



Waverly Protection Area

Historic Preservation Guidelines

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

1. D/DRC Review

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

2. Staff Review

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

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 Waverly Protection Area.

Projects Subject to Review by the D/DRC*

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

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

Projects Subject to D/DRC Staff Review

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

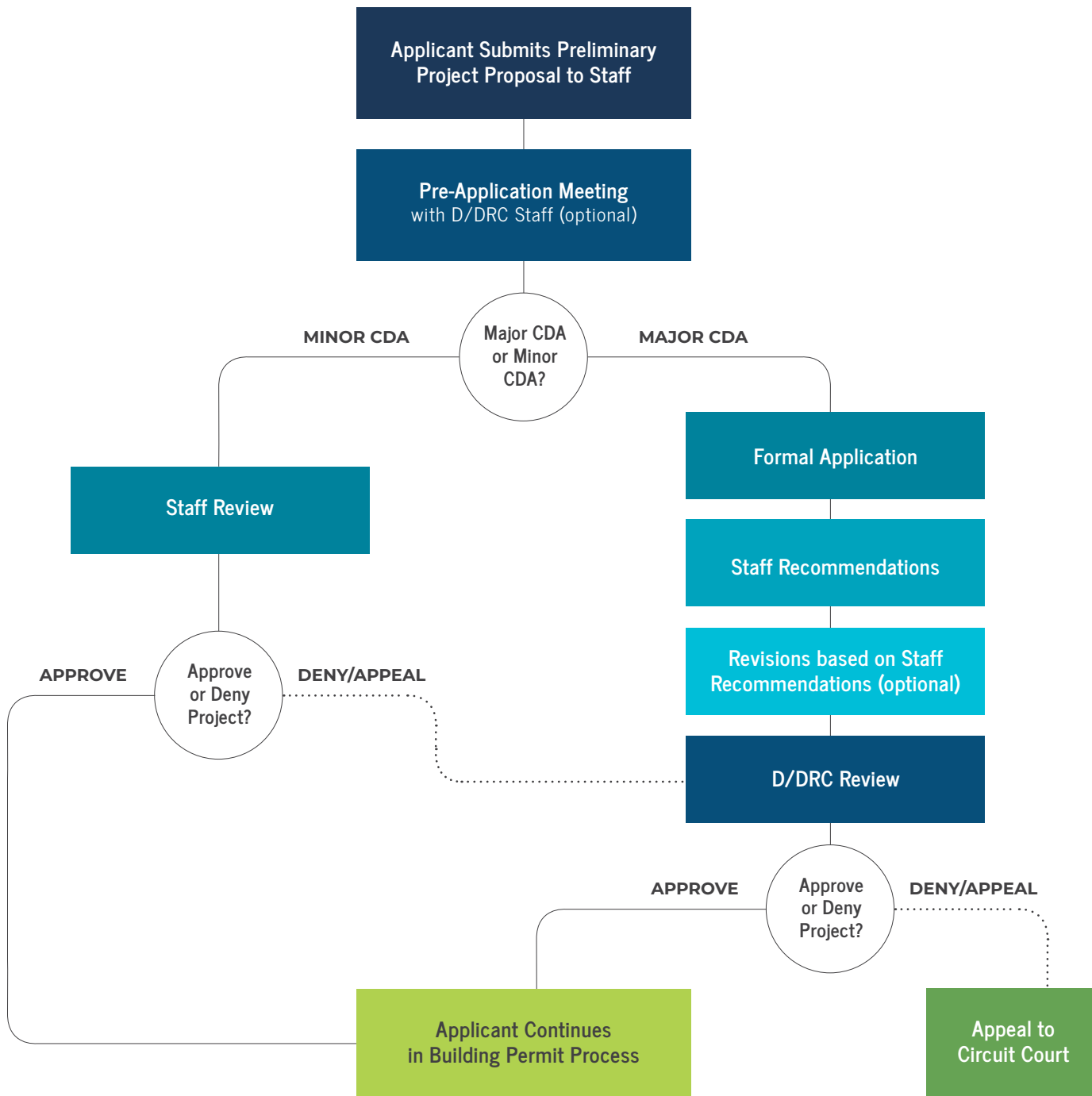


*These projects lists are not comprehensive. See Section 17-2.5(g) of the Unified Development Ordinance for a complete list. Please contact the staff person that handles the Waverly district about any proposed projects.

**Please note that windows are considered exterior features.

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 Waverly Protection Area guidelines adopted by City Council on December 6, 2016. Although the document has been reformatted for ease of use, no changes have been made to the contents of this document with the exception of updated numbering for sections of the guidelines, and references therein. Photos and diagrams have been added and 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



The State Newspaper Photograph Archive, Richland Library

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In 2016, over a decade after its original designation in 2005, the Waverly Neighborhood requested that the guidelines for the area be updated and strengthened, to include several items: Combining Area A (residential core) and Area B (commercial corridor) into one district; Placing more stringent regulation on the loss of original exterior materials; and adding sign review to historic buildings and new construction.

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

- » Maintain residential character;
- » Encourage new residential design that is compatible with historic patterns;
- » Preserve historic structures that tell story of community;
- » Encourage orderly development along adjoining corridors that will enhance residential core.

