



Melrose Heights/Oak Lawn Architectural Conservation District

Historic Preservation Guidelines

Adopted October 15, 2003

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Section I: Administration & Review Process

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



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Design/ Development Review Commission

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

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

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



Design/Development Review Commission Meetings

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

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

Consent Agenda

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

Regular Agenda

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

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

Following the Meeting

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

Staff Level or D/DRC Level Review

Certain projects within the Melrose Heights/Oak Lawn Architectural Conservation District require review by the D/DRC, while others can be handled at staff level. Approved projects will receive a Certificate of Design Approval, with or without conditions, in order to proceed with the proposed work. **Applicants should always discuss 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

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

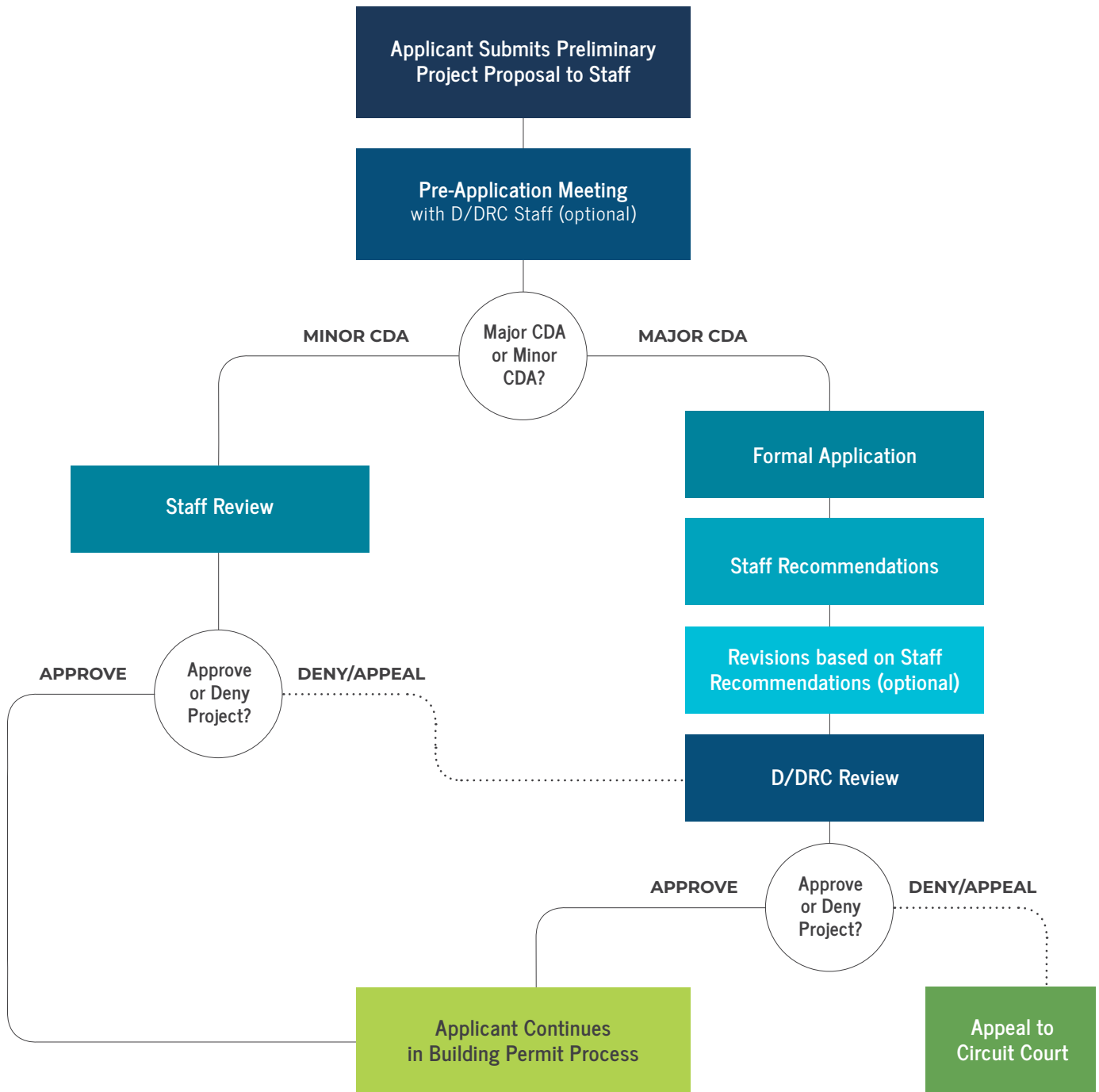


*These projects lists are not comprehensive. See Section 17-2.5(g) of the Unified Development Ordinance for a complete list. Please contact the staff person that handles the Melrose/Oak Lawn district about any proposed projects.

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

Review Process

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



Review Schedule & Involvement

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

DESIGN REVIEW PROCESS INVOLVEMENT IN STEPS

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

*Pre-application meetings are optional, but recommended.

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

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

The following pages reflect the Melrose Heights/Oak Lawn Architectural Conservation District guidelines adopted by City Council on October 15, 2003. The document has been reformatted for ease of use, no changes have been made to the contents with the exception of updated numbering for sections of the guidelines, and references therein. Images and diagrams have been added for illustrative purposes only. References to the City of Columbia Ordinance have been updated to reflect the section numbers in the code effective August 30th, 2021.

Section 2: Purpose, Principles, & Historic Significance



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Purpose

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

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

District Principles and Goals

The Melrose Heights/Oak Lawn 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 interpreted to encourage it.

