



Planning & Zoning Commission Meeting Agenda

June 11, 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 May 14, 2025

Motion (and Second) to approve minutes

Chair asks for corrections

Vote – Ayes / Nays / Abstain

Old Business:

None

New Business:

1. **Variance Request** – A request for a variance from Sec. 10-185. – *Driveways. (a), (b), (c), and (d)* at 1404 S. Cottage Grove.
 - a. Recommended Motion – To recommend City Council approve a variance from Sec. 10-185. – *Driveways. (a), (b), (c), and (d)* at 1404 S. Cottage Grove.
 - b. Staff Report
 - c. Commission Discussion

- d. Citizen Questions/Input
- e. Vote – Roll Call

2. Proposed Revisions to the Kirksville Active Mobility Plan (KAMP)

- a. Recommended Motion – To recommend City Council approve certain revisions to the Kirksville Active Mobility Plan (KAMP).
- 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.

PLANNING & ZONING COMMISSION

MINUTES OF May 14, 2025

PRESENT:

Dan Martin, Chair

Jeremy Hopkins, Vice Chair

Kabir Bansal, Council Representative

Jason Chrisman

Chuck Heckert

Betty McLane-Iles

William Robb

Patricia Sexton

Bruce Thompson

Sara Knipe, City Planner

ABSENT:

None

CALL TO ORDER

Chair Martin called the meeting of the Planning & Zoning Commission in the City Council Chambers to order at 6:01 p.m.

ORDER OF THE AGENDA

Chair Martin asked if there were any changes to the agenda. Mrs. Knipe stated there were none. Dr. Sexton made a motion to approve the agenda. Mr. Chrisman seconded the motion. The agenda was approved with the following vote: Aye: Bansal, Chrisman, Heckert, Hopkins, McLane-Iles, Robb, Sexton, Thompson, Martin. Nay: None. Abstain: none. Absent: none.

APPROVAL OF MINUTES

Chair Martin asked for a motion to approve the minutes of April 9, 2025. Mr. Hopkins made a motion to approve the minutes. Prof. Dr. McLane-Iles seconded the motion. Chair Martin asked if there were any corrections to the minutes. With no changes, the minutes were approved with the following vote: Aye: Bansal, Chrisman, Heckert, Hopkins, McLane-Iles, Robb, Sexton, Thompson, Martin. Nay: None. Abstain: none. Absent: none.

OLD BUSINESS

None

NEW BUSINESS

1. Public Hearing No. 1 – *An application for a historic landmark at 606 E. Washington Street.* Chair Martin declared the public hearing open at 6:03 p.m.

Mrs. Knipe stated the landmark application had to meet at least one point on the mandatory 13-point criteria list to be considered. She pointed out that the property for consideration met criteria numbers three, five, six, eight, ten, and twelve.

Chair Martin noted that the 13 criteria points checklist was included in the information packet provided by city staff and emphasized the applicants only needed to meet one of the criteria.

Mrs. Knipe stated the criteria were included in the city code and available online. She explained the property held historical significance as a house built specifically for a priest in Kirksville in 1922. She said it was a Prairie School style home, close to an American Foursquare style. She noted the clean, sharp lines of the property and large windows of the home, which were common at that time to let in light, along with a large porch. Mrs. Knipe stated the owners were in the process of fixing up the home to the Foursquare style and preserving the history of the property. She stated that City Staff recommended approval of the request.

With no further input, Chair Martin closed the public hearing at 6:05 p.m.

2. Landmark Nomination – *a Nomination Form for a historic Landmark at 606 E. Washington Street.* Dr. Sexton made a motion to adopt a resolution recommending the home located at 606 E. Washington St. be designated a Landmark based on criteria for designation found in Sec. 2-259 (c)(1) of the Kirksville City Code and recommending City Council approval of the Landmark designation with Historic zoning, an overlay of the current zoning. Mr. Hopkins seconded the motion.

Mr. Robb asked why the application was blank. Chair Martin stated the information was included in the email packet information sent to committee members. Mrs. Knipe stated a blank application was mistakenly placed in the printed packets. She explained that the Lopez family submitted the application. Mr. Robb asked if the family planned to renovate the home. Mrs. Knipe responded they were. Chair Martin stated the home met six of the thirteen criteria. Mr. Heckert asked if there was a reason the owners wished for the designation. Mrs. Knipe replied that the owners would be able to apply for grants to renovate and maintain the home in the future on all different government levels. Mr. Heckert asked if this would be a Kirksville designation and not a State or Federal designation. Mrs. Knipe responded he was correct and that there were differences in the designations. Chair Martin asked if the requirements met would meet more than the city designation and qualify for State designation. Mrs. Knipe responded it would not but could help if they chose to pursue State or National designation. Mr. Hopkins asked how many historical landmarks there were currently in Kirksville. Mrs. Knipe responded she would need to look up the exact number. Mr. Young replied there were around a dozen in Kirksville. Mrs. Knipe also noted that people had been calling to add more landmarks. Mr. Heckert asked if the owner had documentation noting the home was built for a priest. Mrs. Knipe said they did but also documentation could be looked at in town records. Prof. Dr. McLane-Iles asked if the local catholic church supported or showed interest in this request. Mrs. Knipe stated she had received no input. Mr. Hopkins asked if it was a catholic priest. Mrs. Knipe confirmed it was a catholic priest. Dr. Sexton noted the local parish had no interest in the property.

