

**DESIGN GUIDELINES**  
for  
**LANDMARKS & HISTORIC DISTRICTS**  
in  
**KIRKWOOD, MISSOURI**



WHERE COMMUNITY AND SPIRIT MEET®

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## **Introduction**

### **Introduction**

#### **Historic Overview of Kirkwood, Missouri**

Kirkwood is located in south-central St. Louis County, near the City of St. Louis. It is one of the larger suburbs of St. Louis, covering roughly 57,000 acres and hosting a population of about 28,000. The commercial and governmental center, which is in the oldest part of the community, is located around the intersection of Kirkwood Road and the railroad right-of-way now utilized by Amtrak. The historic Kirkwood depot, which was listed in the National Register in 1985, still serves as an Amtrak station. The commercial center and the adjacent neighborhoods contain a large concentration of historic resources; more recent suburban development can be found in the outlying parts of the community.

Although by today's standards, Kirkwood is relatively close to the city, it was a distant satellite community when it was created in the mid-1850s. Kirkwood has the distinction of being the first planned railroad suburb in Missouri, and may have been the first such development anywhere west of the Mississippi.

The original town of Kirkwood was developed to take advantage of the establishment of Missouri's first railroad corridor. It was designed to serve city dwellers who wished to live in the country and commute to the City via the new train system. Kirkwood was envisioned by its creators as a largely residential community, and it remained so for much of its early history. As a result, a large majority of the historic resources found there are residences.

The City of Kirkwood has long recognized the value of its historic resources. The city became a certified local government in August of 1986; it was the first community in Missouri to gain that

distinction. The city has had an active historic preservation commission since that time.

#### **Landmarks Commission founding and mission**

Our Landmarks Commission proudly recognizes and preserves properties that represent or reflect elements of the City's thriving cultural heritage and architectural history. There are more than ninety designated landmarks located in Kirkwood, including businesses, schools, churches, cemeteries, and a multitude of historically significant homes. Certified by the State of Missouri's Historic Preservation Office, the mission of the Landmarks Commission is to protect, retain, and enhance such properties. Over twenty-five years ago, on March 5, 1981, the Kirkwood City Council established the commission "to make a continuous study of all the buildings and structures in the community, taking into account the age, design, period of construction, aesthetic value, past use and historical significance and to consider such buildings for designation as historical landmarks." The commission has actively pursued its charge from inception to the present. Kirkwood was the first city in Missouri to set the trend in historic preservation on the local level, followed by forty other cities.

#### **Meetings of the Commission**

Scheduled on every 2nd Wednesday, 6:30 p.m., City Hall, 139 S. Kirkwood Rd. On occasion, special meetings occur at different times and venues. Agendas for every meeting are posted 48 hours before the meeting.

## Introduction

### Citizen Commissioners

Coming from a variety of backgrounds, the volunteer commissioners utilize their expertise as an advisory body for the benefit of the community. They advise property owners on exterior renovations in order to preserve the character and historic integrity of existing landmarks. Furthermore, any person who owns property in Kirkwood can seek free advice regarding historic preservation from the Landmarks Commission. The expertise and knowledge of the commissioners can save time and money for Kirkwood property owners.

### What makes a place historic?

Generally, there are three major premises to consider when nominating a **Landmark**. If one or more of the following premises apply to an applicant's property, then the applicant has valid reason to try for a nomination.

- It is associated with a particular person, event or historical period;
- It is of a particular architectural style or school or of a particular architect, engineer, builder, designer or craftsman; and/or,
- It contains historic and prehistoric archaeological resources with the potential to contribute to the understanding of historic and prehistoric cultures.

### Historic Districts

With respect to a **Historic District**, the Commission shall consider the following in addition to the criteria set forth above:

- The proposed District is a definable area possessing a significant concentration, linkage or continuity of sites, buildings, structures or objects united historically or aesthetically by plan or physical development or a non-contiguous grouping of thematically related properties which contribute to each other; and,
- The proposed District is of importance to the history of the City, State or nation for historical, architectural, archaeological, engineering or cultural values.