The Melrose Heights/Oak Lawn district cannot continue on its vibrant path of renewal and growth without allowing new interpretations of historic themes and innovative solutions to design challenges. One cannot anticipate the needs of the future except to know that change will be involved. The district should reflect these changes, while maintaining its essential character. Developments in design such as sustainable architecture, the return to the multi-generational household, or others should be allowed to follow their course, while retaining what is best about this unique area.

For the above reasons, the Melrose Heights/Oak Lawn area is designated as an Architectural Conservation District. 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 in the Purpose.

Historic Significance, Design Characteristics & Boundary Descriptions

HISTORICAL SIGNIFICANCE

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

The suburb of Columbia now commonly called Melrose Heights lies in the fork of Millwood Avenue, which was historically called Garner's Ferry Road, and Gervais Street and its extension, Trenholm Road. The records do not reveal who owned the land prior to the Civil War. After the war, in 1868, a 67-½ acre portion of the tract was forfeited to the state because the unnamed property owner could not pay the property taxes. It was put up for public auction and purchased by Aaron H. Powell in 1872 for \$29.00. He transferred this tract to Eliza J. Powell in 1881.

The Powell family continued to acquire small parcels of land in the fork between Millwood and Gervais Street. J.W. Powell transferred another 12 ½ acres to Eliza Powell in 1890. J.W. Powell bought several small tracts in the area from the 1880s into the early years of the twentieth century. J.W. Powell and Catherine K. Powell conducted several land transactions of property in the area in the early years of the twentieth century.

The area was prime land for development because of its proximity to the eastern city limits and to the older suburb of Shandon. It appears that the Powell family masterminded the development of Melrose Heights and Fairview, the two suburbs that developed on the Powell land in the early twentieth century. As early as 1900, the eastern section of the land became identified as Melrose Heights, though the earliest plat of the neighborhood was not registered in the Mesne Conveyance Office until 1915. This neighborhood was bound by Garner's Ferry Road, or Millwood, Daly Street, Trenholm Road, and Powell Avenue and was divided into what appears to be four-acre blocks on the square-in-the-grid pattern.

The Melrose Heights Company and the Fairview Realty Company sold many lots in the suburbs between 1920 and 1950. Oddly, the Melrose Heights Company was not chartered until 1936, when it was simply called the Melrose Company.

By 1910, another new subdivision, called Fairview, was laid out on the Powell land to the west of Melrose Heights. It, too, was laid on the square-in-the-grid pattern. This neighborhood was bound by Garner's Ferry, Gladden Street, Fifth Street, now called Kirby Street, and on the west by the lands of a Mr. Patrick. It included the north/south streets of Ellerbe, now called Fairview and Powell Avenue. The plan of the suburb indicated tree-lined streets, which today show the beneficial results of this planning.

