University Hill Architectural Conservation District

Historic Preservation Guidelines

Adopted March 2008

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Section I: Administration & Review Process

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

IN THIS SECTION

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

1. D/DRC Review

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

2. Staff Review

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

Certificates of Design Approval

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

General Maintenance & Repair

The phrase ‘general maintenance and repair’ refers to routine work necessary for the upkeep of a property, such as localized replacement of rotten siding, fascia, or trim; window repair; small areas of repointing; or repainting. If the work is with matching materials and is limited in its scope, the project is generally reviewed at staff level. Wholesale replacement of non-original features, like porch flooring, may also fall into this category.

Projects Subject to Review by the D/DRC*

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

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

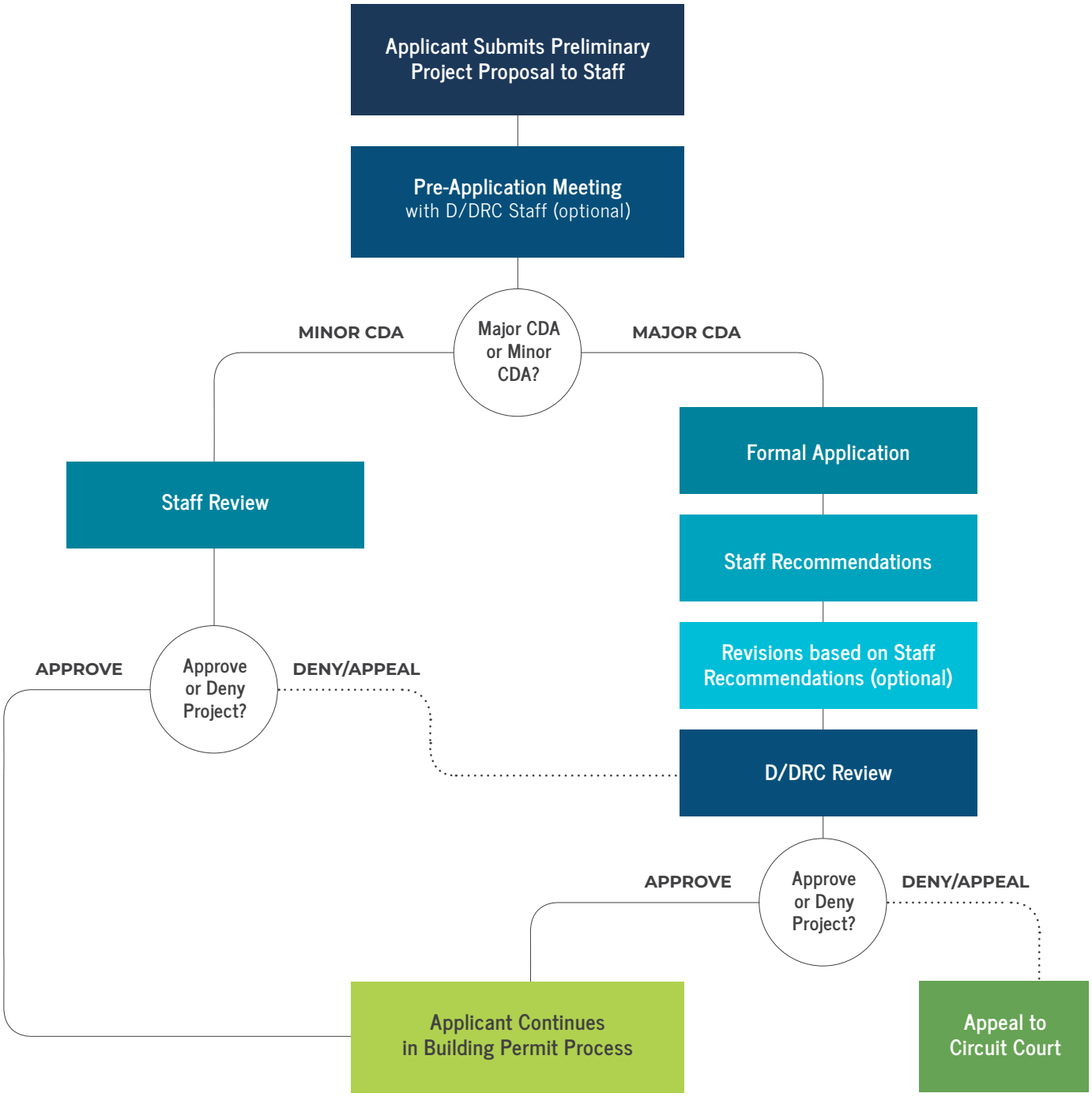
Projects Subject to D/DRC Staff Review

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

*These projects lists are not comprehensive. See Section 17-2.5(g) of the Unified Development Ordinance for a complete list. Please contact the staff person that handles the University Hill district about any proposed projects.
**Please note that windows and doors are considered exterior features. Painting original masonry is also considered a change to the exterior appearance.

Review Process

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



Review Schedule & Involvement

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

DESIGN REVIEW PROCESS
INVOLVEMENT IN STEPS

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

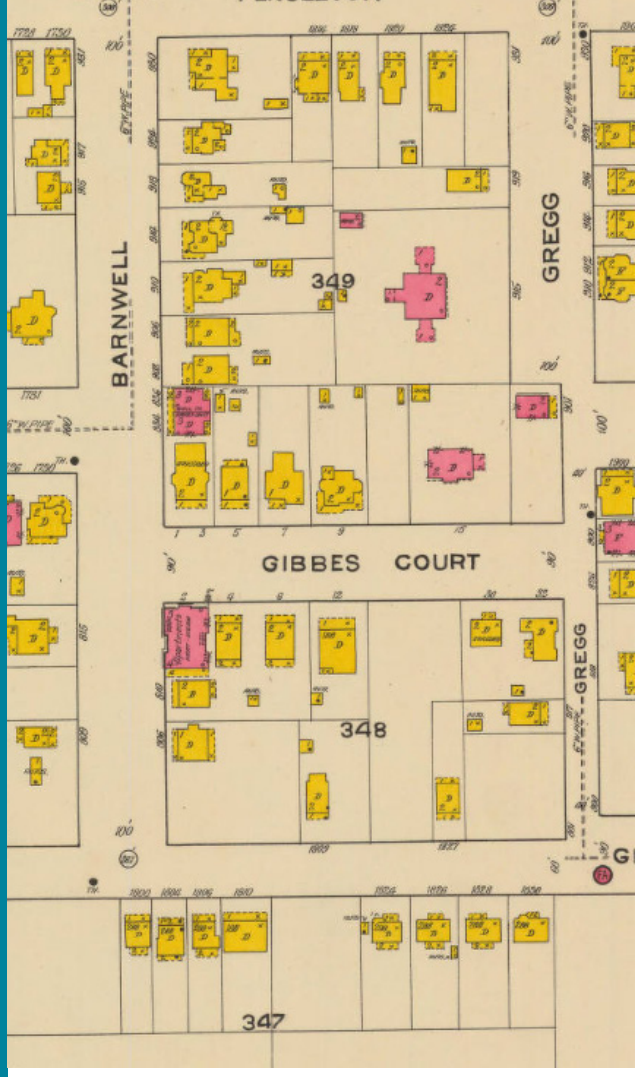
*Pre-application meetings are optional, but recommended.

