

**Architectural Standards for  
University Heights Subdivision No. 1  
A historic neighborhood listed on the  
National Register of Historic Places  
September 2020**

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## University Heights, Subdivision No. 1 Historic District Architectural STANDARDS

September 24, 2020

### INTRODUCTION

University Heights Subdivision No.1, founded in 1904, is one of the most important neighborhoods in the St. Louis area. Listed on the National Register of Historic Places, we are a vibrant and cohesive community celebrating visual and cultural continuity.

Through the years the trustees have been stewards of the future for this neighborhood, as have our residents. While we may glance back at our history, we must look forward also as planners for the future.

As more interest is focused on our neighborhood, the trustees recognize the need for cohesive exterior planning while retaining continuity with our historic space. In 2019 they charged University Heights architects Kevin Kerwin, Mike Jackson, Dean Smith and Rebecca Waltman to investigate these standards. After a year of research and exploration, the Architectural Review Committee (ARC) presented the University Heights Subdivision #1 Historic District Architectural Standards. These standards are based on the subdivision trust document, the City of University City code structure, investigation of other University City private subdivisions and our architects' experiences creating structures for appropriate space.

This document is a guide for property owners, developers and architects to study and use before the design process begins. We are not a cookie-cutter neighborhood and the trustees support that diversity. We also guide development to honor our history and still foster personal style.

**ARC Guiding Principles:** The mission of the Architectural Review Committee (ARC) is to preserve and enhance the University Heights Subdivision No. 1's, unique residential heritage and aesthetic attributes.

It is the goal of this committee, and a goal expressly supported by the subdivision's trustees, that initiators of residential projects involving the exterior of buildings and their sites seek ARC counsel at an early stage and collaborate with the committee in bringing out the harmonious and subdivision-enhancing best - in each project, including in its implementation phase. We

approach each project with a flexibility, compatible with the rich architectural diversity within the overall unity already evident in our subdivision. In so doing, we would be remiss if we were to neglect to mandate the rethinking of projects blatantly antithetical to that harmonious unity, and thus injurious to it.

Through the approach to preserve and enhance our overall neighborhood aesthetic level, we pledge to devote to each proposed project an understanding toward both its proponent and its intended function. This approach results in happy “both/and” solutions, solutions often better than the initial opening concepts.

These standards have been developed through this lens and all required interpretations of these STANDARDS shall be the sole responsibility of the ARC.

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## HISTORIC CONTEXT

Referenced below are sections from the *University Heights, Subdivision No. 1 National Register of Historic Places, Nomination Form* which provide historic context for the development of the architectural standards.

University Heights Subdivision No. 1 is designated as a national historic district through the National Registry of Historic Places, a program sponsored and funded through the United States Department of the Interior, National Park Service. The full nomination for this designation can be found at: <https://dnr.mo.gov/shpo/nps-nr/80004391.pdf>

The subdivision is a planned residential neighborhood founded in 1904 by Edward Garner Lewis and includes roughly eighty-five acres, 250 single family homes and several commercial buildings. The neighborhood experienced three major periods of development and was about 85% complete by 1930. Its appearance is the result of three main factors: the original site design (i.e. terrain and street layout) for the subdivision, the regulations set out to govern new construction (i.e. lot sizes and construction cost minimums), and the middle-class fashions of its major period of growth.

The site for the subdivision is the northern slope of a hill that crests along Delmar Boulevard and is flanked on the north by the River De Peres. The planning/layout for the subdivision was very intentional; studied, tested and modified as needed by Mr. Lewis together with prominent east coast landscape architect, Ernest Bowditch, to allow for nice views of the neighborhood, varied lot sizes and good site drainage. The resulting street pattern responds to the site's slope as well as to localized topographical variances in order to minimize the grade of the streets and to make the frontage of each lot relatively level. Each street is gently curved so that no geometric formula fully describes the resulting pattern. This plan results in short vistas and constantly changing views and through the application of the design concept, the seductive curve, the neighborhood gradually reveals itself along its irregular curvilinear street patterns. The design creates unusual intersections, in Y, K and crow's foot patterns; none are at right angles, which results in two street frontages for houses that are located at the pinnacle of these intersections – each unique.

Regulations regarding the construction of houses were set out in a Declaration of Trust and Agreement dated January 19, 1905. They established setbacks and minimum values for new construction that have effectively determined the appearance of the subdivision. The maximum set back is 60 feet, applying only to the frontage on Delmar. Other setbacks are scaled from 35 feet to 20 feet, with Princeton the widest and Dartmouth the narrowest. Because the setback regulations are defined by blocks rather than streets, Amherst and Cornell have greater setbacks on the south than on the north sides of the streets.