With no further input, the motion was approved with the following vote: Aye: Bansal, Chrisman, Heckert, Hopkins, McLane-Iles, Robb, Sexton, Thompson, Martin. Nay: None. Abstain: none. Absent: none.

3. Public Hearing No. 2 – *An application for a historic landmark at 707 N. Centennial Street.* Chair Martin declared the public hearing open at 6:12 p.m.

Mrs. Knipe stated the request met criteria points two, three, five, six, seven, eight, nine, ten, and twelve. She stated the building was known as Willard School, which served as an elementary school. She stated it was an example of a mid-twentieth century academic building and was built in 1934. She stated the visible keystones and large windows fit the brick academic buildings for that time. She stated that City Staff recommended approval.

With no further input, Chair Martin closed the public hearing at 6:13 p.m.

4. Landmark Nomination – *a Nomination Form for a historic Landmark at 707 N. Centennial Street.* Mr. Hopkins made a motion to adopt a resolution recommending the Willard School located at 707 N. Centennial St. be designated a Landmark based on criteria for designation found in Sec. 2-259 (c)(1) of the Kirksville City Code and recommending City Council approval of the Landmark designation with Historic zoning, an overlay of the current zoning. Mr. Thompson seconded the motion.

Mr. Robb asked if the historic designation would preclude any use for the building. Mrs. Knipe responded it would not, as long as the use of the building did not interfere with the reasons the building was designated as a historic landmark. Mr. Robb questioned the Lavender Blue sign as it was not a historic feature of the building and asked if it would need to be remedied. Mrs. Knipe replied that it would not. Mr. Robb stated the building was beautiful but assumed restoration would include historically accurate windows and no commercial signage. Mrs. Knipe responded that as they make repairs, it would be preferable that the sign matched the period, however, there would be more concern over damage to the keystone or coverage of the historical architecture. Mr. Robb stated that if the building was designated as historical, the signage should be historically accurate. Mrs. Knipe responded that they did not wish to stifle the business located there once the upgrades were completed. Chair Martin asked if he currently had businesses operating in the building. Mrs. Knipe responded she was unsure. Chair Martin stated the owner had an easement. Mr. Young stated that he had rented out areas for business. Chair Martin remarked that the easement was not a factor in the request. Mr. Robb stated there had been a perpetual yard sale in the gym for the past few years. Mr. Hopkins remarked that the windows on the first floor looked like they were more modern and asked if that would be an issue. Mrs. Knipe responded that the owner would present their upgrade/repair plans to the Historic Preservation Commission which would either approve or disapprove if they were varying from the historic architecture. If there were deviations, they would need to provide reasons. An example Mrs. Knipe provided would be replacement windows were the closest to the original that could be found. Chair Martin pointed out that some of the requests before the commission had been in the queue for almost one year.

With no further input, the motion was approved with the following vote: Aye: Chrisman, Heckert, Hopkins, McLane-Iles, Robb, Sexton, Thompson, Martin, Bansal. Nay: None. Abstain: none. Absent: none.

5. Public Hearing No. 3 – *An application for a historic landmark at 408 E. Illinois Street.* Chair Martin declared the public hearing open at 6:20 p.m.

Mrs. Knipe stated the home was an example of the baseline Sears Kit. She pointed out the homes historical significance was due to the manufacturing which made the home shippable and quickly put together for areas experiencing growth. She stated workers would not normally have access to the quality home this kit provided. This kit was sold during the period of 1908 to 1942. It was a bungalow style which included a smaller inset porch. It also included decorative columns due to the cost savings of getting the kits. She pointed out the home met criteria points two, eight, six, and nine. She said City Staff supported approval of the request.

With no further input, Chair Martin closed the public hearing at 6:22 p.m.

6. Landmark Nomination – *a Nomination Form for a historic Landmark at 408 E. Illinois Street.* Mr. Thompson made a motion to adopt a resolution recommending the home at 408 E. Illinois St. be designated a Landmark based on criteria for designation found in Sec. 2-259 (c)(1) of the Kirksville City Code and recommending City Council approval of the Landmark designation with Historic zoning, an overlay of the current zoning. Mr. Hopkins seconded the motion.

