



# **Oakwood Court Architectural Conservation District**

## Historic Preservation Guidelines

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Adopted June 6, 2007

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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 Oakwood Court 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.

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## 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.

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## 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

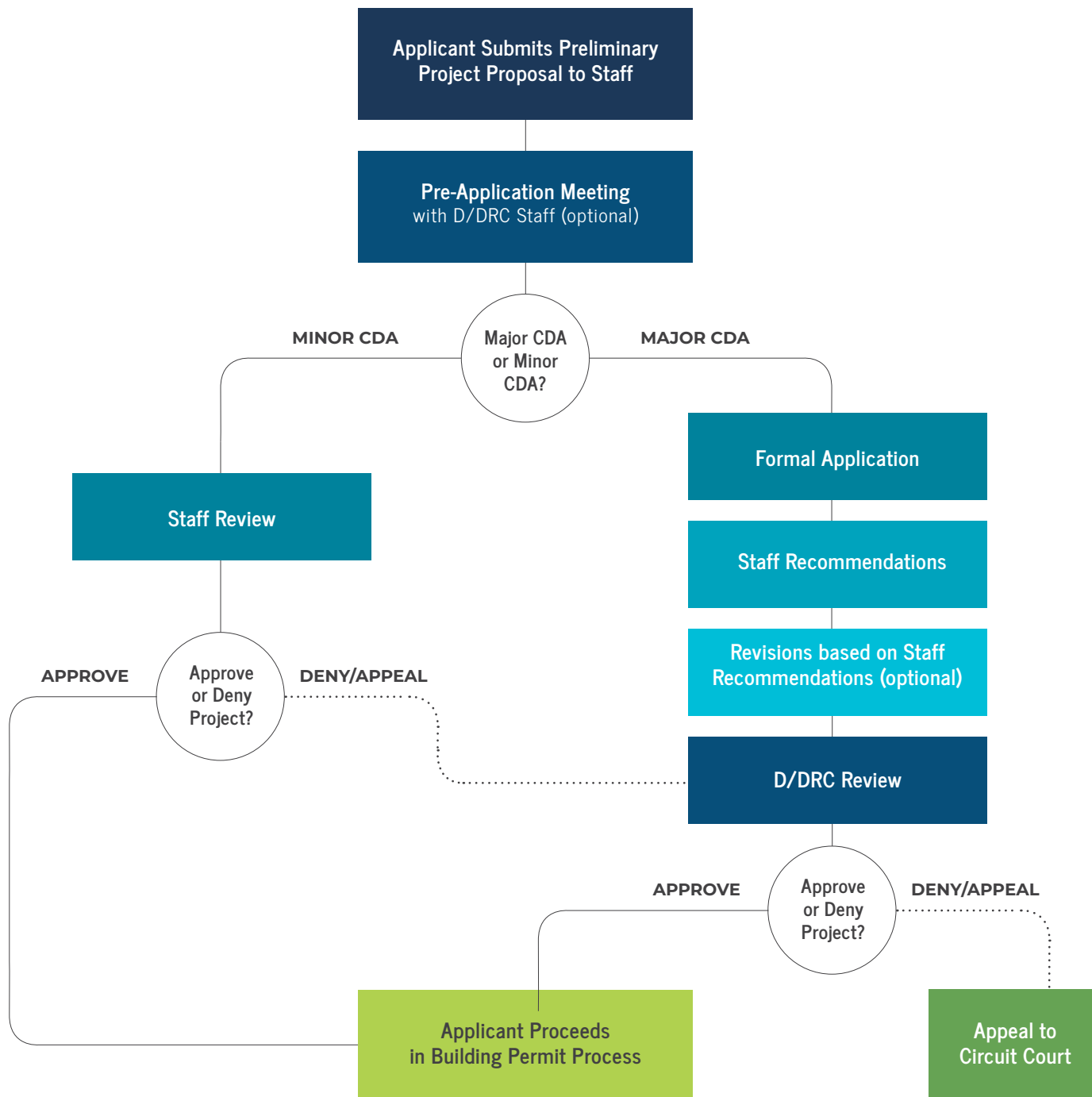


\*These projects lists are not comprehensive. See Section 17-2.5(g) of the Unified Development Ordinance for a complete list. Please contact the staff person that handles the Oakwood Court district about any proposed projects.