Part of the remaining undeveloped land west of Fairview was acquired by J.B. Powell by 1924 and was laid out in lots. This land was in the area where King Street meets Gervais Street and where Fourth Avenue runs into the extension of Senate Street and extended west to the present-day Tree Street.

The Melrose Heights Company and the Fairview Realty Company sold many lots in the suburbs between 1920 and 1950. Oddly, the Melrose Heights Company was not chartered until 1936, when it was simply called the Melrose Company. J.D. Powell and Catherine Powell were the directors of the company, which was based in Columbia.

The neighborhoods grew steadily through 1935 after which the pace declined for several years. However, after World War II another building boom was seen. These houses, built from 1945 until the mid-1950s were constructed to house the many returning veterans as they settled down to begin having the children that now make up what we call the Baby Boom. These houses are seen as infill development in lots that had either never been developed or where older homes had deteriorated and been razed. They are also evident in more concentrated enclaves on streets such as Michigan and Princeton.

Based upon the above, the period of significance of the district spans from 1900 until 1953.

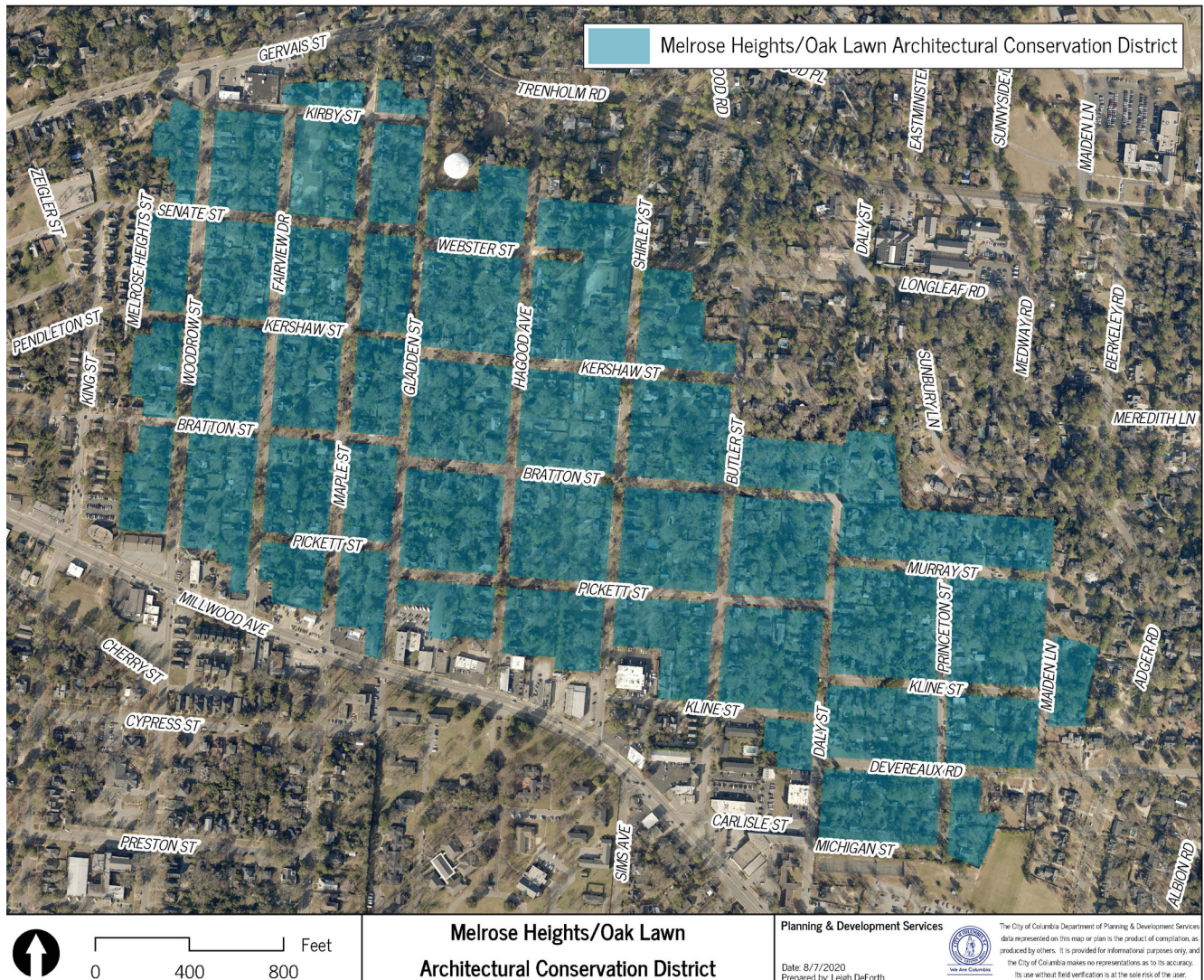
DESIGN CHARACTERISTICS

This district is characterized by residential structures laid out in a fairly dense pattern by Columbia standards. There are approximately five to seven lots per block face and lots average 65' in width. These houses of brick or wood are placed so that there is a strong sense of entry on the street side. The setbacks are generally less than current zoning laws require, with the side yard ranging from 2 - 8' and the front yard ranging from 10 - 25'. The predominant style is the bungalow, but there are many examples of the 1940s brick cottage with a modest stoop and the early 1950s modern ranch house with casement windows and a horizontally oriented façade in the Protection Area. Another prominent feature of the district is the canopy provided by the mature street trees.

The predominant style is the bungalow, but there are many examples of the 1940s brick cottage with a modest stoop and the early 1950s modern ranch house with casement windows and a horizontally oriented façade



Boundary Map



BOUNDARY DESCRIPTION

