



## Planning & Zoning Commission Meeting Agenda

April 8, 2026, 6:00 pm

Council Chambers, City Hall, 201 S. Franklin St.

Online viewing location:

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

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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 March 11, 2026

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 2810 Round Barn Way.
  - a. Recommended Motion – To recommend City Council approve a variance from *Sec. 10-185. – Driveways. (a), (b), (c), and (d)* at 2810 Round Barn Way.
  - b. Staff Report
  - c. Commission Discussion

2. **Variance Request** – – A request for a variance from *Sec. 44-212. – District R-3, Multifamily Residential District and R-3-S, Multifamily Special Residential District. (2), (3), and (4)* at 814 N. Florence St.
  - a. Recommended Motion – To recommend City Council approve a variance from *Sec. 44-212. – District R-3, Multifamily Residential District and R-3-S, Multifamily Special Residential District. (2), (3), and (4)* at 814 N. Florence St.
  - b. Staff Report
  - c. Commission Discussion
  
3. **Variance Request** – A request for a variance from *Sec. 44-132. – Detached buildings generally.* at 1214 W. Burton St.
  - a. Recommended Motion – To recommend City Council approve a variance from *Sec. 44-132. – Detached buildings generally.* at 1214 W. Burton St
  - b. Staff Report
  - c. Commission Discussion

Staff Comments:

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 March 11, 2026

PRESENT:

Jeremy Hopkins, Vice Chair

Chuck Heckert

Betty McLane-Iles

William Robb

Bruce Thompson

Ashley Young, Comm. & Eco. Development Director

Jon Cook, Fire Chief

Scott Williamson, Chief of Police

ABSENT:

Kabir Bansal, Council Representative

Jason Chrisman

Dan Martin, Chair

Patricia Sexton

**CALL TO ORDER**

Vice Chair Hopkins called the meeting of the Planning & Zoning Commission in the City Council Chambers to order at 6:00 p.m.

**ORDER OF THE AGENDA**

Vice Chair Hopkins asked if there were any changes to the agenda. Mr. Young stated the agenda should be amended to add an item number three for the Election of Officers for Chair and Vice Chair. Mr. Thompson made a motion to amend the agenda. Mr. Heckert seconded the motion. The amended agenda was approved with the following vote: Aye: Heckert, McLane-Iles, Robb, Thompson, Hopkins. Nay: none. Abstain: none. Absent: Bansal, Chrisman, Martin, Sexton.

**APPROVAL OF MINUTES**

Vice Chair Hopkins asked for a motion to approve the minutes of November 12, 2025. Mr. Thompson made a motion to approve the minutes as published. Mr. Heckert seconded the motion. With no other changes, the minutes were approved with the following vote: Heckert, Robb, Thompson, Hopkins. Nay: none. Abstain: McLane-Iles. Absent: Bansal, Chrisman, Martin, Sexton.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

**1. Public Hearing No. 1** – An application to rezone 1216 W. Missouri St. from R-2, Two-Family Residential District, to R-1, Single-Family Residential District. Chair Hopkins opened the public hearing at 6:03 p.m.

Mr. Young stated that there had previously been two variance requests for the property, related to the goal of building a single-family home on the property. He referenced the GIS photo of the property, which showed a square section of the property zoned R-1, Single-Family, with a Boundary Street address. Mr. Young said for the property owner to request a lot combination, both properties would need to be the same zone. Therefore, the property owner was requesting the large lot at 1216 W. Missouri Street be rezoned to R-1, Single-Family. Mr. Young pointed out the Think 2040 Comprehensive Plan identified the area as Single/Two-Family Residential, so it complied with the plan. He said City Staff recommended the request be approved.

Mr. Robb asked if the petitioner already owned both properties. Mr. Young responded that was correct. Mr. Robb asked if they purchased both properties separately. Mr. Young was unsure but thought they would be sold separately but could have both been part of the same transaction. Mr. Robb asked about the zoning adjacent. Mr. Young responded it was R-3, Multi-Family Residential.

With no further input, Chair Hopkins closed the public hearing at 6:07 p.m.

**2. Rezone** – An application to rezone 1216 W. Missouri St. from R-2, Two-Family Residential District to R-1, Single-Family Residential District. Prof. Dr. McLane-Iles made a motion to recommend City Council approve the request to rezone 1216 W. Missouri Street from R-2, Two-Family Residential District to R-1, Single-Family Residential District. Mr. Thompson seconded the motion.

Chair Hopkins asked if the blocked off section of Boundary Street could be responsible for the small area of R-1 zoning. Mr. Young responded it would be possible, but he was unsure. Chair Hopkins asked if there were plans to reopen the closed section of Boundary Street. Mr. Young responded not to his knowledge.

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

### **3. Election of Officers – Election of Chair and Vice Chair.**

Mr. Young stated that each year, a Chair and Vice Chair were elected. The current Chair was Dan Martin and Vice Chair was Jeremy Hopkins.

