

GUIDELINES FOR ADDITIONS & NEW CONSTRUCTION

These Guidelines were developed in collaboration between the Gloucester City Urban Enterprise Zone (GCUEZ) and the Gloucester City Historic Preservation Commission (GCHPC) in order to enhance the visual aesthetics in the Gloucester City commercial and historic districts.

Program Overviews:

The GCHPC reviews Certificate of Appropriateness (COA) applications for proposed exterior alterations to properties within the historic districts visible from a public way. The applicant is responsible for complying with the provisions of the Zoning and Building Codes at the time of application. The applicant must obtain a Certificate of Appropriateness (COA) as well as all necessary permits prior to proceeding with any work. For more information, or to obtain permit applications, please call the Administrative Zoning Officer at (856) 456-7689.

The GCUEZ program promotes economic growth by helping neighborhood businesses succeed through offering incentives which encourage growth while stimulating the local economy. One of these such programs is the GCUEZ signage and matching façade grant program where UEZ businesses only can receive up to \$10,000 in matching facade grants as well as \$1,000 in signage grants to enhance their business storefronts. For more information, contact the UEZ Coordinator at (856) 456-6075 or via email at uez@cityofgloucester.org.

Using the *Guidelines*:

Please review this information during the early stages of planning your project. Familiarity with this material can assist in moving a project quickly through the approval process, saving applicants both time and money.

Additional *Guidelines* addressing other historic building topics and application forms are available at the Municipal Building and on the City's web site at www.cityofgloucester.org.

PURPOSE

These *Guidelines* were prepared to assist property owners with information when considering an addition or new construction. It is not intended that these *Guidelines* should replace consultation with qualified architects, contractors, the GCUEZ, the GCHPC, and/or the applicable ordinances.



Additions might allow the continued use of a building.

ADDITIONS AND NEW CONSTRUCTION WITHIN A HISTORIC CONTEXT

New construction is a sign of the economic health and vitality of a community and can take many forms including:

- Additions to a historic or existing building
- New primary buildings along a street
- New secondary structures such as garages, sheds, or other outbuildings
- New porches and decks

Although a demonstration of economic health, new construction can result in a dramatic change to the visual appearance and perception of a community. Because of this, new construction and additions are encouraged to be designed to be compatible with the historic character of the area and the streetscape. In the case of demolition of all or part of a building or structure, applicants are encouraged to consider the historic value of the property to the streetscape and area as a whole, and pursue alternative actions such as adaptive reuse, additions or relocation.

NEW CONSTRUCTION

New construction on a historic property or within a historic district can dramatically alter its appearance and that of the streetscape. Because of the historical sensitivity of the area, property owners should take great care when proposing new construction, understanding how contemporary design will be viewed within the streetscape and neighborhood context.

The following information is intended to provide the elements and principles of appropriate design to allow maximum creativity while allowing plans for new construction to be assessed fairly, objectively and consistently. They are intended to encourage the designer of new construction to consider existing historic buildings as a starting point in the design process and not the final goal. In many cases, the most successful new buildings are those that are clearly contemporary in design but compatible with the character of neighboring properties. The experience of the community can be enriched by buildings that have merit in their own right and are sensitive to their setting and environment.

The GCHPC and GCUEZ encourage:

- Preservation of the cohesive ambiance of historic properties and areas with compatible, sympathetic, and contemporary construction
- Compatible contemporary designs reflective of the time that are not visually overwhelming
- Matching setbacks (distances to property lines) of adjacent buildings on a streetscape
- Compatible siting, proportion, scale, form, materials, fenestration, roof configuration, details, and finishes to adjacent and nearby properties



The row of new residences complements the Mill Blocks to the north. The new construction includes similar form, massing, setbacks, orientation, size, scale, proportions, window and door openings, and materials. The detailing has been simplified allowing it to be differentiated from the historic buildings.



An inappropriate addition can have a detrimental impact on the historic buildings and streetscape.

ADDITIONS TO EXISTING BUILDINGS

Historically the need for increased space was often addressed by constructing additions to existing buildings. Additions to existing historic buildings can provide increased space while maintaining the historic character of the original building and streetscape.

