

Borough of
Highlands Central Business District
Design Manual
Neighborhood Preservation Program



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Introduction

The purpose of these guidelines is to improve the central business district image in the Borough of Highlands by upgrading the visual environment and reflecting its waterfront heritage in the Bayshore Region. These design criteria are intended to prevent the continuation of commercial building façade problems that have evolved over the years.

Bay Avenue is the central business district corridor, which links Highlands to the two gateway entrances that connect with State Highway Route 36, Highlands Shrewsbury River Bridge and Sandy Hook- Gateway National Park. Bay Avenue is a major organizing element that serves as a visual introduction to the character of Highlands. Individual buildings and their elements function as important components of the street.

Bay Avenue combines buildings, sidewalks, lights, signs, trees, cars, and pedestrians to form a whole streetscape. The quality of the avenue is determined by the individual elements—buildings and signs—and the way in which these elements relate to one another.

General Criteria

Building structure improvement guidelines are organized into five divisions: building exterior, storefront, color, signage, and other related concerns. Each division addresses the subject of design criteria including dimensional limitations, style and color.

- A. Building Improvement Design Guidelines relates to building façade improvements. Specifics include window re-placements, re-siding, masonry and cornice repair.
- B. Storefront Improvement Design Guidelines relate to storefront entry doors, display windows and the location of such items as awnings, air conditioning units and security grilles.
- C. Signage Design Guidelines identify the various recommended commercial sign types and their suggested location as well as appropriate lettering typefaces and colors.
- D. Related Concerns establish guidelines for such items as fencing, window displays, sidewalk standards, outdoor cafes and furnishings, exterior historic murals.
- E. Color describes the recommended palette for buildings, storefront, historic murals and signs. It also suggests color combinations for these elements

These elements give a direction for building and storefront improvements and new construction. That is, as charges are made overtime to existing building structures, owners and merchants must comply with these guidelines. There is no obligation for buildings owners and merchants to upgrade their storefronts and facades immediately. The funding opportunities from the Neighborhood Preservation Program will serve as an initial catalyst to encourage these elements of improvement during the remaining years of funding.

Criteria Considerations:

Changes that may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right and this significance shall be recognized and respected.

The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal of or alteration of any historic material or distinctive architectural feature should be avoided when possible. Technical assistance is available to provide guidance for improvements by the Neighborhood Preservation Program Design Theme Review Committee.

Distinctive stylistic features or examples of skilled craftsmanship, which characterize a building, structure, or site, shall be treated with sensitivity.

Deteriorated historic or original architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features, substantiated by historic, physical, or pictorial evidence rather than on conjectural design or the availability of different architectural elements from other buildings structures.

Intentions of adding window bars and security grilles must be cleared by the Design Review Committee.

We can never recapture the past, but we strive to promote our best visual image and features of Highlands.

These guidelines assist in the overall implementation process to improve the visual character and architectural integrity of our community. The purpose of this process is to renew the components that make up our community and its visual image.

A. Building Improvement Design Guidelines

1. Building Doors

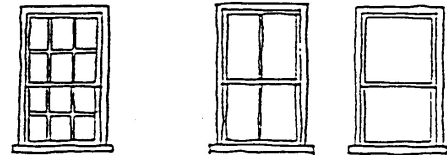
Main building entry doors must complement the storefront frame and building character. This is accomplished by the use of appropriate door trim, moldings, transoms, and paneled doors as illustrated by the sketch to the right.



EXAMPLES

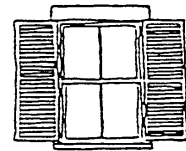
2. Windows

All new windows should be double hung and comply with the state accepted BOCA Energy Conservation Code. That is, all new windows should be double-glazed to reduce energy waste and be weather stripped to minimize air infiltration.

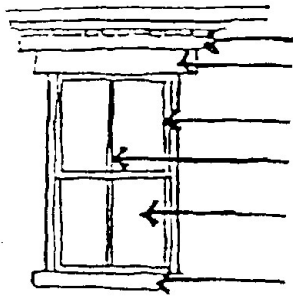


Exterior storm sashes will no be permitted.

Painted wood, fiberglass, or aluminum shutters respecting the buildings character may be added to windows.

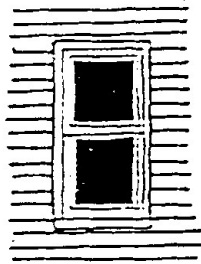


EXAMPLES



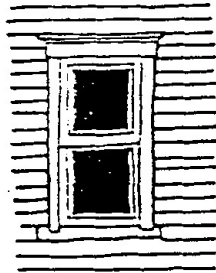
Cap-decorative feature above lintel
 Lintel-beam bridging window opening
 Sash-window frame
 Mullion-divider between panes
 Pane-glass opening
 Sill-bottom member of window opening

WINDOW TYPES



Full height and width of original window opening are retained.

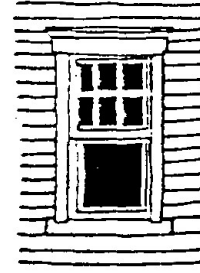
YES



YES



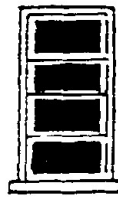
YES



YES



NO



NO



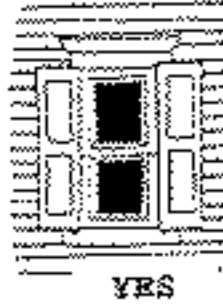
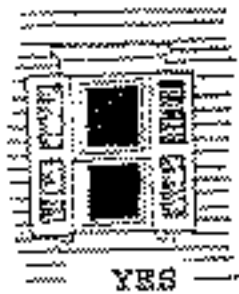
NO



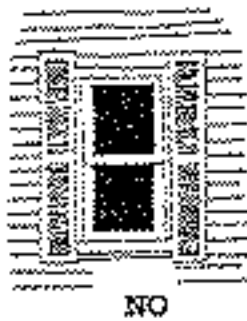
NO

Window opening partially closed by addition of air-conditioning unit

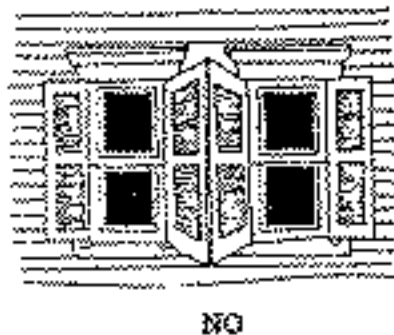
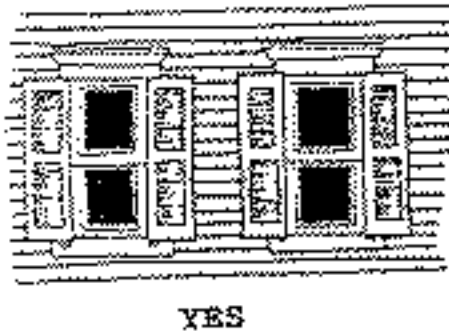
SIZE AND TYPES OF SHUTTERS



Shutters should appear to cover the window opening



Ranch shutters are not appropriate



3. Cornice

Cornices enhance the architectural character of a building. Where cornices exist, they should be repaired or replaced. Where cornices have not existed, or too small, inappropriate in size, they should be replaced as detailing in proportion to the building.

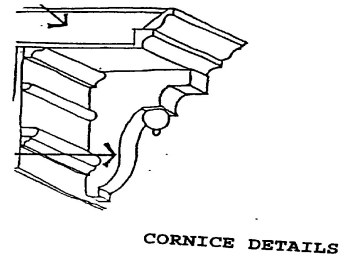
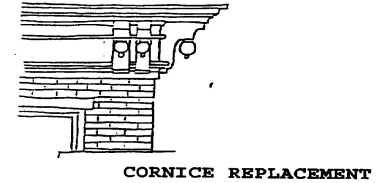
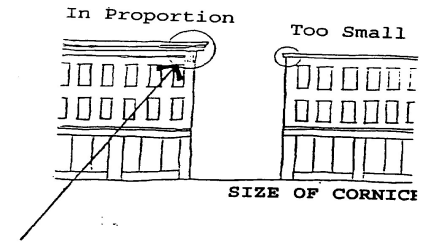
It is more important to approximate the size and bulk of the original detail than to duplicate the original design exactly.

Cornices can be made from stock molding and boards, fypon (molded polymer millwork) in various retail stores.

Appropriate architectural embellishments will restore or create visual character that has long been lost.

Brackets can be sawn with a jigsaw from heavier lumber or come ready made in wood or fypon (molded polymer millwork) in various retail stores.

Technical assistance is available.



4. Exterior Siding and Finishes

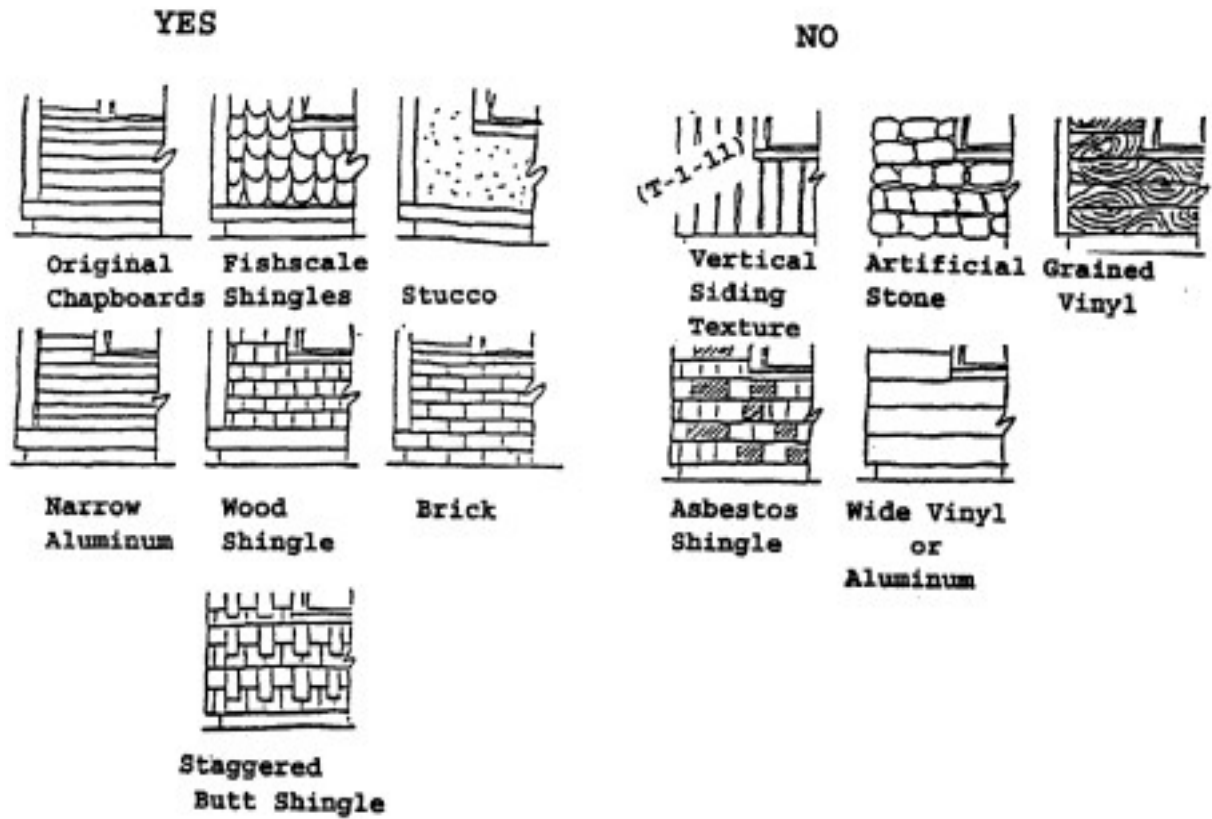
Siding function as a protective skin enclosing the structure of a building and insulating the interior from excesses of heat, cold and moisture. The maintenance of this "skin" or lack of it, not only significantly affects the appearance of your building, but also is one of the largest individual decisions affecting the investment your building represents. Most property owners will sooner or later be faced with the task of repair or replacement of siding.

Painted 4'' horizontal lapped siding is permitted. Wood or synthetic siding material is acceptable. Wood has been the most traditional material. Wood is easily worked, has natural insulating qualities, is adaptable, plentiful, relatively inexpensive and resistant to denting. It can be patched, refinished, and repainted. If synthetic clapboarding of vinyl is to be used, several guides or its compatible use are appropriate. Above all, it must be noted that synthetic siding should not do what the original wood clapboards could not do. Siding should run horizontally, and should not suddenly run vertically over a curved surface, unless the siding in the original design did. The siding should not run continuously around the corner of a building but should be trimmed by adequately wide corner boards. The spacing between the horizontal lap lines should be identical to the original clapboarding and should not change arbitrarily at different wall areas unless such changes in the original design.

Masonry, which has an extensive amount of missing mortar or damaged surfaces, should be repainted and restored as required.

Brick or stonework can be most effectively restored by washing or steam cleaning. Soft bricks can be damaged by some techniques such as sandblasting. Where repainting mortar, color should be determined after a section of wall has been cleaned. You do not want to tint new mortar to match dirty mortar. The new mortar color should match the cleaned original mortar so as to prevent having a “quilt-like” appearance if the entire façade is cleaned. This method also applies to brick replacement.

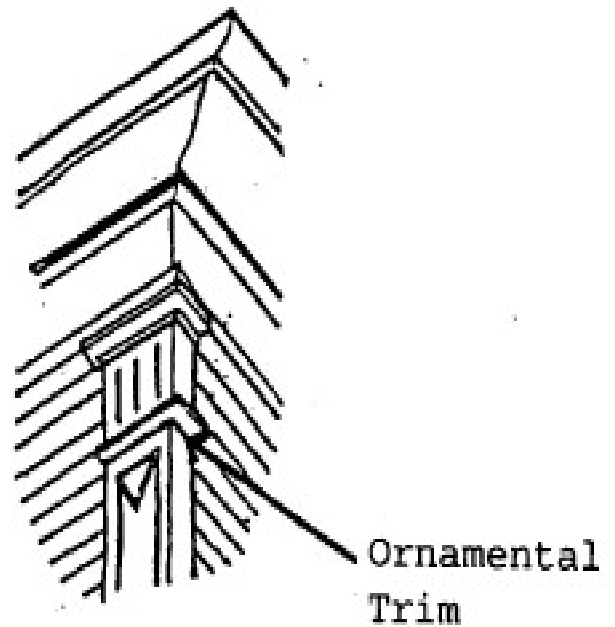
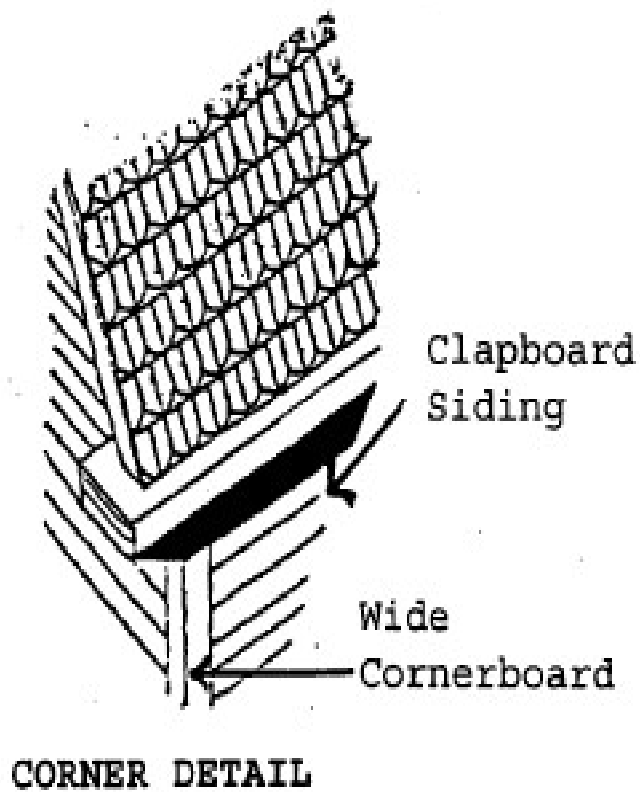
Stucco/concrete plastered surfaces that are cracked or show signs of disintegration should be repaired. Such damage surfaces should be removed and restored to match adjacent finishes. Stucco and concrete plastered walls may be painted.



