

Procedure for Designation of Historic Landmarks

Historic Landmarks designation is an overlay zoning classification that is placed onto the base zoning classification of the property. All protections and requirements for Historic Landmark properties are therefore codified within the City of Topeka's Municipal Zoning Code. The designation of a Historic Landmark thus follows all requirements for changes to zoning district classification established under Kansas State law.

This process below describes the procedure for the nomination of a Local Historic Landmark property in a step-by-step format, and how the City Planning Department will provide assistance during the application process. This is not intended to be inclusive of all possible steps, but to describe the basic framework in which a nomination is considered.

Step 1: Pre-Application Meeting - Prior to filing an application, the applicant should request a meeting with Planning staff and the Design Review Committee (DRC) of the Topeka Landmarks Commission to exchange information related to the historic property, and its potential designation as a Historic Landmark. Planning staff and DRC members will outline the overall Historic Landmark designation process, and outline any concerns or suggestions regarding the nomination.

Step 2: Neighborhood Information Meeting - As part of the re-zoning process, the City of Topeka requires the applicant to schedule a Neighborhood Information Meeting (NIM) to inform area residents of the nomination. Planning Department Staff will prepare the notice and mailing list for the neighborhood meeting, and will provide these materials to the applicant for distribution. Following the meeting, the applicant and staff receive comments and feedback from the public meeting and incorporate suggestions and respond to comments.

Step 3: Topeka Landmarks Commission – Planning Staff will present the application, along with the Staff's assessment and recommendation, to the Landmarks Commission for their recommendation. The Topeka Landmarks Commission meets the 2nd Thursday of each month at 5:30 p.m.

Step 4: Topeka Planning Commission – Planning Staff will incorporate the recommendation of the Topeka Landmarks Commission into the presentation of the Historic Landmark nomination at the public hearing before the Topeka Planning Commission. The Planning Commission meets the 3rd Monday of each month at 6:00 p.m.

Step 5: Topeka's Governing Body - Following an affirmative recommendation by the Topeka Planning Commission, the nomination is then forwarded for consideration by Topeka's Governing Body (City Council + Mayor).