In conformance with *The Secretary of the Interior's Standards*, an addition to a historic building should be subordinate to the historic building and read clearly as an addition. The subordinate appearance of an addition can be achieved through its placement, form, size, massing, materials and details.

Contemporary design and additions to existing properties should not obscure, damage or destroy significant architectural material, and should be compatible with the design of the property and the neighborhood. Whenever possible, additions should be constructed in a manner that, if removed in the future, the essential form and integrity of the historic building would be unimpaired.

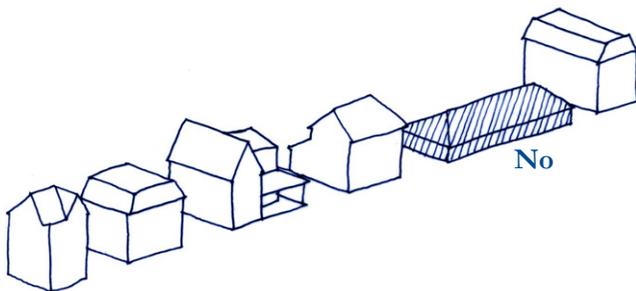
The GCHPC and GCUEZ encourage:

- Construction of additions at rear or side elevations wherever possible that are subordinate to the historic building, and compatible with the design of the property and surrounding neighborhood
- Construction of additions so that the historic building fabric is not radically changed, obscured, damaged, or destroyed



The addition to the left has a similar and appropriate scale, proportion, overall form and window pattern as the existing building. The addition to the right is significantly larger than the existing building and is visually overwhelming and inappropriate.

Size and Scale: New construction should reflect the dominant cornice and roof heights of adjacent buildings and the proportions of building elements to one another and the streetscape. In cases where the street does not have an obvious or dominant rhythm of cornice heights and window openings, the recommendation of the GCHPC and GCUEZ will be based on a consideration of actual height and composition of major volumes of the proposed building within the streetscape.



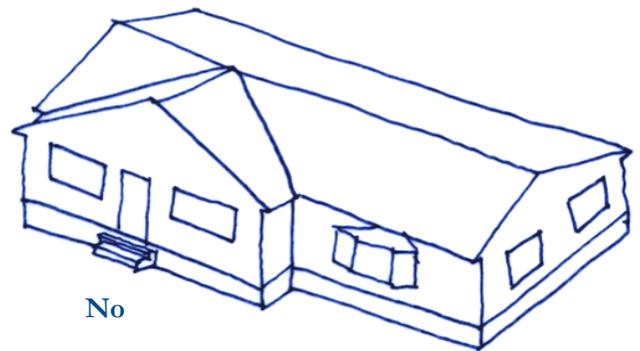
When several adjoining buildings in the same row are the same relative height and width, variation can be very obtrusive. The new building is significantly wider and lower than the adjoining buildings. The building size, scale and proportions are inappropriate for the streetscape.

In the City of Gloucester, where two and three story buildings are the norm, buildings that digress from these standards by any great degree can seriously impact the neighborhood. If large scale construction is considered, particular attention will be given to the location, siting, setbacks (distance to the property lines,) façade treatments (materials, window and door openings, etc.,) and the effect of the proposed building on the streetscape and neighborhood as a whole. An addition should be smaller than the original building with similar floor-to-floor and first floor heights.