Mrs. Knipe stated the information packet included newspaper clippings featuring options available for ordering. Prof. Dr. McLane-Iles stated that when the Historic Preservation Commission toured the home, it was very impressive with beautiful woodwork inside the home. She asked about the owners' plans for restoration. Mrs. Knipe responded they would not be adding anything ornate to the outside since the home style was simple. She pointed out it needed a fresh coat of paint. Chair Martin asked if there were any obligations for upkeep that occurred with the historic designation. Prof. Dr. McLane-Iles responded that she believed there were upkeep obligations if approved for designation. Mr. Hopkins noted the interior looked well kept, but noted that criteria six, "its embodiment of distinguishing characteristics of an architectural type valuable for the study of a period, type, method of construction, or use of indigenous materials;" and asked if a cheap home from a Sears catalog made it distinguish. Mrs. Knipe responded it did because those people would have been living in shacks if these kits had not been available, so it shows the beginning of the change in manufacturing and home building. She also pointed out that all of the homes were pre-surveyed and picked due to their historical significance. Chair Martin pointed out criteria point nine, "Its embodiment of design elements that make it structurally or architecturally innovative;" Mr. Chrisman asked if the person who toured the homes was from Kirksville or if they were from the state. Mr. Young responded that a consultant from Ohio was hired to evaluate area landmarks for historic designation. After the survey, identified property owners were contacted to see if they wished to pursue the historic designation. For clarity, Mr. Heckert asked that the process was initiated by the City Planner and the City hired someone to identify historic landmarks within the city. Chair Martin asked if the Historic Preservation Commission identified the properties. Mr. Young stated that the city received two historic preservation grants from the State Historic Preservation Office, a department of the Missouri Department of Natural Resources, to conduct a survey within the core of the community. The results of those surveys were compiled and all the property and property owners who were determined to be of some local, state, or national significance were sent information about participating in the City's Landmark Program. Mr. Young said the requests before the commission were from that contact with property owners. Mr. Young noted they waited to submit the request as a group to save the property owners' money by having them share the legal notification expenses. He stated the city received those funds and acknowledged there was some City match of funds. Mr. Bansal stated the value of the designation means someone buying the property in the future would have to maintain the property.

With no further input, the motion was approved with the following vote: Aye: Heckert, McLane-Iles, Robb, Sexton, Thompson, Bansal, Chrisman, Martin. Nay: None. Abstain: Hopkins. Absent: none.

7. Public Hearing No. 4 – *An application for a historic landmark at 101 W. Washington Street.* Chair Martin declared the public hearing open at 6:32 p.m.

Mrs. Knipe reported that Dunbar designed the building which was the Citizens National Bank building in 1926. She stated that the building was a Neoclassical architectural style done with white marble. She pointed out the block “teeth” decoration feature along the top. She said that the building style was geared towards looking sturdy, strong, and lasting, allowing customers to feel comfortable and safe with storing their money with the bank. She stated the property met criteria points one, two, five, six, seven, eight, nine, ten, eleven, and thirteen. She said city staff recommended approval of the request.

With no further input, Chair Martin closed the public hearing at 6:32 p.m.

8. Landmark Nomination – *a Nomination Form for a historic Landmark at 101 W. Washington Street.* Mr. Chrisman made a motion to adopt a resolution recommending the Citizens National Bank building at 101 W. Washington St. be designated a Landmark based on criteria for designation found in Sec. 2-259 (c)(1) of the Kirksville City Code and recommending City Council approval of the Landmark designation with Historic zoning, an overlay of the current zoning. Mr. Hopkins seconded the motion.

Mr. Robb asked if anything would be done to restore the windows. Mrs. Knipe stated upkeep would be a priority for the owner. Mr. Robb asked if upkeep would include restoring glass to the red rectangular areas where the windows were downsized. Mrs. Knipe responded that when the owner did the next upgrade, they would be required to follow the style or go to the Historic Preservation Commission to give reasons why they could not follow the style and go through the approval process. Mr. Robb expressed his disappointment that the windows would not be fixed unless upgrades were made. Mrs. Knipe pointed out they would have to go through the process to find historical windows during that process. Chair Martin noted applying for grants would help with that process. Mr. Hopkins understood that grants would help with the process but wondered if they would require the upgrades to be historically accurate. Mrs. Knipe stated they could not include random geo tiles in renovations. Mr. Hopkins asked if the red border added around the upper windows was previously filled with larger windows. Chair Martin stated the red was an addition made in the last ten years. Mrs. Knipe pointed out the marble, front entry way, teeth at the top, and the balcony-like area along the top of the building were the main architectural points that make the building a landmark. Mr. Robb mentioned the red awning was not historically accurate. Mr. Hopkins asked if they would be required to remove the awning. Mrs. Knipe answered they would not. Mr. Young stated these property owners were voluntarily submitting these properties, which would require future approval of any upgrades or changes to those properties. Mr. Hopkins asked if the owners of these homes or buildings would maintain the property in the spirit of how a historical landmark should be maintained. Mrs. Knipe stated the owners would have to go through the process and could not just install neon signs. Mr. Hopkins stated the owner could remove the awning that was covering the original sign and install another sign out front to display their business name. Mrs. Knipe stated that awnings were functional for entering and exiting a building, so she would not discourage an awning. She did not believe the Historical Preservation Commission would require removal as it did not take away from the architecture of the building. She stated there would be an issue if an owner started removing the details that made the building a historical landmark. She reiterated that this was a voluntary process to preserve the historical significance of the property for the community in the future. Mr. Hopkins asked how much

of the motivation behind asking for the historic designation was to receive grant funds. Mrs. Knipe responded she did not know the personal reasons for any of the applicants to seek the designation besides what had been shared; those reasons would be different for everyone. Chair Martin stated that having applied for and receiving grants usually requires a significant matching of funds. Mrs. Knipe stated they also come with accountability. Chair Martin noted that most were trying to make improvements. Mr. Hopkins noted if owners were facing a decision about the cost to bulldoze a home versus receiving funds and paying a fraction of the cost to maintain the property, the owners would choose the cheaper option. Mr. Thompson stated that each property owner would be giving up certain rights over their property and would now be required to meet certain criteria for any modifications to their property. He stated he knew one of the owners and he did not care about grant monies but liked the idea of the historic property designation. Mrs. Knipe stated that future owners wishing to buy an older home would have options for funding when fixing up these properties. Mr. Thompson stated the future owners would be subject to meeting the criteria for historical accuracy. Mr. Robb stated he believed this was a good program and was tired of seeing older homes put in dumpsters. He also stated receiving grant money came with requirements. He expressed his disappointment that the designation did not have more teeth regarding restorative actions. Chair Martin stated that it would fall under the purview of the Historic Preservation Commission. Prof. Dr. McLane-Iles stated that was something the Historic Preservation might need to consider.

