



Cottontown/Bellevue Architectural Conservation District

Historic Preservation Guidelines

Adopted June 3, 2009

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Section I: Administration & Review Process

The administration of historic districts has evolved over time with updates to the City of Columbia Ordinance. From the time that these guidelines were written, changes to the Ordinance have allowed for more projects to be reviewed at staff level. While the scope of what is reviewed and the guidelines themselves have not changed, this section has been updated to reflect these changes to the administration of the district. In addition, more information on the design review process has been included to make this document more user-friendly. Additional information can be found on the City of Columbia's website under Planning and Development Services, Planning and Preservation.



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Design/ Development Review Commission

The Design/Development Review Commission (D/DRC) is the City of Columbia’s quasi-judicial architectural review board.

The D/DRC reviews projects within historic and urban design districts, as well as proposals for individual landmarks. Staff to the Commission are the City’s historic preservation and urban design planners.

The commission is made up of up to nine members with interest and expertise in historic preservation and design. Members of the D/DRC are prohibited from discussing projects with each other, applicants, or members of the public in advance of the meeting to avoid *ex parte* communication.



Design/Development Review Commission Meetings

The D/DRC generally meets on the third Thursday of each month at 4PM to review cases. Meetings are open to the public, but are also available via live stream on the City of Columbia YouTube channel and CityTV.

The agenda for the meeting, with links to project evaluations, is released approximately one week prior to the meeting. D/DRC meetings generally proceed in the following order: call to order; review of the consent agenda; review of the regular agenda; other business; and finally adjournment. Most projects receive a decision in one meeting; decisions expire after one calendar year.

Consent Agenda

Projects on the consent agenda are presented as a group rather than individually. These are projects which are generally compliant with the guidelines or are routine matters handled by the D/DRC. Cases included on the consent agenda generally have few conditions for approval and the applicant must have agreed to the conditions.

Regular Agenda

The regular agenda is broken into two components: Urban Design and Historic. Projects on the regular agenda are presented individually, starting with urban design cases. The presentation begins with staff introducing the project and the recommendations. Following which, the applicant has the opportunity to present. Following the applicant’s presentation, the floor is opened to members of the public who wish to speak for or against a project. Following the public comment period, the D/DRC closes the floor for their deliberation. The chair will then ask for a motion. All actions of the Commission require the affirmative vote of a majority of the members present.

Review of cases on the historic portion of the regular agenda follow the same format.

Following the Meeting

Recordings of the meetings are uploaded to the City’s YouTube channel and copies of the digital recordings are kept as a part of the permanent record. Following the meeting, minutes are recorded by staff and approved the following month. Staff will follow up with applicants regarding the D/DRC’s decision and any conditions for approval.

Staff Level or D/DRC Level Review

Certain projects within the Cottontown/Bellevue Architectural Conservation District require review by the D/DRC, while others can be handled at staff level. Approved projects will receive a Certificate of Design Approval, with or without conditions, in order to proceed with the proposed work. **Applicants should always discuss their project with staff as early in the planning phase as possible** to keep the project on schedule; even if the work does not require a permit, as it may still require a Certificate of Design Approval.

1. D/DRC Review

D/DRC review requires submission of an application for review. Staff will guide the applicant through the D/DRC review process. The application can be found on the City of Columbia website or can be sent by staff.

2. Staff Review

Certain projects can be reviewed at staff level. Staff level review can occur either in the planning phase of the project prior to permitting, which is the recommended method, or as a part of the permitting process. Projects typically handled by staff that do not meet the guidelines can be appealed to the D/DRC for review.

Certificates of Design Approval

A **Certificate of Design Approval (CDA)** is the document issued by the D/DRC or staff which outlines the projects approval and authorizes applicants to proceed with work. A Certificate of Design Approval may be issued with or without conditions so, the applicant should read through the entire document and discuss any questions with staff prior to beginning work. Certificates of Design Approval expire after one calendar year and if the work has not begun, the CDA has to be reissued, either by staff or the D/DRC depending on the scope of work.

General Maintenance & Repair

The phrase 'general maintenance and repair' refers to routine work necessary for the upkeep of a property, such as localized replacement of rotten siding, fascia, or trim; window repair; small areas of repointing; or repainting. If the work is with matching materials and is limited in its scope, the project is generally reviewed at staff level. Wholesale replacement of non-original features, like porch flooring, may also fall into this category.

Projects Subject to Review by the D/DRC*

The purview of the D/DRC is limited to what is visible from the public right-of-way. **Visibility is determined by staff**, however, on interior lots, this generally includes the front and sides of a structure. In certain instances, including on corner lots and some interior lots, the rear of a structure is also visible and therefore projects at the rear of a property may also fall under the purview of the D/DRC. Property owners, contractors, architects, and/or applicants should contact staff to be sure they are aware of what will or will not require review.

1. New construction (visible outbuildings and garages over 240 square feet may be included)
2. Actions that alter the exterior appearance of a contributing building**
3. Demolition or relocation of contributing buildings (outbuildings and garages may be included)
4. Actions otherwise reviewed by staff that do not meet the guidelines

Projects Subject to D/DRC Staff Review

1. General maintenance and repairs using identical materials, profiles, etc. or minor alterations that comply with the guidelines
2. Additions/enclosures that are minimally visible from the public right-of-way
3. Alterations or removal of non-original features
4. Reconstruction of missing or damaged historic, exterior, architectural features, verified by documentary evidence
5. Fences, walls, and driveways/parking areas
6. Alterations to non-contributing buildings
7. Demolition or relocation of non-contributing buildings or demolition of contributing buildings catastrophically damaged by fire or other disastrous event
8. Alterations or new construction to meet ADA or accessibility requirements

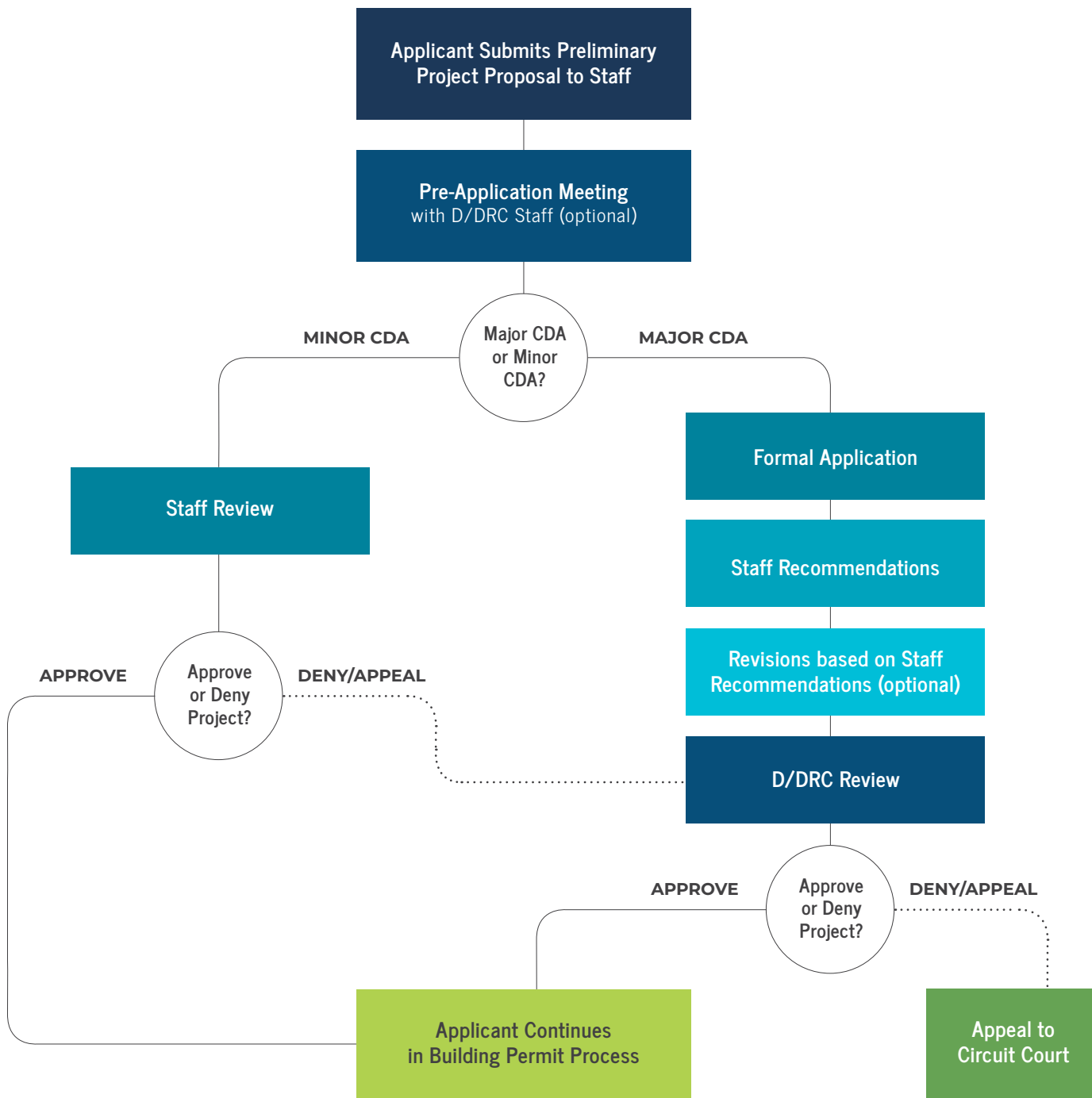


*These projects lists are not comprehensive. See Section 17-2.5(g) of the Unified Development Ordinance for a complete list. Please contact the staff person that handles the Cottontown/Bellevue district about any proposed projects.