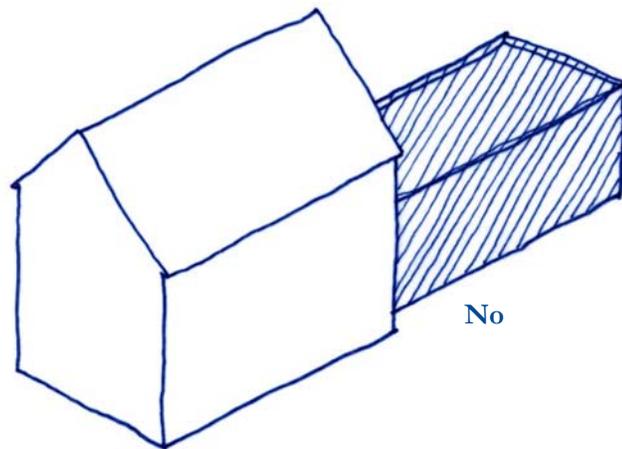
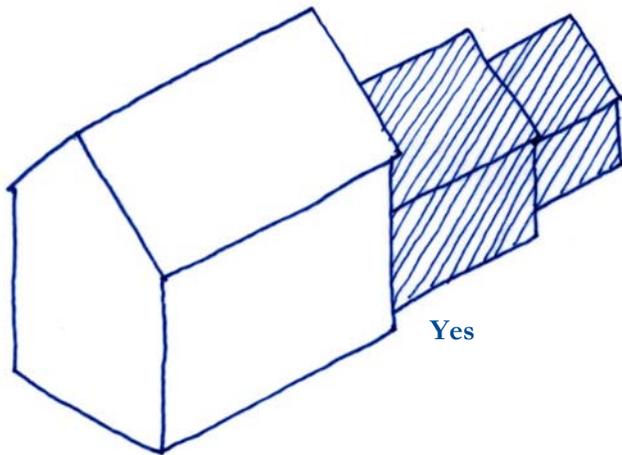


The one-story residence is not an appropriately sized or proportioned building for the streetscape. The form has a horizontal rather than vertical emphasis. The new building to the right is a similar size and has a similar form to the existing buildings.

Proportions: New construction should relate to the dominant proportions of the buildings on the streetscape while new additions should relate to the dominant proportions of the existing building. The proposed design should closely reflect the height and width ratios of the overall building proportions as well as that of doors, windows, porch bays and storefronts.

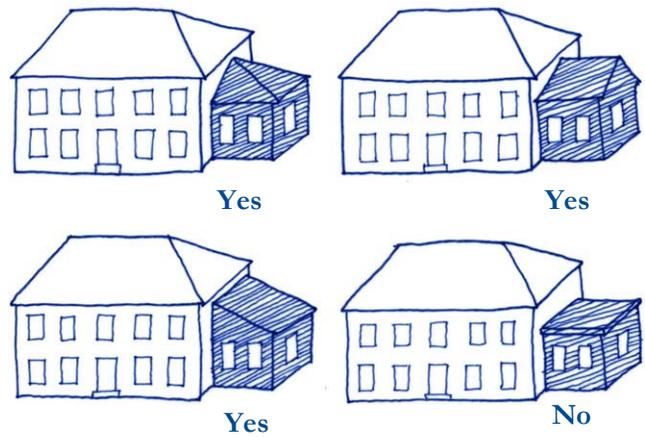


Although both of the proposed houses have intersecting gable roofs, the massing and proportions of the house below are significantly more horizontal in comparison to the more traditional house above, which is more vertical in emphasis. Because of its vertical emphasis, the more traditional house would be more appropriate within the context of the City of Gloucester's historic buildings. In addition, the house above has a more varied form with the wrapping front porch, enhancing the overall building geometry.



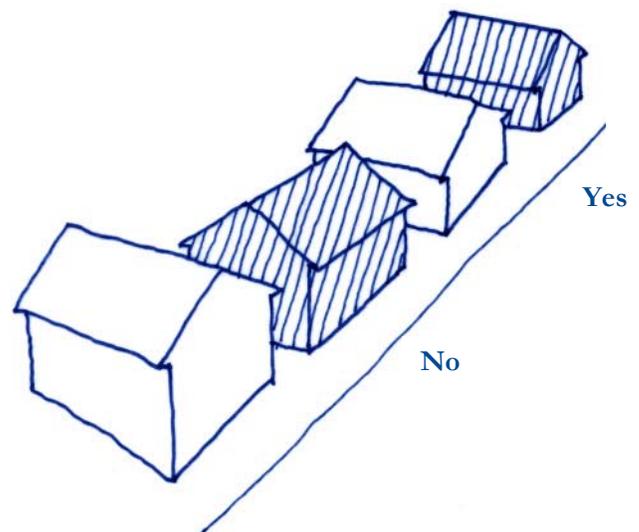
The two gable roof additions with decreasing roof heights and widths shown in the upper example represent an appropriate composition with regard to form, mass and proportions to the original gable roof building. Additions similar to this with decreasing geometry are typical of historic construction. The lower example of a flat roofed addition is an inappropriate form for the original gable roof building. The length of the mass visually competes with the original structure.