5. Trim

It is the extra touch of a hand-carved roof cornice or a carved bracket on a door hood that makes older buildings so attractive and distinctive. Every effort should be made to retain these details that give special character to a building.

Original architectural details such as keystones, lintels, and moldings should also be repaired, restored and highlighted.



6. Roofing

Roofing protects the buildings from the elements, and is constantly exposed to deteriorating forces. Often roof leaks will not show until after internal damage has occurred.

When the whole roof must be replaced, care should be taken to choose the proper materials and color.

Traditional roofing materials include wood, cedar, shingles, or shakes, sheet metal and slate tiles.

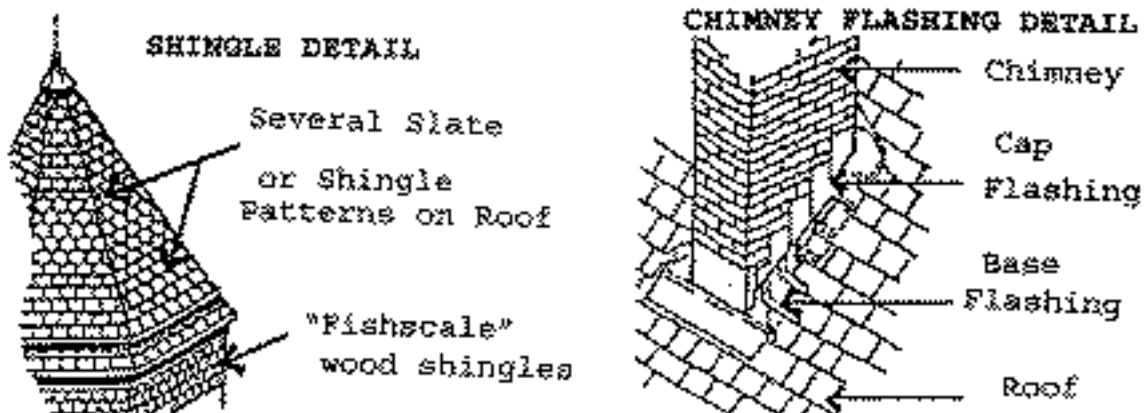
While most traditional material is acceptable today, the use of untreated wood shingles is not permitted.

Rubberized roofing is recommended for flat roofing surfaces.

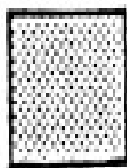
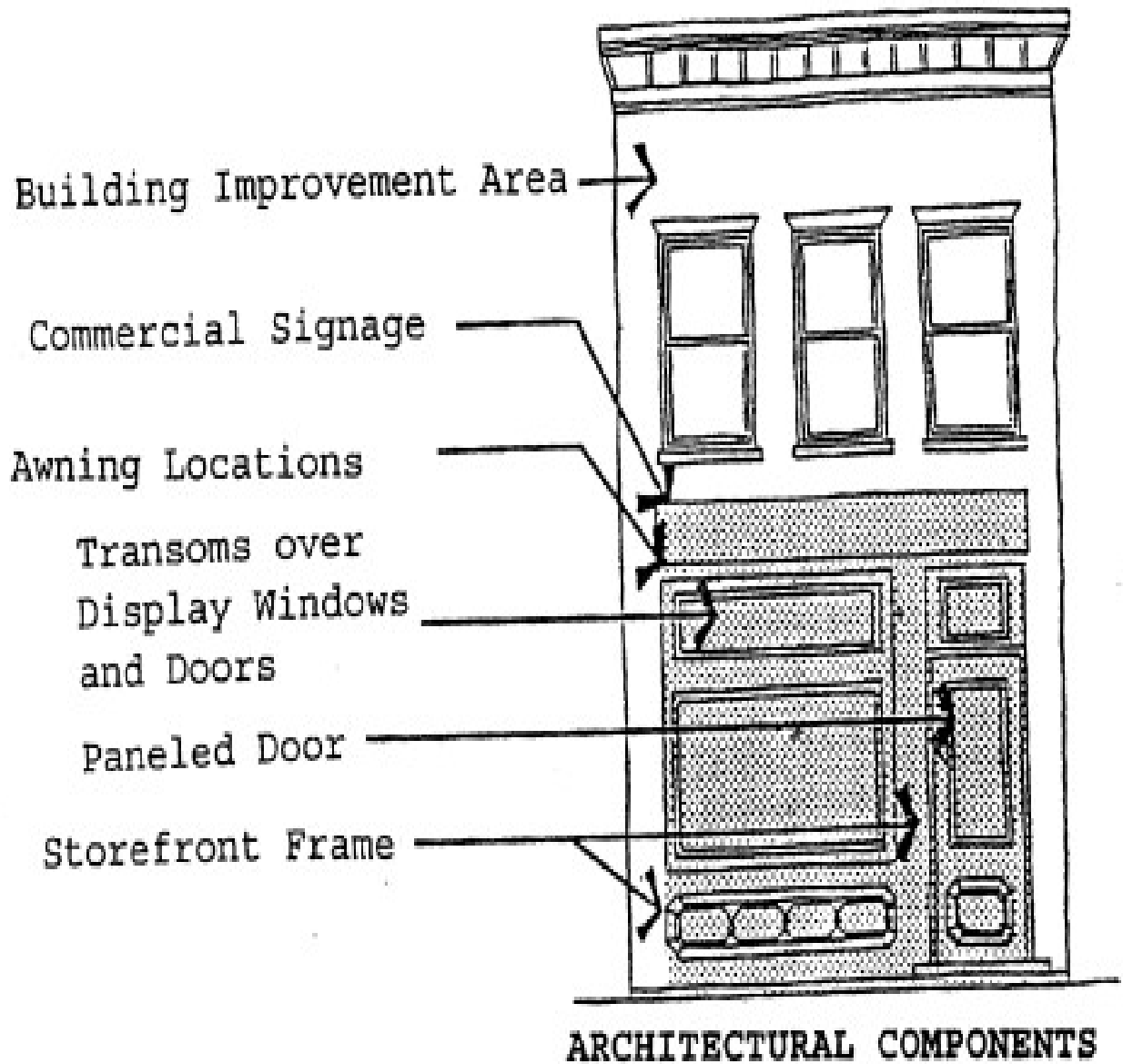
Asphalt dimensional shingles are acceptable for most roofs as they are rot and fire resistant, inexpensive, and can be similar in their size, shape and spacing to wood shingles and slate. Rolled roofing is not permitted.

When installing a new roof, it is essential to provide roof or gable vents, these will ensure proper ventilation and extend the life of the prematurely as heat builds up beneath the surface.

The most vulnerable part of any roof is at its edges, specifically where it meets the chimneys, sewer vents and cornices. To protect these vulnerable areas it is necessary to install flashing and proper drainage, which redirect the flow of water away from potential trouble spots. Gutter and leader should be located at either side or rear elevation wherever possible so as to minimize interference with front façade.



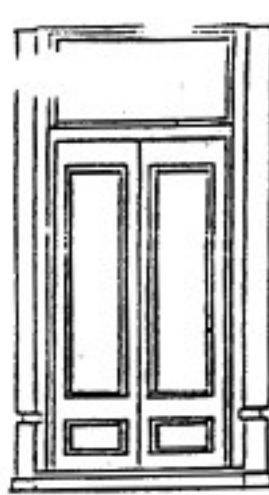
B. Storefront Improvement Design Guidelines



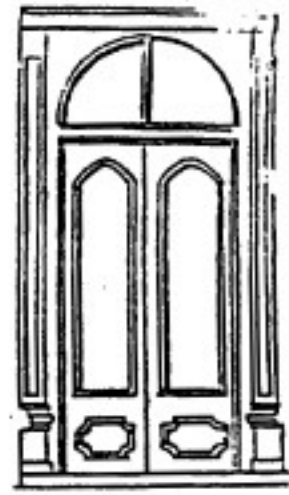
STOREFRONT IMPROVEMENT AREA

1. **Doors** shall be made of wood or steel and must reflect the design intent of this document. Paint shall be compatible with the wood and steel materials. Stain shall be compatible with wood materials.

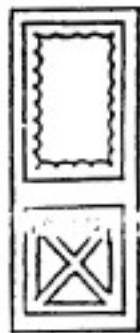
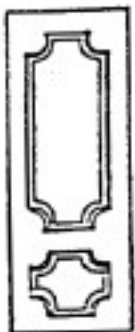
Double doors are permitted; insect screen doors are not. Hardware must be in keeping with the style of the door selected. As a guide, the total glazed area of any door should not exceed 63%



YES



YES



NO

YES

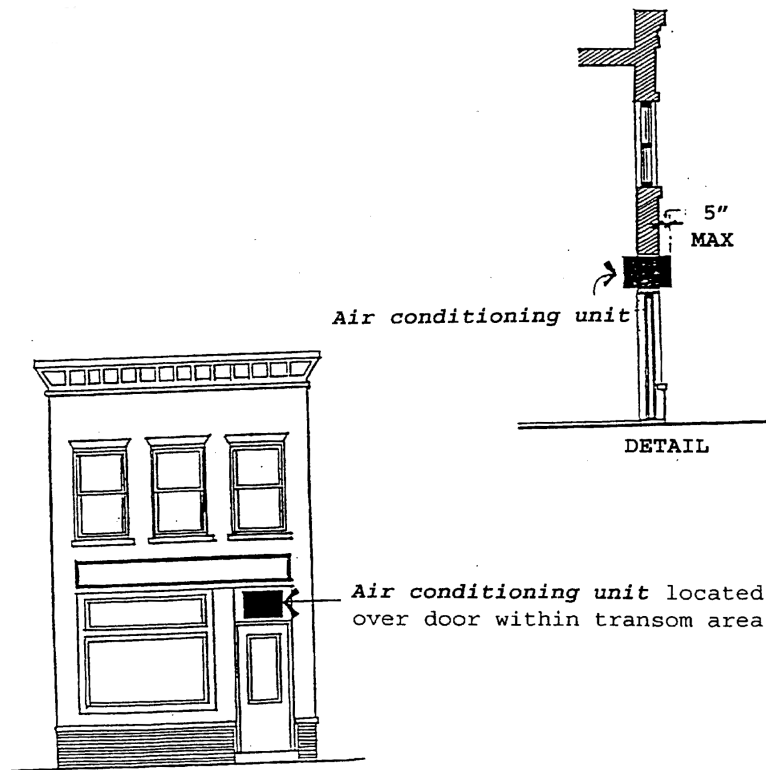


YES

2. Air conditioning

Air conditioning units should not face street from front or pedestrian way. When alternative locations or options are not available, air conditioning units may be placed within the framed storefront area.

Locations over door are acceptable, however, units may not extend 5'' beyond building line.



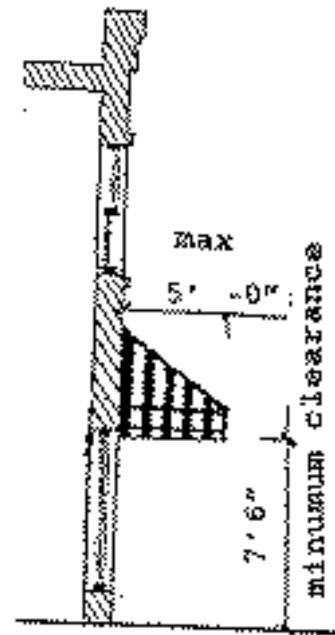
3. Awnings and Canopies

Awnings shall be fabricated from vinyl-coated materials (i.e. sunbrella). Canvas or linen is not recommended.

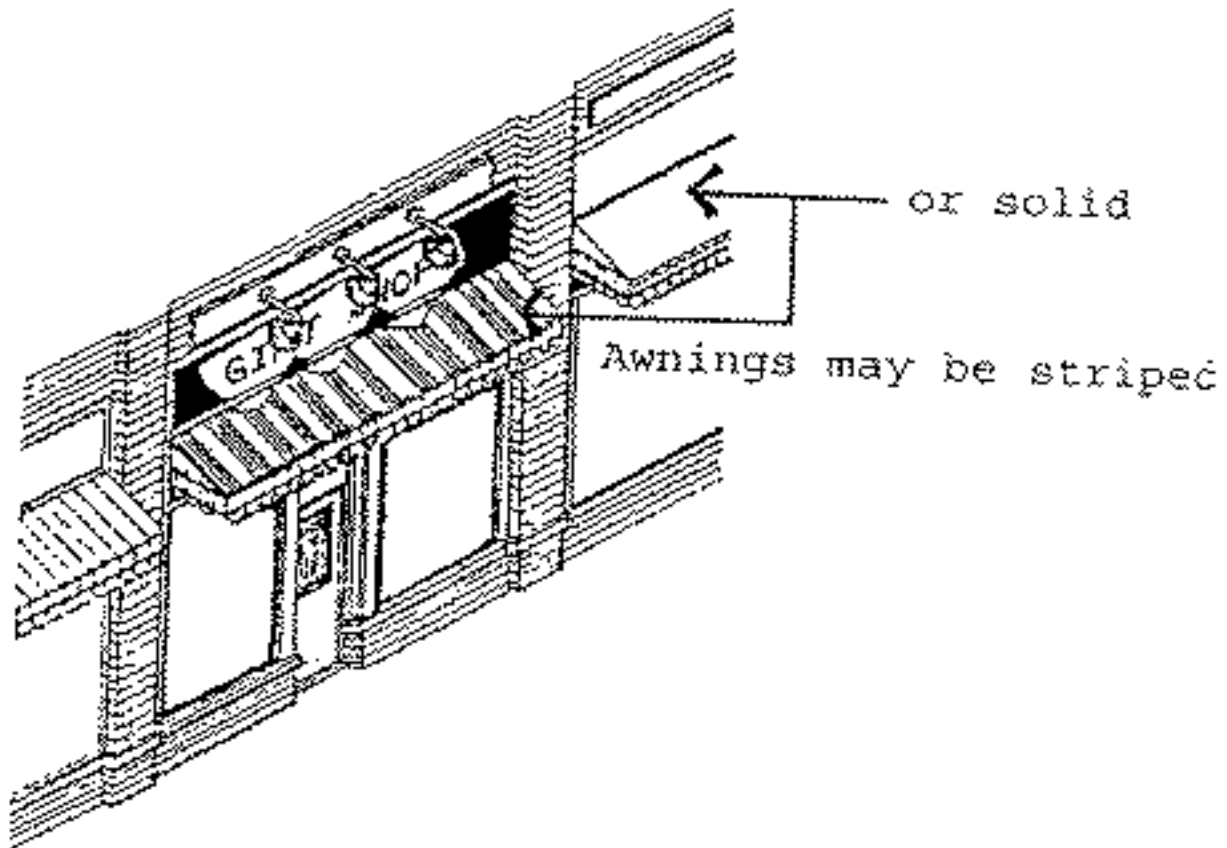
Awnings and canopies may be operable or fixed located over a single door or window or placed over entire storefront length.