Mr. Thompson nominated Dan Martin to serve as Chair. Mr. Heckert seconded the motion. The motion was approved with the following vote: aye: Heckert, McLane-Iles, Robb, Thompson, Hopkins. Nay: none. Abstain: none. Absent: Bansal, Chrisman, Martin, Sexton.

Mr. Heckert nominated Jeremy Hopkins to serve as Vice Chair. Mr. Thompson seconded the motion. The motion was approved with the following vote: aye: Heckert, McLane-Iles, Robb, Thompson, Hopkins. Nay: none. Abstain: none. Absent: Bansal, Chrisman, Martin, Sexton.

### **CITIZEN / STAFF / COMMISSION INPUT**

#### **Police & Fire Facilities Sales Tax Presentation – Presentation**

Mr. Heckert inquired about the purpose of the presentation. Mr. Young stated it was a request made for educational purposes regarding the sales tax. Mr. Young then turned the meeting over to Police Chief Williamson.

Police Chief Scott Williamson stated that police and fire services were expected to respond whether or not someone lived within the area. He explained that they had taken feedback from voters and determined that citizens supported both departments but did not support the additional items included in Proposition B. As a result, all items not directly related to police or fire were removed.

Chief Williamson stated that the current police department was located in a former bank built in 1963. When they moved into the building, there were 12 to 15 patrol officers. At the time of the meeting, the department had 24 officers, a K-9 officer, and three investigators. He reported that courts required evidence to be stored for longer periods, and the department had run out of storage space. He also explained that the department led the Regional Computer Crimes Unit for 13 counties, a grant-funded program that handled internet crimes against children. This unit processed computers, phones, tablets, and other electronic devices for forensic analysis in support of prosecution.

He noted that the conference room was used for meals, evidence processing, and meetings. While it worked for day-to-day operations, it was inadequate for planning meetings involving 15 to 20 people from multiple agencies, such as the Missouri Highway Patrol, Adair County Sheriff's Office, Drug Task Force, and Truman State University officers. These briefings could last up to two hours.

Chief Williamson cited safety concerns about escorting arrestees' downstairs and the lack of a secure processing area. He explained that the process required two officers for safety, reducing patrol availability. He also noted the limited size of the men's and women's locker rooms. While space was used as efficiently as possible, including two sergeants sharing a small office, overlapping shifts made private counseling sessions difficult.

Fire Chief Jon Cook stated there were three primary challenges with the current fire station: deployment and response times to the north and south parts of town, emergency equipment being exposed to the elements, and annual flooding of the station.

He shared that Kirksville historically had two fire stations—one on Potter Avenue and one on South Franklin Street—but both had been closed and sold. He emphasized that response time was critical, with four minutes being the industry standard. Fires could progress from ignition to full room involvement in three to five minutes, aligning with National Fire Protection Association standards. He noted that the insurance industry evaluated coverage based on a 1.5-mile radius from a fire station, which aligned closely with the four-minute response standard.

Chief Cook stated that only 46% of the community fell within the recommended response time. Response times to the north and south parts of town could reach six minutes, while areas such as North Lincoln and Irene Drive could experience response times of seven minutes or longer, depending on traffic.

He explained that while the population had remained relatively stable since 2003, the city had expanded through annexation and development. Staffing efficiencies had been improved by shifting administrative personnel into firefighter roles, increasing on-duty staffing and training. However, without infrastructure investment, service improvements would be limited. He noted it was not unreasonable for Kirksville to operate multiple fire stations. Comparable communities such as Moberly, Hannibal, and Fulton had more firefighters on duty while providing fewer comprehensive services. He added that calls had increased from fewer than 1,000 in 2003 to more than 3,400 in 2025.

Chief Cook stated that, if approved, the tax would fund construction of new north and south fire stations, along with a new police station. The tax would be three-eighths of a cent and would last no more than 25 years, though it could be paid off sooner. The funds could only be used for infrastructure—not personnel or vehicles. He explained that the current two crews would be split between the new stations, increasing

coverage to 75% of the community within standard response times. He also noted that grant-funded equipment stored outdoors would be better protected indoors. Addressing the current station's flooding issues would cost several million dollars, making new construction the more practical solution.

Chief Williamson added that, to reduce costs, both buildings would be constructed on slabs, lowering expenses and eliminating potential water issues. The police station would be designed for expansion over the next 20–25 years without requiring additional taxpayer funding.

Chief Williamson outlined the tax breakdown and explained that the added tax would amount to approximately one cent on a \$3.00 coffee, \$0.37 on a \$100 purchase, and \$1.12½ on \$300 in groceries. He emphasized that the tax would be shared by all those who could potentially utilize fire and police services. Chief Williamson also noted that the Adair County Sheriff's Department utilized the City of Kirksville's tactical team. Most officers held dual commissions with both the city and county, allowing seamless response across jurisdictions.

