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# A Guideline For Residential Architectural Review

City of Kirkwood • Building Department – July 2011

# RESIDENTIAL ARCHITECTURAL REVIEW

The City has established Architectural Guidelines and the following review process in order to assist the applicant or their designated representative with the criteria established by the City. Architectural review is required for all new single-family residences and additions and accessory structures to existing single-family residences. If the building falls in a local or national historic district, or if the building is a local or national historic structure, a joint meeting between the Architectural Review Board and Landmarks Commission will take place. If any conflict arises between the local district design guidelines and the preferred items listed herein, the local design guideline shall govern.

New residential development will impact how existing residents, visitors, and potential residents and businesses perceive and experience Kirkwood's community character. Keeping the size, location, and design of new development consistent with the community's existing image and preferred character is important. New residential development also impacts the quality of life of residents, particularly those that live in direct proximity to the development. Ensuring that the size, location, and design of new development fits with the desired neighborhood character, scale, activity, and lifestyle is essential to maintaining how the residential neighborhoods look, feel, and function. It also directly affects the day-to-day quality of life of Kirkwood residents. Because of these factors, the Architectural Review Board reviews single-family residential building applications for new residential construction, accessory structures, or additions to existing residences in an advisory role.

A system for guiding the design of homes has been developed that allows for flexibility while also protecting the essence of what makes Kirkwood's neighborhoods special. At the core of this system is the use of the following project element classifications:

a. *Preferred elements* are those the City finds to be highly compatible with, and contributing to, the existing character and quality of life in the single family zoning districts and for achieving the preferred character of residential infill development. Appropriately incorporating these elements into a project significantly increases the likelihood that the project will be viewed favorably by the Architectural Review Board.

b. *Discouraged elements* are those the City finds to be potentially incompatible with, and detracting from, the existing character and quality of life of the single family zoning districts and the preferred character of residential infill development. Incorporating discouraged elements into a project decreases the likelihood that the project will be viewed favorably. Because discouraged elements have the potential to be disruptive to the existing character of a neighborhood, applicants shall demonstrate how their use in the context of their total project design is consistent with:

   - The existing character of Kirkwood's neighborhoods;
   - The preferred character of infill residential development;
   - The goals and objectives set forth herein;
   - The overview and purpose for the particular element;
   - The general architectural style/design of the structure; and
   - The use of all other elements on the structure or site.

**Please see the "Design Guidelines" section below for specific information regarding preferred and discouraged elements.**