Backlit fixed awnings are permitted with adherence to color guidelines in this document.

Colors must complement building improvements within the established color guidelines in this document. Signage or lettering on new awnings will be permitted.



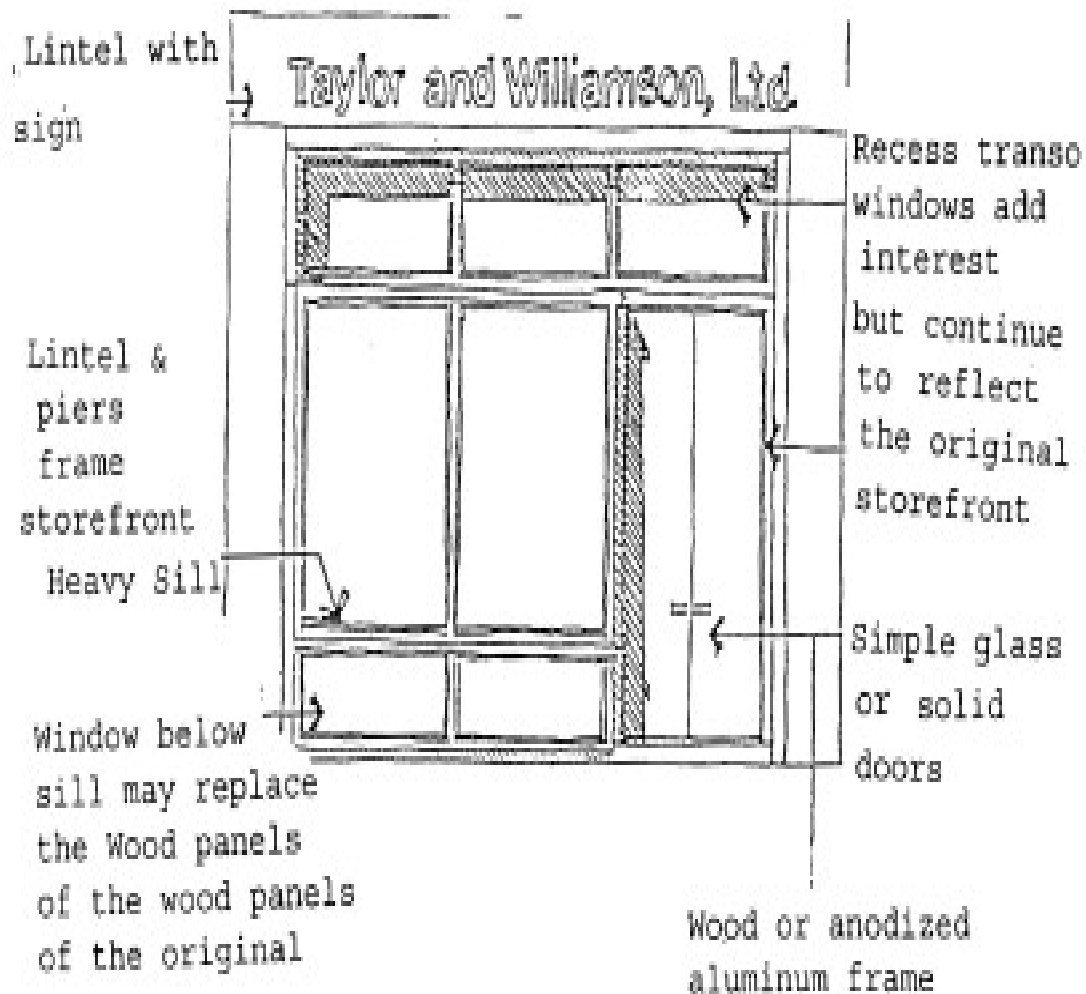
EXAMPLE



4. Display Windows

Materials for decorative window grilles or inserts may be fabricated from wood or metal.

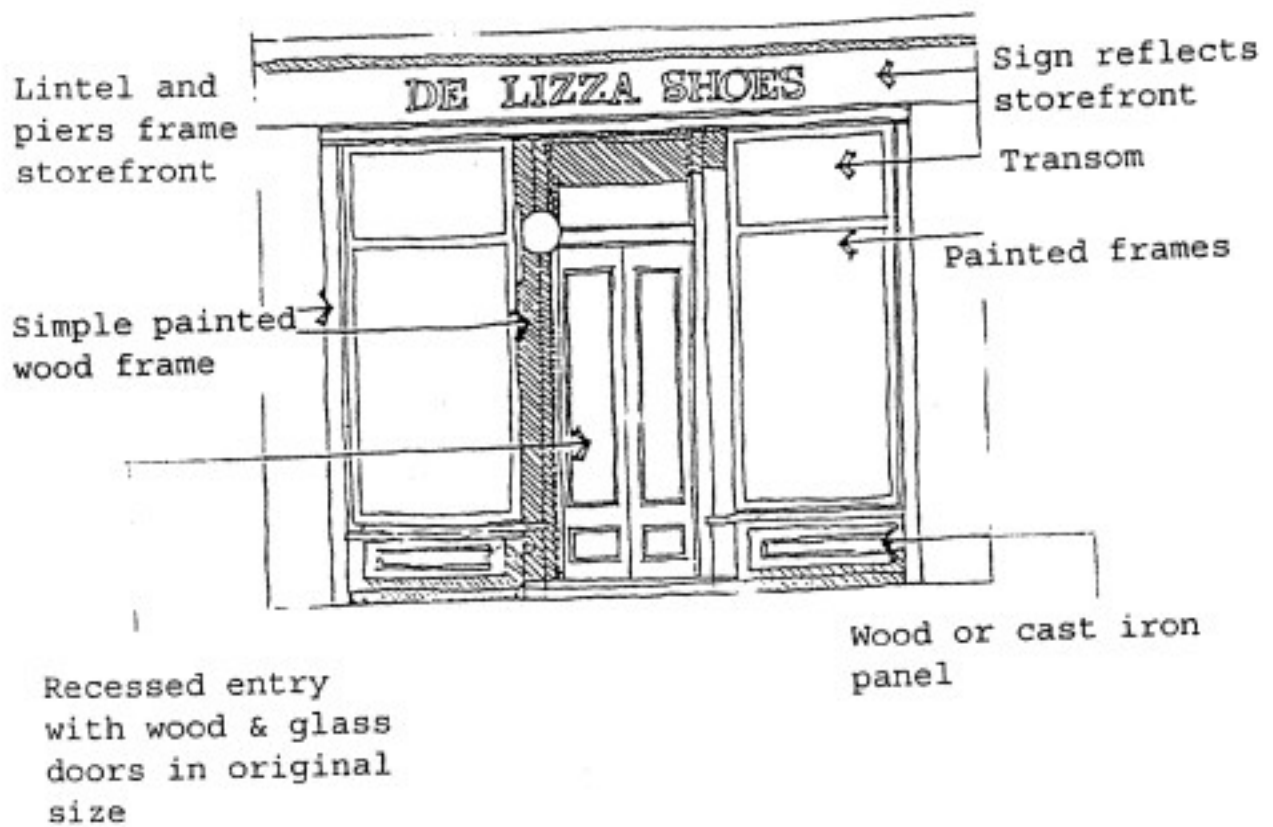
Transoms and Bay windows are permitted. However, jalousie, hopper or awning type windows are not permitted within the Bay Avenue Central Business District.



APPROPRIATE CONTEMPORARY STOREFRONT

5.Storefront Frames

Metal, wood, brick, or cast aluminum storefront frames are permitted. Decorative elements and trim are encouraged. However, ceramic tile, ribbed and corrugated aluminum panels within the storefront frame will be considered where and f appropriate



Simplified Traditional Storefront

C. Signage design guidelines overview:

Signs are not one of the most prominent visual elements on the street. If well designed, signs add interest and variety to a building's façade while enlivening the street scene. On the other hand, signs more than any other single feature can detract from even the most attractive storefront and clutter its surroundings.

Signs

- Serves to attract the attention of passing pedestrians and motorists by communicating information in a visible form outside a building or along a traveled roadway.
- Allow public and private enterprises, individuals and communities to express their personalities and establish identifiable images.
- Attractively designed add to the creation of a streetscape that reflects a community's self-esteem, expressing a sense of neighborhood pride.
- Symbolize a community's economic vitality, ethnic diversity and culture.
- Create a visual impression that one carries of a place is largely shaped by sign design.

Signs may only be placed in designated areas. When determining where a sign should be placed or how large a sign should be, always refer first to your storefront and then to the design on the building as a whole.

Signs should adhere to the following guidelines:

Simple and clear

Present the store name without being artificial, cute, antiqued, or garish.

Contain graphic symbols or simple verbal messages

Sign materials should harmonize with the building's design.

Most appropriately display wooden signs with raised or painted letters on turn-of-the-century buildings.

Never be so large as to overpower the storefront or obscure the building's architectural features.

Relate to the premise on which they are erected

Use of words as, "thrift," "bargain", or "discount" shall be prohibited on permanent store signs.

All building signs having a total area of two (2) square feet or more shall require a sign permit.

1. Lettering

Type facing (lettering styles) that are reminiscent of un-of-the-century architecture are preferred. Lettering styles are interpretation of modern detailing.

Modern lettering styles may be used which present the spirit of an earlier period without being literal.

Suggested lettering types are listed to the list below. As a rule, letters with serifs reflect an earlier period and are encouraged. Helvetica or other simple type lettering is also useful for a clear efficient message.

Specific typefaces or any variations must be approved by the Housing Department

WINDSOR

Americana	Franklin Gothic
Bookman	Italia Italia
Bookman	Grotesque
Caston Antique	Modern No. 20
Chippendale	Folio
News Gothic	Folio

Franklin Gothic

Aachen

GUILLOCHE

Century

Hawthorn

Plantin

Beton

BERLING

Plantin

Cheltenham

Caslon

Chesterfield

Helvetica

Times

XYST

Helvetica

Times

Helvetica

CLARENDON

Baskerville

LOGGIA

IONIC

PYCYOSTYLE

TIMES

ALAMEDA

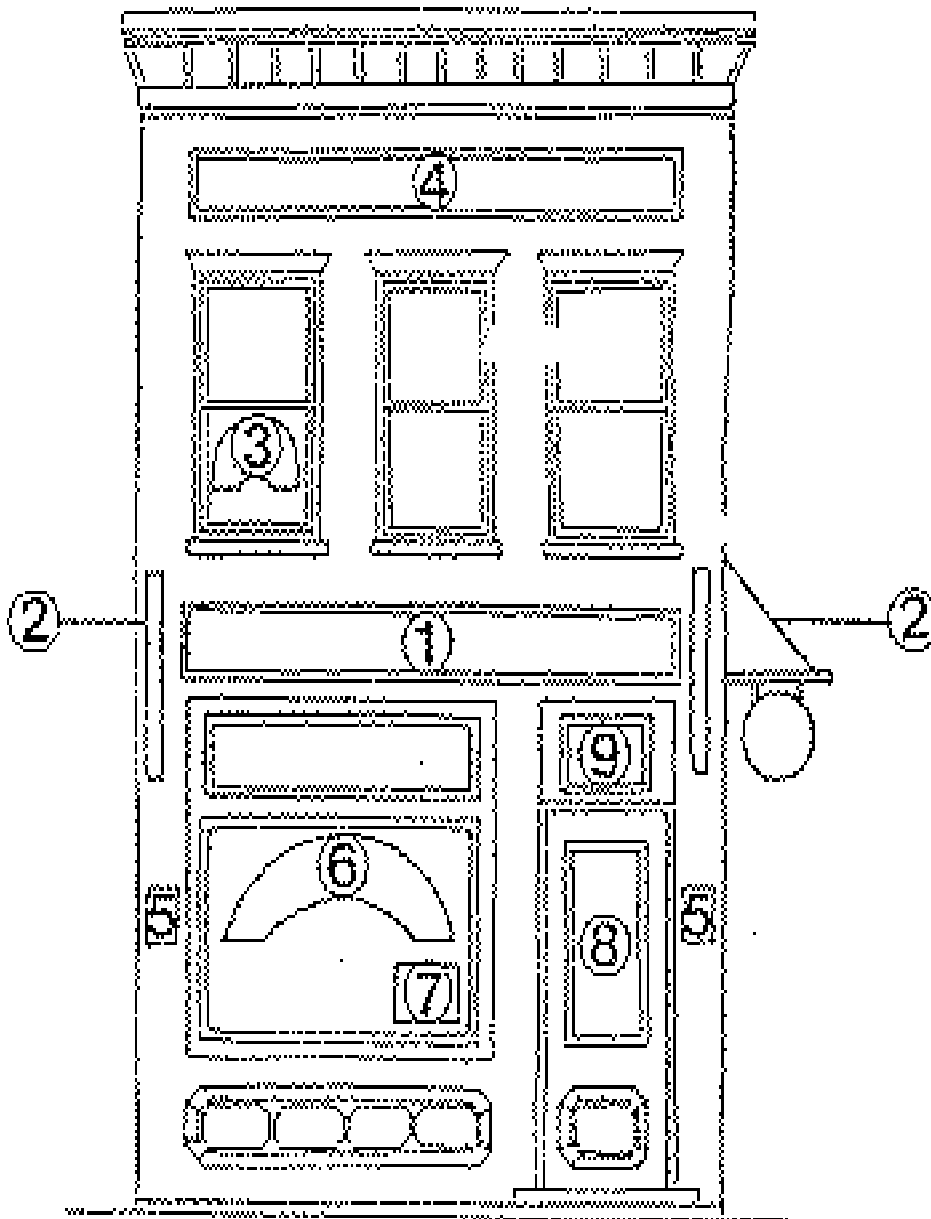
JAWAB

FRIEZE

Rockwell

2. Building sign location

All building signs must observe the dimensional, proportional and design criteria identified within this document. (See illustration and chart) building owners and business operators must observe the following:



Combination of three permanent, approved sign types may be placed upon the façade of a building for each store or independent business tenant.

Corner business locations may have signs on both facades.

No more than one permanent painted or applied sign may appear within a single framed area, such as a display window or door.

Signs may be illuminated but not flashing or animated.

