



KIRKWOOD LANDMARKS COMMISSION

I. Landmark and District Eligibility Criteria

The Landmarks Commission utilizes criteria formulated for evaluation for the National Register of Historic Places and from contemporary issues in historic preservation. There is flexibility in the criteria; the property does not have to meet all elements, but the more the better. If one or more of the following premises apply to a property or properties, the applicant has valid reason to nominate the property as a landmark or historic district (keeping in mind that the Commission will not likely consider property less than 50 years old):

A. Criteria based on person, event or historical period

1. Its location as a site of a significant local, County, State or national event;
2. Its identification with a person or persons who significantly contributed to the development of the community, County, State or country; and/or
3. Its potential to yield information important to history and prehistory.

B. Criteria based on architectural style or innovation

1. Its embodiment of distinguishing characteristics of an architectural style or school valuable for the study of a period, type, method of construction or use of indigenous materials;
2. Its identification as the work of a master architect, engineer, builder, designer, craftsman or landscape architect whose individual work has influenced the development of the community, County, State or country;
3. Its embodiment of elements of design, detailing, materials or craftsmanship that render it architecturally significant;
4. Its embodiment of design elements that make it structurally or architecturally innovative;
5. Its character as a particularly fine or unique example of a utilitarian structure, including, but not limited to, farmhouses, gas stations or other commercial structures, with a high level of integrity or architectural significance;
6. Its suitability for preservation or restoration, including, but not limited to, sufficient integrity of location, design, materials and workmanship, to make it worthy of preservation or restoration;
7. Its potential to be returned to an accurate historic appearance regardless of alterations or insensitive treatment that can be demonstrated to be reversible; and,
8. Its overall setting and harmony as a collection of buildings, structures, objects where the overall collection forms a unit.

C. Criteria based on historic and prehistoric archaeological resources that contribute to the understanding of historic and prehistoric culture

1. Its character, interest or value as part of the development, heritage or cultural characteristics of the community, County, State or country; and/or,

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2. Its unique location or singular physical characteristic that make it an established or familiar visual feature of the neighborhood, community or City.

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

1. 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,
2. The proposed District is of importance to the history of the City, State or nation for historical, architectural, archaeological, engineering or cultural values.

With respect to a **Site** which does not contain a building, structure or any gravesite, the Commission 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.

II. Review Procedures

The Commission will review the Nomination in five steps:

A. The Commission reviews a Nomination Application

Owners of record are welcome to nominate their property. In the event that a nomination is suggested by a member of the Commission or the City Council, notice of the suggested nomination, accompanied by a copy of the Commission regulations, will be sent to the owners of record. **If written consent is not received from the proposed Landmark property owner or a majority of historic district property owners, then the nomination will not be reviewed.** Having received a nomination application, staff transmits the application to Commissioners.

Staff posts the nomination review as an item on the agenda for a regular meeting. Public notice is given at least forty-eight (48) hours before each meeting. The applicant(s) and public are welcome to attend and make comment. After considering the application and how it meets eligibility criteria, the Commission makes a motion to propose landmark or historic district designation. The motion can be approved by a simple majority of its total members.

B. The Commission writes a report

At this point, the Commission directs staff to write a report that will detail the following:

1. Explanation of the significance of the nominated historic resource(s) as it relates to the criteria for designation;
2. Explanation of the historic integrity of the nominated historic resource(s);
3. Proposed design guidelines for applying the criteria for review of Certificates of Appropriateness to the nominated historic resource(s);
4. A map showing the location of the nominated historic resource(s);
5. In the case of a nominated landmark found to meet the criteria for designation:
 - a. The significant exterior architectural features of the nominated landmark that should be protected;
 - b. The alterations and demolitions that should be reviewed for a Certificate of Appropriateness;

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- c. Archaeological significance and recommendations for interpretation and protection.
6. In the case of a nominated historic district found to meet the criteria for designation:
 - a. The types of significant exterior architectural features of the landmarks and contributing resources that should be protected;
 - b. The types of alterations and demolitions that should be reviewed for a Certificate of Appropriateness;
 - c. The type and significance of historic and prehistoric archaeological sites within the nominated district;
 - d. Proposals for design guidelines;
 - e. The relationship of the nominated district to the ongoing effort of the Commission.

C. Public hearing

Upon proposal of a landmark or historic district, staff publishes notice of public hearing in the St. Louis Countian and Webster-Kirkwood Times. The notice must be published within fifteen (15) days of the hearing.

During the hearing, proposals for landmark or historic district designation require the following objectives be met for determination:

1. Consent from property owner for landmark designation or a petition from property owners within the proposed district (with at least 50% agreement of property owners to the proposed district);
2. Accurate historic inventory of the property or properties;
3. Fulfillment of established criteria;
4. Public comment during the hearing; and
5. Discourse and consensus among Commissioners

D. Motion for designation

At the end of the public hearing, there is to be a motion for landmark or historic district designation. If the motion for designation succeeds, then the Commission adopts a resolution that declares the designation, and specifies the rules, regulations and standards applied to the landmark (or district).¹ The Staff Liaison will notify the nominator and/or owner of this action.

E. Map and Database Update

Staff updates the City Map and database of historic inventory to reflect the designation and transmits this information to the Kirkwood Office of the Building Commissioner.

Within fourteen (14) days following the designation, the report will be written and sent to the nominator and/or owner and City Council.

¹ The rules are related to the process of attaining Certificate of Appropriateness for attaining a building permit. Typically, the rules will not contain any restrictions on interior alterations or repairs which do not affect the exterior appearance of buildings, structures, or environmental features, recognizing that there might be exceptions to this general rule under certain circumstances.