Form and Massing: Form refers to the shape of major volumes of a building while massing refers to the overall composition of the major volumes of a building, particularly if there are major and minor elements. The façades of new construction should reflect the form of neighboring buildings including the feeling of lightness or weight with similar proportions of solids (walls or siding) to voids (windows and door openings) and projecting porches, bays and overhangs. The massing of additions should complement, but not necessarily match the original building. For example, a glassed-in side porch might be a “lighter” variation of the original façade massing while a solidly infilled side porch might not be appropriate.



The size and placement of all four additions is similar, however the roof forms vary. It is generally more appropriate to add a sloped roof addition to a historic building unless the historic building originally had a flat roof.

Orientation: The principal façade of new construction should be oriented in the same direction as the majority of the buildings on the streetscape. In the case of new construction on a corner site, the front façade should face the same direction as the existing buildings on the street and follow the rhythm of the streetscape. When adding to an existing building, the addition should be located, planned, and detailed so as to not confuse the dominant historic orientation of the original building. The addition should not have the effect of creating a new primary façade. The addition should not be visually dominant, and should be screened from the street as much as possible.

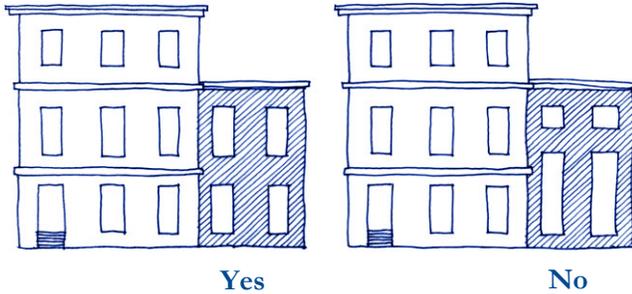


The orientation of the existing buildings is with the gable end facing the street. In cases where there is an overwhelming existing orientation, it is recommended that new buildings be similarly oriented.



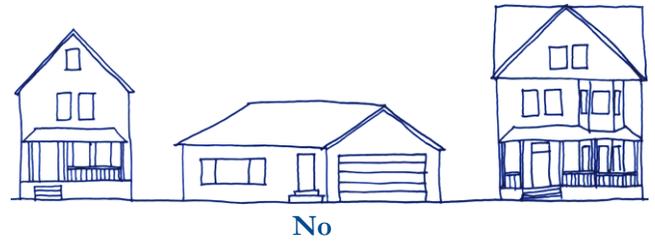
The entrance of the corner building is oriented towards the perpendicular street and is inappropriate.

Rhythm and Patterns: The rhythm and patterns of principal façades of new construction should reflect and maintain neighborhood and streetscape patterns. The rhythm and patterns of principal façades of an addition should reflect that of the original building.



The proportions of the windows at the left addition are consistent with those found at the original building. By contrast, the first floor windows at the right addition are significantly taller and the second floor significantly smaller. The proportions of the right addition are not appropriate for the building.

Rhythm and patterns across the width of a façade typically include the number of bays and the location and spacing between doors and windows. Vertical considerations for rhythm and patterns include floor-to-floor heights, first floor height above the ground, cornice heights, and the vertical distance between rows of windows and windows and cornices. In some instances, where the proposed use for a new building prevents maintaining rhythms and patterns, the property owner is encouraged to incorporate detailing to suggest them.



Street facing garage doors and oversized picture windows are typically not appropriate in a neighborhood with historic residences. The scale of these large openings is inconsistent with the surrounding architecture.



Although the size, scale, form and mass of the two new buildings are consistent with the neighboring buildings, the new building to the right has enlarged window openings inconsistent with the buildings found on the streetscape.

Window and Door Openings: For new construction, the size, shape, design, proportions and placement of storefronts, windows and door openings should be similar to those in the surrounding historic buildings. For additions, the size, shape, design, proportions, spacing and placement of windows and door openings in the addition should be similar to those in the existing building. Windows should be functionally similar, such as double hung windows, and have similar muntin or grid patterns as the neighborhood's historic buildings. Doors should reflect the historic proportions of windows and panels.



