



Planning & Zoning Commission Meeting Agenda

October 8, 2025, 6:00 pm
Council Chambers, City Hall, 201 S. Franklin St.

Online viewing location:

<https://www.youtube.com/user/KirksvilleCity>

Call Meeting to Order

Roll Call

Order of the Agenda:

Staff Report of additions or changes
Motion (and Second) to approve the order of the agenda
Vote – Ayes / Nays / Abstain

Minutes:

Minutes of the regular meeting on September 24, 2025 will be made available, along with the minutes of this regular meeting, for review and approval prior to the Commission's November 12, 2025 meeting.

Old Business:

None

New Business:

- 1. Public Hearing** – An application for a Special Use Permit to operate a temporary rental at 1 Honda Dr.
 - a. Chair Declares Public Hearing Open
 - b. Staff Report
 - c. Public Input
 - i. In Favor
 - ii. Opposed
 - d. Chair Declares Public Hearing Closed

2. **Special Use Permit** – An application for a Special Use Permit to operate a temporary rental at 1 Honda Dr.
 - a. Recommended Motion – To recommend City Council approve a Special Use Permit to operate a temporary rental at 1 Honda Dr.
 - b. Staff Report
 - c. Commission Discussion
 - d. Citizen Questions/Input
 - e. Vote – Roll Call
3. **Variance Request No. 1** – A request for a variance from *Sec. 44-132. - A detached accessory building shall not be allowed in the front yard. A detached accessory building shall not be located less than three feet from any side, rear, or alley lines.,* for an existing detached garage, and existing carport, at 1106 W. Cottonwood St.
 - a. Recommended Motion – To recommend City Council approve a variance from *Sec. 44-132. - Detached building generally.* for an existing detached garage, and existing carport, at 1106 W. Cottonwood St.
 - b. Staff Report
 - c. Commission Discussion
 - d. Citizen Questions/Input
 - e. Vote – Roll Call
4. **Variance Request No. 2** – A request for a variance from *Sec. 44-132. - A detached accessory building shall not be allowed in the front yard. A detached accessory building shall not be located less than three feet from any side, rear, or alley lines.,* for an existing carport at 1100 W. Cottonwood St.
 - a. Recommended Motion – To recommend City Council approve a variance from *Sec. 44-132. - Detached building generally.* for an existing carport at 1100 W. Cottonwood St.
 - b. Staff Report
 - c. Commission Discussion
 - d. Citizen Questions/Input
 - e. Vote – Roll Call
5. **Right-of-Way Vacation** – A request for the vacation of a dead-end, 15' wide alley north of lots 11 and 12, and south of lots 1 and 2, of Block 5 of Evans Addition to the City of Kirksville, Missouri.
 - a. Recommended Motion – To recommend City Council approve a request for the vacation of a dead-end, 15' wide alley north of lots 11 and 12, and south of lots 1 and 2, of Block 5 of Evans Addition to the City of Kirksville, Missouri.
 - b. Staff Report
 - c. Commission Discussion
 - d. Citizen Questions/Input
 - e. Vote – Roll Call

Staff Comments:

- a. None

Citizen Participation

(Time Limit of Five Minutes) Citizen participation is for suggestions and comments on items affecting the Planning & Zoning Commission and the City, but are not on the agenda. Action by the Commission other than acknowledgment is not expected at the same meeting. Citizens may address the Commission on topics which are part of the regular agenda when these items are discussed by the Commission. Citizens must add their signature to the Citizen Participation Sign-In Sheet and announce their name before they begin speaking. The Commission does like to follow up with citizens and request citizens willing to leave a form of contact.

Adjournment

Notice of Nondiscrimination:

All persons within the City of Kirksville are free and equal and shall be entitled to the following equal use and enjoyment within the city at any place of public accommodation without discrimination or segregation on account of age, ancestry, color, disability, gender, gender identity, marital status, national origin, race, religion, sexual orientation or on any other basis that would be in violation of any applicable federal, state, or local law.

Notice of Disability Accommodations:

Any person with a disability desiring reasonable accommodation to attend this meeting may contact the City Clerk at 660.627.1225 to make such arrangements.

