



Individual Landmarks

Historic Preservation Guidelines

City of Columbia Zoning Ordinance
Effective August 30, 2021 and Amended

SECTION 1: REVIEW PROCESS & ADMINISTRATION

D/DRC Commission.....4
 D/DRC Meetings.....4
 Staff Level or D/DRC Level Review.....5
 Certificates of Design Approval.....5
 General Maintenance & Repair.....5
 Projects Reviewed by the D/DRC.....6
 Projects Reviewed by D/DRC Staff.....6
 Review Process.....7
 Review Schedule & Involvement.....8

SECTION 2: INTRODUCTION

Landmark Standards.....11
 Type 1 Landmarks.....11
 Type 2 Landmarks.....12
 Type 3 Landmarks.....13

SECTION 3: STRUCTURE & SITE DESIGN

Standards for Structure & Site Design.....15

SECTION 4: NEW CONSTRUCTION

Standards for New Building Construction.....18

SECTION 5: DRIVEWAYS & PARKING AREAS

Standards for Driveways & Vehicular Parking Areas.....20

SECTION 6: FENCES

Fence Standard.....22

SECTION 7: SIGNAGE

Signage.....24

SECTION 8: DEMOLITION

Standards for Demolition.....26

SECTION 9: RELOCATION

Standards for Relocation.....29

SECTION 10: DEFINITIONS

Terms and Definitions.....32

APPENDIX: DETIALED REVIEW PROCESS

Review Process.....37
 Process Steps: D/DRC Review.....38
 Process Steps: Staff Review.....39

Section 1: Review Process & Administration

The administration of historic districts has evolved over time with updates to the City of Columbia Ordinance, which 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.



IN THIS SECTION

D/DRC Commission	4
D/DRC Meetings	4
Staff Level or D/DRC Level Review	5
Certificates of Design Approval	5
General Maintenance & Repair	5
Projects Reviewed by the D/DRC	6
Projects Reviewed by D/DRC Staff	6
Review Process	7
Review Schedule & Involvement	8

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 related to individual landmarks 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 project 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. 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
5. Repairs to individually designated landmarks which utilize large quantities of replacement material

Projects Subject to D/DRC Staff Review

1. Additions/enclosures that are minimally visible from the public right-of-way
2. Alterations or removal of non-original features
3. Reconstruction of missing or damaged historic, exterior, architectural features, verified by documentary evidence
4. 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