With no further input, the motion was approved with the following vote: Aye: Hopkins, McLane-Iles, Sexton, Thompson, Bansal, Chrisman, Heckert, Martin. Nay: Robb. Abstain: none. Absent: none.

9. Public Hearing No. 5 – *An application for a historic landmark at 401 E. Missouri Street.* Chair Martin declared the public hearing open at 6:47 p.m.

Mrs. Knipe reported the home was another Sears Kit built in 1935. She pointed out that the homes were getting more ornate and included a bump out. She said these homes would be geared more towards management. These homes featured nice wide porches and decorative bracing to show they had more disposable income. She said the home met criteria six, eight, and nine with City Staff recommending approval.

With no further input, Chair Martin closed the public hearing at 6:49 p.m.

10. Landmark Nomination – *a Nomination Form for a historic Landmark at 401 E. Missouri Street.* Mr. Hopkins made a motion to adopt a resolution recommending the home at 401 E. Missouri St. be designated a Landmark based on criteria for designation found in Sec. 2-259 (c)(1) of the Kirksville City Code and recommending City Council approval of the Landmark designation with Historic zoning, an overlay of the current zoning. Dr. Sexton seconded the motion.

Mr. Hopkins stated that of the Sears Kit homes, he believed this was the nicest looking home. He restated the previous Sears Kit home looked nice on the inside. He believed this home looked better kept on the outside. Mrs. Knipe stated the home was a good example of a mid-range home when funds were available for the upkeep of a historical site and to show the potential for the previously discussed homes. Chair Martin pointed out the windows looked original, along with the scallops above the door.

With no further input, the motion was approved with the following vote: Aye: McLane-Iles, Robb, Sexton, Thompson, Bansal, Chrisman, Heckert, Hopkins, Martin. Nay: None. Abstain: none. Absent: none.

11. Public Hearing No. 6 – *An application for a historic landmark at 711 E. Harrison Street.* Chair Martin declared the public hearing open at 6:52 p.m.

Mrs. Knipe reported the home was built by the Clark Family in 1930 in the Bungalow Craftsman Style. She said the home was unique to this area due to the style's popularity in other areas of America, making it rare for this area. She stated the style of the home added to its architectural significance. She pointed out the style focused on clean lines and natural materials, with the roof causing the home to stand out. She said City Staff supported approval of the request.

With no further input, Chair Martin closed the public hearing at 6:53 p.m.

12. Landmark Nomination – *a Nomination Form for a historic Landmark at 711 E. Harrison Street.* Mr. Thompson made a motion to adopt a resolution recommending the home located at 711 E. Harrison St. be designated a Landmark based on criteria for designation found in Sec. 2-259 (c)(1) of the Kirksville City Code and recommending City Council approval of the Landmark designation with Historic zoning, an overlay of the current zoning. Mr. Hopkins seconded the motion.

Mrs. Knipe stated the home met criteria numbers five, six, seven, eight, and nine. Mr. Hopkins asked if the detached garage belonged to the home. Mr. Thompson and Mrs. Knipe responded it did. Mr. Hopkins asked if the garage was original to the home. Mrs. Knipe did not know, but the same style of the home had been incorporated for the garage. Prof. Dr. McLane-Iles asked if the siding was vinyl or wood. Mrs. Knipe was unsure. Mr. Thompson shared he thought it was wood siding. He shared that the current owners had owned the property for thirty years and were very proud of it. He stated he knew the gentleman and that the roof was the original clay tile roof. He shared that having work done to the roof required bringing someone in from Chicago.

With no further input, the motion was approved with the following vote: Aye: Robb, Sexton, Thompson, Bansal, Chrisman, Heckert, McLane-Iles, Martin. Nay: None. Abstain: Hopkins. Absent: none.

13. Public Hearing No. 7 – *An application for a historic landmark at 500 S. Elson Street.* Chair Martin declared the public hearing open at 6:57 p.m.

Mrs. Knipe stated the Armory met all thirteen of the criteria. She explained the building had a strong geometric style on the front made of limestone brick. She stated Lt. Col. James Rieger was born in 1870 and moved to Kirksville in 1880. He joined the Missouri National Guard in 1900 and played a critical role in leading his platoon during an offense in World War I, earning two distinguished service medals. She stated the current owners of the property were in the process of restoring and renovating the inside to provide a sports-like complex geared towards kids and youth. Mrs. Knipe shared that pictures of the inside were included in the information packet provided to members, which included the vaulted ceiling they were restoring. She stated City Staff recommended approval of the request.