Storefront or commercial building approved permanent combinations

Type of Sign	1	2	3	4	5	6	7	8	9
Applied flat signs	X			X					X
Projecting signs		X							
Back painted on glass			X			X		X	
Applied Letters	X								
Painted Letters	X		X			X		X	X
Plaques					X				
Flags and Banners		X							
Special Signs						X	X		
Display Window neon						X			
Projecting Neon		X							
Externally Illuminated	X								
Internally Illuminated	X					X			

3. Signs types

(a) Applied flat signs:

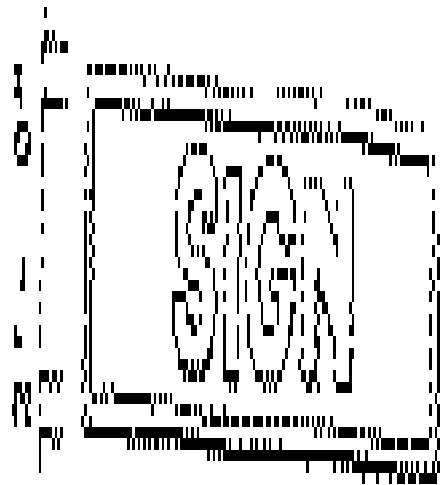
Signs must be of wood or painted flat or be mounted or cutouts on sign boards. The sign must be framed with raised edges. Length and width must conform to location indicated in the Storefront or Commercial Sign Location Guide Chart.

When applied directly to masonry surfaces, signs must be mechanically fastened to mortar joints and not into bricks. Sign with a depth of more than 3' due to internal illumination or other factors will not be permitted for mounting on the buildings exterior. Such signs should be recessed beyond the building line.

Lettering within the sign should not exceed 60% of the total sign area. Applied signs must not obscure windows. Storefront or second story signs may be unlimited in length but may not exceed 2'-0" in height.



Painted Letters

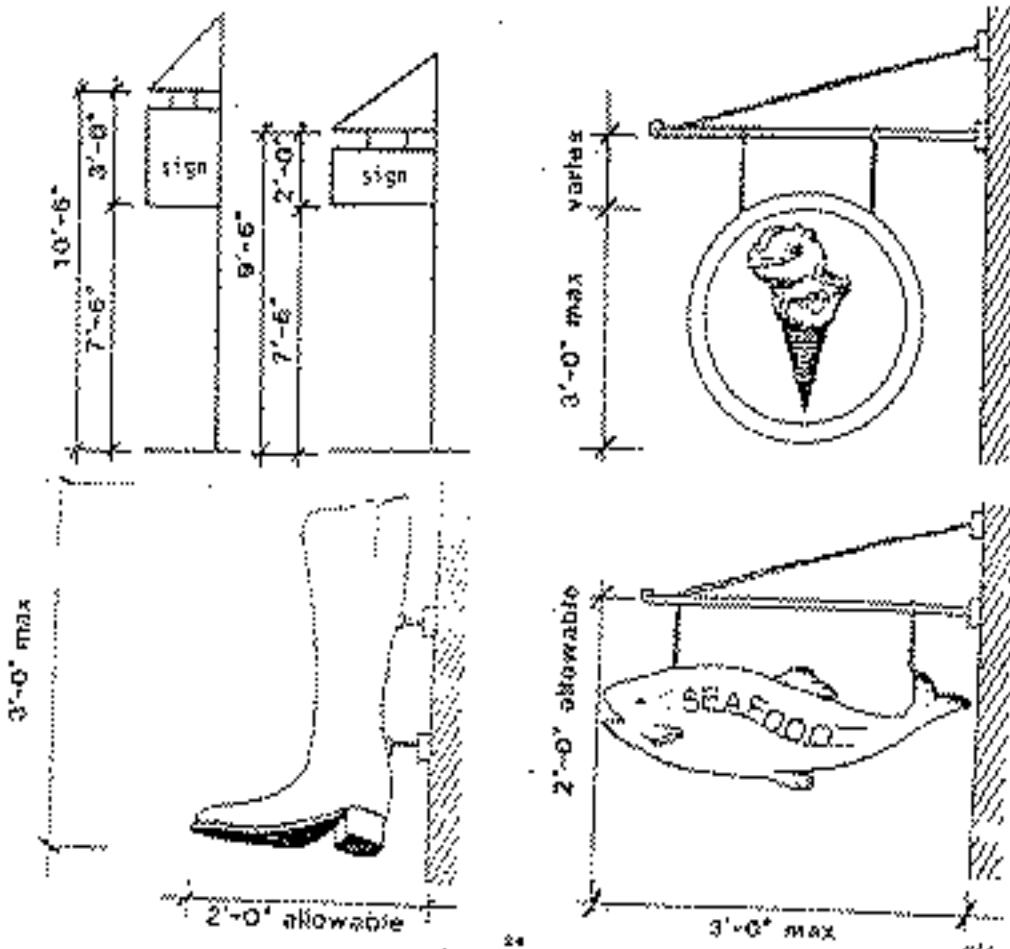


Applied 3-dimensional Lettering

(b) Projecting signs

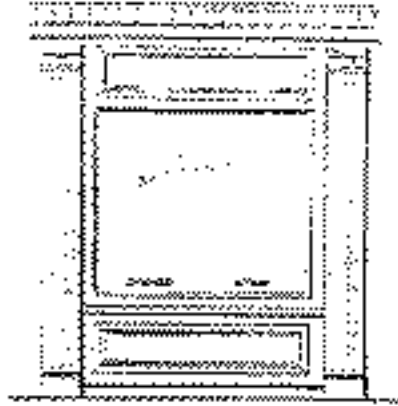
Projecting signs shall be constructed of wood, painted metal, or wrought iron. The object featured on the sign should express the nature of the goods being sold in a manner respectable to the turn-of-the-century architecture. The object should be the dominant element. However, the store's name may be appearing on the sign. Projecting signs can be attached to masonry surfaces by mechanically fastening to mortar points, but not to bricks. Such signs may not project further than 3'-0" and not exceed an overall area of (6) square feet in size.

Projecting signs must permit 7'-6" minimal clearance from bottom of sign and no bracket shall be mounted less than 9'-6" from sidewalk grade. Such signs may be illuminated subject to approval.



(c) Back painted on glass

Signs must be silk-screened or hand painted on the inside surface of the glass of the windows or door. Maximum letter size is to be 8''

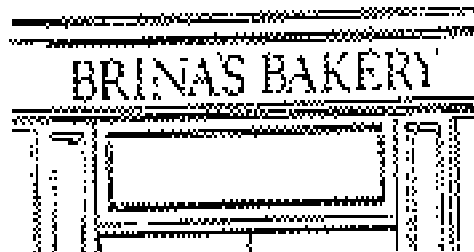


(d) Applied letters

Applied letters must be of painted wood or cast metal, real bronze, brass, or black aluminum. Mill finish metals, aluminum, stainless steel, or other white metals will not be permitted. Signs using wood must use only high quality grade woods with suitable grade finishes.

(e) Painted letters

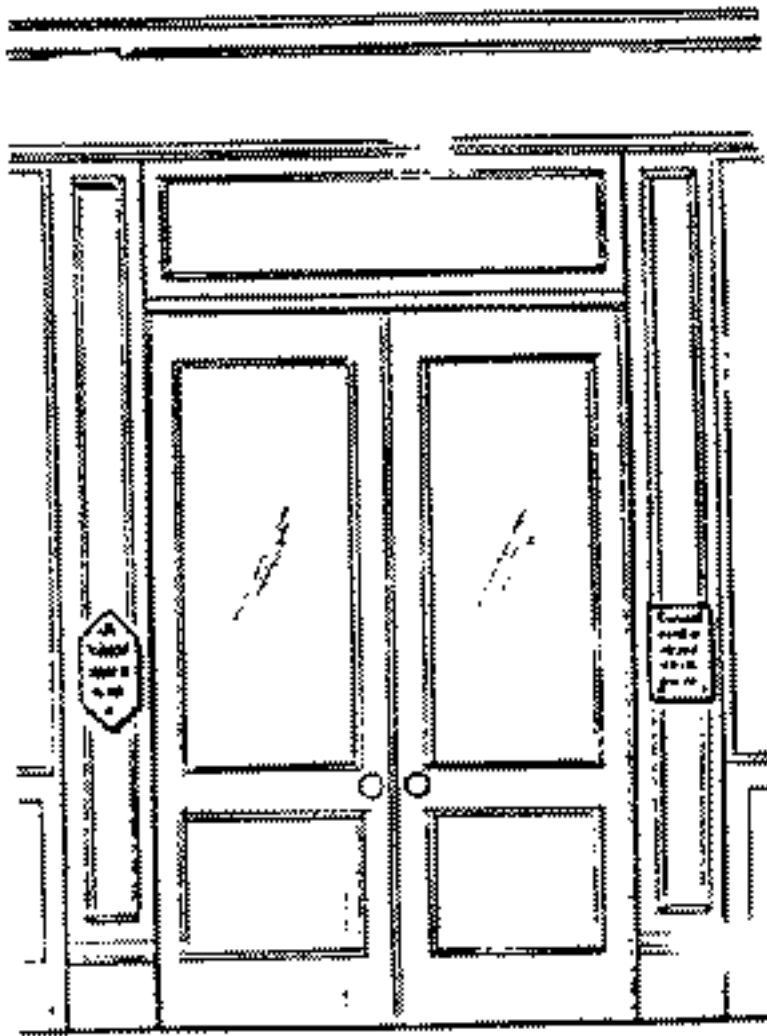
Signs must be silk-screened or hand painted on the glass or wood as per the Commercial Sign Location Guide Chart.



(f) Plaques

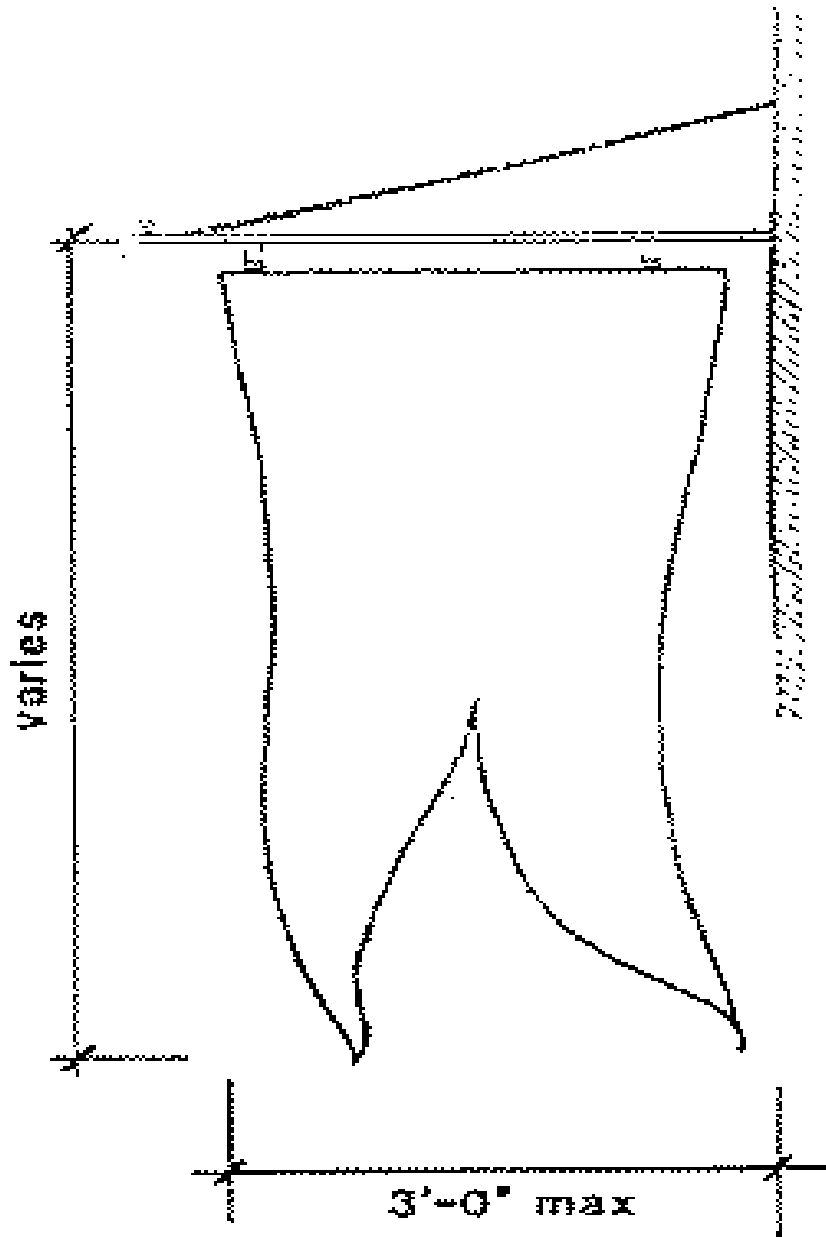
Plaques must be of high quality and cast or engraved in brass, bronze, or other approved metals or exterior grade painted wood. They must be at least 1/4" thick. Plaques may not exceed 11" X 14" in size.

Plaques may be applied to masonry surfaces as well as stone or granite, or wood columns. To affix signs to masonry surfaces, they must be mechanically fastened into mortar joints only



(g) Flags and Banners

Flags or banners can be attached to masonry surfaces, mechanically fastened to mortar joints but not to bricks. Flags and banners may not project further than 3'-0", and not exceed twelve (12) square feet in size. Flags and banners must permit 7'-6" minimal clearance to finished sidewalk grade



(h) Special signs

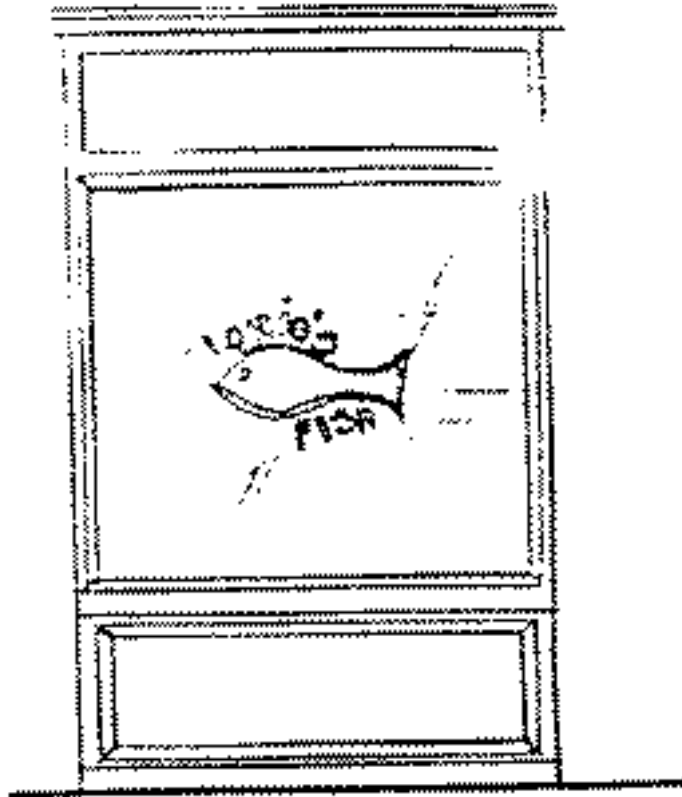
Printed Menus- (restaurant tenants only) Actual café or restaurant menu as used at dining table shall be mounted neatly in wood or metal frame covered by glass.

