



Whaley Protection Area

Historic Preservation Guidelines

Adopted October 6, 2010

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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 Whaley 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 Whaley 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

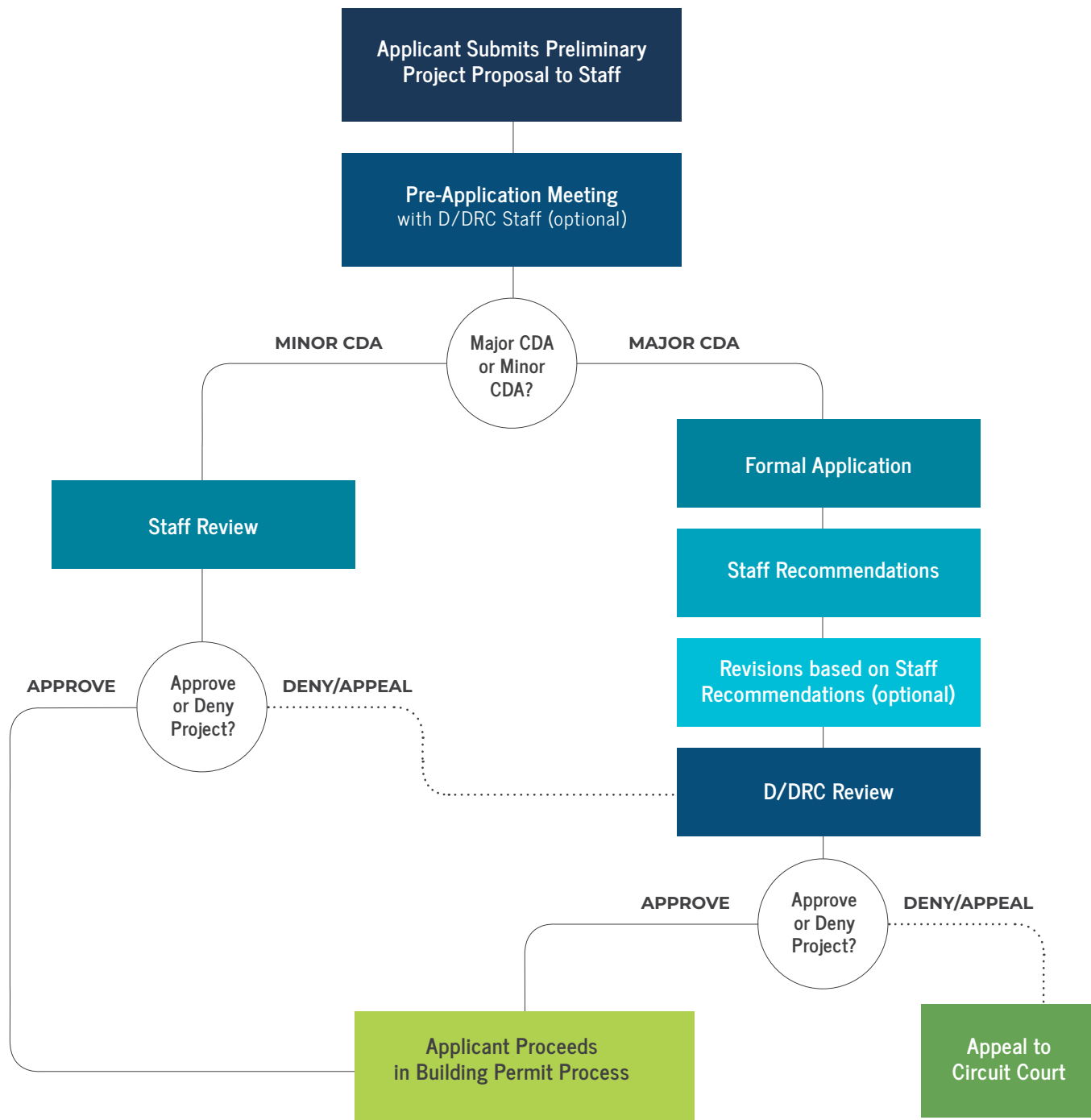
1. General maintenance and repairs using identical materials, profiles, etc. or minor alterations that comply with the guidelines
2. Additions/enclosures that are minimally visible from the public right-of-way
3. Alterations or removal of non-original features
4. Reconstruction of missing or damaged 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 Whaley district about any proposed projects.