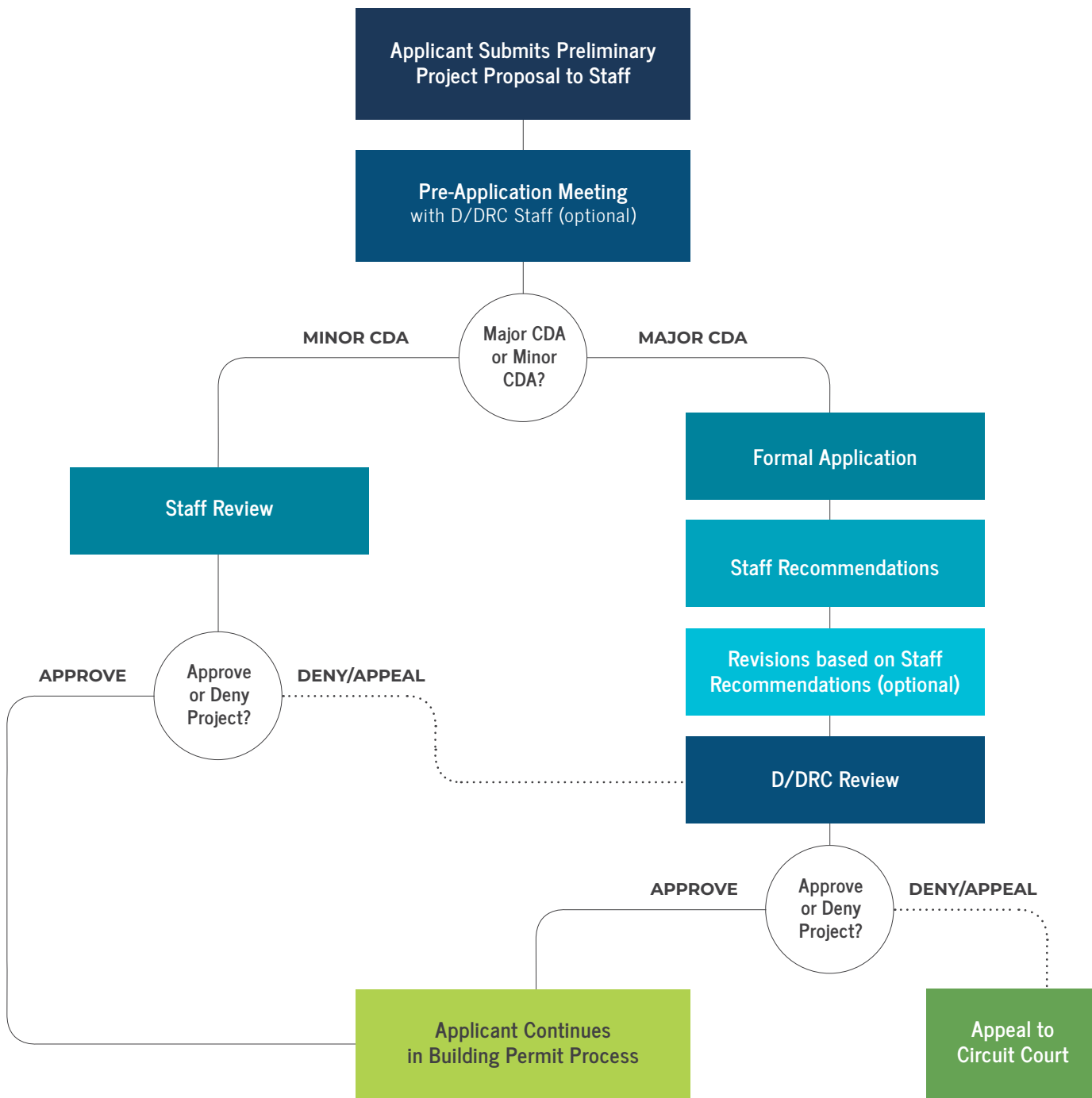


*These projects lists are not comprehensive. See Section 17-2.5(g) of the Unified Development Ordinance for a complete list. Please contact the staff person that handles Individual Landmarks about any proposed projects.

**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 / 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	•		
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.

Individual Landmarks adhere to the City of Columbia Ordinance. The following document reflects the applicable sections of the City of Columbia Ordinance effective August 30th, 2021 and amended.

Section 2: Introduction

Each individual landmark has its own unique history, but generally speaking landmarks are designated for their association with local, regional, and national history and/or their unique architectural style or details.



IN THIS SECTION

Landmark Standards	11
A. Type 1 Landmarks	11
B. Type 2 Landmarks	12
C. Type 3 Landmarks	13

Section 17-3.7(j)4 Landmark Intent and Development Standards

The following standards apply to structures and sites with landmark designations.

A. TYPE 1 LANDMARKS

1. Intent

Type 1 landmarks (see Appendix A: Type 1 Landmarks) include structures or sites which strongly contribute to the City’s visual and cultural history by exhibiting one or more of the following characteristics:

- (i) Unique, outstanding, rare, or distinctive architectural design;
- (ii) The work of an architect of national importance; or
- (iii) The site of events or homes of persons that have significantly contributed to local or national history.

2. Development Standards

Development of a Type 1 landmark shall:

- (i) Comply with applicable standards in Sec. 17-2.5(g)(6)b, Standards for Structure and Site Design;
- (ii) Conserve the structure’s original exterior; and
- (iii) Restore the structure’s original exterior, to the maximum extent practicable.