Historical Significance

Excerpted from National Register Nomination by Mary Parramore & Frank Brown III; 1989

The historic core of the Waverly neighborhood was originally an early subdivision of an antebellum plantation by the same name located on the outskirts of Columbia. By the early twentieth century, it had evolved into a community of African-American artisans, professionals and social reformers, many of whom made significant contributions to the social and political advancement of blacks in Columbia and South Carolina. Waverly's public institutions and other historic resources are also significant for their association with individuals who played an active role in achieving a political voice for Southern blacks. The neighborhood's concentration of educational facilities for African-Americans is significant for their service to blacks throughout the state, and the South, when racial discrimination denied many blacks educational opportunities equivalent to whites.

The Waverly Protection Area is significant as Columbia's first suburb. As early as 1870, the twin catalysts of private land speculation and inter-urban transportation improvements shaped the city's growth, making Waverly Columbia's first residential neighborhood located outside the original city limits. An early subdivision of an antebellum plantation, Waverly developed following the opening of railroad shops two blocks west of the neighborhood in the late 1860s. The growth of the neighborhood was further encouraged by the introduction of the electric streetcar service in 1894. By the turn of the twentieth century, the historic core of Waverly, bounded by Taylor, Heidt, Gervais, and Harden Streets, had developed into a populous, racially mixed residential neighborhood.

In the late nineteenth century, black families were settling in the Waverly neighborhood, at first in small but later in growing numbers. Waverly, with its educational and medical facilities, gradually became a neighborhood of choice for many blacks. By 1903, blacks represented a majority of Waverly residents by a ratio of nearly two to one. The Waverly community was gradually transformed from a predominantly white suburb to a neighborhood composed almost entirely of blacks, a significant number of whom were professionals. Before World War I, most white residents of Waverly had moved to separate all-white suburbs such as Shandon. By the late 1920s, Waverly had evolved into Columbia's most prominent black community. Its importance to black history is reflected not only in the homes of its residents but also in its concentration of institutions such as Allen University and the Good Samaritan-Waverly Hospital. These and other institutions served many blacks at a time when equal educational opportunities and proper medical treatment were generally denied them as a result of racial discrimination. Blacks in Waverly created a nearly self-sufficient community of black-owned businesses, hospitals, churches, and schools, which served Waverly residents and other South Carolina blacks. Waverly residents were also active in civil rights efforts as early as the 1930s, and some of them became local and regional leaders.

The Waverly Protection Area is significant for its unique concentration of schools, which served the black community and the state during the era of de facto and eventually legislated segregation. The presence of a large group of black urban professionals in Waverly was directly related to the large number of schools offering many levels of training. When Allen University first opened in the 1880s, an elementary and secondary education, a rare opportunity for black children, was offered in addition to a regular college curriculum for adults. Buildings throughout the Waverly community housed Allen administrators and professors and served as classrooms in addition to housing educators associated with other black schools and colleges.

Design Characteristics

RESIDENTIAL CORE

The residential architectural resources of the Waverly Protection Area represent a cross-section of Columbia's black community and the remnants of its earlier white population. These architectural resources date from and are representative of the period c. 1870 – c. 1940, with the majority constructed c. 1900 – c. 1920. These properties are stylistically typical of this period, predominantly Bungalows, central hall cottages, and several Folk Victorian residences. These were intermixed with shotguns and other smaller vernacular housing types, representing an economically diverse community. The economic intermingling of smaller rental properties with larger housing types continued in the twentieth century black community. Black professionals built larger brick Craftsman and Colonial Revival-influenced residences while the shotgun remained the most prominent smaller housing type. Unfortunately, only a few shotgun houses are left, as this neighborhood has lost about 40% of its buildings in the past few decades, before the City's historic designation in 2005 finally slowed the rate of loss in this significant area.