Review Process

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



Review Schedule & Involvement

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

DESIGN / DEVELOPMENT REVIEW PROCESS INVOLVEMENT IN STEPS

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

*Pre-application meetings are optional, but recommended.

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

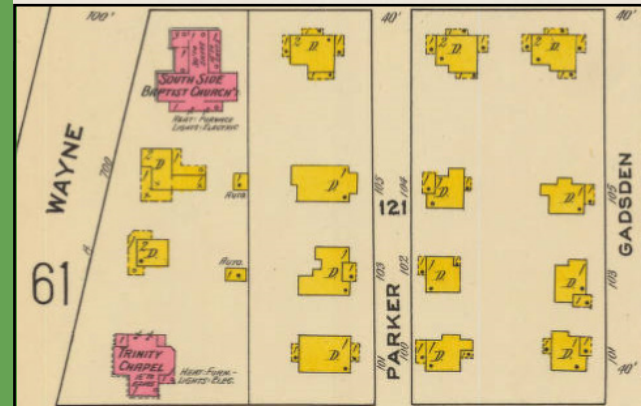
+Staff decisions may be appealed to the D/DRC for review and would then follow the steps for complex projects.

The following pages reflect the Whaley Protection Area guidelines adopted by City Council on October 6, 2010. Although the document has been reformatted for ease of use, no changes have been made to the contents of this document with the exception of updated numbering for sections of the guidelines, and references there in. Photos and images have been added or updated for illustrative purposes only. References to the City of Columbia Ordinance have been updated to reflect the section numbers in the code which became effective August 30, 2021.

Section 2: Purpose, Principles, & Historic Significance



MILLS AVENUE DEPARTMENT STORE.



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Purpose

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

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

District Principles and Goals

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

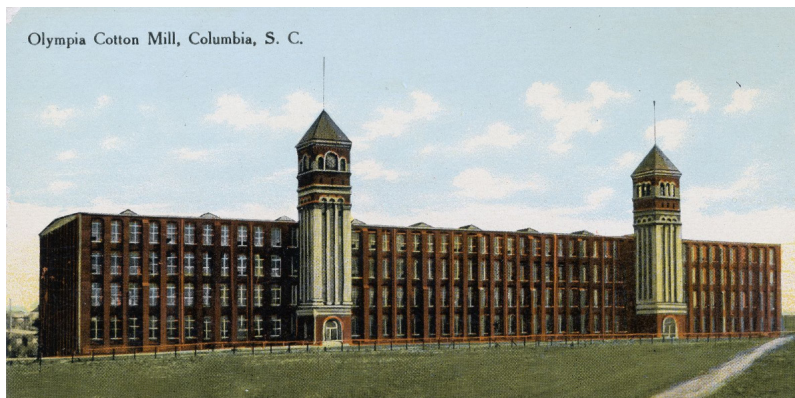
Historic Significance

(Derived from 1990 report "Whaley Street Area Granby Mill Village Historical and Architectural Inventory" and accompanying "Design Guidelines" by Historic Preservation Consulting, Inc.)

Whaley Street and its perimeters were once the central location of the Whaley Mills village. Textile workers of adjacent mills lived in this tight-knit community and remained loyal to their lifestyle and neighborhood for many decades. To this day, the area is reminiscent of its past; the grid layout, the railroad and the standing mill structures resemble a time when cotton was king and the village was the kingdom.

After the Civil War and Reconstruction, a New South emerged towards the end of the 19th century. Learning from the past, this New South wished to be less dependent on agriculture, as it had been for over a century, and break into the world of industry and manufacturing. Factories and mills began to spring up all over the Southeast and, with the help of an efficient railroad system, small farming towns became booming centers of industry. William Burroughs Smith

Whaley (1866-1929) embodies this growth of the New South. Charleston-born and Cornell-educated, he relocated to Columbia in 1893. A year later he and Gadsden E. Shand, a local civil engineer, created W.B. Smith Whaley and Company. Between 1895 and 1907, the firm designed and constructed twenty-one mills in Alabama, Georgia and the Carolinas. Until Whaley, Columbia's textile industry had been operated on a small scale. Columbia adopted many technological advances during the 1890s and in 1894, the Columbia Mills Company erected the first electric-powered mill. W.B. Smith Whaley and Company quickly constructed four new plants on the outskirts of the city. Richland Cotton Mills Company (1895), Granby Cotton Mills Company (1897) Olympia Cotton Mills Company (1899) and Capital City Cotton Mills (1900), collectively known as Whaley Mills, represented the firm's most advanced and innovative designs.