Lewis broke with tradition by providing lot sizes for a range of resident income levels. Minimum costs for the homes built in the neighborhood were originally set with the highest amounts located on the south end of the subdivision and graduated to lower amounts on the

northern end. These ranges along with the graduated lot sizes and set-backs helped to establish the richly varied character of the housing stock represented in the neighborhood.

This division of types was as true of the less expensive houses as of the large ones. Certain house types have, because of their site regulations or chance, tended to cluster on certain streets, adding to their already individual character. At the top of Yale, Lewis, his brother and this brother's father-in-law all built Tudor Revival houses. The Lewis house has been razed due to fire damage, but the related #1 Yale and 700 Yale are still present, establishing a noteworthy introductory tone for the whole subdivision. The west side of Radcliffe also has several houses with half-timbered motif (727, 731, 739 & 751), and by their size and strong design, they dominate the street. The west end of Amherst was originally a row of shingle-style houses, and although several of them have been altered, their irregular massing and picturesque shapes still harmonize well, particularly from 6951 to 6969. Trinity has a series of bungalows on its east side, while where it merges with Harvard, a series of gambrel-roofed houses creates another unity (708 and 700 Trinity; 725, 729 and 743 Harvard).

Aside from Lewis's home, all of the original houses in University Heights remain. University Heights is important as an exceptionally well-planned, well-built and well-preserved example of an early twentieth century suburban development. About eighty houses had been built by the time Lewis departed for California in 1912. Another forty were built by the end of the decade and over one hundred more in the next ten years. Roughly eighty-five percent of the 250 houses in the subdivision were constructed by 1930 and they are predominantly brick in construction, with several notable shingle, stone and half-timbered examples.

The nomination notes the threat of damage to the architectural fabric of the subdivision through inappropriate alterations of the buildings, i.e. between 1915 and 1920, many of the shingled and clapboard houses were stuccoed and more recently, turned wooden porch posts have been exchanged for wrought iron posts. These changes to the structures that make up the historical character of the subdivision are coupled with the threat of the smaller, lower cost housing stock in the subdivision representing opportunities for complete tear-down and the construction of new houses (i.e. infill houses) that may conflict with the original planning of the neighborhood, ultimately have a deleterious effect on the character of the subdivision.

To help illustrate the context, the National Registry nomination includes a site plan that is hatched to identify structures that have 1) national significance, 2) state significance, 3) local significance, 4) essential to the fabric of the neighborhood, 5) no special significance along with 6) subsidiary structures and 7) buildings and structures noted in the National Registry of Historic Places. The illustration below can be found on page 26 of the nomination and is useful to guide development in the subdivision. It is especially important to understand when a building that is identified as either contributing to the fabric of the neighborhood or of still wider significance is targeted for modification or demolition.

Site Plan illustration - page 26 of the nomination for Historical Places.



It is also important to understand the original plot plan for the neighborhood. This plan illustrates the size and configuration of the lots as they were envisioned by Lewis and his surveyors, with the scaled costs required to construct on each. The cost information is included in the original indenture and provides insight into the original planning for the neighborhood.

Plot Plan illustration from the Declaration of Trust and Agreement, dated January 19, 1905  
 (note this illustration is included in the 2001 copy of the Trust, confirm this is actually part of the 1905 agreement, if not, change language above)



It is useful to compare the two when considering proposed development or changes to existing structures especially as in some cases, two original lots have been combined into a single lot which means most likely the lot could be sub-divided back into two buildable lots – allowing infill residential construction.



## STANDARDS

The intent of the architectural standards is to ensure that new construction, redevelopment and renovations/modifications within the boundaries of the National Historic District known as University Heights Subdivision No. 1 are compatible with the distinctive character, quality of construction and individual architectural integrity of structures within the district, all of which contribute to how the neighborhood looks, feels and functions.

As such, the standards have been developed based on existing historic precedent found in the subdivision as well as modeled after the standards set forth in the University City Building Code for areas recognized as local historic districts by the City of University City. Best practices have been considered and apply where there are precedent exceptions that have occurred prior to the development of the standards.

Through this lens, the University Heights Trustees have requested that the University Heights Architectural Review Committee (ARC) review building plans for new residential construction, garages, accessory structures, fences, and additions or alterations to existing residences in an advisory role. Recommendations from the ARC will be made to the trustees based on the standards put forth in this document and written approval by the Trustees must accompany construction documents submitted to the City of University City for the building permit process.