### Sites

**With respect to property which does not contain a building, structure or any gravesite**, the Commission and City Council must find that such property has considerable historical significance, such as a historical battle site, historic landing place or historic meeting place, so as to justify its maintenance as an undeveloped parcel of property.

**PROCEDURES & APPLICATION FOR NOMINATION OF LANDMARKS AND HISTORIC DISTRICTS ARE AVAILABLE UPON REQUEST.**

### Registry of Landmarks & Historic Districts

### Registry of Landmarks & Historic Districts

#### Kirkwood Landmarks

There are more than ninety designated landmarks located in Kirkwood, including businesses, schools, churches, cemeteries, and a multitude of historically significant homes.

A GENERAL REGISTRY, WHICH CONTAINS GENERAL HISTORIC INVENTORY, IS AVAILABLE UPON REQUEST.

DESIGN CHARACTERISTICS FOR EACH LOCAL LANDMARK ARE ELABORATED IN THE APPENDIX.

#### National Register of Historic Places

Over two-dozen places in Kirkwood are individually listed on the National Register of Historic Places.

EXTENSIVE DOCUMENTATION ON NOMINATIONS IS AVAILABLE UPON REQUEST.

HISTORIC RESOURCES OF KIRKWOOD, MISSOURI

[WWW.DNR.MO.GOV/SHPO/NPS-NR/64500812.PDF](http://WWW.DNR.MO.GOV/SHPO/NPS-NR/64500812.PDF)

NATIONAL REGISTER LISTINGS IN ST. LOUIS COUNTY

[WWW.DNR.MO.GOV/SHPO/STLOUIS.HTM](http://WWW.DNR.MO.GOV/SHPO/STLOUIS.HTM)

### Historic Districts Listed on the National Register of Historic Places

Three historic districts include more than 200 contributing places:

- East Monroe (circa 1950s, listed in 2004);
- Downtown Kirkwood (circa 1850s through WWII, listed in 2009);
- Jefferson-Argonne (circa 1850s through WWII, listed in 2004).