Chief Cook explained that agreements were in place with the Adair Fire Department and the LaPlata Community Fire District. He noted that Kirksville crews often arrived first due to full-time staffing, while surrounding departments relied on volunteers. The department also had a contract with the county to provide vehicle extrication and hazardous materials services for all of Adair County.

Chief Williamson stated that the total projected cost was \$29.4 million: \$11 million for the police station and \$9 million for each fire station. He added that the city planned to allocate \$500,000 annually toward debt repayment. A 3% sales tax on marijuana sales passed in Kirksville generated \$160,000 annually and was split between the police and Economic Development. The monies for the police would be part of the \$500,000 going toward the debt. Chief Williamson reviewed the ballot language, noting it included a sunset date and restricted funds for infrastructure use only, even if the debt was paid off early.

Mr. Thompson asked whether additional parking would replace the parking space lost to the new police station. Chief Williamson stated he was unsure but noted that current properties would be sold. When asked about the condition of the current building, Chief Williamson reported issues including a collapsed basement drainpipe, asbestos between concrete and tile, and roof leaks during heavy rain. Mr. Thompson asked whether the building could be repurposed for the 911 center or the regional computer crimes lab. Chief Williamson stated the council planned to sell the property and noted that the crimes unit would need to remain with the department. Mr. Thompson also asked whether improved response times would lower insurance costs. Chief Cook explained that the city's ISO rating could improve from 3 to 2, but individual insurance company responses might vary. He encouraged residents to contact their insurers after reclassification. He noted that commercial rates might see greater impact. Regarding construction timelines, Chief Cook stated that if the measure passed, planning and bidding would follow, with construction potentially beginning in 2028 or 2029.

Mr. Robb asked whether a ballot number had been assigned; Chief Williamson stated it had not. Chair Hopkins asked whether the 911 center was included in the proposal; Chief Williamson confirmed it was not.

Prof. Dr. McLane-Iles asked about staffing levels. Chief Williamson reported there were 32 officers, compared to 12–15 when the building was first occupied. Chief Cook reported there were 21 shift personnel, four administrative staff who rotated on call 24/7, and one civilian administrative staff member. She asked about secure booking areas. Chief Williamson explained that the new design would include a sally port, a secure, enclosed garage, leading to a controlled holding area, preventing access to the rest of the building. When asked about office needs, Chief Williamson stated there were four sergeants, one per shift, and the new design included shared workspace with cubicles to reduce costs. He stated there were no current plans to increase staffing. Regarding flooding concerns, Chief Cook explained that runoff was the primary issue and that site selection and design would address topography. Prof. Dr. McLane-Iles also asked about the K-9 unit. Chief Williamson stated there was currently one dog, but additional units would be beneficial. When the handler was on vacation, the dog had to be kenneled. She asked about alternative building options, such as the old recreation center south of town. Mr. Heckert noted that the former recreation center was now occupied by state offices. Chief Williamson added that other buildings, such as the Equity Bank downtown, had been considered but presented similar or greater issues, including age and flooding concerns.

Chair Hopkins asked whether construction costs could exceed projections. Chief Williamson stated that contingency funds were included in the design to address unknown expenses without requiring additional funding or reducing building size. Chair Hopkins summarized that the budget was set with the expectation that not all funds might be needed, and Chief Williamson confirmed this understanding.

### **OTHER INPUT**

Mr. Heckert mentioned the upcoming Boards and Commission Dinner. Vice Chair Hopkins stated that if you had not RSVP'd, to do so. Mr. Young stated the dinner would honor all Boards and Commission Members. He stated the dinner would be held on Monday, March 30<sup>th</sup>, in the Georgian Room, Student Union Building, of the Truman Campus. He said the RSVP deadline was Friday, March 13<sup>th</sup> to the City Clerk.

### **ADJOURNMENT**

With no further business, Vice Chair Hopkins asked for a motion to adjourn. Mr. Thompson made a motion to adjourn. Mr. Heckert seconded the motion. Vice Chair Hopkins declared the meeting adjourned at 6:44 p.m.

Teresa Dorris

Recording Secretary

## Staff Report – Variance Request

The Variance Request at 2810 Round Barn Way. has been submitted by Caroline and Jared Brawner, owner of 2810 Round Barn Way, in order to build a single family home at this location while varying from Per [Sec. 10-185. – Driveways. \(a\), \(b\), \(c\), and \(d\)](#) . 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.”*

A variance from this code would allow Jared and Caroline Brawner to place gravel instead of a hard surface - as the Municipal Code requires in from [Sec. 10-185. – Driveways. \(a\), \(b\), \(c\), and \(d\)](#) – between the existing gravel approach off of Round Barn Way to their future single-family home.

There are several factors to be considered when evaluating this Variance Request from Caroline and Jared Brawner.