### *UNIVERSITY CITY BUILDING CODE:*

The City of University City is the local authority having jurisdiction over construction projects in the subdivision. The City has well established building codes that provide the backbone for these standards and can be found at (<https://ecode360.com/28508428>). In addition, the code recognizes six local historic districts, three of which are residential in nature (i.e. Parkview, Clifford Row, and Linden-Kingsbury historic districts), and are regulated by the University City Historic Commission in an advisory capacity to the city zoning commissioner. It is worth noting that a number of these districts are also designated as National Historic Districts.

In the event that Trustees of University Heights Subdivision No. 1 determine it would be beneficial to become a local historic district and thus place the Historic Commission in the regulatory/review capacity as an alternative to the ARC, an application process is documented in the code and referenced in Appendix A. To this end, the standards have been developed to provide the structure necessary for the application.

### **I. HISTORIC DISTRICT - Established through the National Registry of Historic Places**

The boundaries of the subdivision are as follows;

The boundaries of the subdivision are as follows: Beginning at the south-east corner of Lot 1, Block 1, of University Park which is a point 120.08 feet plus or minus of the south-west property corner of Lot 2, Block J., of University Park (corner of Delmar Blvd. and Vassar Ave).

Note: the boundary description above was found in the Historic Places application and should be compared with the description included in the indentures - appears to be additional detail

## II. DISTRICT REGULATIONS

A. **None of the activities listed below shall be carried out without first being referred to the University Heights Trustees (Trustees) and the Architectural Review Committee (ARC) for review to determine conformity with the appearance standards of this district.**

1. Construction of new buildings (i.e. primary or secondary structures) and additions;
2. The addition, demolition, removal or substantial alteration of exterior features of all structures in the district; features to be regulated include, but are not limited to, roofs, exterior walls, window and door openings, porches and balconies;
3. The erection of walls, fences and retaining walls in front of the front building line;
4. Placement of skylights, solar panels and satellite dishes.
5. Roofing replacement, including shingles or other roofing material.
6. The replacement of doors, door frames, windows or window frames; and installation or replacement of storm windows and storm doors, when the openings are in facades facing a street.
7. The application of siding or other cladding material to exterior walls or features.
8. Painting of previously unpainted masonry surfaces.
9. Addition, demolition, removal or substantial alteration of ornamental features.
10. Landscaping changes in front of or within six (6) feet of the front building line which involve:
  - a. Changing the grade of any part of the front yard;
  - b. Placement of landscape timbers;

- c. Addition of paving materials or stone ground cover for use other than for walks or drives when the area to be covered exceeds one hundred forty-four (144) square feet.

11. Placement of free-standing light fixtures.

- B. Review shall not be required for ordinary maintenance when materials to be used are similar to or compatible with those originally used when the buildings within the historic district were built. Paint color for wood trim is not regulated. Review shall not be required for the planting of new trees and other landscape material.
- C. **All aspects of a building permit application for excavation, construction, erection, demolition and/or alteration shall be considered as a whole by the Trustees and the ARC. To reach its determination, the Trustees/ARC may require submission of plans, specifications and material samples necessary to a decision concerning the appropriateness of the proposed project.**

### III. DISTRICT STANDARDS

- A. The site planning and trust indenture for the subdivision have yielded a high degree of visual continuity (i.e. established setbacks and building scale) throughout the neighborhood. The houses constructed represent the best that was being built for middle-class families through the 1920's with roughly 85% of the homes constructed between 1910 and 1930 while no one style dominates the neighborhood. These standards resulted in a rhythm of building masses and spaces each, slightly differentiated by the streets they are located on. The objective of these guidelines is to preserve the distinctive character, quality of construction and individual architectural integrity of structures within the district. Particularly when new construction is proposed, consideration of streetscape and the relationship of new construction to existing construction is of utmost importance. It is not the intention of the guidelines to in any way discourage contemporary design which through careful attention to scale, materials, siting, and landscaping can be harmonious with the historic, existing structures.

The following standards are intended to establish the criteria by which alteration to existing structures as well as new construction can be reviewed. Some of the standards are precise, whereas others are, by necessity, more general, allowing a range of alternative solutions, all of which are compatible with the existing neighborhood. The

University Heights Trust Indentures and other legal agreements remain in full effect in addition to and unaffected by these standards.

In order for the following criteria to best become working tools for the developer, architect, and homeowner, they should be studied thoroughly before design work begins.