COMMERCIAL CORRIDORS

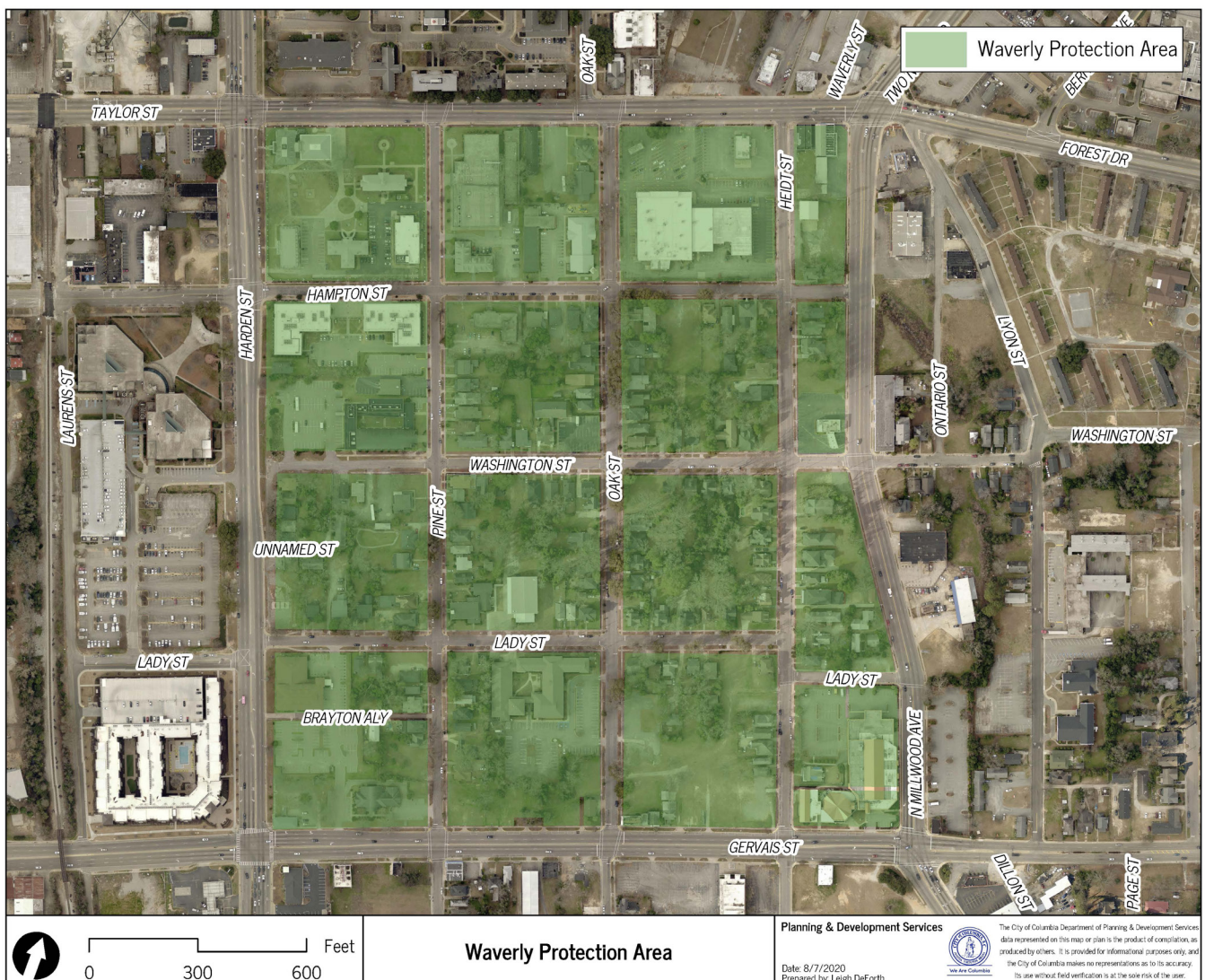
The corridors surrounding the Waverly community have undergone significant change since the neighborhood was first developed. The residential and commercial buildings along the corridors have been replaced with commercial and institutional structures that serve a larger area or have been demolished, leaving vacant parcels. The size of the new buildings are such that they are sometimes an uneasy match. Newer buildings are more suburban in character with the main building at the rear of the lot surrounded by surface parking. One or two buildings remain of the neighborhood commercial past that this district seeks to re-establish; of particular note is Hills Grocery. This simple two-story building serves as an effective example of how to transition from residential to commercial without harming either. Buildings constructed for commercial purposes were typically one- and two-story brick commercial structures with little ornamentation.



Boundary Description

The Waverly neighborhood derived its original configuration from an 1855 subdivision of lands owned by Robert Latta, an antebellum merchant and planter. The name “Waverly” was inspired by Sir Walter Scott’s novels, which gained popularity among southern aristocrats in the early nineteenth century. Waverly was laid out into blocks of approximately four-and-a-half acres each just east of the city boundary. The district is based on the core twelve blocks of the original Waverly neighborhood and is bounded by Harden Street on the west, Millwood Avenue on the east, Gervais Street on the south and Taylor Street on the north.

BOUNDARY MAP



Administration

ACTIONS THAT REQUIRE DESIGN REVIEW

1. New construction
2. Additions/Enclosures visible from the public right-of-way
3. Fences, walls, driveways and parking lot
4. Demolition or relocation
5. Exterior changes to siding, windows, roofs, porches
6. Signs (on historic buildings or new construction only)
7. General maintenance and repair

ACTIONS THAT DO NOT REQUIRE DESIGN REVIEW

1. Painting and color
2. Work not visible from the public right-of-way
3. Interior work
4. Replacement of doors
5. Removal of chimneys
6. Signs for existing, non-historic buildings



Mr. and Mrs. Thomas give a tour of the Waverly neighborhood. The State Newspaper Photograph Archive, Richland Library

Section 3: New Construction



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New Construction

A. PRINCIPLES

Within the Waverly district, there are numerous vacant lots and non-contributing structures. The construction of new or replacement structures on these lots will greatly affect the district by either reinforcing or undermining existing historic patterns. New construction should be consistent with similar buildings along a street in terms of height, scale, proportion and rhythm of openings, setbacks, orientation and spacing. However, new buildings need not imitate past architectural styles to be successful infill; they may reflect the era of their own construction while using significant themes, such as height, materials, roof form, massing, set-back, and the rhythm of openings to ensure that a new building blends with its context. It is hoped that the new construction of today will be contemporary and contextual so that it will be worthy of the affection and designation of future residents.

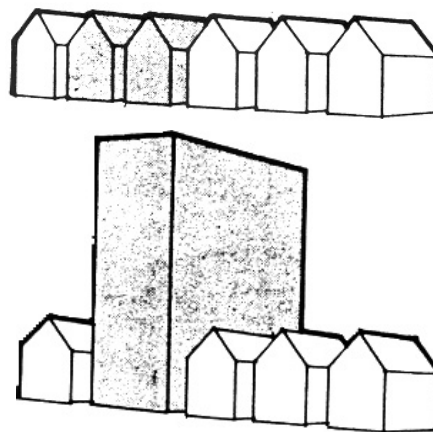
In addition to opportunities for residential infill construction, the Waverly neighborhood has numerous commercial and institutional uses at its core and on the periphery. New construction on these parcels should be reviewed to ensure good design and compatibility with other adjacent institutional or commercial buildings on the lot, but more importantly, to ensure that the essential residential character of the surrounding area is maintained and respected.

