



Earlewood Protection Area

Historic Preservation Guidelines

Adopted July 20, 2005

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Section 1: Review Process & Administration

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 Earlewood Protection Area 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 the 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, applicants 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. Wholesale replacement of non-original features, like porch flooring, may also fall into this category. Much of the exterior work that falls into this category is not reviewed in the Earlewood Protection Area.

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

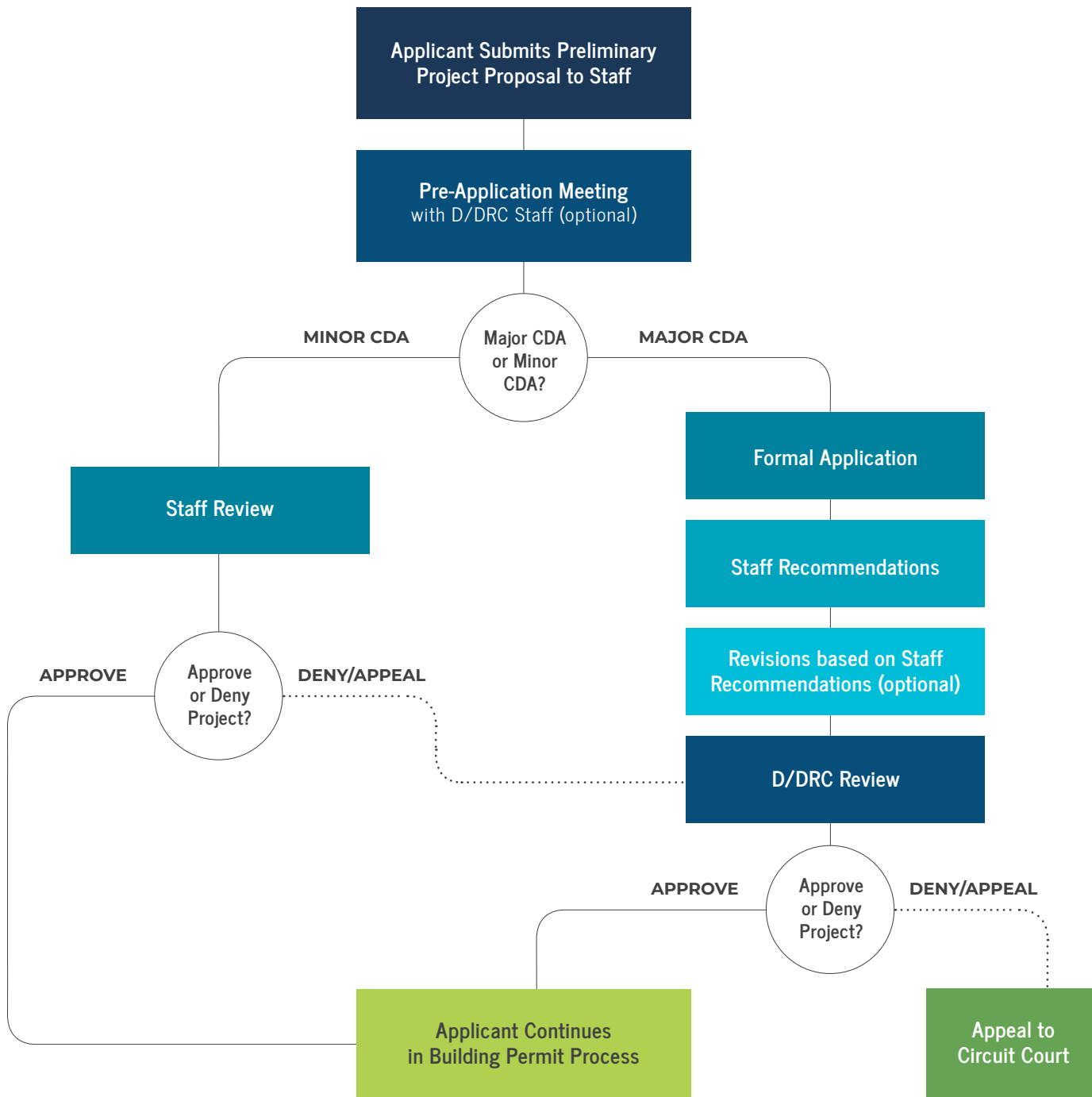
1. General maintenance and repairs using identical materials, profiles, etc. or minor alterations that comply with the guidelines
2. Additions/enclosures that are minimally visible from the public right-of-way
3. Alterations or removal of non-original features
4. Reconstruction of missing or damaged 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 Earlewood district about any proposed projects.