Public Hearing No. 1 / Special Use Permit – Staff Report

The owners of property at 1 Honda Dr. have applied for a Special Use Permit to allow for the operation of a temporary rental, such as an Airbnb, in the home at this address. This property is zoned R-1, Single-Family Residential District, which allows for the operation of a temporary rental with the approval of a Special Use Permit, followed by a business license. Should the Special Use Permit be approved, the home would be available to rent out on a temporary basis, defined as no more than 31 calendar days. See Sec. 44-128 for more.

Per [Sec 44-459](#) of our Municipal Code, *before granting a special use permit, the City Council and Planning and Zoning Commission shall establish that:*

- a. The special use is necessary for the public convenience at that location;*
- b. The special use will not cause substantial injury to the value of other property in the neighborhood in which it is to be located;*
- c. Such special use shall conform to the applicable regulations of the district in which it is to be located; and*
- d. The petitioner cannot reasonably locate the proposed use in an existing zone suited for the intended use.*

Staff recommends that this Special Use Permit be approved.

Please see the Special Use Permit Application and corresponding map below.

Community Impact: Additional options for overnight visitors to the City. No anticipated infrastructure impacts.



Codes and Engineering
201 S. Franklin
Kirksville, MO 63501
Phone: 660.627.1272
Fax: 660.627.1026

Special Use Permit Application

Applicant/Agent Information

Name: Robert T. / Coe Ann Hardwick
Phone Number: 660-956-5270 Email Address: bcdhardwick@gmail.com
660-216-5600
Relationship to Property Owner: Same

Owner Information

Name: Robert T. + Coe Ann Hardwick
Owner Address: 306 Suburban Drive City: Kirksville State Mo
Phone Number: 660-956-5270 Email Address: bcdhardwick@gmail.com
660-216-5600
Street address or general location of site if no address, include closest street intersection.

1 Honda Drive

Size of tract: (expressed in acres) 0.242 Zoning Classification: Residential

Current Use(s) of Property: family residence

Project Information and Summary of Request:

Include a full and specific description of what special use is being requested and currently prohibited, and the reason why the request is being made. Additional space may be needed.

To obtain Airbnb authorization

Proposed changes or improvements to structures, installations, equipment or surfaces:

N/A

Proposed hours of operation: living



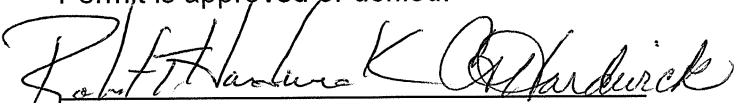
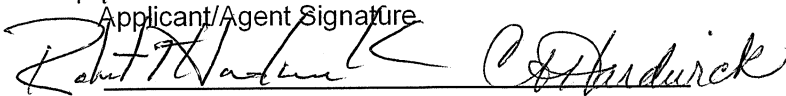
Codes and Engineering
201 S. Franklin
Kirksville, MO 63501
Phone: 660.627.1272
Fax: 660.627.1026

Special Use Permit Application

IMPORTANT NOTES:

- Please attach a warranty deed, trustee's deed, or other official document that includes a **DETAILED LEGAL DESCRIPTION** of property.
- An Abstract Company must be obtained to provide notification to property owners, whose properties are within 185 feet of the special use permit takes place. The cost for this service is the responsibility of the applicant.
- An application fee will be due when submitted in the amount of \$150.