- B. Regarding existing older structures, the recognition, preservation, and enhancement of their historical characteristics is encouraged. These standards shall not be construed to prevent the ordinary maintenance or repair of any exterior feature in the historic district which does not involve a change in design, material, or outward appearance.
- C. Willful attempts to undermine preservation by allowing buildings to deteriorate will place the property owner in immediate and continued danger of citation under the City's Property Maintenance Code. This includes the removal of landscape elements for the purpose of creating a 'mow only' property.
- D. In the event an element of these proposed use, construction and restoration standards is not consistent with other City codes or ordinances, the most restrictive shall apply. The Building Commissioner shall inform the University Heights Trustees in the event other City codes or City ordinances are found to be more restrictive.
  - 1. *Lot.* No lot shall be re-subdivided nor shall a fractional part of any lot be sold without the written approval of the Trustees. This provision shall not, however, require the consent of the Trustees for the sale of an entire lot as shown on the Subdivision Plat.
  - 2. *Use.* Detached single-family dwellings and their accessory structures shall be the only structures permitted within the portion of the historic district that is zoned residential. Those dwellings shall be built and located in accordance with the provisions of University City Code: Article IV, of Division 1 (Single family Residential District).
  - 3. *Demolition.* No building or structure identified as a 'contributing building' within the historic district (ref site plan, page 6) shall be demolished unless it is in such a state of deterioration and disrepair or is so unsound structurally as to make rehabilitation impractical. The Trustees/ARC may require the home owner submit documentation in a form specified by the Trustees/ARC or other information necessary to determine whether the property can be rehabilitated or restored with a reasonable economic return to the owner in lieu of demolition.

4. *Structures - New Construction or alterations to existing structures.* **All designs for new construction or for alterations to the house or premises must be submitted to the University Heights' Trustees/ARC prior to the application to the City of University City for a building permit.**
- a. *Location, spacing and setback.* The open, park-like appearance of the site design and the mature trees of University Heights are significant character-defining elements. New or moved structures shall be positioned on their lots so that any existing rhythm of recurrent building masses to spaces is continued as well as the pattern of setback from the street. Existing building lines shall be strictly maintained, with no portion of any building (excepting any open porch, open veranda, open stone platform, or open balcony) shall be constructed beyond the existing building line. Aforesaid open porches or platforms shall not extend beyond the existing front porch line on the street. Existing front porches in front of the building line must remain porches; however, they may be screened.
  - b. *Additions.* Additions have the potential to impact the sense of building scale of the neighborhood. To be consistent with the existing character of residential development, additions should be carefully planned and respect the architectural integrity of the original structure.
  - c. *Grading and Drainage.* New construction and major additions should minimize site disturbances and should mitigate stormwater runoff.
  - d. *Total Lot Coverage.* The presence of open lawn and landscaped area throughout U Heights is a strong character defining feature. New development should utilize similar coverage to maintain the open character of the street and ensure compatibility with adjacent homes. The baseline percentage of impervious material is under review and will be provided via an appendix when complete.
  - e. *Driveways.* Driveways shall narrow to a maximum of ten (10) feet in width at the street edge. Turnarounds or circular drives and parking pads shall not be permitted in front of the building line (building set-back).
  - f. *Garage:* The garage has typically not been a dominant feature in University Heights. Locating the garage to the rear or side of the primary structure is typical and preferred. This placement allows the architectural details of the home (i.e. primary structure) and front yard to define the character along the street.

- i. To protect the established character of the neighborhood, below-grade front facing garages are to be a maximum of two (2) car widths and should be set back a minimum of twenty-five percent (25%) the depth (i.e. front to back dimension) of the primary structure in order to minimize visual impacts upon the street.
  - ii. Front loading or below grade garages are only allowed on blocks where they exist on 51% of the lots.
  - iii. Detached garages and other ancillary structures shall reflect the design of the main structure (home) including materials, style and scale.
- g. *Scale.* All new, reconstructed or moved structures shall respect and complement the existing structures. The importance of maintaining the scale, size and proportion of the elements within the historic district must be observed to maintain the architectural integrity.
- h. *Finished elevation.* The finished first floor elevation of a new or relocated structure should align with the natural grade of the site. Artificially raising the first floor elevation to accommodate front loading garages will not be approved.
- i. *Height.* New structures or altered existing buildings will be limited to two and a half (2 ½) stories.
- i. *Accessory Structures.* Accessory structures (i.e. garages) shall be limited to one and one-half (1 ½) stories.
- j. *Exterior Materials.* Exterior materials when visible from the street should be of the type originally used when the buildings within the historic district were built: brick, stone, stucco and wood.
- i. Primary materials shall equal at least 75% of all building elevations. The surface area for each elevation shall be calculated from grade to the gutter line. Primary materials must express the entire form on which they are present. The material cannot stop and change to a lesser or secondary material around the corner of the building form.
    - (i) Preferred primary materials shall be brick and stone.
    - (ii) Color and size of brick and siding should be compatible with others on the block.