First, for the family to pave the drive as part of the construction of the new single-family home, they would incur significant financial hardship due to the size of the driveway as you can see in supporting documents two quotes of \$249,545.00 and \$315,205.00 compared to 29,950 for gravel.

Second, and equally important, is that the road leading to the property is already gravel. The concern of any gravel spilling onto Round Barn Way is moot given it is already gravel.

Third, they have taken in consideration any future street improvements by the city to pay and they will be paving the first 12ft to code.

In alignment with the THINK Kirksville 2040 Comprehensive Plan, which emphasizes the

importance of green building practices and sustainability, allowing an eco-friendlier solution like gravel would contribute to reducing unnecessary emissions.

Staff recommends that this variance be approved.

Please see the Variance Request Application, accompanying letter, supporting letter from the community, site plan, and corresponding map.

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



## Variance Request Application

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

PART OF THE SE1/4 NE1/4 SEC 34 LESS RD R/W - KIRKSVILLE ADAIR COUNTY MO. S34-T63-R15

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

2810 ROUND BARN WAY, KIRKSVILLE, MO 63501

Size of tract: *(expressed in acres)* 24.26

Present zoning classification: Residential

Present use(s) of property: Row crop

Reason for requesting variance: Practicality and costs due to driveway length, existing access conditions, safety concerns, and soil conditions. Unnecessary Financial Burden.

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.

Owner/Agent Signature

3/24/26  
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: 3/25/26

Date of decision by Planning & Zoning: \_\_\_\_\_

Date of decision by City Council: \_\_\_\_\_

Jared Brawner  
Caroline Brawner  
[REDACTED]  
Kirksville, MO 63501  
[REDACTED]

**City of Kirksville – Planning & Zoning Commission**

Attn: Community Development / Planning Staff  
201 S. Franklin Street  
Kirksville, MO 63501

**Re: Variance / Relief Request – Private Gravel Driveway (Related to City Policy #21: Acceptance of Private Streets)**

**Property:** PART OF THE SE1/4 NE1/4 SEC 34 LESS RD R/W - KIRKSVILLE ADAIR COUNTY MO. S34-T63-R15

Dear Planning & Zoning Commissioners,

My wife, Caroline, and I respectfully request approval for relief from the City’s paved-road requirement as applied to this improved lot/private access drive, for our plan to build a single-family “forever home” on approximately 24 acres located within the Kirksville city limits near the Highway 63 bypass.

**1) The request**

We request approval to construct and maintain a private gravel driveway (approximately 0.25 miles in length) rather than constructing a paved surface. This driveway will serve one single-family residence (including an in-law suite) and is not intended to function as a subdivision improvement, a development street, or a public roadway.

**2) Alignment with City Policy #21 (Acceptance of Private Streets)**

We understand the intent of City Policy #21, which emphasizes uniformity and fairness in street development and seeks to prevent situations where private developers or associations later transfer the perpetual maintenance of sub-standard private streets to the public. Our request is consistent with that policy because:

- The proposed access is a private driveway serving one residence, not a development street.
- We are not requesting that this driveway be accepted into the City’s street inventory, and we do not seek City maintenance now or in the future as constructed.
- This is not a subdivision and is not being constructed to avoid subdivision requirements; we do not intend to subdivide the property or add additional houses.
- We will design and maintain the driveway so it provides safe, reliable access without shifting responsibility to the City.

**3) Site constraints and practical difficulty**

This request is based on unique site conditions that make paving a long private driveway impractical and unnecessary for a single-residence use:

- Driveway length and disproportionate cost: At roughly ¼ mile, paving would impose a disproportionate cost for a private driveway serving one household.
- Existing access conditions: Our driveway will connect to an existing City-owned outer road that is currently gravel. Requiring paving on the private portion while the connecting City road remains gravel does not materially advance uniformity or public-road objectives.

- Safety-driven home placement: We plan to build toward the back of the property due to safety concerns, including an existing pond and—more importantly—the proximity to the busy Highway 63 bypass. With four children under age nine, increasing separation from the bypass is a meaningful safety improvement.
- Soil conditions and settlement: Although the property is zoned residential, it has been used as crop ground for approximately the past six years. As the site transitions from cultivated ground to a homesite, we reasonably anticipate a period of settling and ongoing fine-grading as the driveway base and subgrade stabilize. Installing pavement at the outset over a driveway of this length increases the risk of premature cracking, rutting, and failure. A private gravel driveway allows us to properly build, monitor, and maintain an all-weather base, address soft areas, and manage drainage during stabilization.

#### **4) Commitments to address City concerns (access, drainage, emergency response)**

To ensure safe access and avoid negative impacts, we are willing to meet reasonable requirements such as:

- Building the driveway to an all-weather standard (proper base, grading, and drainage).
- Installing any required culverts and stormwater controls to prevent runoff impacts.
- Ensuring appropriate width and emergency access consistent with Fire/Code needs.
- Providing a turnaround area near the residence if required by Fire/Code.
- Ongoing private maintenance at our expense (grading, gravel, repairs, and dust control as needed).