The new building to the right is similar in form, mass, scale and materials as the historic building to the left. The window placement and size on both building is similar, with simplified details at the new window heads and sills.

Architectural Details: The character-defining features and details of the historic neighborhood buildings should be reflected in the design for the new construction and additions. These architectural details include roof form, porches, porticos, cornices, lintels, arches, quoins, chimneys, projecting bays, and the shapes of window and door heads. In many instances these details can be “simplified” to provide compatibility without requiring duplication of historic features.



Details are an important part of Gloucester City’s fabric.

Materials and Textures: New construction should use materials and textures in a manner that is sympathetic to the historic buildings found in the City of Gloucester and on the streetscape where they will be located. Materials should be of a similar or complementary color, size, texture, scale, craftsmanship, and applicability to the function performed. Traditional materials common in the historic buildings of City of Gloucester such as wood, stone, brick and stucco are recommended.

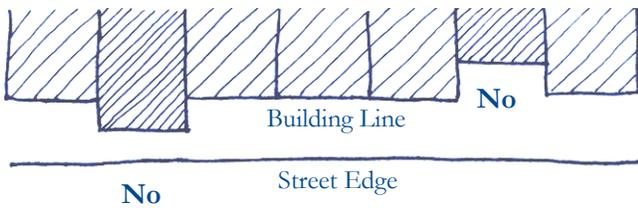
A sympathetic use of materials should not imply that materials used in new construction should duplicate the old in detail, nor that new construction attempt to duplicate historic structures. Rather, it is a matter determining the compatibility of the new with the old. It is often appropriate to simplify details such as cornices and moldings. This gives the new building or addition a more contemporary appearance and not like a historic replica.

Although new additions can use materials similar to those used in the historic building, there are times when this is not economically feasible or practical. In these cases it is appropriate to alter materials at additions as long as the material at the addition is a “lesser” material than the original construction. This would include adding a wood clapboard or stucco addition to a stone or brick building; however it is not appropriate to construct a brick or stone addition onto a wood clapboard or shingle building.



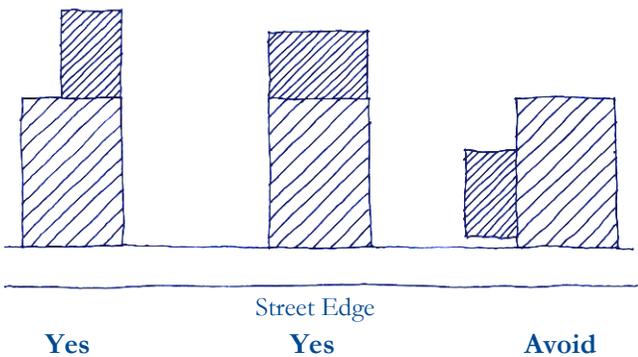
This house has a narrow street frontage and is setback to the edge of the sidewalk. A shed roof addition was constructed to the rear, as seen in the photograph below, providing additional space without impacting the historic character of the principal front elevation. The materials and details of the addition are similar to but differentiated from the historic building.





New construction should not step forward from or recede back from adjacent buildings on the streetscape.

Streetscapes: New construction should reflect prevailing setbacks (distances between the building and the property line or street or sidewalk) and physical elements that define the historic buildings on a streetscape, such as stone walls, wood fences, building facades or combinations of these which form visual continuity and cohesiveness with the period buildings.



The visibility of the left and middle additions would be limited from the sidewalk and the street. The addition to the right is very visible from the sidewalk and street and should be avoided.

When possible additions should be positioned to have the least visible impact from the street, with additions at front façades strongly discouraged and rear additions generally most appropriate. Additions at side elevations are generally appropriate, although it is recommended that they be held back as far as possible from the street.



Additions installed on top of the existing footprint should be located to the rear of the building and the maximum height limited to the existing height as viewed from the street elevation.



