



# Old Shandon/Lower Waverly Protection Area Historic Preservation Guidelines

Adopted October 3, 2001

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# Section 1: Review Process & Administration

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



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## Design/ Development Review Commission

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

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

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



## Design/Development Review Commission Meetings

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

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

### Consent Agenda

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

### Regular Agenda

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

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

### Following the Meeting

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

## Staff Level or D/DRC Level Review

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

### 1. D/DRC Review

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

### 2. Staff Review

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

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

## Projects Subject to Review by the D/DRC\*

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

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

## Projects Subject to D/DRC Staff Review

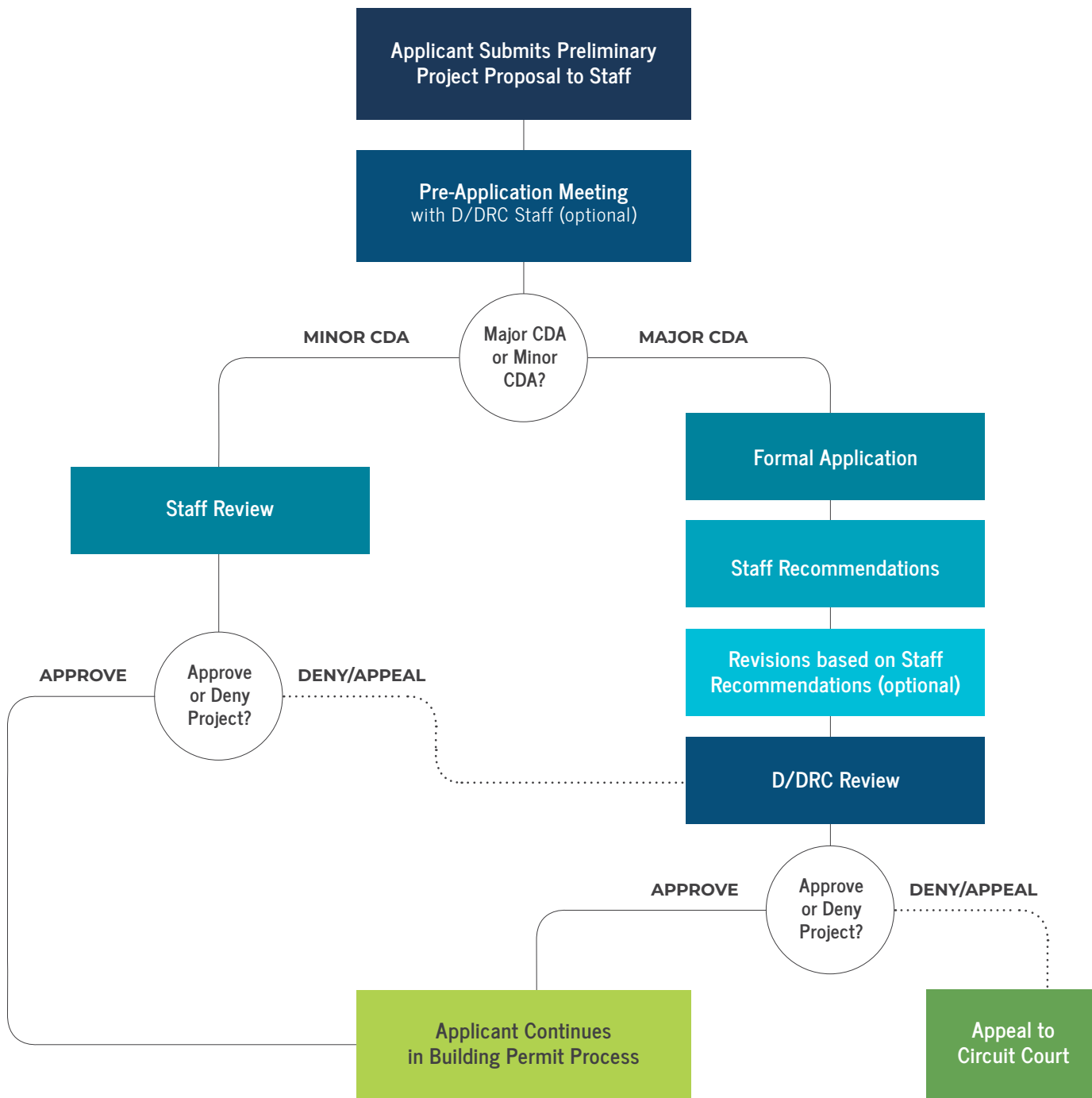
1. General maintenance and repairs using identical materials, profiles, etc. or minor alterations that comply with the guidelines
2. Additions/enclosures that are minimally visible from the public right-of-way
3. Alterations or removal of non-original features
4. Reconstruction of missing or damaged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