**Please note that windows and doors are considered exterior features. Painting original masonry is also considered a change to the exterior appearance.

Review Process

The chart below outlines the process for both D/DRC and staff review. It is strongly recommended that applicants reach out to staff as early in their planning phase as possible to keep projects on schedule. Whether a project requires staff or D/DRC review, this is a dynamic process which often involves the evolution of plans or proposals to bring them into compliance with the guidelines for each district.



Review Schedule & Involvement

The chart below outlines the involvement of staff, the D/DRC, and the applicant in each step of the design review process. More detail on each of these steps can be found on preceding pages.

DESIGN REVIEW PROCESS INVOLVEMENT IN STEPS

Process Step	Applicant	D/DRC Staff	D/DRC
Step 1: Pre-Application Review/Meeting*	•	•	
D/DRC Review			
Step 2: Submit Application for D/DRC Review	•		
Step 3: Staff Review of Application	•	•	
Step 4: Revisions based on Staff Review	•	•	
Step 5: D/DRC Review	•	•	•
Step 6: D/DRC Decision			•
Step 7: Submit Permit Application if Project is Approved	•		
Staff Review			
Step 2: Submit Permit Application	•		
Step 3: Staff Review of Application		•	
Step 4: Staff Decision+		•	
All Approved Projects			
Certificate of Design Approval Issued**		•	

*Pre-application meetings are optional, but recommended.

**Certificates of Design Approval may be issued with or without conditions based on the D/DRC or staff’s decision.

+Staff decisions may be appealed to the D/DRC for review and would then follow the steps for complex projects.

The following pages reflect the Cottontown/Bellevue Architectural Conservation District guidelines adopted by City Council on June 3, 2009. The document has been reformatted for ease of use, no changes have been made to the contents with the exception of updated numbering for sections of the guidelines, and references therein. Photos and diagrams have been added and updated for illustrative purposes only. References to the City of Columbia Ordinance have been updated to reflect the section numbers in the code effective August 30, 2021.

Section 2: Purpose, Principles, & Historic Significance



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Purpose

Design Guidelines are criteria and standards that the Design/Development Review Commission must consider in determining the appropriateness of proposed work within a historic district. Appropriateness of work must be determined in order to accomplish the goals of historic zoning, which are:

- » Protect the beauty of the City and improve the quality of its environment through identification, recognition, conservation, maintenance and enhancement of areas, sites and structures that constitute or reflect distinctive features of the economic, social, cultural or architectural history of the city and its distinctive physical features;
- » Foster appropriate use and wider public knowledge and appreciation of such features, areas, sites, and structures;
- » Resist and restrain environmental influences adverse to such purposes;
- » Encourage private efforts in support of such purposes; and
- » By furthering such purposes, promote the public welfare, strengthen the cultural and educational life of the city, and make the city a more attractive and desirable place to live and work.

District Principles and Goals

The Cottontown/Bellevue neighborhood is a district with both commercial and residential properties. The residential area is concentrated in the core of the district. Commercial properties along Bull Street and Elmwood Avenue provide an edge around the district; however, there are numerous commercial parcels located within the interior portion as well.

The goal of this district and of these guidelines is to maintain and protect the structures that exemplify important parts of Columbia's history as well as preserve, conserve, and enhance the character, function, and environment of the district. This task must be accomplished with an appreciation of the development of the district and the history that is critical to its character. These goals should not be construed as an attempt to restrict design creativity; instead, they should be interpreted as an avenue to embrace it while also encouraging appropriate designs.



The goal of this district and of these guidelines is to maintain and protect the structures that exemplify important parts of Columbia's history as well as preserve, conserve, and enhance the character, function, and environment of the district.

The Cottontown/Bellevue district cannot continue on its vibrant path of renewal and growth without allowing new interpretations of historic themes and innovative solutions to design challenges. One cannot anticipate the needs of the future except to know that change will be involved. The district should reflect these changes, while maintaining its essential character. Developments in design such as sustainable architecture, the return to the multi-generational household, or other opportunities should be allowed to follow their course, while retaining what is best about this unique area. The guidelines are meant to serve as a tool for compatible development. Although we cannot predict what innovative materials will be generated in the future, "green" materials and designs are not excluded from compatibility with historic districts. The goal of historic designation is to preserve the existing fabric and ensure that new development is complementary in design.

For the above reasons, the Cottontown/Bellevue area is designated as an Architectural Conservation District. The following design guidelines are established to apply design control to those selected characteristics that are necessary to maintain the health and continued vitality of this important residential neighborhood and discourage those elements that may threaten these goals or the goals set forth in the Purpose.

Historic Significance, Design Characteristics & Boundary Descriptions

A. HISTORICAL SIGNIFICANCE

Cottontown/Bellevue is a community rich in history.

Excerpted from 1994 City-wide Architectural Survey & Historic Preservation Plan; John M. Bryan & Associates

The twentieth century suburb of Bellevue is located north of Elmwood Avenue between Main and Bull Streets, excluding the first two city blocks on the east side of Main Street above Elmwood Avenue, which are commercial properties. Prior to the Civil War this land belonged to Andrew Wallace. The Wallace House stood across Elmwood Avenue from the S.C. State Hospital and later was incorporated into the campus of the hospital.

In c. 1893, the Wallace family sold the land on which the present State Hospital campus stands to the state of South Carolina. It appears that they sold lots on Elmwood Avenue and the extension of Main Street prior to 1872, when several commercial buildings and houses appear on the Bird's Eye View of the city. Surrounding parcels of the Wallace land were kept by the family and by 1893 were owned by William Wallace.

The intersection of Main Street and Elmwood Avenue, on the southwestern corner of the Wallace place, was known as Cotton Town. Edwin Scott described it in 1884. "Cotton Town was built up by the traffic in that staple with large grocery, provisions, and storage establishments, which did a very extensive and profitable business til the completion of the up country railroads . . ." The successful business in Cotton Town fostered commercial growth two blocks north of Main Street by 1883. Growth to the north of the original city limits included Elmwood Cemetery, begun in 1852, and the State Fairgrounds and the Race Track, constructed on Elmwood Avenue after the Civil War.

The intersection of Main Street and Elmwood Avenue, on the southwest corner of the Wallace place, was known as Cottontown.

Land outside of the original bounds of the City remained rural in nature until the last decade of the nineteenth century. The advent of the electric street railway and the automobile enabled the development of the first suburban neighborhoods in Columbia during the 1890s and the first decade of the twentieth century. At this time, new suburbs such as Shandon, Waverly, and Eau Claire began to develop in the hills surrounding the city. Their popularity, coupled with the new street railway lines which ran from the city to the suburbs, led to suburban development of adjacent tracts of land. The Wallace tract, being contiguous to the city, had many advantages. City streets were easily accessible. The street railway ran up Main Street to Scott Street which was on the southwest corner of the Wallace tract. In 1896, the line was extended from Scott Street past the Wallace tract to Hyatt Park. By 1895, part of the tract was already included in the ever-expanding city limits, meaning that sewer and water services could easily follow.

By 1902, Bull Street was extended through the Wallace property to the Confederate Home, which was located on part of the Asylum Farm. In that year William Wallace had the first plat of planned suburban development on his property registered at the office of mesne conveyance. Sixteen lots fronting Bull Street were initially

surveyed on a 10.7 acre strip of Wallace's land. In 1906, William Wallace deeded 18.7 acres of his land to E. Barton Wallace, including the above mentioned acreage.



In 1912, E. Barton Wallace and Melton & Belser, Simpson & Taylor, and Dr. L. B. Owens, owners of adjoining property, engaged T. C. Hamby to survey the new neighborhood of "Bellevue." It consisted of the area between Elmwood, Main, Franklin and Bull Streets, additional lots on the north side of Franklin Street and a short street named Wallace Street (later Victoria Street) to the north of Franklin Street. The property directly north of these newly surveyed lots remained undeveloped, most of that acreage belonging to G. W. Newman. By May 9, 1912, the city limits expanded northward to include all of the originally surveyed lots in Bellevue.