The Melrose Heights/Oak Lawn Historic District is generally comprised of two districts identified by Dr. John M. Bryan in his City-wide Architectural Survey and Historic Preservation Plan (1994). They have been combined into one designation due to their proximity, the social history that overlaps their separate boundaries, and the desire to maintain the general design characteristics of this residential area. Millwood Avenue bounds the district on the south, while not including the commercial frontage. Kirby and Webster Streets generally bound the district on the north. The eastern terminus is Maiden Lane and the western boundary is Woodrow Street.

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New Construction

A. PRINCIPLES

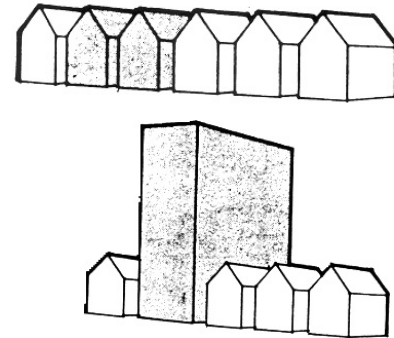
Within the Melrose Heights/Oak Lawn district, there are numerous vacant lots and non-contributing structures. The construction of new or replacement structures on these lots will greatly affect the district by either reinforcing or undermining existing historic patterns. New construction should be consistent 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 to be successful infill; they may reflect the era of their own construction while using significant themes, such as height, materials, roof form, massing, set-back, and the rhythm of openings to insure that a new building blends with its context. It is hoped that the new construction of today will be contemporary and contextual so that it will be worthy of the affection and designation of future residents.

B. GUIDELINES

1. Height

The characteristic height in Melrose Heights/Oak Lawn is 1 to 2 stories. Construct new buildings to a height that is compatible with the height of surrounding historic buildings.

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

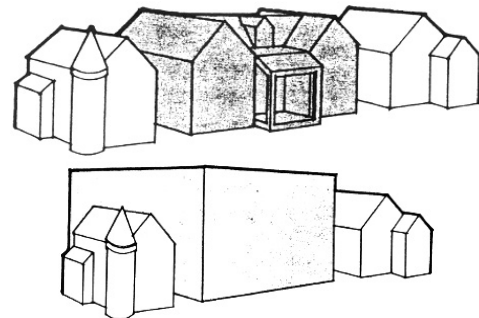


2. Size and Scale

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

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

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



3. Massing

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

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

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



4. Setback

Locate the new building on the site so that the distance of the structure from the right of way is similar to adjacent structures. In Melrose Heights/Oak Lawn, the characteristic setback is between 10 – 20'.

