



Seminary Ridge Protection Area Historic Preservation Guidelines

Adopted & Amended June 5, 2018

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

1. D/DRC Review

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

2. Staff Review

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

Certificates of Design Approval

A **Certificate of Design Approval (CDA)** is the document issued by the D/DRC or staff which outlines the project approval and authorizes applicants to proceed with work. A Certificate of Design Approval may be issued with or without conditions so, applicants should read through the entire document and discuss any questions with staff prior to beginning work. Certificates of Design Approval expire after one calendar year and if the work has not begun, the CDA has to be reissued, either by staff or the D/DRC depending on the scope of work.

General Maintenance & Repair

The phrase 'general maintenance and repair' refers to routine work necessary for the upkeep of a property, such as localized replacement of rotten siding, fascia, or trim; window repair; small areas of repointing; or repainting. 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 Seminary Ridge 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
2. Additions/enclosures visible from the public right-of-way
3. Demolition or relocation of contributing buildings
4. Actions otherwise reviewed by staff that do not meet the guidelines

Projects Subject to D/DRC Staff Review

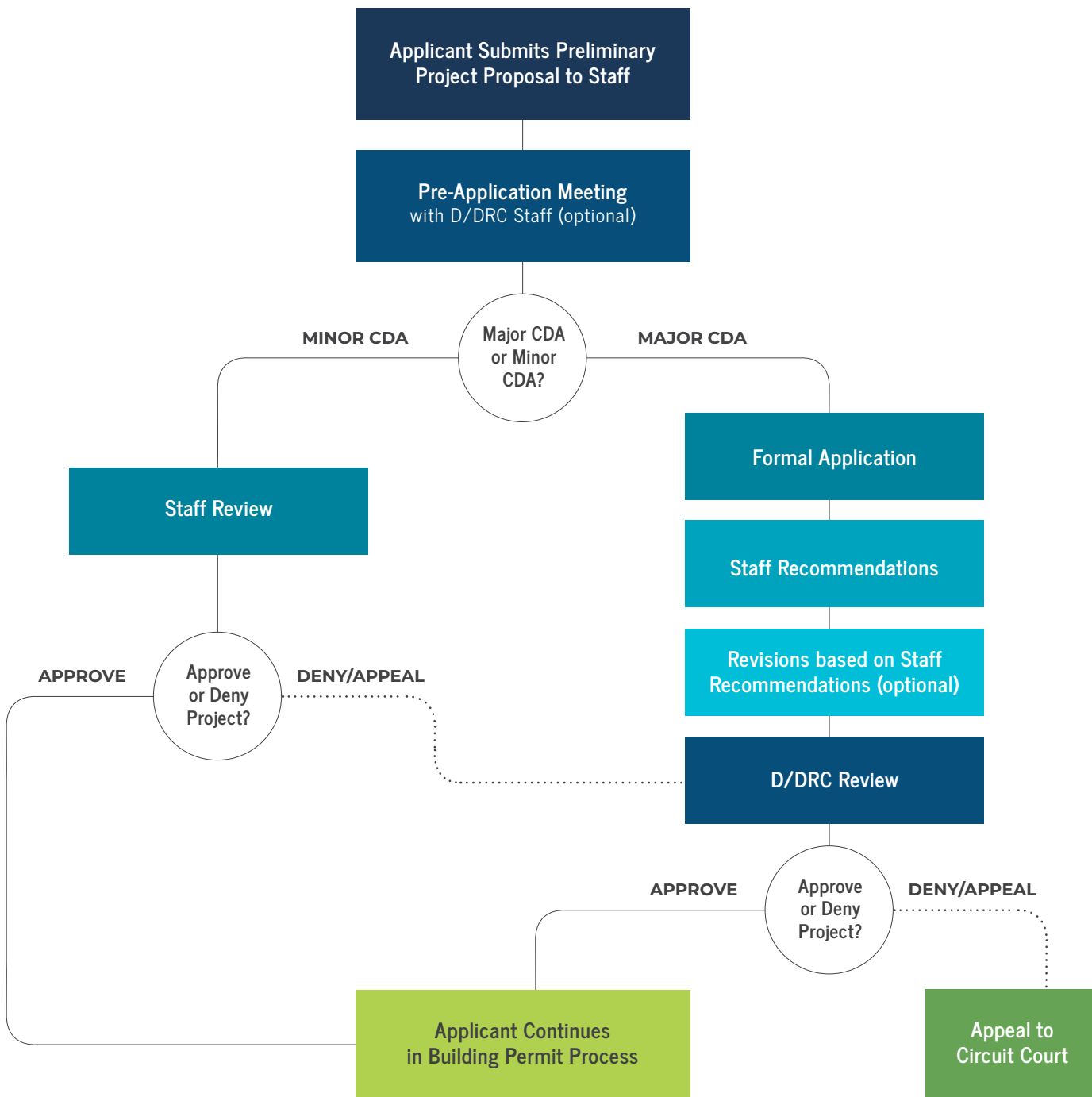
1. General maintenance and repairs using identical materials, profiles, etc. or minor alterations that comply with the guidelines
2. Additions/enclosures that are minimally visible from the public right-of-way
3. Driveways/parking areas
4. Alterations to non-contributing buildings
5. Demolition or relocation of non-contributing buildings or demolition of contributing buildings catastrophically damaged by fire or other disastrous event
6. Alterations or new construction to meet ADA or accessibility requirements
7. Signage