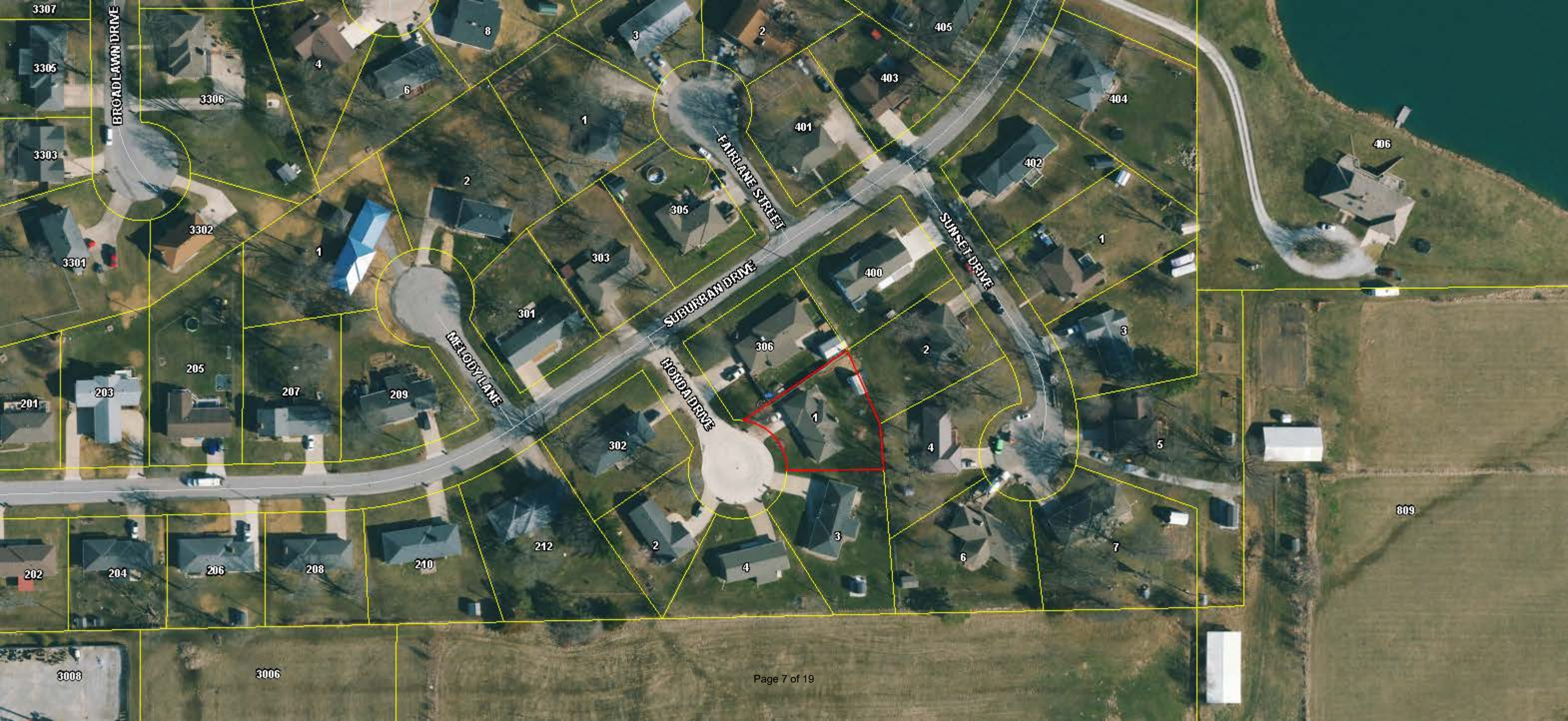
By signing this application form, I hereby acknowledge that the information I have provided is complete and accurate to the best of my knowledge. Furthermore, I acknowledge my responsibility to conform to the applicable federal, state and local regulations pertaining to the project described by this application and attachments. And further that my signature acknowledges acceptance and full responsibility for the payment to the City of Kirksville for all fees and charges incurred from a third party for the completion of the Special Use Permit, whether this Special Use Permit is approved or denied.


Applicant/Agent Signature

Owner Signature

9/2/25
Date
9/2/25
Date

Submit completed form to:
City Planner
City of Kirksville
201 S. Franklin St.
Kirksville, MO 63501

For internal use:
Date reviewed by City Planner: <u>9/2/2025</u>
Date approved by Planning & Zoning Commission: _____
Date approved by City Council: _____



Staff Reports – Variance Request Nos.1 & 2

The owner of property at 1106 and 1100 W. Cottonwood St. has requested a variance for an existing detached garage, and two existing carports, at these locations.

Per [Sec. 44-132](#) of the Municipal Code:

“A detached accessory building shall not be allowed in the front yard. A detached accessory building shall not be located less than three feet from any side, rear, or alley lines.”