B. GUIDELINES

1. Height

The characteristic height of residential structures in Waverly is 1 to 2 stories. Construct new buildings to a height that is compatible with the height of surrounding historic buildings.

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

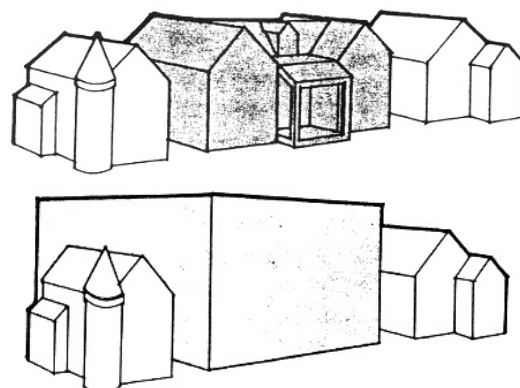


2. Size and Scale

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

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

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



3. Massing

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

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

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



4. Setback

Locate the new building on the site so that the distance of the structure from the right of way is similar to adjacent structures. In Waverly, the characteristic setback is between 15 - 25 feet.

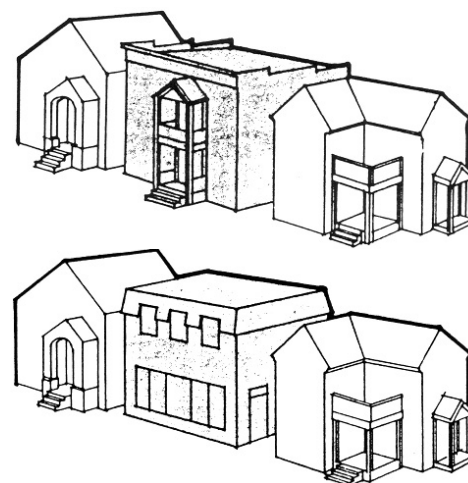
Do not violate the existing setback pattern by placing buildings in front of or behind existing façade lines.



5. Sense of Entry

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

Do not construct façades without a strong sense of entry.



6. Rhythm of Opening

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

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



7. Roof Shape

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

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



8. Outbuildings

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

9. Materials, Texture, Details

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

The predominant siding material is horizontally oriented weatherboard. Many historic structures are clad in brick. New materials that appear similar to these historic materials are appropriate.

Section 4: Additions



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Additions

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Additions

A. Principles

It is often necessary to increase the space of a building in order for it to continue to adapt to the owner's needs. Over time, a family's space needs change and, in order to accommodate these needs, a building may need to be enlarged. While these additions are permitted, they should serve to reinforce and not detract from the existing architectural form and design of the building.

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

B. Guidelines

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



Section 5: Exterior Changes



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Exterior Changes

A. Principles

Historic buildings have materials on the exterior that have lasted for decades and sometimes a century or more. These items typically require ongoing maintenance in order to prevent deterioration. In Waverly, there have already been a number of changes to historic siding, windows and porches, but a good deal of historic material is still intact. To assist with retaining those features which help make up the architectural character of these structures, the following guidelines shall apply.

1. ROOFS

A. Principles

Roofs are important architectural elements that help form the exterior shape of a building and assist with defining its date, style and interior layout. Roofs also host chimneys, dormers, and extend over eaves, which sometimes have decorative rafter tails. In this district the chimneys are not generally that critical to the architectural style; most of them are utilitarian. A small percentage of buildings have decorative eaves; instead, most eaves are boxed.

B. Guidelines

1. Retain original roof shapes, pitches and dimensions.
2. Retain original dormers and dormer vent shapes, detailing, pitches and dimensions.
3. Chimneys may be removed.
4. Eaves with rafter tails should not be boxed in.
5. Roof material may be replaced with any roof material.



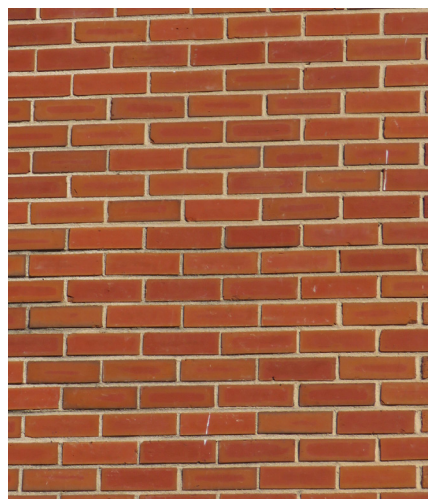
2. SIDING/TRIM

A. Principles

Wood siding and brick are the most common materials found in the area. These items are generally very durable and can last well over a century if properly maintained. Various replacement materials have characteristics that attempt to replicate wood, but cement fiberboard is thinner and taller than wood boards; vinyl does a better job of replicating the look of historic wood siding. Vinyl is also able to be applied over wood; cement fiberboard generally requires the removal of wood siding before it can be applied.