Like many other mill and factory owners that came before him, Whaley established a mill village to accommodate his workers. The construction of the Whaley Mills triggered a population influx in Columbia. In 1903, over 9,000 new residents settled in the city and by 1910, just three years after the last mill in Whaley Mills was completed, Columbia's population grew to over 26,000 people. The mills, as well as the city, provided a number of advantages to new residents. The mills were beautifully constructed, used modern machinery, produced superior products and offered good working and living conditions. Columbia itself boasted a railroad system, an abundance of raw building materials and a healthful and moderate climate. Another core attraction to Columbia and Whaley Mills was the mill village. There, the textile workers and their families lived and worked together, forming a cohesive bond of respect and loyalty. Essentially, the mill village was a small town; it had the amenities and services of a town, yet situated adjacent to a large city. There were multiple churches, drugstores and medical dispensaries. Although mill people were chastised for being lower class, the village was one of the most consistently beautiful and well maintained areas of Columbia between the 1920s and 1940s.



Whaley and his colleague, M.J. Sumter Moore, had two goals for mill operatives: have workers earn an honest living for their families and offer the opportunity for everyone to receive an education. With those goals in mind, the mill village organized the Olympia Schools system in 1901. Former village president Lewis W. Parker stressed social and recreational activities to strengthen the community, boost morale and maintain the health of its

residents. A number of operatives were organized in order to achieve his vision: a sewage system was installed in 1910; hygienic and healthcare programs were initiated; a swimming pool was built in 1909. The Pacific Community Association, built in 1903, organized mill baseball teams as well as youth sports programs.

Keeping with the tradition of previous factory towns, all the homes and properties were owned by the company. When a new family arrived at the mill, a mill official assigned to helping new families settle in to the village assessed the family's needs and place them in an appropriate home. Main factors for housing placement included family size and intended length of employment. The modestly sized homes were mostly made of wood and avoided ornate decoration. With the exception of supervisor's homes, the workers houses were typically four to six room buildings with various structural designs. The homes were dispersed generously so that many families had room to maintain a small garden. The area was a green space, with large trees providing lots of shade.



In 1916, Pacific Mills bought the Whaley mills and accompanying mill villages, and soon built the supervisory housing section centered on Whaley Street. During the height of the mill town's existence, the supervisory section consisted of over twenty-five homes. The buildings were larger and more ornate than the worker housing, but many still maintained a modest façade. The supervisory section had three main house types that were outlined in the Granby and Whaley Street Design Guidelines publication from 1992. The most common style (House Type D) was a "cohesive and neat" bungalow, a style that was widely advertised and constructed all over the United States during the 1910s. The specific style was designed especially for mill and other industry villages. Smaller than the other two types present in the supervisory section, the homes still had current amenities like indoor plumbing, electricity and radiant steam heat. Sixteen of these homes were built and all still remain.

The second main house type (House Type E) bears resemblance to similar homes in nearby Olympia Mill Village. The house is distinguished by its slender, two-story height and one-room deep frame. It was a very popular style and was constructed in both rural and urban settings between the late 1800s and early 1900s and called an "I" house. Six were built on Whaley St, but only four remain. One endearing feature is the full-size wraparound covered porch, a feature that is present in most all of the Type E homes. The third and most valued house type (House Type F) was reserved for top-level managers and their families. All six of these homes still remain in the area. These homes utilized a more nationally known architectural style known as Craftsman Bungalow. The two-story, hipped roof structure with an entrance porch often had a small side porch. The size and ornamentation signify top-level positions and prominence, as do architectural details such as a variety of exterior materials and ornate entry porches, complete with Tuscan columns. Overall, the homes reflect the purposes of the mill owners: to create attractive supervisor housing in keeping with contemporary architectural trends. Whaley Street Community's rich history and retention of neighborhood and design characteristics contribute much to the integrity of the district.