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

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

The following pages reflect the University Hill Architectural Conservation District guidelines adopted by City Council in March 2008. The document has been reformatted for ease of use, no changes have been made to the contents with the exception of updated numbering for sections of the guidelines, and references therein. Photos and diagrams have been added for illustrative purposes only. References to the City of Columbia Ordinance have been updated to reflect the section numbers in the code effective August 30, 2021.

Section 2: Purpose, Principles, & Historic Significance



IN THIS SECTION

N.B.: Some terms used in this document have definitions specific to the world of design and architecture. These terms are italicized throughout and their definitions many be found in Section XI at the end of the document. The references to the City's Code of Ordinances are those sections in effect as of the date these Guidelines were adopted. Property owners should determine if any subsequent changes have been made to these ordinances that would apply to the University Architectural Conservation District (UACD).

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
- Promote the public welfare, strengthen the cultural and educational life of the city, and make the city a more attractive and desirable place to live and work.

District Principles and Goals

The University Architectural Conservation District (UACD) was designated in 1964. The homes in the district generally date from 1895 to 1940 and include at least two structures that date from the 1860s. This neighborhood is the living record of how life in Columbia was lived in a residential neighborhood that borders not only the state capitol but also the state's flagship university. The population mix of politicians, businesspersons and university faculty gives the neighborhood the same character today as it had at the turn of the twentieth century.

Apart from the historical continuity of the population of the neighborhood, the beauty of the homes and the upkeep of its properties make it a pleasing area for all citizens of the city to walk or drive through on their ways either to downtown or to Five Points. The aesthetic pleasure derives in part from the consistency of design and scale in the individual structures of the area, as well as their relationship to the street and one another.

These guidelines are intended to support the desire of the neighborhood to preserve and protect the essential character and design of structures and natural features in this exceptionally historical district in order to maintain an environment that has been aesthetically pleasing and environmentally attractive for well over a century. The predominantly residential character of the neighborhood is fundamental to its identity. Each family's home is a unique expression within the styles and designs of the neighborhood and probably that

family's greatest financial investment. The structures of this area form a significant part of the living history of Columbia. History is nevertheless a process and in order for any neighborhood to remain vital, it must grow and renew itself. As the neighborhood develops in the twenty-first century, some old structures may be lost and new ones will arise. In this part of the historical process, there must be no loss of appreciation for the neighborhood's background, character, and function in relation to the City as a whole. The neighborhood has recently seen creatively designed *new constructions* that also maintain the neighborhood's scale, character, massing and established setbacks. Developments in design such as sustainable architecture-*should* be allowed to follow their course, consistent with the principles of this unique community. The present guidelines encourage such creative enhancements to this unique community.

For the above reasons, most of the University Hill area is designated by the City of Columbia as an Architectural Conservation District (see map following the boundary description). The following design guidelines are established to apply design control to those selected characteristics that are necessary to maintain the health and continued vitality of this important residential neighborhood and discourage those elements that may threaten these goals or the goals set forth **in the Purpose:**

- Preserve the historically and architecturally significant structures in the area.
- Maintain and enhance landmark aspects of the area, such as the Senate Street median and historical homes.
- Encourage the rehabilitation rather than *demolition* of disused structures
- Encourage those who *restore*, *rehabilitate*, or *reconstruct* existing structures or build new ones to follow the characteristics of design outlined below that give the area its special character of grace and elegance
- Encourage the preservation of the neighborhood's natural features, including landscaping in the public right-of-way and the district's existing site contours.

Historic Significance, Boundary Descriptions, & Design Characteristics

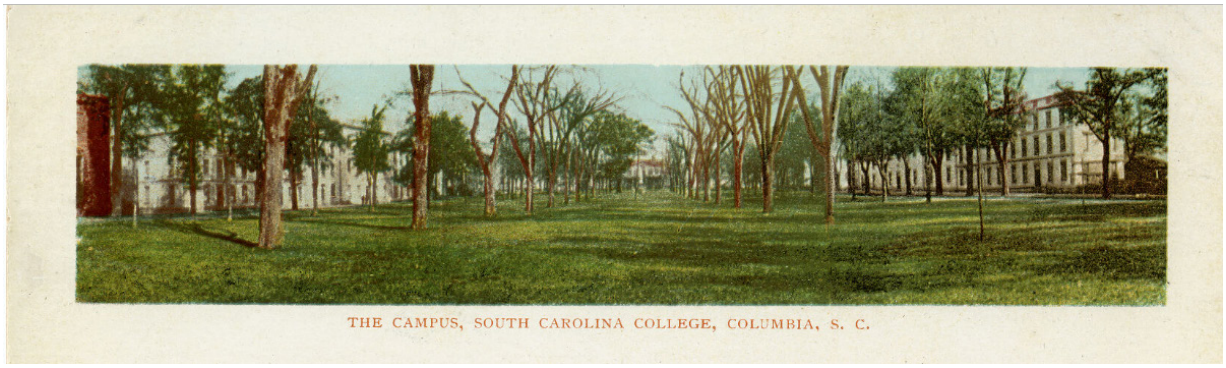
A. HISTORIC SIGNIFICANCE

(Excerpted from 2004 NRHP Nomination Proposal)

The UACD is an historically significant residential community that assumed its present appearance between ca. 1885 and ca. 1950, both by being one of the oldest residential communities in the city and by containing a range of architectural styles, often exhibiting the work of regionally and locally prominent architects.

The UACD along with South Carolina College was part of the original plan for Columbia, dating from its first survey in 1787. In the original grid for Columbia's streets, the two primary boulevards were intended to be Senate and Assembly Streets, but the development of the city did not follow this plan. As Gervais Street became the principal commercial street, Senate Street developed as a major residential street in the district. The completion of Trinity Episcopal Church in 1812 attracted many residents of the area as did the Wesley Methodist Church at 1725 Gervais Street in 1869. Many streets and lots in the UACD were not laid out until after 1850 and in 1860 city directories listed only six residences in the UACD.