B. TYPE 2 LANDMARKS

1. Intent

Type 2 landmarks (see Appendix B: Type 2 Landmarks) include structures or sites which significantly contribute to the City's visual and cultural history by exhibiting one or more of the following characteristics:

- (i) Unique, outstanding, or somewhat rare or distinctive architectural design;
- (ii) The work of an architect of statewide or local importance;
- (iii) A good example of a style or type of building which is becoming, or is in danger of becoming, extinct locally; or
- (iv) The site of events or homes of persons that have significantly contributed to local or national history.

2. Development Standards

Development of a Type 2 landmark (see Appendix B: Type 2 Landmarks) shall:

- (i) Comply with applicable standards in Sec. 17-2.5(g)(6)b, Standards for Structure and Site Design
- (ii) Conserve the structure's original interior and exterior; and
- (iii) Restore the structure's original exterior, to the maximum extent practicable.



C. TYPE 3 LANDMARKS

1. Intent

Type 3 landmarks (see Appendix B: Type 3 Landmarks) include structures or sites which generally contribute to the City's visual and cultural history by exhibiting one or more of the following characteristics:

- (i) Distinctive architectural design;
- (ii) Belonging to a family or genera of buildings recognized locally;
- (iii) An example of a style or type of building which is becoming, or is in danger of becoming, extinct locally;
- (iv) The work of an architect of statewide or local importance; or
- (v) The site of events or homes of persons that have significantly contributed to local or national history.

2. Development Standards

Development of a Type 3 landmark (see Appendix C: Type 3 Landmarks) shall:

- (i) Comply with applicable standards in Sec. 17-2.5(g)(6)b, Standards for Structure and Site Design;
- (ii) Conserve the structure's original exterior; and
- (iii) Restore the structure's original exterior, to the maximum extent practicable.



Section 3: Structure & Site Design



IN THIS SECTION

Standards for Structure &
Site Design

15

Section 17-2.5(g)(6)b-2 Standards for Structure and Site Design

1. GENERAL

The decision on a Certificate of Design Approval — Historic Districts and Landmarks shall be based upon the requirements set forth in the standards or design guidelines adopted by the City Council for the applicable Architectural Conservation District, Historic Commercial District, Protection Area, Landmark District, or Landmark.

2. LANDMARKS, DISTRICTS LACKING ESTABLISHED STANDARDS, AND SPECIFIED DISTRICTS

If the City Council has not established standards or design guidelines for the district involved, or if the application pertains to individual landmarks, the Governor's Mansion Protection Area, Elmwood Park Architectural Conservation District, or the Landmark District, the Secretary of the Interior's Standards for Rehabilitation, as amended and listed below (the "Standards"), shall serve as the basis for the D/DRC's decision, taking into account the designation level of the landmark or district.

- a. For landmark districts, the historic character of a property shall be retained and preserved. The removal of historic materials or alterations of features and spaces that characterize a property shall be avoided.
- b. In architectural conservation districts and protection areas, the historic character of a district shall be retained and preserved through the preservation of historic materials and features which characterize the historic district.
- c. For individual landmarks and the landmark district, each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- d. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- e. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- f. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- g. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- h. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

i. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

j. Where reviewed, materials, design, and height of fences and walls shall reflect the architecture and materials of the associated structure or a historic wall or fence feature typically found in the district.

Section 4: New Construction



IN THIS SECTION

Standards for New Building
Construction

18

Section 17-2.5(g)(6)b-3 Standards for New Building Construction

For new construction in historic districts without established design guidelines, the standards in subsections 1 and 2 above [General & Landmarks, Districts Lacking Established Standards, and Specified Districts] shall be used in conjunction with the following review items:

- a. The height of the new building shall be compatible with the height of surrounding historic buildings.
- b. The size and scale of the new building shall be visually compatible with surrounding buildings.
- c. The mass of the new building shall be arranged (the relationship of solid components (ex. Walls, columns, etc.) to opening spaces (ex. Windows, doors, arches)) so that it is compatible with existing historic buildings on the block or street.
- d. The entrance of the building shall be sited so that it is compatible with surrounding buildings.
- e. The new building shall be located on the site so that the distance of the structure from the right of way is similar to adjacent structures.
- f. The main entrance and the associated architectural elements (porches, steps, etc.) shall be sited 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.
- g. The new building shall be constructed so that the relationship of width to height of windows and doors, and the rhythm of solids to voids is visually compatible with historic buildings on the block or street. A similar ratio of height to width in the bays of the façade shall be maintained.
- h. Roof shapes, pitches, and materials shall be visually compatible with those of surrounding buildings.
- i. Materials, textures, and architectural features shall be visually compatible with those of historic buildings on the block or street.

Section 5: Standards for Driveways & Vehicular Parking Areas



IN THIS SECTION

Standards for Driveways &
Vehicular Parking Areas

20

Section 17-2.5(g)(6)e Standards for Driveways and Vehicular Parking Areas

The decision on a Certificate of Design Approval – Historic Districts and Landmarks application that involves construction or alteration of a driveway or other vehicular parking area that is located within a base residential zoning district along the primary frontage or secondary frontage of a lot shall be based on the following standards:

(i) Unless a showing of extraordinary and exceptional conditions pertaining to the piece of property can be shown, the amount of allowable area paved for the use of a driveway or a vehicular parking area shall be limited to a width of 12 feet measured with a straight line that runs parallel to the front or secondary front lot line.

(ii) The designated vehicular parking area or driveway shall be placed so as to minimize its visual impact on the primary structure.

(iii) Driveways and vehicular parking areas shall be compatible with the existing building and the site and setting of the historic district, taking into account the level of designation. Unless other materials are approved by the D/DRC after a finding of fact that the materials in question are historically correct for the subject property, materials shall be limited to:

(a) In a protection area: brick pavers, concrete pavers, granite, concrete, asphalt, sand, gravel, or crushed stone.

(b) In an architectural conservation district: brick pavers, granite and concrete.

(c) In a landmark district or for individual landmarks: brick pavers, granite and concrete.

Section 6: Fences



IN THIS SECTION

Fence Standard

22

Standard j. of Section 17-2.5(g)(6)b2

j. Where reviewed, materials, design, and height of fences and walls shall reflect the architecture and materials of the associated structure or a historic wall or fence feature typically found in the district.

Full text of Section 17-2.5(g)(6)b2 listed in Section 3: Structures & Site Design



Section 7: Signage



IN THIS SECTION

Signage

24

Signage is subject to applicable guidelines, dependent on location of the Landmark; Installation of new signage requires preservation review

Section 8: Demolition



IN THIS SECTION

Standards for Demolition

26

Section 17-2.5(g)(6)c Standards for Demolition

The demolition of a 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. Accordingly, such requests are reviewed very deliberately and require detailed information.

i. A decision on a Certificate of Design Approval – Historic Districts and Landmarks application for the demolition of a building, structure or object shall be based on the following standards:

- a. The historic or architectural significance of a building, structure or object;
- b. The importance of the building, structure or object to the ambience of a district;
- c. Whether the building, structure or object is one of the last remaining examples of its kind in the neighborhood, the City or the region;
- d. The existing structural condition, history of maintenance and use of the property. The deteriorated condition of a historic building attributable to the owner's failure to provide proper maintenance over an extended period of time will not be considered a mitigating circumstance in evaluations for demolition.
- e. A determination of whether the subject property is capable of maintaining a reasonable use and earning a reasonable economic return on its current value without the demolition;
- f. Whether there are definite plans for 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;
- g. Whether the building or structure is able to be relocated, and whether a site for relocation is available; and
- h. Whether the building or structure is under orders from the City to be demolished due to severe structural deficiencies (this criterion shall have added significance in comparison to the criteria mentioned in subsections (1) through (7) of this subsection).

ii. A Certificate of Design Approval – Historic Districts and Landmarks application for the demolition of a building, structure or object may be required to include the following, as determined by the Zoning Administrator:

- a. Detailed written estimates of the cost of renovation from professionals with experience working with historic buildings;
- b. A detailed written report from an engineer, architect, and/or contractor experienced with historic buildings as to the structure(s) on the property and its suitability for rehabilitation;
- c. The estimated market value of the property in its current condition; after demolition, after renovation of the existing property for continued use, and with proposed redevelopment;

d. An estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure(s) on the property;

f. Specific written substantiation of any current negotiations to sell, rent, or lease property, including all efforts to market and/or sell the property, how long it was listed, the price at which it was listed, and comparables in the market.

g. 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.

iii. The D/DRC or its staff may require the applicant to provide additional information dealing with the standards or the required application materials in this subsection.

Section 9: Relocation



IN THIS SECTION

Standards for Relocation

29

Section 17-2.5(g)(6)d Standards for Relocation

Like a demolition, the relocation of a historic building should be an action of last resort. When a structure is moved, the community loses a part of its history, which cannot be replaced. Accordingly, such requests are reviewed very deliberately and require detailed information.

i. A decision on a Certificate of Design Approval – Historic Districts and Landmarks application for the relocation of a building, structure, or object shall be based on the following standards:

a. A landmark or a contributing building, structure, or object shall not be relocated unless the D/DRC finds:

a. Demolition of the building, structure, or object would be approved in accordance with Sec. 17-2.5(g)(6)c, Standards for Demolition, were it not for the relocation; or

b. The applicant demonstrates the existence of the building, structure, or object is threatened by a severe environmental hazard.

b. Relocation of a noncontributing building, structure, or object shall be approved or disapproved in accordance with the standards in Sec. 17-2.5(g)(6)c, Standards for Demolition.

c. The relocation of a building, structure, or object into the Historic Preservation Overlay district is permitted only if it is determined that the relocated building, structure, or object will be in accordance with the guidelines that apply to new construction in the new location and will be appropriate for the proposed context.

Individual Landmarks adhere to the City of Columbia Ordinance. This ends the applicable standards in the City of Columbia Ordinance effective August 30th, 2021. The following pages are intended as reference only.

Section 10: Definitions



IN THIS SECTION

Terms and Definitions	32
-----------------------	----

Terms and Definitions

As defined in the City of Columbia Unified Development Ordinance, as adopted and amended, but may not fully reflect all applicable definitions.

Contributing

Any building, structure, or object, generally 50 years old or older, which adds to the historical integrity or architectural qualities that make the historic district significant.

Cornice

A horizontal decorative projection located at the top of a building.

Demolition

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

Driveway

An area improved in accordance with Sec. 17-5.2(c), General Standards for Off-Street Parking and Loading Areas, leading from a street or alley to a parking space.

Exterior Architectural Feature

The site improvements and general architectural arrangement, or either, or such portion of the exterior of any structure as is designed to be open to view from any public street or way, including but not limited to:

- (1) The kind, color and texture of the material of such portion so open to view;
- (2) The type and design of all windows, doors, lights, signs and other fixtures appurtenant to such portion; and
- (3) The location, adequacy and treatment of any vehicular access to such structure and open to view.

Façade

The front, sides or rear faces of a building.

Fence or Wall

An artificially erected freestanding barrier used to enclose (and protect) an area, restrict or prevent access to an area, to conceal or screen an area, and/or for decorative purposes. A fence may be open or solid and generally consists of wood, metal, concrete, or plastic posts connected by boards, rails, panels, wire, or mesh. A wall is generally solid and consists of masonry, stone, brick, tile, concrete, or plaster. Natural growth barriers such as hedges are not considered fences or walls.

Garage or Carport

A structure used or designed to provide shelter for the parking and storage of motor vehicles or boats. A garage is an enclosed building whereas a carport is a roofed structure open on one or more sides. Garages and carports are commonly attached to and considered part of a dwelling or other principal building, but may exist as a detached accessory structure.

