
WAVERLY PROTECTION AREA DESIGN GUIDELINES

SECTION I 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.

SECTION II 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;

SECTION III HISTORIC SIGNIFICANCE, DESIGN CHARACTERISTICS & BOUNDARY DESCRIPTION

A. 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.

B. DESIGN CHARACTERISTICS

AREA A

The 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 and some Queen Anne residences. These were intermixed with shotguns and other smaller vernacular housing types, representing an integrated but economically segregated 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. Buildings constructed for commercial purposes were typical one- and two-story brick commercial structures with little ornamentation.

AREA B

The corridors surrounding the Waverly community have undergone significant change since the neighborhood was first developed. Once a mix of residential and neighborhood commercial uses, the residential uses, except for a few exceptions, have been replaced with commercial and institutional uses that serve a larger area. The design characteristics illustrate this change. On Gervais and Harden Streets stand what were once single-family residential structures, but in most cases, these have been converted to commercial use. Their size is such that it is 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.

C. 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.

SECTION IV PROTECTION AREA A • RESIDENTIAL CORE DISTRICT ADMINISTRATION

A. ACTIONS THAT REQUIRE DESIGN REVIEW

1. New construction
2. Additions/Enclosures visible from the public right-of-way
3. Fences, walls and driveways
4. Demolition or relocation.

B. ACTIONS THAT DO NOT REQUIRE REVIEW

1. General Maintenance and Repairs
2. Exterior changes that do not enclose space
3. Painting and Color
4. Work not visible from the public right-of-way
5. Interior work

See Columbia Code of Ordinances Section 17-655 for more detailed information.

SECTION V GUIDELINES FOR NEW CONSTRUCTION

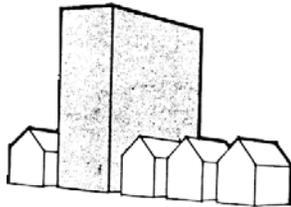
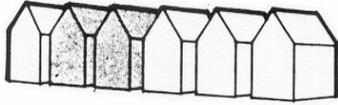
A. PRINCIPLES

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.*

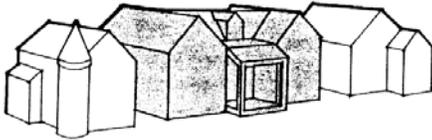
B. GUIDELINES

- 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.

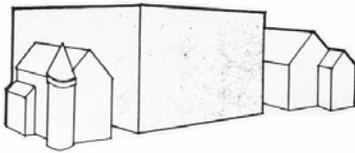


New construction shall not vary greatly in height from older buildings in the vicinity

- 2. Size & Scale:** The size and scale of a new building shall be visually compatible with surrounding buildings

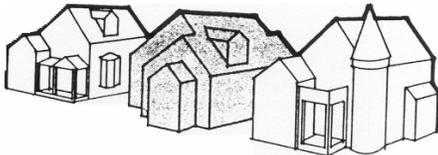


Although much larger than its neighbors in terms of square footage, the building shown maintains the same scale and rhythm as the existing buildings.

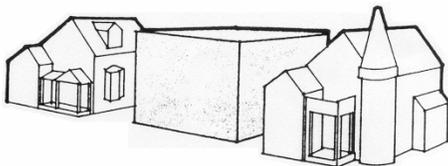


Do not construct buildings that disrupt the existing scale of the area. The new building shown here disrupts the scale and rhythm of the streetscape.

- 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.



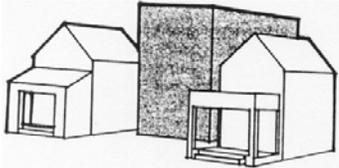
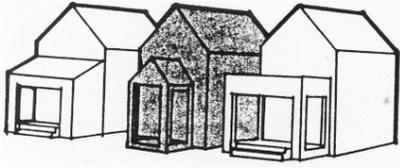
Breaking up uninteresting boxlike forms into smaller, varied masses is essential to maintaining the character of the streetscape.



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

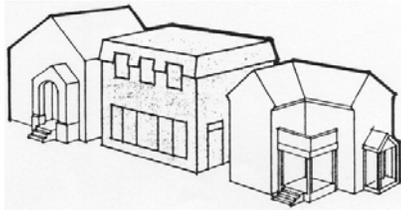
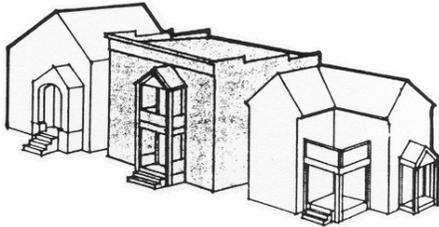
4. Setback: Locate the new building on the site so that the distance of the structure from the right of way is similar to adjacent structures. In Waverly, the characteristic setback is between 15 - 25'.