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 / DEVELOPMENT 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**		•	

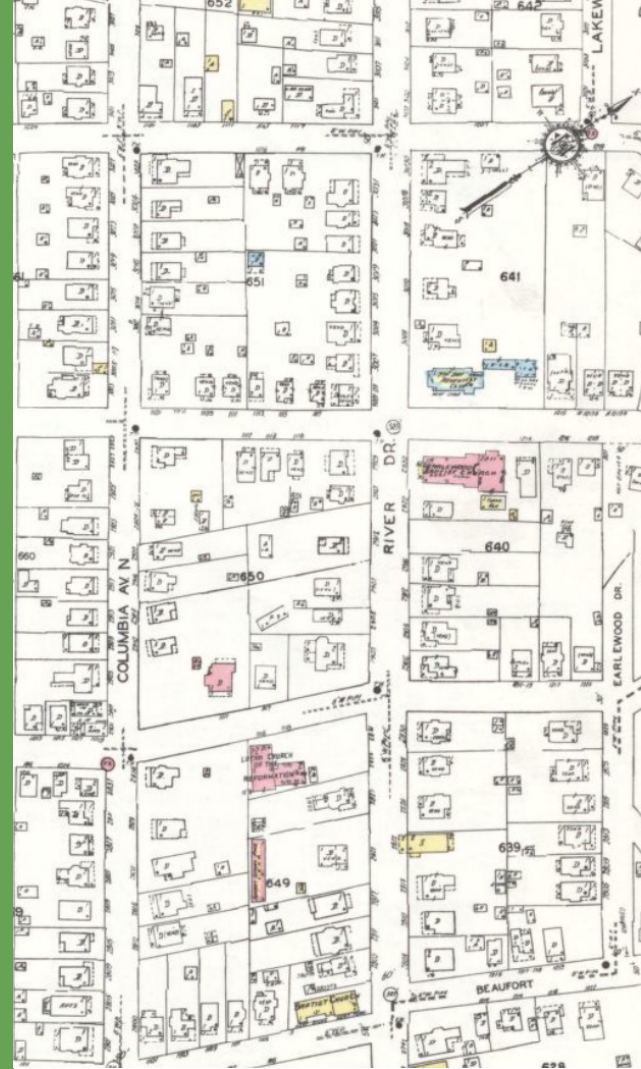
*Pre-application meetings are optional, but recommended.

**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 Earlewood Protection Area guidelines adopted by City Council on July 20, 2005. Although the document has been reformatted for ease of use, no changes have been made to the contents of this document with the exception of updated numbering for sections of the guidelines, and references therein. References to the City of Columbia Ordinance have been updated to reflect the section numbers in the code effective August 30, 2021. Some of the photographs included in the original guidelines could not be found and, thus, have been omitted; other images have been added for illustrative purposes only.

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

- » Maintain residential character;
- » Encourage new residential design that is compatible with historic patterns;
- » Preserve historic structures that tell the story of the community;
- » Encourage orderly development along adjoining corridors that will enhance residential core;

The Earlewood district is a residential area that is significant in that it illustrates the development of an early Columbia neighborhood from the time of great suburban expansion, in the early twentieth century through the housing boom of the post World War II period.

Another strength and important quality of this area is the aesthetically pleasing and pedestrian friendly streetscape. This pleasing environment is achieved through the design of individual structures, their relationship to the street and to one another.

The goal of this district and of these guidelines is to maintain and protect the structures that illustrate this important part 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 over time, which is critical to its character. These goals should not be construed to restrict design creativity; instead, they should be applied in ways to encourage it.