Although much of the city was burned in 1865, the few existing houses in the present UACD were virtually untouched by the fire. After the Civil War, Columbia began rebuilding and attempting to revitalize its economy and population. As it did so, the neighborhood grew, boasting celebrated residents like General Wade Hampton III and Judge Alexander C. Haskell. By the end of the nineteenth century, the streets were extended along their original grid plan, and in 1896 a streetcar ran down Gervais Street to Harden. By 1875, when the eight residences in the neighborhood of 1868 had grown to more than twenty, the size of the neighborhood required that the streets be numbered. The predominantly working-class and black residents lived side-by-side with the few middle-class whites. By the turn of the twentieth century, the UACD was beginning to develop the character that still exists today.



The University Architectural Conservation District, along with South Carolina College, was part of the original plan for Columbia, dating from its first survey in 1787.

The improvement and expansion of the city's infrastructure that accompanied this growth drew more residents to the neighborhood, and many professionals decided to make it home. By 1899, improvement and expansion of the city's drainage, electricity, and municipal water supply helped create a neighborhood of over sixty residences, most now occupied by members of the white middle class, as mill owners, bank presidents, and county officials moved to the primary streets in the neighborhood. Prominent local architects like J. Carroll Johnson, George E. Lafaye, Frank C. Walter, Charles Coker Wilson, James B. Urquhart, and W.B. Smith-Whaley designed houses for the many of the professionals and businessmen settling in the district.

Electricity became widely available after 1900 and the streets began to be paved in 1908. In 1910 the southern portion of the neighborhood along Greene Street was mostly inhabited by African-American laborers, although in 1913 seven newly designed houses for the upper-middle-class were built on Greene Street. During World War I, apartment buildings opened around the neighborhood to accommodate the growing population of the city. As the University of South Carolina grew ever larger, several primary and secondary schools developed to serve the area's children. By the mid-1920s, University Hill had developed into a middle-class neighborhood, home to librarians, pharmacists, lawyers, real estate developers, faculty at the University, and, at the eastern boundary, employees of the Southern Railroad.

In the period between the wars, the UACD was home to some non-residential structures, including a grocery store and several private schools, but by 1940 it had established the essentially residential character it enjoys today. Large two-story homes lined the streets, many with architectural detailing and decoration, landscaped front yards and gardens surrounded many of the houses, giving the neighborhood an almost suburban ambiance. Trees lined the streets and provided shade and privacy for many residences. Apartment buildings and duplexes dotted the neighborhood. The neighborhood was a mix of architectural styles with single-family and multi-resident structures.

Some residents fled to the suburbs in the post World-War-II era, but the demographics of the neighborhood have seen only modest changes since that time. The growth of the University as a result of the G.I. Bill in the late 1940s and the "baby boomers" of the 1960s and 1970s saw some single-family residences converted to rental properties and fraternity houses. University development projections in 1961 and 1965 called for eastward expansion across Pickens to College Street and into the residential area of the University Hill Neighborhood. To combat overcrowding on campus, the university began purchasing apartment buildings and hotels, but also renovated newly acquired houses in the residential area east of campus to suit the needs of students. Often the lifestyles of older neighborhood residents and college students conflicted and landlords were frequently absentee. Dilapidation had begun when the influx of new owner-occupants in the latter part of the 1970s, along with the designation of the neighborhood as an "architectural conservation district" in 1964 began a rejuvenation of the area.

Capstone House, 1967, Photo by Russell Maxey, courtesy of Richland Library

The eastern expansion of the University meant the *demolition* of more than 120 houses and the clearing or taking over of seven and one-half blocks of the University Hill neighborhood. The new eastern boundary of the University was established with the construction of Capstone House in 1967, in the heart of the UACD, followed in quick succession by the Humanities Complex (21 residential lots), Gambrell Hall (requiring the closing of parts of Henderson and College Streets), the Close-Hipp (Business Administration) Building, the Williams Brice School of Nursing, Columbia Hall and more than a dozen parking areas.

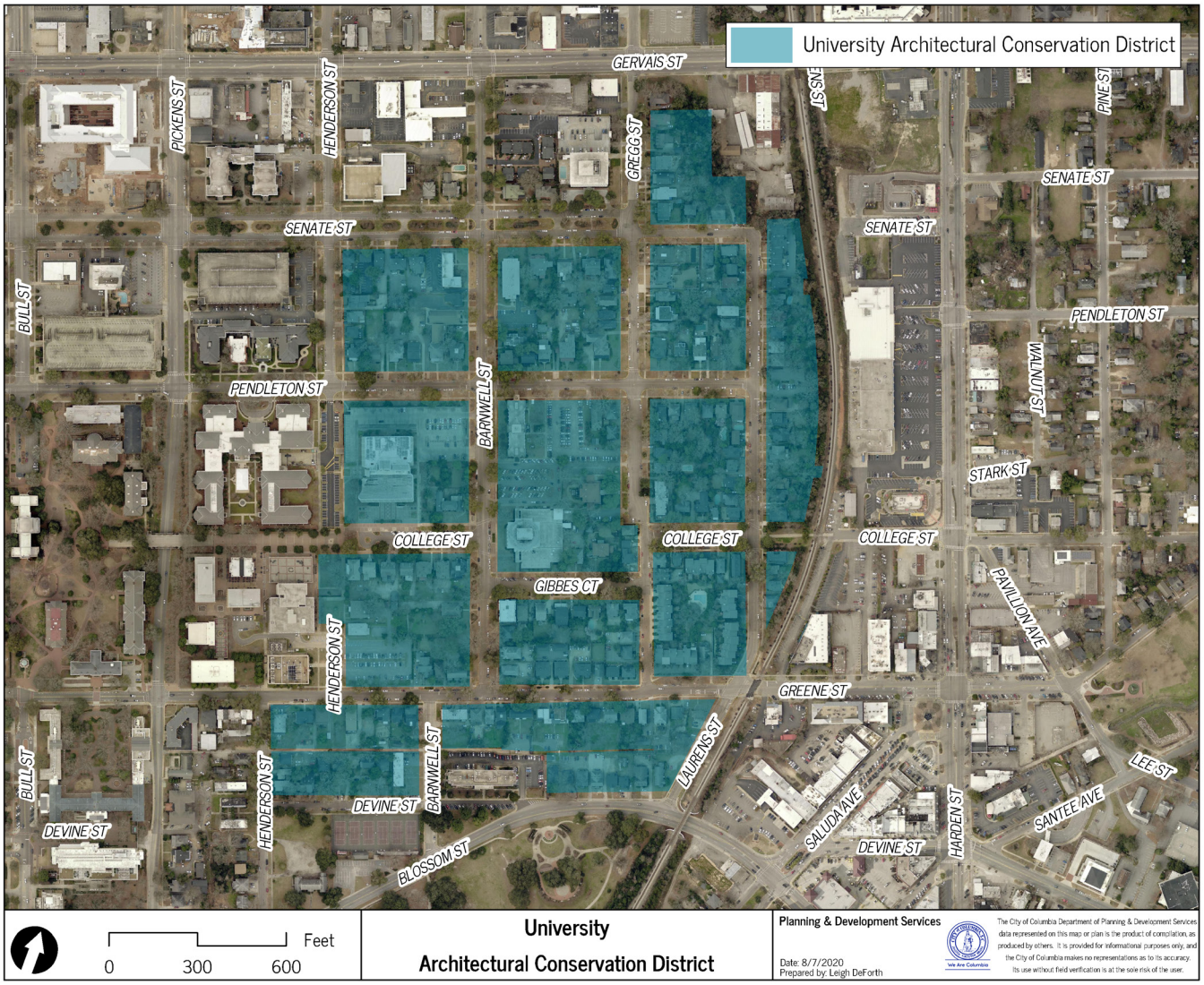
Despite the neighborhood's designation by the City of Columbia as an "Architectural Conservation District," the residents had little power against the physical and architectural encroachments of the University. The creation of the Landmarks Commission in 1974 was the beginning of protection for the neighborhood from the intrusion of high-density residential and commercial structures inappropriate for the character of a neighborhood that was primarily zoned as a low-density general residential district. Nevertheless, concern over the few higher-density exceptions to the zoning rules, along with the number of properties that were in violation of existing zoning ordinances led to the creation of the University Neighborhood Association (subsequently named the University Hill Neighborhood Association) which in 1999 approached the Columbia City Council about the problems. As a result, the neighborhood was rezoned as a "Two-Family Residential District," protecting the neighborhood from increasing high-density residential patterns, eliminating the ease with which special exceptions *incompatible* with the neighborhood's character could be made, bringing the zoning and architectural conservation guidelines into mutual compatibility, and encouraging home ownership.