So, why is this necessary? As is evident from the maps provided for both Variance Request Nos. 1 and 2 for this meeting, both homes at 1106 and 1100 W. Cottonwood St. were constructed over original platted lot lines many, many decades ago. Additionally, a detached garage was also built over – or immediately adjacent to, depending on which property pin you use – an originally platted lot line (a line that currently serves to separate the two existing parcels). Additionally, there are two carports – one on each property – constructed twenty to twenty-five years ago that are not in compliance with our Municipal Code today.

The property owner is working with the City to fix the aforementioned boundary issues through a Lot Split and Lot Combination process, which is appreciated, and fixes an existing problem. He is 86 years old, and is working to address these issues before his passing. The detached garage and two carports are legal, nonconforming structures that would be allowed to continue, but for the Lot Split and Lot Combination of the lots, which City staff support. This process triggers the process to seek a variance because existing subdivision regulations will not allow the City to approve a non-conforming lot, or a lot with nonconformities. Thus, the property owner is requesting a variance at both addresses for the identified detached accessory buildings.

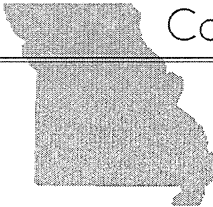
City staff would like to emphasize that for his cleaning up the lot lines, the buildings would be allowed to continue until unused or they fell into dilapidation.

Lastly, the next item under consideration by the Commission – the right-of-way vacation – also relates to this process, as it provided an excellent time to address that issue as well.

Staff recommends that this variance be approved.

Please see the Variance Request Applications, letter of support, and corresponding maps below.

Community Impact: No anticipated externalities. No anticipated infrastructure impacts.



Variance Request Application

General location of property: (use street intersections if possible)

West Cottonwood Street, between North Boundary and Walnut Streets

Street address of property: (note "n/a" if site is vacant)

1106 W. Cottonwood St.

Size of tract: (expressed in acres) 0.498 acres

Present zoning classification: R-3-S

Present use(s) of property: Residential

Reason for requesting variance: A variance from Sec. 44-132. Detached buildings generally. is requested to allow for the longstanding detached garage on this property to remain while working to fix the existing boundary issues, along with an existing carport.

The following information from the **OWNER, CONTRACT PURCHASER** (if applicable), or **AGENT** must be attached and submitted with this application:

- ◇ Name, address, city, state, zip, phone, email address.
- ◇ A formal letter directed to the Planning & Zoning Commission requesting the variance along with a description of the circumstances for the request.
- ◇ An application fee in the amount of \$250.

Jerry L. Rogers
Owner/Agent Signature

10 / 3 / 2025
Date

Submit completed form to:
City Planner
City of Kirksville
201 S. Franklin St.
Kirksville, MO 63501

For internal use:

Date reviewed by City Planner: 10 / 3 / 2025

Date of decision by Planning & Zoning: _____

Date of decision by City Council: _____

October 3, 2025

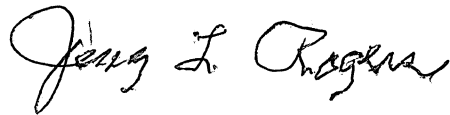
Jerry L. Rogers
1106 W. Cottonwood
Kirksville Missouri

Ashley Young
City of Kirksville Mo.

I am requesting / seeking approval of variance from "Section 44-132-Detached buildings generally."
Please see the updated survey by Cleaver and Associates that cleans up any and all property line discrepancies by relocating lines east of a garage in question between addresses 1106 W. Cottonwood street, and 1100 W. Cottonwood street. The garage has been in its existing location for decades and would represent a hardship to tear it down.

Additionally, I am seeking approval for existing carport locations at addresses 1106 W. Cottonwood street and 1100 W. Cottonwood street. Both carports have been in there current location for approximately 20-25 years and have served as a shelter for the vehicles and at 87 years old I would greatly appreciate the approval to continue to use them as a permanent or until any changes or city approved upgrades takes place.

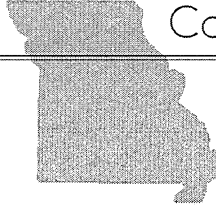
Thank you, Jerry L. Rogers

A handwritten signature in cursive script that reads "Jerry L. Rogers". The signature is written in dark ink and is positioned below the typed name "Jerry L. Rogers".