Check with the Zoning Division to confirm setbacks



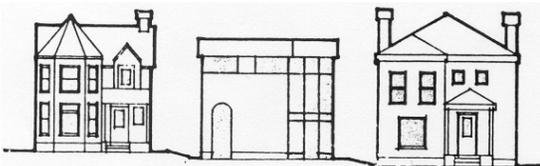
Do not violate the existing setback pattern by placing buildings in front of or behind existing façade lines.

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.



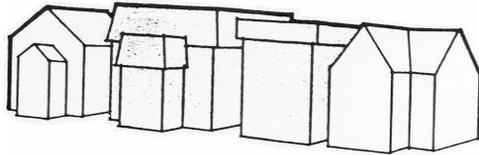
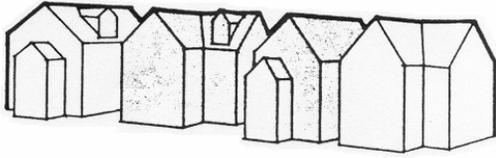
Do not construct facades without a strong sense of entry.

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. 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 VI 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 are permitted.

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.

SECTION VII GUIDELINES FOR 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 VIII 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 & 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 DDRC may require the following types of information:*

1. Estimate of the cost of demolition, and estimate of the cost of renovation;
2. Report from an engineer, architect, or contractor as to the structure(s) on the property and their suitability for rehabilitation;
3. Estimated market value of the property in its current condition; after demolition, after renovation of the existing property for continued use, with proposed redevelopment;
4. 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;
5. Information on any current negotiations to buy, rent, or lease property;
6. 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;

D. 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 IX 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.

SECTION IV PROTECTION AREA B • MIXED-USE CORRIDOR ADMINISTRATION

A. ACTIONS THAT REQUIRE DESIGN REVIEW

1. New construction & Additions over 500 square feet
2. Fences/Walls

B. ACTIONS THAT DO NOT REQUIRE REVIEW

1. General Maintenance and Repairs
2. Exterior changes
3. Demolition
4. Painting and Color
5. Work not visible from the public right-of-way
6. Interior work
7. Signage

See Columbia Code of Ordinances Section 17-655 for more detailed information.

SECTION V GUIDELINES FOR NEW CONSTRUCTION & ADDITIONS

A. NEW CONSTRUCTION - PRINCIPLES

The corridors surrounding the Waverly Community historically were considered part of the neighborhood. Only recently, has there been development that has severed that connection. 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 residential area and is pedestrian-oriented. Additionally, additions to existing buildings should serve these goals while achieving compatibility with the associated building.

B. ARCHITECTURAL STYLE OR THEME

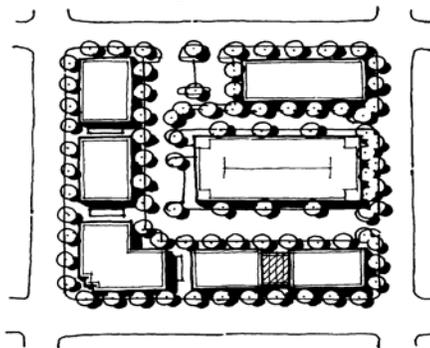
No predetermined architectural style or design theme is required in Waverly; however, the design of a building should be compatible with its function and with its surroundings (context). While many buildings in the Waverly area are traditional, contemporary buildings using principles of good design can 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.

C. THE SITE – 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.

GUIDELINES

- Locate buildings close to the street with parking behind or to the side of the building.



Buildings located adjacent to street with parking located in block interior

- Design storefronts 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 it the function precludes it.
- 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.



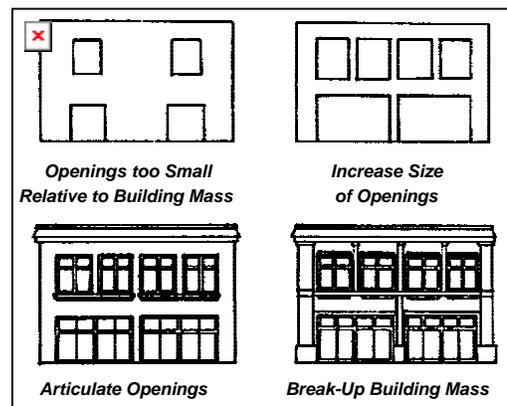
- Design a building so that it can encompass as much of the street wall as possible.
- Minimize curb cuts along a public street.