Chalkboard menu or special sign- Framed black chalkboards may be used. The tenant logo or name should be permanently affixed to chalkboard surface or frame. Chalkboards should also be mounted on as easel or appropriate stand. Chalkboards cannot exceed 24'' X 30''.

Sandwich board signs- letters shall be painted or applied on wood or metal, which has been covered with an appropriate surface material. Business logo identification should be placed as a header on the sandwich board to clearly identify the retail, restaurant, or special event in the central business district.

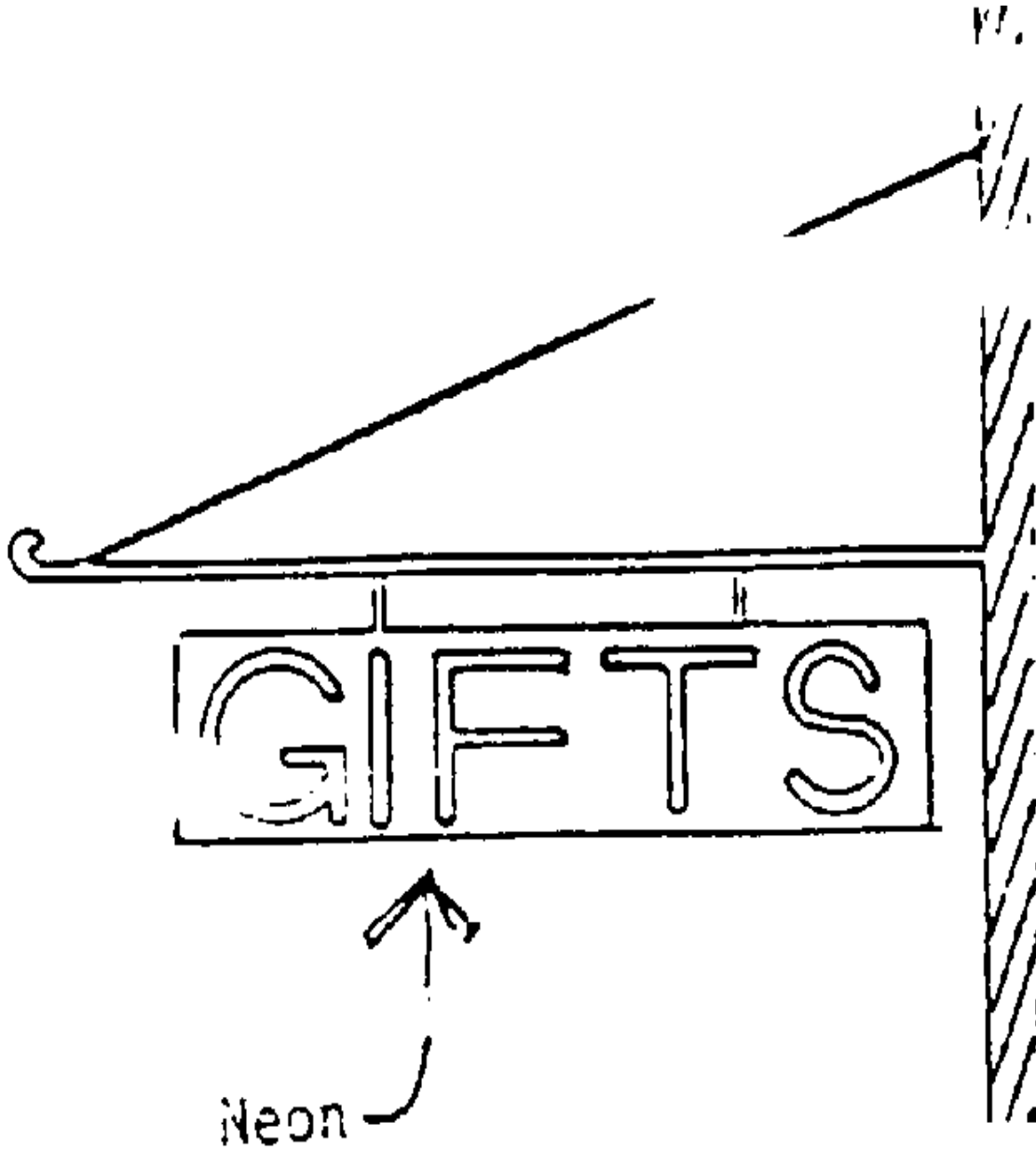
(l) Display Window Neon Sign

Display window neon signs should symbolically represent or state simply the nature of your business.



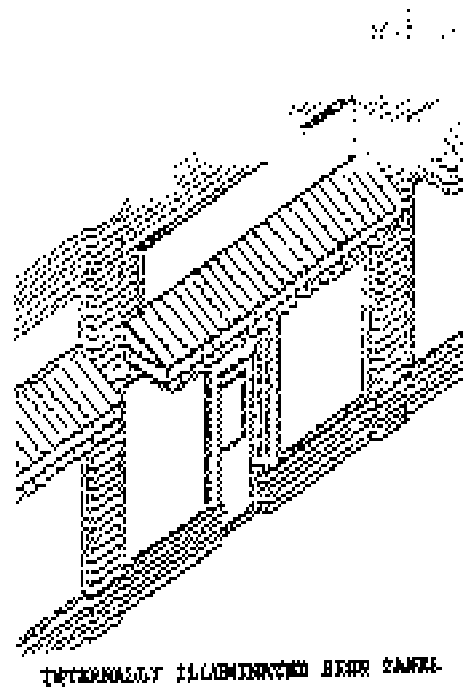
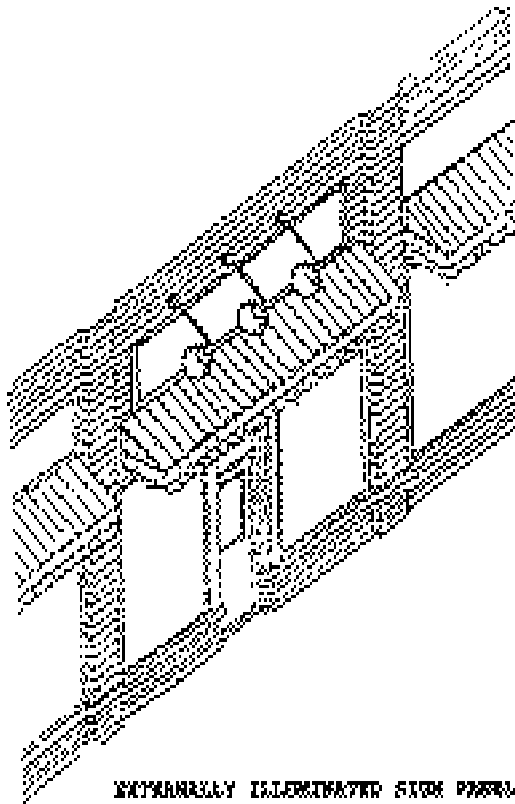
(j) Projecting neon signs

Projecting neon signs must conform to all signage, location and fastening criteria of projecting signs. That is projecting neon sign can be attached to masonry surfaces by mechanically fastening to mortar joints but not the bricks. They cannot project further than 3'- 0'' and not exceed six (6) square feet in size.



Externally illuminated signs

Signs may be illuminated with incandescent type fixtures. Fixtures should be painted to be compatible with the color scheme of the building.



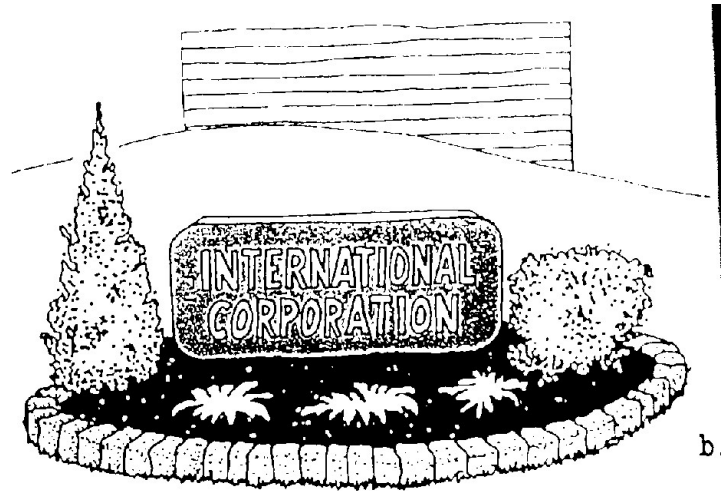
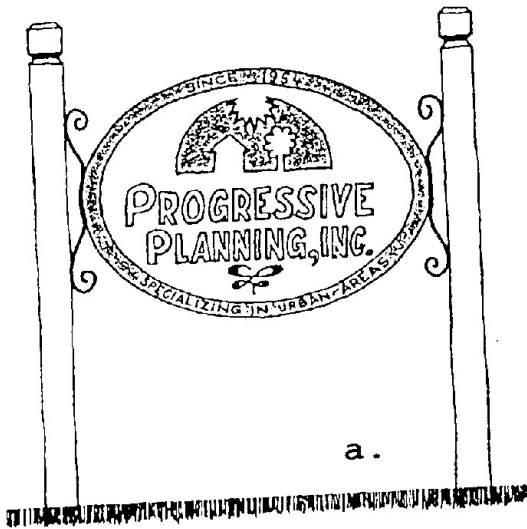
Must conform to applied flat signs, type (a) sign size and location guidelines and recommended lettering styles. Internally illuminated signs cannot project 5'' beyond the building line.

Maximum wattage is 150 for both internally and externally illuminated signs. Exterior application of fluorescent lamps, are not permitted.

4. Free Standing Signs

(a) Pole sign

Supported by a pole (sometimes more than one) and are usually elevated several feet above the ground.



(b) Ground sign

Located on or in close proximity to the ground and are detached from structures.

Freestanding signs are most useful in situations where there is a large setback from the street. Freestanding signs are effective where the attention of people in fast-moving vehicles is sought. If there are several uses in one building or complex, freestanding signs are effective in conveying information.

Freestanding signs should be designed in concert with the buildings they identify. They should not overwhelm the building or setting they represent in size or proportion.

5. Exterior Historic Murals

Historic pictorial murals depicting events that occurred in Highlands are encouraged on appropriate commercial building walls in public access view.

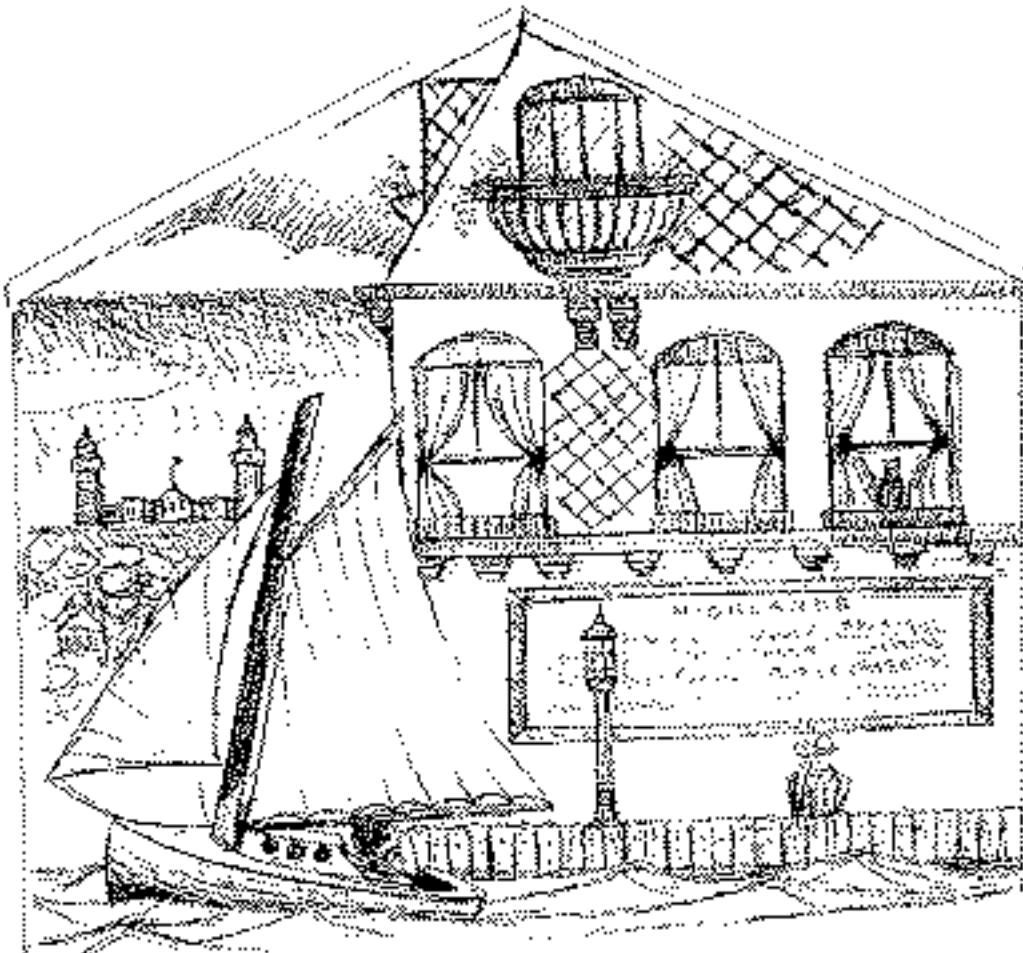
Design concepts for exterior historic murals must be submitted to the Building/NPP Office for review prior to the start up of a project.

The Design/Theme Review Committee will evaluate the proposed project for historical content and utilization of building surface wall space.

Commercial Properties are encouraged to install exterior historic murals, which have been linked to impact and promote tourism and economic development.

Highland's artists have brainstormed with local commercial property owners to create a historic mural program (suggested themes-Rum running, fishing calming, Native Americans, Waterwitch etc. Military events) that will promote tourism and business development for Highlands central business district.

Exterior stenciling of facades with appropriate designs are encouraged.