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

## Review Process

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



## Review Schedule & Involvement

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

### DESIGN / DEVELOPMENT REVIEW PROCESS INVOLVEMENT IN STEPS

Process Step	Applicant	D/DRC Staff	D/DRC
<b>Step 1:</b> Pre-Application Review/Meeting	•	•	
<b>D/DRC Review</b>			
<b>Step 2:</b> Submit Application for D/DRC Review	•		
<b>Step 3:</b> Staff Review of Application	•	•	
<b>Step 4:</b> Revisions based on Staff Review	•	•	
<b>Step 5:</b> D/DRC Review	•	•	•
<b>Step 6:</b> D/DRC Decision			•
<b>Step 7:</b> Submit Permit Application if Project is Approved	•		
<b>Staff Review</b>			
<b>Step 2:</b> Submit Permit Application	•		
<b>Step 3:</b> Staff Review of Application		•	
<b>Step 4:</b> Staff Decision+		•	
<b>All Approved Projects</b>			
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 Old Shandon/Lower Waverly Protection Area guidelines adopted by City Council October 3, 2001. Although the document has been reformatted for ease of use, no changes have been made to the contents of this document with the exception of updated numbering for sections of the guidelines, and references therein. Photos and diagrams have been added or updated for illustrative purposes only. References to the City of Columbia Ordinance have been updated to reflect the section numbers in the code effective August 30, 2021.**

# Section 2: Purpose, Principles, & Historic Significance



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## Purpose

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

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

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## District Principles and Goals

The main strength of this predominantly residential Historic Protection Area is the harmonious way that many diverse housing styles fit together to create a pleasant living environment. This fit or cohesiveness among the varying styles is achieved because most buildings subscribe to similar ideas of mass, scale, rhythm and proportion of openings, while approaching these ideas from different points and with different architectural features.

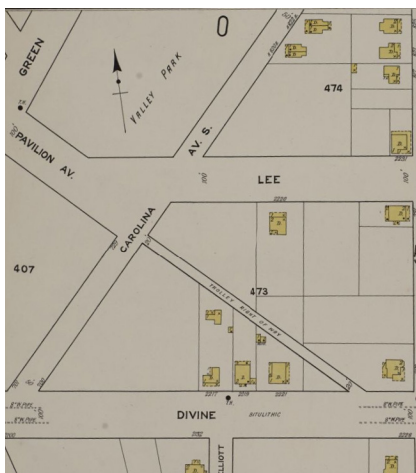
Another strength and important quality of this area is the aesthetically pleasing and pedestrian friendly streetscape. This pleasing environment is achieved through the design of individual structures, the relationship of these structures to the street and their relationship to one another.

The goal of these guidelines and of the district is to maintain this relationship, **not to require restoration to a certain historical period.** This task must be accomplished with an appreciation of the diversity of the area, which is critical to its character. Because of this diversity, these guidelines must be administered in a flexible manner so that the historic integrity and feel can be maintained with minimal technical restrictions.

For the above reasons, the Old Shandon/Lower Waverly District is designated as a Protection Area and establishes the following design guidelines so as to apply general 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 Section I.

## Historic Significance

The Old Shandon/Lower Waverly neighborhoods are significant historically for being part of the first suburban expansion outside the planned limits of Columbia. At the turn of the twentieth century, Columbia, like cities across America, experienced an increase in middle class residential growth. The Old Shandon and Lower Waverly neighborhoods were developed in response to a growing demand for prestigious but affordable residential space situated close to the urban center, but distanced from its congestion. In 1890, the Columbia Land Development Company (CLDC) purchased 305 acres of the Klienbeck farm, directly southeast of Columbia's original grid. To this parcel was added 115 acres of the former Newsome farm tract, which was also the site of the former Columbia Racetrack. In 1894, the town of Shandon, reportedly named for CLDC president Robert Shand, was bounded roughly by Millwood, Devine, Green and Sims. During the next five years the CLDC divided the tracts into lots separated by wide streets, sidewalks and parks.