This roof deck is at a historically appropriate location for this house. It features a turned wood balustrade, similar to that found at the porch below, which is painted to complement the overall color scheme. In general, roof level decks are not stylistically compatible with historic buildings and should only be located at the rear of a building where the view of the deck and associated railings are minimized from the public view.

Decks: Similar to a porch, a deck is a wood framed structure raised above the ground that it is exposed to the elements and does not include a roof. Many property owners install decks to create a space to enhance their enjoyment of the outdoors. Since decks, with the exception of some roof decks, are a relatively recent phenomenon and not in keeping with most historic architectural vocabulary, they should be treated as a new additions and located as inconspicuously as possible with the least visual impact from the public view.

The GCHPC and GCUEZ encourage:

- Locating decks to the rear of the building where the visual impact can be minimized from the public view
- Using wood for all vertical components of the deck including balusters, skirt board, steps and lattice
- Installing turned wood balusters appropriately spaced and strengthened to meet code requirements
- Installing wood lattice under deck skirts more than 12” above the ground
- Installing decks in a manner that is structurally separated from the building

The GCHPC and GCUEZ discourage:

- Decks at highly visible locations from the public view

PORCH INFORMATION

For information regarding porches, please refer to the *Guidelines for Exterior Woodwork*.

SECONDARY BUILDINGS AND STRUCTURES

Several properties in the City of Gloucester include more than a single principal building. In many instances, secondary buildings, structures and landscape features are also present and contribute significantly to the overall property, setting and historic district.

Secondary buildings or structures in the City of Gloucester most typically include but are not limited to sheds, garages, detached decks, hot tub enclosures, play houses and animal shelters.

Secondary buildings and structures can contribute significantly to our understanding of the City of Gloucester's history and character. Although some of Gloucester's secondary buildings were designed to be utilitarian, in many cases buildings associated with residences such as carriage houses and garages were constructed to reflect or be complementary to the property's principal building. These similarities can include similar forms, materials and detailing.



The garage is located to the rear of the main residence and has a similar front gable form.

A secondary building or structure is significant if it was:

- Constructed at the same time as the principal building on the site
- Constructed after the principal building on the site but was used for a significant function
- Represents an important architectural design or construction method
- Associated with an important event or person related to the property
- Built incorporating distinctive characteristics of form, style, materials or detailing or shares those characteristics with other buildings on the site



The garage is located to the rear of the residence. It is clearly subordinate to the house and sympathetic in design, form and materials.

The following guidelines are recommended when addressing historically significant secondary buildings and structures.

The GCHPC and GCUEZ encourage:

- Maintaining significant secondary buildings and structures as carefully as principal buildings
- Carefully maintaining significant and unique details at secondary buildings and structures including cupolas, barn doors, overhead doors, etc.
- Adapting functionally obsolete buildings for new uses such as converting a carriage house into a garage

The GCHPC and GCUEZ discourage:

- Demolition of significant secondary buildings and structures



This hipped roof garage features rusticated cast stone at the front elevation and a smooth finish at the side elevations.



The new door at this former garage suggests a new use.

DEMOLITION OF SECONDARY BUILDINGS AND STRUCTURES

Because secondary buildings and structures can contribute to the overall property, historic setting and streetscape, demolition or removal from the site is strongly discouraged and should be avoided. In some instances, secondary buildings can become functionally obsolete on a property, such as a carriage house. Before considering demolition as an option it is recommended that alternative uses that maintain the historic character be explored. Carriage houses have successfully been converted into garages and garages can be easily adapted into storage space. In addition, secondary buildings can be relocated to new sites within the City.

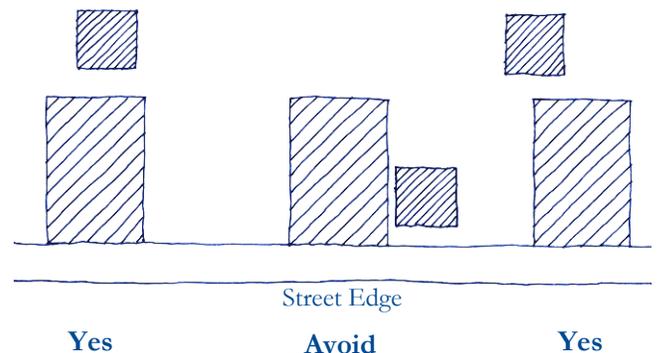
There are a few cases in which more contemporary secondary buildings are not compatible to the historic property or district and are not appropriate, most typically garages or garden sheds. If demolition of non-compatible secondary buildings is considered, it is recommended that it be conducted as sensitively as possible.