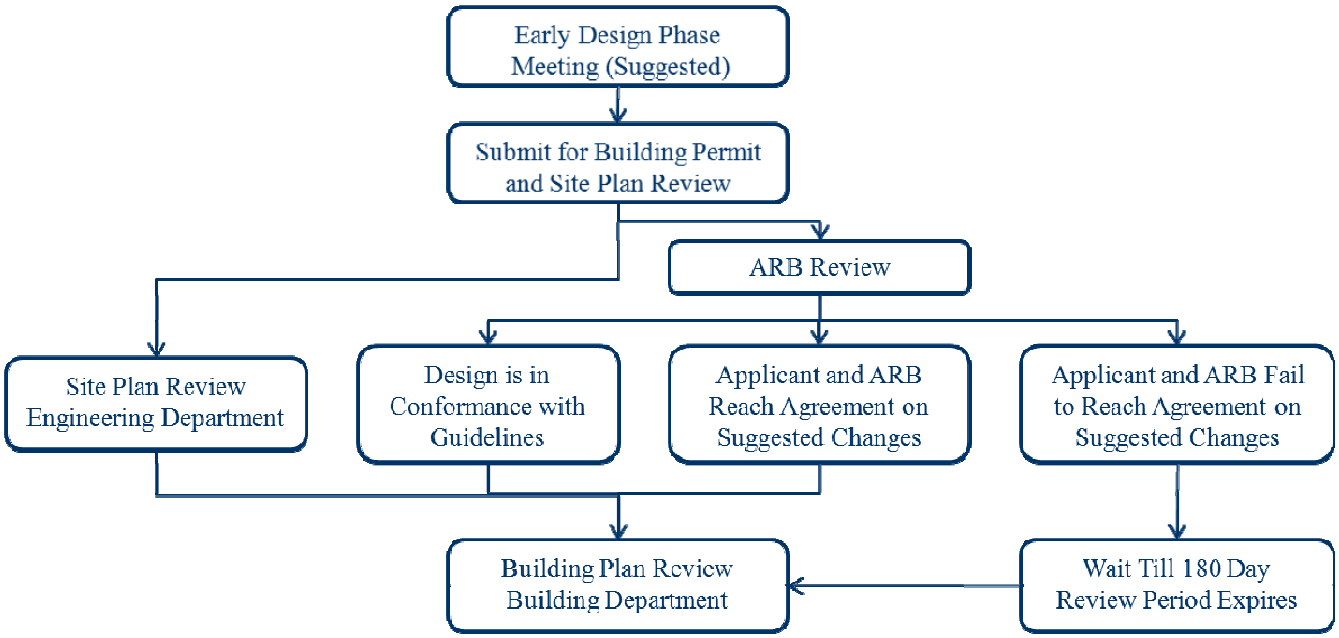
# REVIEW PROCESS

**Submittal Requirements:**
Completed application packets shall be submitted to the Kirkwood Building Department by 5:00 p.m. seven calendar days prior to regularly scheduled Architectural Review Board (ARB) meetings. It is necessary that an owner, architect, or authorized agent be present at the ARB meeting to answer any questions the ARB may have. The Architectural Review Board meets the first and third Mondays of the month. Incomplete or inaccurate applications will result in the application being denied or postponed. Items required for submittal to the Architectural Review Board include:

- Application for Residential Architectural Review
- Ten (10) Sets of Architectural Elevations to Scale
- Ten (10) Sets of Building Plans to Scale
- Ten (10) Site Plans to Scale
- One (1) Color Rendering of Elevations (Brought to Meeting)
- Project Description Worksheet with Photographs
- Filing Fee

**Early Design Phase Meeting:**
To allow for applicants to discuss early design plans with the Architectural Review Board prior to full construction drawings an Early Design Phase meeting is strongly encouraged. The projects that are preliminarily approved in the Early Design Phase will most likely move seamlessly through the Construction Phase Review.

**Construction Phase Review:**
If the applicant wishes, he/she may forego the Early Design Phase Meeting and submit to the Architectural Review Board simultaneously with an application for a building permit. If submitting during the Construction Phase, a completed application for a Building Permit and Single-Family Site Plan Worksheet will be required to accompany the Architectural Review Board application.

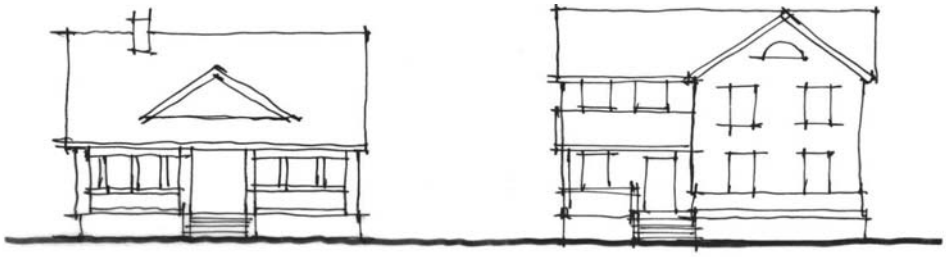


# DESIGN GUIDELINES

## *Building Form and Articulation*

Houses are shaped and articulated by roof form, the number and placement of rooflines, the shape and proportion of building masses/features, the configuration of exterior walls, and the character of these elements. These design elements influence the perception of a home's scale, its stylistic character, and the fit with its neighbors and should be consistent with the neighborhood's desired character. To be consistent with the preferred character of residential infill development, houses should present a simple overall building form (see Fig. 1) and roof geometry in character with its neighbors (houses of a mature suburb rather than a new one). Exterior walls should be articulated, not monotonous and should not consist of overly complex façade treatments. Further, the building form and articulation should be based on an authentic architectural style.