George Newman extended the development of Bellevue to his land from 1919 to 1927. Included in this phase of Bellevue's development were northward extensions of Sumter, Marion, and Winyah (later Wallace) Streets and new streets which ran between Main Street and the western boundary of the Asylum Farm: Confederate Avenue, which ran to Bull Street in front of the Confederate Home, Broad River Avenue (later Summerville Avenue), Geiger Avenue, and Columbia Avenue (later Anthony Avenue). The Newman family owned the land since 1870; prior to that it was apparently the property of Jacob Geiger who owned the earliest grist mill in the City of Columbia.

The development of Bellevue and Elmwood, to its west, prompted other property owners to “cash in” on their property between the two neighborhoods and northward. The development of Camp Fornance, Alta Vista, and Earlewood Park neighborhoods were directly linked to the development of Bellevue and Elmwood. By 1960s, the neighborhood seems to have lost its identification with the name “Bellevue”. In the survey of City neighborhoods conducted in that year, Bellevue was combined with Elmwood and Elmwood Park and was noted as “Confederate” on the survey map. “Confederate” neighborhood had a population of 3,438 people living in the 1,351 housing units in 1960. 8.4% of that population was non-white. 16.8% had an annual income of less than \$3,000 per year in 1960 and the median number of years of schooling in the area was 10.3 years. Between 10 and 19.9% of the housing in the neighborhoods was deteriorating and only 5 to 14.9% of the housing was lived in by the owner. Clearly, by 1960, Bellevue suffered the effects of inner city blight.

This early to mid-twentieth century suburb has much charm but, like Shandon, suffered from some urban blight during the 1960s and 1970s. During this period of transition Bellevue even lost the identity of its proper name, as have several of the older suburbs north of the old city limits. The area was one of the earliest extensions of the City to the north and was readily incorporated into the City limits when it was first surveyed. It prompted suburban growth between the outlying town of Eau Claire and Columbia and contains significant examples of the early twentieth century bungalow style, as well as historical sites of note to the City.

B. NEIGHBORHOOD CHARACTERISTICS

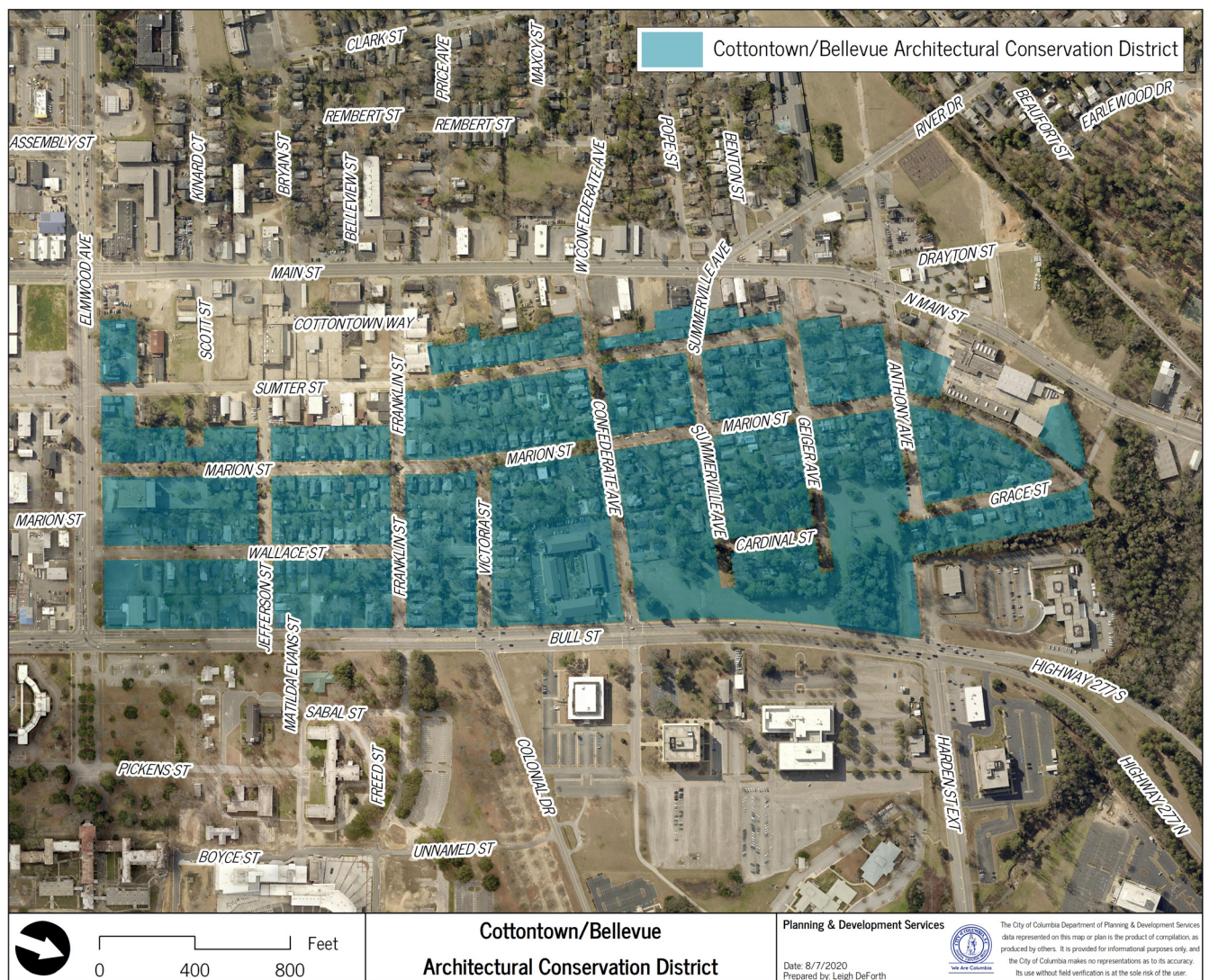
Cottontown is a quaint tree lined community. The bulk of development occurred from 1910 to 1942. Although not far from downtown or major thoroughfares and interstates, the neighborhood has retained its charm and cozy feel. Manicured lawns and sidewalks enhance the pedestrian experience and overall aesthetics of the neighborhood. There are numerous traffic calming devices within the community; however well maintained plantings and flowers transform the traffic calming items into decorative features. The dominant architectural styles are Bungalow, Colonial Revival and Tudor. Two-story homes (and houses with steep roof pitches) are very common. Homes with setbacks close to the street and deep lots are signatures. The large backyard areas provide residents with creative spaces to decorate, entertain, and enjoy in a variety of ways. Many of the parcels also have detached garages and other accessory buildings located in the rear. Also located in the neighborhood on Geiger Avenue is a cemetery that serves as the final resting place of Confederate soldiers as well as former patients of the South Carolina Department of Mental Health (SCDMH).



Although the cemetery appears to be one collective burial ground, the Confederate soldiers and SCDMH patients are buried in separate areas. There is a fence inside the middle of the cemetery that distinguishes the two groups. Confederate soldiers are buried inside of the fence. It is believed that between 1,200 to 1,300 people were buried in the SCDMH portion of the cemetery from 1827 to 1954.

Cottontown was also home to the Confederate Soldiers' Home. The structure which previously sat at 1417 Confederate Avenue no longer remains; however there is a marker on the site to inform people of the parcel's significance. Cottontown is a neighborhood filled with a rich history and should be preserved for following generations.

C. BOUNDARY MAP & DESCRIPTION



Boundary Description

North: Intersection of Grace and Marion Street, East: Bull Street, South: Elmwood Avenue, West: Sumter Street (roughly) Please see the map.

The outlined boundaries incorporate residential and commercial structures. The majority of the commercially zoned properties (especially on Bull Street) were originally constructed to serve as residences. As the years passed, the dwellings were rezoned and used commercially. Many of the units have maintained key architectural elements, successfully meeting the needs of the current businesses located in them without great outward changes. It is very important to incorporate these properties since the units were erected for residential use, still maintain a high level of character, and are located at the edge of the residential community.

Administration

ACTIONS THAT REQUIRE DESIGN REVIEW BY THE D/DRC

1. New construction (outbuildings and garages included)
2. Additions/enclosures visible from the public right of way*
3. Actions that alter the exterior appearance of a building
4. Fences, walls and driveways/parking areas*
5. Demolition or relocation (original outbuildings included)

ACTIONS THAT ARE REVIEWED BY D/DRC STAFF**

1. General maintenance and repairs using identical materials, profiles, etc.
2. Exterior changes to a heavily altered building or one built after the early 1940s

* Projects including maintenance or work not visible from the public right of way do not necessarily require review but it is advisable that any property owner, before applying for a permit, consult with the Preservation Office so that staff may facilitate efficient processing of permits/applications.

** Should staff find it advisable, they may submit any project to the D/DRC for review.

*Per updates to the Columbia Code of Ordinances, driveways and parking areas may be reviewed by D/DRC staff.

See Columbia Code of Ordinances Section 17-2.5(g) for more detailed information.