Mr. Hopkins asked about the ceiling that was removed. Mrs. Knipe stated there had been a drop ceiling installed and that was removed. Chair Martin stated he had not realized someone else had purchased the building.

With no further input, Chair Martin closed the public hearing at 7:00 p.m.

14. Landmark Nomination – *a Nomination Form for a historic Landmark at 500 S. Elson Street.* Dr. Sexton made a motion to adopt a resolution recommending the Rieger Armory at 500 S. Elson St. be designated a Landmark based on criteria for designation found in Sec. 2-259 (c)(1) of the Kirksville City Code and recommending City Council approval of the Landmark designation with Historic zoning, an overlay of the current zoning. Mr. Thompson seconded the motion.

Prof. Dr. McLane-Iles asked if the complex would be free for use. Mrs. Knipe stated she did not believe the owners had the funds to make it free for use but were working to make it affordable. Chair Martin asked if there would be parking requirements. Mrs. Knipe stated the number of people expected to use the facility at one time would not require additional parking. Mr. Heckert asked if there had been a rezoning request previously discussed. Chair Martin stated that the change of ownership had been a topic of discussion in the community.

With no further input, the motion was approved with the following vote: Aye: Sexton, Thompson, Bansal, Chrisman, Heckert, Hopkins, McLane-Iles, Robb, Martin. Nay: None. Abstain: none. Absent: none.

15. Variance Request – *A request for a variance from Sec. 44-622 (b)(5)(e)(2) – Two wall signs or two marquee signs or two canopy signs or two projecting signs (or any combination of two of the foregoing signs), plus one detached sign at 1009 N. Osteopathy.* Mr. Hopkins made a motion to recommend that the City Council approve a variance from Sec. 44-622 (b)(5)(e)(2) – Two wall signs or two marquee signs or two canopy signs or two projecting signs (or any combination of two of the foregoing signs), plus one detached sign, to add an additional sign on the fuel canopy at 1009 N. Osteopathy. Dr. Sexton seconded the motion.

Mrs. Knipe stated the request would allow Casey's to have multiple canopy signs, allowing three canopy signs in total with one on the roof and two on the fueling canopy instead of one. She said that current regulations would not allow them to conform with their business brand.

Chair Martin stated this had previously been discussed and approved. Mrs. Knipe stated her previous report showed a four instead of a five so this would correct the request approved before City Council review. Mr. Robb asked about the free-standing sign and if that would be included in the number. Mrs. Knipe stated the request only focused on canopy signs, which included roof signs and the fueling station canopy. Mr. Robb stated he did not realize the sign on the pole was considered a different type of sign and asked about the limit on those types of signs. Mrs. Knipe replied she believed one but would need to confirm. Mr. Thompson stated there were three stores in town but only two requests on the agenda. Mrs. Knipe responded that the other store had the correct information for their zoning. Chair Martin stated the previous request was in a commercial zone, but two stores were in residential zones.

With no further input, the motion was approved with the following vote: Aye: Thompson, Bansal, Chrisman, Heckert, Hopkins, McLane-Iles, Robb, Sexton, Martin. Nay: None. Abstain: none. Absent: none.

16. Variance Request – *A request for a variance from Sec. 44-622 (b)(5)(e)(2) – Two wall signs or two marquee signs or two canopy signs or two projecting signs (or any combination of two of the foregoing signs), plus one detached sign at 1620 S. Baltimore St.* Dr. Sexton made a motion to recommend that the City Council approve a variance from Sec. 44-622 (b)(5)(e)(2) – Two wall signs or two marquee signs or two canopy signs or two projecting signs (or any combination of two of the foregoing signs), plus one detached sign, to add an additional sign on the fuel canopy at 1620 S. Baltimore St. Mr. Hopkins seconded the motion.

Mrs. Knipe stated the report was the same as the previous report and City Staff recommended approval of the request.

With no further input, the motion was approved with the following vote: Aye: Bansal, Chrisman, Heckert, Hopkins, McLane-Iles, Robb, Sexton, Thompson, Martin. Nay: None. Abstain: none. Absent: none.

17. Variance Request – *A request for a temporary variance from Sec. 44-132. – Detached buildings generally at 901 W. Shepherd Ave.* Mr. Chrisman made a motion to recommend City Council approve a temporary variance for one year from Sec. 44-132. – Detached buildings generally at 901 W. Sheperd Ave. Dr. Sexton seconded the motion.

Mrs. Knipe reported that the owners bought the property and removed a dilapidated building. They planned to build a nice single-family home on the property. She shared that the variance was needed due to there being a very nice shed on the property. She noted that the cost of tearing the shed down and rebuilding would put them way over budget. She explained the reason for the year-long variance was due to their plan to build on the property and the cost of building materials fluctuating. Chair Martin mentioned the owners currently reside across the street. Mr. Robb asked for clarification on why the variance was needed. Mrs. Knipe responded that the owner wished to keep the shed while the home was built. Chair Martin stated that an accessory building was not allowed without a permanent structure. Mr. Hopkins stated that while he had no issue with the variance, he noted that how nice the shed was or how nice the property owners were should not be relevant. Mrs. Knipe replied that it was relevant in the fact that replacing that quality of a shed would be significant. Mr. Hopkins stated that the type of shed should not be a factor if the owner never intended to build a home. Mrs. Knipe responded the owners did intend to build a home and were asking for a one-year variance versus a permanent variance. Chair Martin stated the owners could have left the trailer but removed the trailer and cleaned up the property.