NORTH-BOUNDARY STREET

~~ALLEY (MAG)~~

COTTONWOOD STREET



Variance Request Application

General location of property: (use street intersections if possible)

West Cottonwood Street, between North Boundary and Walnut Streets

Street address of property: (note "n/a" if site is vacant)

1100 W. Cottonwood St.

Size of tract: (expressed in acres) 0.232 acres

Present zoning classification: R-3-S

Present use(s) of property: Residential

Reason for requesting variance: A variance from Sec. 44-132. Detached buildings generally. is requested to allow for the existing carport on this property to remain while working to fix the existing boundary issues.

The following information from the **OWNER, CONTRACT PURCHASER** (if applicable), or **AGENT** must be attached and submitted with this application:

- ◇ Name, address, city, state, zip, phone, email address.
- ◇ A formal letter directed to the Planning & Zoning Commission requesting the variance along with a description of the circumstances for the request.
- ◇ An application fee in the amount of \$250.

Jerry J. Rogers

Owner/Agent Signature

10/3/2025

Date

Submit completed form to:
City Planner
City of Kirksville
201 S. Franklin St.
Kirksville, MO 63501

For internal use:

Date reviewed by City Planner: 10/3/2025

Date of decision by Planning & Zoning: _____

Date of decision by City Council: _____

October 3, 2025

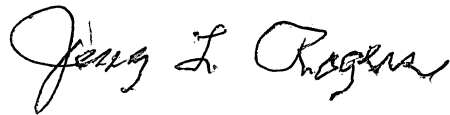
Jerry L. Rogers
1106 W. Cottonwood
Kirksville Missouri

Ashley Young
City of Kirksville Mo.

I am requesting / seeking approval of variance from "Section 44-132-Detached buildings generally."
Please see the updated survey by Cleaver and Associates that cleans up any and all property line discrepancies by relocating lines east of a garage in question between addresses 1106 W. Cottonwood street, and 1100 W. Cottonwood street. The garage has been in its existing location for decades and would represent a hardship to tear it down.

Additionally, I am seeking approval for existing carport locations at addresses 1106 W. Cottonwood street and 1100 W. Cottonwood street. Both carports have been in there current location for approximately 20-25 years and have served as a shelter for the vehicles and at 87 years old I would greatly appreciate the approval to continue to use them as a permanent or until any changes or city approved upgrades takes place.

Thank you, Jerry L. Rogers

A handwritten signature in cursive script that reads "Jerry L. Rogers". The signature is written in dark ink and is positioned below the typed name "Jerry L. Rogers".



NORTH BOUNDARY STREET

WALNUT STREET

ALLEY (VAC)

COTTONWOOD STREET



Memo

To: Ashley Young, Community and Economic Development Director
Sarah Knipe, City Planner

From: Adam Dorrell, Director of Public Works & City Engineer

Date: October 3, 2025

Re: Evans Addition Alley Vacation

The City Engineers office was contacted by Ashley Young, Community and Economic Development Director, regarding the vacation of a dead-end alley north of lots 11 and 12, and south of lots 1 and 2, of Block 5 of Evans Addition to the City of Kirksville, Missouri, or west of North Walnut Street, between West Cottonwood and West Gardner Streets. The alley is shown in the attached documents. He was provided with the council policy and checklist for Right of Way Vacation.

Mr. Young worked with the property owner requesting the vacation, Jerry Rogers, and has provided the provided the required information from utilities and adjacent land owners.

This 15' wide, 98' long alley was platted with the subdivision in 1915. It is currently undeveloped, and a shed has been placed at the end of the alley, which stops roughly one third of the distance between North Walnut and North Boundary Streets. The remaining two thirds of this originally-platted alley was vacated by the City a number of years ago. No utilities are present in in the ROW and the adjacent property owners have been notified and concur with the request.

City Staff recommends vacation of this Right-of-Way.