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

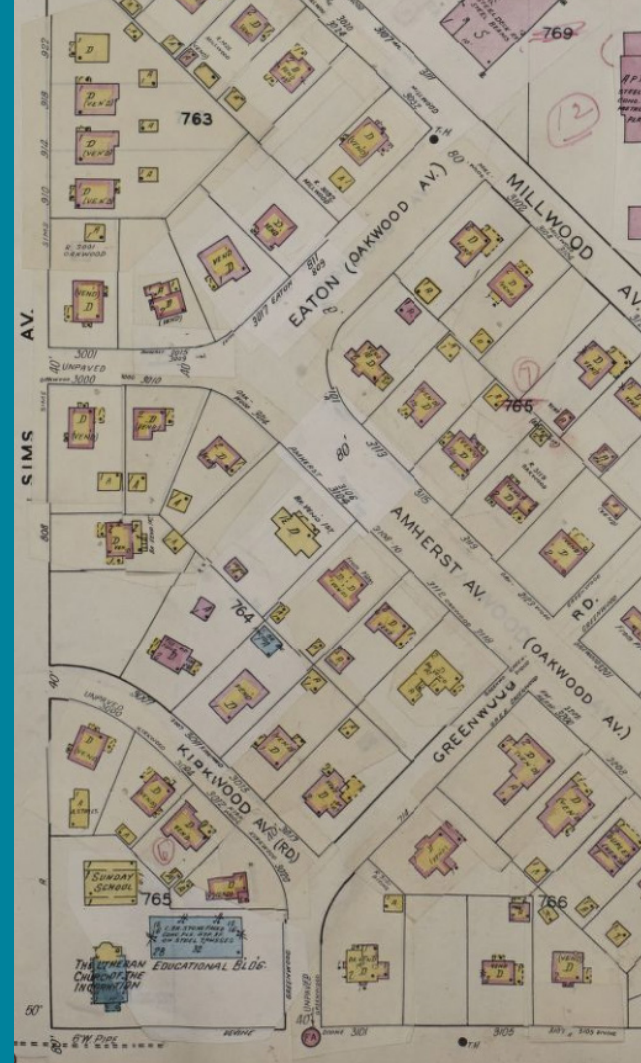
\*Pre-application meetings are optional, but recommended.

\*\*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 Oakwood Court Architectural Conservation District guidelines adopted by City Council on June 6, 2007. 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. Photographs 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 30, 2021.**

# Section 2: Purpose, Principles, & Historic Significance



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## Purpose

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

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

## District Principles and Goals

- » Preserve intact historic structures which are part of the history and development of the area;
- » Maintain residential patterns in the district;
- » Encourage new residential development which enhances the existing neighborhood and which will be worth of regard in the future;
- » Encourage new development along corridors that will contribute to the overall character of the district.
- » Structures in Oakwood Court have seen little change of significance since its inception in the early part of the century, with the exception of its outer boundaries. Here, residential properties have been converted to commercial, giving neighborhood residents access to services within walking distance. Design guidelines for the district are intended not to stop change, but to guide it, and to ensure that Oakwood Court Architectural District continues to be a vital and intact physical environment for those who live and work there.

## Historic Significance

Oakwood Court has long been a presence in the city of Columbia and represents the development of a neighborhood during the period of early City suburban expansion. Given its largely unchanged and excellent architecture, Oakwood Court was recommended by Dr. John Bryan as an area worthy of Architectural Conservation District designation. Dr. Bryan's recommendation may be found in the [City-wide Architectural Survey & Historic Preservation Plan](#), a publication sponsored by the City in 1994 as a planning tool for its historic architectural assets.