- (iii) Genuine (redwood or cedar) wood / cement fiber lapboard siding, wood shingles and EIFS (synthetic stucco) may be used as a primary material on a lot located on a block where one or more such homes exist.
- ii. Secondary materials shall be limited to 25% per elevation.
  - (i) Secondary exterior materials may be genuine (redwood or cedar) wood / cement fiber lap siding or wood shingles and stucco/EIFS with water managed system or high-quality vinyl siding.
- iii. Exterior Materials that are not acceptable:
  - (i) Concrete block, 'Jumbo' brick or split-face block are not acceptable materials for either use as a primary material or a secondary material.
  - (ii) Artificial siding or facing materials.
- iv. Artificial materials may be acceptable for soffits if designed to replicate natural materials, if properly vented for circulation of air, and if installable without damage to significant architectural features. Unpainted masonry surfaces should not, in general, be painted.
- v. A submission of all building material samples shall be required prior to review by the ARC. Vinyl or aluminum siding shall not be permitted as a covering or replacement material on existing houses with wood siding.
- k. *Details.* Architectural details on existing structures, such as columns, pediments, dormers, porches, and bay windows, should be maintained in their original form if at all possible. Where they are badly deteriorated, similar details may be substituted. Renovations involving changes to window or door openings require a building permit and thus must be reviewed by the ARC/Trustees. Design of these renovations should be compatible in scale, materials, and color with existing features of the building and with adjacent historical structures
  - i. *Replacement Windows.* The US Department of the Interior includes detail describing the standards for replacement windows in buildings that have been designated on the National Registry of Historic Places. These can be used as a guideline for the appropriate design when replacement windows are required. <https://www.nps.gov/tps/standards/applying-rehabilitation/successful-rehab/windows-replacement.htm>

- ii. *Storm Windows.* When located on the front of a building, wood or factory-finished colored metal is the preferred material for frames of new and replacement storm windows, screens and storm/screen doors. Raw or unfinished aluminum is not acceptable.
- iii. *Awnings.* Awnings on the front of a house should be canvas or canvas-type materials.
- iv. *New Structures.* New structures should be detailed so as to be compatible with existing buildings, respecting scale, rhythm, window proportions and window to wall ratios (solid-to-void), important cornice lines, use of materials, etc. Long uninterrupted facades should not be visible from the street and should be articulated by the use of architectural elements such as recesses, bays, projections, or changes of the wall plane.
- v. *Material Transition at Foundation Wall.* Siding and other materials are not allowed to expose more than 12" of concrete exposed. When using brick or stone, a brick ledge or stepped foundation shall be provided to allow no exposed concrete foundation wall above the finished grade.
- l. *Roof shapes.* When there is a strong, dominate roof shape on a street, proposed new construction or alteration should be viewed with respect to its compatibility with existing buildings. Gabled, gambrel and hipped roofs are typical throughout the neighborhood. Roof pitch should be between 4:12 to 12:12. Dormers if provided shall be integrated with building rhythm.
- m. *Roof Materials.* Roof materials should be slate, clay tile, wood shake, recycled synthetic tiles, asphalt shingles or fiberglass shingles where the roof is visible from the street. Due to the unique nature of skylights, solar panels, and satellite dishes, these will be reviewed on a one-by-one basis.
  - i. *Replacement roof materials* shall be visually compatible with the architectural character of the primary structure.
- n. *Mechanical Equipment.* Mechanical equipment (i.e. HVAC unit, condensers, etc) located at grade, on the exterior of the house/structure should be located toward the back or along the side of the house. When visible from front or side of the house they should be visually screened from the street. Appropriate screening material may include shrubs or fencing designed to meet the guidelines for a side fence, outlined below.