B. Guidelines

1. Retain historic wood siding and trim, repair where necessary or replace in kind if needed.
2. If vinyl siding is desired and can be applied over historic wood siding and trim without removal of architectural features or destruction of wood trim then it is allowed.
3. Alternate siding that requires the complete removal of wood siding is not allowed.
4. Alternate materials that jeopardize the integrity of wood siding may not be applied over the siding, such as stucco or synthetic stucco.
5. Any new siding or trim used on an existing building should replicate the siding or trim that it is covering, as best as the product is able to do. Vinyl soffit is allowed even though it does not replicate historic soffits due to the limitations of the product.
6. Wrapping wood trim in metal or vinyl is allowed.
7. If the siding on the building is metal, PermaStone or asbestos it may be replaced with cement fiberboard if: 1) it is the original siding, or 2) there is original wood siding underneath that is more than 50% deteriorated or damaged beyond repair.
8. If wood siding is found to be at least 50% completely deteriorated, damaged beyond repair, or missing it can be replaced with vinyl or cement fiberboard.
9. Do not dramatically change or conceal a character-defining exterior feature with an alternate material, such as covering a stucco gable with a horizontal siding. These areas may be repaired or replaced in kind if deteriorated.



3. WINDOWS

A. Principles

Designed to match the architecture of the house, historic windows are an integral and important component of historic buildings. While often considered the culprit of high energy bills, studies have shown that they are not typically the largest source of air loss in a house. As air pushes up through a building the attic plays a key role in energy loss and should be the first area to be insulated when considering energy efficiency and this is often a lesser expense than replacement windows. The payback period on replacement windows is usually measured in decades. However, if a window has missing glass, has been painted in an open position or has areas of rot, it can be a source of energy loss and temperature discomfort and should be repaired.

Repairing windows can be easy or difficult depending on the window, and the cost can vary based on the deterioration. A lot of painters will un-stick windows so that they can function again, and it is important to have a working window in bedrooms for escape in case of an emergency.

Replacement windows vary in their ability to replicate historic windows; some of them look very flat because the muntins (grids) are between two pieces of glass. Some of them are smaller than historic windows because they come with their own framing.

B. Guidelines

1. Historic windows should be retained and repaired rather than replaced.
2. If a window is determined to be beyond repair by City Staff then it may be replaced.
3. A replacement window must match the old window in design and materials. Alternate materials can be used if they can replicate the general detailing of historic windows. Muntins (grids) should be on the exterior of the glass if used at all.
4. Window openings should not be removed or created in existing walls of historic buildings.



4. PORCHES

A. Principles

Found on most of the historic buildings in Waverly, porches are the welcoming entrance to the building and offer support to the architectural character, with varying columns and railing designs specific to the era in which the building was constructed. A large number of porches have already been altered with replacement columns and railings, but these guidelines will help ensure that original porches are kept intact.

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. Original porch columns and railings should be repaired rather than replaced.
2. If the original porch columns cannot be repaired they should be replaced with a column that matches in form and height, but the material does not have to be wood.
3. If the columns are not original then they can be repaired but if they are being replaced then a column more in keeping with the building's architecture should be installed. If the architectural style cannot be determined then simple square columns should be used.
4. If additional height is requested above historic railings in order to meet modern building codes that height should be obtained with materials that minimize damage to original railings and columns.
5. If the historic railing is damaged beyond repair then a new railing that is installed will likely have to be taller in order to meet current building codes. Maintain the pattern of the historic railing for picket design and spacing even with an increased height, or replicate the historic railing and use alternative methods to get up to the required height, such as a second top rail.
6. Materials for railings should match the materials of the house, wood on houses with wood or vinyl siding, or iron or wood pickets for brick houses.
7. Porch roof shapes and footprint should remain the same. Avoid expanding the front of a porch.
8. If enclosures are undertaken, maintain the openness of porches using transparent materials such as glass or screens. Place enclosures behind significant detailing, so that the detailing is not obscured.

Section 6: Fences/Walls



IN THIS SECTION

Fences/Walls

29

Fences/Walls

A. Principles

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

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

B. Guidelines

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



Section 7: Demolition



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Demolitions

A. Principles

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

B. Criteria for Review

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

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

C. Types of Information

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

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

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

Section 8: Relocation



IN THIS SECTION

Relocation

33

Relocation

A. Principles

Much of a building's value is in its context: the street in which it sits, the buildings that surround it, and the landscape. Therefore, a building should remain in its context unless its existence is threatened by encroachment or it cannot be preserved in the original location.

B. Guidelines

1. Moving a historic building from its original site should not occur.
2. Moving a non-historic building, or a building, which has irretrievably lost its architectural and historical integrity, may be appropriate.
3. Moving a building into the district is permitted if it is compatible with the district.
4. 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.
5. 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.

Please note that additional documentation may be required per Section 17-2.5(g)(6)d.

Section 9: Non-Residential New Construction & Additions



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Non-Residential Projects

GUIDELINES FOR NEW CONSTRUCTION & ADDITIONS

Waverly hosts a significant concentration of non-residential buildings, both within the interior parts of the district and along its four borders, which are high-traffic commercial corridors. Churches, schools, a hospital, and commercial buildings fill in the various pieces of the neighborhood and require a separate section of the guidelines that are specifically geared towards these building types.

1. NEW CONSTRUCTION

A. Principles

The corridors surrounding the Waverly Community historically were considered part of the neighborhood. The establishment of this district and the inclusion of the corridors is not intended to limit commercial uses; it is intended to encourage mixed-use development that allows for interaction between the neighborhood and the corridors. Commercial development that supports the neighborhoods is positive. However, the structures that accommodate those uses must respect that they are a part of a neighborhood and be constructed accordingly.