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 others should be allowed to follow their course, while retaining what is best about this unique area.

For the above reasons, the Earlewood district is designated as a Protection Area. The following design guidelines are established to apply moderate 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 under Purpose.

Historic Significance

Portions of this section are excerpted from the Citywide Architectural Survey & Historic Preservation Plan, John Bryan and Associated, 1993.

The neighborhood now known as Earlewood is, in reality the sum of several subdivisions developed after the turn of the twentieth century. Over time, as these areas grew together, the district achieved an identity as one neighborhood. Of most importance is Camp Fornance.

Camp Fornance was a Spanish-American War Army Training camp which was occupied by Pennsylvania troops during that conflict. The camp was built on a hill north of Elmwood Cemetery, overlooking the Broad River. In 1910, years after the camp ceased to be used as an Army installation, a group of investors formed the Camp Fornance Development Company, whose purpose was, among other things, “to buy, mortgage, sell, improve, and develop real estate.” The Board of Directors consisted of Francis H. Weston, president, Howard Caldwell, H.N. Edmunds, secretary and treasurer, R.L. Moore, A.D. McFaddin, and Washington Clark.

The new suburb of Camp Fornance was surveyed in 1910 on the gridiron pattern. It lay west of Broad River Road; its southern boundary was the Seaboard Airline Railroad, and it abutted Alta Vista Farm on the northwest. 355 lots were planned for the development and a park area was reserved, as well as the original site of the encampment. The new streets running east and west were originally called First, Second, Third, Fourth, and Fifth Avenues, and were later renamed Beaufort, Union, Florence, Northwood, and Oconee. The north-south streets, with the exception of Columbia Avenue, were approximate extensions of the original Columbia streets and were called Pulaski, Wayne, Gadsden, Lincoln, and Park Streets.

The first lots were sold on Park Street and Lincoln Street and the height of activity by the company appears from 1910 until 1927. Development of the new streets reached a peak in the neighborhood by 1928.

Alta Vista Farm, north of the Camp Fornance suburb, was owned by Dr. L.B. Owens in 1928. Based on the success of the development of Camp Fornance, the eastern portion of Alta Vista was laid out in lots between Lyles Avenue and Broad River Road by 1914. In 1936, Alta Vista consisted of 54.42 acres of undeveloped land, and the original lots between Lyles and Broad River Road, and a “school lot” reserved for Fannie McCants School. In 1947, the undeveloped acreage was laid out in lots and streets which followed the contour of the landscape.

Earlewood Park, Newman Park and Earlewood Garden. Much of the land north of the Columbia city limits, between Columbia and Eau Claire, belonged to Joseph W. Newman, Sr. during the latter part of the nineteenth century and the first few years of the twentieth century. In 1902, Newman heirs began deeding house lots on Broad River Road. From 1914 to 1937, taking advantage of the development and success of Bellevue to the South and Camp Fornance and Alta Vista to his west, Newman developed Earlewood Park and Newman Park.

In 1914, lots were surveyed to the east of Broad River Road and extended First and Second Avenues from Camp Fornance, on the other side of Broad River Road to his land. In 1919, he had a 33.64 acre park surveyed which would later become Earlewood Park. In 1928 Newman Park was surveyed. This suburb included the lots east of Broad River Road on what were later called Harvey Street, Gilbert Street, Lakewood Avenue, Earlewood Drive, Union Street, Florence Street, Northwoods street and Oconee Street. Earlewood Gardens was laid out from 1946 to 1948. It included lots laid around two loop roads which at first was called Earlewood Circle and later Keenan Drive and an extension of Lakewood Drive. The development of Bellevue and Camp Fornance prompted further suburban growth on their perimeters, as adjacent land owners took advantage of the suburban real estate boom after the turn of the twentieth century. These neighborhoods contain houses which range from late Victorian vernacular to bungalow tract housing. Public-minded developers reserved land for parks in Camp Fornance and Earlewood and both green spaces remain in use as parks to this day. The late development in Alta Vista demonstrates the trend towards developing neighborhoods laid out in harmony with the contour of the landscape, in contrast to the gridiron pattern employed in earlier development in the suburbs. These twentieth century suburbs, whose names have been forgotten, at one time had distinct identities and were as fashionable as were Shandon, Hollywood, or Rose Hill. The pattern of their development reveals much of the nature of suburban development around Columbia during the first four decades of the twentieth century.