Prior to the Civil War, some of the land that now comprises the Oakwood Court neighborhood was part of a large, and reportedly very popular, Columbia race track. The stands for the racetrack were on what is now the property of Epworth Children's Home. The race-track ceased to function after the War and the Epworth Children's home began major development between 1895-1905. The earliest construction in the currently proposed district began adjacent to the Epworth property, on streets now known as Olive and Holly Streets. Many of the structures were built between 1917-1935 and most likely development in conjunction with the expansion of the transportation system and the construction of the Epworth Children's Home. These earlier homes are largely foursquares and small bungalows, structures elegant in their simplicity.

The core of the Oakwood Court neighborhood, the triangular section between Sims and Devine Streets and Millwood Avenue, has been known in the past as Heathwood I, named after M.C. Heath, who owned at some point in the second half of the 1800's, most, if not all, of the land that now comprises Oakwood Court. In 1921, he bought the only part not owned by him from W.R. Scarborough. Heath lived near Oakwood Court and had a house near the intersection of Pinewood and Hollywood Roads. Between 1910 and 1927, he divested himself of the land parcel by parcel, with the majority of land being bought by others between 1923 and 1927. Tomlinson Engineering Company delineated the land in 1923 (the area can be found in Plat Book E). At this time the land was split into seven blocks and seventy-six lots. Still outside the city limits, the land was known as Oakwood Court by this time and has established roads. The neighborhood most likely grew because of demand for land as well as a burgeoning transpiration system in Columbia, which allowed people to move farther from the city center and still have quick access Main Street and other areas. The street railway system began in 1886 as mule-driven but became electrified in 1893. The railway system reached its height just as the Oakwood Court neighborhood was developing. Fox reports that Oakwood Court neighborhood developed in the period between 1905 and 1915. This may be true but most of the properties in the neighborhood were not sold nor surveyed until the 1920s.

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**Fox reports that Oakwood Court neighborhood developed in the period between 1905 and 1915. This may be true but most of the properties in the neighborhood were not sold nor surveyed until the 1920s.**