#### **5) Neighbor support and lack of adverse impact**

We have spoken with the nearest neighboring properties within approximately 500 feet (within city limits), and they have expressed support/no objection to this request. Written letters are attached and reflect that a privately maintained gravel driveway serving one residence is not expected to create adverse impacts to surrounding properties or impose maintenance obligations on the City.

#### **6) Property improvement and long-term community investment**

As part of the home project, we will remove the existing metal building currently located on the property, improving the appearance and residential character of the site.

Caroline and I are both originally from Kirksville. We are moving back to raise our family near grandparents and extended family, and we intend this to be our long-term home. I also own a local business, Brawner Insurance. Our home plans include an in-law suite with the potential for multi-generational living.

#### **7) Request for consideration**

We appreciate the Commission's consideration and welcome the opportunity to provide any supporting details staff may request (site plan, driveway alignment/cross-section, drainage approach, and photos of the existing gravel City road connection).

Sincerely,

Jared Brawner  
Caroline Brawner

Jared Brawner Residential Driveway Quotes

Total Length of Road

2361 ft

0.44 miles

|                   | Gravel Bid   | Asphalt Bid   |
|-------------------|--------------|---------------|
| Taylor Dozing     | \$ 29,950.00 |               |
| Patterson Asphalt |              | \$ 249,545.00 |
| Coulter Asphalt   |              | \$ 315,205.00 |

David & Jennifer Schutter

[REDACTED]  
Kirksville, MO 63501

March 25, 2026

City of Kirksville – Planning & Zoning Commission  
Attn: Community Development / Planning Staff  
201 S. Franklin Street  
Kirksville, MO 63501

Re: Support / No-Objection Letter – Private Driveway Request (Related to City Policy #21)  
Property: PART OF THE SE1/4 NE1/4 SEC 34 LESS RD R/W - KIRKSVILLE ADAIR COUNTY MO. S34-T63-R15

Dear Planning & Zoning Commissioners,

My name is Jennifer Schutter and I live with my husband, David Schutter at 2500 State Route P near the property where Jared and Caroline Brawner intend to build a single-family home at 2810 Round Barn Way.

I am writing to express my support and no objection to their request to construct and maintain a private gravel driveway rather than paving the full length of the driveway. I understand and acknowledge the following:

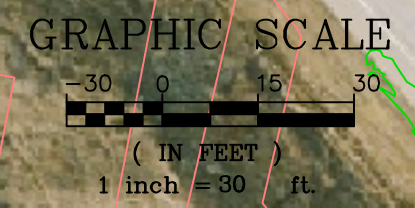
- The driveway will serve one residence and is not a development street or subdivision improvement;
- The driveway will remain private and is not being requested for City acceptance;
- The driveway will be maintained by the homeowners, and will not create a City maintenance responsibility.

From my perspective as a nearby property owner, I do not anticipate adverse impacts to surrounding properties from this request.

Sincerely,



Jennifer Schutter



UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS AND THEREFORE, THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. THERE MAY BE OTHERS THE EXISTENCE OF WHICH IS AT PRESENT NOT KNOWN. VERIFICATION OF THE LOCATIONS OF UNDERGROUND UTILITIES, SHOWN OR NOT SHOWN, WILL BE THE RESPONSIBILITY OF THE CONSTRUCTION CONTRACTOR.

|   |  |  |  |  |              |          |                      |         |   |  |          |                |  |                      |  |  |  |
|---|--|--|--|--|--------------|----------|----------------------|---------|---|--|----------|----------------|--|----------------------|--|--|--|
| IF THIS DRAWING IS PLOTTED LESS THAN 22x36 IN SIZE, IT IS A REDUCED PLOT - SCALE SHOULD BE ADJUSTED ACCORDINGLY | THE PROFESSIONAL WHOSE SIGNATURE AND PERSONAL SEAL APPEARS ON THIS SHEET ASSUMES RESPONSIBILITY ONLY FOR WHAT APPEARS ON THIS PAGE, AND DISCLAIMS (PURSUANT TO SECTION 327.411 RSMO) & (PURSUANT TO 225 ILCS 325/PROFESSIONAL ENGINEERING PRACTICE ACT OF 1989) ANY RESPONSIBILITY FOR ALL OTHER PLANS, SPECIFICATIONS, ESTIMATES, REPORTS, OR OTHER DOCUMENTS OR INSTRUMENTS NOT SEALED BY THE UNDERSIGNED PROFESSIONAL RELATING TO OR INTENDED TO BE USED FOR ANY PART, OR PARTS OF THE PROJECT TO WHICH THIS PAGE REFERS. |  |  |  | NO.          | DATE     | REVISION DESCRIPTION | BY      | <b>JARED BRAUNER</b><br><b>2810 ROUND BARN WAY</b><br><b>KIRKSVILLE, ADAIR COUNTY, MISSOURI 63501</b> |  |          |                |  | <b>PROPOSED SITE</b> |  |  |  |
|   |  |  |  |  | SURVEYED     | DESIGNED | DRAWN                | CHECKED |   |  |          |                |  |                      |  |  |  |
|   |  |  |  |  | FB 831/PG 52 | -        | KJC                  | JEL     |   |  | 1" = 30' | 3.BRAUNER SITE |  | <b>004</b>           |  |  |  |