Section 3: New Construction



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New Construction

A. PRINCIPLES

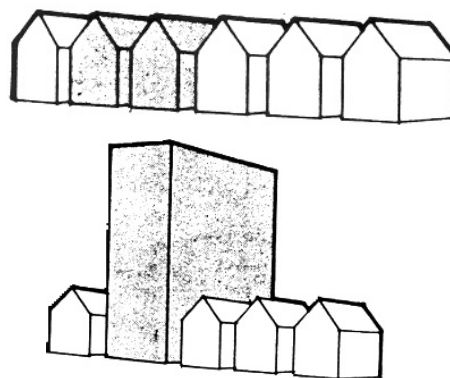
Within the Cottontown/Bellevue district, there are vacant lots. The construction of new or replacement structures on these lots will greatly affect the district by either reinforcing or undermining existing historic patterns. New construction shall be consistent with existing buildings along a street in terms of height, scale, proportion and rhythm of openings, setbacks, orientation and spacing. However, new buildings need not imitate past architectural styles to be successful infill; they may reflect the era of their own construction while using significant themes, such as height, materials, roof form, massing, set-back, and the rhythm of openings to insure that a new building blends with its context. It is hoped that the new construction of today will be contemporary and contextual.

B. GUIDELINES

1. Height

The characteristic height in Cottontown/Bellevue is 1 to 2 stories. Construct new buildings to a height that is compatible with the height of surrounding historic buildings.

New construction shall not vary greatly in height from older buildings in the vicinity.

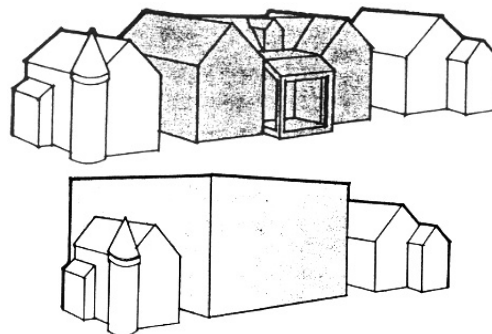


2. Size and Scale

The size and scale of a new building shall be visually compatible with surrounding buildings.

Although much larger than its neighbors in terms of square footage, the building shown maintains the same scale and rhythm as the existing buildings.

Do not construct buildings that disrupt the existing scale of the area. The new building shown here disrupts the scale and rhythm of the streetscape.



3. Massing

Arrange the mass of a new building (the relationship of solid components (ex. walls, columns, etc.) to open spaces (ex. windows, doors, arches)) so that it is compatible with existing historic buildings on the block or street.

Breaking up uninteresting boxlike forms into smaller, varied masses is essential to maintaining the character of the streetscape.

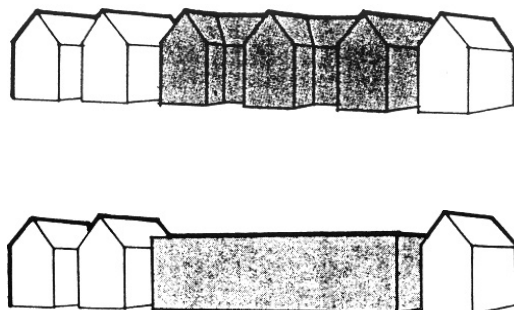
Do not construct single, monolithic forms that are not relieved by variations in massing.



4. Directional Expression

Site the entrance of the building so that it is compatible with surrounding buildings. Horizontal buildings can be made to relate to more vertical adjacent structures by breaking the façade into smaller masses that conform to the primary expression of the streetscape.

Do not construct strongly horizontal or vertical façade expressions. This building does not relate well to its neighbors or the rhythm of the streetscape because of its unbroken façade.



5. Setback

Locate the new building on the site so that the distance of the structure from the right of way is similar to adjacent structures.

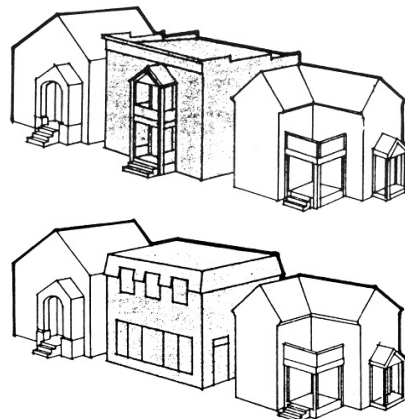
Do not violate the existing setback pattern by placing buildings in front of or behind existing façade lines.



6. Sense of Entry

Place the main entrance and the associated architectural elements (porches, steps, etc.) so that they are compatible to surrounding structures. The main entrance shall be constructed with covered porches, porticos or other architectural forms that are found on historic structures on the block or street.

Construct facades with a strong sense of entry. The image on the left is an example of what NOT to do.



7. Rhythm of Openings

Construct new buildings so that the relationship of width to height of windows and doors, and the rhythm of solids (walls) to voids (door & window openings) are visually compatible with historic buildings on the block or street. Maintain a similar ratio of height to width in the bays of the façade.

Do not introduce incompatible façade patterns that upset the rhythm of openings established in surrounding structures.



8. Roof Shape

Use roof shapes, pitches, and materials that are visually compatible with those of surrounding buildings. Nearly all of the buildings in Cottontown/Bellevue have pitched roofs, with gable, hip or a combination thereof as the predominant style.

Do not introduce roof shapes or pitches that are not found in the area.



9. Outbuildings

Construct garage and storage buildings so that they reflect the character of the existing house and are compatible in terms of height, scale, and roof shape. Place such buildings away from the primary façade of the building. Do not allow outbuildings to obscure character-defining features of a building.

10. Materials, Textures, and Details

Use materials, textures, and architectural features that are visually compatible with those of historic buildings on the block or street. When selecting architectural details, consider the scale, placement, profile, and relief of details on surrounding structures for the basis of design decisions. If horizontal siding is to be used, consider the board size, width of exposure, length, and trim detail such as corner boards on adjacent historic structure for specifications of the new material.

Section 4: Additions & Enclosures



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Additions & Enclosures

A. PRINCIPLES

It is often necessary to increase the space of a building in order for it to continue to adapt to the owner's needs. Over time, a family's/business's space needs change and, in order to accommodate these needs, a building may need to be enlarged. While these additions are permitted, they should serve to reinforce and not detract from the existing architectural form and design of the building.

Additions shall not significantly alter original distinguishing qualities of buildings such as the basic form, materials, fenestration, and stylistic elements. They shall be clearly distinguished from original portions of the building and shall result in minimal damage to it. Character defining features of the historic building shall not be radically changed, obscured, damaged, or destroyed in the process of adding new construction. The size and scale of the new addition shall be in proportion to the historic portion of the building and clearly subordinate to it. Additions should be attached to the rear or least conspicuous side of the building. They should be constructed so that if removed in the future, the essential form and integrity of the building will be unimpaired.

B. GUIDELINES

Additions

1. Site additions so that they do not detract from or obstruct important architectural features of the existing building or others around it, especially the principle façade.
2. Design additions to be compatible with the original structure in materials, style and detailing.
3. Limit the size and scale of additions so that the integrity of the original structure is not compromised.
4. Additions are also subject to the guidelines for new construction.

Enclosures

1. Enclose porches with street elevations only when all other expansion options have been studied and found to be infeasible.
2. Design the enclosure in a manner that retains the historic fabric and details of the porch-placing the framing and/or screening behind the columns and balustrade.
3. Use materials that allow the original structure to be distinguished, minimize the visual impact of the enclosure.
4. Install the enclosure so that it can be removed in the future without damage to the historic building.

Section 5: Maintenance & Rehabilitation



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Maintenance & Rehabilitation

GENERAL PRINCIPLES

Rehabilitation is a practical approach to historic preservation. It is the process of repairing or altering a historic building while retaining its historic features. It represents a compromise between remodeling, which offers no sensitivity to the historic features of a building, and restoration, which is a more accurate but costly approach to repair, replacement, and maintenance.

Rehabilitation guidelines are limited to the review of exterior elements visible from the public right-of-way. The priority of the guidelines is to ensure the preservation of a building's character-defining features while accommodating an efficient contemporary use.

1. DOORS

A. Principles

Significant features such as doors and entrances should be preserved wherever possible. Changes to door size and configuration should be avoided. Replacement doors should either match the original or substitute new materials and designs sympathetic to the original.

Sometimes new entrances are required for practical reasons or to satisfy code requirements. Placement of new entrances on principal facades should be avoided. New entrances can result in loss of historic fabric and detailing and change the rhythm of bays. New entrances should be compatible with the building and be located on side or rear walls that are not readily visible from the public right-of-way. If a historic entrance cannot be incorporated into a contemporary use for the building, the opening and any significant detailing should, nevertheless, be retained.

B. Guidelines

1. Install new openings so that they carry on the same rhythm of existing openings and are compatible in size, materials and design.
2. Retain and repair historic door openings, doors, screen doors, trim, and details such as transom, sidelights, pediments, and hoods, where they contribute to the architectural character of the building.
3. Replace missing or deteriorated doors with doors that closely match the original, or that are of compatible contemporary design.
4. Place new entrances on secondary elevations away from the main elevation. Preserve non-functional entrances that are architecturally significant.
5. Add simple or compatibly designed wooden screen doors when necessary.