*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 Seminary Ridge district about any proposed projects.

Review Process

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



Review Schedule & Involvement

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

DESIGN / DEVELOPMENT REVIEW PROCESS INVOLVEMENT IN STEPS

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

*Pre-application meetings are optional, but recommended.

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

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

The following pages reflect the Seminary Ridge Protection Area guidelines adopted by City Council on June 5, 2018. 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 there in. Photos and diagrams have been 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 (D/DRC) 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

- » Retain the visual character of the district, so that history and development is understood;
- » Maintain residential patterns in the district;
- » Encourage new residential development which enhances the existing neighborhood
- » Guidelines are not intended to restrict creativity but to guide development in ways that maintain the character of the area and discourage those elements which may threaten it.

Historic Significance

Seminary Ridge is a residential neighborhood surrounded by several major vehicular thoroughfares and historic landmarks, with a landmark building (Ensor-Keenan House) from the late 1800s, and other landmark buildings such as the old Eau Claire Town Hall and the Eau Claire Print building. Located just above the nucleus of the small town of Eau Claire, which developed in the early 1900s, this neighborhood has evidence of its early development as well as continued infill throughout the early and mid-twentieth century. The Lutheran Seminary along its east border has also heavily influenced the landscape and development of the neighborhood.

The capital city of Columbia was expanding rapidly in the early twentieth century. The vehicle age was dawning, and trolley cars were able to move large groups of people rapidly to the outlying suburbs located to

the southeast and to the north of the city's historic borders. Land developers saw the trolley lines as paths to wealth, and soon began buying up large tracts of land to create new neighborhoods along the tracks. Frederick Hargrave Hyatt was one such developer. An agent and eventually area manager for the New York Life Insurance Company, as well as a dairy farmer, Hyatt purchased a home north of Columbia in the early 1890s. He began the development of Hyatt's Park and created several neighborhoods, selling off lots at auction and encouraging the growth of the area. He helped establish an electric railway line out to his developments in 1896. Hyatt donated land to Columbia College, and was a dynamic force for developing the small town of Eau Claire, which was incorporated in 1899 with over 200 residents. The town was in the shape of a circle, with its center at the intersection of North Main Street and Monticello Road.¹

The new town gained some significant buildings in the late 1890s and early 1900s. The Hyatt Park Pavilion, built in 1897, provided an entertainment center with a casino, vaudeville theater, and orchestra and even a zoo. The next year the Hyatt Park School was completed. The Columbia College moved up from their downtown location to their new property in Eau Claire, and broke ground in 1905. The Lutheran Seminary constructed its first large building in 1911, and in the midst of all the new activity, homes and churches were also being built throughout the area, including Eau Claire Presbyterian Church in 1912, St. Paul Baptist Church in 1911, The Lutheran Church of the Ascension, completed in 1913, and others.² While the churches were wood framed, wood-sided buildings, the schools were generally masonry buildings with imposing facades, lending a sense of stability to the new town. Its independence was somewhat brief, however, as the City of Columbia incorporated a portion of Eau Claire in 1913, along with suburbs located east southeast of the city, including Shandon, Waverly and South Waverly.³

The area that is now the neighborhood of Seminary Ridge is located in between the two major thoroughfares within Eau Claire, being the two roads whose intersection formed the center point of the town. Just north of the intersection, the ornately decorated brick American Lutheran Survey building, later the Eau Claire Town Hall was completed in 1914, followed later by the Survey Publishing Building. North of these buildings the neighborhood of Seminary Ridge begins, and residences have remained along this southern border since around the 1920s.