CITY OF KIRKSVILLE, MISSOURI

STREET - ALLEY VACATION CHECKLIST

STREETNAME: n/a FROM: _____ TO: _____ALLEYDESCRIPTION: 15' wide alley north of lots 11 and 12 of Block 5 of Evans Addition.REQUESTED BY:Jerry RogersTELEPHONE: 660. 730. 5055ADDRESS:1100 W. Cottonwood St.,Kirksville, MissouriWAS REQUEST BY PETITION OF ALL ABUTTING PROPERTY OWNERS? X YES ___ NO

IF PROPERTY OWNERS NOT REPRESENTED ON A PETITION, HAVE THEY BEEN NOTIFIED?

n/a ___ YES ___ NOABUTTING PROPERTIES:

ATTACH A LIST OF ALL ABUTTING PROPERTY OWNERS, PROPERTY DESCRIPTION AND THEIR ADDRESSES. ✓

UTILITIES: UTILITIES IN PLACE IN STREET/ALLEY TO BE VACATED

	OWNER	IN PLACE		CHECKED BY	DATE
		YES	NO		
WATER ✓	CITY OF KIRKSVILLE		X	James Rolston	9-16-25
SEWER ✓	CITY OF KIRKSVILLE		X	James Rolston	9-16-25
GAS ✓	<u>Liberty Utilities</u> ATMOS ENERGY		X	Jason Corrick	9-16-25
ELECTRIC ✓	AMEREN UE		X	Pat McCarty	9-23-25
PHONE ✓	<u>AT&T</u> SOUTHWESTERN BELL		X	Justin Courtoise	9-17-25
CABLE TV ✓	SPARKLIGHT		X	Rich Kelso	10/3/25

TRASH ROUTE:___ YES X NO TRASH COMPANY RTS Waste CHECKED BY: AMMABSTRACTED BY: n/a

ROGERS JERRY L & MARTHA

1100 W COTTONWOOD ST

KIRKSVILLE, MO 63501

LOTS 11 & 12 BLK 5 EVANS ADDITION TO KIRKSVILLE ADAIR COUNTY MO. (98' X103')

HOPPE GARY W & SONJA S

715 N WALNUT ST

KIRKSVILLE, MO 63501

LOTS 1 & 2 BLK 5 & S1/2 OF VAC MARTHA ST LYING NORTH OF LOTS 1 & 2 EVANS ADDITION TO KIRKSVILLE ADAIR COUNTY MO (128' X 98')

ROGERS JERRY L & MARTHA

1106 W COTTONWOOD ST

KIRKSVILLE, MO 63501

LOTS 7- 8- 9 & 10 BLK 5 & S1/2 OF VAC ALLEY LYING NORTH OF LOTS 7- 8- 9 & 10 EVANS ADDITION TO KIRKSVILLE ADAIR COUNTY MO. (197' X110')

KUVILA NOSTALGIE M & KABWIDI CRISPIN B

800 N BOUNDARY ST

KIRKSVILLE, MO 63501

LOTS 3- 4- 5 & 6 BLK 5 & S1/2 OF VAC MARTHA ST LY N OF LOTS 3- 4- 5 & 6 & N1/2 OF VAC ALLEY LY S OF SAID LOTS EVANS ADDITION TO KIRKSVILLE ADAIR CO MO. (135' X 197') S5-T62-R15

August 15th, 2025

Mr. Jerry Rogers

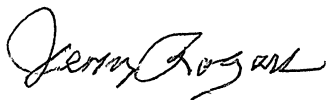
1106 W. Cottonwood St.

Kirkville, MO 63501

To Whom It May Concern:

We are writing to request that the 15' wide alley to the north of Lots 11 and 12 of Block 5 of Evans Addition be vacated by the City of Kirkville, Missouri.

Sincerely,



Jerry Rogers



Gary Hoppe



Sonja Hoppe

September 4th, 2025

Nostalgie M. Kuvila & Crispin B. Kabwidi

800 N. Boundary St.

Kirksville, MO 63501

To Whom It May Concern:

We are writing to support our neighbors' request that the 15' wide alley to the north of Lots 11 and 12 of Block 5 of Evans Addition be vacated by the City of Kirksville, Missouri.

Sincerely,

Nostalgie M. Kuvila

A handwritten signature in black ink, appearing to read 'Nostalgie M. Kuvila', with a long horizontal stroke extending to the left.

Crispin B. Kabwidi

A handwritten signature in black ink, appearing to read 'Crispin B. Kabwidi', with a long horizontal stroke extending to the left.