The Association subsequently concluded a written agreement with the University in 2003 regarding *demolition* of the University's neighborhood properties, restoration to residential use of as many of its formerly residential holdings as practicable, and prohibition of future expansion into the UACD. The Association also worked with Bell South (now AT&T) to redesign the original plan for its switching facility on Senate Street to harmonize with the surrounding architecture.

B. BOUNDARY DESCRIPTION

The UACD is generally bounded on the north by Senate Street, on the east by the Norfolk and Southern Railroad, on the south by Blossom and Devine Streets and on the west by Henderson Street. It includes properties on these east-west-running streets: the north and south sides of Senate Street, the north and south sides of Pendleton Street, the north and south sides of College Street, the north and south sides of Gibbes Court, the north and south sides of Greene Street, and the north side of Devine Street. It includes properties on these north-south-running streets: the east and west sides of Laurens Street, the east and west sides of Gregg Street, the east and west sides of Barnwell Street, and the east side of Henderson Street.

Boundary Map



C. DESIGN CHARACTERISTICS

The UACD is an urban residential area, which is significant because it has maintained the character evident from the original city grid of Columbia, which plotted four-acre residential blocks with 100-foot-wide streets. Expansive scale and leisurely surroundings were planned for Senate Street, with its 160-foot right-of-way and a forty-foot median. Despite a location in the center of an active state capital, the houses throughout the neighborhood were set back from the streets, with considerable open land around their buildings for gardens and trees.

The majority of the 160 buildings in this district are single-family residences, with at least thirteen of Columbia's earliest apartment complexes and fourteen duplexes. The extant buildings in the UACD were constructed primarily in the period from 1895 to 1940; however, there is at least one pre-Civil-War property that was moved into the district's boundaries and altered around 1910, as well as several mid-1880s and early 1890s houses, one 1942 apartment building, and one residence built in 1950. Most of today's buildings were constructed by 1919, with later development occurring in the southern portion of the neighborhood along Greene Street and the eastern boundary along Laurens Street.

These buildings represent a wide variety of early twentieth-century architectural styles and influences, including Queen Anne, Tudor, Colonial Revival, Italian Renaissance Revival, and Craftsman. In addition, there are at least thirty buildings within the current boundaries of the district designed by locally and regionally prominent architects mentioned **under historical significance**. Most of the properties consist of two-story wood-framed buildings with brick veneer, clapboard siding, or wood shingles. Porches are common in this neighborhood and include entry, full-width, wraparound, and inset forms. To cope with the steep slope of the area south of Senate Street, many buildings feature basements built to one side or in the rear as a means of support along the steep hills.

Administration

ACTIONS THAT REQUIRE DESIGN REVIEW

1. *Additions/Enclosures* visible from the public right-of-way
2. *New construction*
3. Actions that alter the exterior appearance of a building
4. Fences and Walls
5. Driveways and Parking Areas
6. Accessory buildings
7. Extensive Site work or site grading
8. Signage
9. *Demolition* or relocation

ACTIONS THAT DO NOT REQUIRE DESIGN REVIEW

1. *General maintenance and repairs* that do not alter the exterior appearance
2. Painting and Color
3. Work not visible from the right of way
4. Interior work

See Columbia Code of Ordinances Section 17-2.5(g) for more detailed information.

Section 3: Site & Setting

IN THIS SECTION

Site and Setting

1. STREETSCAPES

A. Principles

Apart from the handsome structures of the UACD, much of the leisurely elegance and charm for which the neighborhood is known derives from its wide tree-lined streets, generous tree-zones, naturally hilly terrain, and setbacks. Public right-of-way features *should* be planned to enhance the overall character of the neighborhood and to sustain important features which have historically been a part of the neighborhood.

B. Guidelines

1. Maintain the established historical pattern of *street trees* in a block.
2. New plantings in the public right-of-way, must complement the pattern established in the immediate area.
3. Damaged or diseased *street trees* must be replaced with a species similar in character or form to those used historically.
4. The existence and vitality of the tree zones must be maintained and their use for private parking discouraged.
5. Existing site contours and slopes, as well as the existing relationship of finished floor building elevation to street level, must be respected and thoughtfully integrated into new construction plans.

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2. FENCES AND WALLS

A. Principles

Fences and walls serve to demarcate property lines and serve to distinguish between a yard, a sidewalk, and the street. New fences and walls *should* respect the use of traditional materials that are consistent with the materials of the house, the block, and the neighborhood in general. They *should* complement the building and not obscure significant features.