Originally, the neighborhood's southern border created a narrow point at the town's center. A plat map from 1910 indicates that the Monticello Home Company owned the entire area forming a triangle between North Main Street, Ensor and Arlington (west boundary) and Calhoun Street (later Timrod Street), excluding the Lutheran Seminary campus. The Ensor-Keenan House, reportedly built in the late 1860s and rebuilt in 1891 after a fire, was on part of the west boundary of the neighborhood. The company hired an Ohio landscape engineer to draw up the plan, and his plat shows there were to be fairly regularly sized lots, with sidewalks and trees lining the streets. Monticello was the name of the new neighborhood, and playing on the presidential theme it evoked, original street names included Mt. Vernon and Jefferson (later changed to Calhoun, and changed again to Timrod).

The earliest homes in the area were built adjacent to each other on Muller Avenue, by the Cannon family, with another home built on Wildwood Avenue in 1913. Churches and the Lutheran Seminary also began building in the area during the early 1900s, with the addition of the Lutheran publishing building by the 1910s. Built of stone and brick, these substantial new buildings offered the town a sense of permanence and stability. The City of Columbia annexed part of Eau Claire in 1913, with the remainder annexed in 1955. Between those periods the neighborhood continued to gain new houses. Bungalows built during the 1920s appear concentrated in the southern part of the neighborhood, along Jackson, Duke and Hillcrest Avenues, as well as their western border, Ensor Avenue.

¹ Walter Montgomery, *Eau Claire Memories: A Pictorial History of the Eau Claire Neighborhood in Columbia, South Carolina 1890-2000* (Columbia, S.C.: The Columbia Star & The New Survey, 2000), 3-4, 6-7.

² Montgomery, 5-6, 57-58

³ John M. Bryan & Associates, "City-Wide Architectural Survey & Historic Preservation Plan, Columbia, South Carolina," 1993, 56. Copy on file with the City of Columbia Planning Office.

The Great Depression brought construction nearly to a halt, though a few buildings were added along Main Street, Arlington, Wildwood and Sycamore. Construction picked up during the 1940s and 1950s, with homes filling in along Sycamore, Wildwood, and Ensor Avenue. Timrod gained some homes during the 1950s and 1960s, though its hilly topography seemed to deter consistent development. Reportedly in 1961, President John F. Kennedy tried to boost the steel industry with the re-introduction of steel houses, with seven buildings being built across the nation. One of them is on Timrod Street, and it is strikingly similar to the all-metal Lustron homes created during the 1940s.

The Lutheran Seminary reportedly housed professors in homes in the neighborhood and has undoubtedly contributed to the neighborhood throughout the years. Its campus has created somewhat of a calming buffer between the neighborhood and busy North Main Street. The campus extended into the neighborhood in the late 1990s when it removed Hillcrest Avenue to build student housing. There are a few vacant lots in the neighborhood that have been filled in with new housing within the past decade or so, but generally the area retains much of its historic buildings and wide, peaceful streets.

DESIGN CHARACTERISTICS

This is a somewhat eclectic neighborhood given its long period of significance. Early homes from the 1910s have wood clapboard siding and tall roofs, originally clad in standing seam metal. These vernacular homes are concentrated on Muller Avenue. Since development occurred very slowly in the neighborhood, there are only a few of these examples. By the 1920s, Bungalow styles with wood siding and low-slung, varied rooflines and exaggerated porch columns became the norm. Brick siding took over as the dominant exterior building material by the 1930s and 1940s with the influx of the Minimal Traditional styles houses, and continued into the 1950s through the 1960s with Ranch homes. An experimental all-steel house on Timrod is a unique feature of the neighborhood, and a stone-veneered modern house on Wildwood Avenue offers another unique example.

Many brick homes feature stucco or other siding in gables, and cast stone or stone is used as a decorative feature around doors. While there are a number of porches, many of them on the sides of buildings, there are also a generous number of stoops in this neighborhood. There is an unusually diverse and interesting collection of original front doors in this neighborhood, and many of the homes also retain original wood windows with varying designs, each of them complementary to the architecture of the building. Streets are generally wide and there are only a few sidewalks and no curbs. Driveways are concrete, though there are a few examples of gravel or other materials. Most front yards feature concrete sidewalks and the homes are all oriented parallel to the street. A number of old wire fences and some concrete block, piled stone, and other materials form a few low walls in the area.

