [1] Mural signs. Mural signs painted directly on structures, accessory buildings, bridges, retaining walls, etc., are prohibited without the approval of the Springfield Avenue Partnership.
 - [2] Menu boxes. Menu boxes must be attached to the building and must adhere to the placement and sign restrictions for wall graphics. Any illumination must be indirect and concealed from view at the sides of the box.
 - [3] Second-floor occupancy signs. Neon or other illuminated signs are not permitted in second-floor windows. Permanent wall graphics are not permitted for second-story businesses. First-floor directories listing second-story businesses are permitted, provided that they contain no more than one sign per tenant; lettering and signage for all tenants is uniform; they are affixed in a designated area adjacent to the building entry; and the total signage panel does not exceed four square feet. Second-floor businesses are permitted only to display lettering and/or graphics in a related second-floor window, subject to the size and area restrictions outlined above for permanent window graphics.
 - [4] Video displays. Exterior video displays are prohibited.
 - [5] Billboards. All billboards are prohibited.
 - [6] Neon.
 - [a] Neon signage displayed in the window area is considered a permanent window graphic. One neon window graphic is permitted on each frontage. Due to its special character, neon graphics may not occupy more than 10% of the total area of the window in which it is displayed. Neon signs are not permitted in second-story windows.
 - [b] An establishment is permitted to have a neon window graphic or a neon wall graphic but not both.
 - [c] Neon lighting is not permitted to outline windows or architectural features such as doors, cornices, friezes, etc.

[7] Signs for designated parking areas.

- a. With the exception of municipal lots, signs designating an entrance or exit, and/or street address, to or from a parking area shall be limited to one sign with a maximum area of two square feet for each exit or entrance.
- b. One sign per parking space within an area designating the conditions of use or identity of such parking area, limited to a maximum size of four square feet, shall be permitted.
- c. Private driveway signs, including the private nature of a driveway, shall be permitted, provided that the size of any such sign shall not exceed two square feet.
- d. All such signs shall be located at least five feet from any property line.

[8] Nonconforming signs. No nonconforming sign shall:

- [a] Be changed to another nonconforming sign;
- [b] Have any changes made on the words or symbols used or in the message displayed on the sign unless the sign is designed for periodic change of message;
- [c] Be structurally altered so as to prolong the life of the sign or so as to change the shape, size, type or design of the sign.

C. Site and streetscape design standards.

- (1) Special paving materials and site furnishings are important elements of the image, unity and character of the District. Use of these amenities is, therefore, strongly encouraged. The design and furnishing, lighting and paving should be consistent with the streetscape and use good-quality materials. When making improvements to private property, including the addition of benches, trash receptacles, fencing, bike racks or trash enclosures, owners must match the approved streetscape styles for these elements.
- (2) To establish and maintain a continuous streetscape, no gap in building frontage may exceed a length of fifty feet along Springfield Avenue, except for parks, plazas or public parking lots. Interruptions of the streetscapes, such as those required by vehicular service entrances and entrances to parking lots, shall be minimized. Driveways and vehicular service entrances crossing sidewalks and pedestrian walkways shall be paved in such a way as to accentuate for pedestrians the risk of cross traffic.
- (3) Parking and loading areas.
 - (a) Where practical alternatives exist, parking should not be located in the front yard of parcels. Whenever feasible, parking should be located behind retail storefronts, in side yards not projecting forward from the front wall of the building and in rear yards.
 - (b) All parking areas shall be suitably screened from view from all streets and public vantage points by decorative walls, fencing, and/or hedges at least four feet in height.
 - (c) In cases where screened parking is permitted in the front yard, shade trees, benches, planted flower beds and paving material distinct from the paving material used for the sidewalk shall be used to soften the appearance of the parking area and to help separate pedestrians from parking lot traffic.
 - (d) Parking lots must be kept in satisfactory condition, maintaining an adequate surface, striping, proper drainage and lighting and be free from excessive weeds and litter.

- (e) No loading or service areas shall be permitted in front or side yard unless screened from view from public streets, similar to the requirements for parking.
- (4) Landscaping. Site development should include well-planned landscaping as an integral part of the project. Landscaping plans should exhibit an overall concept and utilize plant materials in a logical, orderly manner, which define spatial organization and relate to buildings and structures.
 - (a) Existing landscape elements should be incorporated into the design, assuming compatibility.
 - (b) Selection of plant materials should be based on their year-round interest as well as their size, texture and shape.
 - (c) Plant species should be tolerant of urban conditions such as road salt near paved areas and relatively resistant to pests, disease and drought.
- (5) Planters, benches and/or private waste containers or other street furniture items are subject to the approval of the SAP Design Review Committee.
- (6) Lighting.
 - (a) Lighting for a building must be contained on the property on which the building is located.
 - (b) All floodlights must employ glare guards so as to minimize light pollution and the lighting of unintended areas.
 - (c) Commercial spaces must provide interior illumination from dusk until 12:00 midnight.
 - (d) Adequate lighting shall be provided for any parking areas or pedestrian walkways located in the rear of a building.
- (7) Trash enclosures. All trash enclosures and screening devices must be made of wood fencing material or other material compatible with that of the building it is related to or be a solid wood bin with sloping lid. Chain link and other metal enclosures are prohibited.