Excerpt of the 1919 Sanborn Map showing the trolley right-of-way through Old Shandon

The catalyst for the area's growth was the Columbia electric trolley line, which provided a quick and convenient transportation route for urban commuters. In 1895 the CLDC partnered with the Columbia Electric and Suburban Railway & Electric Power Company to extend the line from Gervais Street down Heidt Street to Pavilion in order to facilitate the purchase of newly laid out home lots. To further entice would be suburbanites, the companies also collaborated on the construction of a public entertainment pavilion in Valley Park (now Martin Luther King Jr. Park) that lay at the terminus of the line. The Shandon Pavilion hosted dances and other public entertainment and helped to develop Shandon into one of Columbia's more desirable locales.

Convenient access to the Pavilion helped to showcase the nearby lots, but it was an 1898 extension that provided the greatest stimulus for settlement. The new line traveled east from the Pavilion on Devine Street and turned up Maple to Millwood Avenue (then known as Garner's Ferry). By 1913, the Maple Street area had become the center of Shandon, boasting the largest concentration of homes, a brick schoolhouse, and three stores located at the intersection of Maple and Devine. Today the Maple Street area is characterized by many of these original turn-of-the-century houses.

Through the first decade of the century Shandon grew tremendously, and in 1913 it boasted 128 houses, five stores, one public school and two churches. The success of this suburban experiment encouraged the formation of sub-neighborhoods, the largest being South Waverly, which lay to the northwest of Shandon, bound by Green, Millwood, Gervais and Harden. Lower Waverly's development had also benefited from the trolley line, but its lots were laid out later than those of Shandon. Early construction clustered primarily along Oak Street, on which many older homes still stand. This area served to receive the expansions of both Shandon and Waverly, a planned suburb north of Gervais Street. In 1913 both neighborhoods were annexed to the City of Columbia. Commercial development in the area expanded around Five Points during the 1920s and 30s, which further promoted the suburban expansion that extended far beyond the original community.



Excerpt of the 1919 Sanborn Map showing development in Old Shandon

Today, the Old Shandon / Lower Waverly area reveals its developmental heritage through its architecture. The district is characterized by a diversity of historic house styles from Late-Victorians to Colonial Revival, all of which were fashionable during the time of greatest development (1895-1940) and the district period of significance. Many of the homes reflect the Bungalow Style, predominant in suburban residential areas from 1910 to 1930. The automobile has replaced the trolley and some of the names have changed, but the neighborhoods retain the inviting ambience and layout that was planned over a century ago. This is what historic designation is striving to preserve.



Cypress Street



Queen Street



Meadow Street



Oak Street

## Boundary Description

The Old Shandon/Lower Waverly 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 and the social history that overlaps their separate boundaries. Bounded on four sides by major commercial arteries (Harden Street, Gervais Street, Millwood Avenue, and Devine Street) the area is vulnerable to commercial structure encroachment that may degrade the character of the district as well as to inappropriate residential development.

The district has been divided into two distinct areas: **Area A** is the main district, which closely mirrors Dr. Bryan's recommendations. **Area B** is a series of border/buffer areas on the periphery that will serve to protect the more cohesive portion of the district from adverse influences. Area B is identified because it is residential in character, is adjacent to the main district, and does not abut a major traffic artery (Millwood, Devine, Gervais, or Harden Streets). Within areas A and B are lots that are vacant or contain non-contributing structures. These lots are included to ensure that proposed new construction will be compatible with the district and not undermine its residential character or the intent of these guidelines.

BOUNDARY MAP



## Administration of the Guidelines

### AREA A: ACTIONS THAT REQUIRE DESIGN REVIEW

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1. New construction
2. Additions/enclosures
3. Exterior changes
4. Fences and walls in front and a secondary front yards
5. Demolition or relocation

### AREA A: ACTIONS THAT DO NOT REQUIRE DESIGN REVIEW

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1. General maintenance and repair (using matching materials)
2. Painting and color
3. Work not visible from the public right-of-way
4. Interior work

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### AREA B: ACTIONS THAT REQUIRE DESIGN REVIEW

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1. New construction
2. Additions in excess of 500 sq. ft.
3. Fences and walls