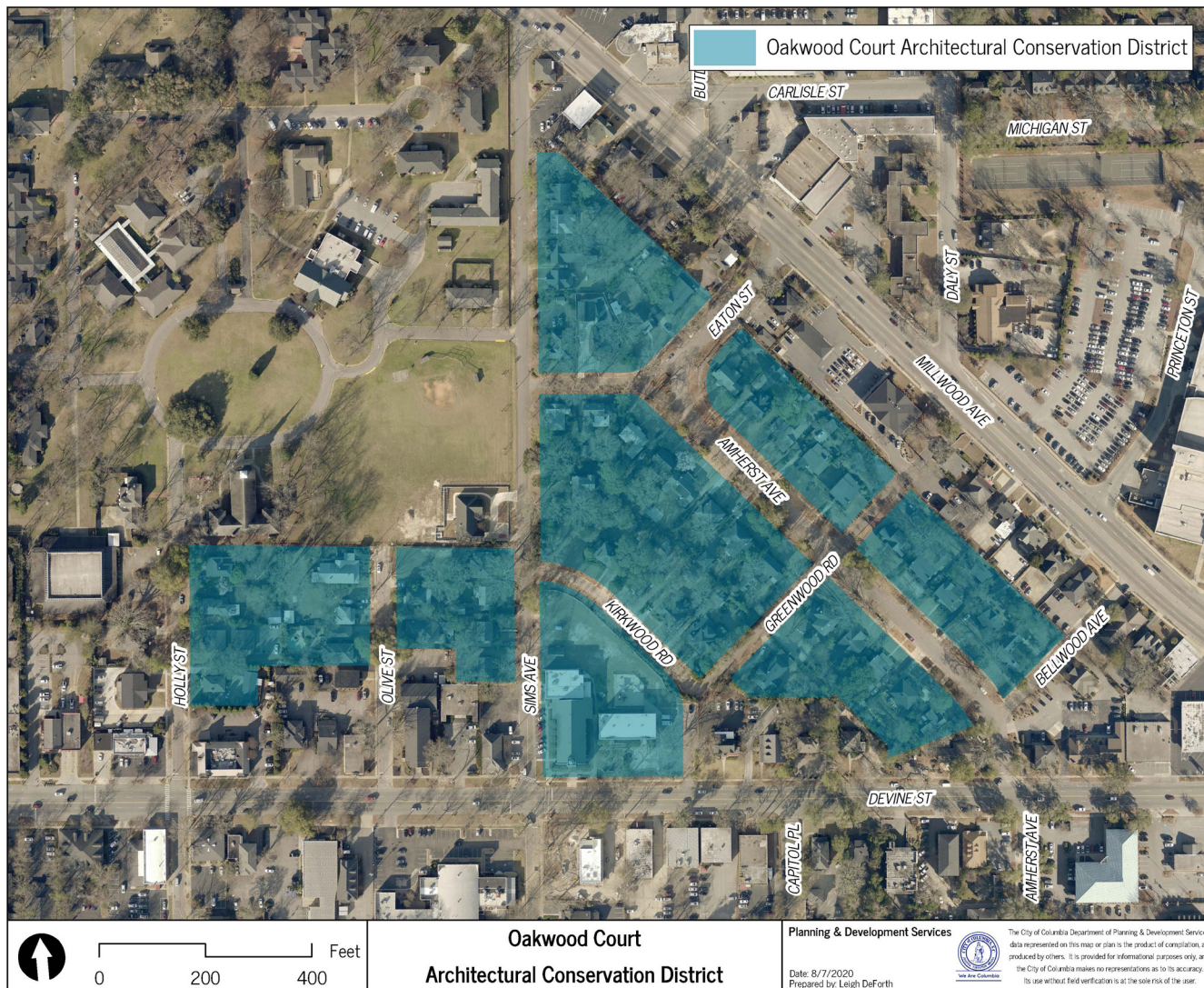
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The neighborhood was brought into the city limits in 1927 and first appeared in the city directory in that year. The neighborhood has always been primarily residential which was originally stipulated in the deeds. During this time, Epworth Orphanage, currently known as Epworth Children's Home, bordered the neighborhood. Oakwood Avenue, renamed in 1940 as Amherst Avenue, has eight houses on it in 1934. Other streets in the neighborhood, then so-named Wilson Avenue and also Kirkwood Avenue had nine and three houses respectively in 1934.

Although the Great Depression was occurring, the mid-to-late 1930s saw a rapid expansion of houses in the Oakwood Court neighborhood. Between 1934 and 1940, fifteen houses were constructed. By 1940, most of the houses now standing in the neighborhood has already been constructed. Located on Amherst at this time were twenty-three houses, compared to twenty-seven houses in 2005. After 1940, the neighborhood did not grow at the same pace, although improvements were made to houses and garages and other structures built. However, the basic architectural characteristics of the Oakwood Court neighborhood have remained primarily the same. A mix of styles, Tudor and Colonial Revival being some of the most noteworthy examples, characterize the district, but there are many examples of smaller homes also. Bungalows, which were a prominent style during the first few decades of the century, are also found within the neighborhood.

# District Boundary

## BOUNDARY MAP



## DESCRIPTION & CHARACTERISTICS

The Oakwood Court Architectural Conservation District includes both the original Oakwood neighborhood boundaries as well as the area immediately adjacent to the core neighborhood which developed slightly earlier. The early structures on Holly and Olive Streets were once part of a larger residential core which has gradually disappeared. Many of these buildings were built in the early 1920s, if not before, and have been separated from other residences by new commercial or institutional development.

The Oakwood Court residential neighborhood in Columbia, SC, is primarily in the triangular area geographically bounded today by Millwood Avenue to the north, Devine Street to the south, and Holly Street and Epworth Children’s Home on the west. The neighborhood includes the 3000, 3100, and 3200 blocks of Amherst Avenue; all of Eaton Street, Greenwood Road, Kirkwood Road; the east side of Sims Avenue; and both sides of the 700 blocks of Olive Street and the east side of Holly Street. The name Oakwood Court comes from the historical name of a main street (Oakwood Avenue) that ran through the neighborhood, since renamed as Amherst Avenue. Commercial business on the south side of Millwood Avenue, those businesses on Devine Street, businesses east of Bellwood Road and Amherst Avenue, are not included in the historic district.