The GCHPC and GCUEZ encourage:

- Ensuring that demolition will not damage other parts of the historic building, neighboring buildings, or landscape features
- Documenting the secondary building or structure with photographs and/or drawings prior to demolition
- Considering reuse of salvageable materials such as windows, doors, hardware, shutters, bricks or siding for other buildings on the site or other projects preventing disposal of these materials in landfills

NEW SECONDARY BUILDINGS AND STRUCTURES

Similar to additions, secondary buildings and structures should be subordinate to and visually compatible with the primary building without compromising its historic character. Ideally the secondary structure should be located so it is not visible from the street and if that is not possible, so that the visibility is limited.



The visibility of the secondary buildings or structures at the right and left is limited from the roadway. The secondary building or structure in the middle is very visible from the roadway and should be avoided.

The GCHPC and GCUEZ encourage:

- Adapting functionally obsolete secondary buildings for new uses, such as converting a carriage house into a garage or a garage into a storage building rather than constructing new buildings
- Locating secondary buildings and structures, including garages, storage buildings, sheds, animal shelters, play houses and swimming pools at the rear of the main building and away from the principal entrance or street elevations whenever possible
- Designing new secondary buildings and structures to complement the period and style of the principal building and other buildings on the site; this includes using similar form, materials, colors and simplified detailing
- Construction of new secondary buildings in a manner that does not damage other resources on the site including archaeological resources

The GCHPC and GCUEZ discourage:

- Construction of new secondary buildings or structures in a location that is highly visible from public thoroughfares when less prominent locations are available
- Pre-manufactured metal sheds and outbuildings



The parking is located to the side and garage is located to the rear of the historic Friedman's Store building. The parking area is visually screened with complementary fencing.

Commercial Parking Lots and Service Areas: Commercial buildings often require dedicated parking lots and service areas for trash collection, mechanical equipment and possibly loading docks.

Although it can be desirable to install parking lots in front of buildings, it is more appropriate within the context of the City of Gloucester to maintain a consistent building setback which typically places the building adjacent to or near the sidewalk. Property owners are encouraged to locate parking lots and service areas to the rear of their buildings and explore the possibility of driveways extending from rear or secondary streets. If this is not possible, a driveway should be installed along the side of a building to provide rear access. In instances where the depth of the property does not allow rear parking, side yard parking can be considered, although the street frontage should be appropriately screened to minimize its visual impact.



In cases where parking must be located along the street frontage, property owners are encouraged to provide visual screening of the cars such as planting shrubs.



Property owners are encouraged to screen garbage collection and mechanical equipment from the public view with either fencing or plantings.

The GCHPC and GCUEZ encourage:

- Constructing commercial building at the prevailing setbacks along a streetscape
- Designing new commercial buildings to complement the period and style of the neighboring buildings, including similar form, materials and detailing
- Locating parking and secondary buildings to the rear or in some instances the side elevation of the building
- Screening parking, mechanical equipment and garbage collection from public view



This new bank building has an appropriate scale, mass, form and materials to neighboring buildings. It is located at the street corner, with parking situated to the rear.

INFORMATION FOR NEW BUSINESSES

If considering opening a new business in Gloucester, City representatives are available to discuss zoning and construction requirements applicable to a specific project.

BUILDING RELOCATION

It is always preferable to retain a building in its original historic setting; however there are circumstances when that is not feasible or practical. Instances where this might not be realistic include buildings located within a flood plain or buildings in a location that would be disturbed by a major infrastructure project such as road widening. Relocating buildings can be the only option to save them from demolition.

When it has been determined that retaining a historic building at its original site is not feasible and all other alternatives have been explored, relocation can be considered. It is important to remember that buildings are best appreciated within the appropriate setting and duplicating the major elements of that historic setting should be considered.