D. BUILDING MASS AND HEIGHT – PRINCIPLES

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

GUIDELINES

- Long, blank, unarticulated street wall facades are not permitted



- 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; or (c) the placement of balconies, awnings, and/or canopies.
- The maximum height of a building is four stories or fifty feet.
- Transition building heights to be lower when adjacent to structures in the residential district

E. BUILDING FAÇADE – PRINCIPLES

The facade 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.

BUILDING FAÇADE – GUIDELINES

- Plan the principal façade to have a base, middle, and a top.
- Incorporate a greater window area at the storefront level for pedestrians.
- Design new structures to provide storefront windows, doors, entries, transoms, awnings, cornice treatments and other architectural features to enhance the pedestrian experience.
- Maintain the predominant difference between upper story openings and street level storefront openings (windows and doors).
- Design corner buildings so that they address the corner and engage the interest of the pedestrian or driver.
- Emphasize the main entry to a building, leading to a lobby, stair or central corridor, at the street to announce a point of arrival.

- Do not use opaque glass on the first floor storefront.
- 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.
- 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.

F. BUILDING COMPATIBILITY – 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.

BUILDING COMPATIBILITY – GUIDELINES

- Adjacent buildings should relate to one another in scale, height, and configuration.



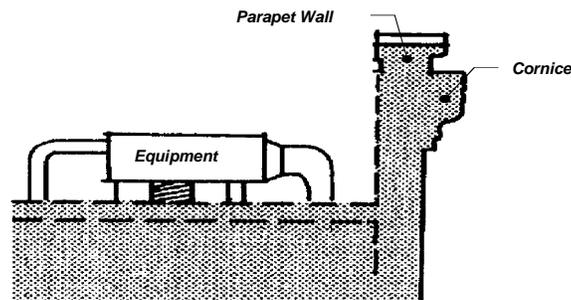
- When designing a new building consider the following to establish compatibility: Building form; spacing between buildings; setback; proportion of openings; proportion of façade; scale; and mass.

G. BUILDING SERVICE - PRINCIPLES

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

BUILDING SERVICE – GUIDELINES

- 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)



- Locate other ground located utilities in as inconspicuous a spot as possible. Dumpsters must be screened on all sides.
- All other loading and service related areas are to be located away from the sidewalk and entrances.

H. FENCES AND WALLS – 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.

FENCES AND WALLS – GUIDELINES

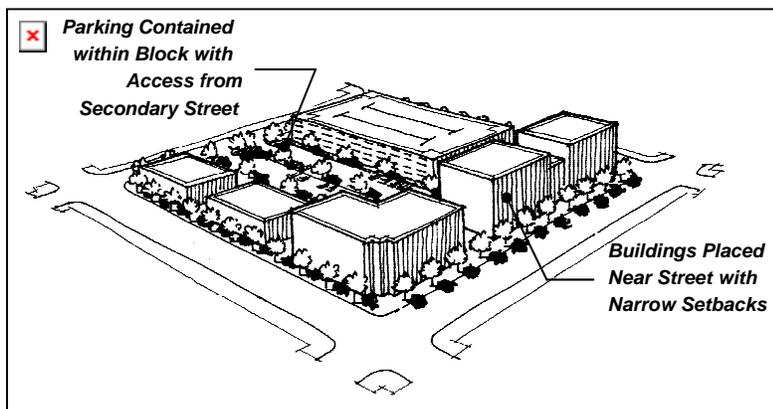
- Design fences and walls to complement the associated architecture
- Chain-link, vinyl, and razor wire fencing is not permitted when visible from the public right-of-way, unless required by law.
- Stockade fencing must have the finished side to the pedestrian or the residence.

I. PARKING LOTS AND STRUCTURES – 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.

PARKING LOTS AND STRUCTURES – GUIDELINES

- Locate parking behind buildings or in the interior of the lot.
- If parking is adjacent to a public right-of-way, screen the vehicles with shrubbery or a low wall or fence.
- 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 XI 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 comprise the exterior of a building, structure or object that convey the style of a building. (*ex. Victorian, Bungalow, etc...*)

Character-defining feature: a detail or part of a structure that imparts style or design and distinguishes it from other structures (*ex. porch railings, decorative windows*)

Compatible: to conform or be in harmony with the components of the style of a building or the character of a district.

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.