Chair Martin asked if there was any citizen input. With no further input, the motion was approved with the following vote: Aye: Chrisman, Heckert, Hopkins, McLane-Iles, Robb, Sexton, Thompson, Bansal, Martin. Nay: None. Abstain: none. Absent: none.

18. Right-of-Way Vacation – *A request for the vacation of a dead-end alley east of North New Street, between Illinois Street and Missouri Street of the City of Kirksville, Missouri.* Dr. Sexton made a motion to recommend City Council approve a request for the vacation of a dead-end alley east of North New Street, between Illinois Street and Missouri Street of the City of Kirksville, Missouri. Mr. Hopkins seconded the motion.

Mr. Adam Dorrell, City Engineer, reported he was generally not in favor of vacating alleys or street right-of-way. He acknowledged there had been two vacations during his three years with the city, including one with the alley abutting a city park. Mr. Dorrell stated that the subdivision was built in 1866 and included other alleys. He assumed the alleys were left to connect to future subdivisions, but those parcels were never subdivided. He said all the connecting streets and alleys remained on the plat. He pointed out that there were six houses that would need to be torn down to extend the alley. He said the owner approached the city about vacating the alley. He explained the City Council policy regarding the request and presented the property owner with a checklist where they contact all the utilities. After contacting all the utilities, none of the utilities or the city had any facilities in the alley. Due to this, he recommended the alley be vacated.

Mr. Robb asked if the blank area on the checklist meant there were no facilities. Mr. Dorrell stated that was correct. He explained that they have the requestor call the utility and ask for a design ticket where they give you information on any utility in the area. He stated there were no phone (AT&T) and no water or sewer (City). Mr. Robb stated that the checklist for either yes or no for utilities had not been completed so that was why he was confused. Mr. Dorrell included a letter from the neighbor in the packet stating they had been notified and concurred with the vacation. Mr. Hopkins asked if the request would need to be heard again by the commission due to the documents being incomplete. Mr. Dorrell explained they were internal documents provided to him for making the recommendation. Chair Martin stated that he looked at the alley and it would be very close to the house to the south. Mr. Dorrell remarked that he was not sure if the home was surveyed before building, therefore it encroached on the setback for the alley. Chair Martin thought it looked more like an abandoned driveway than an alley. Chair Martin asked if the document signed by both property owners was required. Mr. Dorrell stated that the signature of any adjacent property owner along the alley would be required in a letter that they agreed with the request. He explained that when an alley was vacated the alley property was split equally between the property owners. Prof. Dr. McLane-Iles asked who was responsible for upkeep. Mr. Dorrell stated the property owners were already maintaining/mowing the alley as the city had done nothing to the property. If street work had been done the city would have been required to pour an apron for the alley, but that had not happened. Chair Martin asked about the split of the alley property. Mr. Dorrell stated that the vacation of the alley would be recorded, and the property split between the property owners. He explained that it would be up to the property owners to survey the property if they wished to know the exact property lines.

Chair Martin asked if there was any citizen input. With no further input, the motion was approved with the following vote: Aye: Heckert, Hopkins, McLane-Iles, Robb, Sexton, Thompson, Bansal, Chrisman, Martin. Nay: None. Abstain: none. Absent: none.

CITIZEN / STAFF / COMMISSION INPUT

Councilmember Bansal shared that a couple of months ago he had requested a review of the decisions made by the Planning & Zoning Commissions throughout the years to see how the City Ordinances could be updated. He said City Staff were still reviewing, but one update that will be suggested for review would be to remove some parking restrictions or parking requirements. He said those changes could help reduce costs. He explained that the final language to update these ordinances was still being finalized. Chair Martin commented that would be helpful to those requests where the requirements seemed to make no sense, such as the installation of a \$80,000.00 parking lot.

ADJOURNMENT

With no further business, Chair Martin asked for a motion to adjourn. Dr. Sexton made a motion to adjourn. Mr. Heckert seconded the motion. Chair Martin declared the meeting adjourned at 7:24 p.m.

Teresa Dorris

Recording Secretary

Staff Report – Variance Request No. 1

The owners of property at 1404 S. Cottage Grove have requested a variance from hard surface driveway requirements.

Per [Sec. 44-185](#) of the Municipal Code:

“(a) Driveways shall be constructed to produce a hard-surfaced finish.

(1) Concrete: Minimum depth of four inches;

(2) Bituminous paving: Minimum depth of four inches.

(3) Shall meet all requirements outlined in section 44-104.

(b) Expansion joints shall be placed in all areas between existing concrete construction prior to placing fresh concrete. Expansion joints shall be at least one-half inch thick and the same depth as the thickness of concrete to be placed.

(c) Control joints shall be constructed with grooving tool or sawed every ten feet or equally divided in sections not less than ten feet.

(d) It is recommended that all driveways be broom finished as a safety factor.”

The Variance Request at 1404 S. Cottage Grove has been submitted by Harold and Rebecca Osborn, owners of the property at 1404 S. Cottage Grove, in order vary from [Sec. 10-185 \(a\), \(b\), \(c\), and \(d\)](#) of our Municipal Code. These multiple subsections of Sec. 10-185 dictate that a driveway must be hard-surface, and then detail the specifications for that hard-surface driveway.