Except in a few locations, the corridors have very little in the way of context on which to build and point to for reference. There are numerous vacant lots as well as residential structures whose viability for commercial use is limited. This presents great opportunity to set standards for development that will result in a vibrant commercial corridor that is harmonious with the adjoining neighborhoods. To be harmonious with the neighborhood means to prioritize the pedestrian in design decisions. It is also to place a high value on mixed-use developments. These basic principles are what drive the guidelines for new construction: establishing a height, mass, scale, and site that is compatible with the adjoining or surrounding residential area and is pedestrian-oriented. Any additions to existing buildings should serve these goals while achieving compatibility with the associated building.

B. Architectural Style or Theme

No predetermined architectural style or design theme is required in Waverly; however, the design of a building should be compatible with its function and with its surroundings (context). While many buildings in the Waverly area are traditional, contemporary buildings using principles of good design can contribute greatly to the vitality of the district. High-quality design that is compatible with the neighborhood, addresses the pedestrian, stimulates economic activity, and encourages further investment is the goal.

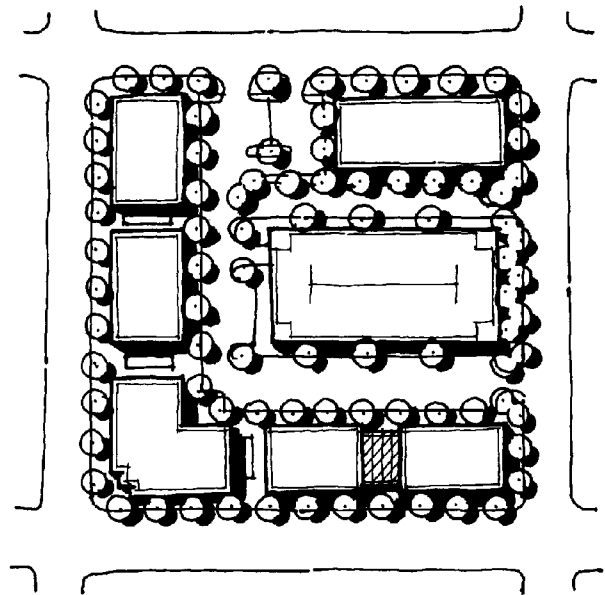
2. THE SITE

A. Principles

The manner in which a building and its accessory uses are arranged on a site are critical to how the building contributes to the overall quality of the built environment. The objective is to create a high quality environment emphasizing the interaction among the street, the building, and the pedestrian.

B. Guidelines

1. Locate buildings close to the street with parking behind or to the side of the building.
2. Design storefronts and main entries to orient towards the major street frontage. While side or rear entries may be desirable, the predominant major building entry should be oriented toward the major street unless the function precludes it.
3. If the building is located at a street intersection, place the main building, or part of the building, at the corner. Do not locate parking, loading or service at an intersection.
4. Design a building so that it can encompass as much of the street wall as possible.
5. Minimize curb cuts along a public street.



Buildings located adjacent to street with parking located in block interior



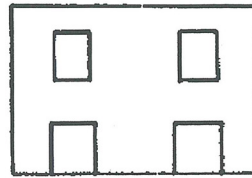
3. BUILDING MASS AND HEIGHT

A. Principles

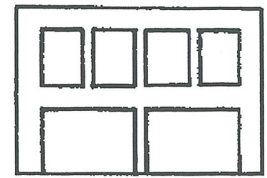
Construct new buildings so that their height and scale compliments surrounding residential areas while also providing a sense of human scale and proportion.

B. Guidelines

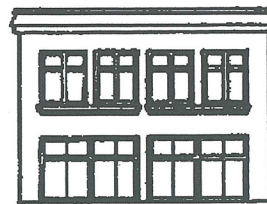
1. Long, blank, unarticulated street wall facades are not permitted.
2. Break-up street wall facades with vertical and horizontal articulation (e.g., sculpted, carved or penetrated wall surfaces defined by recesses and reveals). These features are characterized by:
 - (a) breaks (reveals, recesses) in the surface of the wall itself;
 - (b) orderly placement of window and door openings;
 - (c) the placement of balconies, awnings, and/or canopies.
3. The maximum height of a building is dictated by current zoning, however there are architectural techniques that can and should be used to minimize the perceived height and scale of a building when its height is overly tall for the area.
4. Transition building heights to be lower when adjacent to structures in the residential district.



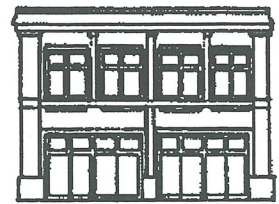
*Openings too Small
Relative to Building Mass*



*Increase Size
of Openings*



Articulate Openings



Break-Up Building Mass

4. BUILDING FAÇADE

A. Principles

The façade is literally the exterior of a building that “faces” the street. It is the architectural front of the building and is typically distinguished from other faces by elaboration of architectural or ornamental details. Building facades are critical to the pedestrian quality of the street. The width and pattern of facade elements can help pedestrians negotiate a street by providing a standard measure of progress.

B. Guidelines

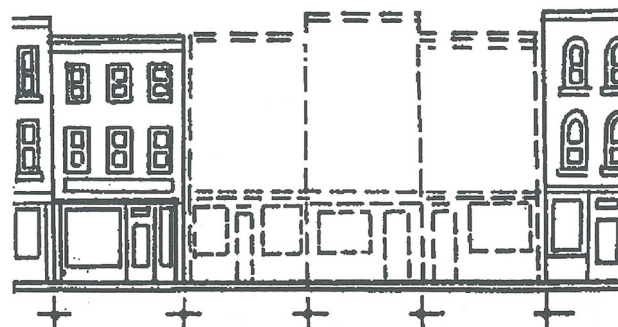
1. Plan the principal façade to have a base, middle, and a top.
2. Incorporate a greater window area at the storefront or first level for pedestrians.
3. Design new structures to provide storefront windows, doors, entries, transoms, awnings, cornice treatments and other architectural features to enhance the pedestrian experience.
4. Maintain the predominant difference between upper story openings and street level storefront openings (windows and doors).
5. Design corner buildings so that they address the corner and engage the interest of the pedestrian or driver.