KIRKSVILLE

P

63

R-1

## Staff Report – Variance Request

The Variance Request at 814 N. Florence St. has been submitted by Andrew Shultz, owner of 814 N. Florence St., in order to build a single family home at this location while varying [Sec. 44-212. \(2\)\(3\)\(4\) – District R-3, Multifamily Residential District. \(2\), \(3\), and \(4\)](#) of our Municipal Code. For residential properties, Sec. 44-212. – District R-3, Multifamily Residential District and R-3-S, Multifamily Special Residential District. (2), (3), and (4):

### *(2) Front yards.*

*The depth of the front yard shall be at least 15 feet, but no greater than the average block setback. No less than 60 percent of the front yard shall be greenspace, excluding pedestrian pathways or decorative yard elements. In cases where two driveways can be located in the front yard setback of interior lots without alley access, the 60 percent greenspace requirement need not apply.*

### *(3) Side yards.*

*Same as district R-1, including regulations for corner lots adjacent to reversed frontage provided the width shall be increased one foot for each foot of height of building above 35 feet.*

*Cross-Reference – R-1 District Side Yard Requirements:  
In the R-1 Single-Family Residential District,*

- a. There shall be a side yard on each side of a building not less than ten percent of the width of the lot; except that such side yards shall not be less than seven feet and need not be more than 15 feet. For areas outside the defined central business district and buildings containing a land use that is exclusively residential, a side yard fronting a street on a corner lot shall be filled with greenspace, excluding pedestrian pathways or decorative yard elements, from the front building line to at least 25 feet beyond the front building line.*
- b. Buildings on corner lots, where interior lots have been platted or sold fronting on the side street, may project not more than ten feet in front of the line established for buildings by the front yard requirements for the interior lots on the side street, provided that this regulation shall not be so interpreted as to reduce the buildable width of a corner lot in separate ownership on December 18, 1972, to less than 28 feet; and provided further that the side yard regulations above shall be observed.*

*(4) Rear yards.*

*The depth of the rear yard shall be at least 30 feet.*

The requested variance would authorize the applicant, Andrew Shultz, to construct a three-bedroom single-family dwelling on the subject parcel with a building footprint identical to that of the previously existing dilapidated structure, which was recently demolished as part of neighborhood reinvestment efforts. The proposed principal structure would maintain the historic setback pattern of the former residence and would be generally consistent with the established block face and prevailing development pattern.

Staff recommend that this variance be approved.

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

**Community Impact:** Approval of the setback variance would facilitate the development of a modestly scaled single-family dwelling that adds much-needed, attainable housing stock to the neighborhood. By enabling construction of a smaller, more affordable home that fits within the existing block pattern, the variance supports housing diversity, promotes reinvestment in the area, and contributes to overall neighborhood stability.

20ft

# KIRKSVILLE

city of



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

54 N+S  
64 E+W

## Variance Request Application

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

Florence & mill stree 1 block N of Intersection

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

814 N Florence

Size of tract: (expressed in acres) .08

Present zoning classification: R-3

Present use(s) of property: Single Family home

Reason for requesting variance: Its a small lot and not adequete space in the rear to allow for 30ft set back

Would like rear yard set back to be 7ft or whater is allowed

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.