2. WINDOWS

A. Principles

Windows are a significant character-defining feature of any structure. They are like a piece of good furniture. Original windows were constructed so that individual components could be repaired, instead of requiring an entire new unit if one piece breaks or rots. This often means that an existing, historic window can be repaired for far less cost than a replacement. See the resource section for instructions on window repair and upgrade.

Repair of a historic window is the best first step when confronted with a damaged or deteriorated unit. If after careful evaluation, window frames and sash are so deteriorated they need replacement, new windows may be installed.

Replacement windows must be selected with care. They should generally match the original sash, pane size, configuration, glazing, materials, muntin and mullion detailing, and profile. Small differences between replacement and historic windows can make big differences in appearance.

If 50% or more are deteriorated or missing, then wholesale replacement of windows is allowable. When choosing replacements, the qualities of the original windows should be used as criteria. Consider the following features of the original:

- » trim detail;
- » size, shape of frame, sash;
- » location of meeting rail;
- » reveal or setback of window from wall plane;
- » materials, reflective quality of glass;
- » muntin, mullion profiles, configuration.

The new windows need not be exact replicas of the originals. In the Cottontown/Bellevue Architectural Conservation District, it is appropriate to substitute a window configuration found during the home's period of significance for the original. For instance, many homes have four slender panes over a single pane.

B. Guidelines

1. When technically and economically feasible, repair of deteriorated or damaged windows shall be preferred over replacement.
2. If replacement of a small number of units is deemed necessary after evaluating the sill, frame, sash, paint and wood surface, hardware, weather-stripping, stops, trim, operability, and glazing, replace with units that match the original in detailing, size, reflective quality, and materials.
3. If wholesale replacement is found to be necessary, either match the original unit or substitute a unit appropriate to the home's period of significance, maintaining the use of historic materials where possible. Replacement windows should either match the original or substitute new materials sympathetic to the original. At the time of publication of these Guidelines, wood and aluminum clad windows are the most appropriate replacement materials.

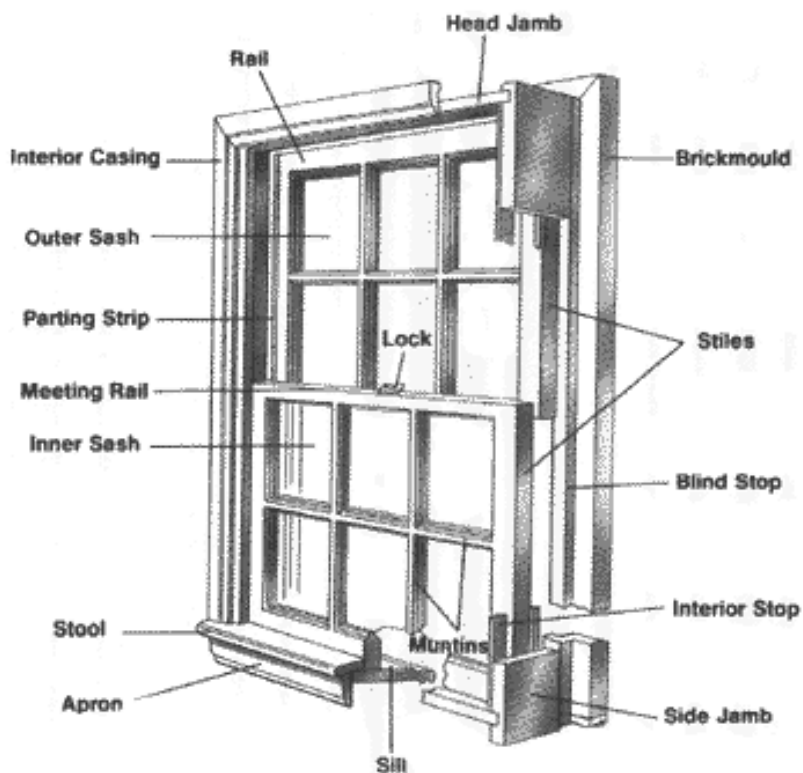


The usage of other materials, including vinyl, will be reviewed and evaluated based upon their compatibility/appropriateness with the historically accurate materials. All approved materials must be a good visual substitute to wood/the historically accurate material. Every material reviewed shall be evaluated based on the detailing, size, reflective quality, and materials when compared to wood and the original unit. The items listed below will be used to determine the appropriateness of proposed windows and materials.

- » trim detail;
- » size, shape of frame, sash;
- » location of meeting rail;
- » reveal or set-back of window from wall plane;
- » materials, reflective qualities of glass.
- » muntin, mullion profiles, configuration.

4. Improve the thermal performance of existing windows and doors through adding or replacing weather stripping and adding storm windows which are compatible with the character of the building and which do not damage window frames.

Anatomy of a Window



3. SHUTTERS

A. Principles

Unless there is physical or documentary evidence of their existence, shutters should not be mounted. If shutters are found to be appropriate, they should be operable or appear to be operable and measure the full height and one-half the width of the window frame. They should be attached to the window casing rather than to the exterior finish material.

B. Guidelines

1. Installing shutters, screens, blinds, security grills, and awnings which are historically inappropriate and which detract from the character of a building is not permitted.
2. Install shutters only when there is enough space for them. Install them so that they appear operable, place them on the window casing, and ensure that the louvers are situated so that they would shed water when closed.

4. AWNINGS

A. Principles

New awnings should be of compatible design with the structure. They should follow the lines of the window opening. Angled, rectangular canvas awnings are most appropriate for flat-headed windows. Awnings that obscure significant detailing are inappropriate and therefore prohibited.

B. Guidelines

1. Install awnings so that they fit the opening. All awnings must be made from appropriate materials and must be appropriate to the period that the dwelling was constructed.

5. ROOF PITCH/MATERIAL

A. Principles

Roofs are highly visible components of historic buildings. They are an integral part of a building's overall design and often help define its architectural style. The most common residential roof types are gable, hip, or a combination. The original shape and pitch of the roof should be retained.

Where existing roofing material is non-original, the existing roof may be retained, replaced in a manner known to be accurate based on documentation or physical evidence, or treated in a contemporary style.

Rooftop additions are another common change to historic buildings. The addition should be designed to be distinguished from the historic portion of the building; be set back from the wall plane; and be placed so it is inconspicuous when viewed from the street.

B. Guidelines

1. Preserve the original roof form in the course of rehabilitation
2. Preserve historic roofing materials when technically and economically feasible.
3. Replace deteriorated roof surfacing with new material, such as composition shingles or tabbed asphalt shingles, that match the original in composition, size, shape, color, and texture.
4. Retain or replace where necessary: dormer windows, cupolas, cornices, brackets, chimneys, cresting, weather vanes, and other distinctive architectural or stylistic features that give a roof its essential character.



6. EXTERIOR SIDING

A. Principles

Masonry

Masonry features, such as brick cornices or terra cotta detailing, and surface treatments, modeling, tooling, bonding patterns, joint size and color are important to the historic character of a building. These features should be retained.

While masonry is the most durable historic building material, it is also the most susceptible to damage by improper maintenance or repair techniques or abrasive cleaning methods. Sandblasting and other abrasive cleaning methods are specifically prohibited. Sandblasting not only changes the visual qualities of brick, it damages or destroys the exterior glazing, increasing the likelihood of rapid deterioration of the brick and water damage to the interior of the building.

Painting historic masonry is another concern. The color of masonry, particularly brick, is often an important part of the character of a building. In addition to color, the bonding pattern, treatment of mortar joints, and texture are significant parts of brick buildings. Where brick and other masonry finishes were unpainted, they should generally remain so. Painting obscures detailing and alters the distinguishing original qualities of a building. Under some circumstances, particularly where the brick quality is poor or abrasive cleaning methods have been used, painting brick may be appropriate as a protective measure.



Wood

Where original wood siding exists on a structure, it should be retained. If it becomes necessary to replace deteriorated boards, match the replacements to the characteristics of the original. Important characteristics of wood siding that should be considered in its repair or replacement are board size, width of exposure, length, and trim detail such as corner boards.

One of the greatest threats to wood siding is the application of non-historic surface coverings such as aluminum and vinyl siding, stucco, and other synthetic materials. Application of non-historic exterior finishes results in either the removal or covering of historical materials and details. Decorative trim around doors, windows, and under rooflines is frequently removed. Detailing of the wood itself, such as beveling or beading, is also lost. Board width, length, and exposure are generally changed, thus altering the scale and appearance of the building. Artificial siding also frequently damages the fabric underneath. It can trap moisture and encourage decay and insect infestation.

In cases where artificial siding is already in place, its removal is not necessary under the guidelines. An owner may retain the material or remove it. If, however, the material is removed, it must be replaced with historically appropriate materials.

Some homes have masonite as an original siding material. Steps to preserve it should be taken. In the case of original asbestos siding, if its removal is required, masonry, wood, or cement fiberboard siding is an appropriate replacement.