PERIOD OF SIGNIFICANCE

The period of significance is from 1910 to 1965, which encompasses the many decades of development that occurred slowly in this neighborhood. This period covers the initial 1910 planned neighborhood from the Monticello Home Company, through the Bungalow and Minimal Traditional and Ranch style homes and is extended through the mid-1960s to include some exceptional examples of mid-century architecture, including an extremely rare all-steel house.

Boundary Map



BOUNDARY DESCRIPTION AND CHARACTERISTICS

The west boundary generally follows the east side of Monticello Road up to the Ensor- Keenan House, and west sides of the lots along the west side of Arlington Street. The north boundary is generally along the north property lines of the lots on the north side of Timrod Street, then travels southeast along Fuller Avenue before cutting west along the south property lines of houses on the 1200 block of Sycamore Avenue. The boundary travels north along Hyatt and then west on the 1100 block of Sycamore before heading south behind lot lines along the east side of Kinderway Avenue. The boundary extends west from there along Wildwood Avenue before traveling south, where it undulates along the east side of Arlington Street, before heading west along Jackson Avenue, the southernmost border. This boundary generally follows the 1910 plat for the Monticello neighborhood and includes some development along Monticello Road that was simultaneous with the growth of the neighborhood.

Administration

The city staff in the historic preservation office administers the projects within historic districts and Protection Areas, and directs those projects through the review process to the Design/Development Review Commission (D/DRC). When you are planning a project, it is helpful to go ahead and contact the City staff about the work before you make purchases or hire contractors, since the project may require review and/or alterations to help it meet these guidelines. Staff can speak with you, answer questions, visit the site of the project, and look at your plans with you to identify areas that appear to meet or not meet the guidelines. If necessary, staff will provide you with an application to appear in front of the D/DRC, which is made up of a group of volunteers with professional backgrounds and interest in design and preservation issues, and which meets once a month to review projects. Once a signed application is returned, your project will be placed on the agenda for the next available meeting.

Applying for a building or zoning permit also triggers review by the historic preservation office, so speaking with staff before you make the trip to apply for a permit will help you save time, as we can explain the review process, write memorandums to the permit offices if your project does not require review, and stay in contact with other City staff to help make sure your wait time is minimal.

D/DRC MEETINGS

If your project does require review by the D/DRC, their meetings are held at 4:00pm, typically on the third Thursday of the month. A blue sign will be placed in your yard 15 days prior to the meeting; it is a simple legal notification for the public hearing. Staff will remove the sign, often the day after the meeting.

At the D/DRC meeting, the staff will present the projects as they appear on the agenda and will usually have photos or plans for the project up on a screen. They will have already prepared an evaluation of your project the week before, showing how it does or does not meet the guidelines. You will be given an opportunity to speak to the D/DRC about your project and answer any questions they may have. Typically, the project is decided that same day, and as soon as possible within the next work day or two, the staff will prepare a Certificate of Design Approval if your project was approved. This will allow you to pull the proper permits. If your project was not approved, then you may revise the project and reapply, or you may appeal the decision to circuit court.

BAILEY BILL

The City staff is aware that renovation work on historic houses can be costly, and for large-scale projects that are retaining original features and materials for the building, you may be interested in a tax program we offer called the "Bailey Bill." This program requires that you meet certain parameters, but if you qualify, then the property's tax value will remain at its pre-rehabilitation rate for 20 years, which can be a significant incentive.

GENERAL MAINTENANCE AND REPAIR

If you are repairing or replacing materials on the exterior of the building with the same materials (wood for wood, same size and details), you may be required to have a zoning permit. The Zoning Department handles simple permits, and you may call them at 803-545-3333 to ask whether your project requires one.

REVIEW OF NON-CONTRIBUTING BUILDINGS

These are buildings that generally are outside of the period of significance for the neighborhood or have had significant alterations to the historic form or details, so that they no longer contribute to the character of the neighborhood. While these buildings are still reviewed under the guidelines, they are most often reviewed at staff level.