Landmark

Any physical feature or improvement designated by the City Council (see Appendix A, Appendix B, and Appendix C) as a physical feature or improvement which in whole or part has historical, social, cultural, architectural or aesthetic significance to the city and the state, or the region, or the nation, and has been in existence for no fewer than 20 years.

Lot Depth

The distance from the street frontage to the lot line opposite the street frontage (see Sec. 17-9.2, Rules of Measurement).

Lot Frontage

Any side of a lot adjacent to a street shall be considered frontage, and yards shall be provided upon that basis. The phrase “street frontage” shall be interpreted to have the same meaning as the phrase “lot frontage.”

Lot Line

A line forming the boundary of a lot.

Lot Width

The distance between straight lines connecting front and rear lot lines at each side of the lot (see Sec. 17-9.2, Rules of Measurement).

Lot, Corner

A lot located at the intersection of two or more streets. A lot abutting on a curved street shall be considered a corner lot if straight lines drawn from the foremost point of the lot lines to the foremost point of the lot (or an extension of the lot where it has been rounded by a street radius) meet at an interior angle of less than 135 degrees.

Lot, Interior

A lot, other than a corner lot, with only one frontage on a street.

Major Alterations

A significant change to a structure or site that may include but is not limited to enclosing a porch, building an addition, removing or adding openings, removing or altering large amounts of original material, and other alterations determined by the Design Development Review Commission or the Land Development Administrator to be significant for the building or site.

Masonry Wall

A wall constructed of brick, stone or stucco.

Minor Alteration

A change to a building or site that does not qualify as a major alteration, as determined by the Design Development Review Commission or the Land Development Administrator.

Non-Contributing

Any building, structure, or object, less than 50 years old, which does not possess the historical integrity or architectural qualities that make the historic district significant, or a property or building 50 years old or older that has been significantly altered, or properties not associated with the period of significance for the district.

Off-Street Parking

Parking spaces that are located completely within the boundaries of the lot, and completely off of public or private rights-of-way or alleys or any interior surface access easement for ingress and egress.

Outbuilding

A shed, garage, or other building that is accessory to a principal use on the same lot.

Parking Area

An outdoor area containing off-street parking, including any appurtenant driving areas, such as aisles and driveways.

Parking Space

An area provided for parking a licensed motorized vehicle in operating condition in accordance with Sec. 17-5.2, Off-Street Parking, Bicycle Parking, and Loading.

Pilaster

An element used to give the appearance of a supporting column and to articulate an extent of wall, with only an ornamental function.

Primary Frontage

On a corner lot, the frontage on the street having the highest traffic volume, or, if no such street can be identified, the street frontage having the greatest lot width.

Principal Structure

A structure or building having significant or primary use and justifying its own utilization (such as a dwelling or office building) as contrasted to accessory structures which are incidental or subordinate to primary structures and do not alone justify their utilization (such as a tool shed or auto garage used in conjunction with a dwelling). Certain structures may be either principal or accessory, depending upon utilization, such as a parking garage as an accessory structure to a high-rise apartment or as a principal structure when operated commercially in a business area.

Relocation

For purposes of Sec. 17-2.5(g), Certificate of Design Approval – Historic Districts and Landmarks, the moving of a building, structure, or object on the same lot or to another lot.

Right-of-Way

A strip or parcel of land occupied or intended to be occupied by a street, road, railroad or other special use. Fee simple title is usually granted to the agency or entity acquiring the right-of-way. For purposes of Article 6: Land Development (Subdivision) Standards, every right-of-way hereafter established and shown on a final plat is to be separate and distinct from the lots or parcels adjoining such right-of-way and not included within the dimensions or areas of such lots and parcels. Right-of-way intended for roads, railroads, streets and similar uses shall be dedicated by the property owners on whose property such rights-of-way are established to the entity accepting responsibility for their maintenance.

Roof Pitch

The amount of slope of a roof expressed in terms of feet of rise per feet of run (e.g. 3:12).