#### Local Historic Districts

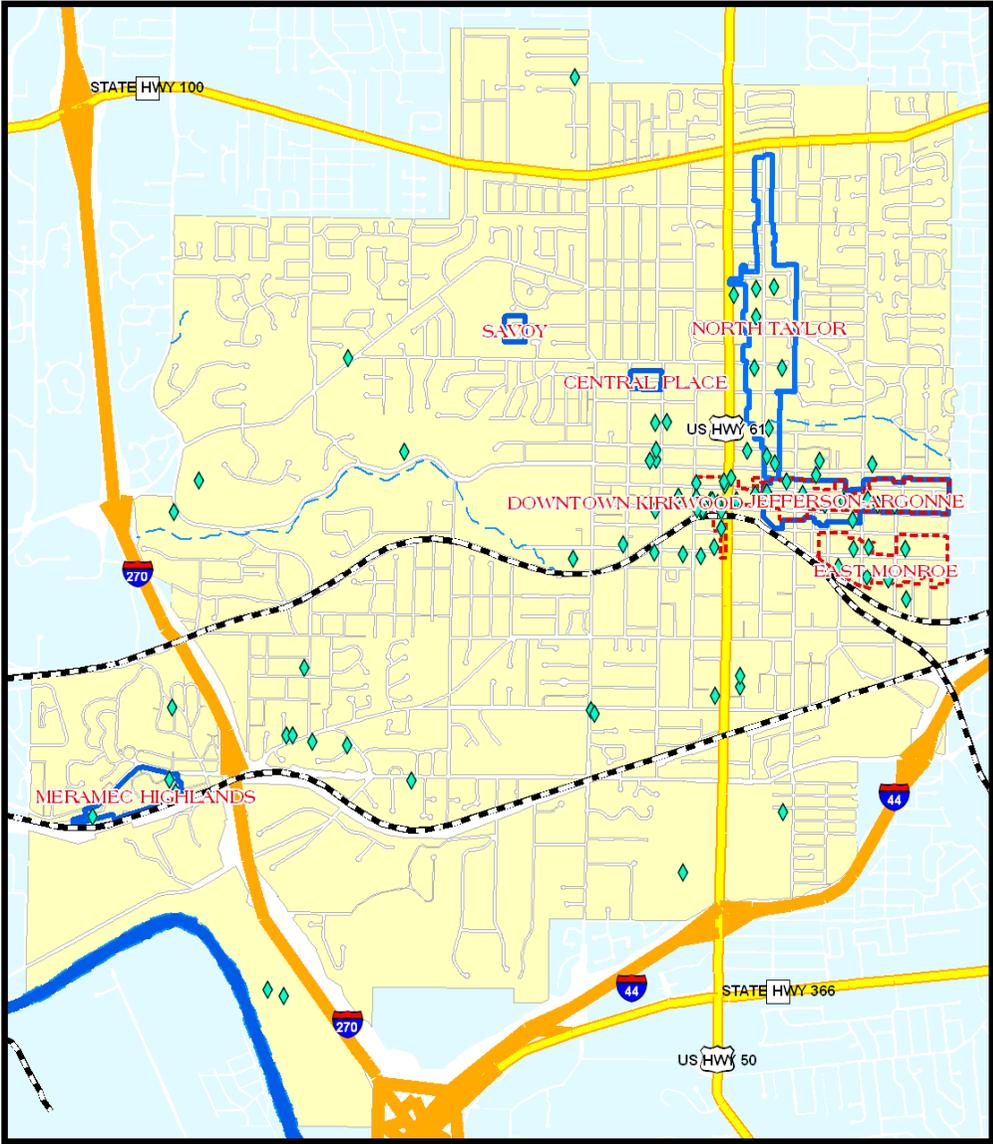
Five local historic districts include more than 300 contributing places:

- Central Place (circa 1920s, recognized in 1998);
- Jefferson-Argonne (circa 1850s through WWII, recognized in 2007);
- Meramec Highlands (circa 1890s, recognized in 1988);
- North Taylor (circa 1850s through WWII, recognized in 2010); and
- Savoy (circa 1950s, recognized in 2008).