Andrew Stultz

Owner/Agent Signature

03-20-26

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: 3/24/26

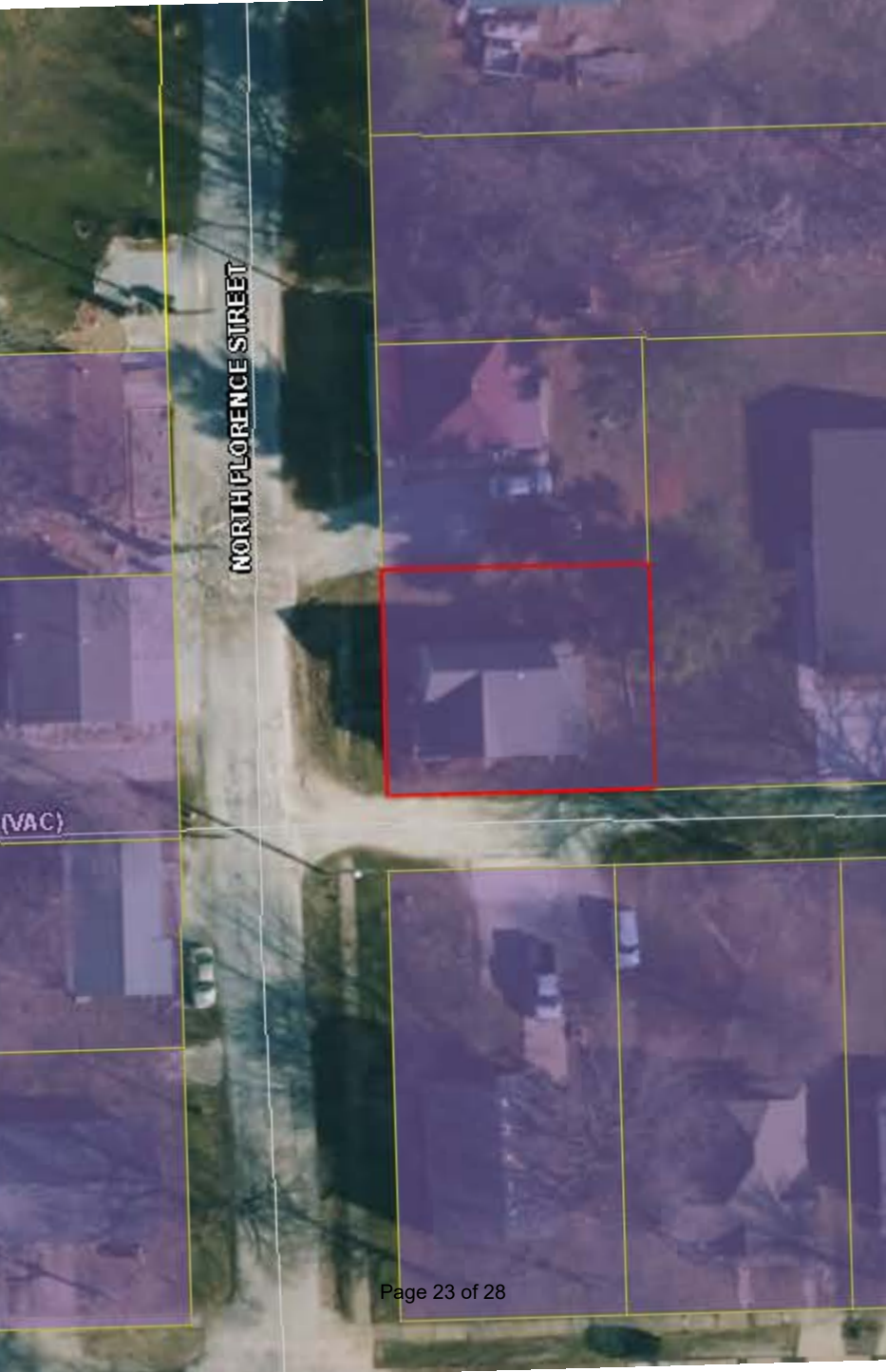
Date of decision by Planning & Zoning: \_\_\_\_\_

Date of decision by City Council: \_\_\_\_\_

Andrew Shultz [REDACTED]  
Kirksville Mo 63501

Dear planning and zoning commission, I am requesting a variance for the address of 814 N Florence St. I had a dilapidated house on this lot so I applied for the demolition grant program and was approved. The house has already been removed and the lot will be ready to build on the first of summer. I would like to reduce the lot set back towards the rear to allow for the size of the house. Current set back requirements are 7 ft in the side yards ,30ft to the rear and 20 ft in the front or average of the block .I'm wanting to build a 36 N-S x 40 E-W 3 bedroom house. The lot size is 54 ft N-S 64 ft E-W. This allows for adequate set back on the sides but does not allow for the appropriate set back for the front and rear yard. There are 2 duplexes to the rear of the property and there is a large set back for those and no space for future development. I would need to have a 9 ft set back for the rear and front.

Sincerely Andrew Shultz



**NORTH FLORENCE STREET**

**(VAC)**

## Staff Report – Variance Request

A Variance Request at 1214 W. Burton St. has been submitted by Andrew Shultz, owner of 1214 W. Burton St, in order to store a sea-going container permanently at this location while varying from [Sec. 44-132. - Detached buildings generally:](#)

*“No metal sea-going container may be used as an accessory building in any residentially zoned property or on any property used only for residential use, unless for a temporary use no longer than 30 days, unless an extension of time is approved by the code enforcement director of the city.”*

Sea-going shipping containers are not permitted as permanent accessory structures in residential zones like R-1, R-2, or R-3 districts. Local zoning regulations typically restrict such containers to temporary use only (e.g., 30 days for storage during moves or construction) and prohibit them outright as permanent buildings due to incompatibility with residential setbacks, aesthetics, and building codes. They fail to meet standards for accessory buildings, which require construction materials, finishes, and designs harmonious with principal residences—rusted steel containers do not qualify.