Administration of the Guidelines

AREA A: ACTIONS THAT REQUIRE DESIGN REVIEW

1. Additions/enclosures
2. New construction
3. Driveways and parking areas
4. Signage
5. Demolition or relocation
6. Changes to rooflines and roof forms

AREA A: ACTIONS THAT DO NOT REQUIRE DESIGN REVIEW

1. Paint color and painting
2. Work not visible from the public right-of-way
3. Interior work
4. Fences and walls
5. Replacement of windows, siding, and doors
6. New construction of outbuildings and carports
7. Demolition of outbuildings and carports
8. Dormer additions, chimneys, and roof materials
9. Porch railings and columns
10. Shutters
11. Sidewalks
12. Awnings and canopies
13. Screen doors/storm doors/security doors
14. Storm windows

Section 3: New Construction



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New Construction

A. PRINCIPLES

Seminary Ridge has a few empty lots and has had some new construction in recent years that has generally blended with the overall sizes and shapes of buildings in the neighborhood. The guidelines for new construction are from the city ordinance and are the same for all historic districts. These are intended to help guide new development so that it complements surrounding historic buildings and streets rather than detracting from them. These will also help the neighborhood as it changes over time, so that new buildings maintain some of the essential characteristics of the area, such as the setback of buildings from the street, their general heights, forms and other details.

B. GUIDELINES

1. Height

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

2. Size and Scale

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

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.

4. Directional Expression

Site the entrance of the building so that it is compatible with surrounding buildings.

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.

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.

7. Rhythm of Openings

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

8. Roof Shape

Use roof shapes, pitches, and materials that are visually compatible with those of surrounding buildings.

9. Materials, Texture, Details

Materials, textures, and architectural features shall be visually compatible with the scale, placement, profile, and relief of details on surrounding structures on the block or street. The D/DRC may evaluate other materials based upon their compatibility within the district, the block on which the structure sits, and the materials found therein.

Section 4: Additions



IN THIS SECTION

Additions

20

Additions

A. PRINCIPLES

It is often necessary to increase the space of a building in order for it to continue to adapt to the owner's needs. Over time, a family's space needs change and, in order to accommodate these needs, a building may need to be enlarged. While these additions are permitted, they should serve to reinforce and not detract from the existing architectural form and design of the building. Additions should not significantly alter the basic form of a building. Additions visible from the street should be constructed so that the essential form and integrity of the original building will be readily comprehended. Additions should be attached to the rear or least conspicuous side of the building. They should be compatible with yet distinct from the original portions of building and should result in minimal aesthetic damage to it.

B. GUIDELINES

1. The most appropriate location for an addition is the rear of the building.
2. Site additions so that they do not detract from or obstruct important architectural features of the existing building or others around it, especially the principal façade.
3. Additions should be compatible with the original structure in materials, style and detailing, but should be distinct from the original building.
4. The size and scale of the new addition should be in proportion to the existing building and clearly subordinate to it, so that the integrity of the original structure is not compromised.
5. Additions are also subject to the guidelines for new construction.

Section 5: Rehabilitation & Maintenance



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Rehabilitation & Maintenance

1. ROOFS

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. The original shape and pitch of the roof should be retained.

B. Guidelines

1. The original roof form should be retained.
2. Existing ridgelines and pitch should be retained.



2. 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. 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. Stoops are a common feature in Seminary Ridge, these are generally uncovered, raised platforms with concrete floors, sometimes with a railing or balustrade, and are often found on the front sides of the buildings. They are generally the same height as the threshold of the front door and have a set of brick or concrete steps down to the front yard.



B. Guidelines

1. 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. Designs for front porch enclosures which alter the visual massing and volume of the building are prohibited.
2. Stoops on facades shall not be enclosed.

Section 6: Driveways & Parking Areas



IN THIS SECTION

Driveways & Parking Areas

24

Driveways & Parking Areas

When considering construction or replacement of a driveway or parking area, residents must contact City staff in the Development Center and Planning and Preservation offices to obtain the necessary permits. The city ordinance, Section 17-2.5g(6)e provides language for driveways and parking areas in historic districts and is included here.

Criteria for review of driveways and vehicular parking areas. The D/DRC, in their review of all construction or alteration of driveways or other vehicular parking areas in residentially zoned OV-HP districts located in the front or secondary front yard, shall use criteria which includes, but is not limited to the following:

1. 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.
2. The designated vehicular parking area or driveway shall be placed so as to minimize its visual impact on the primary structure.
3. 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. Appropriate materials are:
 - a. Protection area: Brick pavers, cobblestones, concrete pavers, granite, concrete, asphalt, sand, gravel, or crushed stone.

Not in Ordinance:

4. If a parcel is commercially zoned and a parking lot is desired, parking shall not occur in the front yard. Parking shall be placed to minimize its impact on the associated structure. Parking lots must be surfaced with acceptable materials for paving in the historic district and any buffer walls or site improvements are subject to review for design and materials. Surface parking must be placed at 15' or more from a street right-of-way. Screening shall be required between a parking lot edge and a street right-of-way. Lighting must be appropriate for the residential and historic district in which the parking lot is located.