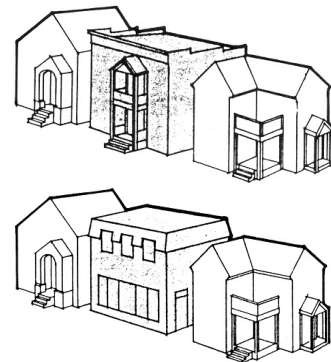
Do not violate the existing setback pattern by placing buildings in front of or behind existing façade lines.



5. Sense of Entry

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

Do not construct facades without a strong sense of entry.



6. Rhythm of Openings

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

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



7. Roof Shape

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

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



8. Outbuildings

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

9. Materials, Textures, & Details

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

Section 4: Additions



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.

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

B. GUIDELINES

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

Section 5: Maintenance & Rehabilitation



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Maintenance and Rehabilitation

A. GENERAL PRINCIPLES

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

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

1. DOORS

A. Principles

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

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

B. Guidelines

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



2. WINDOWS

A. Principles

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

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

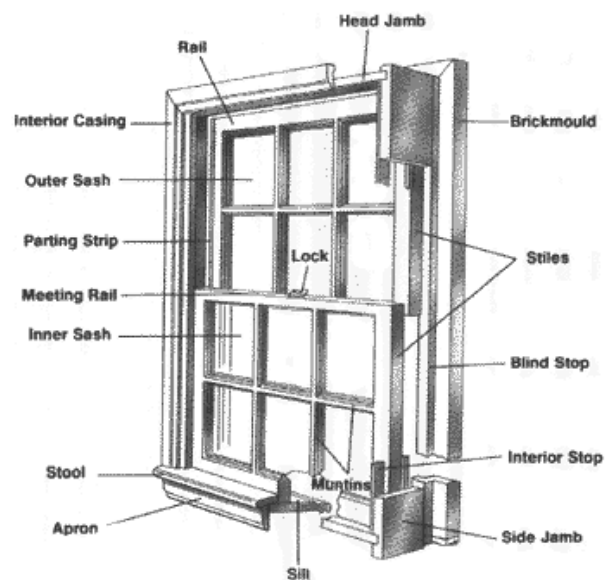
Replacement windows must be selected with care. They should generally match the original sash, pane size, configuration, glazing, materials, muntin and mullion detailing, and profile. Small differences between replacement and historic windows can make big differences in appearance.

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

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

The new windows need not be exact replicas of the originals. In the Melrose Heights/ Oak Lawn Architectural Conservation District, it is appropriate to substitute a window configuration found during the home's period of significance for the original. For instance, many homes have four slender panes over a single pane. It would be appropriate, if these units were deteriorated, to replace them with a 1/1 configuration.

Anatomy of a Window



B. Guidelines

1. When technically and economically feasible, repair of deteriorated or damaged windows shall be preferred over replacement.
2. If replacement of a small number of units is deemed necessary after evaluating the sill, frame, sash, paint and wood surface, hardware, weather-stripping, stops, trim, operability, and glazing, replace with units that match the original in detailing, size, reflective quality, and materials.
3. If wholesale replacement is found to be necessary, either match the original unit or substitute a unit appropriate to the home's period of significance, maintaining the use of historic materials.
4. Improve the thermal performance of existing windows and doors through adding or replacing weather stripping and adding storm windows which are compatible with the character of the building and which do not damage window frames.

3. SHUTTERS

A. Principles

Unless there is physical or documentary evidence of their existence, shutters should not be mounted. If shutters are found to be appropriate, they should be operable or appear to be operable and measure the full height and one-half the width of the window frame. They should be attached to the window casing rather than to the exterior finish material. Wooden shutters with horizontal louvers are the preferred type. Fiberglass may be an appropriate substitute for deteriorated shutters.