Staff recommends denial of the variance request to place a permanent sea-going shipping container as an accessory building in the residential district. This use violates zoning standards designed to preserve neighborhood character and safety.

Please see the Variance Request Application, accompanying letter, picture of sea-going container, and corresponding map.

**Community Impact:** The request aligns with the intent of the applicable zoning code section, which provides for such structures under approved conditions. Therefore, the proposed variance is not anticipated to negatively impact community character or set a precedent counter to existing code provisions.



## Variance Request Application

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

Near End of W Burton Across the street from Fire Training Area

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

1214 W Burton St

Size of tract: (expressed in acres)

5.82 Acres

Present zoning classification:

R-1

Present use(s) of property:

Single Family home & Detached Garage

Reason for requesting variance:

Would like to place a Sea bearing container on this lot for additional Storage. It is a 1 trip container 40ft Long and 9'6ft tall. One-trip meaning ~~it~~ Looks Ne

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.

Andrew Schultz

Owner/Agent Signature

03-23-2026

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: \_\_\_\_\_

Date of decision by Planning & Zoning: \_\_\_\_\_

Date of decision by City Council: \_\_\_\_\_

Marsha Stewart

[REDACTED]

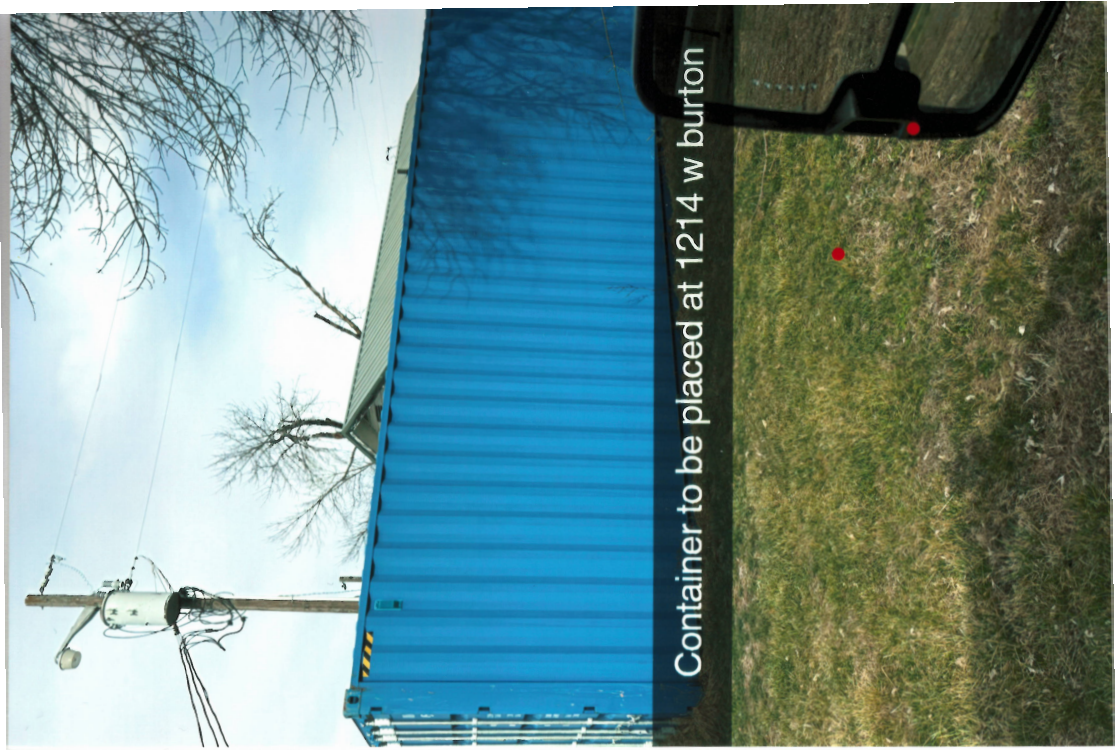
Kirksville Mo 63501

[REDACTED]

[REDACTED]

Dear Planning & Zoning Commision, I am in need of additional storage for my construction and fireworks business ( no fireworks will be housed in this container only display shelves and tables) here in Kirksville and would like to place a 1 Trip 40 ft Sea Bearing container at the lot on 1214 W Burton St. This is a 5.82 acre lot on a dead end road here in Kirksville and across the road from the firefighter training facility. The codes department cannot support this variance. Placing a sea bearing container in R-1 is strictly against code but due to the location of the lot I'm asking the commission to make an exception to this since it is in a rural area. Also there is a Sea bearing storage container directly across the road and it is the same zoning. Current zoning for both lots is R-1. See attached pictures for reference.

Sincerely Andrew Shultz



Container to be placed at 1214 w burton



**WEST BURTON STREET**