B. Guidelines

1. Identify, retain, and preserve masonry features that are important to defining the overall historical character of the building such as walls, brackets, railings, cornices, door pediments, steps, and columns; and joint and unit size, tooling, and bonding patterns, coatings, and color.
2. Clean masonry surfaces with the gentlest method possible, such as water and detergents and natural bristle brushes. Sandblasting is prohibited.
3. Retain wooden materials and features such as siding, cornices, brackets, soffits, fascia, window architrave, and doorway pediments. These are essential components of a building's appearance and architectural style.
4. Repair or replace, where necessary, deteriorated material duplicating in size, shape, and texture the original as closely as possible. Consider original characteristics such as board width, length, exposure, and trim detailing when selecting a replacement material.
5. Artificial replacement siding over wood or brick is not permitted.
6. Where a structure has asbestos or masonite as original siding, it may be replaced with wood, brick, composite wood products such as hardiplank, or cement fiberboard.
7. Vinyl is not an appropriate siding material.

**Please note that asbestos in a friable condition is a toxic material. Please contact DHEC or go to their website for recommendations for proper removal and disposal of asbestos.

7. PORCHES

A. Principles

Porches serve as a covered entrance to buildings and a transitional space between the interior and exterior and are an important design feature on a house. They are often the principal location for ornamentation and detailing, such as brackets, posts and columns, and balustrades. Size, style, ornateness or simplicity, sense of openness, and detailing are all important attributes of porches. Such features should be preserved during the course of rehabilitating a building

Because they are open to the elements, porches also require frequent maintenance and repair. Deteriorated porch features should be repaired rather than replaced. If replacement proves necessary, replacement features and materials should approximate the originals as closely as possible. If wholesale replacement is required, the new porch should be rebuilt based on historical research and physical evidence. If a porch or individual features of it are missing and no documentation or physical evidence is available, a new porch design that is compatible with the scale, design, and materials of the remainder of the building is appropriate. It is appropriate in the Cottontown/Bellevue district to replace missing or deteriorated features with compatible ones found on similar structures in the district.

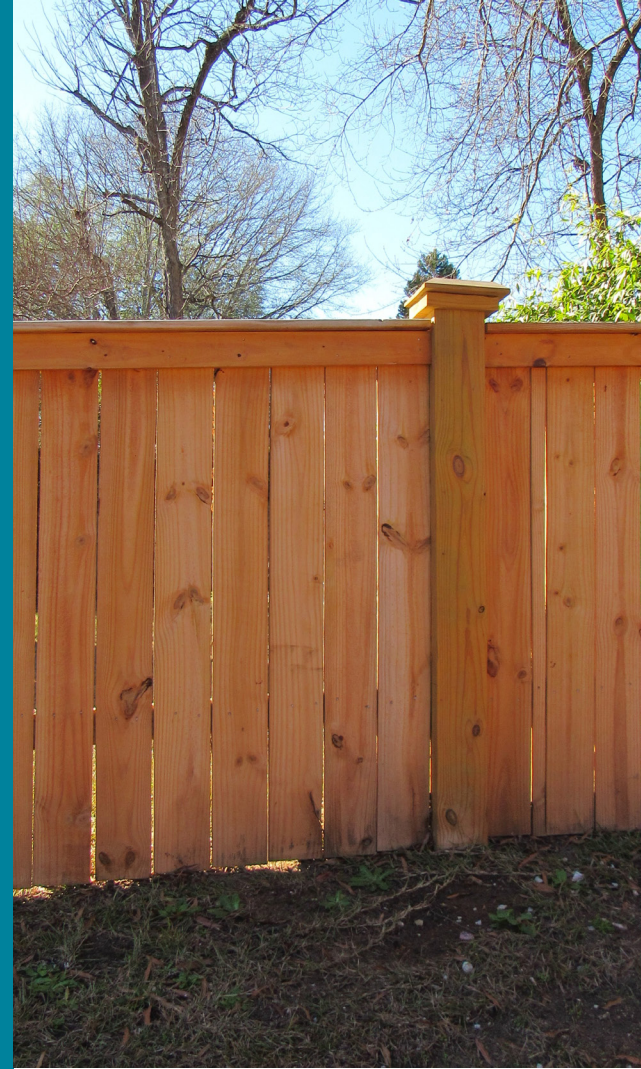
Owners are often tempted to enclose porches for additional year round living space. Porch enclosures are strongly discouraged, they must be done in an appropriate manner, and will only be permitted after all other options have been examined and determined to not be attainable. Transparent materials, such as clear glass enclosures or screens that are set behind balustrade and structural systems and maintain the visual openness of a porch are permitted.

B. Guidelines

1. Retain porches and steps that are appropriate to a building.
2. If replacing deteriorated or missing features, it is appropriate to use other homes of the same style and period for the design of the new feature, as long as it is compatible with the structure.
3. If enclosures are undertaken, maintain the openness of porches through the use of transparent materials such as glass or screens. Place enclosures behind significant detailing, so that the detailing is not obscured.



Section 6: Fences/Walls & Driveways/Parking Areas



IN THIS SECTION

Fences & Driveways

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Guidelines for Fences/Walls and Driveways/Parking Areas

A. Principles

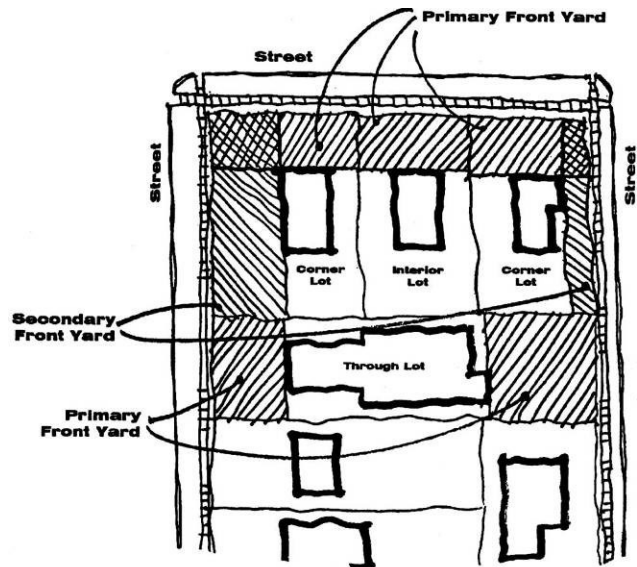
Fences and walls serve to delineate property lines and as a barrier to distinguish between a yard, sidewalk, and street. Wooden picket fences of simple design were the most common historically. Retaining walls of brick or cast concrete block with pilasters and coping are also common streetscape features in the district.

New fences and walls should respect traditional materials, design, and scale. They should have a regular pattern and be consistent in design with those found in the same block or adjacent buildings. Round, hexagonal, and flat-headed vertical pickets are most appropriate. Wood is the most appropriate material, particularly for simple frame buildings. They should complement the building and not obscure significant features.

The placement of driveways and parking areas is very important. Driveways shall not be wider than 10 feet for the first 25 feet (in length). Widening of the driveway is appropriate after the first 25 feet. Paved parking is not suitable for the front yard. Circular driveways and turn-arounds are not reflective of this historic neighborhood and are not permitted. All paved parking must occur on the side of the dwelling. Of course, on-street parking is not affected. The picture located on the right is a great example of the proper location for a driveway. Also note the effectiveness of the paved strips used for parking.

B. Guidelines

1. Design a fence or wall so that it is compatible with the associated structure in design and materials.
2. Fences shall be no more than 4' in height in the front yard setback elevation and no more than 6' on side and rear elevations (more details provided at the end of the document in Section 9).
3. The following materials are not permitted for fences or walls in the front or secondary front yard: chain link; vinyl; concrete block unless painted, stuccoed or veneered in brick; artificial siding material (ex. T-111, corrugated metal).
4. Driveways 10' wide for the first 25' in length.
5. Parking must be placed in a location that has a minimal visual impact on the primary structure.
6. Appropriate materials for paved parking are: brick pavers, cobblestones, granite and concrete.



Section 7: Demolition



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Demolition

A. PRINCIPLES

The demolition of an historic building should be an action of last resort. When a structure is demolished, the community loses an irreplaceable part of its history. When a house is removed and not replaced, the patterns of the neighborhood are undermined. Therefore, such requests are reviewed very deliberately and require detailed information.

B. CRITERIA FOR REVIEW

Reprinted from Code of Ordinances for City of Columbia & Rules & Regulations of Design/Development Review Commission.

1. The historic or architectural significance of a building, structure, or object;
2. A determination of whether the subject property is capable of earning a reasonable economic return on its value without the demolition, consideration being given to economic impact to property owner of subject property;
3. The importance of the building, structure, or object to the ambience of a district;
4. Whether the building, structure, or object is one of the last remaining examples of its kind in the neighborhood, city or region;
5. Whether there are definite plans for the reuse of the property if the proposed demolition is carried out, and what the effect of those plans on the character of the surrounding area would be;
6. The existing structural condition, history of maintenance and use of the property, whether it endangers public safety, and whether the city is requiring its demolition;
7. Whether the building or structure is able to be relocated, and if a site for relocation is available; and
8. Whether the building or structure is under orders from the city to be demolished, and this criteria shall be given more significance than the above-mentioned criteria.