- 6. Emphasize the main entry to a building, leading to a lobby, stair or central corridor, at the street to announce a point of arrival.
- 7. Do not use opaque glass on the first floor storefront.
- 8. Awnings, if used, should be of a durable, commercial grade fabric, canvas or similar material having a matte finish. Awning shape should relate to the window or door opening.
- 9. Utilize building materials that have a human scale (brick, stone, rusticated stucco). If using a material with larger blank panels, such as preformed concrete or smooth stucco, extra attention to the details must be paid to avoid blank walls.

5. BUILDING COMPATIBILITY

A. Principles

Once a context is established, it is important for new buildings to relate to their context, both built and natural. The building and site should establish connectivity to adjacent developments and land in order to create a sense of place instead of merely adjacent projects.



B. Guidelines

- 1. Adjacent buildings should relate to one another in scale, height, and configuration.
- 2. When designing a new building consider the following to establish compatibility: Building form; spacing between buildings; setback; proportion of openings; proportion of façade; scale; and mass.

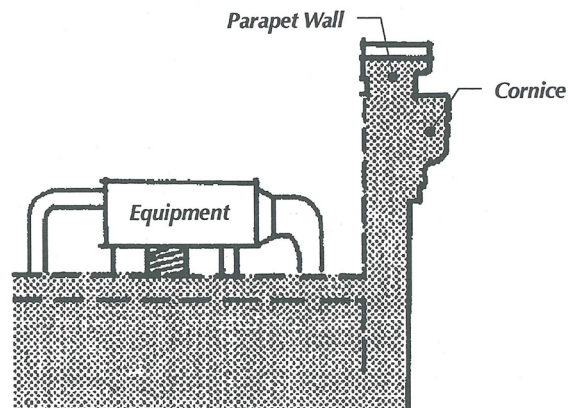
6. BUILDING SERVICE

A. Principles

All buildings require service areas. However, to the degree possible, they should be screened from view.

B. Guidelines

- 1. Screen roof mounted mechanical or utility equipment. Create screening that is architecturally integrated with the structure in terms of materials, color, shape and size. Instead of after-the-fact add-on screening (e.g., wood or metal slats)
- 2. Locate other ground located utilities in as inconspicuous a spot as possible. Dumpsters must be screened on all sides.
- 3. All other loading and service related areas are to be located away from the sidewalk and entrances.



7. FENCES AND WALLS

A. Principles

Fences and walls are necessary in commercial development to screen utility areas, provide a buffer to adjoining residential development and for security. Fences and walls should be integrated into the design of the site and not appear haphazard. They should reinforce the architecture and not detract from it.

B. Guidelines

1. Design fences and walls to complement the associated architecture
2. Chain-link, vinyl, and razor wire fencing is not permitted when visible from the public right-of-way, unless required by law.
3. Stockade fencing must have the finished side to the pedestrian or the residence.

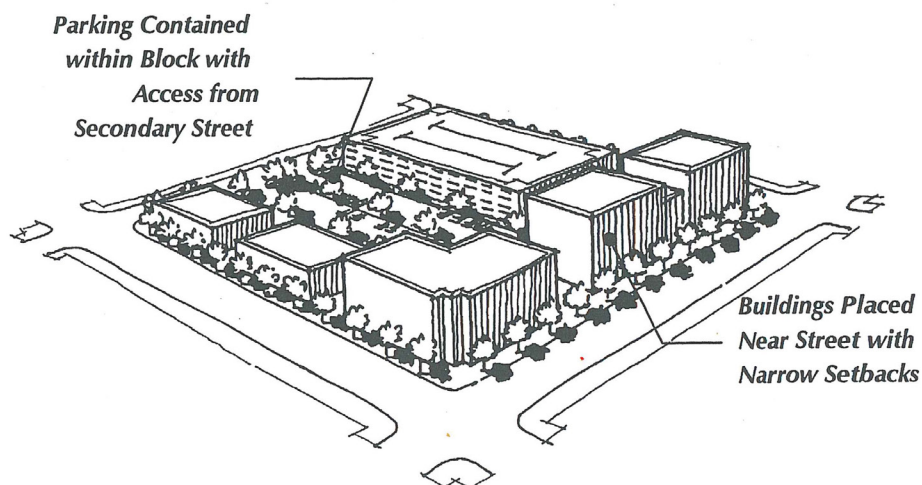
8. PARKING LOTS AND STRUCTURES

A. Principles

Buildings, not parking, should occupy most of the public street frontage. When a parking lot must front a major frontage street, it should be screened.

B. Guidelines

1. Locate parking behind buildings or in the interior of the lot.
2. If parking is adjacent to a public right-of-way, screen the vehicles with shrubbery or a low wall or fence.
3. Parking structures are to be designed to complement the surrounding architecture. Place parking structures in the interior of a block. When not possible, activate the street frontage with programmed space.



Section 10: Signs



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Business Signage

Sign review is limited to historic, contributing buildings in the district and on new construction. Institutions with historic buildings that require signage would utilize the following guidelines.