Although surrounded by commercial ventures, the Oakwood Court neighborhood maintains a residential feel due in part to its large main avenue (Amherst Avenue) and generous setbacks. Its mature street trees, sidewalks, and plantings also contribute to the established feel of the neighborhood.

Oakwood Court is characterized primarily by residential two-story dwellings in a moderately dense pattern with 5-6 (7) lots per block face. Lots along Amherst Avenue in the core of the district typically average between 65-75’ across and approximately 150’ long. Homes on have a front setback between 15-25’ and generous side setbacks, usually 10-25’. These setbacks provide the neighborhood with a sense of spaciousness. Other neighborhood streets tend to be or narrower width and have smaller lots and setbacks than those found Amherst. They do, however, maintain continuity street to street. The great majority of homes are brick with a very small number of homes construction of wood.

The majority of Oakwood Court was constructed over a 20-25 year period with most current new development happening along the edges of the district. The neighborhood is characterized by structures that remain primarily residential within the district. The lots are interior to the neighborhood and face onto Amherst Avenue; also, all addresses fronting on Greenwood, Kirkwood, Eaton, Olive Roads, as well as residential properties on Holly Street and Sims Avenue.



3015 Amherst Avenue



3217 Amherst Avenue



914 Sims Avenue



726 Holly Street

## Administration of Guidelines

### ACTIONS THAT REQUIRE DESIGN REVIEW

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1. New construction
2. Actions that alter the exterior appearance of a building
3. Additions/Enclosures visible from the public right-of-way
4. Fences/Walls
5. Driveways/Parking areas
6. Demolition/Relocation

### ACTIONS THAT DO NOT REQUIRE DESIGN REVIEW

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1. General maintenance and repairs that do not alter the exterior appearance of a building.
2. Painting and color
3. Work not visible from the public right-of-way
4. Interior work

As soon as you begin thinking about an exterior change to your home, call the Preservation Planning Office so that we may work with you early in your project planning. This saves time and money for the property owner.



# Section 3: Site & Setting



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Guidelines for Site & Setting

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## Guidelines for Site & Setting

### A. Principles

A wide avenue with sidewalks, mature plantings, and old trees characterizes Amherst Avenue, the 'spine' of the district; the width of other streets in the district largely prohibits this kind of streetscaping. However, wherever streetscaping is present, certain principles should be adhered to in order to continue to enhance the character of the district.

### B. Guidelines

1. Continue the established pattern of street trees where present.
2. Replace damaged or diseased street trees with species similar in character or form to those used historically.
3. When introducing new plantings in the public right-of-way, ensure that they are complementary to any patterns established in the immediate area.
4. Maintain existing plant beds in public right-of-way in district.

# Section 4: New Construction



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## Guidelines for New Construction

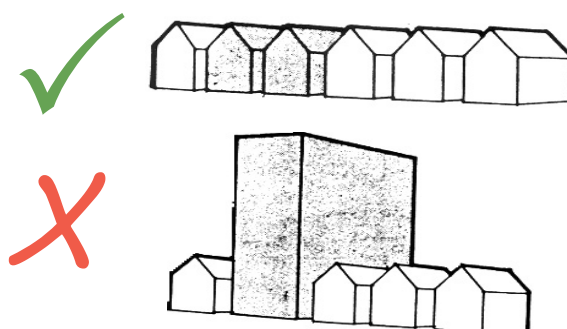
### A. PRINCIPLES

Oakwood Court is largely built out with little room for new infill. However, should the need for new construction arise, certain principles should be adhered to in order to ensure that new buildings contribute to the neighborhood, not detract from it. New development may be contemporary and still be worth of regard in the future.