### AREA B: ACTIONS THAT DO NOT REQUIRE DESIGN REVIEW

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1. Additions/enclosures smaller than 500 sq. ft.
2. Exterior renovations
3. Interior work
4. General Maintenance and Repair
5. Painting and Color

# Section 3: New Construction



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# New Construction

## A. PRINCIPLES

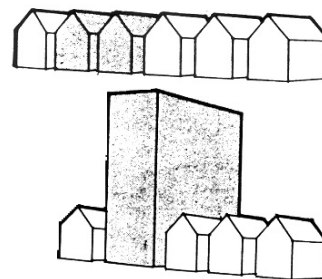
Within the Old Shandon/Lower Waverly district, there are numerous vacant lots and non-contributing structures. The construction of new or replacement structures on these lots will greatly affect the district by either reinforcing or undermining existing historic patterns. New construction should be consistent 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; they may reflect the era of their own construction to carry on the tradition of diversity in building styles present.

## B. GUIDELINES

### 1. Height

Construct new buildings to a height that is compatible with the height of surrounding buildings.

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

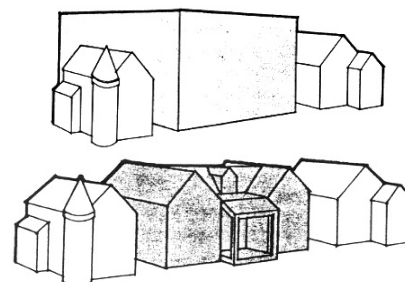


### 2. Size and Scale

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

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

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



### 3. Massing

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

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

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



**4. Directional Expression**

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

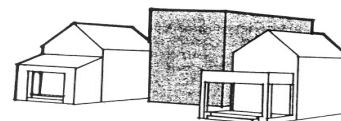
Do not construct strongly horizontal or vertical façade expressions. This building does not relate well to its neighbors or the rhythm of the streetscape because of its unbroken façade.



**5. Setback**

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

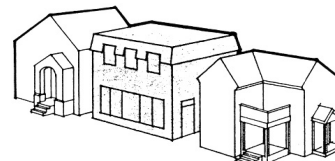
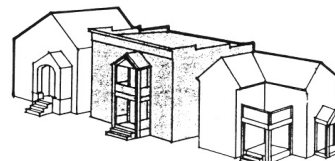
Do not violate the existing setback pattern by placing buildings in front of or behind existing façade lines.



**6. Sense of Entry**

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

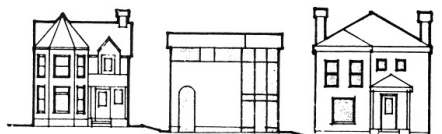
Do not construct facades with no strong sense of entry.



**7. Rhythm of Openings**

Construct new buildings so that the relationship of width to height of windows and doors, and the rhythm of solids (walls) to voids (door & window openings) 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.



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### 8. Roof Shape

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Use roof shapes, pitches, and materials that are visually compatible with those of surrounding buildings. (ex. when a majority of the buildings in an area use a hip or gable roof form, a hip or gable roof should be used).

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



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### 9. 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, 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.

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### 10. Materials, Texture, 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.

# Section 4: Additions & Enclosures



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Enclosures	21

## Additions/Enclosures to Existing Buildings

### 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 this circumstance a building may need to be enlarged. While these additions/enclosures are permitted they should serve to reinforce and not detract from the existing architectural form and design of the building and not disrupt the rhythm of the streetscape.

### B. GUIDELINES

#### Additions

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

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#### Enclosures

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

# Section 5: Exterior Changes



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## Exterior Changes

### A. PRINCIPLES

While the Old Shandon/Lower Waverly Protection Area includes a diverse array of building styles, there are common elements of a structure which, when changed, have the effect of either reinforcing or degrading the proper proportion and detailing of a structure. The intent in reviewing these elements in this district is not to require restoration to a historic period, but to assure that changes do not result in the loss of integrity of the structure or the district.

When possible, plan projects so that the least amount of change to the historic fabric of the structure is required. Design necessary changes so that they will not impact the significant character defining features of a building.

### B. GUIDELINES

#### Relocation of Openings (doors & windows)

1. Install new openings so that they carry on the same rhythm of existing openings and are compatible in size, materials and design.
2. When removing an opening, fill the void with materials that are compatible with that on the building.
3. When replacing a window or door unit use a design similar to the original (ex. use a window with a 2/2 pane configuration if the original was a 2/2 configuration).