Section 7: Business Signage



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Business Signage

Definition: Sign, business means any sign which relates in its subject matter to the buildings, businesses, establishments, occupants, uses, functions, or premises on which it is located, or to products, accommodations, services or activities offered, sold or engaged in or on the premises on which it is located. Mobile signs and portable signs may be business signs, but billboards or advertising signs are not business signs.

A. PRINCIPLES

In a residential area with the possibility of once residential properties being converted into commercial businesses, signage can have a great impact on nearby residential properties. Proper sizing, style, materials, location, and illumination will influence not only how effective a sign is for its associated business, but also its impact on the greater community. The following guidelines do not supersede the Columbia Sign Ordinance. All signs must comply with the regulations contained in the Code of Ordinances, Columbia, South Carolina; 17-5.10.

B. GUIDELINES

1. Color

Limit total number of colors to increase legibility. Sign colors should complement the colors used on the structures and the project as a whole. Advertising signs should not be painted directly over brick facades.

2. Materials

The following materials are recommended for signage in the Seminary Ridge Neighborhood (change wording here as necessary for historic district):

- » Wood (carved, sandblasted, etched, and properly sealed and painted, or stained)
- » Metal (formed, etched, cast, engraved, and properly primed and painted or factory coated to prevent corrosion);
- » High density pre-formed foam or similar material.

New materials may be appropriate if properly designed in a manner consistent with these guidelines, and painted or otherwise finished to complement the associated architecture.

3. Legibility

Keep the message brief for greatest legibility and effectiveness. Evaluate each word and remove any words that do not contribute directly to the basic message of the sign. Do not space words or letters too closely together; likewise, limit the number of lettering styles to increase legibility. Glossy finishes which could cause glare should be avoided.

4. Location

Wall signs: signs should be placed consistent with the building's proportions and scale of elements. They should be located where architectural features or details suggest a location, size or shape for the sign. Signs should not obscure or interrupt existing architectural elements.

Ground mounted signs should be low and should not impede any sight triangles. Monument signs as well as signs hanging from a wrought iron or wood post would be appropriate. These signs should be placed far enough back from the front property line to be properly associated with the structure in which the business resides.

Window signs (such as vinyl lettering on glass) are prohibited in a primarily residential historic district.

5. Illumination

Consider first whether the sign needs to be lighted at all, particularly in a primarily residential neighborhood. Nearby street lights may provide ample illumination. If the sign can be illuminated by an indirect source of light, this is usually the best arrangement because the sign will appear to be better integrated into the building's architecture. A light fixture mounted on the building may provide adequate lighting. A flood light installed at ground level and directed up is appropriate for a stand alone sign.

Section 8: Energy Efficiency & Historic Buildings



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Energy Efficiency & Historic
Buildings

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Energy Efficiency and Historic Buildings

Just because you live in a charming old house does not mean you have to suffer through high energy bills or uncomfortable rooms. Historic houses have a lot of great features that were designed to take advantage of passive energy measures, like operable windows that were aligned for cross-ventilation, porches, thick materials like laster and brick which help retain the interior temperature, and they often have mature deciduous trees around that help block the summer sun but allow the warmth in during winter months.

A variety of published studies indicate that historic homes can be as efficient as newly constructed buildings. Did you know that weather stripping a well-maintained historic window and adding a storm window can cost less than half the price of a new window but match the energy savings? Insulating in your attic and under the first floor is one of the best ways to stop energy loss in the building, and simple tricks like caulking around windows, doors and plumbing holes, adding weather stripping to windows, doors and your attic hatch, which is a big energy loss for buildings.

In an effort to help you enjoy your old home, these guidelines do not review energy saving measures like shutters, storm windows, storm doors or any weather stripping. Any interior treatments such as cellular shades, reflective roll shades, thermal drapes, or interior shutters are also not reviewed.

Section 9: Relocation



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Relocation

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Relocation

A. PRINCIPLES

1. Much of a building's value is in its context: the street on which it sits, the buildings that surround it, the landscape. Therefore a building should remain in its context unless its existence is threatened by encroachment or 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 10: Demolition



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Demolition

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Demolition

A. PRINCIPLES

The demolition of an historic building should be an action of last resort. When a structure is demolished, the community loses a part of its history, which cannot be replaced. When a house is removed and not replaced, the fabric of the neighborhood is undermined. Accordingly, such requests are reviewed very deliberately and require detailed information. Additionally, the removal of a structure without a replacement should be permitted in only the most extreme of circumstances and when all other options have been exhausted.