Design Characteristics

The majority of architectural resources in this district date from the late 1910s through the 1920s, and were built by the Pacific Mills Company as housing for supervisors from the surrounding four mills. Later infill has added homes from the 1940s and 1950s. This neighborhood features a density of buildings, a repetition of architectural styles, standardized setbacks along individual streetfronts, some shared historic garages and driveways, few fences, and a retention of historic building form and detail.

Vinyl siding and vinyl windows have altered some of the buildings, but have not removed some significant details, such as end posts in the porch gables. Porches are found on almost every building, and about 25% of them have been enclosed over the years. While wood weatherboard siding is the historically predominant material, there are several homes with stucco exteriors. With the largest and most ornate houses facing Whaley Street, this neighborhood boasts a relatively surprising mix of style and ornamentation, reserving the more modest homes for the north-to-south streets that intersect with Whaley Street. Abandoning the earlier mill house models of surrounding mill villages, the Whaley Street Neighborhood has a unique appearance and one more in keeping with the popular architectural trends of the early 1900s.

Typical of mill villages, there is commercial usage mixed in with residential use in the Whaley neighborhood. The historic commercial buildings in the neighborhood reflect clearly the influence of the mill industry. The mills and the old company store are large, rectangular, brick buildings with a great number of windows to allow light and air in. Roofs are always flat on these buildings.



Boundary Map



BOUNDARY DESCRIPTION

The boundaries of a historic district may be somewhat different than neighborhood boundaries, depending on the area’s history, the use of properties, the amount of infill, topography, and so on. The Whaley Street neighborhood has seen some commercialization on its eastern side with infill that does not reflect that of the older, residential properties. Therefore, the boundaries for the proposed protection area will run on the north side along Catawba Street, moving down Lincoln Street on the east, along Heyward Street on the south side, and up Wayne on the west side of the district.

Administration

ACTIONS THAT REQUIRE DESIGN REVIEW

1. New construction (including outbuildings)
2. Additions/enclosures visible from the public right of way
3. Window and door changes
4. Fences, walls, and driveways
5. Demolition or relocation

ACTIONS THAT DO NOT REQUIRE DESIGN REVIEW

1. General maintenance and repairs
2. Exterior changes on existing buildings, excepting windows and doors, that do not enclose space. Re-siding is not reviewed.
3. Painting and color
4. Work not visible from the public right-of-way
5. Interior work

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

Section 3: New Construction



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Guidelines for New Construction

A. PRINCIPLES

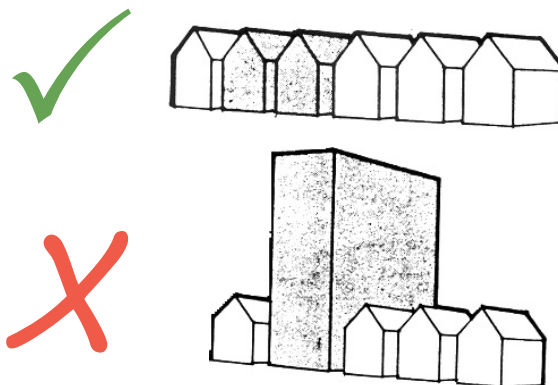
Within the Whaley Street district, there are very few vacant lots, but there is the potential for lot subdivision. The construction of new or replacement structures on these lots will greatly affect the district by either reinforcing or undermining existing historic patterns. New construction should 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 Whaley Street 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 Whaley Street is 1 to 2 stories. Construct new buildings to a height that is compatible with the height of surrounding historic buildings.

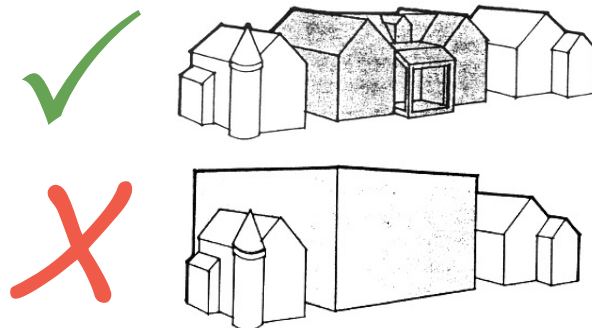
- » New construction shall not vary greatly in height from older buildings in the vicinity



2. Size and Scale

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

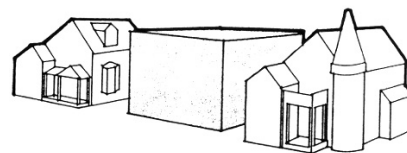
- » Although much larger than its neighbors in terms of square footage, the building shown maintains the same scale and rhythm as the existing buildings.
- » Do not construct buildings that disrupt the existing scale of the area. The new building shown here disrupts the scale and rhythm of the streetscape.