Screening

A visual shield against a higher impact land use created in a buffer transition yard with plantings, walls, fencing, etc.

Secondary Frontage

On a corner lot, any frontage other than a primary frontage.

Setback Line

The setback line is the same as the depth or width of any required yard. Such line defines the minimum distance between any structure and an adjacent lot boundary and is not necessarily the same as the building line, which is the distance between the actual structure and an adjacent lot boundary.

Stop Work Order

An order directing the person responsible for the development of land to cease and desist all or any portion of the activity which violates the provisions of this Ordinance.

Storage Shed

An uninhabitable accessory structure used or designed to be used to provide shelter for or storage of materials, or as a small workshop. Storage sheds may be enclosed or open and may be attached to a principal building or exist as a detached structure.

Street Facing Façade

Any façade of a principal building which approximately parallels a lot line abutting a street, and which:

- (1) Has a minimum width of ten feet; and
- (2) Is the façade of the principal building closest to such lot line or is located within 15 feet of such lot line.

Street Trees

Trees located in the public right-of-way between the edge of the street and the edge of the right-of-way or in the street median.

Structure

For purposes of Sec. 17-3.7(c), OV-A: Airport Safety Overlay District, structure means an object (including a mobile object), including but not limited to, buildings, towers, cranes, smokestacks, earth formations and overhead transmission lines.

For all other portions of this Ordinance, structure means anything constructed or erected, the use of which requires location on the ground, or attachment to something having location on the ground, including mobile homes, travel trailers, signs, mobile signs, tubs, swimming pools or other bathing facilities, portable signs and antennas, but excluding from definition as structures the following: minor landscaping features such as ornamental pools, planting boxes, birdbaths, paved surfaces, walkways, driveways, recreational equipment, flagpoles and mailboxes.

Subdivision

Any division of a tract or parcel of land into two or more lots, building sites, or other divisions for the purpose, whether immediate or future, of sale, lease, or development—including any division of land involving a new street or change in existing streets, the alteration of any streets or the establishment of any new streets within any subdivision previously made and approved or recorded according to law, any re-subdivision involving the further division or relocation of lot lines of any lot or lots within a subdivision previously made and approved or recorded according to law, and the combination of record lots—provided, however, that the following are excepted from this definition:

- (a) The combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to the standards of this Ordinance;
- (b) The division of land into parcels of five acres or more where no new street is involved and plats of these exceptions are received as information by the City, which shall indicate that fact on the plats;

(c) The combination or recombination of entire lots of record where no new street or change in existing streets is involved; and

(d) The partition of land by court decree.

Tandem Parking

Two parking spaces placed end-to-end, rather than side-by-side, where one parking space does not abut a driveway or access aisle.

Type 1, Type 2, or Type 3 Landmark

Landmarks listed in appendices to this Ordinance (see Appendix A: Type 1 Landmarks, Appendix B: Type 2 Landmarks, and Appendix C: Type 3 Landmarks) which contribute to the City's visual and cultural history. Type 1, Type 2, and Type 3 landmarks are distinguished by standards that require varying degrees of conservation to the interior and/or exterior of the structure (see Sec. 17-3.7(j), OV-HP: Historic Preservation Overlay District).

Yard

A required open space unoccupied and unobstructed by any structure or portion thereof from a height of 48 inches above the finished grade level of the ground (see Sec. 17-9.2, Rules of Measurement).

Yard, Front

A yard extending between side lot lines across the front of a lot (see Sec. 17-9.2, Rules of Measurement).

Yard, Rear

A yard extending across the rear of the lot between the inner side yard lines (see Sec. 17-9.2, Rules of Measurement).

Yard, Side

A yard extending from the rear line of the required front yard to the rear lot line (see Sec. 17-9.2, Rules of Measurement).

Appendix: Detailed Review Process

This appendix expands upon the review process information included in the Administration Section (Section1) of the guidelines.