B. Guidelines

1. Fences or walls *should* be *compatible* with the associated structure in design and materials.
2. Specific ordinances apply to heights and setbacks. See Columbia Code of Ordinances, Section 17-5.8. Always check with the D/DRC staff before construction.
3. The following materials are not permitted for fences or walls visible from the public right-of-way: concrete (unless stuccoed or veneered in brick); artificial siding material (e.g., T1-11 plywood, corrugated metal, vinyl), chain link or wire fencing, and unfinished wood.

3. DRIVEWAYS AND PARKING AREAS

A. Principles

Given that most of the homes in the neighborhood date from the horse-and-buggy era, garages are rare. Many homes do not have proper driveways; many residents park on the street.

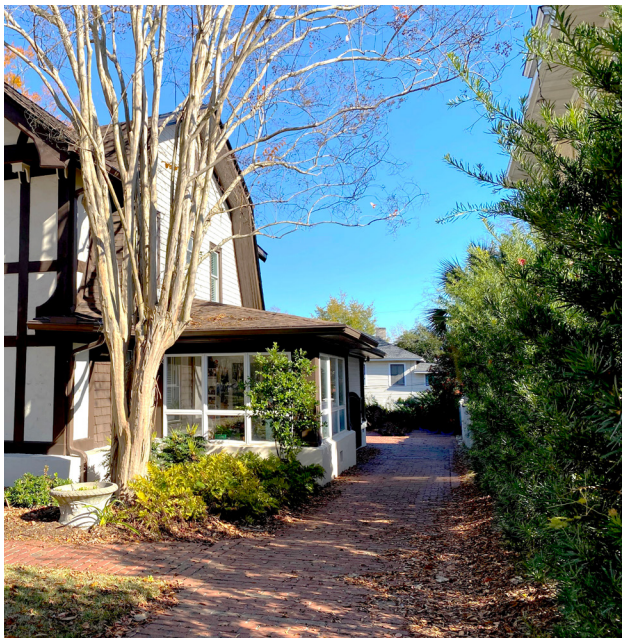
B. Guidelines

1. Consistent with the historical character of the homes, driveways in historical districts must be no more than 10' wide and *shall* be *compatible* with the existing building and the site and setting of the historical district.

2. *Appropriate* materials for driveways include concrete, brick, or brick pavers; other paving materials which allow for greater permeability may be allowed, dependent upon their visual consistency with historical paving materials.

3. Parking areas built in the tree zone are disfavored, as destructive of the tree zone.

4. Designated vehicular parking shall be placed so as to minimize its visual impact on the primary structure. As such, paving front yards is vigorously discouraged, with absolute limitations imposed by ordinance. See Columbia Code of Ordinances, Section 17-2.5g(6)e.



Section 4: New Construction

IN THIS SECTION

New Construction

A. PRINCIPLES

The character of the UACD is determined by its historical and stately residences. There are relatively few *non-contributing* structures and there are very few vacant lots available for *new construction*. Each new or replacement structure can affect the character of the neighborhood positively or negatively and therefore must be undertaken with great sensitivity to the existing buildings on a block or street in terms of height, scale, proportion and rhythm of openings, setbacks, orientation, spacing and ground elevation relative to the street and surrounding development. *New construction should* be sympathetic to the architecture of an earlier period, and must take into account significant themes, such as height, materials, roof form, massing, set-back, and the rhythm of openings to insure that any new building blends with its context.

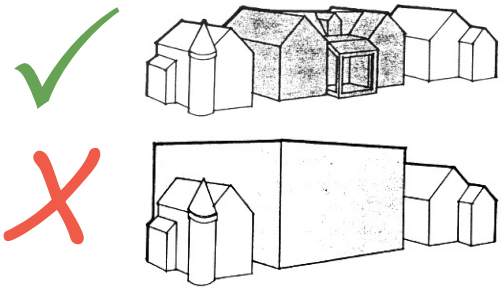
B. GUIDELINES

1. Height

The characteristic height in UACD is two stories. New buildings must be constructed to a height *compatible* with the height of surrounding buildings.

2. Size and Scale

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



3. Massing

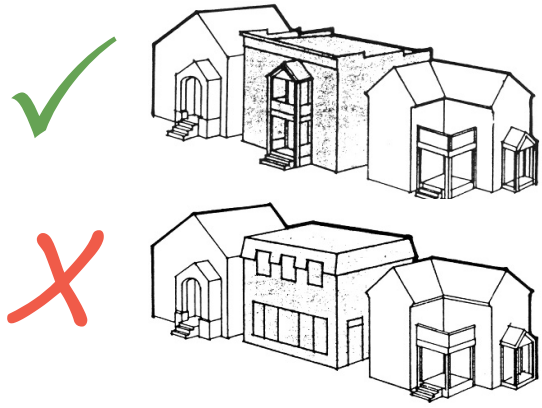
The mass of a new building (the relationship of solid components (e.g., walls, columns, etc.) to open spaces (e.g., windows, doors, arches)) shall be arranged so that it is *compatible* with existing buildings on the block or street.

4. Setback

New building *shall* be located on the site so that the distance of the structure from the right-of-way is similar to other structures on the block; new structures may be set back 5' from the existing average of the front yard setbacks on the structure's block and immediately adjacent blocks.

5. Sense of Entry

The main entrance and the associated architectural elements (porches, steps, etc.) *shall* be designed so that they are *compatible* with surrounding structures. The main entrance *shall* be constructed with covered porches, porticoes, or other architectural forms that are found on historical structures on the block or street. *Façades shall* have a strong sense of entry.

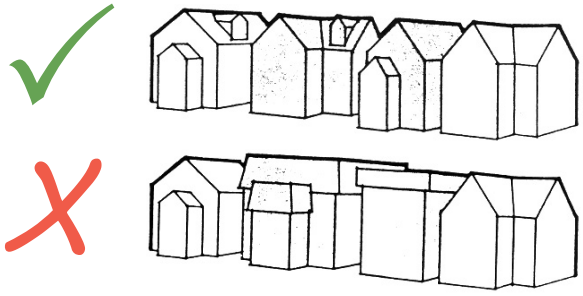


6. Rhythm of Openings

New buildings *shall* be constructed 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 buildings on the block or street, with a similar ratio of height to width in the bays of the façade. In*compatible* façade patterns that upset the rhythm of openings established in surrounding structures *shall* not be allowed.