C. TYPES OF INFORMATION

In addressing each of the demolition criteria the D/DRC may require the following types of information:

- » Estimate of the cost of demolition, and estimate of the cost of renovation;
- » Report from an engineer, architect, or contractor as to the structure(s) on the property and their suitability for rehabilitation;
- » Estimated market value of the property in its current condition; after demolition, after renovation of the existing property for continued use, with proposed redevelopment;
- » Estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation or reuse of the existing structure(s) on the property;
- » Information on any current negotiations to buy, rent, or lease property;
- » All appraisals obtained within the previous two (2) years by the owner or applicant in connection with the purchase, financing or ownership of the property.

Except in the case where a structure poses an extreme life-safety hazard, the demolition of a structure shall not be approved until the plans for its replacement have been reviewed and approved by the Design/Development Review Commission

Section 8: Relocation



IN THIS SECTION

Relocation

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Relocation

A. Principles

- » Much of a building's value is in its context: the street on which it sits, the buildings that surround it, the landscape. Therefore a building should remain in its context unless its existence is threatened by encroachment or it cannot be preserved in the original location.
- » Moving a historic building from its original site shall not occur.
- » Moving a non-historic building, or a building, which has irretrievably lost its architectural and historical integrity, may be appropriate.
- » Moving a building into the district is permitted if it is compatible with the district.

B. Guidelines

1. Moving a building into the district is permitted if the building will be compatible with the historic buildings surrounding the new location in terms of height, scale, setback, and rhythm of spacing, materials, texture, details, roof shape, orientation, and proportion and rhythm of openings.
2. Moving a building out of the district is not permitted unless the building does not contribute to the district's historical or architectural significance or has irretrievably lost its architectural and historical integrity.

Section 9: Definitions & Detailed Explanations



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Definitions

Please also see the Land Development ordinance for additional definitions.

Addition

1. Construction that increases the living or working space of an existing structure, and is capable of being mechanically heated or cooled. (ex. porch enclosures, room additions, etc.)

2. An alteration that changes the exterior height of any portion of an existing building.

3. Any extension of the footprint of the structure, including porches and decks.

Appropriate

Suitable for, or compatible with, a structure or district, based upon accepted standards and techniques for historic preservation and urban design as set forth in the Secretary of the Interior's Standards and these guidelines.

Architectural Feature/Element

Any of the component parts that comprise the exterior of a building, structure or object that convey the style of a building. (ex. Victorian, Bungalow, etc...)

Character Defining Feature

A detail or part of a structure that imparts style or design and distinguishes it from other structures (ex. porch railings, decorative windows)

Compatible

To conform or be in harmony with the components of the style of a building or the character of a district.

Contributing (building/structure)

A building, structure or site that reinforces the visual integrity or interpretability of a historic district. A contributing building is not necessarily "historic" (50 years old or older). A contributing building may lack individual distinction but add to the historic district's status as a significant and distinguishable entity.

Driveway

An area improved in accordance with approved materials, leading from a street or alley to a parking space.

Elevation

1. Height in terms of distance from grade;

2. an exterior wall of a building, usually used in referring to portions other than the façade.

Enclosure

To close off a previously exterior open space, through the installation of walls or other devices.

Exterior Change

An action that would alter the appearance of a structure. Examples include: change in roof pitch or form, or replacing or covering exterior siding with substitute material, reducing, enlarging, closing or relocating window or door openings

Façade

An exterior side of a building; usually the front elevation of the building.

General Maintenance and Repair

Work meant to remedy damage due to deterioration of a structure or its appurtenances or general wear and tear, which will involve no change in materials, dimensions, design, configuration, color, texture or visual appearance.

Muntin/Mullion

The strips of the window that divides the glass into panes or lights. Muntins are horizontal, mullions are vertical.

New Construction

The construction of any freestanding structure on a lot that ordinarily requires a permit. This may apply to a variety of activities such as storage buildings, carports & garages, secondary dwellings, etc.

Non-Contributing (building/structure)

A building, structure or site which no longer reinforces the visual integrity of the district either because it is a vacant parcel, it is a structure that was built outside of the period of significance of the district or it is an historic structure that has lost its integrity through inappropriate additions or the loss of three or more of its original character defining features i.e. porch, windows, siding.

Period of Significance

- a. For an individual structure: the date of construction plus or minus ten years;
- b. for a district, the span of time from the date of the oldest building within the boundaries to the date by which significant development ended.

Primary Front Yard

That area between the street-facing facade of the principal building, the front lot line, and either both side lot lines (for interior lots and through lots) or a side lot line and the secondary front lot line (for corner lots).

Secondary Front Yard

The non-primary side of a building on a corner lot. That area between the street-facing facade of the principal building, the secondary front lot line, the front lot line, and the rear lot line. See Figure on page 23.

Shall

What must happen.

Should

What must happen unless evidence is presented to illustrate why an alternative is more suitable.

Street-Facing Façade of the Principal Building

Any facade of the principal building which approximately parallels a street lot line(s), exceeds ten feet in length, and is located within 15 feet of that portion of, or is, the facade of the principal building closest to the corresponding street lot line.

Detailed Explanations

Sec. 17-9.2(b)(4) Allowable Encroachments into Required Yards or Right-of-Way

Table 17-9.3(B): Allowable Encroachments Into Required Yards or Rights-of-Way	
Feature	Extent and Limitations of Encroachment
Encroachment Into Required Yards	
Required screening	May encroach into any required minimum yard.
Steps, open porches without roofs	May extend into any required minimum yard within three feet of an adjoining property line.
Eaves, cornices, gutters, chimneys and other minor architectural features	May extend up to 18 inches from the main portion of a building into any required minimum yard.
Awnings, canopies, and marquees	May encroach into any required minimum yard.
Open balconies and fire escapes	May extend up to five feet into any required minimum yard.
Bay windows	May extend up to three feet into any required minimum yard if no more than nine feet wide.
Fences and walls	May extend into or be located in any required minimum yard in accordance with Sec. 17-5.8, Fences and Walls.
Signs, projecting, free-standing, or attached to an awning, canopy, or marquee	May extend into or be located in any required minimum yard in accordance with Sec. 17-5.10, Signs.
Flagpole	May be located in any required yard if less than 20 feet high, set back from side and rear lot lines by at least ten feet, and set back from abutting street rights-of-way by a distance equal to the flagpole height.
Lighting fixtures, projecting or free-standing (including lampposts)	May be located in any required minimum yard.
Accessory structures other than those listed above	May be located in a required minimum side or rear yard if allowed in Sec. 17-4.3, Accessory Uses and Structures.

Encroachment Into Right-of-Way	
Awnings, canopies, and marquees	<p>May project over the public rights-of-way subject to the following regulations:</p> <p>(1) Shall not extend more than two-thirds of the distance from the building to closer of the curblineline or the edge of the street surface;</p> <p>(2) Shall not project closer than 12 inches from the closer of curb line or street edge;</p> <p>(3) Shall not be less than eight feet above the surface of the right-of-way, except that the free-hanging valance of an awning or canopy may extend to seven feet; and</p> <p>(4) Prior to the issuance of a permit, the owner/operator shall place on file with the city clerk a proof of continuous general liability insurance naming the city as an additional insured in an amount not less than \$600,000.00 per occurrence for personal injury and property damage.</p>
Signs on awnings, canopies, and marquees and projecting signs	May project over the public rights-of-way in accordance with Sec. 17-5.10, Signs.

This section replaced Section 17-277 of the City Ordinance when the new code became effective August 30, 2021.

**This ends the Cottontown/
Bellevue Architectural
Conservation District
guidelines as adopted by
City Council on June 3, 2009.
The following pages have
been added as supplemental
information.**

Additional Terms and Definitions

These terms and definitions are an addition to the original Cottontown/Bellevue guidelines. They have been added to assist those using the document as they move through the design review process.

Design Review

Another name for the D/DRC and staff review processes. Design review is intended to be a collaborative process between the applicant and staff.

Development Center

The Development Center provides a single point-of-entry for construction review and permitting. The staff shepherds projects from plan submittal to permitting ensuring that reviews are completed concurrently where possible. Coordinators can provide a wealth of information on the requirements and steps in the process.

Lot Coverage

Determined by the zoning district, the percentage of the total lot area that is permitted to have structures with a roof, including covered porches. This is calculated based on the area of the first floor only. For example, a 5,000 square foot lot in a district that allows 30% lot coverage could have a two-story home with a first floor that was 1,000 square feet, with an additional 600 square feet on the second floor while still complying with the required lot coverage.

Planning & Development Services

City of Columbia Department that handles permitting; inspections; design review; land development; zoning; long and short range City planning and area plans. Our mission is to guide the development of the City in a manner that enhances quality of life, promotes distinctive neighborhoods, supports businesses and protects the environment through professional, positive, solution-oriented planning, permitting, zoning, and enforcement services.