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#### Change in Roof Pitch or Shape

1. Retain the original roof form, pitch and overhang. However, where it is shown that a proposed change will maintain the appropriate relationship of scale, mass, and proportion it shall be considered as an alternative.
2. Replace roofing materials with materials that are similar in appearance.



### Change in Siding Material

1. Preserve the form, size and details of exterior siding.
2. Permitted materials include:
  - i. Horizontal wood, aluminum, vinyl, Hardi-plank or other synthetic material;
  - ii. Brick
  - ii. Stucco
  - iv. Stone or decorative cast concrete block
3. Prohibited materials include:
  - i. T-1-11 or other vertical siding
  - ii. Concrete block
  - iii. Plywood or other similar surface.





# Section 6: Fences & Walls



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## IN THIS SECTION

Fences & Walls

26

## Fences & Walls

### A. PRINCIPLES

Fences and walls are important structures that help define the context of a building. Historically, fences or walls in the front and secondary front yards are low in height (2' – 4'). Fences usually follow the property line perimeter.

### B. GUIDELINES

1. Install a fence or wall so that it does not detract from its associated structure.
2. Design a fence or wall so that it is compatible with the associated structure in design and materials.
3. Materials like the following are not permitted for fences or walls in the front or secondary front yard:
  - i. chain link unless it supports screening plant material
  - ii. concrete block unless painted, stuccoed, or veneered in brick
  - iii. artificial siding material (ex. T-111, corrugated metal)



# Section 7: Demolition



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## IN THIS SECTION

Demolition

28

## 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. Accordingly, such requests are reviewed very deliberately and require detailed information.

### B. GUIDELINES

#### Demolition of contributing buildings is not permitted if one of the following exists:

1. The building or major portion of a building is of such architectural interest and value that its removal would be detrimental to the public interest; or
2. The building, or major portion of a building, is of such old or unusual or uncommon design and materials that it could not be reproduced.

#### Demolition is permitted in the following situations:

3. The structure is not judged to contribute significantly to the historic or architectural character of the district and its removal will result in a more historically appropriate visual effect on the district; or
4. The building has irretrievably lost its architectural and historical integrity and its removal will result in a more historically appropriate visual effect.

**NOTE: Additionally, demolition requests are subject to the standards set forth in the City of Columbia Code of Ordinances and the Rules and Regulations of the Design/Development Review Commission.**

# Section 8: Relocation



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## IN THIS SECTION

Relocation

30

## 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 cannot be preserved in the original location.
2. Moving a historic building from its original site should 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



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## Definitions

Please also see the Land Development ordinance for additional definitions.

---

### Addition

1. Construction that increases the living or working space of an existing structure, and is capable of being mechanically heated or cooled. (ex. porch enclosures, room additions, etc.)
2. An alteration that changes the exterior height of any portion of an existing building.
3. Any extension of the footprint of the structure, including porches and decks.

---

### Appropriate

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

---

### Architectural feature/element

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

---

### Character-defining feature

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

---

### Compatible

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

---

### Contributing (building/structure/site)

A building, structure or site that reinforces the visual integrity or interpretability of a historic district. A contributing building is not necessarily "historic" (50

years old or older). A contributing building may lack individual distinction but add to the historic district's status as a significant and distinguishable entity.

---

### Demolition

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

---

### Elevation

1. Height in terms of distance from grade;
2. An exterior wall of a building, usually used in referring to portions other than the façade.

---

### Enclosure

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

---

### Exterior Change

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

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### 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.



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**Major**

Substantive; substantial; as in considerable amount of.

---

**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.

---

**Secondary Front Yard**

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

---

**Shall**

What must happen.

---

**Should**

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

---

**This ends the Old Shandon/Lower Waverly Protection Area guidelines as adopted by City Council on October 3, 2001. The following pages have been added as supplemental information.**

## Additional Terms and Definitions

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

---

### Design Review

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

---

### Development Center

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

---

### Lot Coverage

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

---

### Planning & Development Services

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

---

### Planning Division

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

---

### Primary Front Yard

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

---

### Preservation Staff

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

---

### Setback

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

---

### Zoning

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

---

### Zoning Division

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

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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

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

# Appendix: Driveways & Parking Areas

Adopted for all residentially zoned historic districts following the creation of the Old Shandon/Lower Waverly Protection Area, the Standards for Driveways and Vehicular Parking Areas are applied to driveways and parking areas in the district.