7. Roof Shape

Roof shapes, pitches, and materials *shall* be visually *compatible* with those of surrounding buildings. Most structures in the UACD have pitched roofs, with gable, hip or a combination thereof as the predominant style. Roof shapes or pitches not found in the district should not be used.



8. Outbuildings

Garage and storage buildings *shall* reflect the character of the existing house and be *compatible* in terms of height, scale, and roof shape. Such buildings *shall* be placed away from the primary façade of the building. Outbuildings may not obscure character-defining features of a building.

9. Signage

Signage material will be compatible with the prominent materials in the neighborhood. It shall be illuminated only externally (if lighting is needed at all) and it should be appropriately incorporated into the architecture of a structure or located appropriately on the property.

10. Materials, Textures, 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 most commonly found exterior cladding in the neighborhood is wood siding, though there are a number of structures made of solid brick. The DDRC may evaluate other materials based upon their *compatibility* within the district, the block on which the structure sits, and the materials found therein. Horizontal siding must harmonize with the board size, width of exposure, length, and trim detail such as corner boards on adjacent structures. Plastic, vinyl, or aluminum siding for *new construction* is not permitted. Indeed, since vinyl, plastic, and aluminum are not acceptable replacement materials for any features of existing structures, they are not acceptable materials for any part of new construction with the exception of well-profiled aluminum-clad wood windows.

11. Finished Floor Height and Site Grading

Extensive site grading that would alter the natural street and structure rhythm of sloping sites is highly discouraged. First-floor finished floor elevations shall maintain the existing grades as reasonably as possible and in all cases site grading must be focused on maintaining the existing characteristics of the street while respecting existing contours.

Section 5: Additions

IN THIS SECTION

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/business's space needs change and, in order to accommodate these needs, a building may need to be enlarged. While these *additions* are permitted, they *should* serve to reinforce and not detract from the existing architectural form and design of the building.

Additions should not significantly alter original distinguishing qualities of buildings such as the basic form, materials, fenestration, and stylistic elements. *Additions* visible from the street *should* be constructed so that the essential form and integrity of the original building will be readily comprehended. Preferably, 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. *Character defining* features of the existing building *should* not be radically changed, obscured, damaged, or destroyed in the process of adding *new construction*. Additions should be attached to the rear or least conspicuous side of the structure. They should be constructed so that if visible from the street, the essential form and integrity of the building will be unimpaired.

B. Guidelines

1. Site additions shall be designed so that they do not detract from or obstruct important architectural features of the existing building or others around it, especially the principal façade.

2. Additions should be compatible with the original structure in materials, style and detailing.

3. The size and scale of the new addition should be in proportion to the existing portion of the building and clearly subordinate to it, so that the integrity of the original structure is not compromised.

4. Additions are also subject to the guidelines for new construction

5. Site grading shall reflect the existing rhythm of finished floor elevations along a street.

Section 6: Maintenance & Rehabilitation

IN THIS SECTION

Maintenance & Rehabilitation

A. GENERAL PRINCIPLES

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

Original materials *should* be preserved, not only for their historical value, but also because they are usually of better quality and last longer than materials obtainable today. Rehabilitation guidelines are limited to the review of exterior elements visible from the public right-of-way. The priority of the guidelines is to ensure the preservation of a building's character-defining features while accommodating an efficient modern use.

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1. DOORS

A. Principles

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

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

B. Guidelines

1. New openings *should* be installed so that they carry on the same rhythm of existing openings and are *compatible* in size, materials and design.

2. Historical door openings, doors, screen doors, trim, and details such as transom, sidelights, pediments, and hoods should be retained & repaired, where they contribute to the architectural character of the building.

3. Missing or deteriorated doors *should* be replaced with doors that closely match the original, or that are of *compatible* design compatible contemporary design.

4. New entrances on secondary *elevations* should be placed away from the main *elevation*. Non-functional entrances that are architecturally significant *should* be preserved.

5. Simple or compatibly designed wooden screen doors may be added when necessary.

2. WINDOWS

A. Principles

Repair

Windows are a significant character-defining feature of any structure. Original windows were constructed so that individual components could be repaired, instead of requiring an entire new unit if one piece breaks or rots. This often means that an existing, historic window can be repaired for far less cost than a replacement. Additionally, materials in historical windows tend to be of better quality than anything available today. The following qualities of the original window must be carefully considered and rigorously applied when repairing windows in order to maintain visual consistency between new and existing window components:

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

Replacement of a Window

If, after careful evaluation, 50% or more of a window is deteriorated or missing, it *should* be replaced rather than repaired. Small differences between replacement and historical windows can make big differences in appearance and insulation. The qualities of the original window listed above *should* also be taken into consideration when replacing a window.

Replacement of Multiple Windows

If more than 50% of the fenestration visible from the street is rotted or beyond repair, then replacement of all existing windows is permitted. While residents of the UACD are encouraged to replicate the appearance of historical windows, it is not always necessary. In the UACD, it is *appropriate* to substitute for the original window a window that is configured commonly in the architectural style of the house.

However, to ensure visual consistency, it is suggested that if replacing more than 50% of existing windows, replacement, replacement widows and windows contiguous to them should reflect the same pattern, design, detailing, etc.

B. Guidelines

1. When technically and economically feasible, repair of deteriorated or damaged windows *shall* be preferred over replacement.

2. If replacement of a small number of units is deemed necessary after evaluating the sill, frame, sash, paint and wood surface, hardware, weather-stripping, stops, trim, operability, and glazing, replace with units that match the original in detailing, size, reflective quality, and materials.

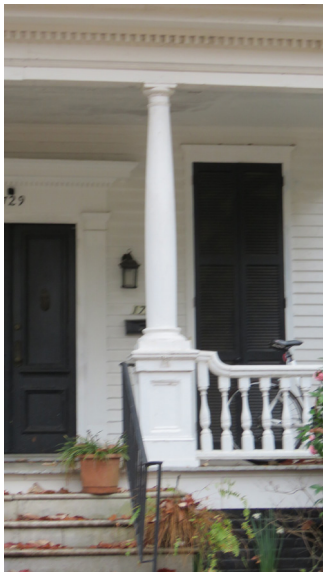
3. If wholesale replacement is found to be necessary, either match the original unit or substitute a unit *appropriate* to the home's *period of significance,* maintaining the use of historic materials where possible. Vinyl is not permitted as a substitute material.

4. Improve the thermal performance of existing windows and doors through adding or replacing weather stripping and adding storm windows which are *compatible* with the character of the building and which do not damage window frames.

3. SHUTTERS

A. Principles

Unless there is physical or documentary evidence of their existence, shutters should not be mounted. If shutters are found to be *appropriate*, they *should* be operable or appear to be operable and measure the full height and one-half the width of the window frame. They *should* be attached to the window casing rather than to the exterior finish material.