The applicants seek a variance due to financial hardship, as building a new home on the property and paving the entire 232-foot driveway would exceed their redevelopment budget; as seen in the supportive documents the paving cost is \$40,000, making full compliance financially unfeasible for the property owners.

A variance from the aforementioned subsections of Sec. 10-185. of the Municipal Code would allow the owner to only pave the first 6 feet of the driveway from South Cottage Grove – which they have offered to do – to mitigate any grave or dirt from going into the street, instead of paving the entire driveway, as the Municipal Code requires. Again, the owner has offered to pave the first 6 feet to help prevent any gravel from making its way onto the street.

Staff recommends that this variance be approved.

Please see the Variance Request Application, accompanying letter, and corresponding map, below.

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



Variance Request Application

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

1404 S. Cottage Grove, one block south of George St.; west side of street across from W. M. Middle School

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

1404 S. Cottage Grove

Size of tract: *(expressed in acres)* 1.72 acres

Present zoning classification: Residential

Present use(s) of property: Owned for anticipated improvements and future occupation by owners.

Reason for requesting variance: The historical, landmark property at 1404 S. Cottage Grove, having original stable/barn, granary, well and well curb, is one of the few remaining historical properties within the city of Kirkville. The owners are asking a drive way variance for the 150 ft drive to the barn and house location in order to retain the authenticity and integrity of the historic property.

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.

David L. O'Brien, Rebecca O'Brien
Owner/Agent Signature

May 7, 2025

Date

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

For internal use:

Date reviewed by City Planner: 5/14/25

Date of decision by Planning & Zoning: _____

Date of decision by City Council: _____

1412 E. McPherson St.
Kirksville, MO 63501
May 7, 2025

Planning & Zoning Commission
201 S. Franklin St.
Kirksville, MO 63501

Commission Members:

RE: Variance Request

Names: Harold Osborn and Rebecca Osborn

Address: 1412 E. McPherson St., Kirksville, MO 63501

Phone: 660-665-3624 660-626-6482

Email: hbosborn21gmail.com

The above parties are requesting a driveway variance at the property located at 1404 S. Cottage Grove, across from William Matthew Middle School and its parking lot. The property owners are planning the demolition of the existing house and a replacement with a modern-day farmhouse residence. The existing farmhouse has been inspected with the possibility of renovating, but the existing basement wall, footings, and slabs have deteriorated and are incapable of supporting a structure.

The variance request involves a driveway from the street to the barn then to the house location, which is approximately 232 feet. The grading, driveway site preparation, and paving the 232 feet meeting code specifications for a 12-foot driveway, would add approximately \$40,000.00 of expense to the planned project. Without the variance and with the additional expense for the driveway, the owners' original plan for the improvement of the property would have to be scrapped.

If the variance is granted and the project moves forward, the property owners would pave a 6' approach from the property driveway to Cottage Grove Ave. egress.

Thank you for your consideration of the variance,

Harold Osborn, Rebecca Osborn

Harold L. Osborn
Rebecca Osborn



17111 State Highway B
Kirkville, MO 63501

June 3, 2025

TO: Harold and Becky Osborn

QUOTE FOR: New concrete driveway at 1404 S. Cottage Grove, Kirkville, MO 63501.

Work will consist of excavating existing gravel drive and pouring a new 6 inch thick Concrete driveway with a compacted gravel base and #4 rebar on 2 foot centers. Driveway is approximately 237 feet long and 12 feet wide, and will also include a 30x20 parking pad in front of the garage. Contractor will furnish all material, labor And permits to complete this project to meet all City of Kirkville requirements.

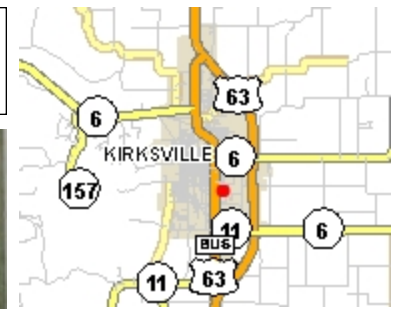
PRICE: Not exceed \$40,000.00

Thank You,

A handwritten signature in black ink, appearing to read "Jim Stanton", with a long horizontal flourish extending to the right.

Jim Stanton

Kirksville, MO



Legend

Road

- Street
- US Highway
- Numbered State Highway
- Lettered State Highway

Parcel

- Corporate Limit

1 in. = 82ft.



163.2 0 81.61 163.2 Feet

This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.

Notes

Proposed Revisions to the Kirksville Active Mobility Plan (KAMP): Staff Report

City staff are seeking the input and recommendation of the Planning and Zoning Commission regarding proposed revisions to the Kirksville Active Mobility Plan (KAMP).