D. Other standards.

- (1) Vending machines. All newspaper vending machines, express mailboxes and/or other such dispensers must be located in areas designated for these items by the Township and conform to all design criteria, licensing, and maintenance requirements established by ordinance. Vending machines must be located inside or directly adjacent to a commercial building and shall not be internally illuminated.
- (2) Audio devices. Attention-getting sound sources, such as speakers, enunciators, etc., are prohibited.
- (3) Security gates and devices. Exterior-mounted security devices such as roll-up doors and accordion-type scissors gates are not permitted. Interior-mounted security devices, if visible from the street, must be approved by the Springfield Avenue Partnership. Permanent window bars or grillwork are permitted on side and rear facades only.
- (4) Graffiti. In addition to the provisions of Chapter 141 of the Code of the Township of Maplewood, within the Special Improvement District all graffiti is prohibited regardless of the consent of the property owner. Graffiti shall be removed by the property owner within one week of its appearance. Graffiti on unpainted surfaces must be removed by cleaning, not by painting over.
- (5) Incongruous features. Air conditioners, vents, chimneys, etc., are not permitted on the principal facade(s) of a building.

- (6) Fire escapes. New fire escapes are not permitted on the principal facades, i.e., the facade facing the street(s) on which a building is located, of a building.
- E. Penalties. Violations of these provisions will be punishable pursuant to § 271-71J of the Zoning and Development Regulations of the Township of Maplewood.
- F. Design review process.
- (1) Within the special improvement district, all exterior work whether or not requiring a permit, including but not limited to sign or awning installation, painting, repairs, renovation, alteration and new construction, shall be approved prior to the start of work by the Springfield Avenue Partnership (SAP). Work is not to be begun before written approval by the Springfield Avenue Partnership.
 - (2) Subsequent to approval from the Springfield Avenue Partnership, the applicant shall proceed to secure a building permit from the Construction Official of the Township of Maplewood.
 - (3) In the event that the Springfield Avenue Partnership denies approval for proposed work, said Board shall provide the applicant with a written denial setting forth the specifics forming the basis of the denial.
 - (4) Types of work requiring permit and/or design review.

Type of Work	SAP Design Review Required	Permit Required
Replacing an existing sign or awning	Y	Y
Installing a temporary banner	Y	N
Installing a new sign or awning	Y	Y
Installing a permanent window graphic	Y	N
Building a new building or addition	Y	Y
Painting or cleaning a building	Y	N
Removing/replacing doors or windows	Y	N
Installing fencing or trash enclosure	Y	N
Installing street furniture	Y	N
Installing temporary window covering on vacant storefronts	Y	N
Making, closing or relocating door window openings	Y	Y
Landscaping	Y	N

(5) Plans submitted for approval must include an approximation of the colors, materials, proposed landscaping and site amenities for the project. A final materials review with all façade details clearly identified and listed shall be presented to and approved by the Springfield Avenue Partnership prior to any issuance of permits by the Township of Maplewood. Site elements such as outdoor lighting, signage, trash receptacles and fencing are integral elements of the landscape and must be included in landscaping plans.

G. Appeals. Any applicant denied approval for proposed work by a Springfield Avenue Partnership may, within 20 days of receipt of the written denial, appeal the decision to the Planning Board by serving a notice of appeal on the Secretary of the Planning Board at 574 Valley Street, Maplewood, New Jersey 07040. The Planning Board will make every effort to hear the appeal at the first regularly scheduled meeting following service of the notice of appeal.

§ 237-18.2 Applicability and effect of design criteria.

A. The design criteria of § 237-18.1 be and are hereby adopted by the Township of Maplewood such that the construction or alteration of building and structure facades within the Springfield Avenue Special Improvement District be and are subject to prior review and approval to ensure compliance with the aforementioned criteria.

B. To the extent that the provisions of this section or § 237-18.1 change or modify any other ordinance or code section of the Township of Maplewood, said change or modification shall apply to the Springfield Avenue Special Improvement District and shall not otherwise change or modify other ordinances or code provisions in effect.

C. The Springfield Avenue Special Improvement District, Inc., be and is hereby authorized to review and grant or deny requests for the construction or alteration of building and structure facades within the Springfield Avenue Special Improvement District.

D. Any affected party may appeal the decision of the Springfield Avenue Partnership Special Improvement District, Inc., to the Township of Maplewood Planning Board.

E. In the event that any construction or alteration of building or structure facades within the Springfield Avenue Special Improvement District also requires site plan approval, the matter shall first be sent to the Construction Official for referral to the Planning Board or Zoning Board of Adjustment of the Township of Maplewood for consideration and subsequently referred to the Springfield Avenue Special Improvement District, Inc., for its review and approval.