B. CRITERIA FOR REVIEW

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

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

C. TYPES OF INFORMATION

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

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

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

Section 11: Definitions



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Definitions

Please also see the Land Development ordinance for additional definitions.

Addition

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

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

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

Appropriate

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

Architectural feature/element

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

Character-defining feature

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

Compatible

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

Contributing (building/structure/site)

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

Demolition

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

Elevation

1. Height in terms of distance from grade;

2. An exterior wall of a building, usually used in referring to portions other than the façade.

Enclosure

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

Exterior Change

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

Façade

An exterior side of a building; usually the front elevation of the building.

General maintenance and repair

Work meant to remedy damage due to deterioration of a structure or its appurtenances or general wear and tear, which will involve no change in materials, dimensions, design, configuration, color, texture or visual appearance.

Major

Substantive; substantial; as in considerable amount of.

Muntin/Mullion

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

New Construction

The construction of any freestanding structure on a lot that ordinarily requires a permit. This may apply to a variety of activities such as storage buildings, carports & garages, secondary dwellings, etc.

Non-contributing (building/structure/site)

A building, structure or site which no longer reinforces the visual integrity of the district either because it is a vacant parcel, it is a structure that was built outside of the period of significance of the district or it is an historic structure that has lost its integrity through inappropriate additions or the loss of three or more of its original character defining features i.e. porch, windows, siding.

Period of Significance

- a. For an individual structure: the date of construction plus or minus ten years;

- b. for a district, the span of time from the date of the oldest building within the boundaries to the date by which significant development ended.

Secondary Front Yard

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

Shall

What must happen.

Should

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

Street Trees

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

This ends the Seminary Ridge Protection Area guidelines as adopted by City Council on June 5, 2018. The following pages have been added as supplemental information.