**Figure 1: Simple Building Form**



a. Preferred

- Gabled and hipped roofs when a Predominant Roof Style is either gabled or hipped (see Fig. 2)
- Symmetrical pitches
- Rectangular configured floor plans
- Vertical building volumes (if incorporated) appear secondary to the primary building volume and of less than one-third of the area of the front façade
- Dormers (if incorporated) integrated with building rhythm
- Long, uninterrupted façades, should be articulated by the use of architectural elements such as recesses, bays, projections, or changes of wall plane (see Fig. 3)
- Sustainable roofing materials such as clay tile, slate, wood shake and recycled synthetic tiles

**Figure 2: Roof Styles**

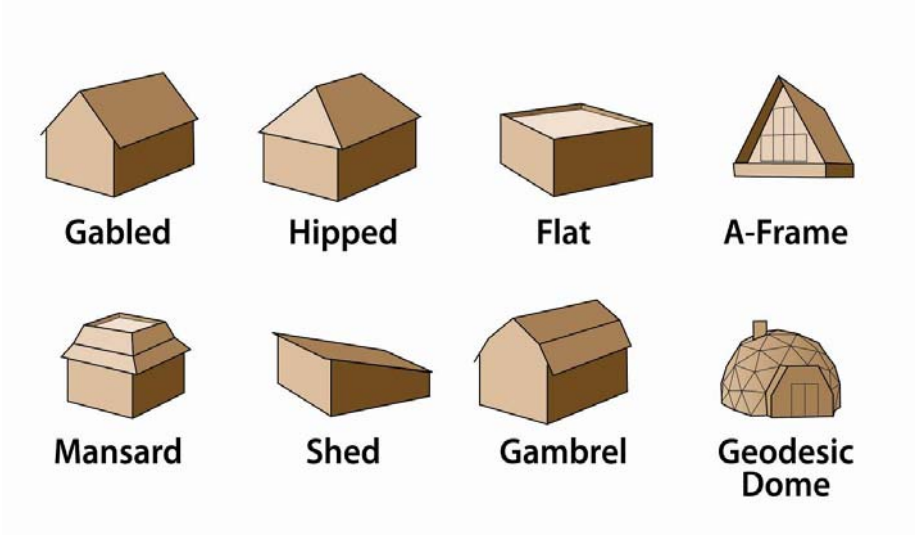


**Figure 3: Façade Treatment**


b. Discouraged

- Primary roof pitch less than 4:12 or more than 12:12 and outside of 4:12 of the contextual Average Roof Pitch (see Fig. 4)
- More than 3 rooflines or eave lines on the front façade (see Fig. 5)
- More than 3 wall planes creating multi-layer stepbacks on the front façade (see Fig. 6)
- Angular (angles other than 90 degrees) or curved walls - in plan or elevation - as a dominant or repetitive feature (see Fig. 7)
- Shed and flat roof styles are allowed as primary roofs when they are a Predominant Roof Style of the site context
- For houses with pitched roofs over the main portion of the structure, flat roofs are allowed over minor building volumes and features (see Fig. 8)
- For houses with pitched roofs over the main portion of the structure, flat roofs are allowed as a part of a truncated hip roof configuration if not visible from street and less than 20% of total roof area (orthographic measurement) (see Fig. 8)