The GCHPC and GCUEZ encourage:

- Selecting a site with similar characteristics as the original site including similar streetscape, elevation changes and major tree placement
- Selecting a site with similar characteristics as the original site including similar streetscape, elevation changes and major tree placement
- Locating the building in a similar setting as the original site including orientation and distance from the roadway, and proximity to trees and other landscape features
- Relocating related resources and landscape features such as secondary buildings and structures, stone walls, wood fences, stone walkways, etc. to the new site to re-establish original relationships

The GCHPC and GCUEZ discourage:

- Altering the historic spatial relationship between the relocated building and its surrounding historic features

The HPC does not recommend relocation of a building unless:

- The proposed relocation is the only alternative for saving a significant building
- The building is relocated in a similar setting as the original site including orientation and distance from the roadway, and proximity to other buildings and adjacent properties
- Related resources, such as secondary buildings and structures, walls, fences, walkways, etc. are also relocated to the new site to re-establish original relationships
- Required by the State of New Jersey



This site adjacent to the river is known to have significant archaeological resources.

ARCHAEOLOGICAL RESOURCES AND EXCAVATION

Although the City of Gloucester's regulations do not specifically address archaeological resources, it is recommended that property owners treat potential below grade areas with potential resources carefully. Once a site has been disturbed by untrained lay persons, the ability to reveal the site through professional interpretation might be lost forever.

If the construction of a new building or addition will require substantial excavation on a previously undisturbed archaeological site or adjacent to an existing historic building or complex, there is the potential to uncover important archaeological resources. There is often a potential for Native American archaeological remains in certain types of environmental settings; while many of the City's oldest settlement areas and dwellings may contain or be surrounded by archaeological deposits. Archaeological resources of interest in the City include the sites of Native American camps, historic houses, secondary buildings, early manufacturing and industry and shops. It is recommended that property owners with known sites leave those sites undisturbed until the site may be professionally uncovered and recorded.

If you are considering excavation and would like more information regarding potential archaeological resources or have begun excavation and uncovered what appears to be an archaeological resource, you are encouraged to contact the GCHPC, GCUEZ or the New Jersey Historic Preservation Office at:

New Jersey Department of Environmental Protection
Historic Preservation Office
P.O. Box 404
Trenton, NJ 08625-0404

Tel: (609) 292-2023, 292-2028, 984-0140
Email: njhpo@dep.state.nj.us



The 1889 Thompson's Mansion was an important City landmark that was destroyed by fire in 1953.

DEMOLITION

The demolition of all or portions of resources on properties or within a Historic District, on a Historic Site, or locally recognized landmark are considered drastic actions since they may alter the character of the streetscape, surrounding buildings, and the demolition site. Once resources or buildings that contribute to the heritage of the community are destroyed, they cannot be replaced.

Both demolition and relocation could represent a lost educational resource for the community whether the building was an example of past construction techniques, or has associations with a significant individual or event in our history. As a result, demolition of significant older buildings within the City of Gloucester is rarely considered to be an appropriate option.

The HPC encourages:

- An evaluation of the significance of the historic resources
- All attempts to reuse a historic resource be exhausted prior to considering demolition
- All attempts to retain a building in its original location be exhausted prior to considering relocation

The HPC does not recommend demolition unless:

- The proposed demolition involves a non-significant addition or portion of the building, provided that the demolition will not adversely affect those portions of a resource that are significant
- The proposed demolition involves a non-significant resource, provided that the demolition will not adversely affect significant parts of the site
- Required by the State of New Jersey

If demolition is determined to be necessary the GCHPC and GCUEZ encourage:

- Ensuring that demolition will not damage other parts of the historic building or neighboring buildings
- Documenting the building with photographs and/or drawings prior to demolition
- Considering the donation of salvageable materials such as windows, doors, hardware, shutters, bricks or siding to an architectural salvage company so they can be used for other projects and not be disposed of in landfills



Demolition is an irreversible action that alters the character of the streetscape and surrounding area. The GCHPC and GCUEZ strongly recommends against the demolition of buildings or features that are significant architecturally or because of their association with a significant individual or event in the history of the City of Gloucester.



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