B. Guidelines

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

4. AWNINGS

A. Principles

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

B. Guidelines

1. Install awnings so that they fit the opening. Canvas is the only appropriate material.
-

5. ROOF PITCH/MATERIAL

A. Principles

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

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

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

B. Guidelines

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



6. EXTERIOR SIDING

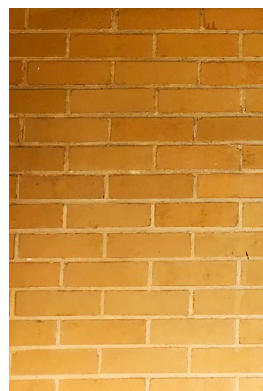
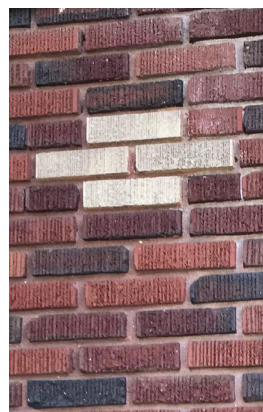
A. Principles

Masonry

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

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

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



Wood

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

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



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

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

B. Guidelines

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

7. PORCHES

A. Principles

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

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

Owners are often tempted to enclose porches for additional year round living space. Although porch enclosures are generally not recommended, they can be done in an appropriate manner. Transparent materials, such as clear glass enclosures or screens that are set behind balustrade and structural systems and maintain the visual openness of a porch are permitted.

B. Guidelines

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



Section 6: Fences/Walls



IN THIS SECTION

Guidelines for Fences/Walls

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Fences/Walls

A. PRINCIPLES

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

New fences and walls should respect traditional materials, design, and scale. They should have a regular pattern and be consistent in design with those found in the same block or adjacent buildings. Round, hexagonal, and flat-headed vertical pickets are most appropriate. Wood is the most appropriate material, particularly for simple frame buildings. They should complement the building and not obscure significant features. They should be no more than four feet on any street elevation and six feet on side and rear elevations.

B. GUIDELINES

1. Design a fence or wall so that it is compatible with the associated structure in design and materials.
2. Fences shall be no more than 4' in height in the front yard setback elevation and no more than 6' on side and rear elevations.
3. The following materials are not permitted for fences or walls in the front or secondary front yard: chain link; concrete block unless painted, stuccoed or veneered in brick; artificial siding material (ex. T-111, corrugated metal).



Section 7: Demolition



IN THIS SECTION

Demolition

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Demolition

A. PRINCIPLES

The demolition of an historic building should be an action of last resort. When a structure is demolished, the community loses 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 structure. 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. Additionally, the removal of a structure without a replacement should be permitted in only the most extreme of circumstances and when all other options have been exhausted.

B. CRITERIA FOR REVIEW

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

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

C. TYPES OF INFORMATION

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

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

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

Section 8: Relocation



IN THIS SECTION

Relocation

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Relocation

A. PRINCIPLES

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

B. GUIDELINES

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

Section 9: Definitions



IN THIS SECTION

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Definitions

Please also see the Land Development ordinance for additional definitions.

Addition

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

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

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

Appropriate

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

Architectural Feature/Element

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

Character Defining Feature

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

Compatible

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

Contributing (building/structure)

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

Demolition

Active deconstruction in whole or in part of a building, object, or site.

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.

Primary Front Yard

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

Secondary Front Yard

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

Shall

What must happen.

Should

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

**This ends the Melrose Heights/
Oak Lawn Architectural
Conservation District guidelines
as adopted by City Council on
October 15, 2003. The following
pages have been added as
supplemental information.**

Additional Terms and Definitions

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

Design Review

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

Development Center

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

Lot Coverage

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

Planning & Development Services

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

Planning Division

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

Preservation Staff

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

Setback

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

Zoning

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

Zoning Division

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

Urban Design Staff

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

Use

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

Appendix: Driveways & Parking Areas

Adopted for all residentially zoned historic districts following the creation of the Melrose Heights/Oak Lawn Architectural Conservation District, the Standards for Driveways and Vehicular Parking Areas are applied to driveways and parking areas in the district.