**Figure 4: Roof Pitch**

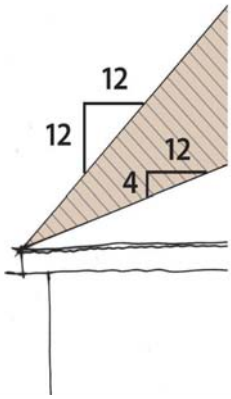



**Figure 5: Roof and Eave Lines**

**Figure 6: Complex Façade Treatment**

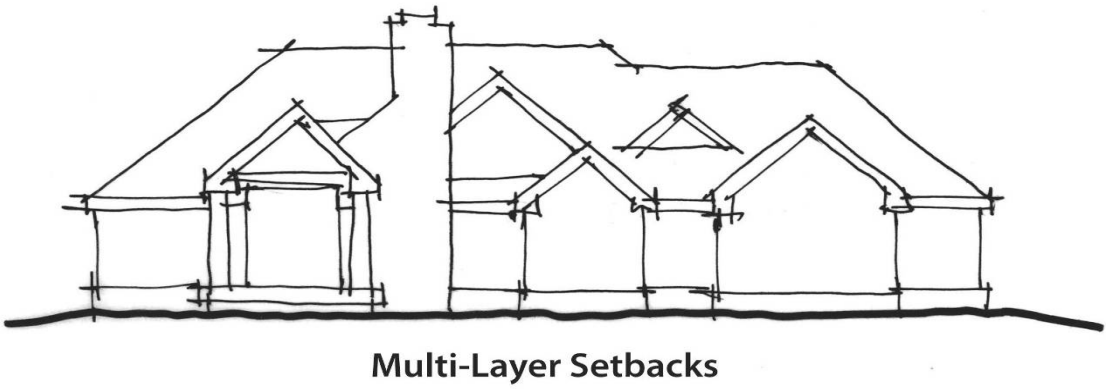



**Figure 7: Floor Plan Configurations**

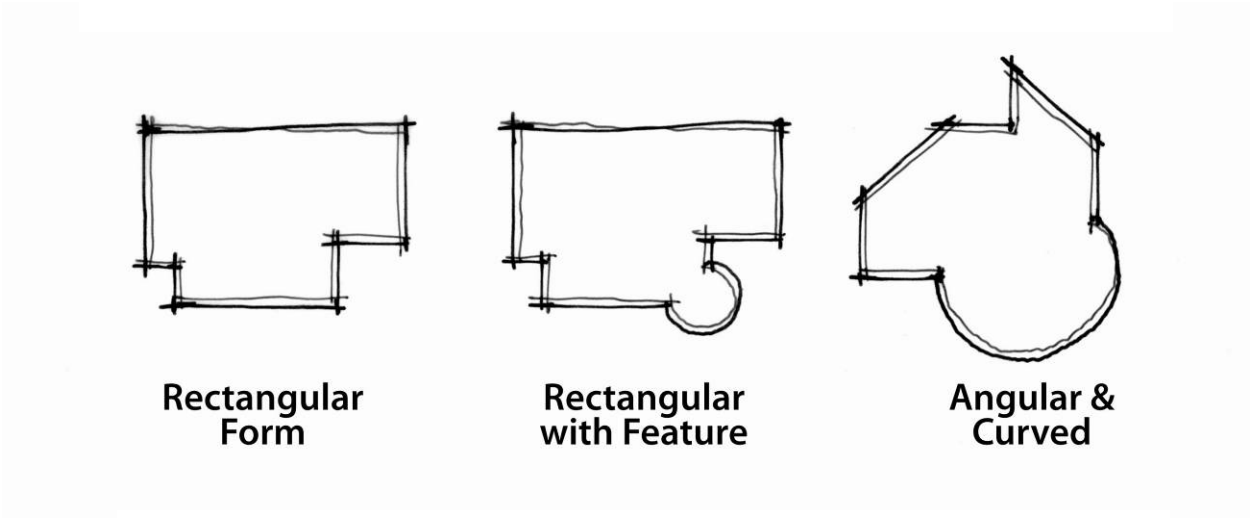
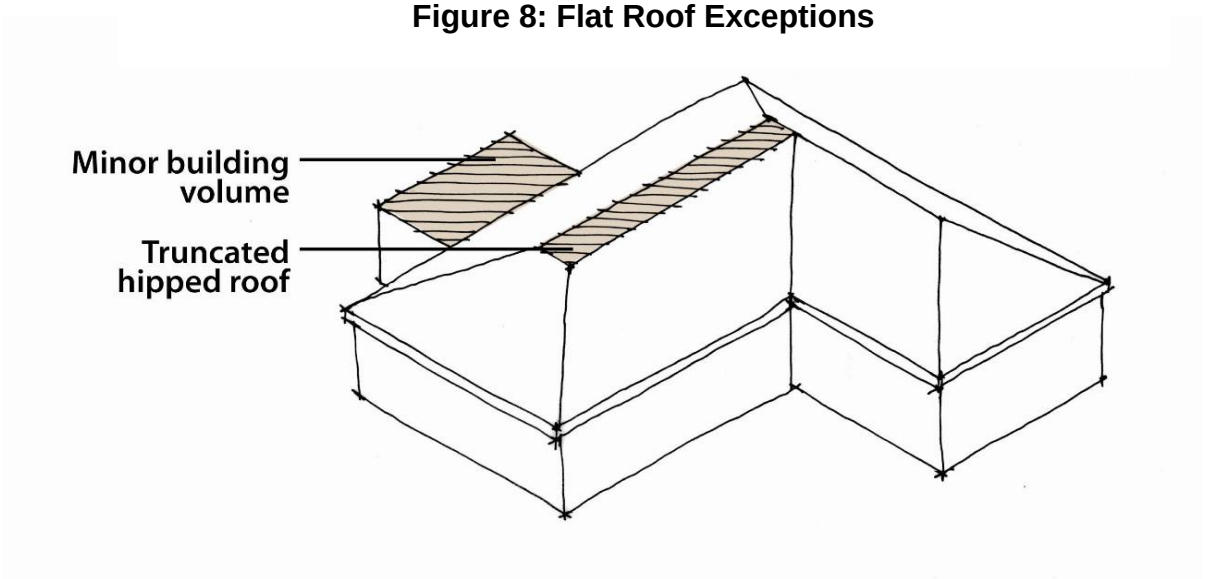