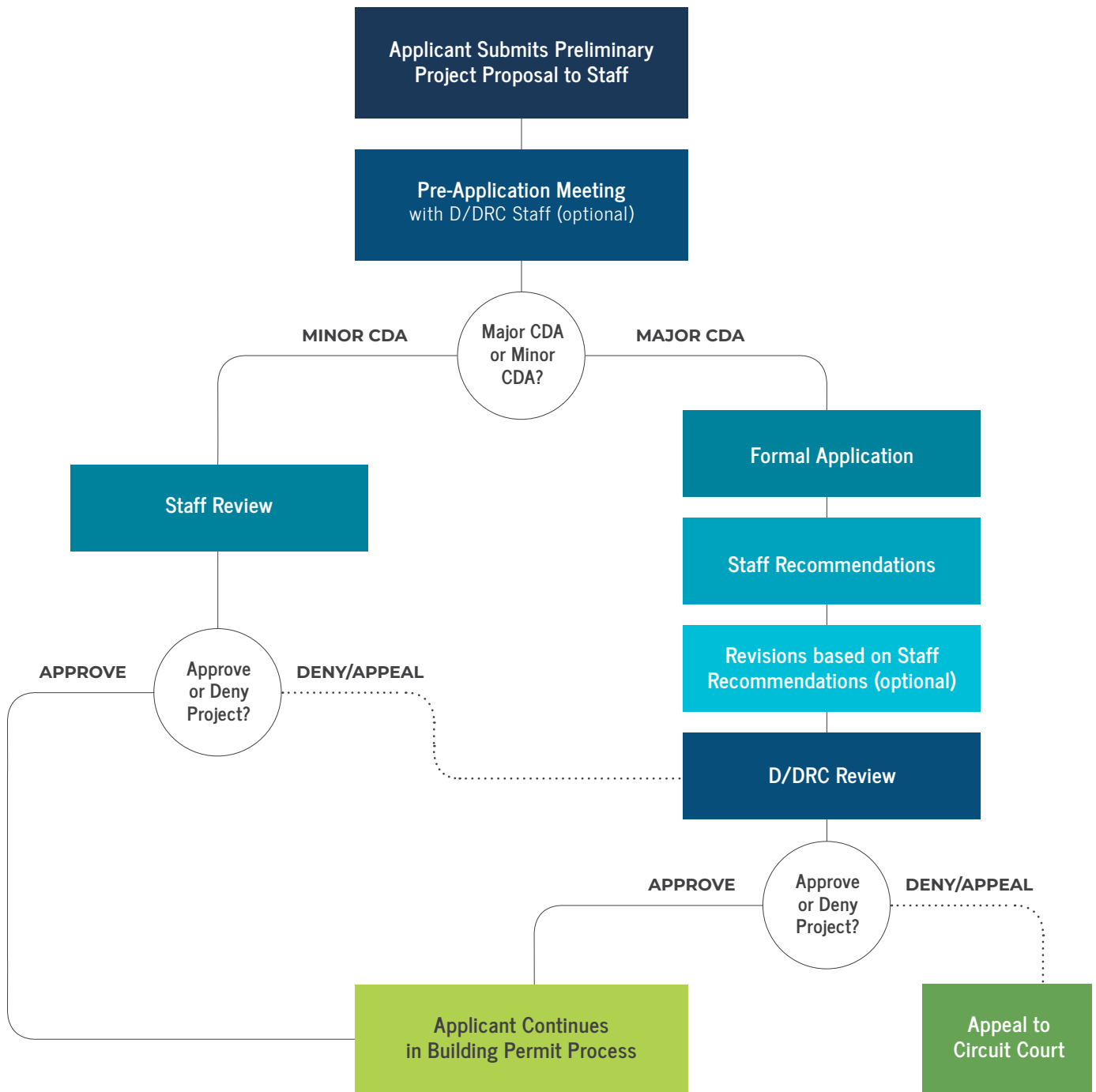


IN THIS SECTION

Review Process	37
Process Steps: D/DRC Review	38
Process Steps: Staff Review	39

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.