



## KIRKWOOD LANDMARKS COMMISSION MINUTES

**Wednesday, November 11, 2015 at 6:30 p.m.**

**Kirkwood City Hall, Main Level Conference Room**

**Present:** Commissioners Robert Rubright, Walter Smith, Judy Ward, Jessica Worley and Staff Liaison Amy Lowry

**Guests:** Denny Corr of Mosby Building Arts

The meeting was called to order at 6:35 p.m.

1. **Approval of Minutes** – Motion to approve the October 14, 2015 Meeting Minutes as is by Comr. Rubright, seconded by Comr. Ward, and unanimously approved.
2. **Certificates of Appropriateness**
  - a. **Case #15-13, 12120 Old Big Bend Rd** (Landmark #50, Green Parrot Restaurant) – new fence. Denny Corr presented the plans for a new fence along the back of the garage roof to prevent anyone from climbing on top. The Commission had looked at the issue on an advisory basis at the last meeting and suggested that the fence extend the length of the garage. Mr. Corr presented plans that reflected this suggestion. Comr. Ward made a motion to approve the plans for the new fence as presented. Comr. Worley seconded the motion and it passed unanimously.
3. **Old Business**
  - a. **Design Guidelines 2015** – Ms. Lowry reported that she had met with Comr. Raimist and was incorporating his suggested changes. The revised document would go back to Comr. Raimist and Catherine Enslin for review before coming to the full Landmarks Commission.
  - b. **Discussion of ARB/Landmarks Commission Procedures** – Ms. Lowry reported that she met with Building Commissioner Jack Schenck and the building department and they agreed that cases that must go before both the Landmarks Commission and the Architectural Review Board would be sent to Landmarks for first consideration.
4. **New Business**
  - a. **Citizens Comments/Seeking advice** to preserve their historic properties – none
  - b. **Annual Report to State Historic Preservation Office** for October 2014 through September 2015 – Ms. Lowry discussed the need for training for Commissioners and the reporting requirement to the state.
  - c. **Landmarks Commission Utility Bill Insert** – Ms. Lowry reported that the Landmarks Commission was on the schedule to have a one-page utility insert in the March 2016 bills. The Commission discussed publicizing what the Commission does and promoting the Favorite Building Awards.

- d. **Comprehensive Plan Meeting** – Ms. Lowry reported that the third Open House on the Comprehensive Plan would be from 4:30 to 7:30 p.m. on November 12 at City Hall. Comr. Ward suggested that everyone at least complete the monthly surveys.
5. **Adjourn** – Motion to adjourn at 6:50 p.m. made by Comr. Rubright, seconded by Comr. Ward and unanimously approved.

Respectfully submitted by Amy Lowry, Landmarks Liaison