Boundary Description and Characteristics

The Earlewood Protection Area is made up of several distinct developments that occurred over time. These areas grew together and grew to identify themselves as Earlewood. The Protection Area district is likewise comprised of two distinct areas based upon three major factors: development period (original development vs. later), housing type (design characteristics) and development pattern (lot size, spacing, and topography).

Generally, the overall boundary of the Protection Area is Sunset Drive to the north, the Seaboard Air Line Railroad to the east, Marlboro and Darlington Streets to the west, and Richfield Drive, Riverview Court and Park Street to the south.

Area A within this district follows generally the subdivisions of Camp Fornance, Alta Vista, and Newman Park to include a boundary of River Drive, Harvey Street, Northwood Street extension and George Street to the north. Seaboard Air Line Railroad and Beaufort Street to the east, Lindsey and Park Streets to the south and Darlington, Marlboro and Edgefield Streets to the west. Additionally, a small are in the northeast corner of the district is identified as Area A and generally centered on Elmhurst Road.

This area is characterized by development on the gridiron pattern with relatively flat topography and smaller lots as was the trend in the earlier developments. The styles are those popular at the turn of the twentieth century and include late Victorian, bungalow and transitional cottage housing.

Area B generally encompasses the portions of the community that were developed somewhat later including Earlewood Gardens and Richfield Terrace. This portion includes the area bound by Sunset Drive on the north, Edgefield Street on the west, Seaboard Air Line Railroad on the east, Makeway Drive and Earlewood Avenue on the south in addition to portions of the neighborhood in the southeast corner bound by the railroad on the east, Lindsey Street on the south Union and Beaufort Streets on the west and the Lincoln and Park Streets on the north and the portion of the district west of Riverview Court and Richfield Drive.

This area is characterized by a development pattern that more closely follows the contours of the land. The topography is such that there are hills and valleys not found in the rest of the district. The housing styles reflect the post-war styles of simple cottages, early ranch houses and more modern designs ranging from contemporary architecture of the late 1970s to infill projects constructed in the 1980s. The inclusion of this area in the district is important to maintain, through the review of new construction, the unique character of the development patterns found in this area. Also, the review of new construction in this district will ensure that the character of the entire neighborhood, including that within the historic core, is preserved.

BOUNDARY MAP



Administration

AREA A: ACTIONS THAT REQUIRE DESIGN REVIEW

1. New Construction
2. Additions/Enclosures visible from the public right-of-way
3. Fences/Walls
4. Driveways/Parking Areas
5. Demolition/Relocation

AREA A: ACTIONS THAT DO NOT REQUIRE DESIGN REVIEW

1. Work to existing buildings that does not enclose space
2. General maintenance and repairs
3. Painting
4. Work not visible from the public right-of-way
5. Interior work

AREA B: ACTIONS THAT REQUIRE DESIGN REVIEW

1. New Construction
2. Driveways/Parking Areas

AREA B: ACTIONS THAT DO NOT REQUIRE DESIGN REVIEW

1. Work to existing buildings
2. Additions
3. General maintenance and repairs
4. Painting
5. Work not visible from the public right-of-way
6. Interior work
7. Demolition

Section 3: Site & Setting



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Site & Setting

1. STREETScape

A. Principles

The character of the Earlewood neighborhood is defined by more than the historic structures. It is also found in the pattern of streets, sidewalks, plantings and mature street trees. Public right-of-way features should be planned to enhance the overall character of the neighborhood.