Additional Terms and Definitions

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

Design Review

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

Development Center

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

Lot Coverage

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

Planning & Development Services

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

Planning Division

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

Primary Front Yard

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

Preservation Staff

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

Setback

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

Zoning

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

Zoning Division

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

Urban Design Staff

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

Use

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

Appendix: Detailed Review Process

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

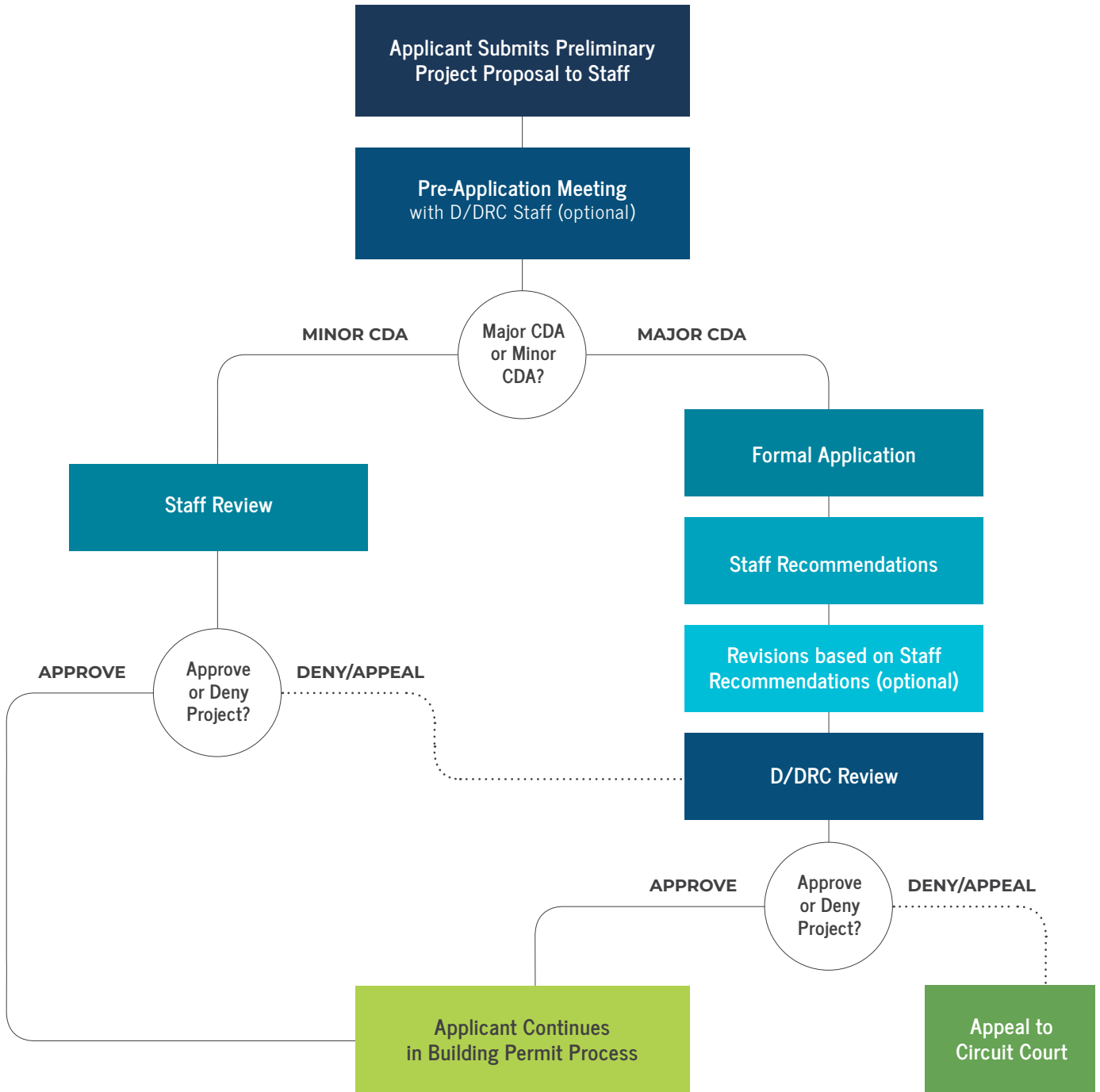


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Review Process

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



Process Steps: D/DRC Review

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

Step 1: Applicant Submits a Preliminary Proposal to Staff (optional)

It is strongly encouraged that applicants reach out to staff as soon as possible to keep projects on schedule. Staff will alert you if additional processes—such as site plan review, encroachments, or variances—may be required in addition to design review.

Step 2: Pre-Application Meeting with Staff (optional)

For large scale projects, pre-application meetings are an important part of the D/DRC review process. The information provided to applicants during these meetings, both by the Planning Division and other City Staff, is often essential for the planning process of larger scale projects.

Step 3: Formal Application Submitted to Staff

After the applicant has gathered the necessary information for their D/DRC application, they should submit materials to staff.

Step 4: Staff Review and Recommendations

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

Step 5: Revisions Based on Staff Recommendations (optional)

The applicant may decide whether they wish to implement staff recommendations or proceed with the plans as proposed. Staff will prepare the case summary, or evaluation, for the project, which includes a history of the project, applicable guidelines, staff recommendations, conditions, and documents submitted by the applicant.

Step 6: D/DRC Review and Decision

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

Step 7: Permit Application Submitted

If projects receive an approval from the D/DRC, the applicant can then proceed to the permitting process. When submitting documents for permitting, changes required in the conditions for approval should be reflected on the plans and/or in the application.

Step 8: Certificate of Design Approval Issued

Once staff has confirmed that the project reflects any of the conditions for approval, a Certificate of Design Approval will be issued. Applicants should read through their Certificates of Design Approval and note any outstanding items listed that will need to be submitted to staff for approval.

Process Steps: Staff Review

Although generally shorter than the D/DRC review process, the staff review process has the same intent—to be a collaborative process that results in projects and proposals which better reflect the character and/or goals of a district. While the staff review process may look different for applicants depending on when and how they enter design review, the steps below are intended give you a general idea of the process. Applicants should be aware that staff decisions may be appealed to the D/DRC. Applications for that process should still be submitted to staff.

Step 1: Applicant Submits Preliminary Proposal for Staff Review

It is strongly encouraged that applicants reach out to staff as soon as possible to keep projects on schedule. Staff will alert you if additional processes—such as site plan review, encroachments, or variances—may be required in addition to design review.

Step 2: Pre-Application Review Meeting (optional)

In the case of projects reviewed at staff level, this is often an informal meeting. Staff can review the proposal or scope of work for compliance with the guidelines and make recommendations to the applicant.

Step 3: Permit Application Submitted

While permits are not necessarily required for all projects that require a Certificate of Design Approval, applicants should check with both the Development Center and Zoning divisions to be sure the necessary permits are obtained.

Step 4: Staff Review

At this point in time, staff will do a final assessment of the project to be sure it is compatible with the guidelines and discuss any conditions for approval with the applicant. If the applicant wishes to contest any of the staff conditions, the project could be appealed to the D/DRC at this point in time.

Step 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.