B. Guidelines

1. Installing shutters, screens, blinds, security grills, and awnings which are historically *inappropriate* and which detract from the character of a building is not permitted.

2. Shutters *should* be installed only when there is enough space for them. They should appear operable, they should be placed on the window casing, and the louvers should be situated so that they would shed water when closed.

4. AWNINGS

A. Principles

New awnings *should* be of *compatible* design with the structure. Porch and window awnings that obscure significant detailing are *inappropriate* and therefore not permitted.

B. Guidelines

1. Angled, rectangular canvas awnings are most *appropriate* for flat-headed windows, and they *should* be installed so that they fit the window opening. Porch and window awnings *should* be made from *appropriate* material. All awnings should be appropriate to the style and period of the structure.

5. ROOF PITCH/MATERIAL

A. Principles

Roofs are highly visibly components of historical 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.

Where existing roofing material is non-original, the existing roof may be retained, replaced in a manner known to be accurate based on documentation or physical evidence, or treated in a *contemporary* style. Rooftop *additions* are another common change to historical buildings. The *addition should* be designed to be distinguished from the historical portion of the building; be set back from the wall plane; and be placed so it is inconspicuous when viewed from the street.

B. Guidelines

1. The original roof form *should* be preserved in the course of rehabilitation.

2. Historical roofing materials *should* be preserved when technically and economically feasible.

3. Deteriorated roof surfacing *should* be replaced with new material, such as composition shingles or tabbed asphalt shingles that match or are consistent with the existing materials in composition, size, shape, color, and texture.

4. The following *should* be retained or replaced when necessary: dormer windows, cupolas, cornices, brackets, chimneys, cresting, and other distinctive architectural or stylistic features that give a roof its essential character.

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6. EXTERIOR SIDING

A. Principles:

Masonry

Many structures in the UADC contain masonry features such as brick cornices or terra cotta detailing. Surface treatments, modeling, tooling, bonding patterns, joint size and color are important to the historical character of a building and must not only be kept in good repair, but retained as close as possible to the original in any *restoration* or *rehabilitation*.

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

Painting historical masonry is an important concern and not to be undertaken without due consideration for the historical appearance of the neighborhood. The color of masonry, particularly brick, is often an important part of the character of a building. In addition to color, the bonding pattern, treatment of mortar joints, and

texture are significant parts of brick buildings. Where brick and other masonry finishes were unpainted, they *should* generally remain so. Painting obscures detailing and alters the distinguishing original qualities of a building. Under some circumstances, particularly where the brick quality is poor or abrasive cleaning methods have been used, painting brick may be *appropriate* as a protective measure.

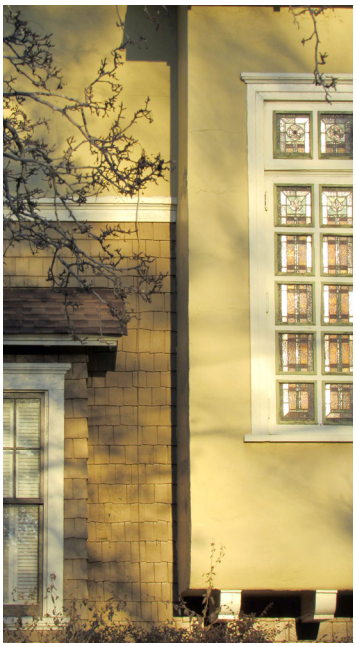
Wood

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

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

In cases where artificial siding is already in place, its removal is not necessary under the guidelines. An owner may retain the material or remove it, but it need not be replaced if only minor repairs are necessary. If, however, more than a third of the material needs to be repaired or removed, it must be replaced with historically *appropriate* materials.

In the case of original asbestos or masonite siding, if its removal is required, masonry, wood, or cement fiberboard siding is an *appropriate* replacement.



B. Guidelines

1. Masonry features that are important to defining the overall historical character of the building such as walls, brackets, railings, cornices, door pediments, steps, and columns, as well as joint and unit size, tooling, and bonding patterns, coatings, and color should be identified, retained and preserved.

2. Masonry surfaces *should* be cleaned by the gentlest method possible, such as water and detergents and natural bristle brushes. Sandblasting is prohibited.

3. Wooden materials and features to be retained include siding, cornices, brackets, soffits, fascia, window architrave, and doorway pediments. These are essential components of a building's appearance and architectural style which *should* not me obscured or otherwise covered.

4. Repair or replacement of deteriorated material must duplicate the original in size, shape, and texture as closely as possible. Original characteristics such as board width, length, exposure, and trim detailing when selecting a replacement material *should* be considered.

5. Artificial replacement siding over wood or brick is not permitted.

6. Where a structure has asbestos or masonite as original siding, it may be replaced with wood, brick, or cement fiberboard.

7. PORCHES

A. Principles

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

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

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

B. Guidelines

1. Porches and steps that are *appropriate* to a building *should* be retained.

2. If replacing deteriorated or missing features, it is *appropriate* to use other homes of the same style and period for the design of the new feature, as long as it is *compatible* with the structure.

3. If *enclosures* are undertaken, maintain the openness of porches through the use of transparent materials such as glass or screens. Place *enclosures* behind significant detailing, so that the detailing is not obscured. Designs for front porch *enclosures* which alter the visual massing and volume of the building are prohibited.

Section 7: Relocation

IN THIS SECTION

Relocation

A. Principles

Much of a building's value is in its context: the street on which it sits, the buildings that surround it, and the landscape. Together, these aspects create the fabric of a community ad establish the integrity of the district. Therefore, a building *should* normally remain in its context.

B. Guidelines

1. Moving a building into the UACD is permitted if the building will be *compatible* with the historical buildings surrounding the new location in terms of height, scale, setback, rhythm of spacing, materials, texture, details, roof shape, orientation, and proportion and rhythm of openings.

2. Moving a building out of the district is permitted when:
    - The building does not contribute to the district's historical or architectural significance, or has irretrievably lost its architectural and historical integrity;
    - The criteria for *demolition* in Section 8 have been addressed satisfactorily and it is found that preservation on-site is not feasible;
    - As part of the review of a relocation, the following documents must be provided and reviewed:
        - Report that the structure is safe to be moved;
        - Documentation that the site to which the structure will be relocated is suitable;
        - Site plan of the lot showing location of structure and setbacks from adjoining property lines;
        - Rehabilitation plans once the building is relocated

Section 8: Demolition

IN THIS SECTION

Demolitions

A. Principles

The *demolition* of an historical building *should* be an action of last resort. When a structure is demolished, the community loses an irreplaceable part of its history. When a house is removed and not replaced, the fabric of the neighborhood is undermined. Accordingly, such requests are reviewed very deliberately and require detailed information. Additionally, the removal of a structure is permitted in only the most extreme of circumstances and when all other options have been exhausted. *Demolition* or relocation *should* normally be considered only for *non-contributing* structures, though *demolition* may be deemed necessary (for instance by the Inspections Department), given certain conditions and careful review.