B. Guidelines

1. Continue the established pattern of street trees in a block.
 2. When introducing new plantings in the public right-of-way, ensure that they are complementary to the pattern established in the immediate area.
 3. Replace damaged or diseased street trees with a species similar in character or form to those used historically.
-

2. BUILDING LOCATION

A. Principles

The correct placement of a house on a lot is important to maintaining the rhythm and overall character of the neighborhood. In Earlewood, most of the streets have consistent setbacks where the houses generally line up with one another. This relationship of the bulk of the house to the street must be maintained when considering the construction of a new house or an addition to an existing house.

B. Guidelines

1. Locate a new primary building or addition so that the distance of the structure from the right-of-way is similar to other structures on the block.
 2. Retain the existing setback pattern by placing buildings in front of or behind existing façade lines.
-

3. FENCES AND WALLS

A. Principles

Fences and walls serve to delineate property lines and act 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 fence material, particularly for simple frame buildings. They should complement the building and not obscure significant features.

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 and no more than 6' in the secondary front yard.
3. Use materials traditionally used during the period of the homes construction. The following materials are not permitted for fences or walls in the front or secondary front yard: chain link; concrete block unless stuccoed or veneered in brick; vinyl.

4. DRIVEWAYS AND PARKING AREAS

A. Principles

A fact of modern life is that most households have at least one vehicle and oftentimes more. However, how vehicles are accommodated can greatly influence the aesthetic appeal of a neighborhood. Earlewood was developed during the advent of the automobile as a more accessible form of transportation, however, parking was most often accommodated on the street. Traditionally only one vehicle would have been accommodated in a parking space on the lot.

B. Guidelines

1. New driveways or parking areas located in the front or secondary front yard setback are to be no wider than 10' as measured with a straight line running parallel to the street from which access is gained.
2. Permitted materials include: concrete, asphalt, and brick or concrete pavers.

Please note there may be additional applicable regulations in Section 17-2.5(g)(6) of the City Ordinance.



Section 4: New Construction



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New Construction

A. Principles

Within Earlewood, there are vacant lots and non-contributing structures. 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 should 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; they may reflect the era of their own construction to carry on the tradition of diversity in building styles present.

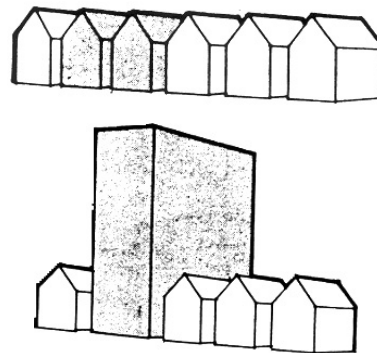
In addition to opportunities for residential infill construction, the Earlewood neighborhood has several commercial and institutional uses at its core and on the periphery. New construction on these parcels should be reviewed to ensure good design and compatibility with other adjacent institutional or commercial buildings on the lot, but more importantly, to ensure that the essential residential character of the surrounding area is maintained and respected.

B. Guidelines

1. Height

a. The height of buildings in Earlewood area is 1 to 2 stories. Construct new residential buildings to a height that is compatible with the height of surrounding residential historic structures.

b. Design new institutional or commercial structures, where permitted, so that their height does not overwhelm adjacent residential historic structures.



2. Mass and Scale

a. Design the building so that the width of the main façade is similar to historic houses in similar contexts in the district.

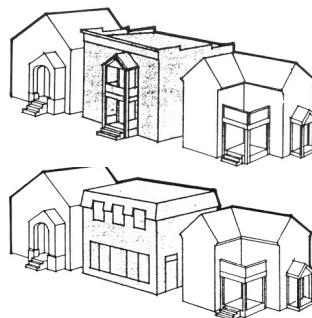
b. Arrange and distribute the mass of a new building (the relationship of solid components (ex. walls, columns, etc.) to open spaces (ex. windows, doors, arches)) so that it is compatible with existing historic buildings on the block or street.



Do not construct buildings that disrupt the scale of the street. Break up box-like forms into smaller varied masses.

3. Sense of Entry

Locate the main entrance so that it is compatible with surrounding structures. Utilize features such as porches or stoops that are found on historic structures in the area.