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.

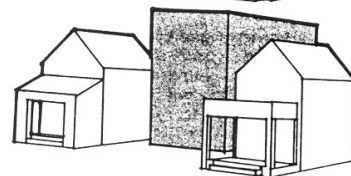
- » Breaking up uninteresting boxlike forms into smaller, varied masses is essential to maintaining the character of the streetscape.
- » Do not construct single, monolithic forms that are not relieved by variations in massing.



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.

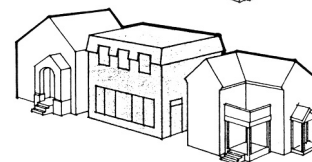
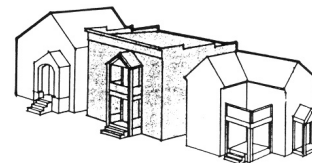
- » Do not violate the existing setback pattern by placing buildings in front of or behind existing façade lines.



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.

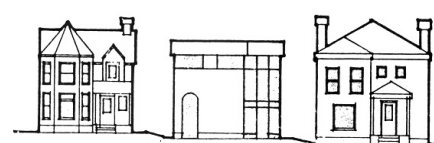
- » Do not construct facades without a strong sense of entry.



6. Rhythm of Openings

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

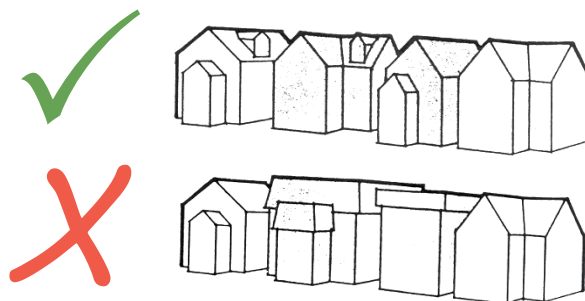
- » Do not introduce incompatible façade patterns that upset the rhythm of openings established in surrounding structures.



7. Roof Shape

Use roof shapes, pitches, and materials that are visually compatible with those of surrounding buildings. All of the residential buildings in Whaley have pitched roofs, with gable, hip or a combination thereof as the predominant style. Historic commercial buildings have flat roofs.

- » 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.

Outbuildings in the Whaley Street neighborhood are usually one story, wood frame, with front gable or hip roofs. Some of the oldest outbuildings are shared garages that straddle the property line. They have two garage doors on the facades and are smaller in scale than modern garages.



100 Parker St. Garage

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 three-dimensional 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 of boards, and trim detail such as corner boards on adjacent historic structures for specifications of the new material.

Historically, the predominant siding material was horizontally oriented wood weatherboard, and this is the preferred siding for new construction and rehabilitation or maintenance projects. Other acceptable siding material is stucco, which is found on several homes. New materials that appear similar to these historic materials are appropriate. Vinyl is not preferred, and although cement fiberboard (Hardie-plank) is acceptable, the profile and dimensions of the boards should be consistent with those of the historic wood weatherboard siding in the district.

1. Permitted exterior materials are wood, stucco, cement fiberboard and vinyl. Brick is the most appropriate material for new commercial buildings.
2. Trim and detail materials permitted are wood, stucco, cement fiberboard, fiberglass and metal.
3. Roofing materials permitted include asphalt shingle and standing seam metal with historic profile.

Section 4: Additions & Enclosures



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Enclosures

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Guidelines for Additions & Enclosures

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. 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.

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.
5. 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.



215 Gadsden St. (House Type D)

Section 5: Windows & Doors



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Guidelines for Windows & Doors

A. PRINCIPLES

Doors and windows are often significant character-defining features of a building and should be preserved whenever possible. Historic wood windows are located on more than half of the buildings in the Whaley Street neighborhood and they should be retained. Six over six sash is the most dominant historic type. Some historic doors are also still located in the district, and include a simple rectangular clear glass pane over two panels in a solid wood door.