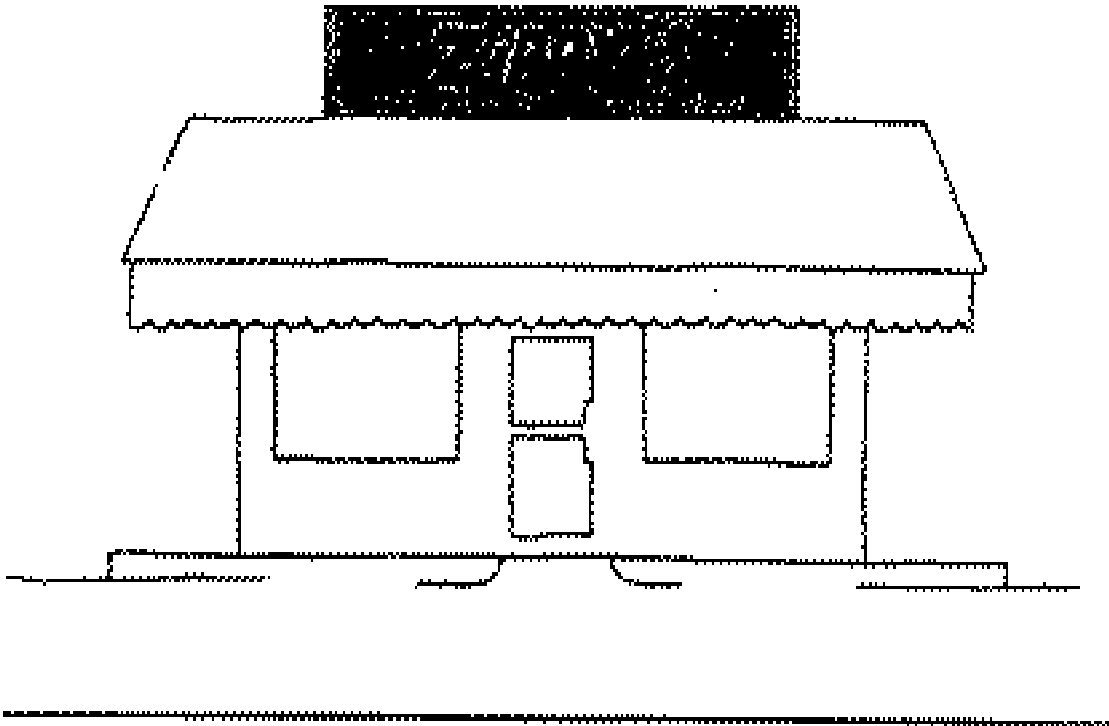


6. Roof Signs

Roof signs are only permitted on commercial buildings along the waterfront. Roof signs are mounted on the roof of a building or projects from the roof edge or the top of a roof embankment wall.

- a. Integral roof signs are signs that are erected as an integral or essential part of a normal roof structure. The base of the integral roof sign does not extend vertically above the highest portion of the roof. The integral roof sign is designed so that no portion of the sign is separated from the rest of the roof by a space of more than six inches.
- b. Roof signs are signs that are mounted on the roof of a building or a sign which projects from the roof edge or the top of a roof embankment wall.

All types of roof signs are subject to one double-sided installation per structure utilizing a maximum of 40% of signable area.



Signs not requiring permit:

- a. Non-illuminated directional signs identifying parking areas, loading zones, entrances, exits, and similar locations. The signs may include a business name or professional name, but shall not include any advertising message and shall not exceed four (4) square feet in area.
- b. Temporary and permanent traffic signs and signals installed by the Borough, County and State for the purpose of directing and regulating the flow of traffic.
- c. Signs indicating public transportation stops when installed by the Borough or a public transportation utility. Not to exceed two (2) square feet in areas.
- d. Historical tablets, cornerstones, memorial plaques, and emblems which do not exceed six (6) square feet in area and which are installed by government agencies or civil or religious organizations.
- e. Warning, no trespassing and other regulatory signs, not exceeding three (3) square feet in area.
- f. Flags or emblems of religious, educational, civic, or governmental organizations flown from support on the buildings or grounds occupied by the organization and the American Flag whenever flown in accordance with the laws and rules promulgated by the federal government.
- g. Name and number plates identifying residents affixed to a commercial house, apartment or mailbox, not exceeding one (1) square foot in area.
- h. Signs posted by governmental agencies or pursuant to governmental statute, order or regulation.
- i. Signs that are an integral part of vending machines, including gasoline pumps, provided they do not exceed two (2) square feet in area.

Signs Prohibited

Signs are prohibited for various reasons such as : safety, sign pollution or non-contribution to the Highlands Central Business District.

- a. Any new signs not complying with the design criteria set fourth in this document.
- b. Signs using red, yellow, green lights placed within 100 feet of any traffic control signal now or hereafter erected or signs using any reflective material or paint which sparkle, glitters or reflects light.
- c. Signs revolving or signs using blinking, flashing, vibrating, flickering, tracer or sequential lighting.
- d. Any signs which in the judgment of the Police Traffic Division and Zoning Officer unreasonably tends to distract drivers or otherwise constitutes a traffic hazard.
- e. Signs or advertising matter of an indecent or obscene nature.
- f. Signs using words such as “stop”, “look”, “danger”, etc., which are placed in a manner or position which in the judgment of the Police Traffic Division or Zoning Officer constitutes a traffic hazard or otherwise interfere with the free flow of traffic.

- g. Advertising signs commonly known as billboards. Billboards are defined as any sign that does not advertise a use conducted on premises except a permitted “For Sale” sign or temporary job site sign.
- h. Signs producing glare or using bare bulbs or tubing.
- i. Any freestanding sign within an area bounded by the intersection or two right of ways, located less than 30 feet from such intersection along the right of way.
- j. Signs with a lighting or control mechanism, which may cause radio or television or communication system interference.
- k. Any sign so erected, constructed or maintained as to obstruct or be attached to any fire escape, window, door or opening uses as a means of egress or ingress, or for fire-fighting purposes, or placed so as to interfere with an opening required for legal ventilation.
- l. Any advertisement which uses a series of two or more signs or units, placed in a line parallel to the highway, or in similar fashion, carrying a single message, part of which is contained on each sign.
- m. Signs which in any way simulate official, direction or warning signs erected or maintained by the State of New Jersey, or a utility, or similar agency concerned with the protection of the public health or safety.
- n. Signs or banners spanning a public street or highway regardless of sponsor, unless given special permission by the mayor and council.
- o. Signs on poles maintained by public utilities or on trees and fences or attached to signs or buildings owned by other persons.

These guidelines assist our efforts to promote Highlands Central Business District and project our best visual introduction and character.

D. Related Concerns

(a) Display Windows

Broken, chipped or shattered glass must be replaced in 48 hours after certified notification. Every effort should be made to upgrade the quality of merchandise in the showcase display. Showcase elements and mannequins must be in good condition.

Temporary signs in display windows cannot obscure more than 20% of the glazed area. For instance, sale signs cannot block the entire display. This allows potential customers to look into the store or showcase.

Temporary or permanent plywood covering of display windows and street visible façade areas must be painted and cut to nearly fit within window and doorframes.

Display windows may also be added to the sides of buildings where activity occurs. This creates a situation where a passerby may view the activity relevant to the place of business. For example, baking on premise, food preparation or floral arranging



(b) Cafes

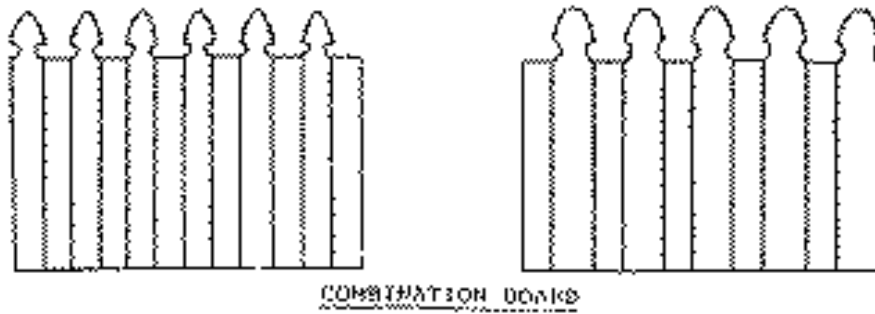
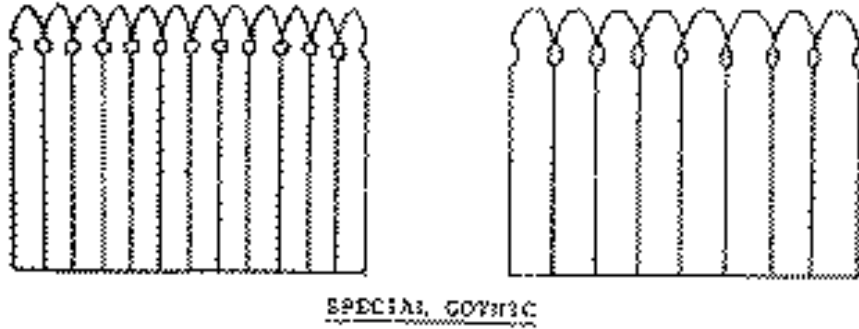
Side and front yards areas in the Central Business District are encouraged to utilize areas for outdoor cafes. Non-anchored, wrought iron, plastic/PVC, wood and aluminum furniture will be permitted. Applications for outdoor cafes must first be made to the Building Department. Furniture shall be placed so as not to impede ingress or egress. Cafes may not project past 1/3 of the sidewalk.

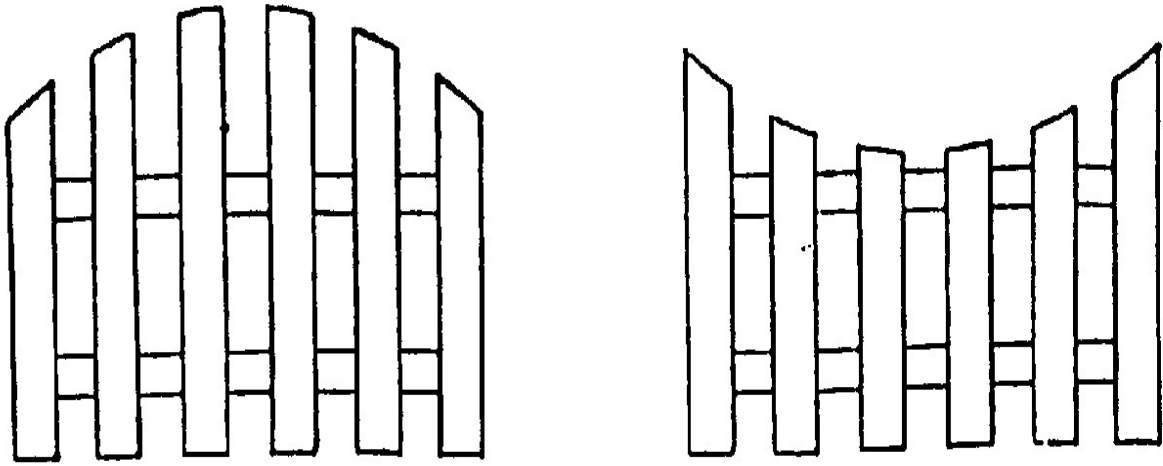


(c) Fencing

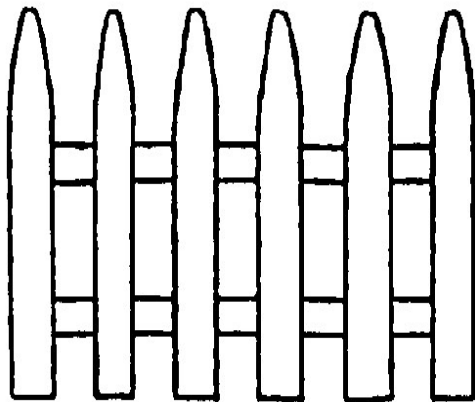
Chain link fencing shall not be permitted within the Central Business District on parcel fronting any street or pedestrian way.

Painted wrought iron, steel, or wood picket or decorative type fence shall be used. A maximum of 4'-0" (fronting requirements) and a maximum of 6'-0" (rear & side requirements) are to be observed as height limitation guidelines.

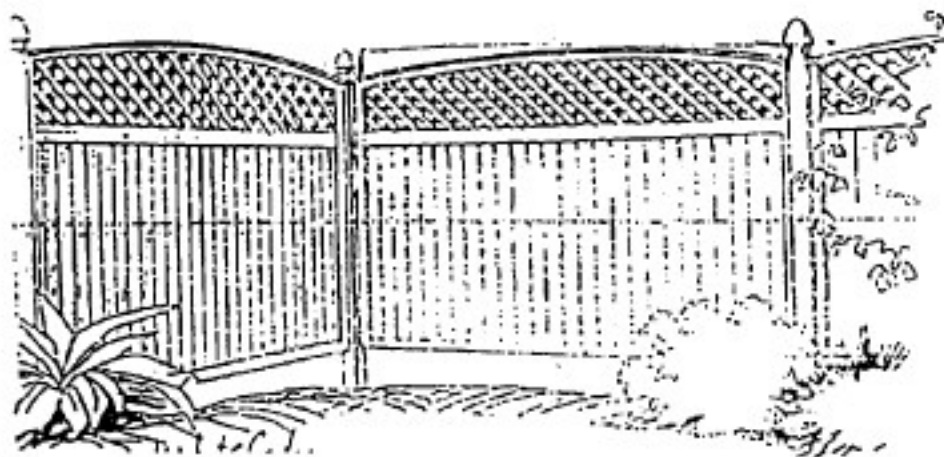




CROWNED OR SCALLOPED SPACED PICKET



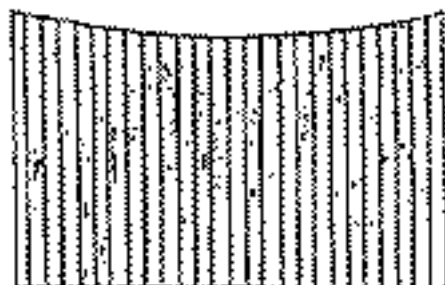
SPACED PICKET



DECO - BOARD OR DOG EARED
SCALLOPED OR STRAIGHT



1 x 4 Board



42

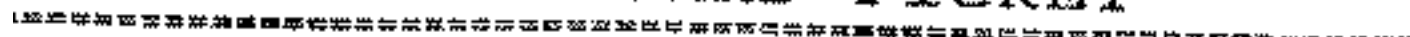


1 x 6 Board

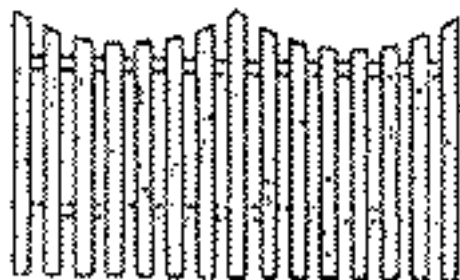
1 x 4 Board

1 x 6 Board

SPACED BOARD PICKET



DECO - BOARD OR DOG EARED
SCALLOPED OR STRAIGHT



1 x 4 Board



1 x 6 Board

BOARD STOCKADE



(d) Rear façade development

Buildings with rear facades allowing public access are encouraged to develop rear entries and create more attractive facades.

Signage on rear facades must adhere to section C. Signage Design Guidelines

Commercial Waterfront establishments facing the waterfront are encouraged to utilize roof signs and building sign combinations. The promotion of Highland's commercial offerings to the "waterway highway" is recommended.

Rear facades improvements should be complimentary to the architecture of the building. Natural landscape plantings and decorative fences (as per section D. Related Concerns 3. Fences) provide a buffer between commercial operations utilizing rear façade development and residential properties.