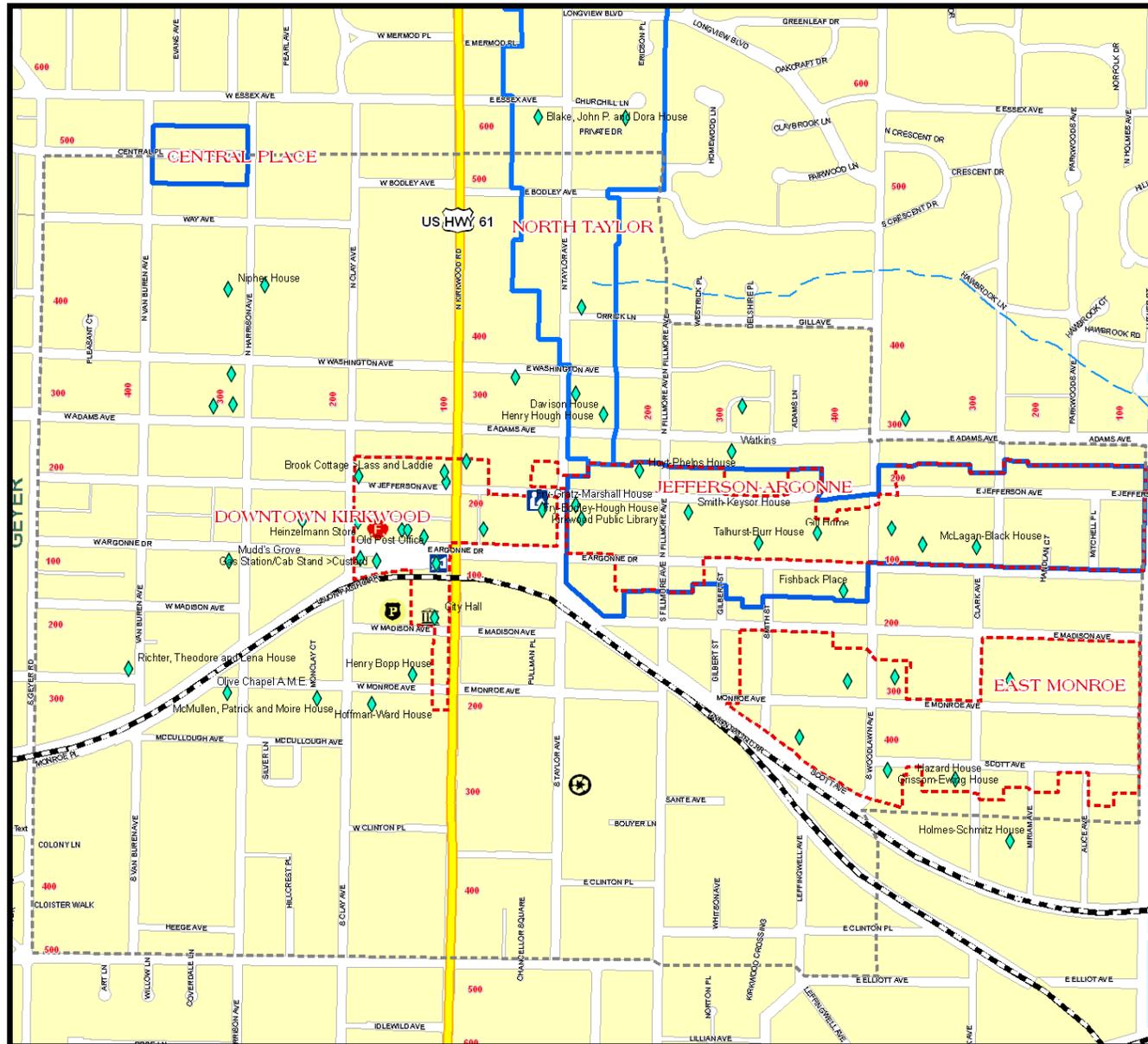
DESIGN CHARACTERISTICS FOR EACH LOCAL HISTORIC DISTRICT ARE ELABORATED IN THE APPENDIX.

**Introduction**

**MAP: LOCATIONS OF LANDMARKS AND HISTORIC DISTRICTS IN KIRKWOOD**



MAP:  
LOCATIONS OF  
LANDMARKS  
AND HISTORIC  
DISTRICTS IN  
ORIGINAL  
KIRKWOOD  
SETTLEMENT  
AREA



## Introduction

City of Kirkwood, Missouri – Landmarks Commission Design Guidelines

## **Introduction**

### **What makes a place a contributing resource to a district?**

In some instances, a property in Kirkwood may be referred to as "contributing" to a historic district. This means that the property was built during the district's "period of significance" and still looks much as it did "back then." When a property is altered, it must be done with caution and consideration, because it is possible to lose the contributing status if the work removes historic features of the building's exterior.

### **Intent of Design Guidelines**

*[Pending inclusion of section copy by Comr. Hautly, edited by Comr. Enslin]*

## Rules, Regulations and Procedures for Landmarks and Historic Districts

### Introduction to Certificate of Appropriateness

Certain improvements on a lot occupied by a landmark or place in historic district require a Certificate of Appropriateness (CoA) before a permit can be obtained. (See ordinance Sec. 12½-12(f).)

**PROCEDURES AND APPLICATION FOR CERTIFICATE OF APPROPRIATENESS ARE AVAILABLE UPON REQUEST.**

### Design Review

It is best to begin design review during the schematic design phase of the project. Generally, the commission requires site plans, elevations and a description of materials of the proposed project.

In the past, the Commission has contributed valuable assistance to landmark owners on architectural and historical considerations in the spirit of preserving the significance of the property. The Commission is eminently qualified to provide historical and architectural advice to the landmark owner. By answering questions and giving free advice, this may help save time and money for the property owner.