4. Openings

a. Design the spacing, placement, scale, orientation, proportion, and size of window and door openings compatible with surrounding historic buildings.

b. Select windows and doors that are compatible in materials, design, proportion, and detail with historic buildings in the area.



5. Building and Roof Forms

a. Use roof shapes, pitches, and materials that are visually compatible with historic buildings in the area. The predominant roof form is the gable with a moderate pitch. Hip roofs are also common.

b. Use building forms that are similar to those used traditionally. Simple rectangular forms are most common.



6. Materials

- a. Permitted building wall materials include wood, brick, and cement fiberboard.
- b. Secondary building wall materials permitted are wood, brick, cement fiberboard and stucco.
- c. Trim and detail materials permitted are wood, brick, cement fiberboard, fiberglass, stucco, and metal.
- d. Roofing materials permitted include asphalt shingle, standing seam with historic profile, and pressed metal shingles.
- e. Window and door permitted materials include wood, metal, fiberglass and vinyl.
- f. Use permitted materials in a manner that is visually compatible with historic buildings on the block or street in location, sizing, and detailing.

Section 5: Additions



IN THIS SECTION

Additions

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Additions

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 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.

B. Guidelines

1. Site additions so that they do not detract from or obstruct important architectural features of the existing building or those around it, especially the principal façade.
2. Design additions using materials and detailing that are compatible with the original structure.
3. Limit the size and scale of an addition so that it is clearly subordinate to the original structure.
4. Design dormer additions to be subordinate to the overall roof mass and in scale with those that may have been used originally in the neighborhood.

Section 6: Accessory Buildings



IN THIS SECTION

Accessory Buildings

25

Accessory Buildings

A. Guidelines

1. Place accessory buildings away from the primary façade of the building.
2. Design accessory buildings so that they reflect the character of the existing house in terms of building shape and detailing.
3. Accessory buildings shall be scaled and massed to be clearly subordinate to the primary structure.



Section 7: Relocation



IN THIS SECTION

Relocation

27

Relocation

A. Principles

Much of a building's value is in its context: the street in which it sits, the buildings that surround it, and 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.

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 permitted when:
 - a. The building does not contribute to the district's historical or architectural significance, or has irretrievably lost its architectural and historical integrity.
 - b. The Criteria for Demolition in Section 8 and item B (3) of this section have been addressed satisfactorily and it is found that preservation on-site is not feasible given the circumstances.
 - c. As part of the review of a relocation, the following criteria must be addressed:
 1. Report that the structure is safe to be moved;
 2. Documentation that the site to which the structure will be relocated is suitable;
 3. Site plan of lot showing location of structure and setbacks from adjoining property lines;
 4. Rehabilitation plans once relocated.

Please note there may be additional applicable review standards in Section 17-2.5(g)(6)d of the City Ordinance.

Section 8: Demolition



IN THIS SECTION

Demolition

29

Demolition

A. Principles

The demolition of an historic building should be an action of last resort. When a structure is demolished, the community loses a part of its history, which cannot be replaced. One of the character defining features of this area is the close proximity of structures, which creates a tightly woven neighborhood. When a house is removed and not replaced, the fabric of the neighborhood is undermined. Accordingly, such requests are reviewed very deliberately and require detailed information.

B. Criteria for Review

Reprinted from Code of Ordinances for City of Columbia & Rule & 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 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 surround area would be;
6. The existing structural condition, history of maintenance and use 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 9: Definitions



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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 compromise 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/site)

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.

Demolition

The razing of an exterior architectural feature or structure, including its ruin by neglect of necessary maintenance or repairs, or either.

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.

Major

Substantive; substantial; as in considerable amount of.

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/site)

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.

Secondary Front Yard

The non-primary side of a building on a corner lot.

Shall

What must happen.

Should

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

Street Trees

Those trees planted or located in the public right-of-way.

This ends the Earlewood Protection Area guidelines as adopted by City Council on July 20, 2005. The following pages have been added as supplemental information.

Additional Terms and Definitions

These terms and definitions are an addition to the original Earlewood 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.