- o. *Walls, fences and enclosures.*
    - i. *Front.* No fence or wall, may be erected in front of the building line. Earth-retaining walls located in front of building lines shall be faced in brick or stone.
    - ii. *Corner Lots.* No fence shall be erected in front of the building line on any street side of a corner lot.
    - iii. *Side.* Fences or walls on or behind the building line, when prominently visible from the street, should be of wood, stone, brick, brick faced concrete, ornamental iron. All side fences shall be limited to six (6) feet in height and compatible with adjacent historic structures.
5. *Landscaping.* The large, mature trees in the district contribute significantly to the distinctive and attractive character of the neighborhood. These should be carefully maintained. Any new planting should be compatible, considering massing continuity. Major grade changes are not permitted in front of the front building line, in order to maintain continuity and an uninterrupted vista along the street. Landscape timbers and earth berms are not be permitted in front of the building line.
- a. *Tree Lawn.* The tree lawn is the property of the Trustees and as such, all planting of trees will be managed through their street tree management program. No live or dead trees shall be removed from the tree lawn for new construction without **review of the Trustees/ARC.**
  - b. *Plantings in the Tree Lawn.* Plantings other than grass in the tree lawn are allowed and should be well maintained. They should be low scale and not become a hazard by encroaching on the public way (sidewalk).
  - c. *Furnishings in the Tree Lawn.* No furnishings are allowed in the Tree Lawn.
6. *Paving and ground cover materials.* Grass is the dominant ground cover in the district with some beds of ivy and other low-growing leafy ground cover. These features contribute to a park-like appearance. They should be continued and any new or added material should be compatible with the streetscape and must not cause maintenance problems or hazards for public walkways (sidewalks). Loose rock and asphalt are not acceptable for public walkways nor for ground cover in areas bordering public walkways. Paving material and stone ground cover are not

permitted for areas exceeding one hundred forty-four (144) square feet, except for use as driveways and walks.

7. *Street furniture and utilities.* All freestanding light standards placed in the front yard of any structure or premises shall be either authentic period styling or high-quality contemporary design. The existing cast iron light standards shall be maintained. All new utility lines shall be underground; above ground utility lines are acceptable in back yards.

#### IV. DISTRICT REVIEW / APPROVAL PROCESS

- A. **The City of University City requires trustee approval** of construction plans for projects located in a private neighborhood. University Heights Trustee approval will be made in writing and must be included along with the construction plans submitted to the City for the building permit review/approval process.
- B. In accordance with the University City Code; Historic district review process. The **Trustees/ARC will review for the following:**
  1. *Enlargements, Alterations or Repairs to the Existing Structures within the Historic District.* In reviewing the proposed plans, a determination shall be made as to whether or not the historical or architectural character of the existing building will be preserved, and whether the proposed enlargement, alteration or repair is compatible with other buildings within the district and with open spaces to which it may be visually related. This determination shall be made on the basis of the guidelines set forth in this document. A review shall not be required for ordinary maintenance when like materials are to be used.
  2. *Demolition of Existing Structures within the Historic District.* In reviewing an application to demolish a structure identified as contributing to the fabric of the historic district or greater, the Trustees/ARC shall make a determination as to whether or not the proposed demolition is detrimental to the preservation of this historical district. In making this determination, the Trustees/ARC may consider the following criteria:
    - a. Historical value of the structure by reason of age or association with important figures or events; or as evidence of aspects of the history of University City, the State of Missouri or the United States; or an embodiment of the distinctive characteristics of an architectural type, period or method of construction; or as a

representation of the work of a historically notable architect, designer or craftsman;

- b. The visual and spatial relationship of the structure to the historical district;
  - c. The state of deterioration or disrepair or structural unsoundness of the structure, and the practicality of rehabilitation.
3. *New Construction within the Historic District.* In reviewing an application, no specific architectural style shall be required other than that already outlined for secondary structures. A determination shall be made as to whether or not the proposed new construction is compatible with buildings or environmental features within historic district and with open spaces to which it may be visually related. The determination shall be made on the basis of the standards set forth in this document.
  4. *New and Replacement Fences.* The Trustees/ARC will review plans for the erection of a new fence, a replacement fence or a replacement of a section of a fence that is greater than ten (10) feet in length according to the guidelines set for in this document. Minor repairs to sections of existing fences less than ten (10) feet in length shall be considered minor repairs and shall not require a permit.

C. ***University Heights Review/Approval Process.***

In order to alleviate considerable redesign along with the associated costs, the following review process is highly recommended by the Trustees. **Note all communication other than the preliminary review should be directed through the Trustees.**

1. Once a project is envisioned, the home owner should notify the Trustees who will send a request for an assessment to the ARC. The ARC will perform a preliminary review of the project scope at which time, the ARC will provide an initial assessment and clarification to the intent of the standards, answering questions and offering guidance.
2. Once schematic (conceptual) plans are complete, a single set of drawings should be submitted to the Trustees who will forward them to the ARC for review and comment. There are three potential review outcomes/processes:
  - a. The ARC requests/recommends revisions. ARC notates rationale and sends detail to the Trustees. Trustees return notated drawings to the applicant for revision and resubmittal.