IN THIS SECTION

Standards for Driveways &
Vehicular Parking Areas

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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.



Appendix: Detailed Review Process

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

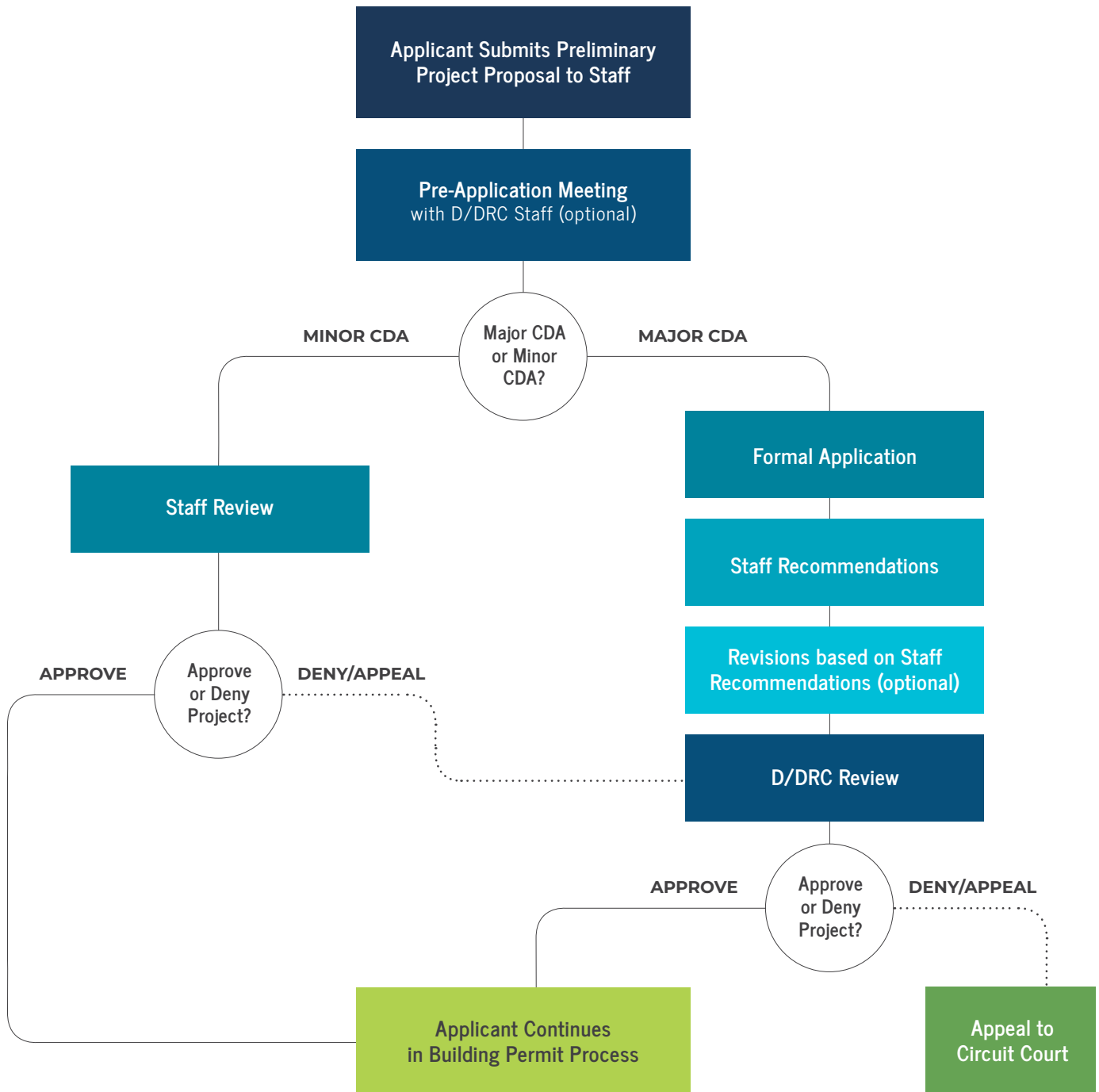


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Review Process

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.