B. GUIDELINES

1. Retain historic doors and windows, trim, lintels, screen doors, openings, and other features that help define the openings on the building.
2. Repair historic doors, windows, trim, lintels, screen doors and other features that help define the openings on the building.
3. If repair is not possible, due to extensive damage or rot, replacement materials and style should closely match the original doors and windows.
4. Replacement materials and style include:
 - a. Wood doors with a glass pane over wood panels (with no muntins/mullions in the glass, glass must be clear), or multiple clear glass panes over wood panels;
 - b. A multi-panel door that is metal or fiberglass (with no half-moon glass features or other modern design elements);
 - c. Windows that are wood or aluminum-clad wood with three-dimensional mullion/muntin details matching those of historic windows in the district;
 - d. If the building currently has vinyl windows, then vinyl windows may be replaced with vinyl, but they need to have exterior, three-dimensional muntins/mullions of appropriate size, to match as closely as possible the appearance of historic wood window

**110 Wayne St.
(Type F, Square
Craftsman)**



**730 Whaley St.
(Type F, Square
Craftsman)**



Section 6: Fences, Walls, & Driveways



IN THIS SECTION

Guidelines for Fences, Walls,
& Driveways

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Guidelines for Fences, Walls, and Driveways

A. PRINCIPLES

Fences and walls serve to delineate property lines and act as a barrier to distinguish between a yard, sidewalk, and street. Fencing was not heavily used in this mill village historically. There is some evidence of older chain-link and wood fencing on side and rear yards. No historic fencing is evident in front yards. 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.

The placement of driveways and parking areas is very important. Paved parking is not suitable for the front yard, but can be used along the side of the house. Circular driveways and turn-arounds are not reflective of this historic neighborhood and are not permitted. Most driveways in this neighborhood have a crushed stone driveway/parking area, and this type of impermanent, permeable surfacing should be retained. Some of the driveways are also shared. If a resident decides to improve their driveway or install a new driveway, City ordinance does not allow for the crushed stone material, so a comparable, unobtrusive driveway material may be concrete runners, permeable pavers or simply pine straw.

B. GUIDELINES

1. Design a fence or wall so that it is compatible with the associated structure in design and materials. Chain-link and other “transparent” types of fencing are allowed only on side and rear yards.
2. Fences are not recommended for front yards. However, if a fence is necessary, it 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: concrete block, stone, stucco, brick and artificial siding material (ex. T-111, corrugated metal, vinyl).
4. Driveways shall not be wider than 10 feet for the first 25 feet (in length). Widening of the driveway is acceptable after the first 25 feet.

Section 7: Demolition



IN THIS SECTION

Demolition

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Guidelines for Demolition

A. PRINCIPLES

The demolition of an historic building should be an action of last resort. When a structure is demolished, the community loses a part of its history, which cannot be replaced. 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 & Rule & 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 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 surround area would be;
6. The existing structural condition, history of maintenance and use 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.

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

Section 8: Relocation



IN THIS SECTION

Relocation

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Guidelines for Relocation

A. PRINCIPLES

1. Much of a building's value is in its context: the street on which it sits, the buildings that surround it, 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.
 2. Moving a historic building from its original site should not occur.
 3. Moving a non-historic building, or a building, which has irretrievably lost its architectural and historical integrity, may be appropriate.
 4. Moving a building into the district is permitted if it is compatible with the district.
-

B. GUIDELINES

1. Moving a building into the district is permitted if the building will be compatible with the historic buildings surrounding the new location in terms of height, scale, setback, and rhythm of spacing, materials, texture, details, roof shape, orientation, and proportion and rhythm of openings.
2. Moving a building out of the district is not permitted unless the building does not contribute to the district's historical or architectural significance, or has irretrievably lost its architectural and historical integrity.

Please note that there may also be applicable requirements in the City of Columbia Ordinance.

Section 9: Definitions



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Definitions

Please also see the Land Development Ordinance for additional definitions.

Addition

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

Appropriate

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

Architectural feature/element

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

Character-defining feature

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

Compatible

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

Contributing (building/structure/site)

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

Demolition

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.