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 and the potential for a dense commercial zone along the borders, 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; Sec.17-5.10, Signs.

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

- » 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 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 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) should not be used in a primarily residential historic district. Along the commercial borders such vinyl lettering may be appropriate.

5. Illumination

Consider first whether a sign needs to be lighted at all, particularly in a residential area. Nearby street lights may produce ample illumination. If additional lighting is desired, then signs should be illuminated by an indirect source of light, such as a fixture mounted on the building or on the ground with light directed at the sign. Back-lit or halo lights are also an acceptable means of lighting; internally illuminated channel letters are not permitted. Bare LED bulbs and electronic copy on signs are not permitted in the historic district.



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

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

Elevation

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

Enclosure

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

Exterior Change

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

Façade

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

General maintenance and repair

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

Major

Substantive; substantial; as in considerable amount of.

Muntin/Mullion

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

New Construction

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

Non-contributing (building/structure/site)

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

Period of Significance

- a. For an individual structure: the date of construction plus or minus ten years;
- b for a district, the span of time from the date of the oldest building within the boundaries to the date by which significant development ended.

Secondary Front Yard

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

Shall

What must happen.

Should

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

This ends the Waverly Protection Area guidelines as adopted by City Council on December 6, 2016. The following pages have been added as supplemental information.

Additional Terms and Definitions

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

Design Review

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

Development Center

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

Lot Coverage

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

Planning & Development Services

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

Planning Division

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

Primary Front Yard

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

Preservation Staff

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

Setback

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

Zoning

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

Zoning Division

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

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.

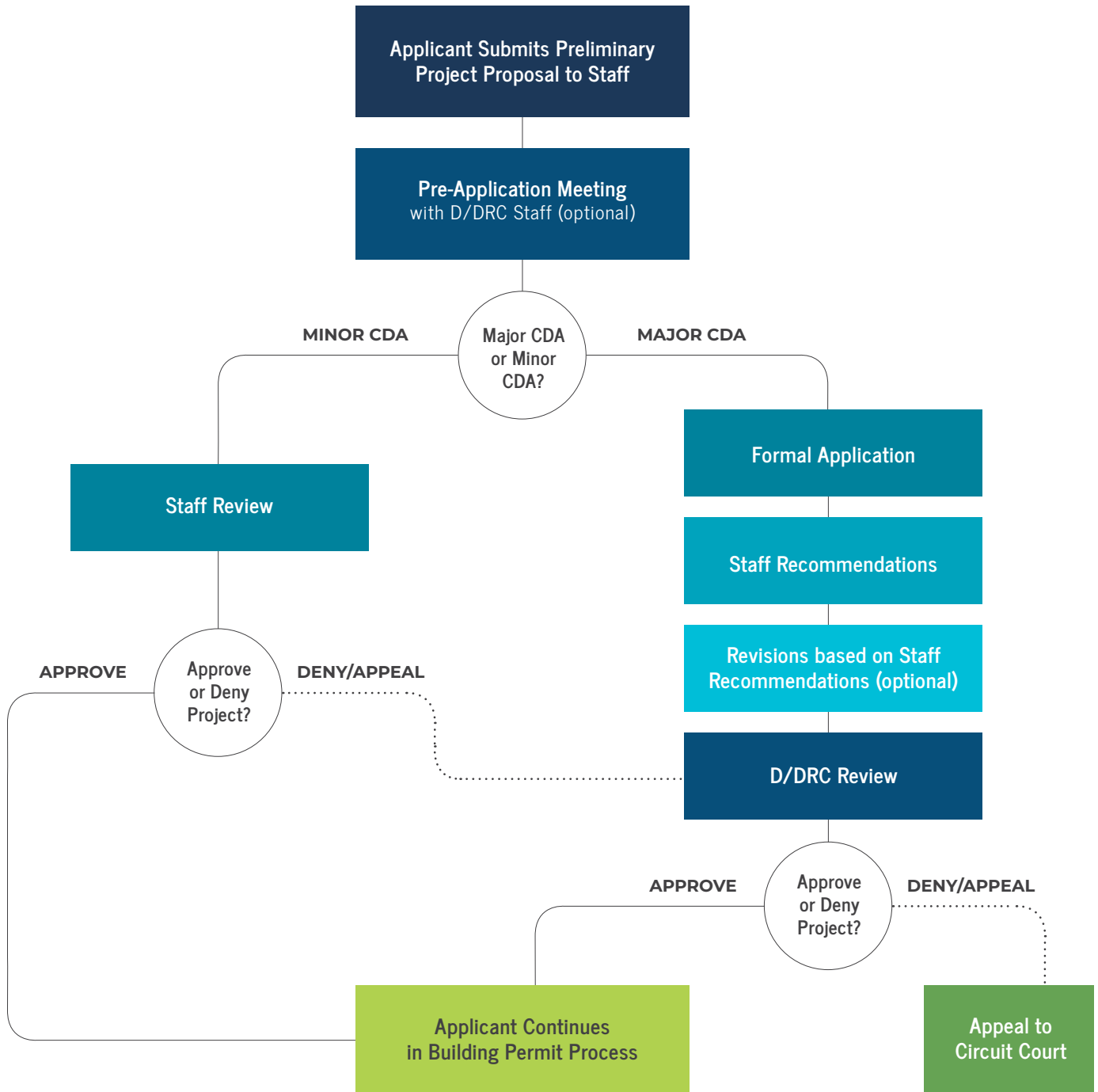


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Review Process

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 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.