(e) Streetscape Improvements

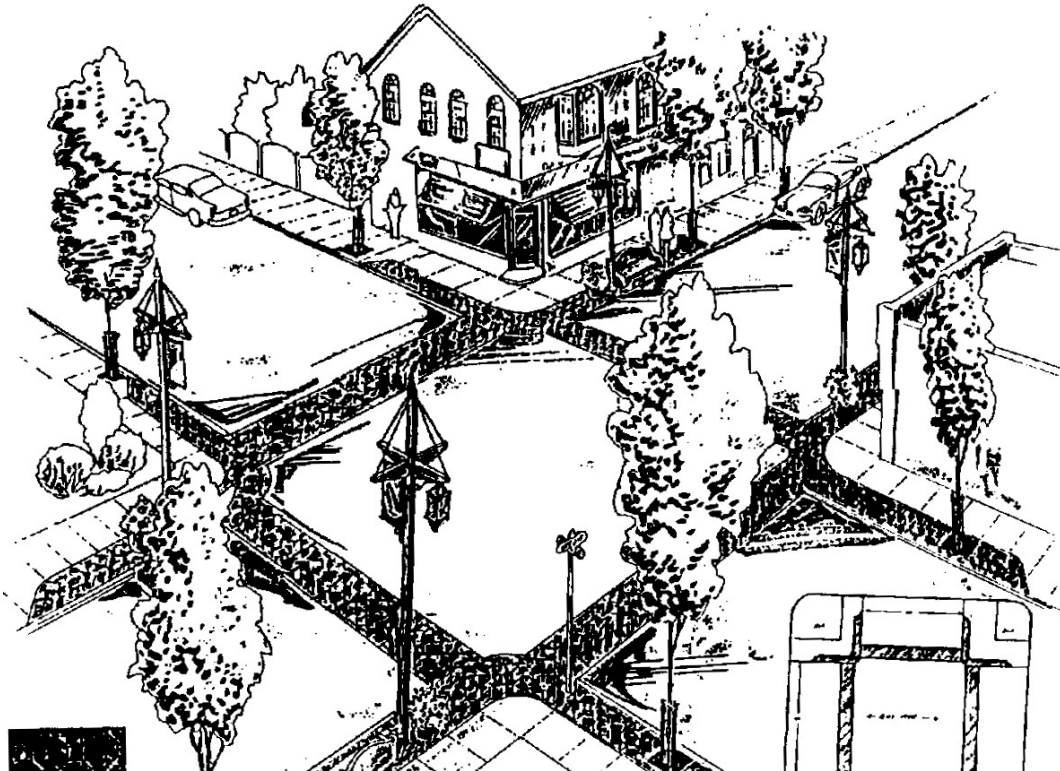
Bay Avenue Improvement Program encompasses 31 street surface improvement areas as defined in the attached plan. The goal of the Bay Avenue Streetscape Improvement Plan is to install pedestrian friendly amenities to the central business district. The improvement plan has been formulated to be implemented over time as street improvements are undertaken by the Neighborhood Preservation Program funding and/or Borough or other grant funded projects.

During the span of Neighborhood Preservation Program funding 19 of the 31 street areas are targeted for improvements utilizing NPP funding from the Department of Community Affairs over a period of five years.

The design specifications are materials utilized in the approved streetscape improvement program are attached.

Commercial business operations are encouraged to use the established design specifications and materials to enhance their commercial property parking and side walk areas.

Trees installed in regulation pit areas and natural landscape buffers are encouraged to be installed in parking, public access entrance in the front or rear of commercial properties. Tree & plant species recommendations from Monmouth County landscape architects are available from the NPP Office.



Mrs. Howard offered the following resolution and moved its adoption:

R-95-81

Resolution approving the streetscape design and program for the Highlands Neighborhood Preservation Program

Whereas, the Governing Body, by resolution, authorized the Mayor to enter into an agreement with the State of New Jersey to obtain a Neighborhood Preservation Grant from the Department of Community Affairs; and

Whereas, as a condition of that Grant, through the work plan development and implementation plan, as approved by Borough of Highlands is required to initiate and execute a Bay Avenue streetscape improvement plan; and

Whereas, the Neighborhood Preservation Program Resident Organization, and the Neighborhood Preservation Division within the Department of Building and Housing of the Borough of Highlands has developed such a streetscape improvement plan; and

Whereas, the New Jersey State Department of Community Affairs, Housing Division, is in receipt of said program and budget; and

Whereas, approval of the Governing Body is required for the final approval of the streetscape improvement program by prior resolution; and

Whereas, the final approval of said improvement program and budget would permit the Neighborhood Preservation Program to proceed with the required activities to fulfill the stipulations of the Neighborhood Preservation Program Work Plan as approved by the Governing Body and the New Jersey State Department of Community Affairs.

Now, Therefore, be it resolved by the Mayor and Council of the Borough of Highlands, hereby approves the streetscape design and program, and directs the ordinance sub committee and Carolyn Neighbors, P.P. to include the same, in the revisions of the Zoning Ordinance.

Be it further resolved direct and authorize the Borough Administrator to contract the Monmouth County Department of Transportation Engineering Department to solicit any and all necessary approvals that may be required to implement said improvement program.

Seconded by Mayor Schwartz and adopted on the following roll call vote:

Roll Call:

Ayes: Mr. Fitzgerald, Mr. Rauen, Mrs. Howard, and Mayor Schwartz

Nays: None

Absent: Mr. Cosgrove

Abstain: None

Date: March 22, 1995

Signature here

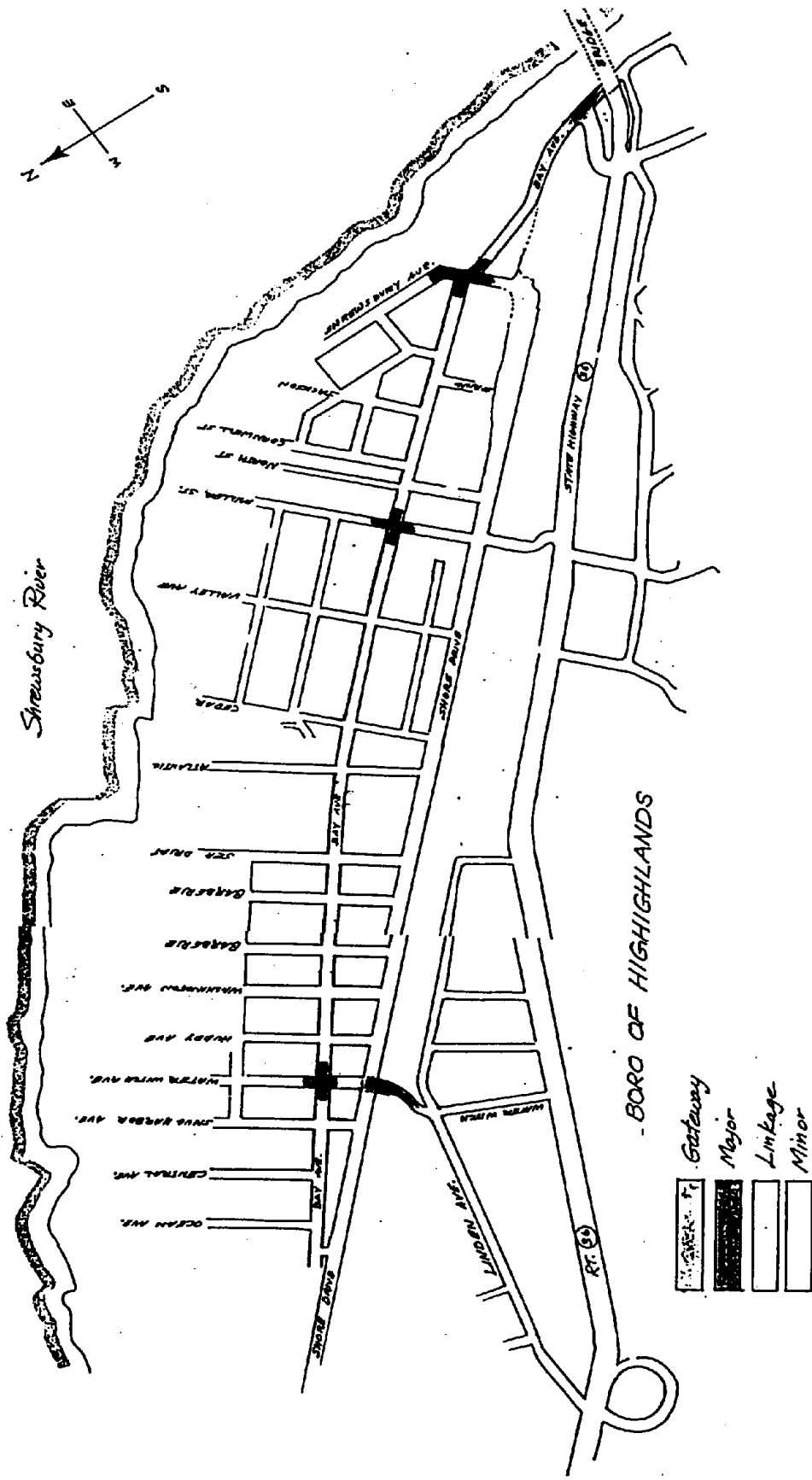
Michelle Lynch

Deputy Borough Clerk

I hereby certify that this is a true copy of a Resolution adopted by the Governing Body of the Borough of Highlands at their meeting held on March 22, 1995

Signature

Borough Clerk/Deputy Clerk



Bay Avenue
Streetscape

The Neighborhood Preservation Program Resident Organization proposes the categorization of Bay Avenue street intersections into the following classifications.

Gateways	entrance corridors to the central business district
Major Intersections	primary artery to access the central business district
Linkages	streetscape between intersections
Minor intersections	secondary access to the central business district

Existing intersections and proposed classification:

Northern Bridge Ramp from Bay Avenue to Route 36 >>> Gateway
Bay Avenue and Shrewsbury Avenue >>> Major Intersection
Bay Avenue and Kay Street
Bay Avenue and Spring Street
Bay Avenue and Jackson Street
Bay Avenue and Cornwall Street
Bay Avenue and North Street >>> Minor Intersection*
Bay Avenue and Miller Street >>> Major Intersection*
Bay Avenue and Valley Street >>> Minor Intersection*
Bay Avenue and Cedar Street
Bay Avenue and Atlantic Street
Bay Avenue and Sea Drift Avenue
Bay Avenue and Barbarie Avenue
Bay Avenue and Washington Avenue
Bay Avenue and Huddy Avenue
Bay Avenue and Waterwitch Avenue >>> Major Intersection
Waterwitch Avenue from Bay Avenue to Shore Drive >> Linkage
Shore Drive and Waterwitch Avenue >>> Gateway
Valley Street to Miller Street >>> Linkage
Highlands Bridge to Shrewsbury Avenue >>> Linkage

Major intersection Components

Estimated cost breakdown

Component	Unit Price	Extension
. Four (4) Poles	\$400	\$1600
. Four (4) Banners	\$60	\$240
. Two (2) Benches	\$200	\$400
. Four (4) Planters	\$180	\$720
. Two (2) Trash Receptacles	\$293	\$586
. Four (4) Hanging Pole Lights	\$100	\$400
. Four Shade Trees**	\$-0-	\$-0-
. One (1) Street Sign	\$100	\$100
. One (1) Bicycle Rack ***	\$-0-	\$-0-
. Brick Interlocking Pavers	\$9,520	\$9,520
. Realign Curb Line	\$33,952	\$33,952*

Total Cost: \$47,518

Total Cost Without Freeholder Approval: \$13,566

Minor Intersection Components
Estimated Cost Breakdown

. Two (2) Poles	\$400	\$800
. Two (2) Banners	\$60	\$120
. Two (2) Planters	\$180	\$360
. One (1) Trash Receptacles	\$293	\$293
. Two (2) Hanging Pole Lights	\$100	\$-0-
. Shade Trees	\$9,520	\$9,520
. One (1) Street Sign	\$100	\$100

Total Cost: \$11,193

Linkage Components
Estimated Cost Breakdown

. Two (2) Poles	\$400	\$800
. Two (2) Banners	\$60	\$120
. Two (2) Hanging Pole Lights	\$100	\$200
. Two (2) Street Signs	\$100	\$200
. Brick Interlocking Pavers	\$475	\$475

Total Cost: \$1,795

Gateway Entrances
Estimated Cost Breakdown

. Eight (8) poles	\$400	\$3,200
. Eight (8) Banners	\$60	\$480
. Four (4) Planters	\$180	\$720
. Two (2) Trash Receptacles	\$293	\$586
. Eight (8) Hanging Pole Lights	\$100	\$800
. Four (4) Shade Trees	\$-0-	\$-0-
. Brick Interlocking Pavers	\$7,800	\$7,800
. One (1) Entrance Sign	\$100	\$100

Total Cost: \$13,686

Streetscape Improvement Plan

Borough Of Highlands
Neighborhood Preservation Program

Bay Avenue Street Area:	Phase I	Phase II	Phase III	Phase IV	Total Improved
Gateway Total # 2	(1/2) \$6,783	(1/2) \$6,783	(1/2) \$6,783	(1/2) \$6,783	2 \$27,132
Linkages Total # 14				(6) \$10,770	6 \$10,770
Major Total # 3	(1) \$11,193	(1) \$11,193	(1) \$11,193		3 \$35,579
Minor Total # 12	(2) \$4,000	(2) \$4,000	(2) \$4,000	(2) \$4,000	8 \$16,000
St. Area Total # 31	3 1/2	3 1/2	3 1/2	8 1/2	St. Area Goal # 19
Total \$	\$21,976	\$21,976	\$21,976	\$21,553	\$89,481

- Based upon Neighborhood Preservation Program funding for five years.