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).

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

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.

Appendix: Detailed Review Process

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

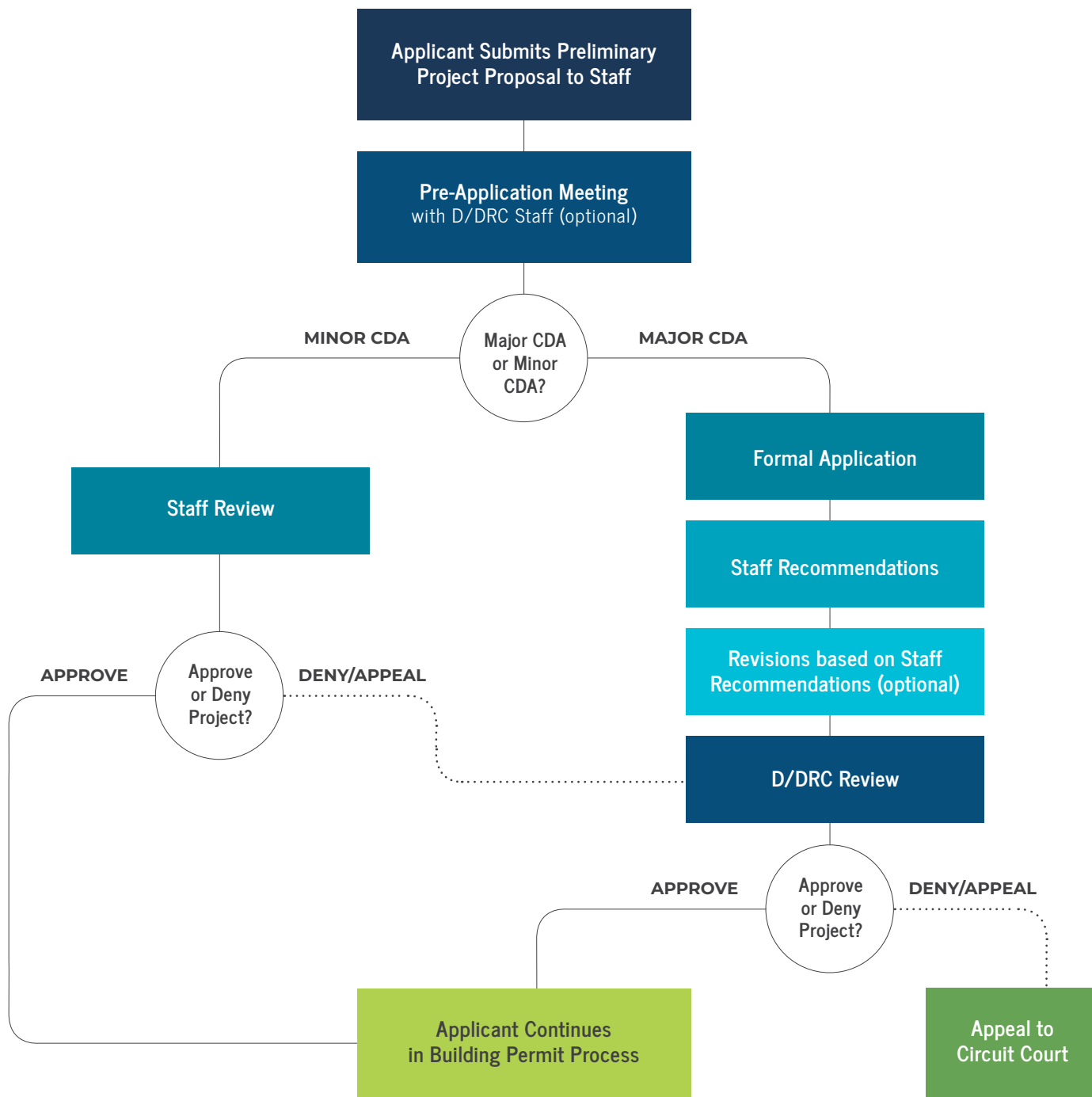


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Review Process

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.