- b. The ARC approves the drawings and submits the approval to the Trustees. The Trustees have additional comments/questions – plans are sent back to the applicant for clarification/revisions and resubmitted.
    - c. The ARC approves the plans and submits their approval in writing to the Trustees. Trustees approve the concept in writing and the project is approved to proceed to final construction documents.
  3. Once final construction documents are in place, three sets of plans should be submitted to the Trustees who will forward them to the ARC for review and comment. The following information details two potential review outcomes and the associated processes:
    - a. The ARC approves the plans and submits their approval in writing to the Trustees. Trustees approve, sign construction documents and send back to applicant for submittal to the City.
    - b. The ARC does not approve the plans. ARC notates rationale and sends detail to the Trustees. Trustees agree with ARC rationale and notify applicant. Applicant has the right to appeal, revise documents and resubmit.

**REFERENCE:**

1. University Heights Declaration of Trust and Agreement, 2001 version
2. University Heights National Register of Historic Places – Nomination
3. University City Building Code

<https://ecode360.com/28508428>

4. University City >Zoning Code > Historic Landmarks and Districts > Parkview Historic District
5. University Park Indenture
6. City of Clayton, Chapter 410 Overlay and Urban Design Zoning Districts - Clayton Gardens & Clayshire Subdivision
7. City of Kirkwood, A Guideline for Residential Architectural Review
8. U.S. Department of the Interior, National Park Service. Historic Preservation Standards

## DEFINITIONS:

*Building Set-Back.* The required minimum horizontal distance between the closest point of an exterior wall of a building or any projection thereon and the applicable property line or right-of-way line, in which no structure can be placed or erected.

*Building Line.* A line usually set with respect to the frontage of a plot of land which is fixed by statute or by deed or contract and beyond which the owner of the land may not build.

*Elevation/Facade.* An elevation is a horizontal orthographic projection a building on to a vertical plane, the vertical plane normally being parallel to one side of the building. Architects also use the word elevation as a synonym for façade, so the "north elevation" is the north-facing wall of the building

*Permeable surface.* A surface that allows storm water to infiltrate while serving as a structural surface (e.g. a concrete paver designed with voids to allow water to pass through).

*Infill Housing.* The insertion of additional housing into an existing subdivision or neighborhood. The infill can be constructed on an existing lot or new lots can be created by combining residential lots and further subdividing (or with lot line adjustments) to attain either smaller or larger lots depending on what the home owner/developer is striving to achieve.

*Set Back.* The distance by which a building must be 'set back' from the property lines of front, side and rear lots, as well as from the street. These determine the placement of a building on a lot.

*Gabled Roof.* A roof with two sloping sides and a gable (vertical structure) at each end. These gable ends are actually bearing-wall structures.

*Gambrel Roof.* A roof that is usually two-sided with two slopes on each side. The upper slope is positions at a shallow angle; the lower slope is steeper. This design provides the advantages of a slope roof while maximizing headroom inside the building's upper level and shortening what would otherwise be a tall roof.

*Hipped Roof.* A roof that slopes upward from all sides of a structure, having no vertical ends.

**APPENDIX A:** Local Historic District Application Process

*City of University City – Zoning Code*

<https://ecode360.com/28294170>

[University City, MO / Land Use / Zoning Code / Historic Landmarks and Districts](#)

[Division 3 Designation of Historic Landmarks and Districts](#)

[Section 400.1560 Application.](#)

[Section 400.1570 Application Review Procedures.](#)

[Section 400.1580 Permitted Uses, Use Regulations and Use Limitations For A Historic Landmark or Within A Historic District.](#)

[Section 400.1590 Conditional Uses For A Historic Landmark or Within A Historic District.](#)

[Section 400.1600 Variance To A Historic Landmark or Within A Historic District.](#)

[Section 400.1560 Application.](#)

[R.O. 2011 §34-73.1; Ord. No. 6139 §1(Exh. A (part)), 1997]

**A.** Application hereinafter made for designation as a historic landmark or district shall be made to the Historic Preservation Commission by filing an application in the office of the Zoning Administrator who shall inform the Commission of receipt of such application at their next regular meeting. Applications may be made by any owner of affected property, subdivision trustee or agent, neighborhood association, Board or commission of the City, or the City Council. Such applications shall be made in writing and shall comply with rules regarding the submission of applications adopted by the Historic Preservation Commission. The application shall include the following:

- 1.** An accurate legal description, acceptable to the City Attorney for recording purposes, of the boundaries of the site of the proposed historic landmark or the boundaries of the historic district;
- 2.** A map indicating existing land use surrounding the proposed historic landmark or within the proposed historic district boundaries and on the abutting land;
- 3.** A statement of the historical or architectural significance of the proposed historic landmark or district;
- 4.** A summary, description, example or outline of the recommended regulations and standards for the proposed historic landmark or district, including a description of the alternations, repair or other construction for which building permits may be approved by the Zoning Administrator only following review by the Historic Preservation Commission;
- 5.** The full name of the person or body submitting the application and the signature of the applicant. In the case of organizations, corporations or public bodies, the signature shall be that of the person authorized to sign in behalf of the organization, corporation or public body.