Planting Recommendation Listing
Trees

- ** Acer rubrum October Glory- Maple, October Glory Red
- ** Acer rubrum Red Sunset- Maple, Red Sunset Red
 - ** Quercus coccinea-Oak Scarlet
 - ** Acer ginnala 'Flame'- Maple, Amur
- *Amelanchier Canadensis-Shadblow pink
 - *** Pyrus c. 'Redspire' 'Whitehouse'
 - ***Ilex opaca-Holly
- ***Celtis o. "Mangifica"-Hackberry

- Trees to be planted in street lawns less than 30 inches wide
- Trees to be planted in street lawns greater than 4 feet wide
- Trees to be planted in street lawns greater than 2 1/2'-4'

Perennials

America maritima- Sea Thrift
Artemisia 'Silver Mound'
Coreopsis 'Golden Shower'
Dianthus Pulmaris
Festuca ovina glauca- Blue Fescue
Day Lilies-assorted varieties
True Lilies- assorted varieties
Miscanthus sinensis 'Morning Light' Gray Upright grass
Pennisetum alopecuroides- Fountain Grass
Pennisetum a. 'Hamlyn'-dwarf fountain grass
Rudbeckia 'Goldstrum' Black Eyed Susan
Peonia-Peony
Cyananthum japonicum-Montauk Daisy

Woody Plants

Kinnikinnik-Bearberry
Hypericum, spp.-St.Johnswort
Aronia arbutifolia-Chokeberry
Amelanchier Canadensis-Shadblow
Ilex Glabra-Inkberry
Juniperus Horizontalis 'Wilton'-Blue Rug Juniper
Juniperus Horizontalis Procumbens 'Nana' Japanese Garden Juniper
Juniperus horizontalis-Blue Green Juniper
Myrica Pensylvanica-Bayberry
Prunus Maritima-Beach Plum
Pinus Thunberg-Black Pine
Viburnum Opulus-Cranberry Bush

Ground-Cover Plantings	Specimen Plantings	Grass for the Rock Garden	Grass for the Prarie Garder	Grasses for the Woodland Garden
Arundinaria pumila	Arundo donax	Arrbenatberum elatius subsp. Bulbosum 'Variegatum'	Bouteloua gracilis	Carex species
Arundinaria pygmaea Carex morrowii 'Aurea-Variegata'	Calamagrostis x acutiflora 'Stricta' Cortaderia selloana	Bouteloua gracilis Briza media	Briza media Cortaderia selloana	Hystrix patula Hakonecbloa macra 'Aureola'
Carex plantaginea	Erianthus ravennae	Carex species and cultivars	Elymus arenarius	Imperata cylindrica 'Red Baron'
Dactylis glomerata 'Variegata'	Festuca mairei	Festuca species and cultivars	Festuca amethystina	Deschampsia caespitosa and cultivars
Deschampsia caespitosa and cultivars	Helictotricbon sempervirens	Hakonecbloa macra 'Aureola'	Festuca mairei	Luzula species
Elymus arenarius	Miscanthus floridulus	Helictotricbon sempervirens	Festuca ovina and cultivars	Pos cbaixii
Festuca species	Miscanthus sinensis 'Gracillimus'	Holcus lanatus 'Variegatus'	Helictotricbon sempervirens	Uniola latifolia (syn. Chasmanthium latifolium)
Glyceria maxima 'Variegata'	Miscanthus sinensis 'Silberfeder'	Imperata cylindrica 'Red Baron'	Melica ciliata	
Helictotribon sempervirens Luzula sylvatica	Miscanthus sinensis 'Strictus' Miscanthus sinensis 'Variegatus' and other cultivars	Juncus effuses 'Spiralis' Koeleria macrantba	Panicum virgatum	
Miscanthus sacchariflours	Molinia caerulea	Luzula species		
Pennisetum species	Panicum virgatum and cultivars	Melica ciliata		
Phalaris arundinacea 'Picta'	Pennisetum alopecuroides	Molinia caerulea		
Sesleria autumnalis	Sinarundinaria nitida Spartina pectinata 'Aureo-Marginata'	Sesleria species		

Grass for Dune and Seahshore Gardens	Grass for the edge if ponds, shallow water, and bogs	Grass for the perennial border	Grass with strong vertical line	Grass with pendulous weeping shape	Mound-Forming Grass	Grass with Variegation
<i>Ammophila breviligulata</i>	<i>Arundo donax</i>	<i>Calamagrostis x acutiflora</i> 'Stricta'	<i>Arundo donax</i>	<i>Deschampsia caespitosa</i> and cultivars	<i>Arrbenatberum elatius</i> subsp. <i>Bulbosum</i> 'Variegatum	<i>Arrbenatberum elatius</i> subsp. <i>Bulbosum</i> 'Variegatum
<i>Elymus arenarius</i>	<i>Cyperus</i> species	<i>Arrberum elatius</i> subsp. <i>Bulbosum</i> 'Variegatum'	<i>Calamagrostis x acutiflora</i> 'Stricta'	<i>Helictotricbon sempervirens</i>	<i>Carex plantaginea</i>	<i>Arundo don</i> 'Variegata'
<i>Festuca</i> species and cultivars	<i>Glyceria maxima</i> 'Variegata'	<i>Hakonecbloua macra</i> 'Aureola'	<i>Cortaderia selloana</i>	<i>Miscantbus sinensis</i> 'Gracillimus'	<i>Festuca</i> species	<i>Carex morrowii</i> 'Aurea variegata'
<i>Helictotricbon sempervirens</i>	<i>Juncus effuses</i> and cultivars	<i>Helictotricbon sempervirens</i>	<i>Eriantbus ravennae</i>	<i>Pennisetum</i> species	<i>Koeleria macrantba</i>	<i>Dactylis glomerata</i> 'Variegata'
<i>Panicum virgatum</i> and cultivars	<i>Miscantbus sinensis</i> and cultivars	<i>Imperata cylindrica</i> 'Red Baron'	<i>Juncus effuses</i>	<i>Sinarundinaria pectinata</i> 'Aureo-Marginata'	<i>Luzula sylvatica</i>	<i>Hakonecbloua macra</i> 'Aureola'
<i>Phalaris arundinacea</i> 'Picta'	<i>Pbalaris arundinacea</i> 'Picta'	<i>Miscantbus</i> species and cultivars	<i>Miscantbus floridulus</i>		<i>Sesleria</i> species	<i>Holcus lana</i> 'Variegatus
<i>Pbragmites australis</i>	<i>Pbragmites australis</i>	<i>Molinia caerulea</i>	<i>Miscantbus sinensis</i> 'Silberfeder'			<i>Miscantbus sinensis</i> 'Strictus'
<i>Spartina pectinata</i> 'Aureo-Marginata'	<i>Spartina pectinata</i> 'Aureo-Marginata'	<i>Panicum virgatum</i> and cultivars	<i>Miscantbus sinensis</i> 'Strictus'			<i>Miscantbus sinensis</i> 'Variegatus
	<i>Carex grayi</i>	<i>Pennisetum alopecuroides</i> and other species and cultivars	<i>Panicum virgatum</i> and cultivars			<i>Miscantbus sinensis</i> 'Zebrinus'
		<i>Spartina pectinata</i> 'Aureo-Marginata'	<i>Pbragmites australis</i>			<i>Molinia caerulea</i> 'Variegata'
		<i>Uniola latifolia</i> (Syn. <i>Chasmanthium Latifolium</i>)	<i>Spodiopogon sibiricus</i>			

E. Color

Color schemes have been solicited from several exterior surface material manufacturers, corporate colorists. Colors were recommended that would enhance Highlands existing Housing and Commercial Building stock along with our waterfront geographic location. The colorists recommended color schemes were reviewed by the Neighborhood Preservation Program Design/Theme Review Committee and were approved. The Highlands governing body approved the Paint Program as submitted by the NPP Design/Theme Review Committee.

Benjamin Moore Paints and Pittsburgh Paints submissions for color schemes are authorized as official Highlands Colors.

The color selections are encouraged for all exterior applications of surface materials including: fencing, building and housing surfaces, decks and railings, flower boxes, garages and sheds, and historic murals and signs.

Preparation and application of surface materials combine practicalities with aesthetics: paint and stain protects against the elements while accenting the architectural features of a building. A good paint job using quality paints in appropriate color combinations is a wise renovation investment and visual improvement.

The correct preparation of the existing siding is critical to the outcome of the improvement project.

Determine if any problems exist that could shorten the life of your surface material application. Blistering or wrinkling indicate moisture under the paint, sometimes cause by water vapor migrating from the interior. Correct any possible sources of excess moisture by repairing leaky gutters, ventilating high humidity areas inside or underneath the structure. Trim vegetation away from the house, especially on the north side.

Intercoat peeling is caused by either incompatibility between paint types, or paint that was applied to a dirty, greasy, or previously cracked surface. If oil paint is applied over latex paint, the top layer may peel. If latex paint is being used over oil paint, an oil base primer should be applied first.

Several techniques for removing old, loose or failed paint are recommended: hand scraping and sanding is a time consuming but most gentle method; heat gun, removes thick layers of paint which blisters the paint so that it can be scraped off with a putty knife; blow torches are not recommended since the flame can ignite debris hidden between walls and cause a fire hours after work has ceased or create a toxic environment since it vaporized lead paint.

Chemical methods such as paint removers and strippers are effective for removing paint from detachable elements such as shutters and doors. Electric sanders, gently applied, will not damage the wood. However, orbital sanders, rotary drill attachments that use sanding discs and belt sanders are not recommended since they will leave scars that cannot be covered by paint or stain. Sandblasting should never be used since it erodes decorative details and raises the grain of the wood causing moisture penetration and decay. Once the surface is prepared, watch the weather. Don't paint if the temperature is under fifty degrees or if there is even a chance of rain.

Color Recommendation For Highlands Neighborhood Preservation Program Highlands, New Jersey

	Solid Stains									Semi-Transparent Stains						
	Sausalito Gray (70)	Georgetown Gray (73)	Hamilton Blue (36)	Alaska White (78)	Taos Tan (51)	Buckskin (50)	Rustic Brown (60)	Redwood (20)	Mahogany (64)	Tahoe Brow (57)	Natural Aspen (53)	Mahogany (64)	Seagull Gray (72)	Natural Cedartone (45)	Weathered White (77)	Canyon Gray (74)
Sail Cloth (77)	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X
Montgomery White (76)	X	X	X		X	X	X	X	X	X		X	X	X	X	X
Richmond Bisque (54)	X		X		X	X	X	X	X	X		X	X			
Sandrift (57)	X		X	X	X		X	X	X	X	X		X	X	X	
English Ivory (17)				X		X	X	X	X	X	X					X
Annapolis Gray (70)		X	X		X	X	X	X	X		X		X	X	X	X
Briarwood (73)			X	X				X			X		X	X		
Richmond Gray (HC-96)					X		X		X				X			
Stratton Blue (HC-142)				X							X	X	X	X		
Hamilton Blue (36)	X			X				X					X	X	X	
Cliffside Gray (74)		X	X					X					X		X	X
Boothbay Gray (HC-165)		X	X					X							X	X
Cape Blue*	X		X	X				X			X		X		X	X
Fairview Taupe (HC-85)	X			X				X					X	X	X	
New London Burgundy (HC-61)	X	X	X	X		X				X	X		X		X	X
Waterbury Green (HC-136)	X			X		X				X	X	X	X	X	X	
Yorktown Green (HC-133)	X	X		X		X		X			X	X	X	X	X	X
Winthrop Peach (HC-55)	X	X	X				X		X		X	X	X	X	X	X
Black (80)	X	X	X	X				X					X	X	X	
White (01)	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X

Exterior Body Colors

	White (01)	Cape Blue*	Boothbay Gray (HC-165)	Cliffside Gray (74)	Hamilton Blue (36)	Stratton Blue (HC-142)	Richmond Gray (HC-96)	Briarwood (73)	Annapolis Gray (70)	English Ivory (17)	Sandrift (57)	Richmond Bisque (54)	Montgomery White (76)	Sail Cloth (77)
Sail Cloth (77)		X	X		X	X		X	X	X	X			
Montgomery White (76)		X	X		X	X	X	X		X	X	X		
Richmond Bisque (54)	X		X		X	X							X	
Sandrift (57)	X			X	X	X			X				X	X
English Ivory (17)	X	X	X	X	X	X							X	X
Annapolis Gray (70)		X	X		X	X		X		X	X		X	X
Briarwood (73)	X			X			X		X	X		X	X	X
Richmond Gray (HC-96)	X				X	X							X	X
Stratton Blue (HC-142)	X			X				X		X	X	X	X	X
Hamilton Blue (36)	X	X	X	X					X	X	X	X	X	X
Cliffside Gray (74)	X	X	X		X	X					X			X
Boothbay Gray (HC-165)	X			X	X					X				X
Cape Blue*	X			X	X				X	X			X	X
Fairview Taupe (HC-85)	X	X		X			X	X	X		X	X	X	X
New London Burgundy (HC-61)	X	X	X	X		X	X	X	X	X		X	X	X
Waterbury Green (HC-136)	X		X	X		X	X	X	X	X	X	X	X	X
Yorktown Green (HC-133)	X	X	X		X	X	X	X	X	X	X	X	X	X
Winthrop Peach (HC-55)	X	X		X	X	X		X	X			X		X
Black (80)	X	X	X	X	X	X	X	X	X	X	X	X	X	X
White (01)		X	X	X	X	X	X	X	X	X	X	X		

Pittsburg paints
Corporate colorist
Highlands Paint project
Available at Siperstein's

4255	Arizona Clay
7246	West Hill Fox
2241	Santa Fe Sunset
4187	Clongy Red
7193	Dutch Chocolate
3750	Fashion Grey
4071	Cosmos Blue
2753	Silver Linning
3751	Slate Mill
7750	Sharks Tooth
2612	Parlor Tan
7600	Bison
2611	Pink Sand
3611	Clay Basket
7611	Black Chocolate
4342	Soldier Green
7336	Pine Mountain
2271	Old Parchment
4289	Texas Star
4493	Fort LeavenWorth
2542	Pale Pebble
2751	Chromium Gray
4034	Blue Manchu
7037	New London Blue
2511	Creamy White
4035	Minute Man Blue
3037	Cape Cod Gray
2313	Summer Gold
4036	Salem Green
4288	Gold Dust
4290	Eagle Cave
2756	Mission Gray
4431	American Holly
7428	Valley Forge Green
2510	Milky White
7636	Surey Bronze
2635	Lido Beige
7188	Barnside
3637	Choctaw Gray
2082	Shipmate Blue
7161	Brandied Crimson
2083	Smoky Mountain Blue
4070	Bedford Blue
4072	Sonoma Grape
4645	Bunker Hill
4646	Newport Brown
2642	Philadelphia Trim
3462	Boulder City
7452	Sandia Peak
3075	Amish Blue
4073	Mayflower Blue

2084	Natchez Bluebell
3099	Northern Blue
7094	Cobalt Blue
2757	Gray Dawn
7755	Springfield Rifle
2548	Antique White
7005	Dark Ivy
3757	Old Silver
3607	Beech Nut
7612	Fort Still
2495	Victorian Lace
4603	Hispano
7604	Café Noir

The Design/Theme Review Committee, organized through The Highlands Bay Avenue Neighborhood Preservation Program, will provide technical assistance, resource for building materials and qualified contractors to commercial building owners and operators.

Where do I start?

1.
The commercial building owner or business operator should contact the Highlands Neighborhood Preservation Office (908-872-1224 ext. 209) for an appointment to obtain technical assistance and file a preliminary review statement prior to finalizing their respective new construction or existing structure improvements to commercial structures.

2.
The filled preliminary review statement will be scheduled before the Design/Theme Review Committee within seven (7) working days of the receipt of filing with the Neighborhood Preservation Office to assist the commercial owner or operator with the project.

3.
Should commercial grant funding and/or loan programs be available, they will be discussed with the commercial owner or operator after the Design/Theme Review Committee review of the commercial improvement project.

Charter Committee Members
Highlands Neighborhood Preservation Program
Design/Theme Review Committee

- Shawn Fitzgerald, Councilman
- Holly Mikla, Former member Zoning Board, Resident
- William Dean Kilpatrick, Sculptor/Artist, Resident
- Mary Margaret Kurta, Resident
- Peter Mullen, AIA, Resident, Chair, Zoning Board
- Marion Farrell-Johnston, Historian, Historical Society, Resident
- James Smith, Rehabilitation Specialist, Resident
- Ray Cosgrove, Chamber of Commerce, Commercial Property Owner
- Todd Martin, Resident
- Kan Thoman, Resident
- Jac Smith, Resident
- Jo-Anne Frielinghaus, Resident, Historical Society
- Beth Leahy-Fox, Resident, Architectural Conservator

Kathaleen Shaw, NPP Coordinator

This Central Business District Design Manual has been compiled with the collaboration of Highlands community volunteers at various public meetings and work sessions of the Neighborhood preservation Program Design/Theme Review Committee. These guidelines will serve as the underpinnings for the Central Business District Improvement Plan.

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