**Figure 8: Flat Roof Exceptions**



## *Building Materials and Material Quality*

Materials, material quality, and finishes include all exposed exterior surfaces of foundations, siding, trim, soffits, other detailing, and roofing. To be consistent with the preferred character of residential development, houses should have a limited, simple palette of materials, which should also be durable and maintain their form and color over time.

*Predominant Material Palette*. Determine the contextual Predominant Material Palette by identifying the primary materials used on the exterior of the front façades of existing houses within the Neighborhood Context. Any material present on 20% or more of the existing houses within your Neighborhood Context is considered a Predominant Material, so there may be more than one. If a single material (e.g. brick, clapboard, etc.) is dominant (present on more than 70% of houses within the site context), that material is considered to be the Single Dominant Material.

a. Preferred

- Brick, stone or clapboard (wood or fiber-cement) where there is not a Single Dominant Material or a Predominant Material Palette within the Neighborhood Context.
- When used, clapboard siding made of wood or fiber cement needs to mimic the profile of traditional wood siding
- When used, real brick and stone, not other materials simulating brick or stone. Synthetic stone may be used when approved by the Architectural Review Board.
- When used, high quality vinyl siding
- Detailing with stone or siding of exposed foundation wall
- Consistent use of exterior finish material on all façades and features of the house
- If change of material is needed, change at shift of wall plane
- Products that yield durability and represent a long life-cycle
- Copper or lead flashing. If other materials are used, flashing to match color of adjacent building material.

b. Discouraged

- Engineered wood siding (OSB, hardboard, and plywood)
- More than 2 primary exterior wall materials
- More than 2 visible roofing materials, colors, or styles
- Unfinished concrete block and poured-in-place walls exposed more than 1 foot high on a front façade or 2 feet high on a side or rear façade
- Roof and wall materials that are not consistent with the architectural style
- Roof and wall materials uncharacteristic of single-family construction

## *Exterior Windows and Doors*

This section provides guidelines for all exterior windows and doors, their wall openings, and their frames and trim. The location, size, configuration, and character of exterior windows and doors influence the perceived scale, façade patterns, and architectural character of new houses and additions. To be consistent with the preferred character of residential development, windows and doors should be in keeping with the size, proportions, and style of the house and used to achieve a desirable façade composition.

a. Preferred

- Recessed openings
- Window and door style consistent with architectural style
- Same window type, style, material, and color on all façades
- Storm windows and screens that match window profile
- Primary entry located on a street-facing façade or partial street-facing façade within 20 feet of the primary street-facing façade
- Operable windows
- Trim/detailing around windows
- Shutters in proportion to the window