The period of significance for the Whaley Street historic district is from c. 1900 to 1960, which is the approximate span of construction for significant buildings in the district.

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 Whaley
Protection Area
guidelines as adopted by
City Council on October
6, 2010. The following
pages have been
added as supplemental
information.**

Additional Terms and Definitions

These terms and definitions are an addition to the original Whaley 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.

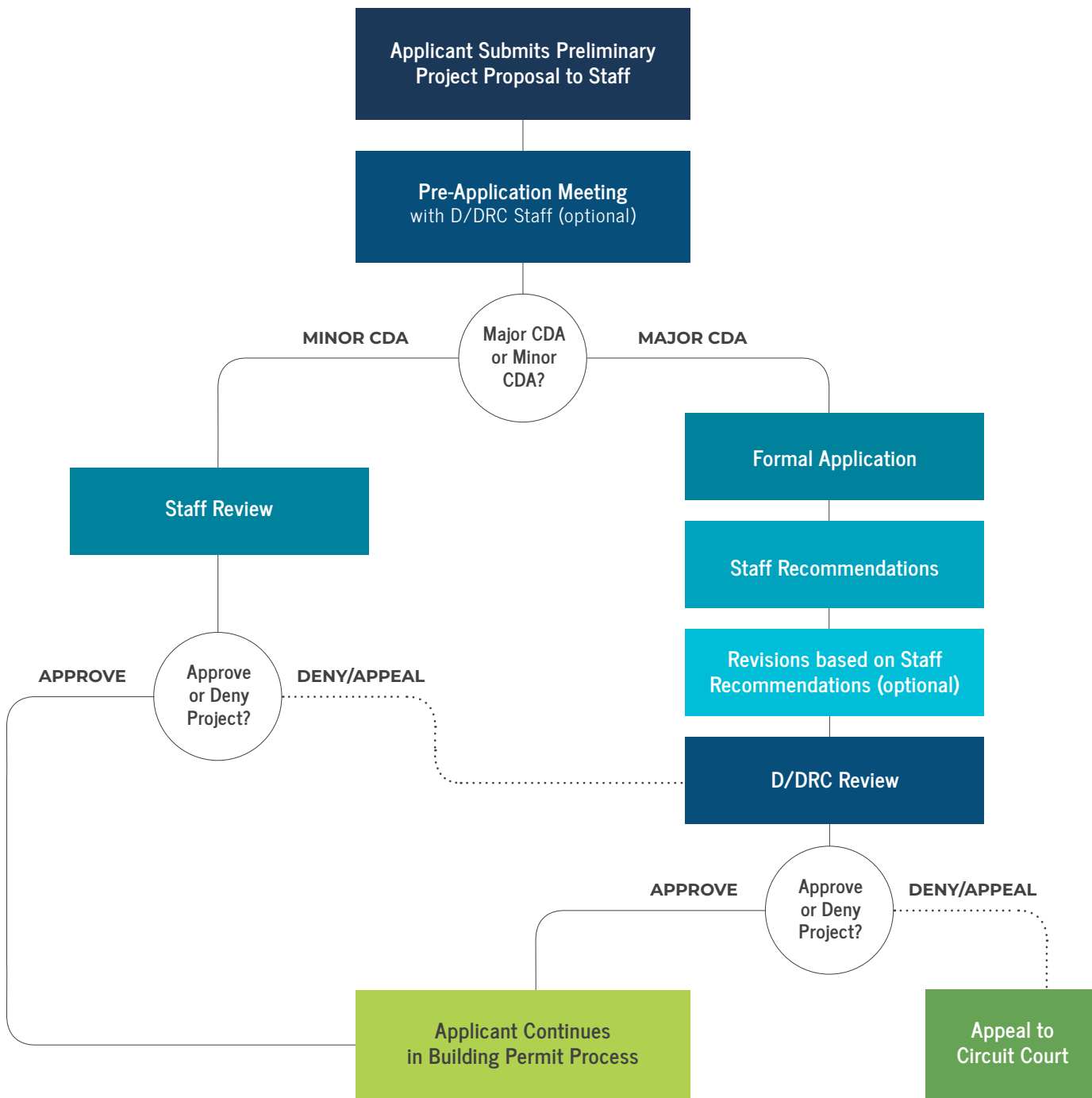


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Review Process

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.