B. Criteria for Review

Criteria for *demolition* fall under the Code of Ordinances for the City of Columbia as well as the Rules and Regulations of the Design/Development Review Commission. They must be consulted and observed before any *demolition* can take place.

Section 9: Definitions

IN THIS SECTION

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 (appropriateness)

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

Architectural Feature/Element

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

Character Defining Feature

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

Compatible

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

Contemporary

Dating from the period at which the house was built or the style in which it was originally designed; "*contemporary*" in this document does not necessarily mean "modern" or refer to a particular style of modern architecture.

Contributing (building/structure, site)

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

Demolition

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

Elevation

1. Height in terms of distance from grade;

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

Enclosure

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

Exterior Change

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

Façade

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

General Maintenance and Repair

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

Major

Substantive; substantial; as in considerable amount of

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 in*appropriate 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.

Reconstruct

To rebuild a structure after it has been destroyed or demolished.

Rehabilitate

To repair or alter an historical building while retaining its historical features.

Restore

To return a structure to its original condition.

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 University Hill Architectural Conservation District guidelines as adopted by City Council in March 2008. The following pages have been added as supplemental information.

Additional Terms and Definitions

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

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

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

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

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

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

Preservation Staff
Preservation staff administer and manage the City's historic districts and individual historic landmarks. Preservation staff also 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

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

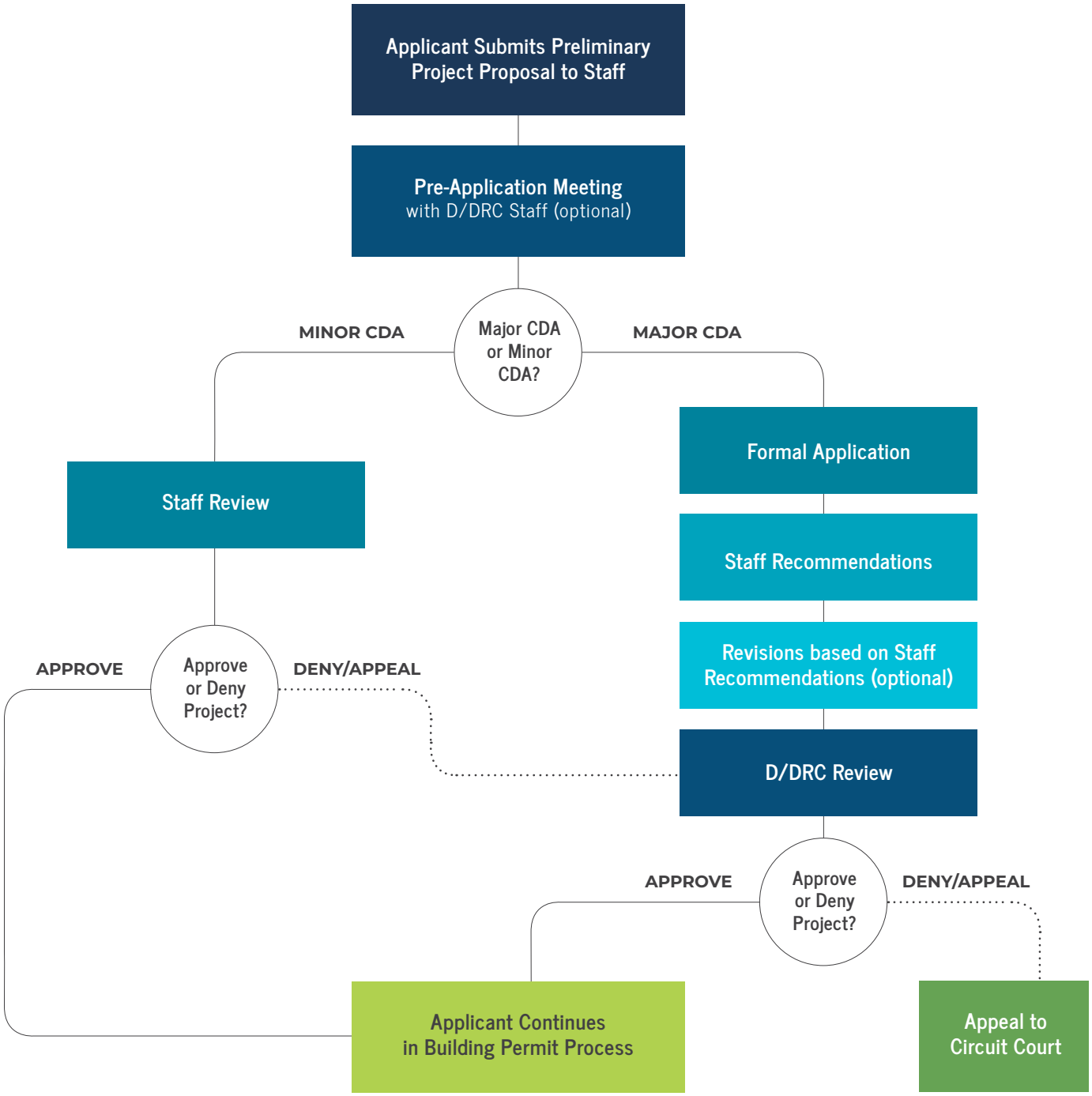
Appendix: Detailed Review Process

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

IN THIS SECTION

Review Process

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



Process Steps: D/DRC Review

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

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

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

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

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

Step 3: Formal Application Submitted to Staff

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

Step 4: Staff Review and Recommendations

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

Step 5: Revisions Based on Staff Recommendations (optional)

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

Step 6: D/DRC Review and Decision

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

Step 7: Permit Application Submitted

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

Step 8: Certificate of Design Approval Issued

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

Process Steps: Staff Review

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

Step 1: Applicant Submits Preliminary Proposal for Staff Review

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

Step 2: Pre-Application Review Meeting (optional)

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

Step 3: Permit Application Submitted

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

Step 4: Staff Review

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

Step 5: Certificate of Design Approval Issued

So long as the applicant agrees to all conditions, staff will then issue the Certificate of Design Approval. Applicants should wait to begin work until the applicable permits are issued.