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## IN THIS SECTION

Standards for Driveways &  
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.



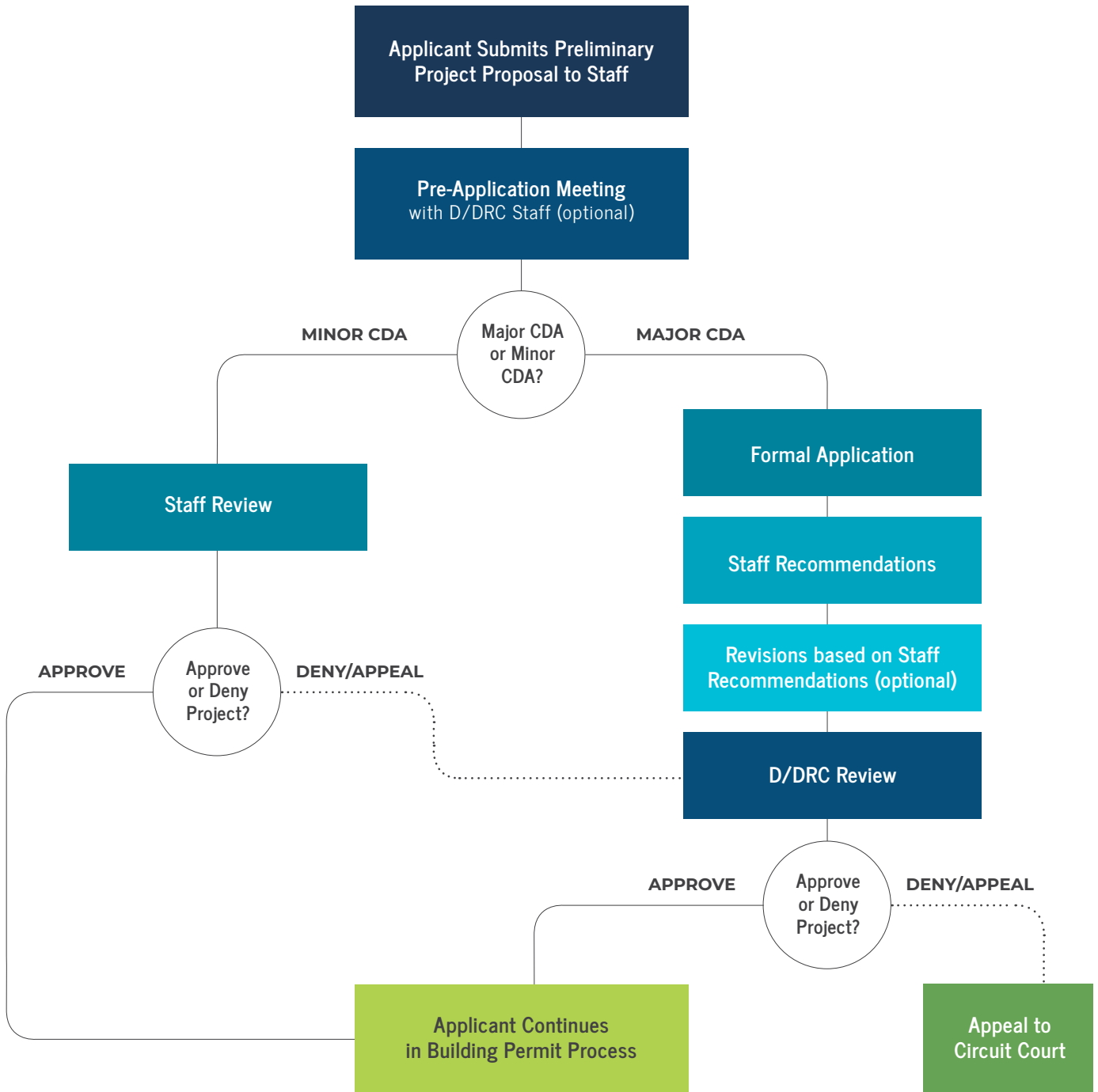
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## Review Process

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.

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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.

---

### 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.

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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.

---

### Step 4: 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.