Planning Division

The Planning Division facilitates and implements long and short-range plans for the City, its business districts, corridors, and neighborhoods. This division also provides staff support to the Planning Commission and the Design/Development Review Commission which includes historic preservation and urban design.

Preservation Staff

Preservation staff administer and manage the City's historic districts and individual historic landmarks. Preservation staff also provides support to the D/DRC for historic preservation cases that require the D/DRC's review.

Setback

The distance from which a structure is located from the lot line. These requirements vary by zoning district and certain overlay districts have altered regulations. For example, in historic districts the front yard setback is determined by adjacent structures, rather than the zoning district.

Zoning

Zoning, generally, is a tool of urban planning in which areas of a city are divided into different districts which may regulate use, subdivision, building height, etc.

Zoning Division

The Zoning Division administers the zoning regulations for the City. This covers issues such as where certain uses can be established, the size and placement of buildings, signage, and parking requirements among others. Staff also provide support to the Board of Zoning Appeals.

Urban Design Staff

Urban design staff administer the City's design districts. They also provide support to the D/DRC for urban design cases that require the D/DRC's review.

Use

Zoning regulation which determines the types of businesses and residences that are permitted on a lot, for example, a new multi-family development would not be permitted in a single-family district.

Appendix: Detailed Review Process

This appendix expands upon the review process information included in the Administration Section (Section 1) of the guidelines.

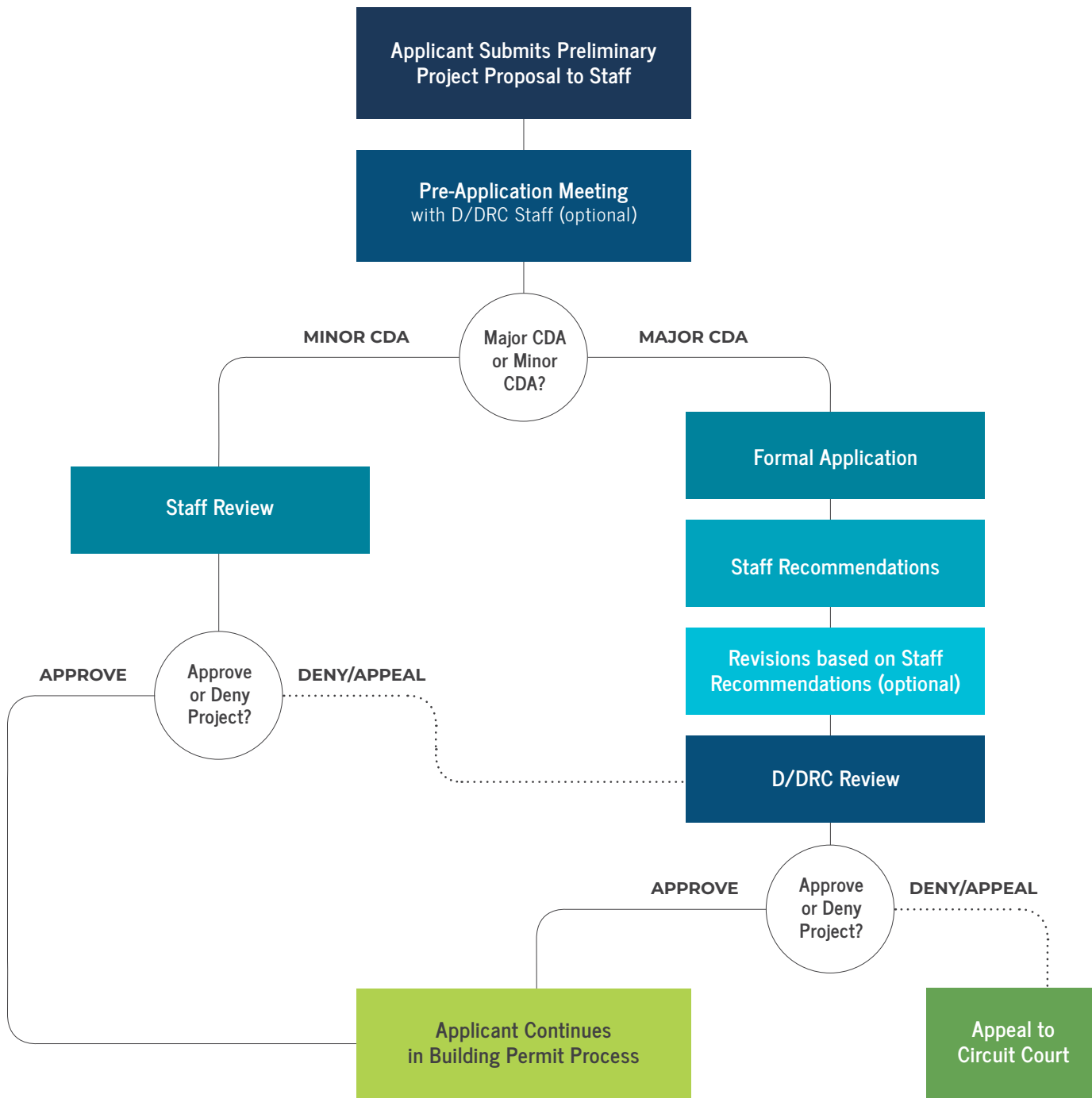


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Review Process

The chart below outlines the process for both D/DRC and staff review. It is strongly recommended that applicants reach out to staff as early in their planning phase as possible to keep projects on schedule. Whether a project requires staff or D/DRC review, this is a dynamic process which often involves the evolution of plans or proposals to bring them into compliance with the guidelines for each district.



Process Steps: D/DRC Review

As previously stated, D/DRC review is generally required for large scale projects such as new construction and additions, and projects which do not meet the guidelines. Outlined below are the steps that projects generally follow through the process. The D/DRC review process—and design review process generally—is intended to be a collaborative process that results in projects and proposals which better reflect the character and/or goals of a district.

Step 1: Applicant Submits a Preliminary Proposal to Staff (optional)

It is strongly encouraged that applicants reach out to staff as soon as possible to keep projects on schedule. Staff will alert you if additional processes—such as site plan review, encroachments, or variances—may be required in addition to design review.

Step 2: Pre-Application Meeting with Staff (optional)

For large scale projects, pre-application meetings are an important part of the D/DRC review process. The information provided to applicants during these meetings, both by the Planning Division and other City Staff, is often essential for the planning process of larger scale projects.

Step 3: Formal Application Submitted to Staff

After the applicant has gathered the necessary information for their D/DRC application, they should submit materials to staff.

Step 4: Staff Review and Recommendations

Staff will review the materials submitted and provide recommendations for revisions.

Step 5: Revisions Based on Staff Recommendations (optional)

The applicant may decide whether they wish to implement staff recommendations or proceed with the plans as proposed. Staff will prepare the case summary, or evaluation, for the project, which includes a history of the project, applicable guidelines, staff recommendations, conditions, and documents submitted by the applicant.

Step 6: D/DRC Review and Decision

Projects reviewed by the Commission generally receive a decision in a single meeting.

Step 7: Permit Application Submitted

If projects receive an approval from the D/DRC, the applicant can then proceed to the permitting process. When submitting documents for permitting, changes required in the conditions for approval should be reflected on the plans and/or in the application.

Step 8: Certificate of Design Approval Issued

Once staff has confirmed that the project reflects any of the conditions for approval, a Certificate of Design Approval will be issued. Applicants should read through their Certificates of Design Approval and note any outstanding items listed that will need to be submitted to staff for approval.

Process Steps: Staff Review

Although generally shorter than the D/DRC review process, the staff review process has the same intent—to be a collaborative process that results in projects and proposals which better reflect the character and/or goals of a district. While the staff review process may look different for applicants depending on when and how they enter design review, the steps below are intended give you a general idea of the process. Applicants should be aware that staff decisions may be appealed to the D/DRC. Applications for that process should still be submitted to staff.

Step 1: Applicant Submits Preliminary Proposal for Staff Review

It is strongly encouraged that applicants reach out to staff as soon as possible to keep projects on schedule. Staff will alert you if additional processes—such as site plan review, encroachments, or variances—may be required in addition to design review.

Step 2: Pre-Application Review Meeting (optional)

In the case of projects reviewed at staff level, this is often an informal meeting. Staff can review the proposal or scope of work for compliance with the guidelines and make recommendations to the applicant.

Step 3: Permit Application Submitted

While permits are not necessarily required for all projects that require a Certificate of Design Approval, applicants should check with both the Development Center and Zoning divisions to be sure the necessary permits are obtained.

Step 4: Staff Review

At this point in time, staff will do a final assessment of the project to be sure it is compatible with the guidelines and discuss any conditions for approval with the applicant. If the applicant wishes to contest any of the staff conditions, the project could be appealed to the D/DRC at this point in time.

Step 5: Certificate of Design Approval Issued

So long as the applicant agrees to all conditions, staff will then issue the Certificate of Design Approval. Applicants should wait to begin work until the applicable permits are issued.