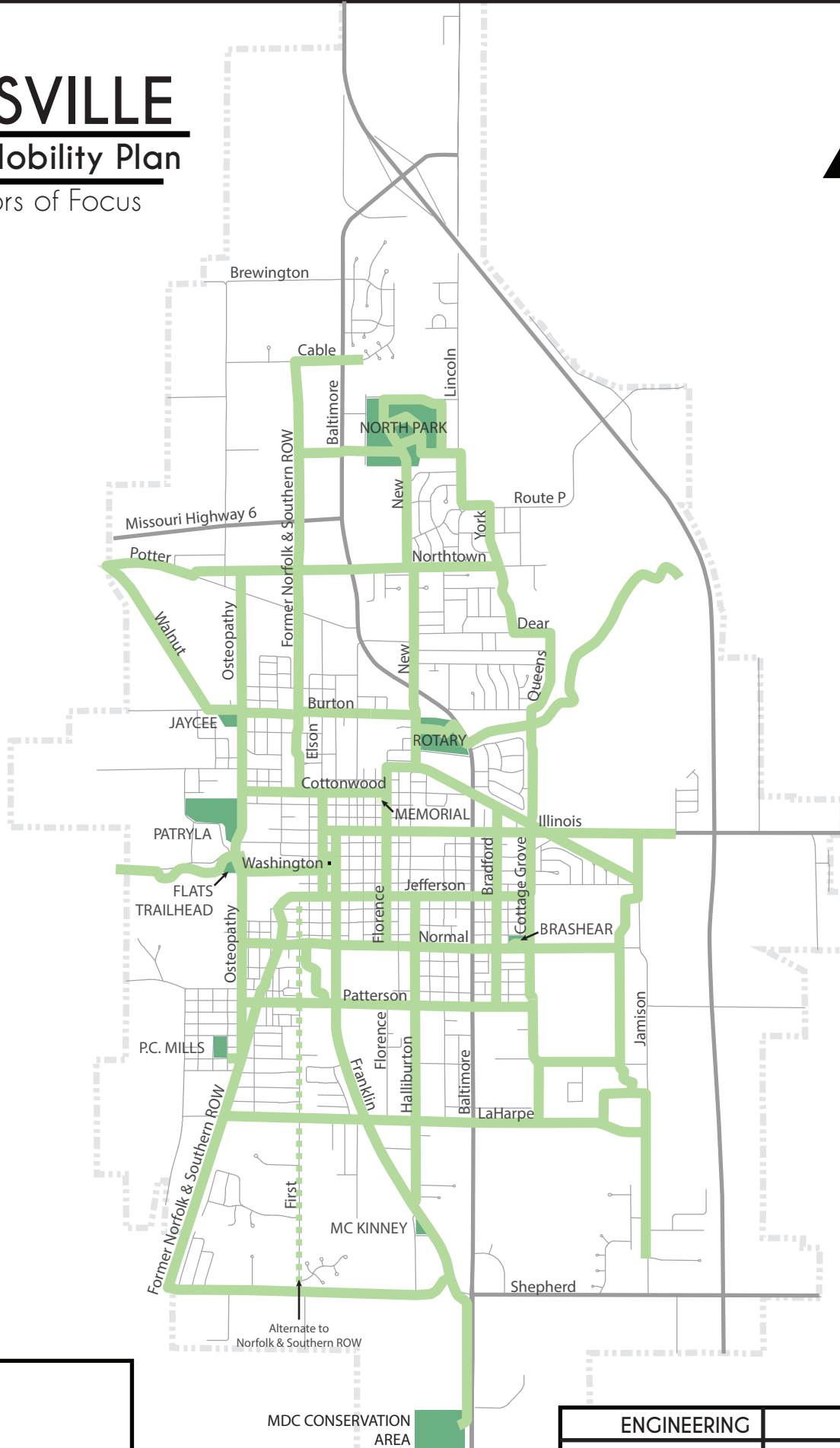
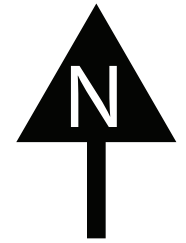
First, the KAMP is a plan that identifies specific “focus corridors,” within which City staff focus on accommodating not only vehicles, but cyclists and pedestrians as well, as the built environment and the municipal budget allow. The implementation of the KAMP is a priority of the City, and is identified in the City’s *THINK Kirksville 2040 Comprehensive Plan* in Chapter 4: THINK Mobility and Transportation, Objective 4.2.E.: *“Integrate the Forest Lake Area Trail System (FLATS) plan and Kirksville Active Mobility Plan (KAMP) recommendations into future sidewalk and trail development to ensure city-wide connectivity.”*

The current KAMP is attached to this report for your review. Currently, proposed revisions to the KAMP included the following: 1). the addition of Green Street as a Focus Corridor; 2). the removal of the proposed trail in the Norfolk & Southern Railroad right-of-way; and 3). the addition of First Street as a Focus Corridor <which is currently an alternate to the aforementioned Norfolk & Southern Railroad right-of-way trail>.

KIRKSVILLE

Active Mobility Plan

Corridors of Focus



KAMP
PROPOSED PLAN

- PARK/REC AREA
- FOCUS CORRIDORS
- STREET

ENGINEERING

DRAWN BY: C. TRUE
CHECKED BY: L. KOLLARS
ISSUE DATE: 03/14/2018
SCALE: N.T.S.

APPROVALS

CITY MANAGER: 05/01/2019
LPRC: 09/03/2019
ATC: 10/08/2019
P&Z: 09/11/2019
CITY COUNCIL: 10/21/2019