[Section 400.1570 Application Review Procedures.](#)

[R.O. 2011 §34-73.2; Ord. No. 6139 §1(Exh. A (part)), 1997]

**A.** *Historic Preservation Commission Review.* Before any final action may be taken by the Plan Commission or City Council, the application must be reviewed and approved by the Historic Preservation Commission. Following a public hearing being given in accordance with established rules of the Commission and notification thereof in accordance with Article [XV](#), Section [400.3220](#), an application shall be approved by the Historic Preservation Commission only upon the concurring vote of at least five (5) of its members. Such approval shall be based

on an evaluation of the historical or architectural significance of the historic landmark or district, which approval may include amendments, modifications and conditions relative to the application submitted, and shall include a full description of the boundaries and the text of the proposed standards and regulations governing the historic landmark or district. The Historic Preservation Commission shall forward to the Plan Commission a full report of its evaluation with each approved application, together with a proposed bill prepared by or at the direction of the Commission.

**B. *Plan Commission Review.*** The Plan Commission shall review the report and bill from the Historic Preservation Commission, in terms of compatibility with the Comprehensive Plans of the City, and report its recommendations to the City Council. In the event the City Council does not receive the report of the Plan Commission within sixty (60) days from the date the approved application is received by the Plan Commission, the Council shall consider the report and bill of the Historic Preservation Commission as approved by the Plan Commission.

**C. *City Council Action.*** In the event the City Council shall determine to proceed with the application for establishing a historic landmark or district, it shall treat this matter as an application for textual amendment and rezoning as provided in Article [XIV](#) of this Chapter. In the event that the City Council does not enact an ordinance establishing a historic landmark or district within one hundred eighty (180) days from the date the Plan Commission receives the report from the Historic Preservation Commission, the application shall become null and void. The City Council shall not establish a historic landmark or district unless it also enacts an ordinance which specifies the rules, regulations and standards for each such historic landmark or district and includes by reference the statement of historic significance. Historic district rules, regulations and standards shall not in general contain any restrictions on interior alterations or repairs which do not affect the exterior appearance of buildings, structures, humanly created objects or environmental features, recognizing that there might be exceptions to this general rule under certain circumstances. This limitation is not intended to apply to publicly owned buildings.

[Section 400.1580 Permitted Uses, Use Regulations and Use Limitations For A Historic Landmark or Within A Historic District.](#)

[R.O. 2011 §34-74; Ord. No. 6139 §1(Exh. A (part)), 1997]

The permitted uses, use regulations and use limitations for a historic landmark or district shall be those of the zoning district or districts within whose boundaries the historic landmark or district is located as said regulations and limitations may be amended by the City Council for historic districts and landmarks.

[Section 400.1590 Conditional Uses For A Historic Landmark or Within A Historic District.](#)

[R.O. 2011 §34-75; Ord. No. 6401 §1(part), 2002]

The Zoning Administrator shall forward a copy of any application for a conditional use permit for a historic landmark or within a historic district or within three hundred (300) feet of a historic district or properties on the National Historic Register to the Historic Preservation Commission. The Commission shall review such applications and may appear at the public hearing held by the Plan Commission in order to present the Commission's findings of fact and conclusions as to whether or not the proposed conditional use meets the review criteria for conditional use permit approval specified in Article [XI](#), Section [400.2700](#) of this Chapter and the ordinance establishing the specific historic landmark or district.



[Section 400.1600 Variance To A Historic Landmark or Within A Historic District.](#)

[R.O. 2011 §34-76; Ord. No. 6401 §1(part), 2002]

The Zoning Administrator shall forward a copy of any application for the granting of a variance in connection with a historic landmark or within a historic district or within three hundred (300) feet of a historic district or properties on the National Historic Register to the Historic Preservation Commission. The Commission shall review such applications and may appear at the public meeting held by the Board of Adjustment in order to present the Commission's findings of fact and conclusions as to whether or not the proposed variance meets the review considerations and standards for granting a variance specified in Article [XII](#), Sections [400.2940](#) and [400.2950](#) of this Chapter and the ordinance establishing the specific historic landmark or district.