For full information, refer to the CoA procedures. The application must be completed and returned the Landmarks Commission Office in City Hall, in person, mail, e-mail or fax, no less than a week before the next regularly scheduled commission meeting.

### Temporary Stay of Demolition

The Commission has the power to temporarily stay applications for demolition for a maximum of 270 days in order to seek preservation alternatives [Sec. 12½-12(c)]. Furthermore, new construction of detached structures or outbuildings is subject to

review [Sec. 12½-12(b)].

**PROCEDURES FOR TEMPORARY STAY OF DEMOLITION ARE AVAILABLE UPON REQUEST.**

### For Landmarks

All of the above rules on demolition and new construction apply. Furthermore, any exterior modification, including additions, that require a building permit require a Certificate of Appropriateness (COA) before a building permit can be issued (Kirkwood ordinance Sec. 12½-12(a).)

### What are the differences between Local and National Historic Districts?

There are two types of Historic Districts in Kirkwood: Local historic districts designated by the Kirkwood Landmarks Commission, and National Register historic districts recognized by the United States Department of Interior. Each type of district has a number of differences.

#### **LOCAL HISTORIC DISTRICTS - PURVIEW OF LANDMARKS COMMISSION:**

- Stay of Demolition up to 270 days while a preservation alternative is sought
- New construction is subject to review
- Advisory review of city improvements in and within 200 feet of district
- Optional design review of exterior changes using design guidelines

Designation of local districts does not incur new taxes, nor are there fees when meeting with the Landmarks Commission. In most cases, property owners consider the advice of the Commission to be helpful and beneficial to the value of their property.

## Rules, Regulations and Procedures for Landmarks and Historic Districts

### NATIONAL HISTORIC DISTRICTS

- No stay of demolition
- No review of new construction
- No design review

Properties that are architecturally significant and have maintained their historic integrity are eligible for tax credits for rehabilitation.

Honorary status and incentives may not be enough under development pressures. If the majority of property owners want to preserve the long-term character of their district, they need to petition for local designation.

If citizens would prefer a local historic district designation for their neighborhood, they must sign a petition to be submitted to the Landmarks Commission. The City Council will need to know if a majority of property owners support local designation. (Owners are those who hold the deed to the property.)

### Office of the Building Commissioner

For information on property maintenance, building permits, and code enforcement, call 314-822-5823.

Apply for a Certificate of Appropriateness before applying for a building permit for the following activities:

- New construction in a historic district;
- Modification and/or addition to exterior of a landmark.

Apply for a permit for demolition in order to begin the procedures for temporary stay of demolition.

According to the Landmarks ordinance, the following are within purview: Any primary building, including single or multi-family residences:

- Demolition in:
  - Local historic districts
  - Parcels containing local landmarks
- New construction in:
  - Local historic districts
- Exterior modifications and/or additions:
  - Parcels containing local landmarks

Outbuildings, including garages and sheds

- Demolition in:
  - Local historic districts
  - Parcels containing local landmarks
- New construction in:
  - Local historic districts
  - Parcels containing local landmarks
- Exterior modifications and/or additions:
  - Parcels containing local landmarks

## **Rules, Regulations and Procedures for Landmarks and Historic Districts**

### **How to Appeal a Decision of the Commission**

If the review is not satisfactory and the CoA denied by the commission, the property owner may seek appeal to the City Council during their next work session. If the City Council is in agreement with the Landmarks Commission regarding disapproval, then the property owner will not attain the building permit from the Building Commission. (See ordinance Sec. 12<sup>1</sup>/<sub>2</sub>-13.)

**THE ENABLING LEGISLATION OF THE KIRKWOOD LANDMARKS COMMISSION IS  
AUTHORIZED BY THE CITY OF KIRKWOOD CODE OF ORDINANCES, SECTION 12 <sup>1</sup>/<sub>2</sub>.  
AVAILABLE UPON REQUEST**