### B. GUIDELINES

#### 1. Height

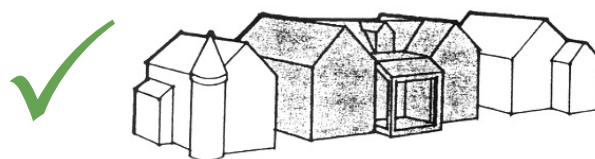
The characteristic height in Oakwood Court is 1-2 stories, two-story buildings being the most prominent. Construct new buildings to a height that is compatible with the height of surrounding historic buildings.



#### 2. Size & 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 show here disrupts the scale and rhythm of the streetscape.



#### 3. Massing

Arrange the mass of a new building (the relationship of solid components such as walls, columns, etc) to open spaces (Such as 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 a site so that the distance of the structure from the right-of-way is similar to adjacent structures. In Oakwood Court, the characteristic setback is between 15-25' in front and on the sides. As noted earlier, these create a sense of spaciousness; the rhythm of the setbacks should be duplicated on new construction.

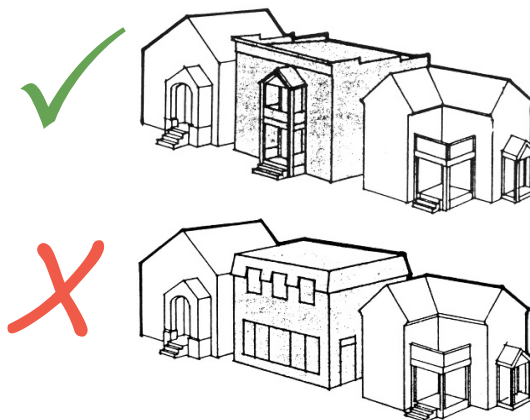
- » Do not violate the existing setback pattern by placing buildings in front of or behind existing façade lines.



#### 5. Sense of Entry

Place the main entrance and the associate 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 and 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. Buildings in Oakwood Court 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.



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## 8. Outbuildings

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

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## 9. Materials, Textures, and Details

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Use materials, textures, and architectural features that are visually compatible with those of historic buildings on the block or street. Brick and wood are the most common materials used. Non-grained hardiplank would be an acceptable substitute for wood on new construction. 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 5: Additions



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## IN THIS SECTION

Guidelines for Additions

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## Guidelines for Additions

### A. Principles

It is often necessary to increase the space of a building in order for it to continue to meet to the owners' changing needs. While additions are permitted, they should serve to reinforce and not detract from the existing architectural form and design of the building.

### B. Guidelines

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



# Section 6: Maintenance & Rehabilitation



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## Guidelines for Maintenance and Rehabilitation

### GENERAL PRINCIPLES

Rehabilitation is a practical approach to historic preservation. It is the process of repairing or altering a historic building while retaining its historic features. It represents a compromise between remodeling, which offers no sensitivity to the historic features of a building, and restoration, which is a more accurate but costly approach to repair, replacement, and maintenance. Original materials should be preserved, not only for their historic value, but also because they are usually of better quality and longer lasting than materials obtainable today.

### 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.



## 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 wholesale replacement if one piece rots or breaks.

This often means that an existing, historic window can be repaired for far less cost than a replacement. 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. It would be appropriate to substitute a window configuration pane found on homes built during the neighborhood's period of significance. For instance, within this district, 1/1 windows may be substituted for 8/8, 4/1, or other historic configurations.

### 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. ROOF PITCH/MATERIAL

#### A. Principles

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

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.



### 4. EXTERIOR SIDING

#### A. Principles

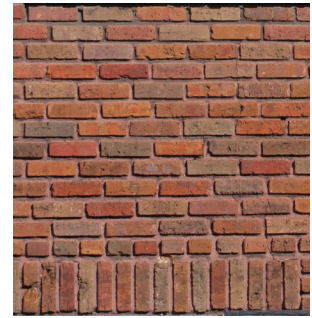
##### Masonry

In Oakwood Court, the primary siding material is masonry. Home owners seldom wish to cover over this durable material with other siding, but it is important to keep the masonry in good repair, leaving it as unchanged as possible.