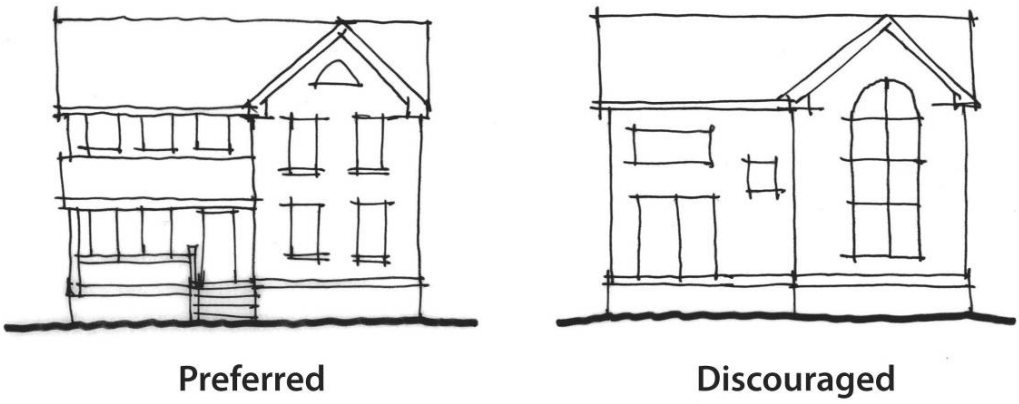
b. Discouraged

- More than one window or door header height that does not match dominant header height on individual floors
- More than 3 window types or 3 window sizes on front and side façades (see Fig. 9)
- More than 2 door types on front and side façades
- Sliding glass doors on front façade
- Metal awnings
- Double-wide (or larger) front facing garage doors on attached garages
- Front facing garage doors taller than 8 feet on attached garages
- Moderate to highly reflective glass

c. Exceptions

- Transom windows which do not match dominant header height
- Lots with a building envelope of less than fifty (50) feet may provide double-wide front facing attached garages.

**Figure 9: Window and Door Placement and Configuration**



## *Detailing*

To be consistent with the preferred character of infill residential development, detailing should be constructed of high quality materials, sized and configured in proportion with the scale of the architectural features, and match the architectural style of the house as a whole.

a. Preferred

- Gutters and downspouts well-integrated with eaves and soffits
- Hidden or architecturally integrated utility equipment
- Products that yield durability and represent a long life-cycle

b. Discouraged

- Utility equipment located on the front façade, in the front yard, or visible from a street unless hidden with landscape features

## *Additions*

Such projects still have the potential to impact the sense of building scale of the neighborhood. To be consistent with the preferred character of residential development, additions should be carefully planned and respect the architectural integrity of the original structure (see Fig. 10).

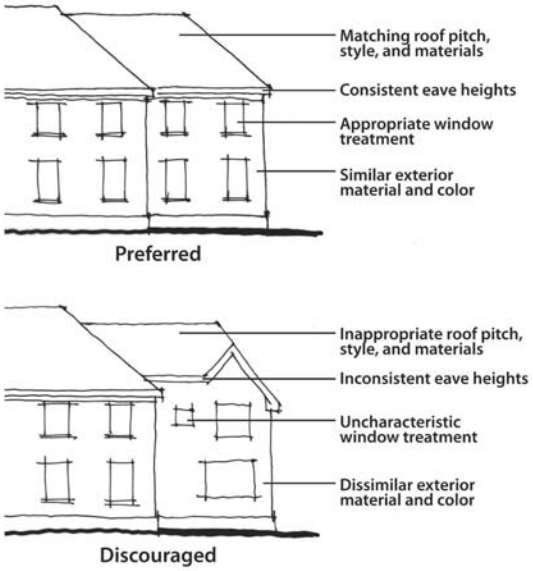
a. Preferred

- All preferred guidelines for building form and articulation, materials and detailing, and windows and doors, as listed above
- Removal of existing discouraged design elements
- Use of field and trim colors that are the same as or highly compatible with the house
- Use of similar wall, feature, door and window proportions
- Alignment of eave lines, door and window headers, horizontal trim
- Same or similar architectural style of house

b. Discouraged

- All discouraged guidelines for building form and articulation, materials and detailing, and windows and doors, as listed above

**Figure 10: Additions**



## *Accessory Structures*

Major accessory structures are those larger than 120 square feet or taller than 15 feet. These accessory structures impact the character of residential sites, their neighbor's experience of their own site, and the character of the neighborhood. To be consistent with the preferred character of residential infill development, major accessory structures should be located on the site, sized, configured, and treated to complement the main house, respect neighbors, and integrate with site's layout, scale, and character.

a. Preferred

- All preferred guidelines for building form and articulation, materials and detailing, and windows and doors, as listed above
- Materials and colors to match the main house
- Garage doors with windows and articulated panels
- Roof style to match primary roof of house

b. Discouraged

- All discouraged guidelines for building form and articulation, materials and detailing, and windows and doors, as listed above

c. Exceptions

- Flat roofs are allowed as a part of a truncated hip roof configuration if not visible from street and less than 20% of total roof area (orthographic measurement)