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 materials, 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 replacement 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 roof lines, 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.

## 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.

## 5. 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, 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.

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 features 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 7: Fences/Walls



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## IN THIS SECTION

Guidelines for Fences/Walls

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## Guidelines for Fences/Walls

### A. Principles

Fences and walls serve to delineate property lines and act as a barrier to distinguish between a yard, sidewalk, and street. Fences and retaining walls of brick or wood, simple in design, are appropriate for the district.

New fences and walls should respect traditional materials, design, and scale of those extant in the neighborhood; they should be consistent with those found on the block or in the district. 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 stuccoed or veneered in brick; artificial siding material (ex. T-111, corrugated metal).





# Section 8: Driveways/Parking Areas



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## IN THIS SECTION

Guidelines for Driveways/  
Parking Areas

34

## Guidelines for Driveways & Parking Areas

Original homeowners in older neighborhoods either parked in the driveway, on the street, or in a garage, separate from the home and set far back on the property. Driveways in older neighborhoods were usually single lane and ran alongside the home. In an effort to maintain these important patterns, driveways in historic districts are required to be no more than 10' in width and to be of concrete, brick, or brick pavers in architectural conservation districts.

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

# Section 9: Accessory Buildings



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## IN THIS SECTION

Guidelines for Accessory Buildings 36

## Guidelines for Accessory Buildings

### A. Principles

Accessory buildings are often necessary for today's homeowners and are a legitimate architectural piece of the past. These buildings were often used for storage and parking as they are today.

### B. Guidelines

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

# Section 10: Relocation



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## IN THIS SECTION

Guidelines for Relocation

38

## Guidelines for Relocation

### A. Principles

Much of a building's value is in its context: the street on which it sits, the buildings that surround it, and the landscape. Together, all these things create the fabric of a community and establish the integrity of the district. Therefore, a building should remain in its context unless its existence is threatened by encroachment or it cannot be preserved in the original location.

### B. Guidelines

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.

Moving a building out of the district is permitted when:

1. The building does not contribute to the district's historical or architectural significance, or has irretrievably lost its architectural and historical integrity;
2. The criteria for Demolition in Section 11 and item 3(b) of this section have been addressed satisfactorily and it is found that preservation on site is not feasible given the circumstances;
3. As part of the review of a location, the following criteria must be addressed:
  - a. Report that the structure is safe to be moved;
  - b. Documentation that the site to which the structure will be relocated is suitable;
  - c. Site plan of lot showing location of structure and setbacks from adjoining property lines;
  - d. Rehabilitation plans once relocated.

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

# Section 11: Demolition



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## IN THIS SECTION

Guidelines for Demolition

40

## Guidelines for Demolition

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

### B. Criteria for Review

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

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

### C. Types of Information

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

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

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**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**

*Please note, additional applicable requirements may be found in Section 17-2.5(g) of the City of Columbia Ordinance.*



# Section 12: Definitions



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## 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/site)

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

### Demolition

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.

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**Muntin/Mullion**

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

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**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.

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**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.

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**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.

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**Secondary Front Yard**

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

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**Shall**

What must happen.

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**Should**

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

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**Street Trees**

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

**This ends the Oakwood Court  
Architectural Conservation  
District guidelines as adopted by  
City Council on June 6, 2007. The  
following pages have been added  
as supplemental information.**

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## Additional Terms and Definitions

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

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### 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.

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### 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.

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### 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.

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### 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.

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### Preservation Staff

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

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### 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.

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### 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.

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### 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.

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**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.

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**Use**

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

# Appendix: Detailed Review Process

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



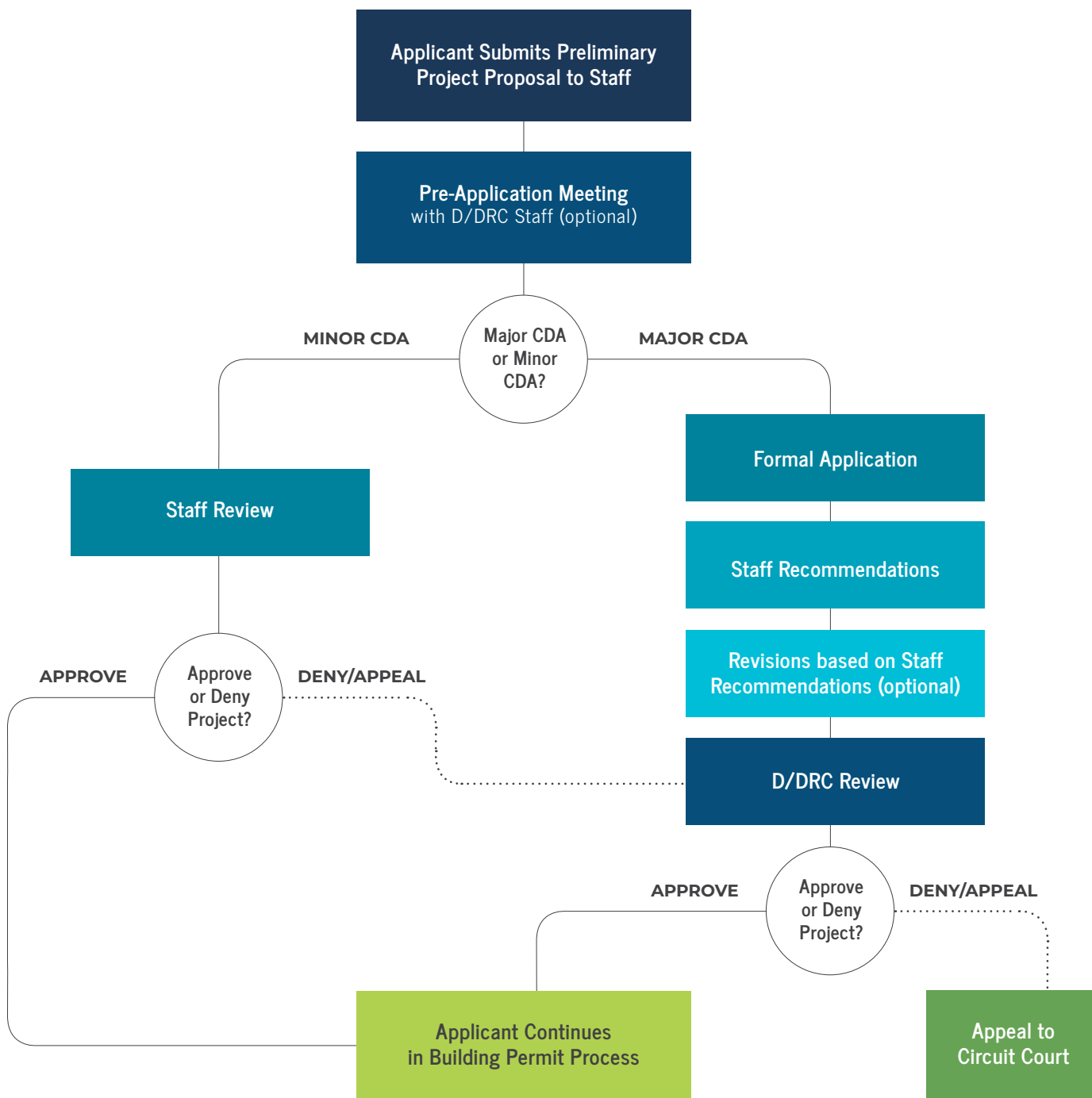
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## Review Process

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





## Process Steps: D/DRC Review

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

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### 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.

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### 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.

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### 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.

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### Step 4: Staff Review and Recommendations

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

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### 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.

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### Step 6: D/DRC Review and Decision

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

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### 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.

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### 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.

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### 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.

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### 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.

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### 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.

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### 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.

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### 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.